Mat-Su College
University of Alaska Anchorage

# 2012-2013 Academic Catalog

# 2012 - 2013
# Academic Catalog

**Matanuska-Susitna College**
University of Alaska Anchorage
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Website: http://www.matsu.alaska.edu

**About this Catalog. . .**

This catalog offers you a complete guide to studying at Matanuska-Susitna College (MSC). It includes information on admission and graduation requirements as well as program and course listings for certificate and associate's degree students. You should refer to this catalog for clarification on what is required of you as a Mat-Su College 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 4 for a list of MSC offices and phone numbers.

It is the responsibility of the individual student to become familiar with the policies and regulations of MSC/UAA printed in this Catalog. 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 Catalog. However, the Matanuska-Susitna College Catalog 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, age, sex, sexual orientation, veteran status, physical or mental disability, 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 of Alaska Anchorage's Director of Campus Diversity and Compliance, 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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# SOURCES OF INFORMATION

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

| | | |
|---|---|---|
| **ADMINISTRATION** | College Director's Office | 745-9726 or 9779 |
| | FAX | 745-9769 |
| | Office of Academic Affairs | 745-9754 |
| | FAX | 746-9303 |
| | Administrative Services | 745-9705 |
| | Accounts Payable/Payroll/Personnel/Purchasing | 745-9705 |
| | FAX | 745-9711 |
| **CAMPUS CACHE** | Student Accounts/Financial Aid Disbursements/Refunds | 745-9739 |
| | Supplies & Apparel | 745-9739 |
| | FAX | 745-9700 |
| | Online Textbook Ordering: http://bookstore.mbsdirect.net/matsu.htm or call (800) 325-3252 | |
| **COMPUTING & TECHNOLOGY SERVICES** | Computing Technology/Computer Labs | 745-9738 |
| | FAX | 745-9711 |
| **LIBRARY** | Circulation Desk | 745-9740 or 9714 |
| | FAX | 745-9777 |
| **PHYSICAL PLANT** | Building & Grounds Maintenance/Security | 745-9750 |
| | FAX | 745-9711 |
| **STUDENT SERVICES** | Admissions/Registration/Records/Graduation | 745-9746 |
| | Academic Advising/Financial Aid/Veterans | 745-9762 |
| | FAX | 745-9747 |
| **THE LEARNING CENTER** | Testing/Tutoring | 745-9772 |
| | FAX | 745-9703 |
| **ADDITIONAL NUMBERS** | CIOS Skill Center | 745-9763 |
| | Student Government Office | 745-9759 |
| | TTY | 745-9751 |

# MATANUSKA-SUSITNA COLLEGE CERTIFICATES AND DEGREES

## Occupational Endorsement Certificates

**Architectural & Engineering Technology**
- CAD for Building Construction

**CISCO**
- CISCO-Certified Network Associate (CCNA)*

**Computer Information & Office Systems**
- Office Foundations
- Bookkeeping Support *
- Medical Office Support
- Office Digital Media
- Office Support

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

**Renewable Energy**

**Veterinary Assisting**

## Undergraduate Certificates

**Architectural & Engineering Technology**
- Architectural Drafting *
- Civil Drafting *
- Mechanical & Electrical Drafting *
- Structural Drafting *

**Refrigeration & Heating Technology** *

## Associate Degrees

**Associate of Arts – General Program**

## Associate of Applied Science Degrees

**Accounting**

**Architectural & Engineering Technology**

**Computer Information & Office Systems**

**Computer Systems Technology**

**General Business**

**Human Services**
- General Emphasis
- Substance Abuse Emphasis
- Family and Youth Emphasis
- Disabilities Emphasis

**Paramedical Technology**

**Refrigeration & Heating Technology**

**Small Business Administration**

*These Certificate and Occupational Endorsement Certificate programs are defined as Gainful Employment programs for the purposes of student financial aid. Valuable information about these programs including program cost, graduation rates, job placement rates, student loan debt, and other important information can be found by viewing the www.uaa.alaska.edu/financialaid/upload/GE_UC_Computer_Information_Office_Systems.pdf Gainful Employment Disclosure form or by visiting the www.uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm UAA Gainful Employment Disclosure website.

## Cooperative Degrees with other UA Campuses

### UAA/MSC

UAA Conferred degrees available at MSC include:
- AAS Nursing
- Bachelor of Arts, Elementary Education
- Bachelor of Human Services

Students pursuing a degree program conferred through UAA's Anchorage campus are welcome to attend Matanuska-Susitna College without applying separately to MSC. Please refer to the UAA Catalog, available online at www.uaa.alaska.edu/records/catalogs/catalogs.cfm/ for degree requirements, program specifics, and admission and graduation application deadlines.

### UAF/MSC

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

# ACADEMIC CALENDAR

All dates are subject to change. Registration dates pertain to classes with full-semester start and end dates. Please refer to the Academic Calendar on the MSC website for calendar updates and deadlines for short-session or late-starting classes.

## FALL 2012 SEMESTER

Priority Online Registration Begins
April 2
Semester Begins
August 27
Late Registration (Add/Drop Period)
August 27-September 7
Labor Day Holiday
September 3 & 4
(campus closed Sept. 3)
Payment Deadline
September 7
End of 100% Refund Period
September 7
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
September 7
Late Payment Fee Assessed ($125)
September 10
Graduation Application Deadline/December Graduates
November 1
Directed/Independent Study Deadline
October 26
Open-Entry Skill Center Registration Deadline
October 26
Late Payment Fee Assessed ($175)
November 5
Withdrawal, Credit-to-Audit Deadline
November 16
Thanksgiving Holiday
November 21-24
(campus closed Nov. 22-24)
Total Withdrawal Deadline
See advisor for eligibility
Semester Ends
December 15
Grades Available on UA Online
December 20

## SPRING 2013 SEMESTER *(TENTATIVE)*

Priority Online Registration Begins
November 12
Alaska Civil Rights Day (campus closed)
January 21
Semester Begins
January 14
Late Registration (Add/Drop Period)
January 14-25
Payment Deadline
January 25
End of 100% Refund Period
January 25
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
January 25
Late Payment Fee Assessed ($125)
TBA
Graduation Application Deadline/May Graduates
March 1
Spring Break (aligned with MSBSD and subject to change)
March 11-16
(campus closed March 15 & 16)
Directed/Independent Study Deadline
March 27
Open-Entry Skill Center Registration Deadline
March 27
Late Payment Fee Assessed ($175)
TBA
Withdrawal, Credit-to-Audit Deadline
April 12
Total Withdrawal Deadline
See advisor for eligibility
Semester Ends
May 6
Grades Available on UA Online
May 8
Commencement
May 10

# CHAPTER 1
## Welcome to Matanuska-Susitna College

About Mat-Su College
Accreditation
MSC Mission
UAA Mission
UAA Core Themes
Institutional Learning Outcomes
International and Intercultural Learning Outcomes
History of the University of Alaska
Campus Diversity and Compliance
Free Speech and Academic Inquiry
Harassment
Enrollment Statistics

## ABOUT MAT-SU COLLEGE

Matanuska-Susitna College (Mat-Su College) is an extended campus of the University of Alaska Anchorage. The Mat-Su campus houses a comprehensive library; science, computer, career and technical labs; a student advising center that includes financial aid assistance, veterans services, and career and academic advising; a learning center; modern classrooms; cafeteria/snack bar; and art gallery for student and faculty shows.

Located on Trunk Road, 40 miles north of Anchorage, and about halfway between Wasilla and Palmer, Mat-Su College serves nearly 2,000 students per semester and continues to experience strong growth rates. The Mat-Su Borough is the fastest growing area of the state. To meet the academic, career and technical needs of this expanding population, Mat–Su College offers occupational endorsement certificates, undergraduate certificates, associate degrees and several levels of cooperative degrees with other University of Alaska campuses. Mat–Su College graduates leave prepared to enter the Alaska workforce or pursue further academic studies.

Mat-Su College programs include:

**Occupational endorsement certificates**
- CAD for Building Construction
- CISCO-Certified Network Associate
- Computer Information and Office Systems (six focus areas)
- Refrigeration and Heating Technology (four focus areas)
- Veterinary Assisting

**Undergraduate certificates**
- Architectural & Engineering Technology (four focus areas)
- Refrigeration and Heating Technology

**Associate degrees**
- Associate of Arts
- Associate of Applied Science in
- Accounting
- Architectural and Engineering Technology
- Computer Information & Office Systems
- Computer Systems Technology
- General Business
- Human Services
- Paramedical Technology
- Refrigeration & Heating Technology
- Small Business Administration

**Cooperative degrees with other UA campuses**
- Associate of Applied Science in Nursing
- Bachelor of Arts in Elementary Education
- Bachelor of Human Services
- Certificate and Associate of Applied Science in Information Technology

Specialist
- Bachelor of Science in Natural Resources Management

## 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 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

**MISSION**

Educate students and prepare them for future learning, employment, and community engagement through a challenging and rigorous curriculum combined with exceptional support.

**VALUES**

Matanuska-Susitna College values:
- Academic freedom and the free exchange of ideas
- Appreciation of diverse cultures and ways of thinking
- Collaborative learning
- Community
- Both creative expression and technology
- Honesty, integrity, fairness, and mutual respect
- Intellectual development and self-enrichment
- Meaningful access to higher education

**VISION**

As exemplary leaders in the delivery of higher education in the Valley, Matanuska-Susitna College promotes the intellectual development and well being of the individual, community, state, nation, and world.

## UAA MISSION

The mission of the University of Alaska Anchorage (UAA) is to discover and disseminate knowledge through teaching, research, engagement, and creative expression. Located in Anchorage and on community campuses in Southcentral Alaska, UAA is committed to serving the higher education needs of the state, its communities, and its diverse peoples. UAA is an open-access university with academic programs leading to occupational endorsements; undergraduate and graduate certificates; and associate, baccalaureate, and graduate degrees in a rich, diverse, and inclusive environment.

## UAA CORE THEMES

The UAA Mission recognizes the university's commitment to instruction at a number of academic levels, success of all students regardless of their higher education goals, and service to the diverse peoples and communities of the state. It honors the community college and the baccalaureate, graduate, and research roots of the institution. Five core themes for UAA further define the mission and align with the five priorities of the UAA Strategic Plan 2017. These core themes are:

1. Teaching and Learning

2. Research, Scholarship, and Creative Activity
3. Student Success
4. UAA Community
5. Public Square

The set of Core Themes was approved by the Chancellor's Cabinet and the UAA Faculty Senate in 2009. Each core theme leads to specific objectives for the institution as a whole and for those units that contribute to its outcomes. The analyses of accomplishments in the outcomes and objectives of each core theme are used to gauge institutional success and to prompt initiatives aimed at improvement of programs and services.

## INSTITUTIONAL LEARNING OUTCOMES

In support of the university's mission, the curriculum of the various programs is designed such that UAA graduates will be able to:

- Communicate effectively
- Employ critical thinking skills
- Employ independent learning and information literacy skills
- Demonstrate a knowledge base in the required general education areas, and
- Demonstrate specific knowledge and skills in degree or major discipline

## INTERNATIONAL AND INTERCULTURAL LEARNING OUTCOMES

To be a credible university of the 21st century and to meet the needs and goals of both students and employers, UAA is committed to international and intercultural education. The following outcomes, developed over a two-year period in consultation with faculty, students and staff, embody the goals for all UAA students, as well as indicating the learning that faculty, staff and administrators need to attain in order to help students meet these goals.

1. Understand one's own culture(s) within an Alaskan, national and global context.
2. Apply knowledge and critical thinking to global and cultural issues, trends, and systems, and uses diverse frames of reference to address problems.
3. Communicate and connect with people in other communities to extend one's own access to information, experiences and understanding.
4. Foster additional languages, including Alaska Native languages, as a component of the UAA experience.
5. Develop an informed critical awareness and understanding of cultural differences, similarities and ambiguities.
6. Gain an Alaskan, national and international perspective on careers.

These outcomes were approved by the International and Intercultural Task Force on March 9, 2012, and approved by the provost and executive vice chancellor and the vice chancellor for Student Affairs on May 2, 2012. They will be integrated into university programs and services and incorporated into ongoing processes and reporting.

## 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 (UAA) and Matanuska-Susitna College (MSC) recognize their responsibility to provide education and employment opportunities for all qualified individuals. UAA also operates an Office of Campus Diversity and Compliance which monitors civil rights, federal and state laws, orders, and decisions to ensure that access, inclusion, and equity are practiced at UAA. Students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and health and counseling services, without regard to race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood, except as necessary and permitted by law. A student or prospective student who feels that he or she is being discriminated against has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact one of the following:

- MSC Affirmative Action Officer in MSC Administrative Services (907-745-9725)
- UAA Office of Campus Diversity and Compliance (907-786-4680)
- Human Resource Services Department (907-786-4608)
- Native Student Services (907-786-4000)
- AHAINA Student Programs Office (907-786-4070)
- Office of the Dean of Students (907-786-1214)
- Disability Support Services (907-786-4530)
- U.S. Department of Labor Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination (907-271-2864)

Additionally, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the

rights of others.

**DIVERSITY STATEMENT:** With freedom of speech being at our core, UAA/MSC strives to create an inclusive, respectful campus community that promotes and embraces our individual differences. We are united in our belief that diversity includes understanding and respecting differences in ideas, religion, gender, ethnicity, race, sexual orientation, disability, age, and socioeconomic status. We celebrate diversity in all of our educational and employment endeavors.

## HARASSMENT

The University of Alaska Anchorage and Matanuska-Susitna College are communities that cherish 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. Sexual and other kinds of harassment are against the laws of the nation and the state of Alaska, Board of Regents policy, and the Student Code of Conduct. It subjects its victims to pressures that destroy the conditions necessary for true learning. Faculty and supervisors, the members of the university community who exercise the most authority and leadership, are principally responsible for maintaining a positive, harassment-free learning environment.

Anyone who believes he or she has been a victim of harassment should contact the appropriate dean/director office(s), the Office of the Dean of Students, 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).

UAA/MSC takes all matters of sexual harassment, sexual assault and sexual violence seriously. Title IX prohibits gender discrimination in all programs and activities. In accordance with Title IX regulations, UAA has designated Marva Watson, director of the Office of Campus Diversity and Compliance, as the university's Title IX coordinator responsible for overseeing UAA's Title IX compliance effort. Dean of Students and Associate Vice Chancellor for Student Development Dr. Dewain L. Lee is designated as the Title IX deputy coordinator. If you have concerns or need to report an incident, please contact the Title IX coordinators.

## SAFETY

Safety is a priority at Mat-Su College. All members of the academic community are encouraged to take responsibility for their own safety by taking the time to locate the nearest exits and emergency telephones when they are in campus buildings. Safety concerns may be brought to the attention of MSC faculty or staff, or the Alaska State Troopers (907) 745-2131.

Mat-Su College Physical Plant (907) 745-9789
Mat-Su College Director's Office (907) 745-9726

In-progress or after-hours emergencies can be reported to emergency dispatchers by calling 911. For more safety information and the most recent campus security and fire safety report, visit www.uaa.alaska.edu/safety.

## 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. UAA/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.

## ENROLLMENT STATISTICS

| Enrollment Fall 2011 | | Ethnicity of Student Enrollment | | Age Distribution | |
|---|---|---|---|---|---|
| Total headcount | 2134 | African American | 3% | <20 | 21% |
| Fall FTE | 981 | Alaska Native | 6% | 20-24 | 32% |
| Student CR Hours | 14,711 | American Indian | 3% | 25-29 | 15% |
| | | Asian / Pacific Is. | 2% | 30-39 | 17% |
| Women | 63% | Hispanic | 5% | 40-49 | 10% |
| Men | 37% | White | 77% | 50+ | 6% |
| | | Unspecified | 10% | | |
| Full-time | 24% | | | Mean Age | 28% |
| Part-time | 76% | | | Median Age | 24% |

# CHAPTER 2
## STUDENT LIFE

Student Engagement
- Student Government Council
- Student Clubs and Organizations
- Service Learning
- Student Ambassadors
- Honors

Services
- Campus Cache
- Computing & Technology Services
- Food Service
- Library Card
- Lost & Found
- Parking
- Student Employment
- Student Identification Card / WOLFcard
- Student Insurance

Your Campus
- Alcohol Policy
- Children on Campus
- Photo & Videotape Policy
- Safety
- Campus Security & Fire Safety Report
- Tobacco-Free Environment
- Wildlife / Animals on Campus

# STUDENT ENGAGEMENT

The Mat-Su College campus provides an environment that helps students make the most of their college experience. Co-curricular aspects of college life augment classroom learning and help students develop leadership skills, get to know their peers, and have fun. This chapter describes resources and activities that help students become more engaged and informed members of their campus community.

## STUDENT GOVERNMENT

http://matsu.alaska.edu/office/student-services/student-government/

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

## STUDENT CLUBS AND ORGANIZATIONS

Students can participate in a variety of clubs and organizations that are formally recognized by the Mat-Su College Student Government and funded through student activity fees. Organizations can focus on academic areas or shared interests, sports, or activities. A few examples of previous clubs are listed below:

| | | |
|---|---|---|
| MSC Math Club | Mat-Su MetalHedz Club | Renewable Energy Alaska Club |
| Mat-Su Monitor | Mat-Su Arctic Dragons | Paramedic Student Association |
| MSC Art Club | Mat-Su Scribes Guild | Veterinary Assisting Club |
| MSC Gay Straight Alliance | Mat-Su Phi Theta Kappa | Mat-Su Carbon Crew |
| MSC Japanese Culture Club | Mat-Su Co-Ed Volleyball Club | MSC Veteran's Club |
| Order of the Iron Chariot | Mat-Su Survivor's Club | MSC Dance Appreciation Club |
| College Students for Christ | Mat-Su Spanish Club | |

Students interested in forming a new club should contact Student Government for forms and assistance.

## SERVICE LEARNING

Service learning melds academic and community involvement. Students meet course learning objectives through projects or activities that provide meaningful service to nonprofit organizations, community groups, or government agencies. Contact Career Development at 746-9319 for more information.

## STUDENT AMBASSADORS

The Student Ambassador Program affords emerging student leaders the opportunity to develop their leadership, communication, and interpersonal skills. Students are selected based on their academic achievement and their connections and commitment to MSC. They work with the Student Retention Advisor and the Outreach Coordinator to promote MSC programs, resources, and activities to both new and prospective students, as well as to external constituencies, from the student perspective. Applications for the Student Ambassador program are accepted each spring by Student Services.

## HONOR SOCIETIES

- **Dean's & Chancellor's List**

MSC admitted students who have earned a GPA of 3.5 and have completed at least 12 credits for a semester will be included on the Dean's List at Mat-Su College. This is a special honor and is recorded on student's transcript. Usually, there is an acknowledgment on campus the following semester. MSC/UAA admitted students who have earned a GPA of 4.0 and have completed at least 12 credits for a semester will be included on the Chancellor's List at UAA. The Chancellor's List is normally acknowledged on the UAA campus. For more information on these honors see page 62.

- **Phi Theta Kappa Honor Society**

Mat-Su College has a chapter of Phi Theta Kappa Honor Society; Beta Sigma Epsilon. The American Association of Community Colleges recognizes Phi Theta Kappa as the official honor society for two-year colleges. Students who have earned a GPA of 3.5 on a 4.0 scale, adhere to school conduct code and possess recognized qualities of citizenship, and complete at least 12 credits in associate degree course work are invited to become members of PTK. Induction ceremonies will take place annually. PTK offers travel and scholarship opportunities for members.

# SERVICES

## CAMPUS CACHE

http://matsu.alaska.edu/offices/campus-cache-3/

The Mat-Su College store, the Campus Cache, 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 Campus Cache carries some supplies along with MSC apparel and mementos. For current hours and additional information call 745-9739.

- **Textbooks**

All textbooks for Mat-Su College courses are available through MBS Direct (Missouri Book Service), an online book company. Log on to http://bookstore.mbsdirect.net/matsu.htm 3 to 4 weeks prior to the start of the semester to view a complete list of required and

recommended textbooks for Mat-Su College courses along with instructions and information on ordering.

A limited amount of textbooks will be available one week prior to the start of the semester (on a first come, first serve basis) in the Campus Cache. Not all optional texts will be carried in the Campus Cache. Textbooks can be purchased using cash, check, VISA, or MasterCard in the Campus Cache. If you plan on using your financial aid to purchase textbooks, you must use the virtual bookstore. For on-campus assistance, contact the Campus Cache at 745-9739.

## COMPUTING & TECHNOLOGY SERVICES

http://matsu.alaska.edu/offices/campus-technology-services/

Students accessing any University computer or any portion of the University computer system must follow policies and procedures posted on the UAA Technology website:

Policies - http://www.uaa.alaska.edu/policy/

Procedures - http://www.uaa.alaska.edu/informationtechnologyservices/index.cfm

■ **Don't Be a Pirate. Illegal Download Policy**

The illegal downloading or sharing of music or movies is a criminal offense and can carry significant penalties. Penalties for first time offenders could result in fines up to $250,000 plus 5 years in jail. (http://www.uaa.alaska.edu/illegaldownload/index.cfm)

UAA Violator Consequences: UAA has adopted a 3 strikes policy. (www.uaa.alaska.edu/illegaldownload/violator-consequences.cfm)

First offense - Loss of Internet access, mandatory course and quiz.

Second offense - Loss of Internet access, mandatory 3-hour course and quiz

Third offense - Loss of Internet access indefinitely. Report to Dean of Students for further discipline.

■ **Campus General Access Computer Labs**

A General Access Computer Lab is located in the Okeson Library (OLB 115) for academic projects. Internet browsers, Microsoft Office, and other applications are available on personal computers in the lab. Laser printers and a copy machine are available for student use. Lab hours are posted. The Learning Center also has computers available for student use. Mat-Su College has implemented the UAA Managed Print service as a sustainability initiative. Every student who has paid the Technology Fee will receive an initial $10 of free printing each semester. Once that $10 is consumed, students will need to add funds to their Wolf Card (ID), or Print Card, to continue printing.

■ **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 the UAA Call Center at 877-633-3888. Students can access their webmail account from the general access lab in the Okeson Library or from any Internet connected computer. Handouts with more information are available in the lab or from matsu.alaska.edu/offices/computer-technology-services/email-help/ or
UAA Technology technology.uaa.alaska.edu/.

■ **Blackboard**

Blackboard is an Internet-based course management tool used by many instructors to offer additional classroom resources, such as lecture notes, handouts, class discussions, and quizzes. It is often used to teach distance education courses. Students enrolled in a web-based course will probably use Blackboard to access course work. Blackboard requires a user name and password assigned by UAA IT Services. For help logging in students may call the ITS Call Center at UAA) 907-786-4646 or 1-877-633-3888 (toll free) or click on Student Resources at www.uaa.alaska.edu/classes.

## 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.

## LIBRARY CARD

Library cards are available to all members of the public who are over the age of 16 and who have a valid form of picture identification. Valid forms of identification include a driver's license, passport, or state-issued identification card.

The library card must be presented when checking out material. Library card holders may have up to 25 items checked out at once. Library cards are suspended if more than $5.00 is owed. This includes fines generated at any library on the Joint Library Catalog. The first replacement card is $1.00 and all subsequent cards are $5.00. Please report lost or stolen cards immediately. Anything checked out is the student's responsibility. Library cards issued by the Alvin S. Okeson Library can be used at all University of Alaska Anchorage libraries, the Anchorage Public Library, the AMHA Museum Library, ARLIS, and the Valdez Consortium Library.

## LOST & FOUND

The college has a centralized lost and found area in Student Services in FSM 101.

## PARKING

Individuals experiencing disabilities will find designated parking spaces available on campus. These parking spaces display distinctive blue-and-white logos. The appropriate handicap permit issued by the State of Alaska Division of Motor Vehicles must be displayed to legally park in these designated spaces. All other motorists may be ticketed. Illegally parked vehicles may be impounded at owner expense.

### STUDENT EMPLOYMENT

For information on student worker positions, please access the Mat-Su College Employment Opportunities Kiosk located in JKB across from the Campus Cache. You can also research online through the university recruitment website at: www.uakjobs.com. The postings will indicate the eligibility criteria for student employment and preference is given to students who are work study eligible. Student employment will not exceed 20 hours per week during a semester. Applicants needing reasonable accommodations to participate in the application or interview process should contact Human Resource Services at (907) 745-9725 or stop by Administrative Services in JKB 106. Students may not participate in co-curricular activities or student employment if their cumulative GPA falls below 2.0 (C).

### STUDENT ID CARD (WOLFcard)

Student ID cards are issued by Student Services (FSM 101) to registered students. In order to receive a WOLFcard students must present a valid form of photo identification (driver's license, state ID, passport, etc.) at the time of application and complete a card application form. Your first WOLFcard is free.

### STUDENT INSURANCE

Students are responsible for their own insurance needs.

■ **Student Health Insurance**

A student health insurance plan is available to be purchased for registered UAA/MSC students who meet the eligibility criteria of 6 or more credits. For an additional premium, dependent coverage and major medical coverage may be purchased. For more information, contact Student Services in FSM 101. Health insurance is mandatory for international students on student visas. www.uaa.alaska.edu/studenthealth

■ **Accident and Travel Insurance**

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

■ **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.

## YOUR CAMPUS

### ALCOHOL POLICY

The University is concerned about ways in which alcohol use and abuse affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the college community members. 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 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 policies 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 Vice Chancellor for Student Affairs 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 for a limited period of time. The sale of alcoholic beverages at College-sanctioned events on campus is not permissible and is not approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in College public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the College/University will be subject to disciplinary and/or legal action. Students may refer to the "Student Rights and Responsibilities" section in this Catalog.

■ **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 Notification which is available online or in hard copy from the UAA Office of Student Affairs. 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. 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.

■ The **Drug-Free Schools Notification** contains UAA's alcohol and other drug policies and behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This notification contains physiological effects, risks and criminal penalties associated with alcohol and other drug use. The notification is available at www.uaa.alaska.edu/students/drugfreeschoolsreport.cfm. A paper copy may be requested from the UAA Dean of Students Office, Room 204 of the Student Union on the Anchorage campus.

## 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.

## 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 Mat-Su College faculty or staff, or to contact Campus Safety/Security at 745-9750 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exits and emergency telephones when you are in campus buildings. For more safety information and the most recent campus crime report visit www.uaa.alaska.edu/students/campussafety.cfm.

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.

## CAMPUS SECURITY & FIRE SAFETY REPORT

The Campus Security and Fire Safety Report is required by federal law and contains policy statements and crime statistics for UAA/MSC. The policy statements address UAA/MSC's policies, procedures and programs concerning safety and security — for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by UAA/MSC, and on public property within or immediately adjacent to the campuses. In addition, the report includes fire safety information and statistics pertaining to the residential community on the Anchorage campus. This report is available at www.uaa.alaska.edu/safety. A paper copy may be requested from Student Services in FSM 101.

## 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 smoke-free 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 Mat-Su College property, remember to use it only in designated areas and to keep the campus clean.

## 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.

# CHAPTER 3
## TUITION, FEES & FINANCIAL AID

MatSu College
UNIVERSITY of ALASKA ANCHORAGE

Resident Tuition Assessment
Nonresident Tuition Surcharge
Western Undergraduate Exchange Program (WUE)
Tuition
Fees
Financial Obligations
Payment Procedure
Refund Policy
Military Student / Active Duty or Deployment
Senior Citizen Tuition Waiver
Financial Aid
Student Employment
Veterans Assistance

## RESIDENT TUITION ASSESSMENT

BOARD OF REGENTS' POLICY P05.10.025

1. For the purpose of tuition assessment under this chapter, a resident is a person who, at the end of the add/drop period for regular semester-length courses, is a United States citizen or eligible non-citizen who has been physically present in Alaska for two years and who declares the intention to remain in Alaska indefinitely. "Eligible non-citizen" shall have the same meaning as that term used in determining eligibility for federal student financial aid. Physical presence will be determined by criteria established in university regulation. Alternatively, a person who received or has been qualified by the State of Alaska Permanent Fund Dividend Division to receive an Alaska Permanent Fund Dividend within the last 12 months, certifies they have been in Alaska for the past 12 months, and declares their intent to remain in Alaska indefinitely or meets other resident tuition eligibility requirements specified in regents' policy will be eligible for resident tuition assessment. The MAU chief enrollment officer or designee will apply these rules to the facts in individual cases.
2. Notwithstanding the provisions of subsection A above, a student will be ineligible for resident tuition purposes unless exempted by P05.10.050 if:
    a. during the two years of claimed residency, the student was absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness, or attendance at another educational institution while maintaining Alaska residency;
    b. during the prior two years, the student did any act inconsistent with Alaska residency such as claiming residency in another state or voting as a resident of another state;
    c. during the past two years, the student has registered as a resident in an educational institution in another state; or
    d. during the past two years, the student has paid tuition at the University of Alaska at the Western Undergraduate Exchange (WUE) program rate.
3. Notwithstanding provisions of this chapter, the residency of a student who first registered at the university, or was recruited based upon and was promised application of a former policy which was then in effect prior to the effective date of the adoption of this policy, shall be determined under the regents' policy in effect at the time the student registered or received such promise from an authorized representative of the university, if that is to the student's benefit.

## NONRESIDENT TUITION SURCHARGE

BOARD OF REGENTS' POLICY P05.10.050

Any person who does not qualify as an Alaska resident under P05.10.025, or has not otherwise been exempted under this chapter, will be assessed a nonresident tuition surcharge in addition to regular tuition. However, the following persons are exempted from nonresident tuition surcharges and treated as a resident for the purpose of tuition assessment if they are a U.S. citizen or an "eligible non-citizen:"

1. Active duty United States military and their spouse and dependent children;
2. Honorably discharged United States veterans and their spouses and dependent children. Students qualifying under this exemption must move to and remain domiciled in the State of Alaska during their course of study;
3. Members of the National Guard, their spouses and dependent children, regardless of whether they yet qualify as residents of the state under any other requirements;
4. Dependent children of a person who graduated and holds an associate's, bachelor's, master's or doctor's degree from the University of Alaska;
5. Dependent children of an Alaska resident as evidenced by the most current federal income tax return filed within the past 16 months;
6. Students participating in the Western Interstate Commission on Higher Education (WICHE) Western Regional Graduate Program (WRGP);
7. Students enrolled for 4 or fewer credit hours within the UA system during a semester;
8. Students from other states or provinces whose public universities waive nonresident tuition surcharges for Alaska residents, as may be approved by the university president; a list of participating states or universities shall be published in university regulation;
9. Students from foreign cities and provinces that establish sister city or sister province relationships with the state of Alaska, or Alaska municipalities, and that have been approved by the president; a list of participating and approved communities shall be published in university regulation;
10. Students designated by the UA Scholars Program as UA Scholars;
11. Participants of the University of Alaska College Savings Plan who meet eligibility criteria as may be established by the Education Trust of Alaska;
12. Spouse or dependent children of a University of Alaska employee; or
13. Students who graduated within the past 12 months from a qualified Alaska high school. "Qualified Alaska high school" shall have the same meaning used to determine eligibility for the UA Scholars Program.

## 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 MSC/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 MSC/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 MSC/UAA may be obtained from Student Services. Alaska residents may obtain information about WUE programs in other states from either of the following two addresses:

**WICHE Student Exchange Program:** 3035 Center Green Dr., Ste 200, Boulder, CO 80301-2204 • Phone: (303)497-0210 • Fax: (303)541-0291 • Web: http://wue.wiche.edu

**Certifying Officer for Alaska Commission on Postsecondary Education:** 3030 Vintage Blvd., Juneau, AK 99801 • Phone: (800)441-2962 • Web: http ://akadvantage.alaska.gov

# 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 $165.00 per credit hour
*Non-resident $580.00 per credit hour

**Upper-division**
**Undergraduate (course numbers 300 - 499)**
Resident $200.00 per credit hour
*Non-Resident $615.00 per credit hour

**See current semester Course Schedule for tuition updates.**

* Non-residents students are assessed non-resident fees on all academic credits including self-support classes, except 500-599 level credits.
* Non-resident students who restrict their enrollment to no more than four credits each semester is charged resident tuition. Any credits beyond the four credit limit will cause all credits to be assessed at the non-resident tuition rate.

# 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.

**Administrative Fee**
An administrative fee is a fee charged instead of tuition. There may be other fees assessed for the course such as lab or material fees in addition to the administrative fee.

**Administrative Test Fee / Registration Fee**
A $20 administrative test/registration fee for proctoring will be charged for each DSST/DANTES or CLEP exam given.

**Application for Admission Fee**
A non-refundable $40 fee will be charged for each undergraduate Application for Admission submitted.

**Assessment Test Fee** (ACCUPLACER)
A $15 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 Fee**
A $10 testing fee will be charged for each testing session for non-students.

**Computer Lab Fee**
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.

**Continuing Education Unit (CEU) Fee**
It is charged per Continuing Education Unit instead of tuition. The fee varies.

**Credit-By-Exam Fee**
A non-refundable $40 per credit fee is charged to challenge a course.

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

**Graduation Application Fee**
A non-refundable $20 fee must be submitted with each Application for Graduation.

**Laboratory, Material, Special, and Other Fees**
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 materials fee. Fee amounts vary and may be added at any time. 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.

**Language Credit-by-Placement Fee**
$20 per course. An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course with a grade of B or better is eligible to receive credit for the two immediately preceding language courses.

**Late Payment Fee**
A $125 fee will be assessed on all accounts which are not paid by the payment deadline. An additional $175 fee will be assessed on all accounts which are not paid prior to the published late payment assessment date. Students who pay for or drop their courses

prior to the published payment deadline will NOT be required to pay the fees.

**The Learning Center (TLC) Fee**
A $5 fee is charged each semester for use of the Learning Center facilities.

**Library Card**
The first card is $1 and a $5 fee is charged for a replacement.

**Network Charge (2%)**
The network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide infrastructure. The two (2) percent network charge will be applied on a course-by-course basis to tuition, non-resident surcharges if applicable, and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees in lieu of tuition less than the lower division credit hour tuition rate will be exempt from the charge. All calculated fees will be rounded to the nearest dollar. The minimum network charge per course will be $3.

**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.

**Non-sufficient Funds (NSF) Fee**
A $30 fee is charged for each NSF check received by the college.

**Practicum Insurance Fee**
A $13 fee is charged for each practicum course. For example, HUMS A495.

**Process/Administration Fee**
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 Fee**
A $30 processing fee (per testing session) is charged for proctoring any test from an institution outside of the University of Alaska. The fee is capped at $90 per semester for students who have a series of tests.

**Self Support Fee**
A fee charged for a course that is funded entirely through the revenues collected when students register for that specific course. Costs vary by course and may include salaries, supplies, advertising, facilities, and travel. Separate refund policy applies.

**Stop Payment Fee**
An $18.50 fee is charged for all checks reissued due to a stop payment request by the student.

**Student Activity Fee**
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. / WolfCard**
Your first ID card is free and a $5 fee is charged for replacement. Student ID cards are available in Student Services.

**Technology Fee**
A fee to provide up-to-date equipment, software, maintenance, training, and support for student use. $5 per credit hour to a maximum of $60 per campus.

**Tech Prep Course Fee**
A non-refundable per credit fee is charged for Tech Prep courses approved through articulation. $25 per credit.

**Transcript Fee**
A per copy fee is charged for routine or rush processing and must be paid in advance. Unofficial transcripts are available at MSC Student Services or online at no charge.

**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 will be denied for adding or auditing courses, or a student's current registration may be cancelled. A student is held financially responsible for all courses for which they register. A student must take the initiative to officially drop a course prior to published deadlines to avoid financial penalties. 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. MSC/UAA is authorized to garnish State of Alaska Permanent Fund Dividends for payment of past due accounts under Alaska Statutes 14.40.251 and 43.23.073.

MSC/UAA uses the UAA-assigned e-mail address to communicate with students on many important matters, including financial matters. Please refer to Chapter 4, Student Freedoms, Rights and Responsibilities for details.

## 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, by Visa or MasterCard. A student requiring a payment plan may enroll with Tuition Management Systems (1-800-722-4867). Refer to www.uaa.alaska.edu/budfin/ar/tuition.cfm 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/UAA reserves the right to change its tuition or fees at any time.

## REFUND POLICY

Refund processing is automatic for students who officially drop courses or withdraw from the College by the refund deadlines published in the current Course Schedule. Students are 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.

Students who drop or withdraw or are 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, the credit card account will be credited. If tuition was paid by cash or check, a refund check will be mailed to the student's address of record. Refunds will not be issued for amounts of less than $5. An $18.50 fee is charged for all checks reissued due to a stop payment request by the student.

**CANCELLED CLASSES**
If Mat-Su College cancels a class a 100% refund of tuition and course fees is automatically processed.

**WITHDRAWAL FROM CLASSES**
No tuition refund or exchange will be allowed for withdrawal 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 (2) business days before the first class begins. There is no refund after this time.

**REGULAR TUITION, CREDIT COURSES (full semester)**
1. 100% of both tuition and course fees are automatically refunded when official drop/withdrawal activity is completed prior to the second Friday of the semester.
2. No refund is issued for a drop/withdrawal made on or after the second Friday of the semester.
3. For classes with irregular start or end dates, the 100% refund period ends five business days after the start of the class.

*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 or she may obtain a Refund or Policy Petition Form from Student Services.

## PETITION FOR EXCEPTION TO UNIVERSITY POLICY ON REFUND OF TUITION AND 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 or the Campus Cache, P.O. Box 2889, Palmer, Alaska 99645.
    a. 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
2. 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.
3. 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.
4. 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 Mat-Su College's published schedule and that caused the student to drop the course(s).
5. Work related issues, financial hardship, and failure to read Mat-Su College's published documents generally do not present justifiable reasons to support a refund request.
6. Petitions for refunds for self-support classes are generally not allowed and must have approval of the Director.
7. Mandatory Student Fees are not refundable, unless a student drops all courses during the 100% refund period.
8. If the petition for refund is approved, refunds will be issued to the original funding source, e.g., credit card (if paid online, refund will be applied to your credit card account, if paid at MSC Campus Cache a refund check will be issued), financial aid, granting agency, lending agency, etc.
9. 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.
10. 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 the 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.
11. 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).

Complaints about dissatisfaction with academic courses, methods of course delivery or instructor performance are not considered under this process. Depending on the nature of the complaint, these matters are considered according to the Student Dispute/Complaint Resolution Process or the Academic Dispute Resolution Procedure, which can be found in the UAA Fact Finder student handbook at www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.

## MILITARY STUDENT CALLED TO ACTIVE DUTY OR DEPLOYMENT

Students called to active duty or involuntarily activated, deployed or relocated during an academic term may be able to make arrangements with their faculty members to complete their courses via e-learning. In those cases where this is not possible or desirable, these students are eligible for 100 percent refund of tuition and fees. Returning military students are not required to reapply for admission and are welcomed back as in-state residents for tuition purposes. Military students who return after their admitted catalog expires should meet with an academic advisor for assistance.

## SENIOR CITIZEN TUITION WAIVER

Regular tuition shall be waived for Alaska residents who are otherwise age eligible to receive full social security retirement benefits, and who register on a space available basis; that is, when courses can accommodate such students in addition to other enrolled students.

The UA Board of Regents action of September 21, 2005, included a provision that grandfathered in all Alaska residents who were age 60 years or older on or before September 21, 2005. Individuals who were eligible for senior citizen tuition waivers on Sept. 21, 2005, under the previous policy shall continue to be eligible for the waiver. Use of senior citizen waivers is governed accordingly:

1. Senior citizens must pay all additional course fees. To waive tuition, senior citizens must register and present a completed tuition waiver with proof of age during the add/drop period. Tuition waiver forms are available at Student Services, the Campus Cache, and the college website: www.matsu.alaska.edu/office/student-services/student-forms/.
2. Registration using a senior citizen tuition waiver for payment is permitted only during the add/drop period and must be completed by the add deadline.
3. Senior citizens may elect to register before the add/drop period; however, they must pay full tuition and fees (use of senior citizen tuition waiver will not be accepted). Senior citizens electing to register and pay tuition are subject to all payment deadlines. Refunds will NOT be available to senior citizens who drop courses and then re-register in the same courses using a tuition waiver during the add/drop period.
4. The Student Activity Fee is waived for senior citizens.

***Note:*** *Senior citizen tuition waivers will not be available during the summer semester.*

## FINANCIAL AID

(907) 745-9762
http://matsu.alaska.edu/office/student-services/financial-aid/

Financial aid is available to qualified students at MSC/UAA. Financial aid is any grant, scholarship, loan or employment opportunity with the express purpose of assisting students with expenses related to their education. The main sources of financial aid are the federal government, state government, private organizations and the University of Alaska. Types and amount of financial aid vary according to state and federal guidelines, student needs, and availability of funds. For detailed descriptions of available financial aid programs, eligibility requirements and application procedures, please visit www.uaa.alaska.edu/financialaid.

### FINANCIAL AID APPLICATION PROCEDURES

Interested students should apply for financial aid at least six months before the beginning of the semester for which they plan to attend. 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 or UAA through Admissions by the appropriate deadline.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Be sure to include UAA's school code: 011462.
3. Students who wish to apply for scholarships may complete an online application available in UAOnline at https://uaonline.alaska.edu.
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.

### FINANCIAL AID ELIGIBILITY

To receive most financial aid, including all federal aid, a student must:

1. Be accepted for admission with no conditions in an eligible degree program.
2. Demonstrate financial need for federal assistance as determined by the FAFSA (except for certain loan programs).
3. Meet satisfactory academic progress as defined by Student Financial Aid regulations. The policy is available online at www.uaa.alaska.edu/financialaid/policies.cfm.
4. Have a high school diploma or its equivalent.*
5. Be a U.S. citizen or eligible noncitizen.
6. Have a valid Social Security number.
7. Register with Selective Service if required.
8. Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
9. Certify that you will use federal student aid only for educational purposes.

*Beginning July 1, 2012, there are strict new federal regulations regarding financial aid and individuals who have not graduated from high school or do not hold a GED. These regulations do not affect admitted degree-seeking students enrolled in classes prior to July 1, 2012. New students and non-degree-seeking students should refer to Chapter 7, Academic Standards and Regulations, and the sections entitled Admission and Financial Aid for Non-High School Graduates and Special Information for Home School Applicants for

more information.

**FEDERAL VERIFICATION**
The U.S. Department of Education selects certain financial aid applications for the verification process. The Financial Aid Office also verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

1. Internal Revenue Service (IRS) tax transcripts
2. Verification of household size
3. Child support payments
4. Verification of Supplemental Nutrition Assistance Program (SNAP) or food stamp benefits.
5. Verification of number of family members in college
6. If military, a copy of the December 31 Leave and Earning Statement for the appropriate year.

Students selected for verification must submit the requested documents for all federal financial aid purposes. If documentation is not received, federal financial aid cannot be awarded. Certain types of state and institutional aid also require verification to be complete before awarding and/or disbursement can occur.

**SATISFACTORY ACADEMIC PROGRESS**
In order to receive financial aid from any of the federal, state or institutional aid programs, a student must maintain satisfactory academic progress toward his/her educational goal. A complete copy of the Satisfactory Academic Progress Policy is available at www.uaa.alaska.edu/financialaid/policies.cfm or at Student Services in FSM 101.

**FINANCIAL AID APPEAL POLICY**
www.uaa.alaska.edu/financialaid/policies.cfm
Students with extenuating circumstances 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.

**RETURN OF FEDERAL FINANCIAL AID POLICY**
www.uaa.alaska.edu/financialaid/policies.cfm
The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who totally withdraws after completing only 30 percent of the term will have "earned" only 30 percent of any Title IV aid received. The school and/or the student must return the remaining 70 percent. If you are thinking about withdrawing from all classes prior to completing 60 percent of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.

# 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.

**FEDERAL PELL GRANT**
The Federal Pell Grant is available to eligible students with financial need. To be eligible for a Pell Grant, students must not have earned their first baccalaureate degree or have used more than 12 full-time equivalent semesters of Pell during their lifetime.

**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. Students must be enrolled at least half-time to receive SEOG funds.

**UNIVERSITY OF ALASKA GRANT (UAG)**
The UAG provides assistance to Alaska residents with high need in the first 60 credits of their academic program. It is not available to students who have already earned an associate degree or higher.

**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 further information, contact the local BIA area office or the Native regional corporations.

## LOANS

**FEDERAL DIRECT STAFFORD LOAN PROGRAM**
The Stafford Loan Program enables students to borrow directly from the federal Department of Education after they have qualified by completing the Free Application for Federal Student Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. This requires a Master Promissory Note (MPN) that can be completed online. Links to the MPN are available on the Financial Aid website.

1. **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:

- $3,500 as a freshman (0-29 credits earned) undergraduate student,
- $4,500 as a sophomore (30-59 credits earned) undergraduate student and
- $5,500 as a junior or senior undergraduate student in a baccalaureate degree.

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 the post-secondary educational experience.

2. **Federal Unsubsidized Stafford Student Loan**: This loan is considered a non-need-based loan. Students are responsible for paying the interest on this loan that accumulates from the time the unsubsidized loan is disbursed. Students who lack sufficient financial need to qualify for all or part of the subsidized loan can borrow the difference in unsubsidized Stafford loans. Dependent undergraduate students may borrow up to an additional $2,000 beyond the limits of the subsidized amounts. Independent freshmen and sophomore undergraduate students can borrow up to an additional $6,000 annually. Independent juniors and seniors can borrow up to an additional $7,000. Graduate students can borrow up to $20,500 annually.
3. **Aggregate Maximums**: Dependent students can borrow up to $31,000 cumulative of which no more than $23,000 can be subsidized. Independent undergraduates can borrow up to $57,500 of which no more than $23,000 can be subsidized. The graduate maximums include any amounts borrowed as an undergraduate.

**FEDERAL DIRECT PLUS LOAN**

Parents can borrow for their dependent student's educational costs. Parents can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. Completion of the FAFSA is required to borrow a PLUS loan. The interest on the PLUS loan begins to accrue with disbursement. Payments usually begin 60 days after the loan is fully disbursed.

**SCHOLARSHIPS**

http://www.uaa.alaska.edu/scholarships/

Students interested in applying for scholarships should do so via UAonline. Students may stop by the Financial Aid Office or visit the website for additional information or to view scholarship listings. The majority of scholarships at MSC and UAA have an application deadline of February 15 for the upcoming school year.

**MAT-SU COLLEGE SCHOLARSHIPS AND SCHOLARSHIPS OF INTEREST TO MAT-SU COLLEGE STUDENTS**

http://matsu.alaska.edu/office/student-services/financial-aid/local-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 and a GPA of 3.0 is required by the time the award is given.

The purpose of the **Molly Ann Mishler Memorial Scholarship** is to offer financial assistance for tuition and other educational expenses to students taking a course or courses listed in the Early Childhood Development Program or the Elementary Education Program courses at Matanuska-Susitna College. Applicants must be at least part-time students at UAA/MSC with a minimum cumulative grade point average of 2.0. Preference will be given to those applicants formally admitted into the Early Childhood Development or Elementary Education 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. Applicants must be formally admitted and enrolled at least part-time. Applicants must have graduated high school at least two years prior to applying for the scholarship. Applicants 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.

The purpose of the **Dr. Ping-Tung Chang Scholarship** is to provide financial assistance for tuition and other educational expenses to full-time students currently enrolled in any degree program at the University of Alaska Anchorage or Mat-Su College.

The purpose of the **Alvin S. and Gloria M. Okeson Endowed Scholarship** is to offer financial assistance for tuition and other educational expenses to non-traditional students who are attending the Mat-Su College. Applicant must be in good academic standing with a minimum cumulative grade point average of 2.0 (only for those applicants with current or prior college attendance). Preference for students formally admitted into a degree-seeking program at Mat-Su College. Applicant must plan on enrolling at least part-time at Mat-Su College. If necessary, classes may be taken at any of the UAA campuses (Anchorage, Matanuska-Susitna, Kenai Peninsula College, Kodiak College, and/or Prince William Sound) in order to finish the degree program started at Mat-Su College. Applicant may be an incoming or continuing student at the Mat-Su College. Applicant must be enrolled in the semester for which the award is made.

**Guy A. Woodings Scholarship:** Applicant must be an Alaskan resident pursuing a bachlelor's degree who desires to stay in Alaska after graduation. Note: Applicants must submit an essay discussing how they envision the growth and development of the state over the next five years and what part they envision themselves playing in that growth and development.

**Mike Ardaw Scholarship:** Applicants for this UA Foundation scholarship must be full-time students and have a minimum GPA of 2.5. Preference will be given to students studying the Sciences, Education or Engineering. Preference will be given to students who have been Alaska residents for at least one year and are from the Nancy Lake area (Palmer, Wasilla, Big Lake) and share Mike Ardaw's love of country. Students should visit the UA Foundation website for additional scholarship opportunities offered by the UA Foundation.

The purpose of the **UAA LifeMed Alaska Scholarship** is to offer financial assistance for tuition and other educational expenses

to students who are formally admitted into a Nursing degree-seeking program at the University of Alaska Anchorage or Paramedic Technology at Kenai Peninsula College or Matsu College. Applicant should demonstrate motivation, academic and leadership potential. Applicants must be in good academic standing. Applicant must plan on enrolling at least at half-time (six (6) credits) at the University of Alaska Anchorage or extended campuses. Applicant may be an incoming or continuing student at the University of Alaska Anchorage or extended campuses. Applicants must be an Alaska Resident. Applicants must submit a supplemental essay in addition to the general scholarship application.

## STUDENT EMPLOYMENT

**FEDERAL WORK-STUDY PROGRAM**

The Financial Aid Office awards Federal Work-Study (FWS) funds to eligible students. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA). Eligible FWS students begin by securing a job on campus. All positions are posted on www.UAKjobs.com and students must use this website to apply. 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. Contact the Financial Aid Office for more information on work-study funds.

**MSC STUDENT EMPLOYMENT**

For information on student employment visit the Human Resource Services page on the college's website http://matsu.alaska.edu/offices/human-resources. Applicants can also visit the Employment Opportunities information site located across from the Campus Cache. Applicants needing assistance or reasonable accommodations to participate in the application or interview process should contact the Human Resource Services Coordinator at (907) 745-9725 or stop by Business Services in JKB 104. A student must be enrolled in at least six credits and may work up to twenty (20) hours per week during the semester. Students may not participate in co-curricular activities or student employment if their cumulative GPA falls below 2.0. Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

## VETERANS ASSISTANCE

Mat-Su College is approved to provide training to veterans, reservists, National Guard members, active duty service members and eligible dependents of veterans or active duty service members. Department of Veterans Affairs (DVA) benefits approved for MSC include the Post-9/11 G.I. Bill, Montgomery G.I. Bill, Veterans's Education Assistance Program, Dependent's Educational Assistance Program, VRAP, and Vocational Rehabilitation. Qualified persons who plan to use their DVA educational benefits must notify Financial Aid and Veterans Services, preferably 60 to 90 days before the term begins. Financial Aid and Veterans Services can provide necessary forms and directions for using DVA benefits. Further information can be found on our website http://matsu.alaska.edu/office/student-services/veterans-educational-benefits-assistance/

Students using DVA educational benefits must apply for admission to a degree or certificate program at MSC or other University of Alaska campus. In accordance with federal regulations, MSC must report this information to the DVA, along with information regarding students' enrollment, grades, academic progress and eligible tuition and fee rates. Only coursework that is applicable to the student's current degree or certificate program is eligible for funding under DVA programs.

**TRANSCRIPTS FROM PREVIOUS COLLEGES OR UNIVERSITIES**

Veteran students with previous college or university experience must have official transcripts on file with the university. Each student must request these transcripts from each previous institution when applying for admission to UAA. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied.

# CHAPTER 4
## STUDENT RIGHTS & RESPONSIBILITIES

Mat-Su College
UNIVERSITY of ALASKA ANCHORAGE

Student Freedoms, Rights, and Responsibilities
Academic Rights of Students
Academic Honesty
Student Code of Conduct
University Student Judicial Review and Procedure
Sex Offense Policy
Student Dispute/Complaint Resolution Process
Academic Dispute Resolution Procedure
Communications Via E-Mail
Computer Use & Software Copyright Policy
Copyright & Intellectual Property

# 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 democracy. University policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens. At the same time, they are subject to the laws of the nation, the state of Alaska, and the local community. All members of the college community have a responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of Student Code of Conduct regulations are 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 Mat-Su College Catalog, the UAA Catalog, or the UAA Fact Finders/Student Handbook. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations online at: www.alaska.edu/bor/policy-regulations/.

**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, sexual orientation, age, veteran status, physical or mental disability, 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 the 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 person and their personal property. If a situation should occur in which a student is interviewed and/or arrested by University police officers, that student has the right to remain silent, the right to be free of coercion, and the right to be advised of these rights.

**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.

**University Student Educational Records Policy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

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 to Student Services a written request (letter or fax) 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 shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or

grievance committee. A school official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The university also discloses information without a student's prior written consent under the FERPA exception for disclosure of information that it has designated as "directory information." See the list below of the other disclosures that the university may make without consent.

4. 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 Ave., SW
   Washington, DC 20202

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

- Names of students
- Dates of attendance at UAA/MSC
- Program of study
- Degrees and certificates received, including dates
- Participation in officially recognized University activities
- Academic and co-curricular awards, honors, and scholarships received and dates received
- Weight and height of students in athletic teams
- Students' electronic mail addresses
- Hometown, city, and state

A student may inform the Office of the Registrar in writing that he/she does not give permission for the university to release his/her directory information or may submit the request through UAOnline at https://uaonline.alaska.edu. The request is valid until a subsequent request to release directory information is received in writing or through UAOnline. See the list below of the other disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the university whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the university has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B) (1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. comptroller general, the U. S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the university, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the university

determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## 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 Mat-Su College Catalog, 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 HONESTY

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. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. 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* at http://www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.

## 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 (the Code). 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 courses 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. (University Board of Regents Policy & University Regulation R09.02.020).

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.,
      1. the action occurred during an event authorized by the College/University;
      2. 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
      3. 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;
   c. intimidation; or
   d. 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, coercion, or other activity 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 College 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

Mat-Su College students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the College community that 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

## COMMUNICATIONS VIA E-MAIL

MSC/UAA uses e-mail to communicate with students on many important matters. The University automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UAA e-mail accounts. To receive University communication at a different e-mail address, students may forward e-mail from their assigned UAA accounts to any valid third party e-mail address of their choice that accepts forwarded email. More information may be found at www.uaa.alaska.edu/informationtechnologyservices/email.cfm.

## COMPUTER USE AND SOFTWARE COPYRIGHT POLICY

All faculty, staff, and students who use any computer at the College/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 or www.uaa.alaska.edu/policy/copyright/index.cfm.

**■Illegal Download Policy**

The illegal downloading or sharing of music or movies is a criminal offense and can carry significant penalties. Penalties for first time offenders could result in fines up to $250,000 plus 5 years in jail. (http://www.uaa.alaska.edu/illegaldownload/index.cfm)

UAA Violator Consequences: UAA has adopted a 3 strikes policy. (www.uaa.alaska.edu/illegaldownload/violator-consequences.cfm)

First offense - Loss of Internet access, mandatory course and quiz.
Second offense - Loss of Internet access, mandatory 3-hour course and quiz
Third offense - Loss of Internet access indefinitely. Report to Dean of Students for further discipline.

## COPYRIGHT AND INTELLECTUAL PROPERTY

The University of Alaska provides a network and computing infrastructure to promote the basic missions of the University in learning, research, and service by facilitating communication, 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/.

# CHAPTER 5
## ADVISING & ACADEMIC SUPPORT

Academic Advising
Career Services
Disability Support Services
Early Alert
Library
New Student Orientation
Testing Services
The Learning Center
Tutoring
Visit Campus

## ACADEMIC ADVISING

http://matsu.alaska.edu/office/student-services/academic-advising/

Academic advising assists students in developing and monitoring academic plans consistent with educational, career and life goals. All students are encouraged to seek academic advising prior to registration each semester to discuss educational goals, placement scores, and course prerequisites for appropriate course selection. Appropriate course placement is an essential component of academic success. Academic advisors and counselors are available to guide students on University policies and procedures and on general and degree requirements. They can usually be seen by appointments, except during the weeks just before and after the beginning of the fall and spring semesters when advising is available on a walk-in basis only. For further information, phone 745-9762 or stop by Student Services in FSM 101.

## CAREER DEVELOPMENT ADVISING

http://matsu.alaska.edu/office/student-services/career-advising/

Career exploration, job readiness skills, and internship placement services are available to Mat-Su College students by meeting with a career development coordinator in Student Services. Various assessments, interest inventories, and career exploration resources are available. The career development coordinator strives to enrich students' learning experiences by helping students gain insight to their interests, personality type, and skills, and increasing their knowledge about occupations and employment trends. Contact Student Services at 745-9762 for more information or to schedule an appointment.

## DISABILITY SUPPORT SERVICES (DSS)

http://matsu.alaska.edu/office/student-services/msc-policies/disability-support/

At Mat-Su College, providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. The campus Disability Support Services (DSS) specialist is housed in the Student Services department, FSM 101. Accommodations are made within the ADA guidelines and academic requirements of each class. They are based on current documentation in conjunction with the student's individual needs. Early contact with the DSS specialist helps to secure a positive educational experience.

To access support services, a student first contacts DSS and provides current disability documentation which supports the requested services. Services include American Sign Language interpreters, note-taking assistance, textbooks in alternate formats, testing accommodations, and access to adaptive computer technology.

If you experience a disability and would like information on support services, please contact Student Services/DSS IN FSM 101 or call 745-9762 (voice) or 745-9751 (TTY) or e-mail at: info@matsu.alaska.edu.

## EARLY ALERT

Early Alert provides a safety net for students who may experience academic difficulty early in the semester. Faculty are asked to review progress beginning in the third week of the semester and notify students who are falling behind due to performance or attendance issues. Faculty may refer students to Student Services for further contact or academic counseling. Students are notified of the referral and encouraged to take positive steps toward improving their academic performance. Additional information about Early Alert is available in Student Services, FSM 101.

## LIBRARY

http://matsu.alaska.edu/office/library/

The Alvin S. Okeson Library, located in the Okeson Library Building, contains more than 45,000 books, 80 periodicals, 1,500 videos and 3,000 non-print items. Electronic collections include access to over 22,000 e-books and articles from more than 3,000 journals, magazines, and newspapers. The Okeson Library shares a catalog with all of the University of Alaska Anchorage libraries, the Anchorage Public Library, Valdez Public Library, ARLIS, and the Anchorage Museum. Patrons may search and borrow material from these locations through the library's online catalog. Students may also request material from libraries around the world through interlibrary loan.

The library houses two group study rooms, individual study carrels, a computer lab, and photocopiers. A study room for students who are registered with Disability Support Services can be reserved at the Circulation Desk. For current hours and additional information please stop in, visit our website, or call 745-9740.

## NEW STUDENT ORIENTATION

http://matsu.alaska.edu/office/student-services/new-student-orientation-program/

The New Student Orientation Program hosts organized, purposeful, and positive introduction sessions for all new Matanuska-Susitna College students and their parents to help them become familiar with services and programs vital to their successful transition as full and active members of the MSC community. Partnering collaboratively with other college offices and departments, these sessions are designed to help students gain the skills, information and meaningful relationships important to successful long term academic and personal outcomes.

Mat-Su College's New Student Orientation program is an opportunity to get your questions answered and get started navigating the logistics associated with starting college or transferring from one school to another.

All students are highly encouraged to attend New Student Orientation. It is your first step towards a successful college career. Take advantage of this experience where you will meet other new students and develop new friendships. New Student Orientation takes place prior to the beginning of the fall and spring semesters. Call 745-9762 for more information.

## TESTING SERVICES

- **ASSESSMENT OR PLACEMENT TESTING**
  http://matsu.alaska.edu/office/the-learning-center/
  A student registering for English and/or math for the first time must take an assessment test in the Learning Center, or have appropriate SAT or ACT scores. These tests 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 receipt and a photo ID must be presented at time of testing.

- **TEST PROCTORING**
  http://matsu.alaska.edu/office/the-learning-center/other-testing/
  Make up tests: Students needing to take make-up tests for Mat-Su College classes may do so in the Learning Center. Prior arrangement must be made with the instructor. Appointments are required for testing.

  Test Proctoring: Testing services, including proctoring of correspondence, distance education, CLEP, DSST and other exams, are also available. There is no fee for proctoring courses taken at any University of Alaska campus. A fee will be charged for exams from any college or organization not within the University of Alaska system. Fees vary according to the type of test. Testing services require an appointment.

## THE LEARNING CENTER (TLC)

http://matsu.alaska.edu/office/the-learning-center/
The Elizabeth J. Fallon Learning Center (tLC), located in the Okeson Library Building, room 121, offers testing services for students as community members. Tutorial services are available for students enrolled in Mat-Su College classes. Mat-Su College is an authorized Pearson VUE testing center. Appointments must be made through Pearson Vue www.pearsonvue.com.

## TUTORING

http://matsu.alaska.edu/office/the-learning-center/tutoring/
Math Tutors are available to provide individual assistance to students enrolled in math, statistics, or other classes requiring math skills, such as chemistry or physics. Writing Tutors offer individual tutoring for all English and Preparatory English courses, as well as writing for all other disciplines. A schedule of hours showing tutor availability is posted in the Learning Center, on the Learning Center website, and on various campus bulletin boards during the first week of each semester.

The Learning Center offers computers with Internet access and a variety of learning materials for student use. Rosetta-Stone, a computerized, self-tutoring, interactive, language software program is also available in French, Spanish, and Russian. Personal headsets with microphones are required to use the Rosetta-Stone software.

Throughout the semester, tLC may offer workshops on various subjects to help students with specific math, writing or study skills topics. Notices of the workshops are posted throughout the campus. A one-time fee of $5 per semester is assessed for use of the Learning Center tutoring services. 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.

## VISIT CAMPUS

Mat-Su College offers free campus tours for prospective students who are interested in attending our campus. Tours can be arranged for groups or on an individual basis.

MSC also provides Info Sessions to help guide students through the admission, registration, and financial aid process and can be given for groups on or off-campus. For more information or to schedule a tour or Info Session, please call 745-9799.

# CHAPTER 6
## Academic Standards & Regulations

Admissions
Academic Planning
Registration
Course Performance
Course Completion
Academic Standing
Program Completion
Exception to University Policy for Records and Registration

# ADMISSIONS

As a community campus of the University of Alaska Anchorage, Matanuska-Susitna College is part of an open-access public university. Our mission is to provide access to higher education for all students. To achieve this, the college offers a wide variety of academic and vocational programs and different paths to admission:

- General interest and non-degree seeking: Community members may take classes for personal and professional enrichment or to begin preparation to enter a degree program.
- Occupational endorsement certificates (OECs): There are no minimum academic requirements for admission; submission of transcripts is not required unless the applicant is applying for financial aid.
- Undergraduate certificates and associate degrees: Applicants must submit transcripts.

All students intending to take any course must apply for admission. Individuals intending to take courses for personal and professional enrichment should use the Non-Degree student application.

Detailed information and instructions for each type of admission are in this chapter. This chapter defines MSC policy, admission requirements, and student rights and responsibilities in the admission process that apply to all applicants. Individual certificate and degree programs may have additional requirements, selective admission criteria or limited space. See Chapter 8, Undergraduate Programs, for specific undergraduate program requirements. Questions about admission to MSC should be directed to Student Services .

## HOW TO APPLY

Most applicants will apply using the MSC online application accessible through https://uaonline.alaska.edu. The online application requires payment of the application fee by credit card. The fee is $40 for undergraduate certificate and associate degree applications.

Paper applications are available for download at matsu.alaska.edu/office/student-services/student-forms/ or for pick up at Student Services. Application fees for paper applications are the same as online applications and can be paid by check or money order; please do not send cash. Paper applications can be dropped off at Student Services or mailed to P.O. Box 2889, Palmer, Alaska 99645.

**Freshmen Applicants**

Students applying during their senior year of high school and those who have fewer than 29 college-level semester credits prior to entering MSC are considered freshmen applicants. Application and transcript requirements are described in detail in this chapter for each academic level. When selecting the appropriate application on UAOnline, select “No College” if no college-level credits have been earned. Select “Prior College” if at least one college-level course has been completed.

**Transfer Applicants**

Students who have earned 30 or more college-level semester credits at one or more regionally accredited colleges or universities are considered transfer applicants. Application and transcript requirements are described in detail in this chapter for each academic level.

When selecting the appropriate application on UAOnline, select “Prior College.”

## APPLICATION DEADLINES

MSC recommends that prospective students apply several months before the start of the semester to which they wish to be admitted. Applying early allows sufficient time for processing, placement testing, and advising before registration and helps ensure a successful start to college life. Although early application is encouraged, admission applications to MSC degrees will be accepted through the end of the add/drop period each semester. Please note that deadlines for admission to programs conferred by UAA are typically much earlier. Students admitted to UAA degrees may attend MSC without applying separately.

Students in need of financial aid should submit an admission application and a federal financial aid application (FAFSA) at least two months prior to the start of the semester in order to have financial aid available by the payment deadline. See Admission and Financial Aid section in this chapter for more information.

**Application and Admission as a General Interest/Non-Degree-Seeking or Secondary School Student**

Students who wish to take classes for general interest or personal/professional development but do not wish to earn a certificate or degree may apply for admission as a non-degree-seeking student. To apply for admission as a non-degree-seeking student, please submit the following:

- Non-Degree Application for Admission (no application fee).
- Secondary school students (grades nine through 12) who want to take MSC courses while enrolled in high school must complete the Secondary School Student Enrollment process as described later in this chapter.

Non-degree-seeking students may take courses for which they have the prerequisite skills and experience. They are not required to submit transcripts or test scores for admission but may need to provide proof of meeting placement requirements and course prerequisites. Students with little or no previous college experience are strongly encouraged to complete a MSC-approved placement test and meet with an academic advisor to determine appropriate entry levels of instruction. Students who wish to register for graduate courses may be required to obtain a department chair’s or faculty member’s signature and are strongly advised to contact the department at the earliest opportunity.

International students who will need a Form I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status cannot be admitted as non-degree-seeking students. 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 can be admitted as non-degree-seeking and enroll in a limited number of credits. Contact the international student advisor in the UAA Office of Admissions for further details.

Non-degree-seeking students are not eligible to have transfer credits evaluated. Transferring credit is an option only for certificate- and degree-seeking students. Students who wish to get an unofficial estimate of how their credits might transfer may visit the University of Alaska’s transfer credit resource site at https://uaonline.alaska.edu.

**To qualify for non-degree-seeking admission, a student must meet one of the following requirements:**

- Have earned a high school diploma or GED, or
- Be at least 18 years old, or
- Have completed MSC's secondary school student enrollment process as described in this chapter.

No majors or degrees are offered in the general interest and non-degree-seeking options. Students initially admitted as non-degree-seeking who later decide to pursue a MSC certificate or degree must submit a new Application for Admission and all required documents and meet corresponding admission requirements for the certificate or degree program. Admission as a non-degree-seeking student does not guarantee future admission to a certificate or degree program. Credits earned as a non-degree-seeking student may be applied to certificate or degree programs only as specified in admission to individual programs.

Non-degree-seeking students do not qualify for federal or state financial aid.

**Application and Admission to Occupational Endorsement Certificate (OEC) Programs**

To apply for admission to an OEC program, please submit the following:

- Occupational Endorsement Certificate Application for Admission (no application fee).

Optional:

- High school transcript showing graduation date or GED scores if applying for financial aid. Not all OEC programs are approved for financial aid; contact Student Services for more information.

**To qualify for admission to an OEC program, a student must meet one of the following requirements:**

- Have earned a high school diploma or GED, or
- Have earned at least 30 college-level semester credits*, or
- Be 18 years of age or older and have participated in MSC's Ability to Benefit* process as described in this chapter.

* *Please also see the sections Admission and Financial Aid and Admission and Financial Aid for Non-High School Graduates in this chapter for important information about financial aid eligibility*.

Some OEC programs have additional admission requirements, selective admission criteria or limited space. See Chapter 8, Undergraduate Programs, for specific information.

**Application and Admission to Undergraduate Certificate and Associate Degree Programs**

Freshmen baccalaureate applicants are those who have earned 0-29 college-level semester credits at regionally accredited institutions.

Transfer baccalaureate applicants are those who have earned 30 or more college-level semester credits at regionally accredited institutions.

To apply for admission to an undergraduate certificate or associate degree program, please submit the following:

1. Associate/Certificate Application for Admission
2. $40 non-refundable application fee
3. High school transcript or GED scores (freshman applicants only)
   a. Students in high school at the time of application should submit a current in-progress transcript. An official final transcript is required after graduation; please see both the Transcripts and Special Information for Home School Applicants sections in this chapter for more information.
   b. Students who have completed high school should submit an official final high school transcript showing a graduation date or GED scores.
   c. Students who have not graduated from high school or do not hold a GED should refer to the Admission and Financial Aid for Non-High School Graduates section in this chapter.
4. College or university transcripts from all regionally accredited institutions attended (except other University of Alaska campuses). This is required of all applicants who have completed at least one college-level course.
   a. Students currently in college should submit a current in progress transcript at the time of application. An official final transcript is required after completion of the term or graduation; please see Transcripts in this chapter for more information.
   b. Student Services will automatically retrieve records for courses taken at other UA campuses and via UA distance education.

An Associate/Certificate Application for Admission is complete when all required items listed above are received. An initial admission decision will be made once in-progress transcripts are received and reviewed by Student Services. Final transcripts are required to bring applicants to the Complete Admission status so the student can receive financial aid. See the Admission and Financial Aid section in this chapter for more information.

**To qualify for admission to an undergraduate certificate or associate degree program, a student must meet one of the following requirements:**

- Have earned a high school diploma or GED or
- Have earned at least 30 college-level semester credits* or
- Be at least 18 years old and have participated in MSC's Ability to Benefit process* as described in this chapter.
  * *Please also see the sections Admission and Financial Aid and Admission and Financial Aid for Non-High School Graduates in this chapter for important information about financial aid eligibility.*

International students must meet minimum English language and documentation requirements as described in the Application and Admission as an International Student section in this chapter.

There is no minimum GPA requirement for certificate and associate level admission. Some undergraduate certificate and associate degree programs have additional admission requirements, selective admission criteria or limited space. See Chapter 8, Undergraduate Programs, for specific information.

**Application and Admission as an International Student**

International students who intend to reside in the United States for the purpose of pursing a MSC certificate or degree as an F-1 visa student and who need a Form I-20 Certificate of Eligibility for Non-Immigrant F-1 Student Status, must fully meet university and degree program admission requirements before an I-20 will be issued. Occasionally, MSC certificate and degree programs and courses have limited capacity to enroll students. International student admission decisions must therefore consider the availability of courses and programs before admitted students are issued a Form I-20.

International students in F-1 visa status must be and remain admitted, full-time degree-seeking students. Health insurance is mandatory and proof of insurance must be kept up-to-date. Visit the international student services website for more information.

Application deadlines for international students:

- Fall semester, October 1
- Spring semester, May 1
- Summer term is open only to students who meet the English language proficiency requirements because ESL courses are not normally available. For those who meet the language proficiency requirement, the application deadline is March 1.

International applicants must fulfill the application requirements for the program they are applying to as listed in this chapter, with these additional requirements:

1. Have all transcripts and other academic credentials translated and evaluated by one of UAA's approved foreign credential evaluation services.
2. Submit official test score reports from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam. Score reports must be sent to the UAA Office of Admissions directly from the testing agency; student score reports are not accepted.
    a. International students may request an exemption from the language exam requirements if they:
        i) are a native speaker of English, or
        ii) have earned a grade of C or better in a course equivalent to ENGL A111 or higher at a regionally accredited U.S. institution, or
        iii) have earned a bachelor's or master's degree from a regionally accredited U.S. institution.
    b. Exemptions are not automatic; applicants must request an exemption from the director of admissions.
3. A notarized affidavit of financial support from the student or the student's financial sponsor and documentation of financial resources to cover one full academic year of study. Loss of financial sponsorship while enrolled at UAA may result in the student being advised to exit the U.S.
4. A completed Admissions Agreement for Prospective F-1 Students.
5. Students transferring from other institutions in the U.S. must request the F-1 Transfer Eligibility form from their current institution.

All transcripts and educational credentials should be sent to one of the evaluation services listed on UAA's International Student Services website at www.uaa.alaska.edu/iss/. All foreign transcripts must be evaluated by one of these agencies in order to be considered for admission. Students enrolled in secondary school or another university at the time of application should submit the most up-to-date transcripts available at time of application. While a student may receive provisional admission status based upon these transcripts, the admission decision will not be final and an I-20 will not be issued until final transcripts are evaluated and received by UAA.

Applicants must send all transcripts and other academic credentials to one of these services and ask that a report be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.

**To qualify for admission as an international student, all three of these qualifications must be met:**

1. Have fulfilled all international application and documentation requirements described above.
2. Meet the required program admission qualifications as listed in this chapter.
3. Meet one of the following English language proficiency standards:
    - A TOEFL score of 45 (ibt) or 133 (cbt) or
    - An IELTS score of 5.0 or
    - Have an approved exemption from the English language proficiency exam requirement.

Beginning September 1, 2012, first-time international students not receiving UAA or MSC grants or scholarships who have a TOEFL score ranging from 45 to 71 (ibt), 133 to 197 (cbt), or an IELTS score ranging from 5.0 to 6.0, are required to pay a $500 non-refundable deposit no less than 60 days before the start of the first term of enrollment. An I-20 will not be issued without this deposit on file. Students are strongly encouraged to complete their application and pay the tuition deposit 90 days in advance to allow sufficient time to visit a U.S. embassy or consulate and secure a visa. The deposit will be applied toward the student's intended first semester tuition. Should the student not attend MSC for the term in which they applied for admission, the deposit is forfeited.

**Admission and Financial Aid**

A financial aid award lists the different types of financial aid and the dollar amount for which a student is eligible. In order for financial aid to be paid or disbursed, all of the following criteria must be met:

1. Students must be admitted to an aid-eligible degree program (Admission Complete status for new students).
2. Students must meet satisfactory academic progress requirements.
3. Students must submit a FAFSA, or request FAFSA data be sent to UAA, school code 011462, if the student is currently attending another college or university.
4. Students must have responded to all requests for additional information from the UAA Office of Student Financial Assistance.
5. Students using veterans or active duty military educational benefits must have submitted all requested applications and documentation as requested by UAA, the U.S. Department of Veterans Affairs and/or the U.S. Department of Defense.

Students applying less than two months before classes begin will receive a financial aid award during the first four weeks of class. This means financial aid may not be disbursed before the payment deadline. Students should be prepared to pay the charges out of pocket (a refund will be issued once financial aid is awarded) or be prepared to pay the late fees for missing the payment deadline while waiting for

financial aid to be disbursed.

Beginning July 1, 2012, there are strict new federal regulations regarding financial aid and individuals who have not graduated from high school or do not hold a GED. Please refer to the sections Admission and Financial Aid for Non-High School Graduates and Home School Applicants and Financial Aid in this chapter for more information.

**Admission and Registration**
Applicants may register for courses approximately three to five business days after they submit an Application for Admission via UAOnline or mail and after they have paid the application fee. Registration for new applicants begins on the second Monday of the priority registration period.

All students are encouraged to meet with an academic advisor prior to registration. Advising helps students clarify their goals, make suitable course selections and understand academic expectations. MSC also uses DegreeWorks to help students build and manage an academic plan that contributes to their success and on-time graduation. The most successful MSC students meet with their advisors regularly to review academic progress and update their degree plan in DegreeWorks.

New certificate- and degree-seeking students are directed to an advisor during the admission process. Applicants may contact Student Services for assistance with advising and registration.

Some programs require that students meet with an advisor prior to registration. See Chapter 5, Advising and Academic Support, for more information.

**Test Scores**
GED, ACT, SAT and Accuplacer scores are used as part of MSC's admission process to determine a student's readiness to study in their desired program and course placement. Test scores should be sent to UAA directly from the testing agency, or should be printed on the student's official high school transcript. UAA/MSC will not accept copies of student score reports.

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.

**Transcripts**
Transcripts are required for most types of admissions. Please review the instructions for each type of admission and contact Student Services with any questions.

Applicants applying during their senior year of high school should submit a current in-progress transcript at the time they apply for admission. An unofficial transcript is acceptable. These transcripts will be used to make an initial admission decision. An official final high school transcript showing a graduation date must be sent immediately after high school graduation. Please see Final Transcripts in this chapter.

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, applicants must complete the Ability to Benefit process or the home school applicant process for admission.

Transfer applicants should submit official transcripts from all regionally accredited colleges and universities attended so they can be evaluated for transfer of credit. MSC/UAA evaluates transcripts for transfer of credit as they arrive. If an applicant is currently attending a college or university, they should submit an official in-progress transcript from that institution so MSC/UAA can make an initial admission decision. Please see Final Transcripts in this chapter.

Students transferring from the University of Alaska Fairbanks, the University of Alaska Southeast or one of their community campuses do not need to submit transcripts from these institutions. Student Services will automatically retrieve records from courses taken at other UA campuses and via UA distance education.

International students should follow the instructions in the Application and Admission as an International Student section for having their transcripts translated and evaluated.

It is the applicant's responsibility to submit required transcripts. Student Services cannot request transcripts from high schools or other colleges or universities.

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.

**Final Transcripts**
Applicants currently enrolled in high school or another college or university at the time they apply for admission must submit a copy of their official final transcript(s) immediately after they become available in order to enroll in classes and to receive financial aid.

It is important to note that financial aid cannot be disbursed to a student until official final transcript(s) have been received and evaluated by Student Services and the student's application is moved to Complete Admission status.

Final transcripts should be sent directly to Student Services by the issuing authority. Hand-carried transcripts must be in the original sealed envelope. Faxed transcripts are not accepted as final transcripts.

Final transcripts will be reviewed upon receipt. Any substantial change in academic performance, failure to finish the term or failure to graduate may lead to revocation of admission to MSC. This will also lead to the immediate termination of financial aid.

It is the applicant's responsibility to submit required transcripts. Student Services cannot request transcripts from high schools or other college or universities.

## APPLICATION AND ADMISSION STATUS DEFINITIONS

**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.
- **Departmental Review:** An application requiring departmental review is one awaiting departmental recommendation for admission.
- **Postponed Application:** Students who have not yet attended since applying for admission may postpone their application by notifying the Office of Admissions. Students who attend the semester for which they applied but do not complete the application process until a subsequent semester will be admitted to the semester for which they originally applied. Please note: This may impact a student's eligibility to receive financial aid.
- 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, applications that are still incomplete and not postponed may be withdrawn.

**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 at the Incomplete Admission status.
- **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 year by notifying the Office of Admissions prior to the end of the semester for which they originally applied. Students may not postpone their admission if they attend during the semester for which they 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. To reactivate an application that has been withdrawn, a student may submit a Postponement Request Form within one year or reapply for admission.

## SPECIAL INFORMATION FOR HOME SCHOOL APPLICANTS

MSC welcomes applicants from home school environments. Beginning July 1, 2012, there are new federal regulations regarding financial aid that affect home school graduates; applicants are encouraged to review the MSC/UAA policy and contact Student Services with any questions.

Home school students should follow the application process for the type of program they are interested in with these special instructions:

- Transcripts will be accepted from home schools within the state of Alaska affiliated with a diploma-granting educational organization whose accreditation is recognized by the U.S. Department of Education.
- For students from outside Alaska, transcripts will be accepted from home schools registered or licensed by the state in which they are located and those affiliated with a diploma-granting educational organization whose accreditation is recognized by the U.S. Department of Education. The applicant must provide proof of registration, licensure, and/or affiliation with an accredited organization.

Students able to supply a high school transcript that meets one of the two criteria above should apply to MSC as any other high school graduate. They should follow the standard application process and must meet the standard admission criteria publicized in this chapter. Home school applicants who are unable to meet one of the above criteria may be admitted to MSC through one of these routes:

- Submit GED test scores, or
- Take MSC's Ability to Benefit test* offered at the Learning Center, or
- Submit an official SAT score report with combined Math and Critical Reasoning score of 1210, or an ACT composite score of 27*, or
- Submit official SAT or ACT scores, home school transcripts, a three-page essay on postsecondary educational goals and a letter requesting admission to a specific certificate or degree program.*

  * *Please note that passing the MSC Ability to Benefit test for admission, or being admitted based upon SAT or ACT scores may not make a student eligible for financial aid. Please see the section Home School Applicants and Financial Aid in this chapter for details.*

## HOME SCHOOL APPLICANTS AND FINANCIAL AID

Beginning July 1, 2012, there are strict new federal regulations that impact home school students. In order to receive financial aid, a home school student must meet one of the following criteria:

- Have completed home school in the state of Alaska, or
- Have completed a home school program registered with, licensed by, or otherwise recognized by the state as high school or private school, or
- Have a certificate of completion or diploma issued by the state, or
- Have passed the GED exam.

Please note that there are differences between MSC's admission policy for home school students and federal financial aid eligibility regulations. Home school students should contact Student Services to review their individual situation before making the decision to enroll and incur tuition charges.

## ADMISSION AND FINANCIAL AID FOR NON-HIGH SCHOOL GRADUATES

Certificate- and degree-seeking applicants who are at least 18 years old but have not earned a high school diploma, GED or at least 30

college level semester credits must demonstrate that they have the ability to benefit from higher education by achieving federally determined scores on an approved test administered by the Learning Center.

After taking the examination, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign the Ability to Benefit Form before admission can be completed. Interested individuals should contact Student Services.

Beginning July 1, 2012, there are strict new regulations regarding which students can receive financial aid. New students enrolling after July 1, 2012, must meet one of the following federal criteria to receive financial aid:

- Have a diploma from a public or accredited private high school (this can be from a foreign school if it is equivalent to a U.S. high school diploma), or
- Have the recognized equivalent of a high school diploma, such as a GED certificate, or
- Have completed homeschooling at the secondary level as defined by state law.

An admitted degree-seeking student at MSC may be eligible for financial aid if they have one of these recognized equivalents of a high school diploma:

- A GED certificate, or
- An academic transcript documenting successful completion of at least a two-year program that is acceptable for full credit toward a baccalaureate degree.

MSC has two paths to admission to certificate and associate degree programs for students who have not graduated from high school or do not have a GED certificate:

1. Pass an Ability to Benefit test administered by the Learning Center, or
2. Demonstrate completion of 30 or more semester credits with a GPA of 2.00 or greater.

Students can be admitted through one of these paths, but they will not be eligible to receive financial aid.

## RELATED UNDERGRADUATE ADMISSION POLICIES

**Catalog Year**

Students who wish to earn a certificate or degree must meet the requirements specified in the catalog in effect at the time of admission to the certificate or degree program or the catalog in effect at the time of graduation. Certificate and associate degree students have five years to complete their certificate or degree requirements under the terms of the catalog in effect at the time of admission. Baccalaureate students have seven years. Students who take longer to complete their programs must reapply for admission and meet the catalog admission and graduation requirements in effect at the time of readmission or graduation.

Each student's catalog year is established when the student is first admitted into a certificate or degree program as a major or pre-major. A student's catalog year is adjusted if the student formally postpones admission (see Postponed Admission in this chapter) or executes a change of major (see Change of Major or Degree in this chapter).

**Change of Major or Degree**

Once formally admitted and in attendance, students may request a change of major or degree program to another program through the change of major/degree process. Students admitted initially in undeclared or pre-major status may also declare a major or degree program through this process. Students must meet the specific admission requirements of the desired program and must be formally accepted by signature of the dean or department chair. No fee is required for this process.

Students who change their major or degree program must meet the catalog requirements in effect at the time of the change or the catalog in effect at the time of graduation. Exception: Students who change from pre-major to full major must meet the catalog requirements in effect at the time of initial admission to the premajor or the catalog in effect at the time of graduation.

**Change of Admission Level**

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

To change from a baccalaureate level program to a certificate/associate level program, a student must complete and submit a Change of Major Form as described above. Changes from baccalaureate to certificate/associate programs will be processed for the next available semester. This type of change of major will also cancel out the previous active baccalaureate program. If a student later decides to complete a baccalaureate program, he or she will need to reapply for admission to a baccalaureate program and pay applicable admission fees.

**Concurrent Degrees**

Students may pursue concurrent degrees as long as they have formally applied and been accepted to each program. For more information, see Chapter 8, Undergraduate Programs.

**Pre-Majors or Undeclared**

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

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

Students admitted to undeclared status must satisfy all requirements for formal admission to the major and then complete the change of major process. A change of major from undeclared status to an official degree or certificate program will initiate a new catalog year. Students who change their major must meet the catalog requirements in effect at the time of the change of major or

the catalog in effect at the time of graduation.

**Transfer Evaluations**
Transfer evaluations will be completed for all students who are admitted to a certificate or degree program and have attended other colleges or universities. Transcripts from regionally accredited institutions declared at the time of admission are automatically considered for transfer evaluation. Evaluation of coursework from institutions that are not regionally accredited requires additional information and must be initiated by the student. Students may view a record of courses that have been previously evaluated by UAA by visiting the transfer credit resource website at https://uaonline.alaska.edu. For more information, see Transfer Credits in this chapter.

**Returning Students — No Attendance Outside the UA System**
Undergraduate certificate- and degree-seeking students who have had a break in their MSC/UAA 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 certificate- and degree-seeking students who attend another institution outside the UA system following their MSC/UAA 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/UAA enrollment.
- Enrollment at the outside institution occurred during summer semester.
- Enrollment was in correspondence or distance-delivered courses.
- Participation 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.

## ACADEMIC PLANNING

Proper academic planning allows students to complete their chosen course, program or degree successfully and efficiently. Students are advised to work with their academic advisor to consider their personal circumstances (e.g., job schedules, financial aid, family situations, childcare) as well as short (one to two semesters), medium (one to two years), and long-term educational goals when planning their academic programs. Student Services offers general academic advising, career counseling, personal development and testing and assessment services as well as orientations and special workshops for all MSC students.

Each academic program has clearly defined student outcomes that describe the knowledge, skills and capabilities that students acquire in the program.

**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 two-year degree levels. Students are strongly advised to contact the department to confer with a faculty member about academic programs that interest them. 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 coursework, specific entrance examination scores or particular job-related competencies.
- General University Requirements (GURs), General Education Requirements (GERs) and college requirements, if applicable, must be followed.
- 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, students are strongly encouraged to meet with faculty advisors 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.

Within each program, faculty and academic counselors/advisors can make available to students both the program's course rotation schedule (which shows the planned course offerings within a program) and program plan (which shows on a semester-by-semester basis how students might typically make their way through a program in light of specific prerequisites and requirements). After students have 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, students are prepared to select their courses each semester and to plan for coming semesters.

While program planning and academic advising is available through Student Services and from program faculty, the planning, selection, registration, and completion of courses, programs, and degrees are ultimately the responsibility of the student.

**REGISTERING FOR CLASSES**

Students may attend a course offered at MSC only after they have properly completed the registration process for that course. They may register either in person, via proxy or via UAOnline. (See Registration in this chapter for details and deadlines). Students select courses that meet their educational needs and that fit into their semester schedule.

In most cases, registration in multiple sections of the same course is not permitted. MSC reserves the right to drop/withdraw a student from any or all sections for which they have multiple registrations. This administrative drop may be done at any time without prior or subsequent notice to the student.

**COURSE PLACEMENT**

Appropriate course placement is an essential component of academic success. Students are encouraged to meet with academic advisors in Student Services 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 mathematics course placement purposes, ACT, SAT, and Accuplacer scores are valid for one year from the date taken. Students may be required to provide proof of their placement scores on the first day of class. Refer to this catalog and the class listing for specific course prerequisites and placement score requirements.

English and mathematics placement tests are administered through MSC's Learning Center. Contact the center for information on available placement tests and how to access student guides with sample questions.

**English Course Placement**

English (ENGL), English as a Second Language (ESL), 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 Critical Reading tests are required to take a UAA-approved English placement test prior to enrolling in any English composition or Preparatory English courses.

A student who has earned an appropriate ACT English or SAT Critical Reading score is eligible to enroll in the following English courses:

| English Course | ACT English Score | SAT Critical Reading Score |
|---|---|---|
| ENGL A111 | 22-29 | 530-619 |
| ENGL A211* | 30+ | 620+ |
| ENGL A212* | 30+ | 620+ |
| ENGL A213* | 30+ | 620+ |
| ENGL A214* | 30+ | 620+ |

** If a student has earned 30+ on the ACT English test or 620+ on the SAT Critical Reading test, ENGL A111 is waived as a prerequisite to higher-level02 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 3 credits from the General Education Requirements (GER) Written Communications Skills list, for a total of 6 credits.*

**MSC ENGLISH PLACEMENT SCORES** (as of 7-13-12)

| **MSC ACCUPLACER** | | | **SAT** | **ACT English** | **UAA ACCUPLACER** | |
|---|---|---|---|---|---|---|
| For this course | Reading AARC | WritePlacer AAWP | Critical Reading SATC or Verbal SATV | English EAEN | Reading AARC | Sentence Skills AASS |
| PRPE A076 | 50-64 | | | | 50-64 | |
| PRPE A107 PRPE A105 | 65-84 | | | | 65-84 | |
| PRPE A080 | >= 50 | 2-3 | | | | Combined RC & SS scores 0-109 |
| PRPE A086 | >= 50 | 4 | | | | Combined RC & SS scores 110-149 |
| PRPE A108 | >= 65 | 5-7 | | | | Combined RC & SS scores => 150 |
| ENGL A111 | >= 85 | 8 | 530-619 | 22-29 | | Combine RC & SS scores => 180 |
| ENGLA211, A212, A213 or A214 | | | >= 620 | >= 30 | | |

Students may be required to provide proof of their placement scores on the first day of class. MSC English placement scores are valid for two years

**Mathematics Course Placement**

Mathematics placement testing is available through the Learning Center. 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, SAT or UAA-approved placement test score is eligible to enroll in the following courses:

| Mathematics Course | ACT Math Score | SAT Math Score |
|---|---|---|
| MATH A055 | --- | 400-479 |
| MATH A105 | 18-21 | 480-519 |
| MATH A107, MATH A109, MATH A172 or STAT A252 | 22-25 | 520-589 |
| MATH A108, MATH A272 or STAT A253 | 24 or higher | 560 or higher |
| MATH A200 | 26 or higher* | 590 or higher* |

* *Must also take a trigonometry or precalculus course before enrolling in MATH A200.*

For MATH placement, ACT and SAT test scores are valid for one year from the date taken. Students will be required to produce proof of test scores on the first day of class.

**MSC MATH PLACEMENT SCORES (as of 4-4-2011)**

| **ACCUPLACER** | | | | **SAT** | **ACT** |
|---|---|---|---|---|---|
| For this Course | Arithmetic (AAAR) | Elementary Algebra (AAEA) | Colllege Math (CM) | (SATM) | (ACTM or EAMA) |
| MATH A054 # | >= 30 and <=59* | 0-47 * | | N/A | N/A |
| MATH A055 # | >=60 and <=120 | 48-69 | | 400-479 | N/A |
| MATH A105 & | | >= 70 * | 0-49 * | 480-519 | 18-21 |
| MATHA107 ^ A172 ^ A252 ^ | | | 50-59 | 520-589 | 22-25 |
| MATH A108 ^ A272 ^, A253 ^ | | | 60-79 | >= 560 | >= 24 |
| MATH A200 ^ | | | >= 80 ** | >= 590 | >= 26 |

Students placing into ABE should meet with an academic advisor. Math placement scores are valid for one year.

* Must have both scores to be eligible.

** As long as Trigonometry course has been completed.

\# Credits earned can not apply to degree; eligible for FA.

& Fulfills Math requirement for some associate degrees or can be used as elective.

^ General Education Requirements (GER)

**CONTACT HOURS**

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 1,500 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 1,500 minutes of course related work completed outside the classroom.

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.

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

**COURSE NUMBERING SYSTEM**

Each course offered by the University is defined by the department designator, a campus 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.

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:

**Noncredit Courses**

A001-A049: Noncredit courses. Offered as career development, continuing education or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). They have no regular tuition but do have other special fees.

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 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 number of CEUs awarded is determined by the chief academic officer (dean or director) of the offering unit. Fractional CEUs may be awarded.

**Preparatory/Developmental Courses**

A050-A099: Courses with these numbers provide basic or supplemental preparation for introductory college courses. They are not applicable to transcripted certificates or associate, baccalaureate or graduate degrees, even by petition.

**Academic Credit Courses**

Courses with the following numbers count toward undergraduate and graduate degrees and certificates as described below. Each course includes a component for evaluation of student performance. Student effort is indicated by credit hours. One credit hour represents three hours of student work per week for a 15-week semester (e.g., one class-hour of lecture and two hours of study or three class-hours of laboratory) for a minimum of 750 minutes of total student engagement, which may include examination periods. Equivalencies to this standard may be approved by the chief academic officer of the university or community college.

The numbering sequence signifies increasing sophistication in a student's ability to extract, summarize, evaluate and apply relevant class material. Students are expected to demonstrate learning skills commensurate with the appropriate course level, and to meet, prior to registration, prerequisites for all courses as listed within the course descriptions. Academic credit courses are numbered as follows.

**Lower Division Courses**

Lower division courses are usually taken by freshmen and sophomores.

A100-A199: Freshman-level, lower division courses. Introduce a field of knowledge and/or develop basic skills. These are usually foundation or survey courses. Applicable to certificates, associate degrees and baccalaureate degrees in accordance with certificate and degree requirements.

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

**Upper Division Courses**

Upper division courses are usually taken by juniors and seniors. Upper division courses require a background in the discipline recognized through course prerequisites, junior or 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: Junior-level, upper division courses build upon previous coursework and require familiarity with the concepts, methods and vocabulary of a discipline. They are applicable to baccalaureate degrees and may be applicable to associate

degrees, in accordance with degree requirements. These courses are not applicable to graduate degree requirements.

A400-A499: Senior-level, upper division courses require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course material to solving complex problems, and generally require a substantial background of study in lower level courses.

These courses are applicable to baccalaureate degrees, in accordance with degree requirements. These courses may be applied to graduate requirements for some master's degrees with prior approval of the student's graduate study committee. However, a student may not apply a course to both a baccalaureate and a master's degree.

**Transfer Courses**
A1_-A4_: UAA awards credit in all general education areas for courses that do not match specific course descriptions but meet the learning outcomes of each area's definition, e.g., A1W fulfills the 100 level Written Communication GER. The last letter(s) on a transfer course number (A#_) identifies the GER category it fulfills.

F = Fine Arts
H = Humanities
IC = Integrated Capstone
N = Natural Sciences Lecture only
NL= Natural Sciences Lab only
NS = Natural Sciences Lecture/Lab
O = Oral Communications
Q = Quantitative Skills
S = Social Science
W = Written Communications
Y = Fine Arts and/or Humanities
Z = Social Sciences or Humanities

Courses transferred in which do not have a direct equivalency and which do not meet any general education learning outcomes are assigned as departmental electives with indication of level and subject, e.g., ENGL A2 Departmental Elective.

**Professional Development Courses**
A500-A599: Courses with these numbers are designed to provide continuing education for professionals at a post-baccalaureate level. These courses are not applicable to university degree or certificate program requirements, are not interchangeable with credit courses, even by petition, and may not be delivered simultaneously (stacked) with academic credit courses of similar content.

These courses may be graded pass/no pass or, if the course includes an evaluation component, letter grading. The measurement of student effort is indicated by professional development credits. Each professional development credit awarded requires at least 12.5 hours of student engagement in a directed learning environment under the supervision of a qualified instructor. These courses are provided on a self-support basis.

**Course Number Second and Third Digits**
The following second and third digits of course numbers are used for specific types of academic 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 internships, practica, community-based learning or cooperative education
-97 independent studies
-98 individual research
-99 thesis

**PREREQUISITES**
Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the course description and indicate the preparation and/or background necessary to undertake academic study. If a student has not met the necessary prerequisites, the student may request permission from the instructor of the course to enroll in the class. It is the responsibility of the department to enter the appropriate override codes into Banner that will allow the student to register. A faculty member may withdraw students who enroll without either prerequisites or faculty permission.

**COREQUISITES**
Corequisites are courses that must be taken concurrently. Students are responsible for enrolling and attending all corequisite courses in the same semester. Corequisites are listed in the individual course descriptions. A faculty member may withdraw students who do not enroll for the appropriate corequisites.

**REPEATABLE COURSES**
Some courses, such as special topics, may be taken more than once for additional credit. Only those courses for which repeatability for additional credit is explicitly noted in the course description qualify for this option.

**RETAKING COURSES**
Any course for which a student has received a transcripted grade may be retaken at the student's discretion, if the course is available and

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 being retaken for GPA improvement. Students may not retake a course through credit-by-examination, 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. A directed study requires the approval of the department concerned and final approval by the dean/director.
The policies are as follows:

- Retroactive registration is not permitted.
- Directed Study Forms incorrectly completed will not be processed.
- Courses scheduled for less than a full semester may not be offered for more than 1 credit each week.
- For fall and spring semesters, the deadline for directed study registration is the end of the ninth week.
- For the summer semester, the deadline for directed study registration is the end of the seventh week of the 10-week session.
- 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.
- Only regular (tenure track or term) faculty are allowed to supervise or to be the instructor of record for directed study courses. The dean or director may function as instructor of record when no regular faculty is available to fulfill that function. The responsibilities of the instructor of record are to:
  1) approve the course of study;
  2) approve the credentials of other faculty involved;
  3) see that the material is presented in full and in a timely manner;
  4) evaluate student's progress in achieving student outcomes;
  5) generate course grade and see that the grades are turned in to the Office of the Registrar; and
  6) assume responsibility for academic issues that arise in the course.
- The faculty member teaching the course must have taught the permanent course or a related course prior to teaching a directed study.
- The initiation of directed studies must come from the faculty in the discipline and must be approved by the dean or director.
- Once the directed study course has been approved, the student will be automatically registered for the course unless holds exist on the student account.
- Student must be an admitted certificate/degree-seeking student.

**Independent Study**

An independent study course consists 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:

- Retroactive registration is not permitted.
- Independent study courses cannot be used to fulfill GERs. This policy is not petitionable.
- Independent Study Forms incorrectly completed will not be processed.
- Courses scheduled for less than a full semester may not be offered for more than 1 credit each week.
- For fall and spring semesters, the deadline for independent study registration is the end of the ninth week.
- For the summer semester, the deadline for independent study registration is the end of the seventh week of the 10-week session.
- Only regular or term faculty are allowed to be the instructor of record for the independent study courses. The dean or 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:
  1) approve the course of study;
  2) approve the credentials of other faculty involved;
  3) see that the material is presented in full and in a timely manner;
  4) evaluate student's progress in achieving student outcomes;
  5) generate course grade and see that the grades are turned in to the Office of the Registrar; and
  6) assume responsibility for academic issues that arise in the course.

- The initiation of independent study courses must come from faculty in the discipline and must be approved by the dean or director.
- Once the independent study course has been approved, the student will be automatically registered for the course unless holds exist on the student account.
- Student must be an admitted certificate/degree-seeking student.

**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. Students enrolled in stacked courses either meet at the same time and location or receive instruction by the same delivery mode. Expectations for student performance and achievement reflect course level. Catalog descriptions of these courses include the phrase "May be stacked with." The class information on UAOnline 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." Students may enroll in cross-listed courses under the discipline and prefix of their choice. Catalog descriptions of these courses include the phrase "Crosslisted with." The class information on UAOnline indicates if a class is being offered in cross-listed format.

**Internships**
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 student learning outcomes and the evaluation method. The instructor reviews all of the final documents upon completion of the assignment and assigns the final grade. Internships require that the student completes a minimum of 45 hours of work with the employer for each credit earned. Final course grades are generally based on hours worked, outcomes achieved, employer and instructor ratings of work performance, and evaluation of required journals or reports.

Internships may be arranged either through the student's academic department and the career development coordinator in Student Services. (See Chapter 6, Advising and Academic Support, for further information.) Registration deadlines follow independent study and directed study dates.

**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. Registration deadlines follow independent study and directed study dates.

**Practicum Requirements and General Information**
Many academic programs require completion of a practicum, clinical assignment or other field placement. Before applying to such programs, students should familiarize themselves with the requirements for such placements, which may include infectious disease testing, drug testing, criminal background checks or other qualifications. Students are responsible for ensuring that there are no legal or other impediments to their acceptance into a placement.

**Criminal History**
Placements in facilities with programs administered by the state of Alaska Department of Health and Social Services are subject to background checks under state law and regulation. For more information about these background checks and the crimes that bar an individual from being associated in any manner with a covered facility, see www.hss.state.ak.us/dph/CL/bgcheck/default.htm. Criminal background checks may also be required for placements in other facilities.

**Health and Safety**
Placements may require documentation of immunity to infectious diseases. The circumstances in which a student with an infectious disease, or who otherwise poses a significant risk to the health and safety of others, may participate in a placement will be determined on a case-by-case basis. A student who poses a significant risk to the health and safety of others that cannot be eliminated by a reasonable modification of policies, practices or procedures, or by the provision of auxiliary aids or services, will be excluded from participation.

The program descriptions in this catalog may contain more detailed requirements for specific programs. Students should always check on requirements for practicum, clinical or other field placements for the programs in which they intend to enroll.

**Interdisciplinary/Multidisciplinary Courses**
Courses that explore the broader meaning and significance of concepts, principles or research techniques common to several disciplines are called interdisciplinary. Courses that examine a common topic or problem by drawing upon the perspectives of many disciplines are called multidisciplinary.

**Flexible Format Courses**
Certain courses are offered in flexible formats. They include:

**Self-Paced**
These courses offer an alternative to the traditional lecture classes and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low anxiety, supportive environment. They include the following:
- group study
- tutorial study

- scheduled lectures
- diverse learning aids such as video, audio, computer and library resources.

**Open Entry/Open Exit**
These courses permit students to enter and exit any time during the semester. Students generally work at their own pace to complete the required course content.

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

**Short**
Short courses offer the content of a full semester course in a shorter time frame.

**Mini**
Mini-courses are offered for fewer than three credits and usually in a shorter time frame than a full semester.

**Distance Education at MSC**
Distance Education (eLearning) at MSC: Some courses allow participation via the web for all or some of the class. All courses are categorized to indicate whether they can be considered distance-based, location-dependent, or a blend of both. The criteria for determining the categories are, "do students have to attend class in a particular location, or are they free to make that decision independently?" UAOnline allows students to search for classes to register into based on whether courses are location bound or contain a distance component. The designations are as follows:

Distance= 0% location based
Distance-based = 1-20% location based
Blended = 21-50% location based
Location-dependent/traditional = 51% or more location based.

The distance educational courses offered at Mat-Su College are based on the same instructional outcomes and objectives as traditional on-campus courses. These courses require as much commitment as any class offered on campus. Students attempting distance education courses need to be computer literate and comfortable using the web. They also need access to the Internet and equipment or software associated with the course as noted in the semester course schedule.

**Blended Courses:** Blended courses require both class attendance and access to a computer with a broadband Internet connection. Part of the class is taught online and part in a traditional classroom setting. Students who are reluctant to take an online course might choose a blended course to become familiar with the procedures and technology used in online instruction.

Distance and distance-based classes may include set meeting times that require student to participate via the web at particular times or they may be totally asynchronous with no scheduled meeting times required. Courses may also be either instructor-paced or self-paced.

**FULL-TIME/PART-TIME STATUS**
An undergraduate student who is enrolled at MSC/UAA for 12 or more credits is classified as full-time. An undergraduate who is enrolled at MSC/UAA for fewer than 12 credits is classified as part-time and must be enrolled in at least six credits to be considered half-time.

Audited courses, credit-by-examination courses, continuing education units (CEUs) and professional development courses (500 level) are not included in the computation for full-time or part-time status.

**COURSE LOAD**
Students may register for a maximum of 19 credits during the fall and spring semesters, and a maximum of 15 credits during the summer session. Students who want to enroll for additional credits must submit an approved Request for Credit Overload Form to Student Services.

An Academic Counselor must approve overload requests.

Students should consider their graduation timeline when planning their 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.

Students should be aware that the need for preparatory work (for example, in English or mathematics) in preparation for university-wide general education required courses may further extend the time required to complete their programs. When planning course load, students 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**
The University of Alaska Anchorage welcomes all students who meet the admissions requirements for certificate-, degree-, or non-degree-seeking status set forth in this catalog. The following policy applies to all applicants who are in the ninth, 10th, 11th or 12th grades and have not already earned their high school diplomas or GEDs.

**Secondary School Student Admission and Registration Procedures**
In order to promote academic success and to facilitate a smooth transition to postsecondary education, the following procedures

have been established.

**Application Process**

https://uaonline.alaska.edu

Secondary school applicants may be admitted on a semester-by semester basis to non-degree-seeking status only. Applications for admission to MSC are available online and in Student Services.

**Registration Process**

To complete the registration process, secondary students must:

1. Obtain secondary student registration forms by attending a group orientation session or, if a returning Secondary School Student who has already attended an orientation session, by meeting with a designated academic counselor. Group orientation sessions are held prior to each semester. Dates and times are posted on the website;
2. Meet with an academic counselor to discuss course selection, enrollment procedures, and appropriate placement. Academic counselors may require copies of high school transcripts and SAT, ACT or an approved test to determine appropriate course placement.
3. 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;
4. 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;
5. Complete a Secondary School Student and Parent/Guardian Statement of Understanding. This needs to be signed by the student and parent/guardian;
6. 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;
7. Submit forms named in Nos. 3 through 6 to Student Services or the college director 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;
8. Upon approval, students will be registered manually 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 7 credits per semester;
   b. Prerequisites for the courses requested must be met;
   d. Courses must be at the 100 or 200 level and may not include preparatory or remedial courses. The MSC English/Communication Department additionally restricts secondary school students from any English course below ENGL A111 and only allows juniors and seniors with appropriate placement scores to enroll. Placement testing for English and Communications courses must include a writing sample and be approved by an English faculty member. Approval will not be granted prior to the first day of class to allow priority to degree-seeking students. Exceptions to the course level restrictions must be approved by the course instructor, department chair, and college director;

9. Pay all tuition, course and student fees;
10. Adhere to UAA/MSC policies and procedures found in this Catalog and the UAA Fact Finder/Student Handbook;
11. Attain a grade of at least C (2.00 on a 4.00 scale) from each UAA/MSC course to receive permission to register for future semesters; and
12. Meet other program requirements established for secondary school students at the community campuses.

**Student and Parent/Guardian Agreement**

The registration process requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student and Parent/Guardian Statement of Understanding. Signing the Secondary School Student Signature Form signifies understanding of, and agreement with, all of the following:

1. University work is much more rigorous and much less guided than secondary education coursework;
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. Any MSC-approved secondary school student under the age of 13 must be accompanied at all times and directly supervised by a parent or legal guardian while on a UAA campus;
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. The parent or legal guardian of an MSC-approved secondary school student under the age of 13 may monitor the classroom from the corridor serving the classroom if not registered for the course. Failure by the parent or legal guardian to directly supervise the student who is a child will result in the university administratively withdrawing the minor student from the class using the published withdrawal guidelines and refund schedules. A complete copy of the Guidelines and Procedures for Children and Minors on Campus can be found in the UAA Fact Finder/Student Handbook;
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 and any registration- or payment-related deadlines.

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

The Family Educational Rights and Privacy Act (FERPA) and University policy prevent the university from giving out any information about a minor student to parents or guardians without the written consent of the student.

**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.

**Special Programs**
Exceptions to the above admission and registration procedures may be made for special academic programs at the department, school, college or campus level. Contact Student Services for information regarding the availability of these special programs.

**Certificate and Degree Programs**
Secondary school students are not eligible for admission to certificate or degree programs until they earn a high school diploma or GED or otherwise meet university admission requirements for degree-seeking students. (See the Admissions section of this chapter for more information.)

**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's 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 an MSC certificate or undergraduate degree. Students can 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 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. However, not all Tech Prep courses are approved 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.

**General Information**
**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 nontraditional transfer credit process.

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

**International Students**
International students are those who require a Form I-20 to apply for an F-1 visa (non-immigrant student). See the Admissions section of this chapter for more information.

**Senior Citizens**
Alaska residents who are senior citizens 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 Admissions section of this chapter for more information.

**Non-Degree-Seeking Students**
Individuals in this category are not currently seeking a UAA certificate or degree. See the Admissions section of this chapter for more information.

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

**RESIDENT CREDIT**
Resident credit at MSC/UAA is credit that is earned in formal classroom instruction, correspondence study, e-learning courses, directed study, independent study or research through any unit of UAA. Credit from a regionally accredited domestic institution or equivalent institution for which there is an approved affiliation or exchange agreement is also considered resident credit.

In general, credit earned at Prince William Sound Community College (PWSCC), UAF or UAS is not considered resident credit at UAA. However, if a program is delivered collaboratively with PWSCC, UAF and/or UAS, collaborative program credit from each participating institution is counted towards fulfillment of residency requirements.

Transfer credit, advanced placement credit, credit for prior learning, military service credit and credit granted through nationally prepared examinations are not considered resident credit, nor are local credit by examination credits earned through locally prepared tests.

Fifteen resident credits are required to graduate with an associate degree, and 30 resident credits are required to graduate with a baccalaureate degree. Students should refer to program descriptions in the catalog for additional requirements.

**CATALOG YEAR**
**Certificates and Associate Degrees**
Each student's catalog year is established when the student is first admitted into a certificate or degree program as a major or pre-major. A student's catalog year is adjusted if the student formally postpones admission (see Postponed Admission in this chapter) or executes a change of major (See Change of Major or Degree in this chapter).

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a certificate or associate degree program 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 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 specific departments for more information.

**CREDIT REQUIREMENTS**
Transfer credit equivalents vary among semester, unit and quarter universities. Courses that differ from equivalent MSC/UAA courses by less than one credit are equated to MSC/UAA courses and meet MSC/UAA course requirements without requiring a petition. To complete credit requirements where transfer course credits differ from MSC/UAA credits by more than 1 credit, students can either take another MSC/UAA class or request an academic petition from an academic advisor. It is ultimately the responsibility of students to ensure that they complete the total number of credits required for their degrees.

**TRANSFER CREDITS**
Where possible, transfer credit is equated with UAA courses by matching the content, level of instruction, course activities and student outcomes. Only coursework that clearly and demonstrably satisfies the intent of a UAA General Education Requirement or college or

major requirement can be accepted as a substitute. When this is not possible, evaluators may grant discipline-specific elective credit at the appropriate level. UAA reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit occurs after an applicant has submitted an associate or bachelor's degree Application for Admission.

**Criteria for Acceptance of Transfer Credit**

1. Transfer credits from United States institutions are accepted only if those institutions are 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 or higher are considered for transfer.
3. Credits transferred for application to graduate certificates or degrees are subject to additional requirements noted in the UAA Catalog Chapter 12, Graduate Programs.
4. Students who plan to transfer credits from outside the United States must provide an official statement of educational equivalence from a recommended credential evaluation service. Contact the international student advisor in the UAA Office of Admissions for details.
5. Transfer credits are not included in the student's MSC/UAA grade point average (GPA) computation, except to determine eligibility for graduation with honors.
6. Challenge examinations and credit by examinations posted on another university's transcript will not be considered for transfer credit (see National Credit by Examination in Chapter 7, Educational Delivery Methods and Nontraditional Credit, for information).
7. Resident credit from the University of Alaska Fairbanks or the University of Alaska Southeast that is posted on an official transcript is transferred to UAA, subject to applicability toward degree requirements.
8. Credits from institutions that are not accredited by one of the regional associations listed above are only accepted under special arrangements that may be initiated upon student request. UAA academic departments determine unaccredited course equivalency (such as English Department for English courses). Students wishing to pursue such transfers must clearly establish equivalency to UAA courses using evidence obtained from course descriptions, syllabi, texts, assignments, examinations and direct communication between the departmental faculty at UAA and at the originating institution.

**Transfer of General Education Requirement Credits Within the University of Alaska System**

The General Education Requirements (GER) 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:

| Category | Credit Hours |
|---|---|
| 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 two 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 laboratory | |
| **Total** | **34 credits minimum** |

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

In its catalog, each University of Alaska institution specifies the courses which meet the GER categories at that institution and which can thus be guaranteed to transfer as described above. See Chapter 10, Undergraduate Programs, for the GER substitution table.

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:

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

Transfer students will be assigned class standing based on the number of credits accepted in transfer by the university. Non-degree-seeking students are not assigned a class standing.

**ACADEMIC PETITION**

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained online or from the Office of the Registrar.

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 or UAS, must meet transfer credit criteria for acceptance prior to final approval.

Final authority to deny or approve petitions pertaining to school or college requirements rest with the dean or director of the school or college. Petitions pertaining to GERs and/or General University Requirements (GURs) must, in addition, be processed through the Office of Academic Affairs, with final authority to approve or deny resting with the provost. Students and the department will be notified of the decision.

Changes in course level, grading or number of credits awarded cannot be petitioned. UAA courses not on the approved baccalaureate GER list cannot be petitioned to meet a GER.

**ADD, DROP, AND WITHDRAWAL, CREDIT/NO CREDIT, AND AUDIT DEADLINES FOR SEMESTER LENGTH COURSES**

*The following registration activity deadlines pertain to traditional semester-length courses (15 weeks). Any course which is not either full term, first eights weeks, second eight weeks or trimester falls under miscellaneous. Students must complete business in person before 5 p.m. of the deadline day or by 11:59 p.m. via UAOnline.*

| **Add classes or late register** | Week 1 of semester | Week 2 of semester | After week 2 of semester |
|---|---|---|---|
| | Faculty signature required if class is closed. | Faculty signature required. | Not permitted. |
| **Faculty-initiated drop or withdrawal (optional)** | Drop<br>Weeks 1 through 2 of semester | Withdrawal<br>Weeks 3 through 12 of semester | After week 12 of semester |
| | Form filed by faculty member with Student Services. Course will not appear on student transcript. | Form filed by faculty member with Student Services. Course will appear on student transcript with a grade of W. | Not permitted. |
| **Drop or withdrawal** | Drop<br>Weeks 1 through 2 of semester | Withdrawal<br>Weeks 3 through 12 of semester | After week 12 of semester |
| | No faculty signature required. Course will not appear on student transcript. | No faculty signature required. Course will appear on student transcript with a grade of W. | Not permitted. |
| **Total withdrawal from college** | Drop<br>Weeks 1 through 2 of semester | Withdrawal<br>Beginning of week 3 of semester | Week 13 through last Friday before finals |
| | No faculty signature required. Course will not appear on student transcript. | No faculty signature required. Course will appear on student transcript with a grade of W. | No faculty signature required. Form filed with Student Services. Courses will appear on student transcript with a grade of W.<br>Students are not permitted to drop or withdraw from a class after it has ended. |

# REGISTRATION

Registration is the process of signing up and paying for classes for a particular semester. Students may attend classes in a course offered at Mat-Su College 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.

Students may register in person or use the UAOnline web registration system during the dates published in that semester's Course Schedule. Course schedules can be found at matsu.alaska.edu. Noncredit, continuing education unit (CEU), and professional development (500-level) courses have special registrations; interested students are advised to contact Student Services for more information.

For fall and spring registration, UAA and MSC follow a priority schedule for the opening days of registration based on the student's class standing. Class standing is determined by total credits earned. Students can check their standing in UAOnline on the "Check Your Registration Eligibility" screen. See the course schedule each semester for the open registration dates. Registration will open at 12:01 a.m. to each group of students according to the schedule below.

| Sequence | Class standing | Credits earned |
|---|---|---|
| 1 | Graduate students | |
| 2 | Seniors | 90+ credits |
| 3 | Juniors | 60-89 credits |
| 4 | Sophomores | 30-59 credits |
| 5 | Freshmen | 1-29 credits |
| 6 | New applicants for degree-seeking admission | |
| 7 | Open registration (all students) | |

Continuing and new degree-seeking students admitted to any UAA campus will register before non-degree-seeking students and students from other UA campuses. Summer registration opens first to all degree-seeking students and then to all others, including on-degree-seeking students.

For fall and spring semesters, a two-week add/drop period begins on the first day of the semester. Registration for semester-length courses is not permitted after the second week of the semester. Even if students have been attending class from the beginning of the course, their registration will not be accepted after the registration deadline.

The university holds students academically and financially responsible for their registration. Students who change their plans or become unable to attend must officially drop or withdraw from their courses within published deadlines in order to avoid a final grade of F for nonattendance. Courses must be dropped within the 100 percent refund period to avoid tuition assessment. Refer to the academic calendar online or in the course schedule for for specific deadlines.

Students may adjust their schedules and add or drop courses throughout the 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. Students 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 a faculty or academic advisor 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.

**Official Communication by UAA E-mail**
All communication related to registration and enrollment activities will occur through the official UAA-assigned email. Students should be careful to keep this account clear and review the correspondence received there regularly.

**Registration by Proxy**
Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. This form is available online or from the University Center One Stop. 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) or Electronic Transmission**
Documents received electronically or via fax are held to the same dates and deadlines and are processed after original documents. Documents received after 5:00 p.m. are considered as being received by the following business day. Electronic submissions and faxes are not guaranteed nor will they be confirmed. Students and departments are encouraged to retain the record of transmission.

**Biographic/Demographic Information**
MSC must comply with state and federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admission forms. The university uses the information for statistical purposes and as an identifier for university records. This information is relevant to the university's admission and enrollment policies. The university is careful to guard private information and does not discriminate on the basis of this information.

**Change of Name**
A student's name on official records at MSC/UAA must be the student's full legal name. A Change Form may be processed through Student Services and must be supported by legal documentation, i.e., Social Security card, driver's license or a court order. MSC/UAA employees (past or present) must present their Social Security card.

**Change of Address**
Currently enrolled students may update their mailing address through UAOnline or by completing a Change Form. Official

notification of change of address is necessary for accurate mailing of correspondence, transcripts and information about graduation requirements. Permanent addresses can only be updated via a Change Form.

**Social Security Number**
The University of Alaska has established student identification numbers and does not use Social Security numbers for student identification. The university is still required to collect a valid Social Security number from each student for IRS, employment and federal financial aid purposes. The last four digits of the Social Security number are included on official transcripts for identification matching purposes.

**Registration Changes**
It is the responsibility of the student to become familiar with MSC policies, procedures and deadlines. Refer to the academic calendar at www.matsu.alaska.edu for specific deadlines. Add, drop, withdrawal, credit/no credit and audit deadlines for trimester courses and courses other than full semester-length will be prorated according to the length of the class. Students are 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 and Withdrawal Deadlines in this chapter for more information.)

**Faculty Signature**
Some course descriptions include instructor permission as a prerequisite. Students must obtain the permission of the faculty member instructing the course section or their designee before registering.

**Auditing Classes**
Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw students if they fail to comply with the agreed-upon terms.

Students who audit courses are required to meet prerequisites, register and pay the same tuition as those who take the courses for credit. During the first and second weeks of the semester, audit-to-credit requires faculty signature. Audit-to-credit changes are not allowed after the second week of the semester. During weeks three 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.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-examination for an audited course until the following academic year.

**Cancellation of Classes**
MSC 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 university may discontinue a class at any time if enrollment falls below expected levels. Students will receive notification of cancellation via UAA email.

## COURSE PERFORMANCE

Successful performance in individual courses contributes to overall satisfaction with the educational experience at Mat-Su College 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. Students are responsible for classwork even if there are legitimate reasons for their absence.

Unexcused absences may result in a student being withdrawn from the class or receiving a failing or NB grade. Unreasonable refusal to accommodate an emergency absence or an official college absence as described below may be appealable under the Academic Dispute Resolution Procedure. See Chapter 4, Student Freedoms, Rights and Responsibilities, for more information.

**Class Absences**
Students who receive short-term military orders or obligations are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Students participating in official intercollegiate activities on behalf of MSC/UAA are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty members are encouraged to make reasonable accommodations for such a student. In some cases accommodation may not be possible.

**MILITARY STUDENTS CALLED TO ACTIVE DUTY OR DEPLOYMENT**
Students called to active duty or involuntary activated, deployed or relocated during an academic term may be able to make arrangements with their faculty members to complete their courses via e-learning. In those cases where this is not possible or desirable, these students are eligible for the 100 percent refund of tuition and fees, and a prorated adjustment on housing and meal plans. Returning military students are not required to reapply for admission and are welcomed back as in-state residents for tuition purposes. Military students who return after their admitted catalog expires should meet with an academic advisor for assistance.

**STUDENT-INITIATED DROP OR WITHDRAWAL**
Students may drop a class according to the information found in the published or online Course 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), or are prorated for courses other than the full semester. 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 courses other than the full semester. 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 DROP OR WITHDRAWAL**
A faculty member may initiate a drop or 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 pre- or co-requisites for the course, as well as other registration restrictions, and attendance requirements established for the class. 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(s) and receive permission before the first class meeting of the semester to avoid a possible faculty-initiated withdrawal.

**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. Required text materials can be found prior to registration through UAOnline or on the college website. Additional course material will be made available by the instructor at the start of the course.

**ASSIGNMENTS AND TESTING**
Students 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. Student should clarify these points with the faculty member prior to submitting the assignment for grading.

Students should be aware of testing policies as written in the course syllabus. Students are 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. Students 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. Students should receive a syllabus at the beginning of each course that describes the course content, policies within the course, procedures that govern the delivery of the course, the learning outcomes, and the grading system used.

Students are 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, NB, and NP grades may be used to determine satisfactory academic progress.

- **CR** Indicates credit received for course.
- **DF** Deferred indicates course requirements cannot be completed by end of semester.
- **I** Incomplete; indicates additional work must be completed to receive a final grade.
- **NB** Indicates there is insufficient progress or attendance for evaluation to occur.

**NC** Indicates no credit received for course.
**NP** Indicates work that is not passing (no credit received).
**P** Indicates passing work.

**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 (GERs), or major or minor requirements in a student's program. If students later changes their 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). Students are awarded credit for the course if their final grade is P or C or higher. A grade of CR is entered on the student's transcript.

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 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. An Incomplete Grade Contract must be completed and submitted to the Office of Academic Affairs for approval. The Incomplete Grade Contract is a form signed by the student and the faculty member that stipulates the assignments required to finish the course. Course work must be completed by a date specified in the contract, not to exceed one (1) year. Upon completion of the required course work, the faculty member must submit a Change of Grade form to Student Services. If course work is not completed within one (1) year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one (1) year and 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.

**Incomplete Grade Request Procedure**
Student Responsibility:
1. The student must request an Incomplete grade and contact the instructor for each course for which the Incomplete is requested.
2. The student must provide documentation of extenuating circumstances (extenuating circumstances are unavoidable situations or conditions beyond the student's control) as soon as the extenuating circumstances arises.
   Examples include:
   a. Medical reasons-medical condition or hospitalization for a week or more resulting in the impairment of the student's ability to complete course requirements-must acquire physician's written documentation
   b. Military reasons-military service/deployment not within State of Alaska-must acquire documentation from a military official
   c. Jury duty-must acquire a statement from the Court
3. The student must sign and date Incomplete Grade Contract form.
4. The student must follow through on assignment completion in the manner in which it is agreed upon in the contract.

Faculty Member Responsibility:
1. Verify the passing grade of C or better in the course with a minimum of 70% of course completion.
2. Obtain and complete the Incomplete Grade Contract. Attach the course syllabus, assignments to be completed, grading criteria, and statement of extenuating circumstances to the Contract form.
3. Sign and date the Incomplete Grade Contract form.
4. Submit to the Director of Academic Affairs within one week prior to date course grades are due.
5. Complete Change of Grade form when contract conditions are fulfilled and submit to Student Services.

**Submission of Incomplete Grade Contract and supporting documentation does NOT approve the Incomplete. For approval, the Director of Academic Affairs must sign, date, and submit the Incomplete Grade Contract to Student Services.

Student Services will provide written notification of approval to the faculty member and student.

**NO BASIS GRADE (NB)**
A No Basis (NB) grade may be used when the student has not attended or if there is insufficient student progress and/or attendance for evaluation to occur. No credit is awarded, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the incomplete grade. It cannot be removed later by completing outstanding work. A course receiving a NB grade will not be evaluated as a retaken course for academic record purposes. Faculty must submit a last date of attendance in conjunction with this grade.

**PASS/NO PASS (P/NP**)
In some courses students are graded on a Pass/No Pass basis. This grading system 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**
Students may use the web to access their academic record for the semester. As soon as grades are received in Student Services and entered into academic history, they will be available via UAOnline at https://uaonline.alaska.edu. A student may also request a printed copy of semester grades from Student Services 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 last 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 by the appropriate faculty member. Change of Grade forms will not be accepted if submitted by the student.

Grade changes submitted to Student Services must be approved by Academic Affairs. Allegations of final grading errors or arbitrary and capricious grading for a final grade assignment are reviewed according to the Academic Dispute Resolution Procedure (See Chapter 4, Student Freedoms, Rights, and Responsibilities, and the UAA Fact Finder/Student Handbook for further information.)

**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 3-credit course, a C for a 1-credit course, and a P (Pass) for a 2-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 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, NB, 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**
Undergraduate students are in good standing when they have a UAA/MSC 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. Students are presumed to be in good standing during their first semester at MSC/UAA. Students in good standing are academically eligible to re-enroll at MSC/UAA.

**ACADEMIC ACTION**
Admitted certificate, associate, or baccalaureate degree-seeking students who fail 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 those students whose semester GPA falls below 2.0 but whose cumulative GPA is 2.0 or higher.

**Probation:** Placed on Probation is the status assigned those students whose semester and cumulative GPA falls below 2.0.

**Continuing Probation:** Continued on Probation is the status assigned to those students who begin a semester on probation and during that semester earns a semester GPA of 2.0 or higher without raising their cumulative GPA to 2.0. This status may be continued until the student raises their cumulative GPA to 2.0 or loses their certificate or undergraduate degree-seeking status.

**Academic Disqualification:** Academic disqualification is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students' admission status will be changed to non-degree-seeking students who have lost certificate or undergraduate degree-seeking status may continue to attend MSC/UAA as non-degree-seeking students. However, those students do not qualify for financial aid and international students will lose their immigration status. Students must apply for reinstatement to MSC/UAA (see reinstatement policy).

**Reinstatement:** Students who have lost certificate or undergraduate degree-seeking status may continue to attend MSC as non-degree-seeking students. Students may apply for reinstatement after completing a minimum of 12 credits at MSC/UAA and/or another regionally accredited post-secondary institution in 100-level or higher courses with a GPA of 2.0 or higher. These courses must be taken after the loss of degree-seeking status at MSC. Application for Reinstatement Forms are available from Student Services. If approved, reinstated students must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose MSC cumulative GPA is less than 2.00 (C) will begin the semester on probation.

**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 Form and process to request re-admission or admission to a new program. Forms are available online or from Student Services.

**ACADEMIC ELIGIBILITY FOR STUDENT ACTIVITIES**

Students with satisfactory academic performance are eligible for participation in intercollegiate competition or co-curricular activities. Students 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. Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

**HONORS LIST**

Admitted undergraduate degree/certificate-seeking students maintaining exceptional academic achievement are recognized after the fall, spring or summer semesters on the Dean's List and the Chancellor's List. Names of students appearing in the MSC/UAA Dean's List and the Chancellor's List will be released unless a student places a directory hold on their records.

**Dean's List:** To be eligible for the Dean'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 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.

**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 registered in, temporary grades of I (incomplete) or DF (deferred) will prevent a student from being eligible for the Chancellor's List.

## PROGRAM COMPLETION

**GRADUATION APPLICATION**

Mat-Su College issues diplomas three times a year: in January after the Fall semester, in June after the Spring semester, and in September after 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.
- Submit an Application for Graduation reviewed by an academic counselor and pay the required fee by the deadline

Application for Graduation deadlines are July 1 for summer graduation, November 1 for fall graduation and March 1 for spring graduation.

If the student meets all requirements by the end of the semester, the certificate or degree is awarded after completion of the semester. Students are held responsible for meeting all academic regulations and degree/certificate requirements.

Names of students receiving undergraduate certificates and degrees appear in the commencement program and are released to the media unless a student places a directory hold on their record. Students who do not want their name to be released may also indicate on the Application for Graduation form.

Students who apply for graduation and who do not complete their degree/certificate requirements by the end of the semester in which they have been approved to graduate, but are within six credits of completion, will have their application request changed to the following semester by Student Services. This courtesy change will be granted one time. Students with more than six outstanding

credits of requirements remaining, or who have six credits or fewer remaining for a second semester, must reapply for graduation and pay another application fee.

**GRADUATION WITH HONORS**

To be eligible to graduate with honors, an associate 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.

All transfer students 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 courses used to fulfill the degree program in order to graduate with honors.

At MSC, graduation with honors represents a student's entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (D's, F's, retaken courses, courses lost in academic bankruptcy, etc). In addition, a student transferring coursework and grades must have a minimum of 70 percent of their credits submitted with letter grades to be eligible to graduate with honors.

Honors will be awarded to associate degree students with cumulative GPAs as follows:

Cum Laude 3.50 to 3.79
Magna Cum Laude 3.80 to 3.99
Summa Cum Laude 4.00

**Leadership Honors**

Individual leadership is publicly recognized at MSC with Leadership Honors awarded to eligible graduates via an application process. Students demonstrate academic excellence by maintaining a minimum cumulative 3.0 GPA. Other criteria include leadership involvement for two semesters.. 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 Student Services at 745-9746.

**COMMENCEMENT**

Students who complete certificate or degree requirements and who meet the application for graduation deadline during an academic year (Fall and Spring Semesters) are invited to participate in the annual commencement ceremonies 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.

Students who have 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.

## EXCEPTION TO UNIVERSITY POLICY FOR RECORDS AND REGISTRATION

A student, or person with legal authority to act on behalf of a student, may petition for an exception to University policy for records and registration. 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 for review a signed petition and consent to release of information form, which is provided for this purpose. The form and petition must be submitted to the Director of Student Services, Mat-Su College, PO Box 2889, Palmer, AK 99645.
2. Only petitions submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
3. A petition for exception must be received no later than one year following the semester in which the course was offered. Petitions that are not received within this time frame may not be considered.
4. Decisions will be made solely on supporting documentation provided.
5. A petition will only be approved if the petitioner can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines. Work-related issues, financial hardship, and failure to read MSC's documents generally do not present justifiable reasons to support an exception request.
6. Granting of an exception to policy for withdrawal or dropping of courses does not necessarily mean a refund of tuition. Refund requests are forwarded to the Petition for Refund Committee for further review. Refunds for self-support classes are generally not allowed.
7. Student fees are mandated by the Board of Regents cannot be petitioned for refund.
8. Petitions will be reviewed periodically and the number of petitions being reviewed will determine the time for response. A minimum of six to eight weeks should be allowed for review.
9. Appeals of an adverse decision 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 should be based on new information not available at the time of the original review, not simply because the student disagrees with the decision reached.

   Appeals may be faxed, delivered in person, or mailed to: College Director, Mat-Su College, PO Box 2889, Palmer, AK 99645.

Complaints about dissatisfaction with academic courses, methods of course delivery or instructor performance are not considered under this process. Depending on the nature of the complaint, these matters are considered according to the Student Dispute/Complaint Resolution Process or the Academic Dispute Resolution Procedure, which can be found in the UAA Fact Finder/Student Handbook at www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm.

# CHAPTER 7
# Educational Delivery Methods and Non-Traditional Credit

University of Alaska Anchorage

Faculty Technology Center (FTC)
Distance Education Services at UAA
Non-Traditional Credit

## FACULTY TECHNOLOGY CENTER (FTC)

Consortium Library (LIB), Suite 215
(907) 786-4496, Fax: (907) 786-1008
www.uaa.alaska.edu/facultytechnologycenter
UAA has a particular interest in expanding the use of technology to provide courses to better meet the needs of students today and into the future. The Faculty Technology Center supports technology-enhanced instruction for the UAA campus community, in both classroom and e-learning environments. FTC's mission is to stimulate learning in and facilitate the use of appropriate technologies to support teaching and learning at UAA.

FTC employs skilled staff and an instructional laboratory to provide training and instruction in the uses of technology to all UAA faculty. It also works with the Center for Advancing Faculty Excellence (CAFE) to understand and test the best uses of technology in course development, teaching and redesign.

## DISTANCE EDUCATION SERVICES at UAA

www.uaa.alaska.edu/distanceeducation or e-mail: distance@uaa.alaska.edu

Phone (907) 786-4646, option 3 - Toll Free (877) 633-3888, option 3 - Fax (907) 786-6000

Distance Education Services offers courses that are convenient for college students with busy schedules. E-learning courses often provide flexibility and access for students who live in geographically remote areas and are unable to attend classes on campus. Students must possess high motivation and self-discipline in order to successfully complete e-learning courses.

E-learning courses may apply toward UAA degree programs in the same way as on-campus courses. No distinction is made on a student's transcripts between e-learning and on-campus courses. Most e-learning courses are delivered along the same semester timeline as on-campus courses.

Every UAA e-learning course requires that students have a computer and a reliable Internet connection. Some courses have audio or eLive conferencing components, so it is important that students check the technological requirements of a e-learning course before registering. All courses have a computer component to them.

Many different technologies are used to deliver e-learning courses. Most courses use a combination of the following:

- Audio Conferencing
- Elive Conferencing
- Streaming Media
- Web-Based Instruction

**PROCTORING SERVICES**

Student quizzes, tests, and exams are administered at remote testing sites such as public schools, libraries, or community centers. Students are required to contact an assigned location with an approved proctor before taking an exam. Note: The MSC Learning Center proctors tests for distance education students.

## NON-TRADITIONAL CREDIT

Academic credit may be awarded to students who demonstrate mastery of knowledge or skills that were acquired outside of an accredited college or university. Nontraditional credit evaluations are available for accepted degree-seeking Mat-Su College students. Credit is granted for coursework for which students show documented achievement of equivalent outcomes. MSC/UAA faculties have evaluated specific training programs, exams and certifications in a number of disciplines, and have determined that those listed below may result in the award of academic credit. The discipline and number of credits are established by the faculty and reviewed on a regular basis. Use of nontraditional credit to complete certificate or degree requirements may be limited; see your academic advisor.

**LANGUAGE CREDIT BY PLACEMENT**

An admitted, degree-seeking MSC/UAA student who has completed in residence a MSC/UAA foreign language UAA 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. In order to receive credit, the student must complete the appropriate form from Student Services and pay an administrative fee.

**CERTIFIED EXPERIENCE CREDIT**

UAA may award elective or specific course credit for learning that is documented with a professional certification or completion of exams that lead to certification. These certificates indicate that individuals have met certain standards and demonstrated specific competencies. Credit arrangements are currently in effect for the following:

- Certified Dental Assistant (CDA) by Dental Assisting National Board Examination (DANB) (contact the College of Health, School of Allied Health)
- Certified Professional Secretary (CPS) Examination (contact the Community & Technical College, Computer and Electronics Technologies Department)
- Child Development Certificate from the Council on Professional Recognition (contact the College of Education)
- Department of Defense Fire & Emergency Services — multiple (contact the College of Health, School of Allied Health)
- Federal Aviation Administration Certificates or Knowledge Tests — multiple (contact the Community & Technical College, Aviation Technology Division)
- Federal Wildland Fire Management Training Program — multiple (contact the College of Health, School of Allied Health)
- International Fire Service Accreditation Congress (IFSAC) — multiple (contact the College of Health, School of Allied Health)
- National Council Licensure Examination (NCLEX) (contact the College of Health, School of Nursing)
- National Fire Protection Association (NFPA) — multiple (contact the College of Health, School of Allied Health)
- National Wildlife Coordinating Group (NWFG) —multiple (contact the College of Health, School of Allied Health)

- Southcentral Foundation Dental Assisting Training Program (contact the College of Health, School of Allied Health)
- State of Alaska EMT/Paramedic — multiple (contact the College of Health, School of Allied Health)
- State of Alaska Fire Certifications — multiple (contact the College of Health, School of Allied Health)
- U.S. Department of Homeland Security FEMA Emergency Management Institute — multiple (contact the College of Health, School of Allied Health)
- U.S. Department of Labor Certificate of Completion of Apprenticeship (contact the Community & Technical College, Career and Technical Education Department)

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 or certificate-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 may be administered instead of a local 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**

Elective credits may be awarded to students who have completed active duty military service, in accordance with ACE Guide credit use.

In addition, credits may be granted for formal service schools and the primary MOS/Rating as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

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

To graduate from these programs, the residency requirement is 3 semester credits for the two-year programs and 24 semester credits for the four-year program and an overall GPA of 2.00.

**NATIONAL CREDIT BY EXAMINATION**

www.uaa.alaska.edu/records/tce/

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 that 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 (AP®)**

MSC/UAA awards credit for satisfactory performance for scores of 3, 4, or 5, depending on the individual test 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.

A list of Advanced Placement examinations showing the current equivalency to UAA courses, the number of credits awarded, and the required minimum required scores for each examination may be found online at uaa.alaska.edu/records/tce/advancedplacement

**COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

Examinations may not be repeated for a minimum of six months. The list of CLEP examinations showing the current equivalency to UAA courses, the number of credits awarded, and the required UAA minimum required scores for each examination may be found online at uaa.alaska.edu/records/tce/.

Credit awarded for CLEP examinations is elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination.

Students must request that an official report of examination scores be sent to Student Services.

**DANTES/DSST/USAFI EXAMINATIONS**

Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) or DSST (DANTES Subject Standardized Tests) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC/UAA courses. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination. An official copy of the DANTES/USAFI transcript must be submitted to Student Services.

**EXCELSIOR COLLEGE EXAMINATION**

Credit may be awarded for successful completion of the Excelsior College Examination. Credit awarded for Excelsior examinations is elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination. 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 Higher Level Examinations. An official copy of the student's higher level exam scores must be sent to Student Services.

# CHAPTER 8
## UNDERGRADUATE PROGRAMS

Mat-Su College
University of Alaska Anchorage

The Curriculum
Academic Programs
General University Requirements for Undergraduate Certificates,
Occupational Endorsement Certificates, and Associate Degree Programs
Multiple Associate Degree or Concurrent Majors
Associate of Arts Degree
General University Requirements (GUR) for UAA Baccalaureate Degrees
General Education Requirements (GER) for UAA Baccalaureate Degrees
GER Student Outcomes
General Education Classification List
Associate of Applied Science Degree
General Course Requirement Classification List for Associate of Applied Science Degrees
Associate of Applied Science and Certificate Program Listings
Cooperative Degrees with other UA Campuses

## THE CURRICULUM

Matanuska-Susitna College provides curricula that offer its students the opportunity to acquire the intellectual skills, habits of mind, 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 Mat-Su College curricula emphasize that while the acquisition of knowledge is an end in itself, each Mat-Su College 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 advisor. (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 (GURs) and the General Education Requirements (GERs), and completion of program requirements.

## ACADEMIC PROGRAMS

**OCCUPATIONAL ENDORSEMENTS AND UNDERGRADUATE CERTIFICATES**

The college offers two types of certificates at the undergraduate level:

- Occupational Endorsement Certificates (OEC) require 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.
- Undergraduate Certificates of 30 credits or more offer focused instruction in a concentrated area. They include an equivalent of at least six (6) credits of related instruction at the collegiate level in communications, computation and human relations. These certificates provide knowledge and skill development in broad enough areas to prepare students for entry into a variety of career fields. They are particularly appropriate in scientific or technical areas such as health care, computer systems, transportation or industrial technology.

Both of these certificate types are noted on transcripts. Coursework used to complete each type may also apply to associate and baccalaureate degrees that the student may pursue.

**ASSOCIATE DEGREES**

Mat-Su College offers two types of associate's degrees, both of which require the completion of 60 credits or more:

- Associate of Arts (AA) degree combines broad studies in written communication, oral communication, humanities, mathematics, natural sciences, and social sciences, with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines and learning experiences, and provides a solid foundation for further study at the baccalaureate level.
- Associate of Applied Science degrees provide applied or specialized studies that are used to satisfy a student's specific educational needs. Many AAS programs prepare students for work in a particular field of employment. Some AAS degrees are designed to provide a foundation for a specific related baccalaureate degree. Students in AAS 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 OCCUPATIONAL ENDORSEMENT CERTIFICATES, UNDERGRADUATE CERTIFICATES, AND ASSOCIATE'S DEGREE PROGRAMS

General University Requirements have been established for all certificate and degree programs at MSC/UAA.

**OCCUPATIONAL ENDORSEMENT CERTIFICATES**

1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
2. Students must complete at least 30% of the program in residence at MSC/UAA. Additional residency credit requirements, to meet discipline or accreditation standards, may be established.
3. Students must earn a cumulative GPA of at least 2.00 © at MSC/UAA. Some certificate programs require higher GPAs.
4. Students must earn a minimum of 9 credits for an Occupational Endorsement Certificate.
5. Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
6. If the requirements for a certificate 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. Program requirements may require completion in less than 5 years.
7. Students may earn more than one certificate by completing all requirements for each additional program.
8. Occupational Endorsement Certificates must differ by 3 or more credits.

***Note:*** *Not all Occupational Endorsement Certificates are eligible for federal financial aid.*

**UNDERGRADUATE CERTIFICATES**

1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
2. When completing the last half of a certificate program, students must earn at least 50% 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 discipline or accreditation standards, may be established.
3. Students must earn a cumulative GPA of at least 2.00 © at MSC/UAA. Some certificate programs require higher GPAs.
4. Students must earn a minimum of 30 credits for an Undergraduate Certificate.
5. Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
6. If the requirements for a certificate 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.
7. Students may earn more than one certificate by completing all requirements for each additional program.
8. Undergraduate Certificates that share a common core must differ by at least 6 credits.

**ASSOCIATE OF ARTS DEGREE**

The following requirements must be met for the Associate of Arts degree:
1. Students must be admitted to the degree program and must complete the general education and degree requirements listed in this chapter.
2. Students must earn a minimum of 60 credits for an Associate of Arts degree.
3. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA.
5. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate degree program or the catalog in effect at the time of graduation.
6. If the requirements for an associate degree are not met within five 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.
7. Students must complete a minimum of 60 credits at the 100-level or above, including at least 20 credits at the 200-level or above.

**ASSOCIATE OF APPLIED SCIENCE DEGREES**

The following requirements must be met for Associate of Applied Science degrees:
1. Students must be admitted to the degree program and complete the General Course Requirements that follow this section.
2. Students must complete the major degree requirements listed in the program section of this chapter.
3. Students must earn a minimum of 60 credits for an AAS degree.
4. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
5. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. They must also earn a cumulative GPA of at least 2.00 in all courses required for each major. Some associate degree programs may require higher GPAs.
6. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate degree program or the catalog in effect at the time of graduation.
7. If the requirements for an associate degree 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.
8. All courses for an AAS degree must be at the 100-level or above.

## MULTIPLE ASSOCIATE DEGREES OR CONCURRENT MAJORS

The Associate of Arts degree (AA) is intended to provide a broad education. Therefore, it includes no major specialty, and students may earn only one AA degree.

Associate degree-seeking students may graduate (during the same semester) with two degrees provided they have applied to and been accepted in both degree programs. (An Associate of Applied Science and Associate of Arts is an example.)

Students must submit a separate application for admission for each degree they expect to receive. Admission forms are available from Student Services or online http://matsu.alaska.edu/office/student-services/admissions/.

Students seeking a second associate degree must be admitted to the program and must complete the General University Requirements for that degree, the degree requirements for both programs, and at least 12 resident credits earned after the posting of the primary degree. Students seeking both and associate degree and a baccalaureate degree must be admitted to both programs (or have completed one program) and must complete the General University Requirements and degree-specific requirements for both degrees.

Students must satisfy the catalog requirements in effect at the time of acceptance into the degree program(s) or the catalog requirements in effect at the time of graduation.

**DOUBLE MAJORS FOR AAS PROGRAMS**

The Associate of Applied Science (AAS) degree is intended to provide specialized education. Therefore, it does include a major specialty and students may earn more than one AAS degree.

Associate of Applied Science degree-seeking students may apply to graduate (during the same semester) with two majors. For example, a student may select two areas from the approved majors within the Associate of Applied Science degree program (such as Accounting and Small Business Administration).

Students must apply and be accepted into each major program. Students may request a double major at the time of initial

admission to MSC/UAA or add a major at a later date through the Change of Major degree process. Forms are available from Student Services or online matsu.alaska.edu/office/student-services/student-forms/.

Students must satisfy the General University Requirements, the General Course Requirements, and both sets of major requirements.

Students must satisfy the catalog requirements in effect at the time of acceptance into the major(s) or the catalog requirements in effect at the time of graduation.

A double major is not applicable to the Associate of Arts Degree.

**TRANSFER STUDENTS**

Students who have received a baccalaureate degree from another regionally accredited college or university and who want to obtain an Associate of Applied Science degree from UAA/MSC must:

1. Meet program admission requirements.
2. Complete the General University Requirements but not the General Education Requirements or General Course Requirements.
3. Complete the Major Program Requirements.

# ASSOCIATE OF ARTS (AA)

The Associate of Arts (AA) degree provides a solid foundation in mathematics and written and oral communication, the natural and social sciences, the humanities and fine arts. The AA degree prepares students for career advancement and baccalaureate programs and to better understand their world.

**STUDENT LEARNING OUTCOMES**

Students graduating with an Associate of Arts degree from MSC will be able to:

- Communicate effectively with diverse audiences (individual, group, or public) using a variety of verbal and nonverbal communication strategies;
- Respond effectively to writing assignments using appropriate genres and standard written English;
- Use library and electronic research responsibly and appropriately;
- Identify, describe, and evaluate the aesthetic, historical and philosophical aspects of material culture, including artistic expressions, language, and texts;
- Apply critical thinking skills to identify the premises and conclusions of arguments, evaluate their soundness, and recognize common fallacies;
- Use appropriate mathematical language and symbols to develop and communicate solutions, and demonstrate quantitative and analytical skills and knowledge;
- Articulate the fundamentals, developments, and impacts of one or more scientific disciplines; and develop and analyze evidence-based conclusions about the natural and social world.

## ASSOCIATE OF ARTS

**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 General University Requirements for Associate of Arts Degrees located at the beginning of this chapter.

**General Education Requirements**

Complete the General Education Requirements for Associate of Arts Degrees outlined on this page.

**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 Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree on the following page.

**General Education Requirements**

1. Oral Communication Skills . . . . . 3
   COMM A111 Fund. 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 Comm. (3)
   and one of the following:
   ENGL A211 Academic Writing About Literature (3)
   ENGL A212 Technical Writing (3)
   ENGL A213 Writing in the Social/Ntrl Sciences (3)
   ENGL A214 Persuasive Writing (3)
   CIOS A260A Business Communications (3)
3. Humanities and Fine Arts . . . . . 9
   Three courses from the GER Classification List. At least one course each from the Humanities and Fine Arts areas.
4. Mathematical and Natural Sciences . . . . . 9
   MATH A105 Intermediate Algebra (3)
   ***Or*** one course from the Quantitative Skills area of GER Classification List (3)
   Two Natural Science courses from the Natural Sciences area of GER Classification List. (3+3) (6)
5. Social Sciences . . . . . 6
   Two Social Science courses (from two different disciplines) from the Social Sciences area of GER Classification List.

**Degree Completion Requirements**

6. Electives . . . . . 27
7. Total Minimum Credits **60**

Please Note: CIOS A260A and MATH A105 do not meet the General Education Requirements for the baccalaureate degree.

**Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree:**

AA students who plan to pursue a baccalaureate degree must take care in planning their curriculum. Please see an academic advisor and take note of the following:

- UAA baccalaureate students are required to complete 12 credits of Basic College-Level Skills from the Oral Communication (3), Written Communication (6), and Quantitative Skills (3) areas of the General Education Classification List prior to completing 60 total degree applicable credits.
- Students with 60 credits or more who have not completed the Baccalaureate 12 credit Basic College-Level Skills requirement will have one full academic year to fulfill this requirement, after which they will not be allowed to take additional courses as degree-seeking students. MATH A105 and CIOS A260A do not count toward completing the baccalaureate GER requirements.
- Students who have taken two Natural Science courses as part of their AA program should be aware that a 1-credit science laboratory is required for the baccalaureate degree.
- Students who plan to apply AA credits to a UAA baccalaureate degree, and who know the program or major they are going to transfer into, should consult the General Education Requirements for their specific program or major. Programs often require specific GER courses for their majors. Students planning to transfer should use AA electives to fulfill prerequisites and requirements for their anticipated major.
- Students who plan to apply AA credits to a UAA baccalaureate degree, and who do not know which program or major they wish to pursue, should plan as follows:

1. Oral Communication Skills . . . . . 3
   - COMM A111 Fund. 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 Comm. (3)

   and one of the following:
   - ENGL A211 Academic Writing About Literature (3)
   - ENGL A212 Technical Writing (3)
   - ENGL A213 Writing in the Social/Ntrl Sciences (3)
   - ENGL A214 Persuasive Writing (3)
3. Humanities and Fine Arts . . . . . 9

   One course from the Fine Arts area of the GER Classification List (3)

   Two courses from the Humanities area of the GER Classification List (6)
4. Mathematical and Natural Sciences . . . . . 10

   One MATH/STAT course from the Quantitative Skills area of GER Classification List (3)

   Two Natural Science courses from the Natural Sciences area of GER Classification List, including a lab course (7)
5. Social Sciences . . . . . 6

   Two Social Science courses (from two different disciplines) from the Social Sciences area of GER Classification List.

# GENERAL UNIVERSITY REQUIREMENTS (GURs) FOR UAA BACCALAUREATE DEGREES

**For complete information refer to the current UAA Catalog.** To receive a baccalaureate degree from UAA, a student must be admitted to the program and 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:

1. **Total Credits:** Students must earn at least 120 credits at the 100-level and above. Some degree programs require completion of additional credits.
2. **Upper Division Credits:** Students must earn at least 42 upper division credits, including 24 upper-division credits in residence. Some degree programs require completion of additional upper division credits.
3. **Resident Credit:** Students must 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. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. **Minimum GPA:** Students must earn a cumulative GPA of at least 2.00 (C) at UAA. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major and each minor. Some degree programs may require higher GPAs.
5. **Controlling Catalog:**
   a. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation.
   b. If the requirements for a baccalaureate degree, as specified in the entry-level catalog, are not met within seven (7) 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.
   c. Students must follow established UAA procedures for declaring a major and for changing a major or degree. Students who change their major or degree must satisfy the catalog requirements for the new major or degree in effect at the time of the change.

# GENERAL EDUCATION REQUIREMENTS (GERs) FOR UAA BACCALAUREATE DEGREES

The GERs provide students with a common educational experience in order to provide a foundation for further study and broaden the educational experience of every degree-seeking student. They are designed to promote an elevation of the student's level in basic college-level skills (Tier 1), a breadth of exposure to traditional academic disciplines (Tier 2), and experience in applying his/her education in understanding and responding to the evolving state of knowledge and the world in the 21st Century (Tier 3).

**Tier 1: Basic College-Level Skills** **12 credits**

The UAA GER begins with Basic College-Level Skills enhancement in written communication, oral communication, and quantitative skills:

- Courses in Written Communication and Oral Communication develop the critical reading, thinking, and communication skills (writing, speaking, and listening) necessary for personal and professional success.
- Courses in Quantitative Skills foster the analytical and mathematical abilities necessary for success in undergraduate study and professional life. Baccalaureate students are required to complete the 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits. Students may select approved Basic College-Level Skills, which may also fulfill requirements in their intended major. Faculty in English, Communication, and Mathematics provide placement criteria (which may require the completion of preparatory coursework).

**Tier 2: Disciplinary Areas** **22 credits**

The GER continues with courses in four required disciplinary areas categorized by course content and academic discipline that are designed to guarantee a breadth of academic experience. These are Fine Arts, Humanities, Natural Science, and Social Science:

- Courses in the Fine Arts examine the historical, aesthetic, critical, and creative aspects of art.
- Courses in the Humanities consider the cultural, historical, literary, aesthetic, ethical, and spiritual traditions shaping the contemporary world.
- Courses in Natural Science present theoretical and descriptive approaches to understanding the natural and physical worlds. Lab courses in the Natural Sciences emphasize gathering data and analyzing hypotheses according to the scientific method.
- Courses in the Social Sciences explore insights about individuals, groups, and cultures derived from empirical methodologies.

**Tier 3: Integrative Capstone** **3 credits**

For Baccalaureate students, the GER experience culminates with an Integrative Capstone, which includes courses from across the university that require a student to integrate knowledge of GER basic college-level skills (Tier 1) and/or disciplinary areas (Tier 2) as part of their course design.

Integrative Capstone (Tier 3) courses may be taken only after the student has completed all Basic College-Level Skills (Tier 1) requirements.

*GER Advising Note: All students should consult a faculty or academic advisor appropriate course selections.*

- Baccalaureate students are required to complete 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits.
- Each of the eight GER Classifications has a list of approved courses (see the General Education Classification List). Only courses from the GER Classification List may be used to satisfy a distribution area requirement.
- Courses used to satisfy distribution area requirements in General Education may also be used to satisfy School/College requirements and/or Degree/Program requirements, but no course may be counted in more than one General Education category.
- Courses ending with numbers _93 or _94 cannot satisfy a GER, and UAA courses not on the approved GER Classification List cannot be petitioned to meet a GER.

## GENERAL EDUCATION REQUIREMENT (GER) STUDENT OUTCOMES

After completing the General Education Requirement, 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. Adopt critical perspectives for understanding the forces of globalization and diversity; and
9. Integrate knowledge and employ skills gained to synthesize creative thinking, critical judgment, and personal experience in a meaningful and coherent manner.

**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, the student is notified of the decision. 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 Catalog or Chapter 7 of the UAA Catalog.

## GENERAL EDUCATION CLASSIFICATION LIST

Courses listed here as satisfying General Education Requirements are also identified in Chapter 9, Course Descriptions.

Students may elect to graduate under the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation. However, a course satisfying a particular GER in the semester in which it was completed will continue to satisfy that GER for that student even if its status has changed in the catalog under which the student graduates.

**TIER 1: BASIC COLLEGE-LEVEL SKILLS**

**Classification** **Credits**

1. **Oral Communication Skills . . . . . 3 CR**
   Oral Communication skills courses increase the abilities of students to interact appropriately and effectively in a variety of contexts, including interpersonal, small group, and public speaking settings. In these courses, students develop both their message creation and message interpretation skills in order to be more successful communicators. In doing so, students develop an awareness of the role of communication in a variety of human relationships. Students develop and implement effective and appropriate communication skills, including the ability to develop, organize, present, and critically evaluate messages; analyze audiences; and adapt to a variety of in-person communication settings.

   Courses completed at MSC/UAA must be selected from the following **Oral Communication** courses:

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

2. **Quantitative Skills . . . . . 3 CR**
   Quantitative skills courses increase the mathematical abilities of students in order to make them more adept and competent producers and wiser consumers of the mathematical, statistical and computational analyses which will dominate 21st century decision-making. In these courses, all baccalaureate students develop their algebraic, analytic and numeric skills, use them to solve applied problems, and correctly explain their mathematical reasoning.

   Courses completed at MSC/UAA must be selected from the following **Quantitative Skills** courses:

   MATH A107 College Algebra
   MATH A108 Trigonometry
   MATH A109 Precalculus
   MATH A172 Applied Finite Mathematics
   MATH A200 Calculus I
   MATH A201 Calculus II
   MATH A272 Applied Calculus
   STAT A252 Elementary Statistics
   STAT A253 Applied Stats for the Sciences
   STAT A307 Probability and Statistics

3. **Written Communication Skills . . . . . 6 CR**
   Written communication courses emphasize that writing is a recursive and frequently collaborative process of invention, drafting, and revising as well as a primary element of active learning in literate cultures. Students practice methods for establishing credibility, reasoning critically, and appealing to the emotions and values of their audience. They write for a variety of purposes and audiences by employing methods of rhetorical and cultural analysis. They develop the tools to read, think, and write analytically about print and non-print texts and to generate texts that engage their own perceptions while synthesizing the ideas of texts and scholars. Students demonstrate their ability to communicate effectively by selecting form and content that fits the situation; adhering to genre conventions; adapting their voice, tone, and level of formality to that situation; and controlling stylistic features such as sentence variety, syntax, grammar, usage, punctuation, and spelling.

   Courses completed at MSC/UAA must be selected from the following **Written Communication** courses:

   ENGL A111 Methods of Written Communication
   ENGL A211 Academic Writing About Literature
   ENGL A212 Technical Writing
   ENGL A213 Writing in the Social & Natural Sciences
   ENGL A214 Persuasive Writing
   ENGL A311 Advanced Composition
   ENGL A312 Advanced Technical Writing
   ENGL A414 Research Writing

**TIER 2: DISCIPLINARY AREAS**

**Classification** **Credits**

4. **Fine Arts* . . . . . 3 CR**
   The Fine Arts (visual and performing arts) focus on the historical, aesthetic, critical, and creative approaches to understanding the context and production of art as academic and creative disciplines as opposed to those that emphasize acquisition of skills. Students who complete the Fine Arts requirement should be able to identify and

describe works of art by reference to media employed, historical context and style, and structural principles of design and composition. They should be able to interpret the meaning or intent of works of art and assess their stylistic and cultural importance by reference to their historical significance, their relationship to earlier works and artists and their overall impact of subsequent artistic work.

Courses completed at MSC/UAA must be selected from the following **Fine Arts** courses:

| | |
|---|---|
| AKNS/ | Music of Alaska Native & Indigenous |
| MUS A215* | Peoples of Northern Regions |
| ART A160 | Art Appreciation |
| ART A261 | History of Western Art I |
| ART A262 | History of Western Art II |
| ART A360A | History of Non-Western Art I |
| ART A360B | History of Non-Western Art II |
| DNCE A170 | Dance Appreciation |
| MUS A121 | Music Appreciation * |
| MUS A124* | History of Jazz |
| 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 |

*Note: Music Majors must select courses outside the major.

**5. Humanities ..... 6 CR**
(outside the major)

The humanities examine the characteristic of reality, the purpose of human existence, the properties of knowledge, and the qualities of sound reasoning, eloquent communication, and creative expression. They study the problems of right conduct in personal, social, and political life. They also consider the qualities of the divine, the sacred, and the mysterious. In these tasks the humanities reflect upon the world's heritage of the arts, history, languages, literature, religion, and philosophy. Students who complete a content-oriented course in the humanities should be able to identify texts or objects, place them in the historical context of the discipline, articulate the central problems they address and provide reasoned assessments of their significance. Students who complete a skills-oriented humanities course in logic should be able to identify the premises and conclusions of brief written arguments, to evaluate their soundness or cogency, and recognize common fallacies. They should also be able to use a formal technique to determine the validity of simple deductive arguments and evaluate the adequacy of evidence according to appropriate inductive standards. Students who complete a skill-oriented humanities course in a language should demonstrate proficiency in listening, speaking and writing.

Courses completed at MSC/UAA must be selected from the following **Humanities** courses:

| | |
|---|---|
| AKNS A101A | Elementary Central Yup'ik Language I |
| AKNS A101B | Elementary Tlingit Language I |
| AKNS A101C | Elementary Alaska Native Language I |
| AKNS A101E | Elementary Alutiiq Language I |
| AKNS A102A | Elementary Central Yup'ik Language II |
| AKNS A102B | Elementary Tlingit Language II |
| AKNS A102C | Elementary Alaska Native Language II |
| AKNS A102E | Elementary Alutiiq Language II |
| AKNS A201 | Alaska Native Perspectives |
| ART A261 | History of Western Art I |
| ART A262 | History of Western Art II |
| ART A360A | History of Non-Western Art I |
| ART A360B | History of Non-Western Art II |
| 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 | First Year Chinese I |
| CHIN A102 | First Year Chinese II |
| CHIN A201 | Second Year Chinese I |
| CHIN A202 | Second Year 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 | National Literatures in English |
| ENGL A306 | Literature of the United States I |
| ENGL A307 | Literature of the United States II |
| ENGL A310 | Ancient Literature |
| ENGL A383 | Film Interpretation |
| ENGL A445 | Alaska Native Literatures |
| FREN A101 | Elementary French I |
| FREN A102 | Elementary French II |
| FREN A201 | Intermediate French I |
| FREN A202 | Intermediate French II |
| FREN A301 | Advanced French I |
| FREN A302 | Advanced French II |
| GER A101 | Elementary German I |
| GER A102 | Elementary German II |
| GER A201 | Intermediate German I |
| GER A202 | Intermediate German II |
| GER A301 | Advanced German I |
| GER A302 | Advanced 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 |
| HNRS A192 | Honors Seminar: Enduring Books |
| HUM A211 | Introduction to Humanities I |
| HUM A212 | Introduction to Humanities II |
| JPN A101 | First Year Japanese I |
| JPN A102 | First Year Japanese II |
| JPN A201 | Second Year Japanese I |
| JPN A202 | Second Year Japanese II |
| JPN A301 | Advanced Japanese I |
| JPN A302 | Advanced Japanese 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 A313 | Eastern Philosophy and Religion |
| PHIL A314 | Western Religions |
| 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 |
| RUSS A301 | Advanced Russian I |
| RUSS A302 | Advanced Russian II |
| SPAN A101 | Elementary Spanish I |

| | |
|---|---|
| SPAN A102 | Elementary Spanish II |
| SPAN A201 | Intermediate Spanish I |
| SPAN A202 | Intermediate Spanish II |
| SPAN A301 | Advanced Spanish I |
| SPAN A302 | Advanced 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 |

**6. Natural Sciences** . . . . . **7 CR**
(must include a laboratory course)
The natural sciences focus on gaining an understanding of the matter, events and processes that form and sustain our universe. Methods of scientific inquiry are diverse, but all aim to formulate general principles that explain observations and predict future events or behaviors within their disciplines. Laboratory courses illustrate how scientists develop, test, and challenge scientific theories, providing an appreciation for the process and problems involved in the advancement of scientific knowledge. Students completing their natural sciences requirement will be able to apply the scientific method by formulating questions or problems, proposing hypothetical answers or solutions, testing those hypotheses, and reaching supportable conclusions. They will also demonstrate an understanding of the fundamentals of one or more scientific disciplines, a knowledge of the discoveries and advances made within that discipline and the impact of scientific information in sculpting thought and in providing the foundations for the technology in use at various times in history. Students completing the laboratory class will demonstrate the ability to work with the tools and in the settings encountered by professionals in the discipline, will critically observe materials, events or processes, and will accurately record and analyze their observations.

Courses completed at MSC/UAA must be selected from the following **Natural Sciences** courses:

| | |
|---|---|
| ASTR A103/L | Solar System Astronomy |
| ASTR A104/L | Stars, Galaxies and Cosmology |
| 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/ GEOL A178 | Fundamentals of Oceanography |
| BIOL/ GEOL A179 | Fundamentals of Oceanography Lab |
| BIOL/ CPLX A200 | Introduction to Complexity |
| CHEM A103/L | Survey of Chemistry |
| CHEM A104/L | Intro Organic Chem/Biochemistry |
| CHEM A105/L | General Chemistry I |
| CHEM A106/L | General Chemistry II |
| ENVI A211/L | Environmental Science: Systems & Processes (equivalent to GEOG A211 and ENVI A202) * |
| GEOG A111 | Earth Systems: Elements of Physical Geography (equivalent to GEOG A205) * |
| GEOL A111 | Physical Geology |
| GEOL A115/L | Environmental Geology |
| GEOL A221 | Historical Geology |
| LSIS A101 | Discoveries in Science |
| LSIS A102 | Origins: Earth-Solar Systems-Life |
| LSIS A201 | Life on Earth |
| LSIS A202 | Concepts & Processes: Natural Sciences |
| PHYS A101 | Physics for Poets |
| PHYS A123/L | Basic Physics I |
| PHYS A124/L | Basic Physics II |
| PHYS A211/L | General Physics I |
| PHYS A212/L | General Physics II |

** Equivalent courses are treated as repeats. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment and cumulative UAA/MSC GPA calculation. Only the most recent course taken is used to fulfill university requirements including the General Education Requirement.*

**7. Social Sciences** . . . . . **6 CR**
(outside the major; from 2 different disciplines)
The social sciences focus on the acquisition, analysis, and interpretation of empirical data relevant to the human experience. Disciplines differ in their focus on collective as opposed to individual behavior, biological as opposed to social or cultural factors, the present as opposed to the past, and quantitative as opposed to qualitative data. Students who complete a GER social sciences course should be motivated to reflect on the workings of the society of which they are a part and should possess a broad perspective on the diversity of human behavior. They should be able to distinguish between empirical and non-empirical truth claims. They should be aware of the limits of human objectivity and understand the rudiments of how ideas about social phenomena may be tested and verified or rejected. They should have an introductory knowledge of social science thinking which includes observation, empirical data analysis, theoretical models, quantitative reasoning, and application to social aspects of contemporary life. A student who has met the social science GER is expected to be able to demonstrate knowledge of social science approaches and to apply that knowledge in a particular content area.

Courses completed at MSC/UAA must be selected from the following **Social Sciences** courses:

| | |
|---|---|
| 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 |
| CEL A292 | Introduction to Civic Engagement |
| ECON A123 | Introduction to Behavioral Economics |
| ECON A201 | Principles of Macroeconomics |
| ECON A202 | Principles of Microeconomics |
| ECON A210 | Environmental Economics and Policy |
| EDEC A105 | Introduction to the Field of Early Childhood |
| ENVI A212 | Living on Earth: People and the Environment |
| GEOG/ INTL A101 | Local Places/Global Regions: An Introduction to Geography |
| HNRS A292 | Honors Seminar in Social Science |
| HS A220 | Core Concepts in the Health Sciences |
| HUMS/ SWK A106 | Introduction to Social Welfare |
| JPC A101 | Media and Society |
| JUST A110 | Introduction to Justice |
| JUST/ SOC A251 | Crime and Delinquency |
| JUST A330 | Justice and Society |
| JUST A375 | Juvenile Justice & Delinquency |
| LEGL A101 | Introduction to Law |
| LSSS A111 | Cultural Foundations of Human Behavior |
| PS A101 | Introduction to American Government |
| PS A102 | Introduction to Political Science |
| PS A311 | Comparative Politics |
| PS/SOC A351 | Political Sociology |
| PSY A111 | General Psychology |

| | |
|---|---|
| PSY A150 | Lifespan Development |
| SOC A101 | Introduction to Sociology |
| SOC A110 | Introduction to Gerontology: Multidisciplinary Approach |
| SOC A201 | Social Problems and Solutions |
| SOC A202 | Social Institutions |
| SOC A342 | Sexual, Marital and Family Lifestyles |
| SWK A243 | Cultural Diversity and Community Service Learning |
| WS A200 | Introduction to Women's and Gender Studies |

**TIER 3: INTEGRATIVE CAPSTONE**

**Classification** **Credits**

**8. Integrative Capstone*** . . . . . 3**

The GER experience culminates with the Integrative Capstone, which includes courses from across the university that require students to synthesize across GER domains. Integrative Capstone courses include knowledge integration of GER Basic College-Level skills (Tier 1) and/or Disciplinary Areas (Tier 2) as part of their course design. Integrative Capstone courses should focus on practice, study, and critical evaluation, and include in their student outcomes an emphasis on the evolving realities of the 21st century. Students completing the Integrative Capstone requirement must demonstrate the ability to integrate knowledge by accessing, judging and comparing knowledge gained from diverse fields and by critically evaluating their own views in relation to those fields.

Courses completed at MSC/UAA must be selected from the following **Integrative Capstone** courses:

| | |
|---|---|
| ACCT A452 | Auditing |
| ANTH A354 | Culture and Ecology |
| ART A491 | Senior Seminar |
| ASTR/ BIOL A365 | Astrobiology |
| ATA A492 | Air Transportation System Seminar |
| BIOL A378 | Marine Biology |
| BIOL A452 | Human Genome |
| BIOL/CHEM/ PHYS A456 | Nonlinear Dynamics and Chaos |
| BIOL A489 | Population Genetics and Evolutionary Processes |
| CA A495 | Hospitality Internship |
| CE A438 | Design of Civil Engineering Systems |
| CEL A450 | Civic Engagement Capstone |
| CHEM A441 | Principles of Biochemistry I |
| CIS A326 | Information Age Literacy |
| CIS A376 | Management Information Systems |
| CM A422 | Sustainability in the Built Environment |
| CM A450 | Construction Management Professional Practice |
| CS A470 | Applied Software Development Project |
| CSE A438 | Design of Computer Engineering Systems |
| DH A424 | Community Dental Health II |
| DN A415 | Community Nutrition |
| DNCE A370 | Interdisciplinary Dance Studies: Issues/Methods |
| ECON A492 | Seminar in Economic Research |
| EDFN A300 | Philosophical and Social Context of American Education |
| EDFN A304 | Comparative Education |
| EE A438 | Design of Electrical Engineering Systems |
| ENGL A434 | History of Rhetoric |
| ENGL A478 | Public Science Writing |
| ENVI A470 | Environmental Planning and Problem Solving |
| GEO A460 | Geomatics Design Project |
| GEOG A390A | Topics in Global Geography |
| GEOL A456 | Geoarcheology |
| HIST/INTL/ PS A325 | Northeast Asia in 21st Century |
| HIST A390A | Themes in World History |
| HIST/ RUSS A427 | Post-Soviet Culture and Society |
| HNRS A490 | Senior Honors Seminar |
| HS A491 | Health Issues in Alaska |
| HS A492 | Senior Seminar: Contemporary Health Policy |
| HUMS A495B | Human Services Practicum IV |
| INTL A315 | Canada: Nation and Identity |
| JPC A403 | Communications and Media Research |
| JUST A460 | Justice in Crisis |
| JUST A463 | Biobehavioral Criminology |
| LSIC A488A | Capstone Project I: Design and Research |
| LSSS A312 | Individuals, Groups, and Institutions |
| MATH A420 | History of Mathematics |
| ME A438 | Design of Mechanical Engineering Systems |
| MEDT A302 | Clinical Laboratory Education and Management |
| MUS A331 | Form and Analysis |
| NS A411 | Health II: Nursing Therapeutics |
| PEP A384 | Cultural and Psychological Aspects of Health and Physical Activity |
| PHIL A400 | Ethics, Community, and Society |
| PS A492 | Senior Seminar in Politics |
| PSY A370 | Behavioral Neuroscience |
| SOC A488 | Capstone Seminar |
| STAT A308 | Intermediate Statistics for the Sciences |
| SWK A431 | Social Work Practice IV: Integrative Capstone |
| TECH A453 | Capstone Project |
| THR A492 | Senior Seminar |

See Class Schedule for additional Integrative Capstone courses.

*** Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs. (For specifics on catalog year requirements, see Chapter 7, Academic Standards and Regulations, Related Undergraduate Admissions Policies in the UAA Catalog).

# ASSOCIATE OF APPLIED SCIENCE (AAS)

**REQUIREMENTS**
In order to receive an Associate of Applied Science Degree, students must be admitted to the program and must satisfy:

1. General University Requirements for Associate of Applied Science Degrees;
2. General Course Requirements for Associate of Applied Science degrees in Oral and Written Communications (nine credits total, see below).
   - A. Oral Communication Skills . . . . . 3
     COMM A111 Fundamentals of Oral Communication
     COMM A235 Small Group Communication
     COMM A237 Interpersonal Communication
     COMM A241 Public Speaking
   - B. Written Communication Skills . . . . . 6
     ENGL A111 Methods of Written Communication
     and one of the following:
     ENGL A211 Academic Writing About Literature
     ENGL A212 Technical Writing
     ENGL A213 Writing in the Social & Natural Sciences
     ENGL A214 Persuasive Writing
     CIOS A260A Business Communications
3. General Course Requirements in designated . . . . . 6 disciplines. Choose Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Course Requirement Classification List for Associate of Applied Science Degrees (see below.) Courses chosen must be at or above the 100-level.

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

4. Degree-Specific Requirements . . . . . Varies (See Degree Programs in this chapter.)
5. Electives . . . . . Varies

Total Minimum Credits . . . . . **60**

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

**Advising note** for AAS students who plan to pursue a four-year degree: AAS students who intend to pursue a baccalaureate degree should consult an academic advisor for appropriate course selections.

## GENERAL COURSE REQUIREMENT CLASSIFICATION LIST FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

These general course requirements are designed to ensure that all students graduating with AAS degrees have demonstrated fundamental written and oral communication skills and have successfully performed at the collegiate level in at least one of the listed discipline areas (Humanities, Natural Science, Mathematics or Social Science). The design of AAS degrees, like that of Undergraduate Certificates, ensures further that students gain some proficiency in essential skills of communication, computation and human relations. In the absence of specific required courses in these areas, the degrees address these topics in the major requirements and measure student performance in those classes.

**HUMANITIES**
Alaska Native Studies
American Sign Language
Art
Chinese
Communication
Creative Writing & Literary Arts
Dance
English *
French
German
History
Humanities
Italian
Japanese
Korean
Languages
Latin
Liberal Studies Integrated Core
Linguistics
Music
Philosophy
Political Science (PS A331, 332, & 333 only)
Russian
Spanish
Theatre

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

**MATH AND NATURAL SCIENCES**
Anthropology (ANTH A205 only)
Astronomy
Biological Sciences
Chemistry
Computer Science
Environmental Studies (ENVI A211 only)
Geography (ENVI A211/A211L only)
Geology
Liberal Studies Integrated Science
Mathematics
Philosophy (PHIL A101 only)
Physics
Statistics

**SOCIAL SCIENCES**
Anthropology
Business Administration (BA A151 only)
Counseling
Economics
Environmental Studies (ENVI A212 only)
Geography (except ENVI A211/A211L)
Guidance
Health Sciences (HS A220 only)
Human Services (HUMS A106 only)
International Studies
Journalism & Public Communications (JPC A101 only)
Justice (JUST A110 and A330 only)
Legal Studies (LEGL A101 only)
Liberal Studies Social Sciences
Political Science
Psychology
Social Work (SWK A106 and SWK A243)
Sociology
Women's Studies

# 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. Mat-Su College is committed to enhancing lifelong learning opportunities to encourage responsible citizenship and personal satisfaction..

STUDENT LEARNING OUTCOMES

1. Demonstrate and utilize the major components of the accounting information system, recording transactions into various journals and ledgers, and prepare the primary financial statements for a sole proprietorship , partnership, or mail corporation including the Income Statement, Statement of Owner's Equity (or Stockholder's Equity), Balance Sheet, and Statement of Cash Flows.
2. Identify and analyze control problems and make recommendations for safeguarding the assets of a business.
3. Apply economic theory to decision-making and the analysis of a variety of private and public policy concerns using basic economic concepts and analytical tools.
4. Collect, summarize, disburse, and use various forms of information to aid in the running of a business.
5. Identify and apply elements of contract, tort, agency, property law, partnerships, corporations, UCC sales and secured transactions, banking and professional liability law.
6. Use word processing, spreadsheet, database, presentation, graphics and the internet browser software to solve complex accounting and business issues and report and display these solutions in a manner consistent with good business practice.
7. Communicate effectively and function on multidisciplinary teams and act with professionalism, integrity, and ethical behavior.
8. Identify, formulate, and solve organizational problems using appropriate accounting and business methodology.

## ASSOCIATE OF APPLIED SCIENCE
Accounting

ADMISSION REQUIREMENTS
See Admission to Certificate and Associate Degree Programs Requirements on page 39.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree 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 Requirements and business core requirements (refer to the current UAA Catalog) when selecting courses to fulfill the Associate of Applied Science General Course Requirements and business electives. For example CIOS A260A does not satisfy the general education requirement for a baccalaureate degree.

AAS DEGREE REQUIREMENTS (15 credits):

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

Written Communication Skills . . . . . 6
ENGL A111 Methods of Written Communication (3)
and one of the following:
CIOS 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
Choose Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Requirement Course Classification List for AAS Degrees. 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 Skills requirement and have a course number higher than ENGL A111.*

**MAJOR REQUIREMENTS**

1. Complete the following required courses (36 credits) with a grade of C or better:
   ACCT A101 Principles of Financial Acctg I (3)
   ACCT A102 Principles of Financial Acctg II (3)
   ACCT A202 Principles of Managerial Acctg (3)
   ACCT A210 Income Tax Preparation (3)
   ACCT A222 Intro to Computerized Accounting (3)
   ACCT A225 Payroll Accounting (3)
   ACCT A230 Workpaper Preparation & Presentation (3)
   BA A151 Introduction to Business (3)
   BA/JUST A241 Business Law I (3)
   CIS A110 Computer Concepts in Business (3)
   ECON A201 Principles of Macroeconomics (3)
   MATH A105 Intermediate Algebra (3)
2. Complete 9 credits of electives. Students may choose any course at the 100-level or above in ACCT, BA, CIS, CIOS, ECON, or LOG but may not use more than 6 credits from one discipline.
3. Students using CIOS A260A to meet an AAS Written Communication Skills General Course Requirement may not also apply it as an elective course for this major.
4. Students using an ECON course to meet an AAS General Course Requirement in the Social Sciences discipline may not also apply it as an elective course for this major.
5. Students must complete 6 credits selected from Humanities, Mathematics and Natural Sciences, or Social Sciences from the AAS General Course Requirement Classification List, other than BA A151, ECON A201, and MATH A105.
6. A total of **60** credits is required for the degree.

**FACULTY**

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# ARCHITECTURAL & ENGINEERING TECHNOLOGY

The Architectural and Engineering Technology (AET) Program provides entry-level skills, continuing education, and advanced technical skills in several specialized fields, including computer-aided design and drafting (CADD), 3-D modeling, and rendering. The AET program offers an Occupational Endorsement Certificate in CAD for Building Construction, four Undergraduate Certificates in the specialized areas of Architectural Drafting, Civil Drafting, Mechanical & Electrical Drafting, and 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 size, 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. Drafters and technicians 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.

Although courses taken may apply to the first two years of the four 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 four-year degree in engineering should contact the School of Engineering at UAA. Those students who anticipate pursuing a degree in architecture should contact the AET faculty for academic counseling prior to registration.

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

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.

**STUDENT LEARNING OUTCOMES**

1. Demonstrate skill and proficiency in computer-aided drafting and design.
2. Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to the design profession.
3. Visualize and translate drawing information to actual physical objects and completed construction components.
4. Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
5. Understand the elements of the construction document set and the role of construction documents as communication tools for the construction contract.
6. Understand the construction process from the transformation of an idea or need into a completed project.
7. Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
8. Demonstrate communication skills to be successful in the employment environment.
9. Demonstrate critical thinking and problem solving skills in the employment environment.

**ADVISING**

All students should meet with an academic advisor to their first semester and each subsequent semester for the purpose of reviewing their academic status and planning future courses. Attention should be specifically directed to the proof of eligibility for placement in MATH A105 and ENGL A111 as a non-coded registration restriction, checked during the first day of class, for the introductory classes within the programs. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Students are encouraged to consult the faculty in the AET program for assistance in designing their course of study to ensure all prerequisites have been met and that university and major degree requirements are understood and followed.

Students should expect to spend at least 1 hour on outside work for each hour in the class. Computer lab facilities are available for students' use. Course offerings vary between fall and spring semesters with occasional short courses offered during the summer. Certain courses require prerequisites or faculty permission.

**RECOMMENDED COURSE SEQUENCE**

Not all AET courses are offered every semester. Students should consult the faculty in the AET program for assistance in designing their course of study to ensure that university and major degree requirements are understood and followed.

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.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
CAD for Building Construction

Attention should be specifically directed to the proof of eligibility for placement in MATH A105 and ENGL A111 as a registration restriction for the introductory classes within the programs.

**STUDENT LEARNING OUTCOMES**

At the completion of this program students are able to demonstrate:

1. Proficiency in the use of computer-aided design and drafting software in the creation and modification of construction documentation.
2. Proficiency in the management of the computer-aided design and drafting software environment for the accurate application and integration of industry standards.

**ADMISSION REQUIREMENTS**

See Occupational Endorsement Certificate admissions in Chapter 6 of this Catalog.

**OCCUPATIONAL ENDORSEMENT CERTIFICATE REQUIREMENTS**

In order to receive the occupational endorsement certificate offered by the Architectural and Engineering Technology program, students must achieve a grade of C or better in all courses required for the Occupational Endorsement Certificate.

1. Complete the following courses:
   AET A101 Fundamentals of CADD/Building Constr (4)
   AET A181 Intermediate CADD for Building Constr (4)
   and one of the following:
   AET A282 Advanced CADD Techniques (4)
   or
   AET A283 CADD Software Customization (3)
2. A minimum of **11** credits are required for the Occupational Endorsement Certificate.

The choice of AET A282 Advanced CADD Techniques is for students who wish to pursue skills for advanced rendering and animation within the software environment, while the AET A283 CADD Software Customization is for students who wish to pursue skills for developing and managing unique software environments, tools, and solutions outside of the default capabilities of the software.

## UNDERGRADUATE CERTIFICATES

The AET program offers four Undergraduate Certificates in the specialized areas of Architectural Drafting, Civil Drafting, Mechanical & Electrical Drafting, and Structural Drafting. While the introductory course work for all certificates is the same to establish a common theoretical foundation, the majority of the course work is specific and focused for standards and professional practice of each industry.

**ADMISSION REQUIREMENTS**
Satisfy the Admission Requirements for Certificate and Associate Degree Programs Requirements on page 39.

**COURSE REQUIREMENTS**
Certain courses require prerequisites or faculty permission.

**GRADUATION REQUIREMENTS**
In order to receive a certificate offered by the AET Program, students must achieve a grade of C or better in all courses required for the certificate.

## UNDERGRADUATE CERTIFICATE
## Architectural Drafting

**STUDENT LEARNING OUTCOMES**
The specific educational outcomes that support the program objectives are to produce graduates who are able to:
- Demonstrate skill and proficiency in computer-aided drafting and design.
- Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to architectural drafting.
- Visualize and translate drawing information to actual physical objects and completed architectural projects.
- Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and architects.
- Understand the architectural elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Understand the construction process from the transformation of an idea or need into a completed architectural project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

**ARCHITECTURAL DRAFTING 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 A286 Design Project (4)
   ENGL A111 Methods of Written Communication (3)
   MATH A105 Intermediate Algebra (3)
   Oral communication Course (3) Choose from one of the following: COMM A111, COMM A235, COMM A237, or COMM A241
2. A total of **30** credits is required for the certificate.

## UNDERGRADUATE CERTIFICATE
## Civil Drafting

**STUDENT LEARNING OUTCOMES**
The specific educational outcomes that support the program objectives are to produce graduates who are able to:
- Demonstrate skill and proficiency in computer-aided drafting and design.
- Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to civil drafting.
- Visualize and translate drawing information to actual physical objects and completed civil construction projects.
- Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and civil engineers.
- Understand the civil elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Understand the construction process from the transformation of an idea or need into a completed civil project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

**CIVIL DRAFTING 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 A286 Design Project (4)
   ENGL A111 Methods of Written Communication (3)
   MATH A105 Intermediate Algebra (3)
   Oral communication Course (3) Choose from one of the following: COMM A111, COMM A235, COMM A237, or COMM A241
2. A total of **31** credits is required for the certificate.

## UNDERGRADUATE CERTIFICATE
## Mechanical & Electrical Drafting

**STUDENT LEARNING OUTCOMES**
The specific educational outcomes that support the program objectives are to produce graduates who are able to:
- Demonstrate skill and proficiency in computer-aided drafting and design.
- Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to the mechanical/electrical drafting.
- Visualize and translate drawing information to actual

physical objects and completed mechanical/electrical construction projects.
- Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and mechanical and electrical engineers.
- Understand the mechanical/electrical elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Understand the construction process from the transformation of an idea or need into a completed mechanical/electrical project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

**MECHANICAL & ELECTRICAL DRAFTING CERTIFICATE REQUIREMENTS**

1. Complete the following required courses:
   AET A101 Fund of CADD for Bldg Constr (4)
   AET A102 Methods of Building Construction (3)
   AET A142 Mechanical & Electrical Technology (4)
   AET A143 Mechanical & Electrical Drafting (3)
   AET A181 Intermediate CADD for Bldg Constr (4)
   AET A286 Design Project (4)
   ENGL A111 Methods of Written Comm (3)
   MATH A105 Intermediate Algebra (3)
   Oral communication Course (3) Choose from one of the following: COMM A111, COMM A235, COMM A237, or COMM A241
2. A total of **31** credits is required for the certificate.

## UNDERGRADUATE CERTIFICATE
## Structural Drafting

**PROGRAM OUTCOMES**

The specific educational outcomes that support the program objectives are to produce graduates who are able to:
- Demonstrate skill and proficiency in computer-aided drafting and design.
- Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to structural drafting.
- Visualize and translate drawing information to actual physical objects and completed structural construction projects.
- Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and structural engineers.
- Understand the structural elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Understand the construction process from the transformation of an idea or need into a completed structural project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

**STRUCTURAL DRAFTING 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 A286 Design Project (4)
   ENGL A111 Methods of Written Comm (3)
   MATH A105 Intermediate Algebra (3)
   Oral communication Course (3) Choose from one of the following: COMM A111, COMM A235, COMM A237, or COMM A241
2. A total of **31** credits is required for the certificate.

## ASSOCIATE OF APPLIED SCIENCE
## Architectural & Engineering Technology

**STUDENT LEARNING OUTCOMES**

The specific educational outcomes that support the program objectives are to produce graduates who are able to:
- Demonstrate skill and proficiency in computer-aided drafting and design.
- Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to the design discipline.
- Visualize and translate drawing information to actual physical objects and completed construction components.
- Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
- Understand the elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Understand the construction process from the transformation of an idea or need into a completed project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

**ADMISSION REQUIREMENTS**

Satisfy the Admission to Undergraduate Certificate and Associate Degree Programs requirements in Chapter 6, page 39.

**COURSE REQUIREMENTS**

Certain courses require prerequisites or faculty permission.

**GRADUATION REQUIREMENTS**

In order to receive the AAS degree offered by the AET Program, students must achieve a grade of C or better in all courses required for the AAS degree.

**ADVISING**

Certain courses require prerequisites or faculty permission.

**ACADEMIC PROGRESS**

In order to receive the AAS degree offered by the AET Program, students must achieve a grade of C or better in all courses required for the AAS degree.

**GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for Associate Degrees on page 70.
2. Complete General Degree Requirements for AAS degrees (15 credits). As part of the general course requirements, GEOL A111 is recommended.

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

   Written Communication Skills . . . . . 6
   ENGL A111 Methods of Written Communication (3)
   and one of the following:

ENGL A211 Academic Writing About Lit (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social/Natural Sci (3)
ENGL A214 Persuasive Writing (3)
CIOS A260A Business Communication (3)

General Requirements . . . . . 6
MATH A105 (3 credits counted under Major Requirements) and choose 3 credits from Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Course Requirement Classification List for AAS Degrees. Courses chosen must be at the 100-level or above. GEOL A111 is recommended.

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

**MAJOR REQUIREMENTS**

1. Complete the following required courses (45 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 & Standards | 3 |
| AET A131 | Structural Drafting | 3 |
| AET A142 | Mechanical & Electrical Technology | 4 |
| AET A143 | Mechanical & Electrical Drafting | 3 |
| AET A181 | Intermediate CADD for Bldg Constr | 4 |
| AET A213 | Civil Technology | 4 |
| AET A231 | Structural Technology | 4 |
| AET A286 | Design Project | 4 |
| MATH A105 | Intermediate Algebra * | 3 |

2. Electives . . . . . 3
   AET A295 is strongly recommended.
3. A total of **60** credits is required for the degree.

* This course satisfies the General Course Requirements.

**FACULTY**

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# COMPUTER INFORMATION AND OFFICE SYSTEMS

Administrative professionals are at the information center of every office and their titles reflect the shifting role they play and the increased responsibilities they have assumed. A few of these titles include administrative assistant, executive assistant, technical assistant, receptionist or information clerk, payroll assistant, information/database specialist, help-desk technician, and desktop or website publishing specialist.

The Computer Information and Office Systems (CIOS) program provides career education leading to an Associate of Applied Science (AAS) degree or Occupational Endorsement Certificates (OECs) that prepare students for career entry or advancement while developing and refining lifelong learning skills, fostering flexible career path options and building confidence to adapt to new technological demands in the workplace.

The CIOS program prepares entry-level, experienced, or workforce re-entry level office workers to successfully engage in business office environments where communication, technical, organizational, interpersonal, and teamwork skills are essential to business success. CIOS courses also cover topics that help prepare students for the Microsoft Office certification examinations and the Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) certification examinations.

In addition to structured classes, the Mat-Su College CIOS Skill Center provides open entry/open exit enrollment for students to learn a variety of skills on a self-paced basis. The following programs are available:

## OCCUPATIONAL ENDORSEMENT CERTIFICATES

OECs are designed to give students skills in a specific occupational field and indicate competence in a technical and professional area. The Occupational Endorsement Certificate areas are embedded in the AAS in Computer Information and Office Systems. Students must receive a satisfactory grade (C) or higher, or P) in all required CIOS courses to be awarded an OEC. The CIOS Department offers the following OECs:

Office Foundations,
Bookkeeping Support
Medical Office Support
Office Digital Media
Office Support

**ADMISSION REQUIREMENTS**
See Occupational Endorsement Certificate admissions in Chapter 6 of this Catalog.

**ADVISING**
Students should contact the CIOS faculty for assistance with course planning toward Occupational Endorsement Certificates.

**ACADEMIC PROGRESS**
Students must earn a satisfactory grade (C) or higher, or P) in all CIOS courses required for each certificate.

**GENERAL UNIVERSITY REQUIREMENTS**
See General University Requirements for Occupational Endorsement Certificates at the beginning of this chapter.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Office Foundations

Provides foundational skills required for entry into the administrative office professional field.

**STUDENT LEARNING OUTCOMES**
Upon completion of this OEC, students will demonstrate:
- Keystroke skills of 28 net words per minute minimum.
- Entry level skills in word processing and spreadsheets.
- Entry level skills using the Internet to obtain information.
- Customer service skills.
- Knowledge of proper grammar and mechanics used in business documents.
- The ability to create and maintain an electronic file system.

**REQUIREMENTS**
1. All students must take the following basic computer skills courses or possess equivalent knowledge. Students may take challenge examinations 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: Basic Keyboarding | 1 |
| CIOS A113 | Operating Systems: MS Windows | 1 |
| CIOS A130A | Word Processing I: MS Word | 1 |
| CIOS A135A | Spreadsheets I: MS Excel | 1 |
| CIOS A146 | Internet Concepts and Applications | 2 |
| CIOS A161A | Proofreading | 2 |
| CNT A165 | Customer Service Fundamentals | 1 |

2. A total of 9 credits is required for this OEC.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Bookkeeping Support

Provides essential skills to handle financial transactions and recordkeeping.

**STUDENT LEARNING OUTCOMES**
Upon completion of this OEC, students will demonstrate:
- Basic skills in financial transactions, payroll, and bookkeeping procedures.

**REQUIREMENTS**
1. Must complete the 9-credit Office Foundations OEC before admission to this program.
2. Complete 1 credit from the following: 1

| | |
|---|---|
| CIOS A101B | Keyboarding B: Business Documents I (1) |
| CIOS A101C | Keyboarding C: Business Documents II (1) |

3. Complete 3 credits from the following: 3

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

4. Complete the following 10 credits:

| | | |
|---|---|---|
| CIOS A115 | 10-Key for Business Calculations | 2 |
| CIOS A118 | Payroll Procedures | 2 |
| CIOS A120A | Bookkeeping Software Applications I: Quickbooks | 1 |
| CIOS A165 | Office Procedures | 3 |
| CIOS A220A | Bookkeeping Software Applications II: QuickBooks | 2 |

5. A total of 14 credits is required for this OEC.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Medical Office Support

Provides a solid foundation for individuals seeking a support position in a medical office.

**STUDENT LEARNING OUTCOMES**
Upon completion of this OEC, students will demonstrate:
- Keystroke skills of 35 net words per minute minimum.
- Effective communication using appropriate medical terminology.
- The ability to create and maintain a file system.

**REQUIREMENTS**
1. Must complete the 9-credit Office Foundations OEC before admission to this program.

2. Complete 1 credit from the following: 1
   - CIOS A101B Keyboarding B: Business Documents I (1)
   - CIOS A101C Keyboarding C: Business Documents II (1)
3. Complete the following 11 credits:
   - CIOS A140A Databases I: MS Access 1
   - CIOS A164 Filing 1
   - CIOS A264A Records Management 2
   - MA A101 Medical Terminology I 3
   - MA A120 Medical Office Procedures 4
4. Complete 3 elective credits approved by the CIOS Department: 3
   Recommended Courses:
   - BIOL A100 Human Biology (3)
   - CIOS A208 Medical Transcription (3)
   - MA A104 Essentials of Human Disease (3)
   - MA A140 Medical Transcription I (2-3)
   - MA A220 Coding for the Medical Office (3)
5. A total of 15 credits is required for this OEC.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Office Digital Media

Builds on the Office Foundations OEC with basic skills in website maintenance and desktop publishing sometimes required of administrative assistants in an office setting.

**STUDENT LEARNING OUTCOMES**

Upon completion of this OEC, students will demonstrate:

- The ability to design and create business-quality electronic and print documents using a variety of media (digital imaging, website design, and desktop publishing programs).

**REQUIREMENTS**

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.
2. Complete 1 credit from the following: 1
   - CIOS A101B Keyboarding B: Business Documents I (1)
   - CIOS A101C Keyboarding C: Business Documents II (1)
3. Complete the following 11 credits:
   - CIOS A108 Digital Design Fundamentals 1
   - CIOS A152A Digital Imaging Concepts and Applications: Photoshop 3
   - CIOS A153B Website Design: Dreamweaver 3
   - CIOS A251A Desktop Publishing Concepts and Applications: InDesign 3
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1
4. Complete 3 elective credits approved by the CIOS Department: 3
   Suggested Courses:
   - CIOS A153A Website Design: HTML (1)
   - CIOS A156 Web Graphics: Fireworks (1)
   - Programming or other related courses (1-3)
5. A total of 15 credits is required for this OEC.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Office Support

Builds on the Office Foundations OEC with additional skills an administrative assistant would typically use in an office setting.

**STUDENT LEARNING OUTCOMES**

Upon completion of this OEC, students will demonstrate:

- Keystroke skills of 35 net words per minute minimum.
- Entry level skills in managing data using a variety of media.
- The ability to develop digital presentations and documents using a variety of media.

**REQUIREMENTS**

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.
2. Complete the following required courses:
   - CIOS A101B Keyboarding B: Business Documents I 1
   - CIOS A101C Keyboarding C: Business Documents II 1
   - CIOS A115 10-Key for Business Calculations 2
   - CIOS A125A Electronic Communications: MS Outlook 1
   - CIOS A140A Databases I: MS Access 1
   - CIOS A150A Presentations: MS PowerPoint 2
   - CIOS A164 Filing 1
   - CIOS A165 Office Procedures 3
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1
3. A total of 13 credits is required for this OEC.

## ASSOCIATE OF APPLIED SCIENCE
## Computer Information and Office Systems

This Associate of Applied Science Degree program prepares students for career entry or career advancement in a variety of office settings and also offers skill building for personal use. It provides students with the technical, administrative, and human relations skills required of office professionals. Both the Office Foundations and the Office Support Occupational Endorsement Certificates articulate directly into this degree.

**STUDENT LEARNING OUTCOMES**

Upon completion of this program, students will demonstrate:

- Keyboarding skills of 40 net words per minute minimum.
- Intermediate skills that utilize advanced features of word processing, spreadsheet, and database software.
- Oral and written communications skills that meet business standards.
- Application of critical thinking skills to make effective decisions and solve problems.
- Professional behavior and interpersonal skills.

**ADMISSION REQUIREMENTS**

See Associate of Applied Science admissions in Chapter 6 of this catalog.

**ADVISING**

Students should contact the CIOS faculty for assistance with course planning toward the Associate of Applied Science Degree.

**ACADEMIC PROGRESS**

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

**DEGREE REQUIREMENTS**

**A. GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Degree Requirements located at the beginning of this chapter. CIOS A260A, ENGL A212, and PSY A153 recommended.

**B. MAJOR REQUIREMENTS**

1. Complete the 9-credit Office Foundations OEC.
   - CIOS A101A Keyboarding A: Basic Keyboarding 1
   - CIOS A113 Operating Systems: MS Windows 1
   - CIOS A130A Word Processing I: MS Word 1
   - CIOS A135A Spreadsheets I: MS Excel 1
   - CIOS A146 Internet Concepts and Applications 2
   - CIOS A161A Proofreading 2
   - CNT A165 Customer Service Fundamentals 1
2. Complete the 13-credit Office Support OEC.
   - CIOS A101B Keyboarding B: Business Documents I 1
   - CIOS A101C Keyboarding C: Business Documents II 1
   - CIOS A115 10-Key for Business Calculations 2
   - CIOS A125A Electronic Communications: MS Outlook 1
   - CIOS A140A Databases I: MS Access 1
   - CIOS A150A Presentations: MS PowerPoint 2
   - CIOS A164 Filing 1
   - CIOS A165 Office Procedures 3
   - CIOS A259 Preparing Electronic Docs: Adobe Acrobat 1
3. Complete the following 15 credits:
   - CIOS A102 Keyboarding Skill Building 1
   - CIOS A230A Word Processing II: MS Word 2
   - CIOS A235A Spreadsheets II: MS Excel 2
   - CIOS A240A Databases II: MS Access 2

| | | |
|---|---|---|
| CIOS A262A | Professional Development | 3 |
| CIOS A264A | Records Management | 2 |
| CIOS A265 | Office Management | 3 |

4. Complete 3 credits of the following: 3
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A120 Bookkeeping for Business I (3)
   - ACCT A201 Principles of Financial Accounting (3)
5. Complete 3 credits from the following: 3
   - CIOS A261A Interpersonal Skills in Organizations (3)
   - or HUMS/PSY A153 Human Relations (3)
6. Complete 1-3 credits from the following: 1-3
   - CIOS A276A Independent Project (1-3)
   - or CIOS A295 Office Internship (1-3)
7. Complete a minimum of 1 elective credit 1
8. A total of 60 credits is required for this degree.

**FACULTY**

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# 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 by 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 program objective is the development of a well trained workforce for the State of Alaska. Since many jobs in the computer technology sector are predicted to grow at high rates in the coming decade, this degree program was designed to train essential employees for that sector. Both the Matanuska-Susitna and Kodiak campuses offer the degree program.

**The educational objectives of the Computer Systems Technology program are to produce graduates who:**

1. Have sufficient technical competence to obtain employment as an entry-level technician and to be able to progress professionally within the discipline and are prepared for advanced study.
2. Are able to communicate their ideas.
3. Are able to work within a team environment.
4. Are able to apply their knowledge and skills to create and operate networked computer systems that provide solutions and add to the capabilities of business organizations.
5. Demonstrate their understanding of professional and ethical behavior in the workplace.

**Students graduating from this program will demonstrate:**

1. Proficiency in operating system, utility software and network installation and configuration.
2. Proficiency in computer hardware, software and network operation, trouble shooting and upgrades. Demonstrate familiarity with hardware, software and network security features.
3. Management of user accounts and group accounts in a MS Windows workgroup and/or domain.
4. Ability to identify, design, and implement a network services management strategy.
5. Setup, configuration, and management of a router to include: router interfacing, command line editing, startup, setup, and configuration.
6. Proficiency in the management of Local Area Networks (LANs).
7. Application of customer service principles, including relationships, perceptions, telephone techniques, quality, ethics, record keeping, interpersonal relationships, and teamwork.
8. Application of business principles and the fundamentals of investment, finance, organization, operation and management within a business entity.
9. Application of project management principles and practices, and use of appropriate project management software in the workplace.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Cisco Certified Network Associate (CCNA)

**STUDENT LEARNING OUTCOMES**

At the completion of this certificate program students are able to demonstrate:

1. Proficiency in Cisco router installation and configuration in multi-protocol internetworks using LAN and WAN switches.
2. Proficiency in Cisco switch and VLAN installation and configuration.
3. Entry-level tasks of planning, design, installation, operation and troubleshooting Ethernet and TCP/IP networks.

**ADMISSION REQUIREMENTS**

See Occupational Endorsement Certificate admissions in Chapter 6 of this catalog.

**ADVISING**

Students should consult an academic advisor for assistance with curriculum planning toward certifications.

**ACADEMIC PROGRESS**

Students must earn a satisfactory grade (C or higher) in all courses required for the certificate.

**GENERAL UNIVERSITY REQUIREMENTS**

See general university requirements for Occupational Endorsement Certificates at the beginning of this chapter.

**MAJOR REQUIREMENTS**

1. Complete the following required courses with a grade of C or better:

| | |
|---|---|
| CNT A170 | CCNA 1 Network Fundamentals (4) |
| CNT A261 | CCNA 2 Router Fundamentals & Protocols (4) |
| CNT A270 | CCNA 3 Switches & Wireless Routing (4) |
| CNT A271 | CCNA 4 WAN Access (4) |

2. A total of **16** credits is required for the Occupational Endorsement Certificate.

## ASSOCIATE OF APPLIED SCIENCE
## Computer Systems Technology

**ADMISSION REQUIREMENTS**

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

Students registering for the Computer Systems Technology (CST) degree are required to take the recent Computer Skills Placement (CSP) test. Students with a score of 80% in the categories of Basic Concepts, File Management, Word Processing, Spreadsheet, and a score of 65 in the category of Information and Communication will be admitted into the CST program. Students with lower scores in any of these categories will need to take the required prerequisite course CIS 105, Introduction to PC and Application Software and pass with a grade of 'B' or better.

**ACADEMIC PROGRESS**

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 Catalog.
2. Complete the Associate of Applied Science General Degree Requirements (including Oral Communications and ENGL A111) listed in the MSC Catalog.

**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 Comm. (3)
- ENGL A212 Technical Writing (3) major requirement

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

**MAJOR REQUIREMENTS**

1. Complete the following required courses:
   - BA A151 Introduction to Business (3)
   - BA A231 Fundamentals of Supervision (3)
   - CNT A160 PC Operating Systems (3)
   - CNT A165 Customer Service Fundamentals (1)
   - CNT A170 CCNA 1 Network Fundamentals (4)
   - CNT A210 PC Technician Fundamentals (3)
   - CNT A212 Network Technician Fundamentals (3)
   - CNT A240 Windows System Essentials (2)
   - CNT A241 Administering & Supporting Windows Workstations & Server (3)
   - CNT A242 Windows Network Infrastructure Admin (3)
   - CNT A243 Windows Directory Services Admin (3)
   - CNT A244 Designing Secure Windows Networks (3)
   - CNT A245 Windows Directory Services Design (2)
   - CNT A246 Windows Network Infrastructure Design (2)
   - CNT A261 CCNA 2 Router Fundamentals & Protocols (4)
   - CNT A270 CCNA 3 Switching and Wireless (4)
   - CNT A271 CCNA 4 WAN Access (4)
   - CNT A276 Individual Technical Project (1-3)

   **–or–**

   - CNT A282 Industry Workplace Experience (1-3)
   - MATH A105* Intermediate Algebra (3)

   **–or–**

   - MATH A107* College Algebra (4)

   **–or–**

   - MATH A172* Applied Finite Math (3)

   * or any MATH course for which MATH A105, MATH A107,or MATH A172 is a prerequisite.
2. Students are required to meet a 2-credit Project Management requirement. See academic counselor for more information. CIOS A270 is recommended.
3. A total of **67-68** credits is required for the degree.

**FACULTY**

Harry Banks, Instructor
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# GENERAL BUSINESS

This flexible, two-year degree provides a solid business foundation and prepares students career advancement. It readies graduates to apply principles and skills relating to accounting, management, marketing, finance, economics, and business law to businesses of all sizes. Graduates will be able to practice relevant business skills, meet diverse business needs to achieve organizational goals, start and manage their own small business, and communicate effectively and conduct their business affairs with professionalism, integrity, and a spirit of inquiry.

## ASSOCIATE OF APPLIED SCIENCE
General Business

The graduates of the General Business program will have the ability to:

1. Apply the principles and skills relating to accounting, management, and marketing, finance, economics and business law to businesses of all sizes;
2. Practice the business skills relevant to the specific company or industry of their present or future employment;
3. Manage or supervise specialists with consideration for all aspects of business;
4. Integrate the diverse needs of a business to achieve organizational goals;
5. Start and manage their own small businesses;
6. Communicate effectively orally and in writing;
7. Effectively deal with subordinates, superiors, customers, and other stakeholders in professional matters; and
8. Manage their business affairs with professionalism, integrity, and a spirit of inquiry.

**ADMISSION REQUIREMENTS**

See Admission to Undergraduate Programs in Chapter 6.

**GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for the Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits). Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.

   Oral Communication Courses (3 credits):
   - COMM A111 Fund of Oral Communication (3)
   - COMM A235 Small Group Communication (3)
   - COMM A237 Interpersonal Comm (3)
   - COMM A241 Public Speaking (3)

   Written Communication Courses (6 credits):
   - ENGL A111 Methods of Written Comm (required) (3)
   - ENGL A211 Academic Writing About Lit (3)
   - ENGL A212 Technical Writing (3)
   - ENGL A213 Writing in the Social/Natural Sci (3)
   - ENGL A214 Persuasive Writing (3)
   - CIOS A260A Business Communications (3)

   Humanities*; Social Sciences, Mathematics, Natural Sciences Courses (6 credits):
   - MATH A105 Intermediate Algebra or higher level (required) (3)

   ***and*** 3 more credits from an approved course (See Associate Degree Course Classifications list on page 80.) Courses chosen must be at the 100-level or above.

**Note: Any English courses used to satisfy Humanities General Course Requirements must be different from the written communications requirement and have a course number higher than ENGL A111.*

**MAJOR REQUIREMENT COURSES**

1. Complete the following required courses:
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A102 Principles of Financial Accounting II (3)
   - ACCT A202 Principles of Managerial Accounting (3)
   - BA A151 Introduction to Business (3)
   - BA A231 Fundamentals of Supervision (3)
   - BA/JUST A241 Business Law I (3)
   - BA A260 Marketing Practices (3)
   - BA A264 Personal Selling (3)
   - CIS A110 Computer Concepts in Business (3)
   - ECON A201 Principles of Macroeconomics (3)
2. Major elective courses: 6 credits
   Advisor approved courses from the following programs: ACCT, BA, CIS, CS, ECON
3. Electives: 9 credits
4. A total of **60** credits is required for the degree.

**FACULTY**

Holly Bell, Assistant Professor
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hbell@matsu.alaska.edu

# HUMAN SERVICES

The Human Services Program at Mat-Su College leads to an Associate of Applied Science (AAS) degree and prepares students to work effectively in a paraprofessional counseling roles and human services practices. The Human Services Program is competency based and community oriented. Students gain firsthand experience through practicum placements at local social service providers.

The MSC Associate of Applied Science in Human Services is articulated with the UAA Baccalaureate Degree in Human Services in a two-plus-two sequence. Employing a multidisciplinary approach, the degree objective is to provide a student with a conceptual and skill foundation suitable for successful Human Service practice in both urban and rural settings. Human Service practice requires multicultural understanding and respect of clients through a collaborative relationship founded upon a developmental model. Specific skill courses combined with practica are strengthened through conceptual course work in Human Services, Social Work, Sociology, and Psychology. The program also offers specialized areas in substance abuse, disabilities, general human services, and family and youth. These are coordinated with practicum placements to give students first-hand experience in their desired specialty.

An important part of the Human Services program is advising. Prospective students should contact an academic counselor before entering the program. Entrance into the Human Services Practicum requires admission to the degree, successful completion of specified courses and recommendation of the Human Services Department.

Both the Human Services AAS and BHS are accredited by the Council for Standards in Human Services Education.

**ASSOCIATE OF APPLIED SCIENCE**
**STUDENT LEARNING OUTCOMES**

1. Demonstrate skills and knowledge that makes them eligible to work in community based agencies and settings. Skills will include such areas as interviewing and assessment, problem solving, client service planning and delivery, as well as core counseling competencies.
2. Demonstrate an understanding of multiple human services delivery systems and community resources.
3. Will be qualified to obtain entry-level employment in a variety of community settings.
4. Develop, integrate and apply their acquired skills in assessment, interviewing, treatment planning and delivery, and counseling in an agency based, supervised, field practicum experience, demonstrating professional behavior.

## ASSOCIATE OF APPLIED SCIENCE
## Human Services

Graduates of this program are able to:

- Analyze and navigate community-based human services agencies, service delivery systems and secure a variety of community resources.
- Utilize a strengths-based approach to working with people and their problems in living.
- Effectively use intervention, and core paraprofessional counseling skills.
- Apply their acquired human services skills in a service agency, to include assessment, interviewing, treatment planning, service delivery, and paraprofessional counseling.
- Demonstrate consolidation of knowledge through three areas of learning including:
  - understanding of an agency, its target population and services delivered, and interaction with their community partners
  - development of their professional selves and identities with appropriate use of supervision
  - application of client/community intervention skills
- Qualify for employment in the human services workforce.
- Build on their human services degrees as a foundation for further education.

**ADMISSION REQUIREMENTS**
See Admission to Undergraduate Programs on page 39.

**GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for the Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits).
   Oral Communication Skills (3 credits):
   COMM A111 Fund of Oral Communication (3)
   COMM A235 Small Group Communication (3)
   COMM A237 Interpersonal Comm (3)
   COMM A241 Public Speaking (3)

   Written Communication Skills (6 credits):
   ENGL A111 Methods of Written Comm (3)
   and one of the following:
   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)
   CIOS A260A Business Communications (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 80.) 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: (27 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 Counseling I (3)
   HUMS A295A Human Services Practicum I (3)
   HUMS A295B Human Services Practicum II (3)
   HUMS A324 Intro to Paraprofessional Counseling II (3)
   PSY A111 General Psychology (3)
   PSY A150 Lifespan 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/PSY A153 Human Relations (3)
HUMS A256 Groups and Organizations (3)
HUMS A350 Men and Masculinity (3)
PSY A261 Research Methods in Psychology (4)
PSY A345 Abnormal Psychology (3)
PSY A365 Child and Adolescent Development (3)
SOC A202 Social Institutions (3)
SOC A242 An Intro to Marriage, Family, and Intimate Relationships (3)
SOC A246 Adolescence (3)
SOC/PSY A362 Social Science Statistics (3)

### Substance Abuse Emphasis

Complete 6 credits from the following:

HUMS A122 Substance Abuse as a Contemporary Problem (3)
HUMS A123 Public Education and Prevention in Substance Abuse (3)
HUMS A124 Introduction to Physiology and Pharmacology of Substance Abuse (3)
HUMS A226 Intervention Continuum in Substance Abuse Counseling (3)
HUMS A416 Substance Abuse and the Older Adult (3)

### Family and Youth Emphasis

Complete 6 credits from the following:

HUMS A350 Men and Masculinity (3)
HUMS A416 Substance Abuse and the Older Adult (3)
PSY A365 Child and Adolescent Development (3)
SOC A242 An Introduction to Marriage, Family, and Intimate Relationships (3)
SOC A246 Adolescence (3)

### Disabilities Emphasis

Complete 6 credits from the following:

ASL A101 Elementary American Sign Language I (4)
ASL A102 Elementary American Sign Language II (4)
ASL A201 Intermediate American Sign Language I (4)
PSY A445 Strategies of Behavior Change (3)
PSY A455 Mental Health Services in Alaska (3)

3. Choose 12 credits of electives in consultation with faculty advisor or academic counselor.
4. A total of **60** credits is required for the degree.

# PARAMEDICAL TECHNOLOGY

Paramedics provide pre-hospital emergency care to acutely ill or injured patients under medical authority of licensed physicians. Individuals interested in pursuing a career as a paramedic should possess significant strength to lift and carry victims, good use of hands and fingers, good coordination, good judgment and emotional stability, as well as the ability to work confidently under pressure. Students successfully completing the degree requirements and the PMED courses meet the U.S. Department of Transportation National Standards for Paramedics are eligible to take the National Registry examination required for licensure.

Two primary requirements of the Paramedic program are clinical rotations and the field internship. Clinical rotations provide instruction and supervised practice of emergency medical skills in various units of hospitals within the Anchorage and Mat-Su borough areas. The field internship provides experience in advanced life support vehicles such as ambulances, helicopters, and fixed wing aircraft. Student interns are the third member of the medical/ rescue team and work under the direct supervision of a paramedic preceptor. Internship sites are arranged in various U.S. locations. Efforts are made to place students in geographic locations of their choice; however, intern positions may not be available at all approved sites. Length of internship varies depending on the call volume at the location and successful application of paramedic skills.

Both the Mat-Su and Kenai campuses offer the program.

## ASSOCIATE OF APPLIED SCIENCE
Paramedical Technology

Graduates of the Paramedical Technology program will have the ability to:

1. Understand their roles and responsibilities as a program within an EMS system by applying the basic concepts of development, pathophysiology and pharmacology to assess and manage patients with emergency medical needs;
2. Maintain a patient's airway, oxygenate, and ventilate a patient and be able to take a proper history and perform a comprehensive physical examination;
3. Properly administer medications and communicate effectively with other healthcare providers including physicians, nurses, and other allied health personnel; and
4. Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages.

**ADVISING**
Advising for Mat-Su College (MSC) students for this program is only available from the Paramedical Technology faculty at MSC. Please call (907) 746-9329 for more information.

**ADMISSION REQUIREMENTS**
Admission to the MSC Paramedic programs is competitive and based on a ranking process. Program applications can be requested through the department or downloaded via the Internet. Application requirements must be completed prior to the May 15 application deadline.

**Admission Requirements for Paramedical Degree - Pre-Major Mat-Su College.**
Students should consider applying for admission as a "pre-major" in Paramedical Technology while enrolled in other Paramedical Technology degree prerequisite courses. While being a pre-major is not required, you may be eligible for financial aid since you will be considered a degree-seeking student. Students enrolled as Paramedical Technology pre-majors are still required to obtain a MSC campus-specific Certificate of Admission.

Admission as a Paramedical Technology pre-major does not guarantee admission to the Paramedical Technology degree program. Applications for the degree program that starts each fall must still be submitted by the May 15 deadline. Formal admission requirements to the Paramedical Technology AAS degree program are listed below.

1. Certificate of Admission from the Student Services, including transcripts from both high school/GED and college, with transcript evaluations (if any). Documentation from college transcripts must show successful completion of BIOL A111 and BIOL A112 with laboratories and grades of 2.00 (C) or above.
2. Student must attend an advising session with the MSC Paramedical Technology coordinator. Contact your campus (listed above) for an appointment.
3. Paramedic Program Application and Confidential Required Information form sent to the Paramedical Technology coordinator:
   a. Copy of current National Registry EMT-Basic or State of Alaska EMT-1 certificate
   b. Evidence of current Healthcare Provider or equivalent, CPR Card
   c. Copies of all current medical certifications or licenses
   d. Military DD-214 (long form); if applicable
   e. Complete Anatomy & Physiology I and II (BIOL A111, BIOL A112; 8 credits); with a minimum C grade.
   f. Take and submit to the program coordinator the scores from the Nurse Entrance Test (NET). It is scheduled through the KPC, MSC, or UAA testing center where you intend to take the examination.
   g. Resume with three letters of recommendation
   h. Admissions essay
4. Upon completion of items 1-3, student files are ranked based on a point system. The top 25 MSC applicants will be notified and invited for oral interviews by a selection committee. The top 16 MSC will be accepted into the program. The remaining standby applicants will be ranked and offered a position should an accepted applicant decline admission. Please contact department for further details. Students will be contacted in June with their results.

**ADMISSION REQUIREMENTS BEFORE BEGINNING COURSEWORK**
Once admitted to the Paramedic program, students are required to provide the following before actually beginning coursework.

1. Provide documentation from personal physician, PA-C, or NP affirming capability of performing the physical tasks as outlined by the DOT 1998 Paramedic Curriculum.
2. Evidence of:
   a. Immunity to rubella and mumps confirmed by titer;
   b. Immunity to hepatitis A and hepatitis B, confirmed by titer (first semester clinical students may be in the process of completing the immunization series; for those students, documentation of immunity by titer is required prior to entry into PMED A295 course);
   c. Immunity to chicken pox documented by history, titer or current immunization;
   d. Diphtheria/tetanus vaccination within the past 10 years (with booster required at the time of expiration);
   e. Freedom from active tuberculosis, documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician, or physician's assistant;
   f. Documentation of HIV testing annually (results not required to be submitted to MSC).
3. Healthcare Provider or equivalent CPR certificate must be kept current.
4. Professional liability insurance in the amount of $1 million/$3 million must be maintained throughout the duration of the student's enrollment in the Paramedic program. The policy will be paid out of student lab fees.
5. Submit results of a state- and national-level criminal background check. Must be completed prior to the start of courses. This process can take several months to complete.
6. Document having been found free of illegal drugs. Tests

must be taken and results submitted to the Paramedical Technology coordinator after being accepted into the program, and before the first day of class.

Students enrolled in clinical courses must provide their own transportation to clinical assignments and will be required to purchase uniforms and specialized equipment. The college assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are injured while completing clinical assignments are responsible for all associated medical costs. No workers compensation will be awarded if injured on a clinical site, or during the field internship. It is strongly recommended that students maintain personal medical insurance.

**ACADEMIC PROGRESS**

1. Students are required to earn a grade of 3.00 B or higher in each PMED course. Failure to maintain a passing grade of B will result in dismissal from the program.
2. Students MUST complete all General Degree courses (English, communications and math) before they register for or begin their ride-along internship (PMED A295).

**GENERAL UNIVERSITY REQUIREMENTS**

Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

**Communication Requirements (9 credits)**

Oral communication – COMM A111 is recommended (3)
Written communication – ENGL A111 is required and ENGL A212 is recommended (6)

**Natural Science Requirements (8 credits)**

BIOL A111 and BIOL A112 are required prerequisites for admission into the Paramedic program and also fulfill the general requirements for the AAS degree.

**Math Requirements (3 credits)**

MATH A105 Intermediate Algebra (or higher) (3)

**Major Requirements (48 credits)**

PMED A241 Paramedicine I (8)
PMED A242 Clinical Rotation I (4)
PMED A251 Paramedicine II (8)
PMED A252 Clinical Rotation II (4)
PMED A261 Paramedicine III (8)
PMED A262 Clinical Rotation III (4)
PMED A295 Paramedical Internship (12)

A total of **68** credits is required for the degree.

**FACULTY**

Kathy Griffin, Coordinator/Assistant Professor
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# REFRIGERATION & HEATING TECHNOLOGY

Four Occupational Endorsement Certificates, one Undergraduate 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 Undergraduate Certificate in Refrigeration and Heating Technology. The A.A.S. degree may be earned by obtaining the Undergraduate Certificate in Refrigeration and Heating Technology and successfully completing the General University and General Course Requirements for an Associate's 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.

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

**PROGRAM OBJECTIVES AND STUDENT LEARNING 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.

## OCCUPATIONAL ENDORSEMENT CERTIFICATES

**ADMISSION**
Satisfy the admissions requirements for Occupational Endorsement Certificates in Chapter 6 of this Catalog. Students must achieve an acceptable score on placement tests in Reading, Writing and Mathematics.

**ADVISING**
Students are urged to meet with a faculty advisor prior to enrollment in RH classes.

**ACADEMIC PROGRESS**
Prerequisites: Certain courses require prerequisites or faculty permission. Students must pass all courses listed in Core Requirements before attempting any of the specialty courses.

**CERTIFICATE REQUIREMENTS**
Students seeking an R&H certificate must complete the following core requirements.

### OCCUPATIONAL ENDORSEMENT CERTIFICATE
**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 & Job Etiquette (1)

### OCCUPATIONAL ENDORSEMENT CERTIFICATE
### Residential and Light Commercial Heating & Ventilation

1. Complete the Core Requirements (12 credits)
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 Occupational Endorsement Certificate.

### OCCUPATIONAL ENDORSEMENT CERTIFICATE
### Commercial HVAC Systems

1. Complete the Core Requirements (12 credits)
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 Occupational Endorsement Certificate.

### OCCUPATIONAL ENDORSEMENT CERTIFICATE
### Residential and Light Commercial Air-Conditioning and Refrigeration

1. Complete the Core Requirements (12 credits)
2. Complete the following certificate requirements (10 credits):
   RH A101 Refrigeration & Air-Conditioning Fundamentals (4)
   RH A126 Electrical Circuits for R&H II (3)
   RH A132 Troubleshooting HVAC/R Systems (3)
3. A total of **22** credits is required for the Occupational Endorsement Certificate.

### OCCUPATIONAL ENDORSEMENT CERTIFICATE
### Commercial Refrigeration Systems

1. Complete the Core Requirements (12 credits)
2. Complete the following certificate requirements (12 credits):
   RH A101 Refrigeration & Air Conditioning Fundamentals (4)
   RH A122 Refrigeration & Air Conditioning (4)
   RH A201 Commercial & Ammonia Refrigeration (4)
3. A total of **24** credits is required for the Occupational Endorsement Certificate.

## UNDERGRADUATE CERTIFICATE
## Refrigeration & Heating Technology

**ADMISSION**
See Admission to Undergraduate Certificate and Associate degrees on page 39. Students must achieve an acceptable score on placement tests in reading, writing and mathematics.

**ADVISING**
Students are urged to meet with a faculty advisor prior to enrolling in RH courses.

**ACADEMIC PROGRESS**
Prerequisites: Certain courses require prerequisites or faculty permission. Students must pass all courses listed in Core Requirements before attempting any of the specialty courses.

**GENERAL UNIVERSITY REQUIREMENTS**
Complete the General University Requirements for Certificates listed on page 70.

**CERTIFICATE REQUIREMENTS**
1. Complete the following required courses: (51 credits)

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

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

Second Year, Second Semester (Spring)
- RH A226 Commercial HVAC/R Systems (4)
- RH A228 Advanced Hydronic Heat Systems (4)
- RH A229 HVAC/R Control Systems (3)
- RH A232 HVAC/R Sheet Metal (3)

2. A total of **51** credits is required for the certificate.

## ASSOCIATE OF APPLIED SCIENCE
## Refrigeration & Heating Technology

**ADMISSION REQUIREMENTS**
See Admission to Undergraduate Certificate and Associate degrees on page 39. Students must achieve an acceptable score on placement tests in Reading, Writing and Mathematics.

**ADVISING**
Students are urged to meet with a faculty advisor prior to enrolling in RH courses.

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

**AAS DEGREE REQUIREMENTS**
1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science general 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 Comm (3)

   and one of the following:
   - 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)
   - CIOS A260A Business Communication(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 80.) 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 Fundamentals (4)
- RH A103 Technical Math for Industrial Trades (3)
- RH A105 Electrical Circuits for R & H I (3)
- RH A109 Principles of Thermodynamics (3)

First Year, Second Semester (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 & Ammonia Refrigeration (4)
- RH A203 HVAC/R Basic Controls (3)
- RH A209 Codes for HVAC/R (2)
- RH A211 Customer Relations & 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.

**FACULTY**
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Jack Cypher, Assistant Professor
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# RENEWABLE ENERGY

The Renewable Energy program is offered through Matanuska-Susitna College.

Admission to the OEC in Renewable Energy program is currently suspended at Mat-Su College. Contact an academic counselor in Student Services for further information.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Renewable Energy

In the Renewable Energy Occupational Endorsement Certificate Program, students learn the fundamental concepts and skills necessary to pursue employment or gain further training as renewable energy technicians. Students are introduced to the physical principles of various renewable energies including solar, wind, hydro, and geothermal power sources. Terminology, energy conservation, and safety are emphasized throughout the program. Coursework incorporates the appropriate skills and knowledge necessary for students to become effective employees in the energy, utility, and maintenance industries. Career pathways may include operating large- and small-scale renewable power production facilities; designing, installing, and maintaining renewable energy systems; or assisting homeowners and businesses with energy efficiency. A required practicum provides applied experience in a workplace setting.

**STUDENT LEARNING OUTCOMES**

Upon completion of the occupational endorsement certificate, students will demonstrate:

- Knowledge of renewable energy resources and technologies
- Basic technical skills for diesel engine repair
- Introductory understanding of basic physics and power management as applied to renewable energy
- Familiarity with OSHA General Industry standards and safety
- Entry-level skills for renewable energy project development and management

**ADMISSION REQUIREMENTS**

See Admission to Occupational Endorsement Certificate in Chapter 6 of this catalog.

**ACADEMIC PROGRESS**

In order to receive the Renewable Energy Occupational Endorsement Certificate, students must achieve a grade of C or better in all courses required for the occupational endorsement certificate.

**GRADUATION REQUIREMENTS**

1. Complete the following required courses (23 credits):
   - RE A100 Introduction to Renewable Energy (3)
   - RE A101 Industrial Safety for Renewable Energy (2)
   - RE A102 Applied Physics for Renewable Energy (3)
   - RE A106 Introduction to Diesel Engines (3)
   - RE A200 Power Generation Systems (3)
   - RE A201 Power System Management (3)
   - RE A203 Renewable Energy Project Development (3)
   - RE A295 Renewable Energy Practicum (3)
2. A total of **23** credits are required for this Occupational Endorsement Certificate.

**FACULTY**

Mark Masteller, Assistant Professor
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# 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.

**STUDENT LEARNING OUTCOMES**

1. Define and demonstrate an understanding of the foundations of contemporary business.
2. Demonstrate the principles of profit in business, issues of social responsibility, and forms of business ownership.
3. Describe roles of management in the specialized fields of human resources, finance, production and marketing.
4. Describe entrepreneurship, the steps in starting a small business, basic management concepts, fundamentals of selling, marketing, financial and internal controls, and legal/governmental controls.
5. Demonstrate an understanding of the supervisor's role and the development of planning, organizing, motivating, and controlling.
6. Demonstrate an elementary understanding of business law and the ability to identify and apply elements of contract, tort, agency, and property law.
7. Understand the fundamental concepts underlying the preparation of primary financial statements, financial statement analysis, cash flow planning, capital assets, budgeting and long term debt financing.
8. Demonstrate an understanding of market planning strategy and marketing concepts to include the nature of marketing and its environment, selecting target markets and developing a market mix: product, price promotion and distribution.
9. Demonstrate skills to sell themselves, products, services and ideas by using the steps of the selling process, buyer behavior, communication, and the market mix.

## ASSOCIATE OF APPLIED SCIENCE
Small Business Administration

**ADMISSION REQUIREMENTS**

See Admission to Undergraduate Programs on page 39.

**GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for Associate Degrees listed on page 70.
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 Requirements and business core requirements (refer to the current UAA Catalog) when selecting courses to fulfill the Associate of Applied Science General Course Requirements.

   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:
   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)
   CIOS A260A Business Communication (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 80.) 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 Acct II (3)
   **or**
   ACCT A201 Principles of Financial Acct (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 A172 Applied Finite Math (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 Survey of Finance (3)
   BA/JUST A241 Business Law I (3)
   BA A260 Marketing Practices (3)
   BA A264 Personal Selling (3)
3. Complete 9-12 credits of electives from the following:
   BA A131 Personal Finance (3)
   BA/JUST A242 Business Law II (3)
   BA A273 Introduction to Statistics for Business and Economics (3)
   LGOP A110 Logistics, Information, and Customer Service (3)
   LGOP A120 Warehouse & Inventory Control Ops (3)
   LGOP A160 Purchasing and Supply Management (3)
   **or** any 300-level business course provided the prerequisites have been met. All ACCT, BA, CIS, ECON, LGOP, and LOG are considered business courses.*

   *Students who may decide to pursue a Bachelor of Business Administration degree can maximize transferability of their credits by taking MATH A107 or MATH A172, BA A273, and any 300-level business course as long as prerequisites have been completed.
4. Students must complete 6 credits selected from Humanities, Mathematics and Natural Sciences, or Social Sciences from the AAS General Course Requirement Classification List, other than BA A151 and MATH A105, or MATH A107/MATH A172.
5. A total of **60** credits is required for the degree.

Note: Students planning to go on to a BBA Accounting degree must have a grade of C or better in all business courses.

**FACULTY**

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# VETERINARY ASSISTING

The Veterinary Assisting program is offered through Matanuska-Susitna College.

## OCCUPATIONAL ENDORSEMENT CERTIFICATE
## Veterinary Assisting

A Veterinary Assistant plays a vital role within the veterinary profession. In the Veterinary Assisting Occupational Endorsement Certificate Program, students learn how to assist and support the veterinarian and the veterinary technician in their daily tasks. Students will learn the fundamentals required for the care, treatment, and management of both the animals as patients and people as clients. Students learn the fundamentals of good customer service, communication skills, and the essentials of clerical responsibilities. They further learn the fundamental skills of proper handling, nutrition, and nursing care for both large and small animals. Students are introduced to clinical patient management and laboratory procedures.

**STUDENT LEARNING OUTCOMES**

Upon completion of the Occupational Endorsement Certificate, students will demonstrate:

- Knowledge of veterinary practice administration
- Basic ability to handle and restrain large and small animals
- Understanding of basic medical terminology
- Introductory understanding of animal anatomy and physiology
- Entry level skills for laboratory procedures
- Effective customer service and communication skills

**ADMISSION REQUIREMENTS**

See Admission to Occupational Endorsement Certificate in Chapter 6 of this catalog.

**CERTIFICATE REQUIREMENTS**

In order to receive the Veterinary Assisting Occupational Endorsement Certificate, students must achieve a grade of C or better in all courses required for the Occupational Endorsement Certificate.

1. Complete the following required courses:
   - VETT A101 Introduction to the Veterinary Profession (1)
   - VETT A103 Veterinary Office Procedures (3)
   - VETT A122 Basic Handling & Behavior: Small Animals (2)
   - VETT A123 Basic Handling & Behavior: Large Animals (2)
   - VETT A124 Introduction to Small Animals (3)
   - VETT A125 Introduction to Large Animals (3)
   - VETT A201 Veterinary Anatomy and Physiology (4)
   - VETT A295 Veterinary Assistant Practicum (3)
2. A total of **21** credits are required for this Occupational Endorsement Certificate.

**COORDINATOR**

Dr. Robert DuBey, Assistant Professor of Science
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UNIVERSITY of ALASKA

*Many Traditions One Alaska*

## Cooperative Degrees with other UA Campuses

Students pursuing a degree program conferred through UAA's Anchorage campus are welcome to attend Matanuska-Susitna College as degree-seeking students. The following pages give partial information and major requirements for the degrees listed above. For program specifics, requirements, and admission and graduation applications deadlines see the full catalog for the campus offering the degree or certificate.

UAA UNIVERSITY of ALASKA ANCHORAGE

UAA Conferred degrees available at MSC include:

AAS Nursing
Bachelor of Arts, Elementary Education
Bachelor of Human Services

http://www.uaa.alaska.edu/records/catalogs/index.cfm

The University of Alaska Fairbanks

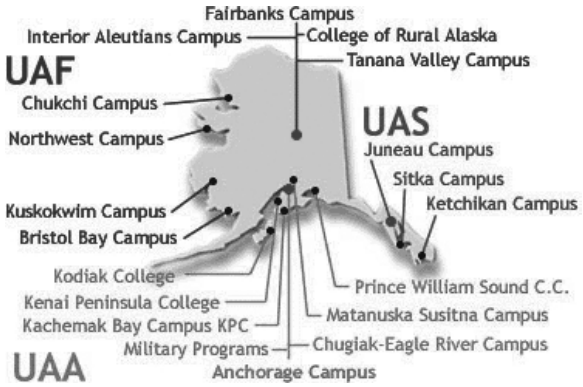
Statewide Certificate and Associate of Applied Science Degree

**Information Technology Specialist**

UAF Palmer Research Center

**Bachelor of Science,**
**Natural Resources Management**

http://www.uaf.edu/catalog/index.html



# University of Alaska Anchorage
# ELEMENTARY EDUCATION

Mat-Su College faculty contact:
Dr. Marc Robinson, Assistant Professor of Elementary Education
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**BACHELOR OF ARTS, ELEMENTARY EDUCATION**
**(with Teacher Certification)**

Individuals interested in undergraduate elementary teacher preparation may obtain either a BA in Elementary Education or a Post-Baccalaureate Certificate in Elementary Education with elementary teacher certification. See UAA Catalog Chapter 11, Post-Baccalaureate Certificate Programs, for more information.

The BA in Elementary Education is a professional degree nationally recognized by the Association of Childhood Education International (ACEI). Unique features of the program include an emphasis on culturally responsive teaching in Alaska's context; a strong liberal studies focus; exposure to a range of teaching and curriculum design approaches, including integration of educational technology; and focused field experiences, developmentally sequenced and in a variety of school/classroom settings. Applicants are encouraged to take EDFN A101 Introduction to Education (3 credits) to learn more about the field of education. Elementary Education supports an Honors Track option. See an advisor for course guidance.

**Student Learning Outcomes**
Student learning outcomes for the program are based on the Standards
for Alaska's Teachers located at www.eed.state.ak.us/standards and the Association for Childhood Education International (ACEI) standards located at www.acei.org. Within a culturally responsive framework, program graduates will:

1. Construct learning opportunities that support K-6 students' development, acquisition of knowledge, and motivation.
2. Design and implement curriculum that supports K-6 students' learning of language arts, science, mathematics, social studies, the arts, health, and physical education.
3. Plan and implement instruction based on knowledge of K-6 students, learning, theory, curriculum, and community.
4. Create appropriate instructional opportunities to address diversity.
5. Use teaching strategies that encourage development of critical thinking and problem solving.
6. Foster active engagement in learning and create supportive learning environments.
7. Use effective communication strategies to foster inquiry and support interaction among K-6 students.
8. Use formal and informal assessments to inform and improve instructional practice.
9. Reflect on practice and engage in professional growth activities.
10. Establish positive collaborative relationships with families, colleagues, and the community.

**Admission Requirements**
***Admission to the University of Alaska Anchorage: Elementary Education Major***
Applicants must complete the Admission to Baccalaureate Programs Requirements in Chapter 7, Academic Standards and Regulations. Application forms are available at: www.uaa.alaska.edu/admissions.

***Admission to the Department of Teaching and Learning, College of Education: Elementary Education Major***
In order to be admitted to the Department of Teaching and Learning, students must:

1. Submit an application to the Department of Teaching and Learning.
2. Complete the Tier I Basic College-Level Skills General Education Requirements.
3. Have a cumulative GPA of 2.75.
4. Have a GPA of 3.00 in Major Requirements.
5. Successfully complete the Praxis I: Pre-Professional Skills Test (PPST). Contact the Department of Teaching and Learning for current passing scores.
6. Successfully complete the following courses with a grade of C or higher: EDEL A205 Becoming an Elementary Teacher and EDSE A212 Human Development and Learning or PSY A365 Child and Adolescent Development.
7. Submit Interested Person Report.

*Note: Admission to the Department of Teaching and Learning is competitive. Qualified applicants are accepted on a space-available basis. Admission to the university as an Elementary Education major does not guarantee admission to the department.*

**Admission to Field Experiences**
Admission to field experiences is separate from admission to the program and may be limited by community partners. See Field Placements located at the beginning of the College of Education section of this chapter. Applications for EDEL A495A, Elementary Education Practicum II, and Elementary Internship courses must be submitted by the semester before enrolling in EDEL A495A. Qualified applicants are accepted on a space available basis. Admission to the Department of Teaching and Learning does not guarantee admission to the field experiences.

The Elementary Programs Admission Committee determines a candidate's readiness to enroll in all field experiences. The candidate must realize that requirements set forth below constitute minimum preparation, and it may be the judgment of the committee that the candidate needs further work to develop content knowledge or skills to work with children.

***EDEL A495A, Elementary Practicum II and Internship Admission Criteria***
EDEL A495A, Elementary Education Practicum II, increases the time in the classroom and the planning and teaching experiences, with focus on the classroom environment, math and science. The Elementary Internship includes a capstone seminar and extensive, supervised teaching experiences in an elementary classroom. Emphasis is placed on meeting the Alaska Beginning Teacher Standards. Criteria include the following:

1. Meet all the requirements for and be admitted to the Department of Teaching and Learning as an Elementary Education major.
2. Submit an application form for admission to Internship, including a resume and letter of introduction, by the department's published deadline.
3. Participate in a screening interview.
4. Complete all prerequisite courses.
5. Successfully complete the Praxis II: Elementary Content Knowledge (0014). Contact the Department of Teaching and Learning for current passing score.
6. Have a cumulative GPA of 2.75.
7. Have a GPA of 3.00 in Major Requirements.
8. Apply for the Student Teaching Authorization Certificate. This application includes fingerprinting and a criminal background check. Fee required. Contact COE advisors for more information.
9. A current Student Teaching Authorization Certificate is necessary for Internship.

**Academic Progress**
Satisfactory progress in the practicum courses (EDEL A395 and EDEL A495A) is required for enrollment in the internship (EDEL A495B). All Major Requirements, EDSE A212, and MATH A205 must be completed with a grade of C or higher in order to obtain an institutional recommendation for elementary teacher certification.

**Graduation Requirements**
Candidates must complete the following graduation requirements:

A. General University Requirements
Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.
B. General Education Requirements
Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

C. Background Check Requirements
See Field Placements located at the beginning of the College of Education section of this chapter.

D. Liberal Studies Area
Complete the liberal studies area. These courses are selected to provide future elementary teachers with the skills and background knowledge in the various subjects they will be expected to teach. The selection is based on national and state standards for content preparation. Some of the liberal studies courses may also be used to meet General Education Requirements (GERs).

**Sciences Core (15-24 credits)**

| | | |
|---|---|---|
| LSIS A102 | Origins: Earth-Solar System-Life (5) | 5-8 |
| or | | |
| GEOL A111 | Physical Geology (4) | |
| and one of the following lecture/lab combinations: | | |
| ASTR A103 | Solar System Astronomy (3) | |
| and | | |
| ASTR 103L | Solar System Astronomy Laboratory (1) | |
| or | | |
| ASTR A104 | Stars, Galaxies and Cosmology (3) | |
| and | | |
| ASTR A104L | Stars, Galaxies and Cosmology Lab (1) | |
| LSIS A201 | Life on Earth (5) | 5-8 |
| or | | |
| BIOL A102 | Introductory Biology (3) | |
| and | | |
| BIOL A103 | Introductory Biology Laboratory (1) | |
| and one of the following: | | |
| BIOL A115 | Fundamentals of Biology I (4) | |
| or | | |
| BIOL A116 | Fundamentals of Biology II (4) | |
| LSIS A202 | Concepts and Processes: Natural Sciences (5) | 5-8 |
| or | | |
| CHEM A103 | Survey of Chemistry (3) | |
| and | | |
| CHEM A103L | Survey of Chemistry Laboratory (1) | |
| and one of the following lecture/lab combinations: | | |
| PHYS A115 | Physical Science (3) | |
| and | | |
| PHYS A115L | Physical Science Laboratory (1) | |
| or | | |
| PHYS A123 | Basic Physics I (3) | |
| and | | |
| PHYS A123L | Basic Physics I Laboratory (1) | |

**Social Sciences and Humanities Core (36-39 credits)**
Students must fulfill GERs for baccalaureate degrees including 6 credits of social sciences from two different disciplines and 6 credits of humanities.

| | | |
|---|---|---|
| ANTH A250 | The Rise of Civilization (3) | 3 |
| or | | |
| HIST A390A | Themes in World History (3) | |
| HIST A131 | History of United States I (3) | 3 |
| or | | |
| HIST A132 | History of United States II (3) | |
| or | | |
| HIST A355 | Major Themes in US History (3) | |
| EDSE A212 | Human Development and Learning (3) | |
| ENGL A121 | Introduction to Literature (3) | 3 |
| or | | |
| ENGL A201 | Masterpieces of World Literature I (3) | |
| or | | |
| ENGL A202 | Masterpieces of World Literature II (3) | |
| HUM A211 | Introduction to Humanities I (3) | 3 |
| or | | |
| HUM A212 | Introduction to Humanities II (3) | |
| or | | |
| HNRS A192 | Honors Seminar: Enduring Books (3) | |
| LSSS A111 | Cultural Foundations of Human Behavior (3) | 3 |
| or | | |
| HNRS A292 | Honors Seminar in Social Science (3) | |
| or | | |
| ANTH A202 | Cultural Anthropology (3) | |
| LSIC A231 | Truth, Beauty, and Goodness (3) | 3 |
| or | | |
| PHIL A301 | Ethics (3) | |
| LSSS A311 | People, Places, and Ecosystems (3) | 3 |
| or | | |
| ENVI A211 | Environmental Science: Systems and Processes (3) | |
| LSIC A331 | Power, Authority, and Governance (3) | 3 |
| or | | |
| SOC/PS A351 | Political Sociology (3) | |
| LSSS A312 | Individuals, Groups, and Institutions (3) | 3 |
| or | | |
| PSY A111 | General Psychology (3) | |
| and | | |
| SOC A101 | Introduction to Sociology(3) | |
| or | | |
| SOC A375 | Social Psychology (3) | |
| or | | |
| PSY A375 | Social Psychology (3) | |
| LSIC A332 | Science, Technology and Culture (3) | 3 |
| Select one course from fine arts GERs | | 3 |

**Mathematical Skills (9-13 credits)**

| | | |
|---|---|---|
| MATH A205 | Communicating Mathematical Ideas | 3 |
| and | | |
| STAT A252 | Elementary Statistics (3) | 3-4 |
| or | | |
| STAT A253 | Applied Statistics for the Sciences (4) | |
| and | | |
| Select one additional course from quantitative skills GERs | | 3-6 |

**Oral and Written Communication Skills (9 credits)**

| | |
|---|---|
| Select one course from oral communication GERs | 3 |
| Select two courses from written communication GERs | 6 |

E. Major Requirements
It is recommended that students complete EDFN A101 Introduction to Education prior to enrolling in the following major courses. It is strongly recommended that you see an advisor to stay on track. Field experiences in public schools are required as part of most courses.

1. Complete the following core courses (22 credits)

| | | |
|---|---|---|
| EDEC A242 | Family and Community Partnerships (3) | 3 |
| or | | |
| HRNS A310 | Community Service: Theory and Practice (3) | |
| EDEL A205 | Becoming an Elementary Teacher | 2 |
| EDEL A392 | Elementary Education Seminar I: Culturally Responsive Teaching (2) | |
| EDFN A206 | Introduction to Assessment in Education | 1 |
| EDFN A300 | Philosophical and Social Context of American Education (3) | 3 |
| or | | |
| EDFN A304 | Comparative Education (3) | |
| EDFN A301 | Foundations of Literacy and Language Development | 3 |
| EDFN A302 | Foundations of Educational Technology | 2 |
| EDFN A478 | Issues in Alaska Native Education, K-12 | 3 |
| EDSE A482 | Inclusive Classrooms for All Children | 3 |

2. Complete the following methods courses (18 credits)**:

| | | |
|---|---|---|
| EDEC A106 | Creativity and the Arts in Early Childhood Education | 3 |
| EDEL A325 | Teaching Literacy in Elementary Schools | 6 |
| EDEL A327 | Teaching Social Studies in Elementary Schools | 2 |
| EDEL A426 | Teaching Mathematics in Elementary Schools | 3 |
| EDEL A428 | Teaching Science in Elementary Schools | 2 |
| PEP A345 | Incorporating Health and Physical Activity into the Pre-K-6 Classroom | 2 |

**Concurrent enrollment in multiple courses is required. See an advisor for details.

3. Complete the following field experiences and internship (16-19 credits):

| | | |
|---|---|---|
| EDEL A395 | Elementary Education Practicum I: Literacy and Social Studies | 2 |
| EDEL A492A | Elementary Education Seminar II: Learning Environment | 2 |
| EDEL A492B | Elementary Education Seminar III: Teaching Capstone | 3 |
| EDEL A495A | Elementary Education Practicum II: Learning Environment, Mathematics, | |

| | | |
|---|---|---|
| | Science | 3 |
| EDEL A495B | Elementary Education Internship | 6-9 |
| or | | |
| For Honors Option Senior Requirement: | | |
| HRNS A499 Thesis (3) | | |
| and | | |
| EDEL A495B | Elementary Education Internship (6) | |

4. A total of 125-141 credits is required for the degree, of which 42 credits must be upper division.

**BAEL and Honors College Option**
Take the following Honors College Core Program Courses (16 credits)

| | | |
|---|---|---|
| HNRS A192 | Honors Seminar: Enduring Books | 3 |
| HNRS A292 | Honors Seminar in Social Science | 3 |
| HNRS A310 | Community Service: Theory and Practice | 3 |
| HNRS A392 | Honors Thesis Seminar | 1 |
| HNRS A499 | Honors Thesis | 3 |
| and taken concurrently with EDEL A495B Internship (6) | | 3 |

(three credits of Internship apply to the Senior Requirement)
*Important: See an advisor if considering the Honors Option.*

**Institutional Recommendation, Elementary Teacher Certification (K-6)**
Following are the requirements for an institutional recommendation:

1. Major requirements completed with a grade of C or higher.
2. Cumulative GPA of 2.75.
3. Cumulative GPA of 3.00 in all Major Requirements, EDSE A212 and MATH A205.
4. Passing scores on the Praxis I (PPST) and Praxis II (0014) exams.
5. Internship satisfactorily completed.
6. BA in Elementary Education degree conferred.

## University of Alaska Anchorage Human Services

**OCCUPATIONAL ENDORSEMENT CERTIFICATE CONFLICT RESOLUTION**

**Admission Requirements**
Satisfy the admission requirements for Occupational Endorsements found in the UAA Catalog Chapter 7, Academic Standards and Regulations.

**Certificate Requirements**

1. Complete the General University Requirements for Occupational Endorsement Certificates found at the beginning of this chapter.
2. Complete the following required courses:

| | | |
|---|---|---|
| HUMS A223 | Introduction to Paraprofessional Counseling I | 3 |
| HUMS A224 | Conflict and Collaborative Systems | 3 |
| HUMS A324 | Introduction to Paraprofessional Counseling II | 3 |
| HUMS A333 | Alternative Dispute Resolution | 3 |
| HUMS A334 | Family Mediation | 3 |
| HUMS A434 | Group Facilitation for Human Service Professionals | 3 |

3. A total of 18 credits is required for the occupational endorsement certificate.

**BACHELOR OF HUMAN SERVICES**

**Admission Requirements**
Complete the Requirements for Admission to Baccalaureate Degree programs in the UAA Catalog Chapter 7 of this catalog. Students must complete an Associate of Applied Science, Human Services degree from an accredited institution recognized by UAA. See the Human Services website at www.uaa.alaska.edu/hums or the Human Services Student Handbook for the Bachelor of Human Services admission process.

**Graduation Requirements**
Students must complete the following graduation requirements:

A. General University Requirements
Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

B. General Education Requirements
Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

C. Major Requirements
1. Complete the following Bachelor of Human Services core requirements:*

| | | |
|---|---|---|
| HUMS A321 | Diversity Issues in Human Services Practice | 3 |
| HUMS A322 | Service Coordination in Human Services Practice | 3 |
| HUMS A333 | Alternative Dispute Resolution | 3 |
| HUMS A412 | Ethical Issues in Human Services Practice | 3 |
| HUMS A414 | Rural Treatment Strategies for Human Service Professionals | 3 |
| HUMS A417 | Substance Abuse Counseling for Human Service Professionals | 3 |
| HUMS A424 | Advanced Counseling for Human Service Professionals | 3 |
| HUMS A434 | Group Facilitation for Human Service Professionals | 3 |
| HUMS A461 | Crisis Intervention | 3 |
| HUMS A495A | Human Services Practicum III | 3 |
| HUMS A495B | Human Services Practicum IV | 3 |

* Note: Cannot be used in emphasis areas.

2. Complete an additional 6 credits (to total 12 credits) from the AAS Major Requirements Emphasis Areas.
**Note: Each Human Service degree (Associate of Applied Science and Bachelor of Human Services) requires a 6-credit emphasis area. BHS students may complete 6 credits from a different emphasis area or an additional 6 credits from the emphasis area used for the AAS.
3. A total of 120 credits is required for the degree, of which 42 credits must be upper division.

## University of Alaska Anchorage School of Nursing

Professional Studies Building (PSB), Room 103, (907) 786-4550
www.uaa.alaska.edu/schoolofnursing

The mission of the Nursing program is to educate students for productive citizenship, personal growth, and professional nursing practice. The department offers potential students interested in becoming qualified to practice as a registered nurse two options: the Associate of Applied Science degree in Nursing and the Bachelor of Science degree in Nursing Science. The programs are designed to reflect Alaska's needs and health care delivery systems, although graduates are prepared for beginning practice positions in other geographic areas as well. An AAS Direct Articulation program is available for individuals who already hold the LPN license in Alaska. A baccalaureate completion program is available for individuals who already hold the RN license in Alaska. The nursing programs are approved by the Alaska Board of Nursing and accredited by the National League for Nursing Accreditation Commission (61 Broadway, New York, NY 10006; (212) 363-5555, ext 153). Graduates of the programs are eligible to write the National Council Licensing Examination (NCLEX) for licensure as a Registered Professional Nurse in Alaska and other nursing jurisdictions. The baccalaureate program also provides students with the academic base for graduate study in nursing.

Information sessions are available to interested students. Times and locations are recorded on (907) 786-4560.

**Admission Requirements**
See the current UAA Catalog for School of Nursing admission requirements.

**Undergraduate Certificate, Practical Nursing**
*Admission to the Practical Nursing Certificate program has been suspended. Please contact the department for information.*

**Associate of Applied Science, Nursing**

Graduates of the Associate of Applied Science, Nursing program are prepared to use the nursing process to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics, and community agencies.

**Associate of Applied Science, Nursing Licensed Practical Nurse Option**
Licensed practical nurses may complete the AAS Nursing program in three semesters. Admission to the clinical sequence is selective and determined by a ranking process. Students are encouraged to complete corequisite courses while waiting to qualify for admission to the clinical sequence.

**LPN Direct Articulation Track**
Licensed practical nurse students with a current unencumbered Alaska LPN license are eligible for the LPN Direct Articulation track. This track enables the LPN to enter NURS A125/A125L of the AAS nursing program. Upon successful completion of NURS A125 with a C or higher grade, and NURS A125L with a "pass," the student would be granted UAA course credits for NURS A120 and NURS A120L, for a total of 7 credits. To receive credit, the student must complete the appropriate form and pay an administrative fee per UAA policy.

**Bachelor of Science, Nursing Science**
Students pursuing the baccalaureate degree in Nursing Science are provided both the theory and clinical base to enable them to assess, plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities whose health status varies qualitatively and quantitatively. Students working on a degree in Nursing Science may choose from two options: the Basic Student Option and the Registered Nurse Option.

## University of Alaska Fairbanks
## Community & Technical College
## INFORMATION TECHNOLOGY SPECIALIST

College of Rural and Community Development
Community and Technical College 907-455-2800
Department of Computer and Information Technology Systems
www.ctc.uaf.edu/its/

This degree program is delivered collaboratively within the UA system.

Minimum Requirements for Certificate: 30 credits;
for A.A.S. Degree: 60 - 61 credits

The Information Technology Specialist certificate and associate programs teach students how to use, support, implement, and troubleshoot the computer and information technology systems found in educational, governmental ancorporate settings.

The certificate program focuses on foundation-level support skills required to effectively use and troubleshoot computer and information technology systems. Students completing the certificate program will be prepared for entry-level IT positions and to continue their education in the Information Technology Specialist A.A.S. degree program.

The A.A.S. degree program prepares individuals to implement, support, and troubleshoot computer and information technology systems and obtain employment as an IT professional. Associate degrees in computer technology support, network and system administration, and web development and administration are offered.

Students entering either the certificate or A.A.S. degree program should meet with a faculty advisor to discuss program content requirements and develop an education plan that matches the current skills and goals of the student.

## University of Alaska Fairbanks
## School of Natural Resources and Agricultural Sciences
## BACHELOR OF SCIENCE
## NATURAL RESOURCES MANAGEMENT

907-474-7083
www.uaf.edu/snras/

**High Latitude Agriculture Concentration**
The high latitude agriculture concentration 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 concentration 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 Department of High Latitude Agriculture provides statewide education, research and outreach in agriculture, soils, revegetation and bioremediation through the University of Alaska Fairbanks at the Fairbanks and Palmer Research Centers.

The Palmer Center for Sustainable Living houses the Matanuska Experiment Farm, the Biomass Energy Research and Development Laboratory (BERDL), and the Wood Utilization Research program.
http://www.uaf.edu/snras/afes/palmer-research-extension/
907- 746-9450

This is a University of Alaska Fairbanks (UAF) Bachelor of Science degree offered by the School of Natural Resources and Agricultural Sciences (SNRAS) Palmer Research Center in cooperation with the Mat-Su College and UAA.

**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 July 1 for the fall semester and November 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. Go to www.uaf.edu/admissions/apply for more information.

**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: 00106300

# CHAPTER 9
## COURSE DESCRIPTIONS

Mat-Su College
UNIVERSITY of ALASKA ANCHORAGE

Accounting . . . . . ACCT
Agriculture . . . . . AGRI
American Sign Language . . . . . ASL
Anthropology . . . . . ANTH
Architectural & Engineering Technology . . . . . AET
Art . . . . . ART
Biological Sciences . . . . . BIOL
Business Administration . . . . . BA
Chemistry . . . . . CHEM
Communication . . . . . COMM
Community Education . . . . . CED
Complex Systems . . . . . CPLX
Computer Information & Office Systems . . . . CIOS
Computer Information Systems . . . . . CIS
Computer & Network Technology . . . . . CNT
Computer Science . . . . . CS
Construction Management . . . . . CM
Counseling . . . . . COUN
Creative Writing & Literary Arts . . . . . CWLA
Dietetics & Nutrition . . . . . DN
Economics . . . . . ECON
Education: Early Childhood . . . . . EDEC
Education: Elementary Education . . . . . EDEL
Education: Foundations . . . . . EDFN
Emergency Medical Technology . . . . . EMT
Engineering . . . . . ENGR
English . . . . . ENGL
English-As-A-Second Language . . . . . ESL
Environmental Studies . . . . . ENVI
French . . . . . FREN
Geography . . . . . GEOG
Geology . . . . . GEOL
Guidance . . . . . GUID
Health Career Development . . . . . HCD
History . . . . . HIST
Honors . . . . . HERS
Humanities . . . . . HUM
Human Services . . . . . HUMS
Interior Design . . . . . ID
Japanese . . . . . JPN
Journalism & Public Communications . . . . JPC
Justice . . . . . JUST
Liberal Studies Integrated Core . . . . . LSIC
Liberal Studies Integrated Sciences . . . . . LSIS
Liberal Studies Social Sciences . . . . . LSSS
Library Science . . . . . LS
Logistics Operations . . . . . LGOP
Mathematics . . . . . MATH
Medical Assisting . . . . . MA
Music . . . . . MUS
Paramedical Technology . . . . . PMED
Philosophy . . . . . PHIL
Physics . . . . . PHYS
Political Science . . . . . PS
Preparatory English . . . . . PRPE
Psychology . . . . . PSY
Refrigeration & Heating . . . . . RH
Renewable Energy . . . . . RE
Russian . . . . . RUSS
Social Work . . . . . SWK
Sociology . . . . . SOC
Spanish . . . . . SPAN
Statistics . . . . . STAT
Theatre . . . . . THR
Veterinary Assisting . . . . . VETT

Note: Not all courses listed in this chapter are offered each semester.

# 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 approved UAA mathematics placement test score.
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 introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions. Includes discussion of the following asset categories: cash, accounts receivable, and inventory. Taught from the perspective of the accountant or bookkeeper who is responsible for recording accounting transactions.

**ACCT A102 Principles of Financial Accounting II 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A101 with minimum grade of C.
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 introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions dealing with long-term assets, current and long-term liabilities, as well as stockholder and partnership equity transactions, and the statement of cash flows. Taught from the perspective of the accountant/bookkeeper who is responsible for recording accounting transactions.

**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 A201 Principles of Financial Accounting 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: MATH A105 with minimum grade of C or approved UAA mathematics placement test score.
Special Note: ACCT A101 and ACCT A102 will satisfy the requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.
Introduction to financial accounting concepts and principles. Emphasizes the recognition and recording of financial information, the creation and understanding of financial statements, and the role accounting information takes in business and society.

**ACCT A202 Principles of Managerial Accounting 3 CR**
Contact Hours: 3 + 0
Prerequisites: CIS A110 and [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C.
Studies the generation and analysis of accounting information and its use by managers as they engage in planning, control, and decision-making activities in business and non-business organizations. Topics include product costing, cost-volume-profit analysis, profit planning, variance analysis, and relevant costs for decision making.

**ACCT A210 Income Tax Preparation 3 CR**
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.
Preparation of individual income tax returns, manually and computerized (using the latest in tax preparation software). Tax research and tax planning with emphasis on primary and administrative sources of income tax law. Emphasis is on the sources and interpretation of the tax laws and principles as well as how they apply to individuals.

**ACCT A222 Introduction to Computerized Accounting 3 CR**
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.
Introduction to processing accounting information using commercial accounting software. Illustrates conversion from manual to computerized accounting system; includes maintenance of chart of accounts and all master files; processing sales, receivables, and cash receipts, purchases, payables, and cash payments; preparation of financial statements and other reports. Includes only minimal coverage of the payroll function.

**ACCT A225 Payroll Accounting 3 CR**
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.
Introduces students to the federal and state laws and regulations that affect payroll and employment practices. Topics covered include calculation of wages, withholding taxes, health, retirement, and other voluntary deductions and preparation of payroll tax reports. Also includes recording and posting payroll information to accounting records.

**ACCT A230 Workpaper Preparation and Presentation 3 CR**
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] and ACCT A222 with minimum grade of C and CIS A110 with minimum grade of C.
Emphasizes preparation and analysis of workpapers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.

**ACCT A301 Intermediate Accounting I 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A202 with minimum grade of C and ACCT A216 with minimum grade of C.
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.

**ACCT A302 Intermediate Accounting II 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A301 with minimum grade of C.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
A continuation of the study of intermediate accounting including the principles governing financial reporting of investments, liabilities, stockholders' equity, revenues and cash flows.

**ACCT A310 Income Tax 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A202 with minimum grade of C and ACCT A216 with minimum grade of C.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
A study of the federal income tax law as it applies to individuals, sole proprietors, and property transactions. Emphasis is on research, theory, application, and tax planning.

**ACCT A342 Managerial Cost Accounting 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A202 with minimum grade of C.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Accounting as a planning and control device is studied by applying the concepts of cost flow, job order and process costing, flexible budgeting, standard cost analysis and relevant costing models.

# Agriculture AGRI

**AGRI A136 Introduction to Horticulture 3 CR**
Contact Hours: 3 + 0
Reviews plant structure and growth; soils; plant nutrition; plant propagation; potting media; fertilizers; indoor plant care; light management; container gardening; interior landscaping; greenhouse growing and plant forcing.

**AGRI A138 Organic Gardening 1-3 CR**
Contact Hours: 1-3 + 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 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 & 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
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 4 CR**
Contact Hours: 4 + 0
Course Attributes: UAA GER Humanities Requirement.
Introductory course for students with no previous knowledge of ASL. Develops receptive and expressive signing skills in ASL for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in American Sign Language.

**ASL A102 Elementary American Sign Language II 4 CR**
Contact Hours: 4 + 0
Prerequisites: ASL A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of introductory course. Further develops elementary receptive and expressive signing skills in ASL for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in American Sign Language.

**ASL A201 Intermediate American Sign Language I 4 CR**
Contact Hours: 4 + 0
Prerequisites: ASL A102.
Course Attributes: UAA GER Humanities Requirement.
Intermediate course for students with basic knowledge of ASL. Enhances receptive and expressive signing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in American Sign Language.

**ASL A202 Intermediate American Sign Language II 4 CR**
Contact Hours: 4 + 0
Prerequisites: ASL A201.
Course Attributes: UAA GER Humanities Requirement.
Continuation of first semester in intermediate ASL. Further develops receptive and expressive signing proficiency for effective communication and in preparation for advanced study of ASL. Students interpret diverse cultural perspectives. Course conducted in American Sign Language.

# Anthropology ANTH

**ANTH A101 Introduction to Anthropology 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
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 Req.
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, including education, politics, and law.

**ANTH A202 Cultural Anthropology 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Introduction to the methods, theories, and fundamental concepts in the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs, and issues related to gender, power, world systems and colonialism, and the social construction of human lives.

**ANTH A205 Biological Anthropology 3 CR**
Contact Hours: 3 + 0
Introduction to human behavior, genetics, classification and evolution with comparisons to other primates. Examines distribution, morphological and physiological adaptations of human populations.

**ANTH A211 Fundamentals of Archaeology 3 CR**
Contact Hours: 3 + 0
Introduction to basic concepts, theories and methods of archaeology with overview of historical development and major findings. Prepares students for archaeological field schools and more specialized courses.

**ANTH A250 The Rise of Civilization 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Survey of the emergence of civilization in human cultural development. A foundation course covering biological emergence of modern humans, appearance of complex symbolic culture, domestication, urbanization, trade, ritual and ideology, and state formation. A comparative framework is used covering primary areas of civilization--Sumeria, Egypt, China, Indus River, Mesoamerica, South America--and secondary areas, including Southeast Asia, Japan, Africa, and North America.

# 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
Prerequisites: (MATH A105 with minimum grade of C or concurrent enrollment).
Registration Restrictions: Proof of eligibility for placement into ENGL A111. Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of MATH A105.
Crosslisted with: CM A101.
Introduces basic CADD (computer aided drafting and design) skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between design and construction professionals and drafters/technicians.

**AET A102 Methods of Building Construction 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.
Crosslisted with: CM A102.
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 A102 or CM A102] and AET A181.
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 A102 or CM A102] and AET A181.
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 or CM A101] and [AET A102 or CM A102].
Crosslisted with: CM A123.
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 A102 or CM A102] and AET A181.
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
Prerequisites: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Crosslisted with: CM A142.
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, interpretation of construction drawings and building energy usage.

**AET A143 Mechanical and Electrical Drafting 3 CR**
Contact Hours: 2 + 3
Prerequisites: [AET A102 or CM A102] and AET A181.
Introduces technical analysis, theory, code requirements, CADD techniques, and construction drawing methodology to produce construction drawings for mechanical and electrical building systems. Includes drafting conventions, drawing symbols, terminology, and research methods for residential and commercial building mechanical and electrical 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 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 or CM A101.
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 coordinate systems, surface modeling, and solid modeling.

**AET A213 Civil Technology 4 CR**
Contact Hours: 2 + 4
Prerequisites: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Outlines elements of civil design, including soils and soil mechanics, foundations, roads, and utilities using local, state and federal regulations. Introduces elements of construction surveying.

**AET A231 Structural Technology 4 CR**
Contact Hours: 2 + 4
Prerequisites: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Crosslisted with: CM A231.
Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against natural forces such as gravity, wind, snow and earthquakes. Covers connection details and code requirements for wood, steel and reinforced concrete.

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

**AET A283 CADD Software Customization 3 CR**
Contact Hours: 2 + 3
Prerequisites: AET A181.
Presents the skills and knowledge necessary to modify and customize the CADD user interface, create customized CADD features for diverse domains, and manage CADD standards and projects in professional environments.

**AET A286 Design Project 4 CR**
Contact Hours: 2 + 4
Prerequisites: AET A181 and [AET A111 or AET A121 or AET A131 or AET A143].
Provides a culminating problem-solving situation for students from the various certificate programs. The problem will be taken from community-generated enterprise and solved in a project-based learning environment.

**AET A295 Architectural and Engineering Technology Internship 1-3 CR**
Contact Hours: 0 + 5-15
Registration Restrictions: Sophomore standing and faculty permission.
Grade Mode: Pass/No Pass.
Places students in generalized and specialized architectural, engineering or building construction offices related to student educational program and occupational objectives. Direct supervision by architect, engineer, or contractor professional, program faculty, and Cooperative Education Director.

# Art ART

**ART A100 Two-Dimensional Activities (Topics in Drawing, Design, or Painting) 1-3 CR**
Contact Hours: 0 + 2-6
Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas.
Art studio topics in drawing, painting, or design may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

**ART A101 Three Dimensional Activities (3-D Materials and Techniques) 1-3 CR**
Contact Hours: 0 + 2-6
Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas.
Art studio topics in sculpture, ceramics, or metalsmithing may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

**ART A102 Fiber and Basketry Activities (Topics in Fibers, Basketry, Weaving or Papermaking) 1-3 CR**
Contact Hours: 0 + 2-6
Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas.
Art studio topics in fibers, basketry, weaving, or papermaking may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

**ART A103 Replicative Arts (Topics in Printmaking, Photography, & Digital Arts) 1-3 CR**
Contact Hours: 0 + 2-6
Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas.
Art studio topics in printmaking, photography, and digital arts may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

**ART A104 Multi-Media Activities 1-3 CR**
Contact Hours: 0 + 2-6
Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas.
Art studio topics combining two or more disciplines in multi-media art processes to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

**ART A105 Beginning Drawing 3 CR**
Contact Hours: 0 + 6
Stacked with: ART A205, ART A305 and ART A405.
Introduction to elements of drawing based on development of skill using wet and dry media such as pencil, charcoal, conte, ink, and brush. Class and homework assignments in drawing and composition of objects, still lifes, perspective effects, and the human figure.

**ART A111 Two-Dimensional Design 3 CR**
Contact Hours: 0 + 6
Study of the organization, structure, and composition of form through the use of the basic design elements including color. Emphasis on development of design as related to two-dimensional art.

**ART A112 Color Design 3 CR**
Contact Hours: 0 + 6
Study of fundamentals of color and two-dimensional visual perception. Projects will emphasize evaluation and mixing of color.

**ART A113 Three-Dimensional Design 3 CR**
Contact Hours: 0 + 6
Exploration of three-dimensional design. Focus on terminology, exploration of materials, and appropriate use of hand and power tools. Development of problem-solving skills and methods of self-evaluation.

**ART A160 Art Appreciation 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Fine Arts Requirement.
Development of an appreciation of all the visual arts. Emphasis is on the theories, practice, materials and techniques of the visual arts.

**ART A180A Beginning Stained Glass 3 CR**
Contact Hours: 1 + 4
Special Note: Does not apply to BA/BFA Art degrees.
Overview of history and concepts of stained glass and the application of techniques and design principles of stained glass. Development of flat and/or 3-D copper foil stained glass pieces of art.

**ART A180B Intermediate Stained Glass 1 CR**
Contact Hours: 0 + 2
Prerequisites: ART A180A.
Special Note: Does not apply to the BA/BFA Art degrees.
Overview of contemporary history and concepts of stained glass and the application of techniques and design principles of stained glass. Development of flat and/or 3-D copper foil stained glass pieces of art.

**ART A205 Intermediate Drawing 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A105.
Stacked with: ART A105, ART A305 and ART A405.
Expands visual awareness, technical ability and creative/conceptual input. Complex technical and intuitive/creative approaches to drawing will be investigated. Class and homework assignments in drawing objects, still life, perspective effects, and human forms.

**ART A209 Beginning Metalsmithing and Jewelry 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A105.
Stacked with: ART A309 and ART A409.
Introduction to the basic techniques, tools, and materials, and application of design principles. Includes historical considerations.

**ART A211 Beginning Sculpture 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A105 and ART A113.
Stacked with: ART A311 and ART A411.
Exploration of fundamental elements of sculpture: form, mass, volume, scale, material, and surface. Introduction to aesthetics and history of modern sculpture. Includes tools, techniques, and materials available to the sculptor.

**ART A212 Beginning Watercolor 3 CR**
Contact Hours: 0 + 6
Stacked with: ART A312 and ART A412.
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.
Stacked with: ART A313, ART A413 and ART A414.
Special Note: May be repeated once for credit with substantive changes in media or emphasis.
Introduction to materials and traditional techniques as applied to painting as a fine art. Focus on visual awareness, technical ability and conceptual input with investigation of intuitive and creative approaches. Subject matter drawn from still life, landscape/nature, interior spaces and the human form.

**ART A215 Beginning Printmaking 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A105 and ART A111.
Stacked with: ART A315 and ART A415.
Introduces basic skills and concepts of printmaking process. Focuses on creativity and craftsmanship including traditional and contemporary printmaking methods and skills.

**ART A225 Beginning Photography - Digital 3 CR**
Contact Hours: 0 + 6
Prerequisites: (ART A220 or concurrent enrollment).
Basic principles and essential expertise for artistic and commercial expression in the creation of black and white photographic images with digital single lens reflex cameras.

**ART A252 Beginning Graphic Design and Illustration 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A105 and ART A111.
Special Note: May be repeated once for credit.
Idea development and creative problem solving skills for the commercial market. Introduction to client identity, printing and production processes.

**ART A261 History of Western Art I 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.
Origins and development of painting, sculpture, and architecture. Covers the history of art from prehistory through the Medieval Period of the Western World.

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

**ART A271 Beginning Surface Design 3 CR**
Contact Hours: 0 + 6
Stacked with: ART A371 and ART A471.
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.
Stacked with: ART A372 and ART A472..
Introduction to hand-constructed textiles and structural forms adapting traditional methodology to the production of contemporary art.

**ART A309 Intermediate Metalsmithing and Jewelry 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A209.
Registration Restrictions: Instructor permission.
Stacked with: ART A209 and ART A409.
Special Note: May be repeated once for credit with substantive change in media or emphasis.
Continued investigation of techniques, tools, and materials used in metalsmithing and jewelry.

**ART A312 Intermediate Watercolor Painting 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A212.
Registration Restrictions: Instructor permission.
Stacked with: ART A212 and ART A412.
Special Note: May be repeated once for credit with substantive change in media or emphasis.
Intensified development of expressive skills including watercolor painting techniques and refines material uses with the emphasis on individual approaches to traditional and non-traditional pictorial and conceptual problems.

**ART A313 Intermediate Painting 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A213.
Registration Restrictions: Instructor permission.
Stacked with: ART A213, ART A413 and ART A414.
Special Note: May be repeated once for credit with substantive change in media or emphasis.
Intensified development of expressive skills in painting. Reviews beginning painting techniques and refines material uses with emphasis on individual approaches to pictorial and conceptual problems.

**ART A371 Intermediate Surface Design 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A271.
Registration Restrictions: Instructor permission.
Stacked with: ART A271 and ART A471.
Special Note: May be repeated once for credit with substantive change in media or emphasis.
Continued examination of resist dyeing as a culture-rooted art and its place in the contemporary fiber movement. Bound resists (Shibori, fold dyeing, Plangi and Tritik) are utilized as the basis for individual expression and design purposes.

**ART A372 Intermediate Fiber Structures 3 CR**
Contact Hours: 0 + 6
Prerequisites: ART A272.
Registration Restrictions: Instructor permission.
Stacked with: ART A272 and ART A472.
Special Note: May be repeated once for credit with substantive changes in media or emphasis.
Explores hand-constructed textiles, traditional percussion textiles and structural forms including paper and felt making as interpreted in a contemporary context.

## Biological Sciences BIOL

**BIOL A102 Introductory Biology 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Natural Sciences Req.
Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements.
Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment.

**BIOL A103 Introductory Biology Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: (BIOL A102 or concurrent enrollment).
Course Attributes: UAA GER Natural Sci Lab Only.
Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements.
Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment. Laboratory supplement of BIOL A102. Exercises are designed to illustrate principles and concepts developed in BIOL A102.

**BIOL A104 Natural History of Alaska 3 CR**
Contact Hours: 3 + 0
Crosslisted with: GEOL A104.
Special Note: Acceptable as elective credit only.
Surveys important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and people. Local area will be emphasized.

**BIOL A111 Human Anatomy and Physiology I 4 CR**
Contact Hours: 3 + 3
Corequisite: BIOL A111L.
Stacked with: BIOL A113.
Course Attributes: UAA GER Natural Science w/ Lab.
Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week.
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.

**BIOL A111L Human Anatomy and Physiology I Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A111.
Grade Mode: Non-Graded.

**BIOL A112 Human Anatomy and Physiology II 4 CR**
Contact Hours: 3 + 3
Prerequisites: BIOL A111. Corequisite: BIOL A112L.
Stacked with: BIOL A114.
Course Attributes: UAA GER Natural Science w/ Lab.
Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week.
A continuation of BIOL A111. The circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems are considered.

**BIOL A112L Human Anatomy & Physiology II Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A112.
Grade Mode: Non-Graded.

**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.
Stacked with: BIOL A111.
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.
Stacked with: BIOL A112.
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 A116 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 A115L Fundamentals of Biology I Lab 0 CR**
Contact Hours: 0 + 3
Corequisite: BIOL A115.
Grade Mode: Non-Graded.

**BIOL A116 Fundamentals of Biology II 4 CR**
Contact Hours: 3 + 3
Prerequisites: BIOL A115 and CHEM A105 and CHEM A105L and (CHEM A106 or concurrent enrollment) and (CHEM A106L or concurrent enrollment).
Corequisite: BIOL A116L.
Course Attributes: UAA GER Natural Science w/ Lab.
Special Note: One 3-hour lab per week. BIOL A115 and A116 are core courses in biology and are prerequisites to further courses in biological sciences.
Continuation of topics addressed in BIOL A115, with emphasis on biodiversity, ecology, and survey of life, relating structure to function in the context of evolution.

**BIOL A116L Fundamentals of Biology II Lab 0 CR**
Contact Hours: 0 + 3
Corequisite: BIOL A116.
Grade Mode: Non-Graded.

**BIOL A124 Biota of Alaska: Selected Topics 1-4 CR**
Contact Hours: 1-4 + 0-12
Special Note: May include extensive hiking and camping. Can be repeated once with a change of subtitle for a maximum of 4 credits.
Explores characteristics of animals, plants, fungi and protists of Alaska. Can include life history, habitat, ecology and behavior.

**BIOL A200 Introduction to Complexity 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A107 or MATH A172.
Crosslisted with: CPLX A200.
Course Attributes: UAA GER Natural Sciences Req.
An introduction to the science of complexity, currently used to predict system behavior in the physical, life, and social sciences.

**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.
Stacked with: BIOL A241.
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. Not accepted for Biology degree credit. Students must attend lab the first week of class or they may be administratively dropped.
General introductory microbiology covering bacterial metabolism and genetics, virology, host parasite interactions, host defense mechanisms and epidemiology.

**BIOL A240L Introductory Microbiology for Health Sciences Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A240.
Grade Mode: Non-Graded.

**BIOL A242 Fundamentals of Cell Biology 4 CR**
Contact Hours: 3 + 3
Prerequisites: BIOL A115 and CHEM A105 and CHEM A105L.
Corequisite: BIOL A242L.
Special Note: Core course for Biology majors. One 3-hour lab per week. Students must attend lab the first week of class or they may be administratively dropped.
Examination of the structure, including ultrastructure, and function of cells. Isolation, composition, and biochemical properties of cell components.

**BIOL A242L Fundamentals of Cell Biology Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A242.
Grade Mode: Non-Graded.
Laboratory part of BIOL A242. Exercises are designed to illustrate principles and concepts developed in BIOL A242.

**BIOL A252 Principles of Genetics 4 CR**
Contact Hours: 3 + 3
Prerequisites: BIOL A115 and CHEM A105 and CHEM A105L.
Corequisite: BIOL A252L.
Special Note: Core course for biology majors. One 3-hour lab per week. Students must attend lab the first week of class or they may be administratively dropped.
Principles of inheritance in prokaryotes and eukaryotes and physiochemical properties of genetic systems.

**BIOL A252L Principles of Genetics Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A252.
Grade Mode: Non-Graded.

**BIOL A271 Principles of Ecology 4 CR**
Contact Hours: 3 + 3
Prerequisites: BIOL A252 and [STAT A253 or STAT A307].
Corequisite: BIOL A271L.
Special Note: Core course for biology majors. One 3-hour lab per week. Includes field trips. Students must attend lab the first week of class or they may be dropped.
Basic principles in physiological, ecosystem, population and community ecology, including environmental factors and their influence on living organisms and their structure; population growth, regulation, and interactions; the nature and diversity of biological communities in the context of evolution; and ecosystem structure and function and human impacts on the global system.

**BIOL A271L Principles of Ecology Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: BIOL A271.
Grade Mode: Non-Graded.

# Business Administration BA

**BA A131 Personal Finance 3 CR**
Contact Hours: 3 + 0
Introduction to consumer finance. Surveys topics such as family budgeting, income tax fundamentals, consumer credit, home buying and financing, auto financing, insurance, investment fundamentals, estate planning, and retirement planning.

**BA A151 Introduction to Business 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Introduces students to the fundamentals of business. Explores strategies that allow companies to compete in today's interactive, global marketplace. Covers each of the functional areas of business: management, marketing, finance, and accounting. Students gain some valuable critical-thinking, problem-solving, team-building, and communication skills required in modern business environments.

**BA A155 Personal Investments 3 CR**
Contact Hours: 3 + 0
Introduces students to investment of personal income and how to define and reach their financial goals. Surveys topics such as stocks, bonds, mutual funds, banking, annuities, insurance, real estate, estate planning, and taxes.

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

**BA A231 Fundamentals of Supervision 3 CR**
Contact Hours: 3 + 0
Introduces students to the supervisor's role in organizations. Emphasizes development of the insights and skills necessary to achieve organizational objectives through others by effectively using the managerial functions of planning, organizing, leading, and controlling. Offers practical experience in decision making in contemporary and relevant situations facing today's supervisors.

**BA A233 Survey of Finance 3 CR**
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 or ACCT A201] and MATH A105.
Surveys the discipline of finance. Topics covered are: financial markets, financial institutions, financial statements analysis, time value of money, capital budgeting, and methods of short-term and long-term financing.

**BA A241 Business Law I 3 CR**
Contact Hours: 3 + 0
Crosslisted with: JUST A241.
Introduction to business law. Covers topics such as the American legal system, dispute resolution, constitutional and government regulation of business, torts, contract laws and theory, international law, and business ethics.

**BA A242 Business Law II 3 CR**
Contact Hours: 3 + 0
Prerequisites: BA A241 or JUST A241.
Crosslisted with: JUST A242.
Continuation of Business Law I. Covers topics such as sales and leases, negotiables, debtor-creditor relations, agency, business organizations, and property protection.

**BA A260 Marketing Practices 3 CR**
Contact Hours: 3 + 0
Prerequisites: BA A151.
Examines the tools, techniques, and principles of marketing and how to apply them. Identifies the significance of connecting with customers. Examines and identifies market factors which create the greatest customer satisfaction possible in the highly competitive environments of the 21st century.

**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. Offers opportunities for students to practice selling skills that will help them become better communicators throughout life.

**BA A273 Introduction to Statistics for Business and Economics 3 CR**
Contact Hours: 3 + 0
Prerequisites: CIS A110 and [MATH A107 or MATH A172].
Special Note: Students may apply no more than 3 credits from BA A273 or STAT A252 toward graduation requirements for a baccalaureate degree.
Introduction to statistics and probability with emphasis on the analysis of business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.

**BA A295 Internship in Business Administration 3 CR**
Contact Hours: 0 + 9
Prerequisites: ENGL A111 and [COMM A111 or COMM A235 or COMM A237 or COMM A241].
Registration Restrictions: Permission of Faculty Internship Coordinator; 2.75 GPA. MATH A105 or MATH A107 recommended.
Grade Mode: Pass/No Pass.
Special Note: May be repeated for credit, but only 3 credits will apply to meeting business administration degree requirements.
Integrates classroom study with planned and supervised work experience in the public and private sectors. Students are exposed to occupational work environment beyond the boundaries of the campus, enhancing self-confidence and career direction.

**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.
Centered on developing a working knowledge of the key theories that deal with human behavior in work settings. Content includes: individual differences, personality, attitudes, perception, attribution, and biases. Also includes the major theories of motivation and leadership, dynamics of group interaction, teams, social processes, diversity, organizational culture, and ethics.

**BA A325 Corporate Finance 3 CR**
Contact Hours: 3 + 0
Prerequisites: ACCT A202 and BA A273 and ECON A202.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Surveys the practice of corporate finance. Topics covered are: financial statements analysis, valuation of securities, capital budgeting, risk and return, cost of capital, capital structure, and working capital management.

**BA A343 Principles of Marketing 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Examines the present role and evolving scope of marketing in organizations and the global economy. Provides a comprehensive delineation of the key marketing terms, concepts, and decision paradigms; offers an overview of the requisite steps, strategic considerations, and essential elements involved in planning, implementing, and evaluating marketing activities and campaigns.

**BA A361 Human Resource Management 3 CR**
Contact Hours: 3 + 0
Prerequisites: BA A300.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Provides students with an overview of human resource management in today's globally competitive and continually changing environment. Students gain an increased understanding of the importance of good human resource management in the current marketplace and learn to view human resource issues from both the strategic and tactical perspectives.

# Chemistry CHEM

**CHEM A055 Contemporary Chemistry 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A055 with minimum grade of C or MATH A105 with minimum grade of C or MATH A107 with minimum grade of C.
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 Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: (CHEM A055 or concurrent enrollment).
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 A105 with minimum grade of C or MATH A107 with minimum grade of C or MATH A108 with minimum grade of C or MATH A109 with minimum grade of C or MATH A200 with minimum grade of C.
Registration Restrictions: CHEM A055 with a minimum grade of C or college preparatory high school chemistry with a minimum grade of C. If the MATH A105 prerequisite is not satisfied, appropriate scores on the SAT or ACT tests or appropriate scores on a UAA-approved placement test such as the Accuplacer Placement test.
Course Attributes: UAA GER Natural Sciences Req.
Special Note: This is an introductory course designed for health science majors and assumes prior knowledge of college preparatory high school chemistry and algebra. CHEM A103L is the laboratory component of this course and requires a separate registration.
Survey of topics including: matter, energy, units of measurement, the periodic table, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions involving acids, bases and buffers; and an introduction to organic chemistry with units on functional groups and the chemistry of alkanes, alkenes, and alkynes.

**CHEM A103L Survey of Chemistry Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: (CHEM A103 with minimum grade of C or concurrent enrollment).
Course Attributes: UAA GER Natural Sci Lab Only.
Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student.
Introductory chemistry laboratory course with experiments designed to introduce students to the basics of laboratory equipment, data collection, data analysis and reporting; and to illustrate, augment and apply concepts covered in CHEM A103.

**CHEM A104 Introduction to Organic Chemistry and Biochemistry 3 CR**
Contact Hours: 3 + 0
Prerequisites: CHEM A103 with minimum grade of C.
Course Attributes: UAA GER Natural Sciences Req.
Special Note: CHEM A104L is the lab component of this course and requires a separate registration.
This is the second semester course in the sequence for health science majors. The course content includes common nomenclature of organic compounds, organic functional group reactions, biochemical processes and pathways, biological macromolecules and metabolites.

**CHEM A104L Introduction to Organic Chemistry and Biochemistry Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: CHEM A103L with minimum grade of C and (CHEM A104 with minimum grade of C or concurrent enrollment).
Course Attributes: UAA GER Natural Sci Lab Only.
Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. Pregnant students should be aware that they will be using chemicals in this course that are teratogenic and may cause harm to unborn children.
Second semester introductory chemistry laboratory course. Experiments are designed to reinforce concepts students have been exposed to regarding the basics of laboratory equipment, data collection, data analysis and reporting. This course illustrates, augments and applies concepts covered in CHEM A104.

**CHEM A105 General Chemistry I 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C or MATH A107 with minimum grade of C or MATH A108 with minimum grade of C or MATH A109 with minimum grade of C or MATH A200 with minimum grade of C.
Registration Restrictions: CHEM A055 with a minimum grade of C or college preparatory high school chemistry with a minimum grade of C. If the MATH A105 prerequisite is not satisfied, appropriate scores on the SAT or ACT tests or appropriate scores on a UAA-approved placement test such as the Accuplacer placement test.
Course Attributes: UAA GER Natural Sciences Req.
Special Note: Assumes prior knowledge of college preparatory high school chemistry and algebra. CHEM A105L is the lab component of this course and requires a separate registration.
Introduction to general chemistry for science majors which includes topics in elements and compounds, the periodic table, atomic and subatomic theory and spectroscopy, bonding, various chemical reactions, thermodynamics, atomic and molecular interactions in gases, liquids, solids and solution chemistry.

**CHEM A105L General Chemistry I Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: (CHEM A105 with minimum grade of C or concurrent enrollment).
Course Attributes: UAA GER Natural Sci Lab Only.
Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student.
Introductory chemistry laboratory course with experiments designed to introduce students to the basics of laboratory equipment, data collection, data analysis and reporting; and to illustrate, augment and apply concepts covered in CHEM A105.

**CHEM A106 General Chemistry II 3 CR**
Contact Hours: 3 + 0
Prerequisites: CHEM A105 with minimum grade of C.
Course Attributes: UAA GER Natural Sciences Req.
Special Note: CHEM A106L is the laboratory component of this course and requires a separate registration.
The second semester in the general chemistry sequence for science majors. Topics include kinetics, equilibrium chemistry, acid-base chemistry, oxidation-reduction reactions, electrochemical cell chemistry, thermodynamics, nuclear chemistry, and chemical analysis methods.

**CHEM A106L General Chemistry II Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: CHEM A105L with minimum grade of C and (CHEM A106 with minimum grade of C or concurrent enrollment).
Course Attributes: UAA GER Natural Sci Lab Only.
Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student.
The second semester of this introductory chemistry laboratory course sequence. Experiments are designed to reinforce concepts students have been exposed to regarding the basics of laboratory equipment, data collection, data analysis, and reporting. This course illustrates, augments, and applies concepts covered in CHEM A106.

**CHEM A212 Quantitative Analysis 5 CR**
Contact Hours: 3 + 6
Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C.
General principles of chemical analysis, including introduction to volumetric, gravimetric, and instrumental methods, theory, problems, and laboratory.

**CHEM A212L Quantitative Analysis Lab 0 CR**
Contact Hours: 0 + 0
Grade Mode: Non-Graded.

**CHEM A321 Organic Chemistry I 3 CR**
Contact Hours: 3 + 0
Prerequisites: CHEM A106 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.
Continuation of CHEM A321. Includes 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.

**CHEM A323L Organic Chemistry Lab 2 CR**
Contact Hours: 0 + 6
Prerequisites: CHEM 106L with minimum grade of C and CHEM A321 with minimum grade of C and (CHEM A322 with minimum grade of C or concurrent enrollment).
Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a wait list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. Pregnant students should be aware that they will be using chemicals in this course that are teratogenic and may cause harm to unborn children.
A practical implementation of the theory learned in CHEM A321 and A322. Purification techniques, spectroscopic methods and synthetic methods of organic compounds will be taught.

# Communication COMM

**COMM A111 Fundamentals of Oral Communication 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or SAT Verbal with score of 530 or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75].
Registration Restrictions: Appropriate test 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 Oral Communication Req.
Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
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
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or SAT Verbal with score of 530 or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75].
Registration Restrictions: Appropriate test 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 Oral Communication Req.
Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
Study of theories and skills related to small group communication. Emphasis is on the communicative skills involved in group relationships and group decision making processes in both professional and personal contexts. Students 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
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or SAT Verbal with score of 530 or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75].
Registration Restrictions: Appropriate test 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 Oral Communication Req.
Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
Study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, and rules in both personal and professional contexts. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group activities.

**COMM A241 Public Speaking 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or SAT Verbal with score of 530 or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75].
Registration Restrictions: Appropriate test 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 Oral Communication Req.
Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
Study of theories and skills applicable to informative, persuasive, and special occasion platform speaking. Emphasis on effective selection, organization, and presentation of material to diverse audiences across diverse settings. Students will develop oral communication skills by engaging in a variety of exercises and individual presentations.

# Community Education CED

**CED A049 Community Education: Selected Topics 0 CR**
Contact Hours: 0 + 0
Grade Mode: Non-Graded.
Workshops presented by local resource people on a variety of topics.

# Complex Systems CPLX

**CPLX A200 Introduction to Complexity 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A107 or MATH A172.
Crosslisted with: BIOL A200.
Course Attributes: UAA GER Natural Sciences Req.
An introduction to the science of complexity, currently used to predict system behavior in the physical, life, and social sciences.

# Computer Information & Office Systems — CIOS

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

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

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

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

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

**CIOS A108 Digital Design Fundamentals 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A113 and CIOS A130A.
Introduces design fundamentals as they apply to using desktop publishing, image editing, and web design applications to communicate through online or print media.

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

**CIOS A115 10-Key for Business Calculations 2 CR**
Contact Hours: 0 + 6
Registration Restrictions: Proof of placement into MATH A055.
Introduces the 10-key touch control method to solve business-related calculations while developing speed and accuracy.

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

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

**CIOS A120A Bookkeeping Software Applications I: QuickBooks 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Knowledge of bookkeeping principles is recommended.
Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.

**CIOS A125A Electronic Communications I: MS Outlook 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Introduces electronic communication and time management features of Microsoft Outlook.

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

**CIOS A135A Spreadsheets I: MS Excel 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: (CIOS A101A or concurrent enrollment) and (CIOS A113 or concurrent enrollment).
Introduces fundamental concepts in the design and use of spreadsheets. Includes basic commands, formulas and functions, and inserting of charts, objects, and hyperlinks.

**CIOS A140A Databases I: MS Access 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Introduces the fundamentals and concepts of creating a relational database including tables, queries, forms, and reports.

**CIOS A146 Internet Concepts and Applications 2 CR**
Contact Hours: 1+0 or 2+4
Prerequisites: CIOS A101A and CIOS A113.
Introduces and applies Internet concepts, tools, and applications. Includes use of electronic mail, search strategies for research, academic, and personal use, the study of security and ethics issues, and new Internet technologies.

**CIOS A150A Presentations: MS PowerPoint 2 CR**
Contact Hours: 1+0 or 2+4
Prerequisites: CIOS A101A and CIOS A113.
Covers presentation software and design techniques for creating professional presentations. Incorporates tools for enhancing presentations with various objects.

**CIOS A152A Digital Imaging Concepts &Applications: Photoshop 3 CR**
Contact Hours: 3 + 0
Prerequisites: (CIOS A108 or concurrent enrollment) and (CIOS A130A or concurrent enrollment) and (CIOS A146 or concurrent enrollment).
Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic digital design fundamentals, enhancing images, and creating images for use in print or on the web.

**CIOS A153A Website Design: HTML 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A146.
Introduces designing web pages and documents using Hypertext Markup Language (HTML). Emphasizes sound design principles and the use of CSS for formatting and layout.

**CIOS A153B Website Design: Dreamweaver 3 CR**
Contact Hours: 3 + 0
Prerequisites: CIOS A130A and CIOS A146 and [(CIOS A152A or concurrent enrollment) or (CIOS A156 or concurrent enrollment)].
Introduces fundamentals of web design using the Dreamweaver application. Emphasizes sound design principles and the use of CSS for formatting and layout.

**CIOS A154A Desktop Publishing I: PageMaker 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A101A.
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: 1+0 or 0+3
Prerequisites: CIOS A101A.
Special Note: Students are strongly encouraged to complete CIOS A254B to gain a fuller understanding of this topic.
Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.

**CIOS A156 Web Graphics: Fireworks 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A130A and CIOS A146 and [(CIOS A153A or concurrent enrollment) or (CIOS A153B or concurrent enrollment)].
Introduces the concepts and skills for creating and optimizing web graphics such as animated GIFs, slices, and image maps.

**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 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 2 CR**
Contact Hours: 2+0 or 0+4
Registration Restrictions: Proof of placement into ENGL A111 and keyboarding skills of 30 net words per minute or higher.
Introduces proofreading techniques applied to business communication. Develops skills in proofreading for content, usage, grammar, punctuation, and spelling.

**CIOS A162A Shorthand 3 CR**
Contact Hours: 3+0 or 0+9
Prerequisites: CIOS A101A.
Introduces an alphabetic shorthand system designed for fast note taking or dictation.

**CIOS A164 Filing 1 CR**
Contact Hours: 1+0 or 0+3
Introduces filing terminology, 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 A101B and CIOS A130A.
Introduces the duties and responsibilities of office employees in the following areas: mail, records management, office communications, reprographics, travel, meetings, conferences, and employment procedures.

**CIOS A190 Selected Topics in Office Technology 1-3 CR**
Contact Hours: 0 + 3-9
Special Note: Prerequisites will vary with topic.
Covers various topics in office technology. Course content is determined by specific student or industry needs.

**CIOS A201A Document Processing 3 CR**
Contact Hours: 3+0 or 0+9
Prerequisites: CIOS A101.
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 A101B or CIOS A101C] and CIOS A161A.
Applies word processing and proofreading 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 A101B or CIOS A101C] and CIOS A161A.
Applies word processing and proofreading 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.
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: 2+0 or 0+6
Prerequisites: CIOS A120A.
Applies skills learned in CIOS A120A to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.

**CIOS A230A Word Processing II: MS Word 2 CR**
Contact Hours: 2+0 or 0+6
Prerequisites: CIOS A130A.
Presents intermediate and advanced word processing and desktop publishing. Includes styles, graphics, merging documents, object linking and embedding, publishing as a web page, working with master documents, indexes, table of contents, on-screen business forms and macros.

**CIOS A235A Spreadsheets II: MS Excel 2 CR**
Contact Hours: 2+0 or 0+6
Prerequisites: CIOS A135A.
Presents concepts and techniques for using Excel to solve problems and make decisions. Topics include design and construction of spreadsheets and templates, macros, data exchange, database features, enhancing charts, and other advanced functions.

**CIOS A240A Databases II: MS Access 2 CR**
Contact Hours: 2+0 or 0+6
Prerequisites: CIOS A140A.
Presents concepts and techniques for using Access databases to solve problems and make decisions. Includes advanced features of queries, forms, filters, relationships, and integration with other applications.

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

**CIOS A251A Desktop Publishing Concepts and Applications: InDesign 3 CR**
Contact Hours: 3+0 or 0+9
Prerequisites: (CIOS A108 or concurrent enrollment) and (CIOS A130A or concurrent enrollment).
Presents fundamental digital design techniques and the utilization of desktop publishing software to generate professional publications.

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

**CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1 CR**
Contact Hours: 1+0 or 0+3
Prerequisites: CIOS A130A and (CIOS A146 or concurrent enrollment).
Covers publishing documents in portable document format, and 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 various media storage devices.

**CIOS A260A Business Communications 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Registration Restrictions: Keyboarding and word processing skills, knowledge of document formats, or instructor permission.
Applies communication principles to creating business messages that involve problem solving and human relations issues. Topics include communications foundations, the writing process, workplace correspondence and reporting data, and communicating both personally and digitally.

**CIOS A261A Interpersonal Skills in Organizations 3 CR**
Contact Hours: 3 + 0
Prerequisites: CIOS A165.
Examines theories and practices of human behavior in the workplace. 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
Examines how to assess personal talents and career goals to develop appropriate cover letters, resumes, and portfolios. Emphasizes job search techniques, preparing to be successful during interviews and how to be successful on the job.

**CIOS A264A Records Management 2 CR**
Contact Hours: 2+0 or 0+6
Prerequisites: CIOS A140A and CIOS A164.
Applies principles learned in CIOS A164 to management of information and records. Covers the field of records management, legal and ethical issues, and controls and technology related to creation, use, maintenance, protection, retrieval, and disposition of paper and electronic records.

**CIOS A265 Office Management 3 CR**
Contact Hours: 3+0 or 0+9
Prerequisites: CIOS A165 and CIOS A260A.
Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues, and the changing roles of the administrative professional.

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

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

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

**CIOS A276A Independent Project 1-3 CR**
Contact Hours: 0 + 3-9
Registration Restrictions: 12 credits in CIOS courses and instructor permission.
Grade Mode: Pass/No Pass.
Special Note: Advanced knowledge of CIOS topics required.
Focuses on developing, implementing and completing a project based on a current business need or issue. Students work closely with faculty to produce an end product and report.

**CIOS A295 Office Internship 1-3 CR**
Contact Hours: 0 + 3-9
Prerequisites: CIOS A165.
Registration Restrictions: Minimum of 12 CIOS credits and instructor permission. Special Note: Requires 45 hours of work experience for each credit.
Grade Mode: Pass/No Pass.
Places students in business offices related to their educational program and occupational objectives. Includes conference with faculty coordinator.

# Computer Information Systems CIS

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

**CIS A110 Computer Concepts in Business 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Recommended: MATH A105, CIS A105, familiarity with personal computers and basic software applications, and keyboarding of at least 30 wpm.
Introduction to computing concepts and productivity software from an end user's perspective. Course covers hardware, software, the information processing cycle, beginning programming concepts, and personal computer software packages. The course emphasizes solving business problems using spreadsheet and database applications.

# Computer & Network Technology CNT

**CNT A160 PC Operating Systems 3 CR**
Contact Hours: 2 + 3
Develops basic understanding of command line, desktop, and server operating systems. Includes computer programming, architecture, and hardware necessary to understand the operating system interactions.

**CNT A162 PC Architecture and Building 3 CR**
Contact Hours: 2 + 2
Develops skills required to evaluate, install and troubleshoot available software and hardware computer equipment. Covers basic hardware associated with microcomputer operation, including, but not limited to, motherboards, CPUs, chipsets, memory, buses, expansion slots and resource allocations. Includes PC disassembly, assembly, software installations, safety and maintenance.

**CNT A163 Introduction to Networking 1 CR**
Contact Hours: 1 + .5
Introduces the concepts of networking protocols, communication techniques, and hardware components of LAN, MAN, and WAN networks.

**CNT A164 Network Cabling 1 CR**
Contact Hours: 1 + .5
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 CCNA 1 Network Fundamentals 4 CR**
Contact Hours: 3 + 2.5
Registration Restrictions: Appropriate score on reading placement test is required.
Covers networking fundamentals and develops basic skills in installing, addressing and troubleshooting local area networks. Topics include cabling, Ethernet technologies, management devices, protocols, sub-netting, network device selection, installation, troubleshooting, network models and basic Cisco device configuration.

**CNT A180 PC Peripherals, Storage and A+ Certification 4 CR**
Contact Hours: 3 + 2
Covers PC operating systems, peripheral devices, auxiliary storage devices and the interfaces used to connect them to the personal computer. Also covers the fundamental topics necessary to prepare for the CompTIA A+ Certification exams.

**CNT A183 Local Area Networks 3 CR**
Contact Hours: 2 + 2
Prerequisites: CNT A160 and CNT A162.
Presents the fundamentals of Local Area Networking, including topologies, protocols, computer and delivery hardware, Ethernet, network operating systems, LAN assessment, and other related software. Covers the fundamental networking topics necessary to prepare for the CompTIA Net+ Exam.

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

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

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

**CNT A241 Administering and Supporting Windows Workstations and Server 3 CR**
Contact Hours: 2 + 2
Prerequisites: CNT A240.
Presents concepts and skills necessary to install and configure Windows Server on stand-alone computers and on client computers that are part of a workgroup or domain.

**CNT A242 Windows Network Infrastructure Administration 3 CR**
Contact Hours: 2 + 2
Prerequisites: CNT A241.
Provides students with the knowledge and skills to implement and manage the network infrastructure associated with a Windows domain.

**CNT A243 Windows Directory Services Administration 3 CR**
Contact Hours: 2 + 2
Prerequisites: CNT A242.
Provides students with the skills and knowledge to install, configure, and administer the Windows Active Directory Service for a Windows domain.

**CNT A244 Designing Secure Windows Networks 3 CR**
Contact Hours: 2 + 2
Prerequisites: CNT A242.
Provides students with the knowledge and skills to design a security framework for small, medium, and enterprise networks using Microsoft Windows technologies.

**CNT A245 Windows Directory Services Design 2 CR**
Contact Hours: 1 + 2
Prerequisites: CNT A243.
Provides students with the knowledge and skills to design a Microsoft Windows directory services infrastructure in an enterprise network.

**CNT A246 Windows Network Infrastructure Design 2 CR**
Contact Hours: 1 + 2
Prerequisites: CNT A242.
Provides students with the knowledge and skills to design a Microsoft Windows networking services infrastructure design that supports the network applications required for the needs of an organization.

**CNT A261 CCNA 2 Router Fundamentals and Protocols 4 CR**
Contact Hours: 3 + 2.5
Prerequisites: CNT A170.
Provides details of network routing, Cisco routers and router interfaces, routing protocols, IP addressing, router and routing protocol configuration and troubleshooting.

**CNT A262 Computer Technical Support 2 CR**
Contact Hours: 1.5 + 2
Prerequisites: CNT A165.
Develops skills necessary for evaluating and implementing various technical support functions, including hardware and software needs assessments, training development, preventive maintenance, and effective communication and documentation.

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

**CNT A270 CCNA 3 Switching and Wireless 4 CR**
Contact Hours: 3 + 2.5
Prerequisites: CNT A261.
Covers LAN switch functions, operations, configurations and protocols. Topics include switch forwarding, components, configuration, security, VLANs, inter-VLAN routing, STP, VTP and wireless network access.

**CNT A271 CCNA 4 WAN Access 4 CR**
Contact Hours: 3 + 2
Prerequisites: CNT A270.
Covers wide area networking services, security, design and management. Topics include wide area network technology, devices, link options, frame encapsulation formats, designs, protocols, router security and configurations.

**CNT A272 Cisco Wireless Networking 3 CR**
Contact Hours: 2 + 2.5
Prerequisites: CNT A261.
Provides students with wireless networking fundamentals with focuses on the design, planning, implementation, operation and troubleshooting of wireless LANs. Also offers a comprehensive overview of wireless technologies and security.

**CNT A276 Individual Technical Project 1-3 CR**
Contact Hours: 0 + 3.3-10
Prerequisites: CNT A261.
Special Note: Faculty permission and working knowledge of CNT topics required.
Covers development, implementation and completion of a project based on a relevant technological issue. Student works closely with faculty to produce and end product and report.

**CNT A280 Server Operating Systems 3 CR**
Contact Hours: 2 + 3
Prerequisites: CNT A261 and [CNT A183 or CNT A212].
Special Note: A CompTIA Network + Certificate may be substituted for the CNT A183 or CNT A212 prerequisite, with department approval.
Develops server operating system basics. Includes installation, troubleshooting, creation and administration of user accounts and resources, and remote and internet accounts.

**CNT A281 Certification Program 2 CR**
Contact Hours: 1 + 2
Provides advanced computer and network training leading to Comp TIA A+ and Network+ certifications.

**CNT A282 Industry Workplace Experience 1-3 CR**
Contact Hours: 0 + 3.3-10
Registration Restrictions: Faculty permission.
Grade Mode: Pass/No Pass.
Special Note: Requires instructor permission and successful completion of 12 credits in the CNT program.
Provides supervised workplace experience in industry settings. Integrates advanced-level knowledge and practice to demonstrate skill competencies.

**CNT A290 Selected Topics in Information Technology 1-4 CR**
Contact Hours: 1-4 + 0-12
Special Note: Prerequisites vary by topic. May be repeated with a change in subtitle.
Covers various intermediate to advanced topics in information technology.

**CNT A390 Selected Topics in Computer and Networking Technology 1-4 CR**
Contact Hours: 1-4 + 0-12
Special Note: Prerequisites vary by topic. May be repeated with a change in subtitle.
Offers selected topics in computers and networking pertaining to state-of-the-art technology and trends. Course content is determined by current trends, new technologies, and student and employer needs.

# Computer Science CS

**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, appropriate SAT or ACT scores or approved UAA Placement Test required.
Special Note: Students who intend to major in computer science may take this course as preparation for their course of study.
Offers a broad overview of computer science designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. Topics include discrete mathematics, an introduction to programming languages, algorithmic problem solving, basic concepts in hardware, operating systems, networks, graphics, and an overview of the social context of computing. The following basic computer 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, appropriate SAT or ACT scores or approved UAA Placement Test required.
Special Note: May be repeated twice for credit with a change in language.
Problem analysis and solution using a selected programming language.

**CS A201 Programming Concepts I 3 CR**
Contact Hours: 3 + 0
Prerequisites: CS A101 or [MATH A107 or MATH A108 or MATH A109].
Registration Restrictions: Meet prerequisites or placement into MATH A200 or MATH A272.
An introduction to object-oriented programming techniques and problem solving. This includes basic syntax; sequential, branching, and looping execution; as well as concepts such as inheritance, encapsulation, and polymorphism.

**CS A202 Programming Concepts II 3 CR**
Contact Hours: 3 + 0
Prerequisites: CS A201.
Continuation of object-oriented programming. Topics include: inheritance, abstraction, interfaces, references, polymorphism, dynamic binding, class hierarchies, container classes, random access file I/O, serializability, graphical applications, event handling, UML, and object-oriented design.

**CS A207 C Programming 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C or MATH A107 or MATH A108 or MATH A109 or MATH A172 or MATH A200 or MATH A201 or MATH A272.
Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with a minimum grade of C or Math Placement Test is required.
Training and practice in writing programs in the C programming language.

# Construction Management CM

**CM A101 Fundamentals of CADD for Building Construction 4 CR**
Contact Hours: 2 + 4
Prerequisites: (MATH A105 with minimum grade of C or concurrent enrollment).
Registration Restrictions: Proof of eligibility for placement into ENGL A111. Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of MATH A105.
Crosslisted with: AET A101.
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
Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.
Crosslisted with: AET A102.
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: [AET A101 or CM A101] and [AET A102 or CM A102].
Crosslisted with: AET A123.
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: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Crosslisted with: AET A142.
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, interpretation of construction drawings and building energy usage.

**CM A163 Building Construction Cost Estimating 3 CR**
Contact Hours: 2 + 2
Prerequisites: [AET A101 or CM A101] and [AET A102 or CM A102] and MATH A105.
Presents methods and techniques for preparing accurate cost estimates for building construction projects. Emphasizes quantity takeoffs, unit pricing, productivity factors, bidding and negotiation procedures, and cost reporting.

**CM A201 Construction Project Management I 3 CR**
Contact Hours: 3 + 0
Prerequisites: [AET A101 or CM A101] and [AET A102 or CM A102].
Examines construction project management methods and processes. Includes project delivery systems introduction and contract types; contract administration procedures; jobsite planning and logistics; and managing labor, materials, and equipment.

**CM A213 Construction Civil Technology 4 CR**
Contact Hours: 2 + 4
Prerequisites: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Outlines elements of civil design and construction, including soils and soil properties, roads, earthwork, and utilities using local, state and federal regulations. Students will also be introduced to construction surveying.

**CM A231 Structural Technology 4 CR**
Contact Hours: 2 + 4
Prerequisites: [AET A101 with minimum grade of C or CM A101 with minimum grade of C] and [AET A102 with minimum grade of C or CM A102 with minimum grade of C] and MATH A105 with minimum grade of C.
Registration Restrictions: Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of the MATH A105 prerequisite.
Crosslisted with: AET A231.
Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against natural forces such as gravity, wind, snow and earthquakes. Covers connection details and code requirements for wood, steel and reinforced concrete.

**CM A263 Civil Construction Cost Estimating 3 CR**
Contact Hours: 2 + 2
Prerequisites: CM A201 and MATH A105.
Presents methods and techniques for preparing accurate cost estimates for earthwork, roads, highways, underground utilities, and site work. Emphasizes quantity surveys, unit costs, production factors, bidding, and construction equipment management.

# Counseling COUN

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

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

# Creative Writing & Literary Arts CWLA

**CWLA A259 Short Format: Introduction to Creative Writing 1 CR**
Contact Hours: 1 + 0
Special Note: May be repeated twice for elective credit with a different topic.
Introduction to one creative writing genre in short one-credit workshops.

**CWLA A260 Introduction to Creative Writing 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C.
Special Note: May be repeated once for elective credit.
Introduction to creative writing in multiple genres. Reading fiction, nonfiction, and poetry; analysis of stylistic features; participation in writing workshop; and production of written exercises and texts.

**CWLA A263 Introduction to Creative Writing: Fiction 3 CR**
Contact Hours: 3 + 0
Examines the fundamental problems and questions of writing fiction. Includes discussing and practicing technique and process and other more philosophical issues of fiction. Advances student understanding of the elements of fiction.

**CWLA A265 Introduction to Creative Writing: Nonfiction 3 CR**
Contact Hours: 3 + 0
Examines the fundamental problems and questions of writing creative nonfiction. Includes discussing and practicing matters of technique and process and other more philosophical issues of nonfiction. Advances student understanding of the elements of creative nonfiction and types of nonfiction, including the personal essay, memoir and reportage.

# Dietetics & Nutrition DN

**DN A145 Child Nutrition 3 CR**
Contact Hours: 3 + 0
Introduces the nutritional needs and dietary recommendations for newborns, infants, toddlers, preschool and school-age children, and adolescents. Covers common childhood and adolescent conditions and corresponding nutrition interventions.

**DN A147 Geriatric Nutrition 3 CR**
Contact Hours: 3 + 0
Focuses on the nutritional needs of the older person, based on physiological changes in aging, with emphasis on nutritionally related diseases, procuring and preparing food, and assistive care. Designed for those preparing for careers in elderly care and for those interested in learning how to care for themselves in later years.

**DN A151 Nutrition Through the Life Cycle 3 CR**
Contact Hours: 3 + 0
Introduces nutritional needs and dietary recommendations through the life cycle: newborns, infants, toddlers, preschool and school-age children, adolescents, adults and the elderly. Covers common childhood, adolescent, adult and elderly conditions and corresponding nutrition interventions.

**DN A203 Nutrition for Health Sciences 3 CR**
Contact Hours: 3 + 0
Prerequisites: [(BIOL A112 or concurrent enrollment) and (BIOL A112L or concurrent enrollment)] or (CHEM A104 or concurrent enrollment).
Studies nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function. Reviews disease states, food selection, cultural and contemporary issues of concern to health professionals.

# Economics ECON

**ECON A201 Principles of Macroeconomics 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A105 or MATH A107 or MATH A172.
Registration Restrictions: If prerequisite is not satisfied, suitable SAT score, ACT score, or UAA-approved Math Placement Test is required.
Course Attributes: UAA GER Social Sciences Req.
Introduction to economics including analysis and theory of national income, money and banking, public finance and taxation, economic growth, and international finance. 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 Req.
Theory of prices and markets, industrial organization, public policy, income distribution, contemporary problems of labor and business, and international trade.

# Education: Early Childhood EDEC

**EDEC A106 Creativity and the Arts in Early Childhood 3 CR**
Contact Hours: 2 + 2
Explores creativity and importance of the arts in early childhood education.

**EDEC A106L Creativity and the Arts in Early Childhood Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: EDEC A106.
Grade Mode: Non-Graded.

**EDEC A206 Integrated Curriculum for Young Children 3 CR**
Contact Hours: 2 + 2
Prerequisites: EDEC A105.
Examines early childhood curriculum models to organize, integrate, and implement with young children. Explores interest-based, developmentally appropriate, and standards-based curriculum ideas.

**EDEC A206L Integrated Curriculum for Young Children Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: EDEC A206.
Grade Mode: Non-Graded.

**EDEC A241 Infant and Toddler Development 3 CR**
Contact Hours: 3 + 0
Prerequisites: EDEC A105.
Examines the development of infants and toddlers, infant/toddler care programs, the roles of caregivers and their relationships with families. This course emphasizes cognitive, language, emotional, and motor development, and the importance of relationships in the care and education of infants and toddlers.

**EDEC A303 Young Children in Inclusive Settings 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Departmental approval required: admission to College of Education, pre-major status or admission to Associate of Applied Sciences in Early Childhood.
Special Note: Field experience is required.
Examines the principles, issues, concepts, and teaching practices to support young children with disabilities in community child care settings and primary classrooms.

# Education: Elementary Education EDEL

**EDEL A430 Teaching Language Arts in Elementary Schools 3 CR**
Contact Hours: 3 + 0
Prerequisites: EDFN A300 and EDFN A301 and EDFN A303 and EDSE A482.
Registration Restrictions: Departmental approval required; admission to internship.
Students focus on theory and process of language arts: reading, writing, speaking, listening, viewing, and visually representing. Reflects a constructivist approach to teaching and learning and research-based practice. Concurrent enrollment in internship required.

**EDEL A431 Creative Expression: Music, Art, and Drama for Elementary Teachers 3 CR**
Contact Hours: 1 + 4
Prerequisites: EDFN A300 and EDFN A301 and EDFN A303 and EDSE A482.
Registration Restrictions: Departmental approval required; admission to internship.
Principles, methods, and materials of teaching music, art, and drama at the elementary school level. A wide variety of creative activities that are basic to elementary curricula are explored. Includes the use of music, art, and drama in standards-based curriculum planning and assessment for the diverse student population in elementary classrooms. Concurrent enrollment in internship required.

**EDEL A495A Elementary Education Practicum II: Learning Environment, Mathematics, Science 3 CR**
Contact Hours: 0 + 9
Prerequisites: EDEL A395.
Registration Restrictions: Admission to Department of Teaching and Learning.
Corequisite: EDEL A426, EDEL A428 and EDEL A492A.
Grade Mode: Pass/No Pass.
Special Note: This course operates in accordance with the K-12 school year calendar, not the University academic year calendar. Placement must be arranged and supervised by the College of Education. Partners may limit registration.
Supervised practicum in a K-6 educational facility. Supports development of proficiencies in creating an inclusive, engaging learning environment and teaching mathematics and science.

**EDEL A495B Elementary Education Internship 6-9 CR**
Contact Hours: 0 + 18-27
College Restriction: Must be in UAA College of Education.
Registration Restrictions: Admission to internship.
Corequisite: EDEL A492B.
Grade Mode: Pass/No Pass.
Special Note: This course operates in accordance with the K-12 school year calendar, not the University academic year calendar. Placement must be arranged and supervised by the College of Education. Partners may limit registration.
Supervised internship in a K-6 educational facility. Internship extends teaching proficiency developed in Practicum I and II. Emphasizes application of Alaska Beginning Teaching Standards in professional practice.

# Education: Foundations EDFN

**EDFN A101 Introduction to Education 3 CR**
Contact Hours: 3 + 0
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. Course includes field experience.

**EDFN A206 Introduction to Assessment in Education 1 CR**
Contact Hours: 1 + 0
Prerequisites: [(EDEC A105 or concurrent enrollment) or (EDEL A205 or concurrent enrollment) or (EDFN A101 or concurrent enrollment)].
Introduction to assessment and the rationale for using assessments to guide instruction. Overview of purposes and types of assessments including data interpretation and reporting strategies.

**EDFN A300 Philosophical and Social Context of American Education 3 CR**
Contact Hours: 3 + 0
Prerequisites: (EDSE A212 or concurrent enrollment) or (PSY A365 or concurrent enrollment).
Registration Restrictions: Completion of GER Tier 1 (basic college-level skills) courses and junior standing. Departmental approval.
Course Attributes: UAA GER Integrative Capstone.
Explores significant educational movements, theories, and research related to educational philosophy, sociology, and history to develop a framework for professional educational practice. Course emphasizes the importance of developing a coherent philosophy to guide teaching practice in a culturally diverse and inclusive classroom.

**EDFN A301 Foundations of Literacy and Language Development 3 CR**
Contact Hours: 3 + 0
College Restriction: Must be in UAA College of Education.
Registration Restrictions: Admission to Department of Teaching and Learning.
Special Note: Outside class work includes a minimum of 30 hours field experience as part of course assignments. Field placement must be arranged by the College of Education. Partners may limit registration.
Explores how children learn oral and written language. Examines language development and considers how culture, second language learning, and dialect influence these processes. Integrates structure of language and its application to the development and assessment of literacy.

**EDFN A302 Foundations of Educational Technology 2 CR**
Contact Hours: 2 + 0
Prerequisites: EDSE A212 or PSY A365.
College Restriction: Must be in UAA College of Education.
Registration Restrictions: Admission to the Department of Teaching and Learning.
Presents skills and strategies needed to integrate technology into teaching and learning. Provides overview of issues, pedagogies, tools and skills needed to guide the effective use of technology with children. Supports appropriate use of technology in education.

**EDFN A303 Foundations of Teaching and Learning 3 CR**
Contact Hours: 3 + 0
Prerequisites: (EDFN A301 or concurrent enrollment) and [EDSE A212 or PSY A365].
Registration Restrictions: Departmental approval required; admission to the College of Education.
Extends understanding of cognitive, affective, and communicative development of children and youth and connects these to current research, theories, and practices in teaching and learning. Emphasizes learning theory, models of teaching and assessment, and curriculum planning as the foundation for a developmentally appropriate teaching practice for inclusive classrooms. Course includes field experience.

# Emergency Medical Technology EMT

Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

**EMT A130 Emergency Medical Technician I 6 CR**
Contact Hours: 4 + 4
Registration Restrictions: Provide evidence of CPR training at the professional provider level. Restriction may be waived with instructor approval.
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.
Presents skills for proficiency in victim assessment, recognition, and treatment of medical emergencies and other basic life support procedures. May include practicum experience in hospitals, emergency rooms, or other sites. Provides the necessary training to become state or nationally registered as an EMT I, which is optional.

**EMT A230 Emergency Medical Technician II 3 CR**
Contact Hours: 2 + 2
Prerequisites: EMT A130.
Registration Restrictions: Must be certified as a State of Alaska EMT I or Nationally Registered EMT-Basic (comity is required). Current healthcare provider CPR card; Documentation of 10 patient contacts since becoming a certified EMT and a DHSS-approved sponsoring physician.
Special Note: Students desiring Alaska certification must pass, within one year after completing the education program, the written and practical examination for Emergency Medical Technician II administered by Community Health and Emergency Medical Services (CHEMS). In order to obtain a State of Alaska EMT II certification, the student must obtain a CHEMS-approved physician sponsor.
Provides the EMT I with added skills of advanced airway, specialized tourniquets, and intravenous treatment.

**EMT A231 Emergency Medical Technician III 3 CR**
Contact Hours: 2 + 2
Prerequisites: EMT A130 and EMT A230.
Registration Restrictions: Currently certified in Alaska as an EMT II, documented 10 patient contacts and 10 intravenous sticks.
Special Note: Students desiring Alaska certification must pass, within one year after completing the education program, the written and practical examination for Emergency Medical Technician III administered by the Community Health and Emergency Medical Services (CHEMS).
Emphasizes knowledge and skills necessary to apply electrodes and monitor cardiac activity, defibrillate life-threatening arrhythmias, and administer specific pharmacological agents.

# Engineering ENGR

**ENGR A151 Introduction to Engineering 1 CR**
Contact Hours: 1 + 0
Prerequisites: [MATH A107 and MATH A108] or MATH A109 or (MATH A200 or concurrent enrollment).
An introduction to engineering, both as a profession and as a field of study. Introduces students to the roles, responsibilities and capabilities of civil, computer systems, electrical and mechanical engineers.

**ENGR A161 Engineering Practices II 3 CR**
Contact Hours: 3 + 0
Prerequisites: [MATH A107 and MATH A108] or MATH A109.
Presents the basic skills required of engineers for using computers to solve engineering problems and presenting results in a professional form. Application of computation methods and tools for practicing engineering. Introduction to computer programming and engineering problem solving softwares including visual basic in spreadsheets, Matlab, and Mathcad.

# English ENGL

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from Accuplacer, COMPASS, SAT Verbal or ACT English, or a grade of C or better in prerequisite course. Mat-Su College administers and places students with the Accuplacer placement test.

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

**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 or [COMPASS E-Write (1-12 scale) with score of 11 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530.
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.
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 A120 Critical Thinking 3 CR**
Contact Hours: 3 + 0
Introductory course emphasizing principles and techniques of critical thinking. Focuses on a variety of methods for analyzing written and visual arguments in a variety of media.

**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 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 critical 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 critical judgment. Selected masterpieces from the Renaissance to the present.

**ENGL A211 Academic Writing About Literature 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30.
Course Attributes: UAA GER Written Communication.
Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. MLA research paper required.

**ENGL A212 Technical Writing 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required.
Course Attributes: UAA GER Written Communication.
Instruction in basic communicative purposes, forms, styles, and visual elements commonly used by professionals who write and edit technical documents. Provides experience in writing and editing in a collaborative environment. Requires a research report and APA documentation style.

**ENGL A213 Writing in the Social & Natural Sciences 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30.
Course Attributes: UAA GER Written Communication.
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. APA research paper required.

**ENGL A214 Persuasive Writing 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30.
Course Attributes: UAA GER Written Communication.
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 A301 Literature of Britain 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 or ENGL A214 with minimum grade of C.
Course Attributes: UAA GER Humanities Requirement.
Study of significant writers of Britain from Anglo-Saxon times to the Restoration.

**ENGL A302 Literature of Britain 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 or ENGL A214 with minimum grade of C.
Course Attributes: UAA GER Humanities Requirement.
Study of significant writers of Britain from the Restoration to the present.

**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 or ENGL A214 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 or ENGL A214 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 or ENGL A214 with minimum grade of C.
Course Attributes: UAA GER Written Communication.
Advanced instruction in composing and revising, with focus on inventional strategies, and audience, persuasion, and style.

**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.
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 or ENGL A202 or ENGL A211.
Intensive study of the forms and techniques used by novelists within the framework of a historically developing genre.

**ENGL A403 Topics in Autobiography 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 toward the Specialized Studies requirement for English literature majors; may be repeated once with a change of subtitle for elective credit.
Study of autobiography and the techniques used and issues raised in this form, with readings focused on a selected theme. Practice in writing autobiography.

**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 A214 with minimum grade of C.
Course Attributes: UAA GER Written Communication.
A guided deep revision of a research paper from a student's home discipline, adapted to a specific scholarly or professional audience. Concentration on audience, method, argument, evidence, and style.

**ENGL A424 Shakespeare 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A201 with minimum grade of C and ENGL A202 with minimum grade of C.
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 world literatures.

# English-As-A-Second Language ESL

**ESL A104 College Reading and Writing I 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Appropriate score on English Placement Test or TOEFL.
Special Note: Required language lab work.
For intermediate to advanced students. Extensive practice in reading and composition strategies for academic and career settings. Emphasis on alternatives to translation. Includes special practice in grammar.

# Environmental Studies ENVI

**ENVI A211 Environmental Science: Systems & Processes 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 and [MATH A105 or MATH A107 or MATH A108 or MATH A109 or MATH A172 or MATH A200 or MATH A272].
Course Attributes: UAA GER Natural Sciences Req.
Introduces science as a powerful but limited tool for understanding and solving environmental problems. The Earth is discussed as a system with feedbacks and inter- relationships. These include natural systems, cycles and flows and natural and human induced changes in these systems. Topics include: basic ecology, climate change, resources and resource stress (air, water, oceans, soils), natural hazards. Uses Alaskan, Arctic and other regional examples.

**ENVI A211L Environmental Science: Systems Systems & Processes Laboratory 1 CR**
Contact Hours: 0 + 3
Prerequisites: ENGL A111 and [MATH A105 or MATH A107 or MATH A108 or MATH A109 or MATH A172 or MATH A200 or MATH A272].
Course Attributes: UAA GER Natural Sci Lab Only.
Laboratory introducing students to the systematic acquisition of data and its analysis and interpretation in a manner consistent with the disciplines of environmental studies. This includes field and classroom experiences and the use of remotely sensed data and geographic information systems in interpretation, analysis and presentation. In complement to ENVI A211, themes include: scientific method, map use, environmental problems at multiple scales, climate, resources and resource stress (air, water, oceans and soils), and natural hazards.

# French FREN

**FREN A101 Elementary French I 4 CR**
Contact Hours: 4 + 0
Course Attributes: UAA GER Humanities Requirement.
Introductory course for students with no previous knowledge of the French language. Develops listening, speaking, reading, and writing skills in French for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in French.

**FREN A102 Elementary French II 4 CR**
Contact Hours: 4 + 0
Prerequisites: FREN A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in French for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in French.

**FREN A201 Intermediate French I 4 CR**
Contact Hours: 4 + 0
Prerequisites: FREN A102.
Course Attributes: UAA GER Humanities Requirement.
Intermediate course for students with basic knowledge of French. Enhances listening, speaking, reading, and writing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in French.

**FREN A202 Intermediate French II 4 CR**
Contact Hours: 3 + 2
Prerequisites: FREN A201.
Course Attributes: UAA GER Humanities Requirement.
Continuation of first semester in intermediate French. Further develops listening, speaking, reading, and writing proficiency for effective communication and in preparation for advanced study of French. Students interpret diverse cultural perspectives. Course conducted in French.

# Geography GEOG

**GEOG A101 Local Places/Global Regions: An Introduction to Geography 3 CR**
Contact Hours: 3 + 0
Crosslisted with: INTL A101.
Course Attributes: UAA GER Social Sciences Req.
Introduction to cultural, political, and environmental diversity in an international context. Focus on key global issues, current events, and geographic approaches to understanding world problems.

# Geology GEOL

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

**GEOL A111L Physical Geology Laboratory 0 CR**
Contact Hours: 0 + 0
Corequisite: GEOL A111.
Grade Mode: Non-Graded.

**GEOL A115 Environmental Geology 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: MATH A055 or higher
Course Attributes: UAA GER Natural Sciences Req.
An introduction to the study of applied environmental geology with a focus on geologic processes and linkages to how humans interact with the geologic environment. Both internal and external Earth processes and related topics such as earthquakes and volcanic eruptions as well as coastal processes and mineral and energy resources will be included.

**GEOL A115L Environmental Geology Laboratory 1 CR**
Contact Hours: 0 + 3
Prerequisites: (GEOL A115 or concurrent enrollment).
Registration Restrictions: MATH A055 or higher
Course Attributes: UAA GER Natural Sci Lab Only.
Investigation of problems in environmental geology related to volcanic and earthquake hazards, surface and groundwater pollution, landslides, coastal processes, and waste disposal with emphasis on the local areas in Alaska. Several local field trips are included.

# Guidance GUID

**GUID A001 New Student Orientation 0 CR**
Contact Hours: 0 + 0
Grade Mode: Non-Graded.
Introduction to university resources, programs and services.

**GUID A150A Survival Skills/College 1 CR**
Contact Hours: 1 + 0
Grade Mode: Pass/No Pass.
Participation in a variety of activities including, reading, notetaking and follow-up, large and small group discussions and activities, short written assignments and/or quizzes.

# Health Career Development HCD

**HCD AC015 Basic Life Support .8-2.4 CEU**
Contact Hours: 0 + 0
Grade Mode: CEU.
Special Note: Upon successful completion of this course, participants will receive a BLS certificate/card which is valid for two years.
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.

# History HIST

**HIST A101 Western Civilization I 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
A survey of the developments in Western Civilization from its origins in the ancient Near East to 1650. The major social, political, economic, intellectual and cultural characteristics will be emphasized.

**HIST A102 Western Civilization II 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
A survey of the developments in Western Civilization from 1650 to the present. The major social, political, economic, intellectual and cultural characteristics will be emphasized.

**HIST A121 East Asian Civilization I 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities 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.
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.
A chronological overview of United States history from ancient America through the Civil War. Examines social, political, and economic forces that have shaped the country during the period. Students will be introduced to primary sources and interpretations in American history.

**HIST A132 History of United States II 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
A chronological overview of United States history from Reconstruction to the present. Examines social, political, and economic forces that have shaped the country during the period. Students will be introduced to primary sources and interpretations in American history.

**HIST A225 Ancient History 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: HIST A101 recommended.
A survey of the origins and development of western civilization from the neolithic revolution in the ancient Near East through the end of the Roman Empire. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements in various cultures.

**HIST A226 Medieval History 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: HIST A101 recommended.
A survey of the evolution of western civilization from end of the Roman Empire to beginnings of the Renaissance. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements.

**HIST A237 American Civil War 3 CR**
Contact Hours: 3 + 0
Study of North-South differences causing American Civil War, war itself in considerable detail, and legacy of that war for today.

**HIST A257A The Alaska-Yukon Gold Rush 3 CR**
Contact Hours: 3 + 0
Nineteenth-century gold rushes in California, Nevada, the Rocky Mountains, Black Hills (Dakota Territory), and British Columbia are examined, culminating in the Alaska-Yukon Gold Rush Era of 1880-1920.

**HIST A261 Russian History 3 CR**
Contact Hours: 3 + 0
A survey of Russian history from early origins to modern Russia. Topics include Kievan Rus; Mongol Era; Rise of Moscow; Romanov Russia and Serfdom; Revolutionary Russia; Soviet Union and Russian Federation.

**HIST A306 The Roman Empire 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A101 and HIST A225.
The Roman Empire from the assassination of Julius Caesar to the "fall" of the Empire in AD 476. Its principal focus is upon the political and social history of the Empire.

**HIST A314 Nineteenth Century Europe 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A102.
Examines the key political, social, economic and cultural developments in 19th century Europe. Special emphasis will be placed on the French and Napoleonic revolution; restoration and reaction; industrialization and urbanization; romanticism, liberalism and socialism; nationalism and national unification; imperialism; fin de siecle culture; and daily life.

**HIST A341 History of Alaska 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A132.
Registration Restrictions: HIST A132 equivalent accepted with instructor permission.
Course Attributes: UAA GER Humanities Requirement.
An introduction to Alaska and its relationship to America and the world, including Alaska geography, Alaska Native anthropology, and a detailed chronological history of the 49th state. Topics include Russian exploration, occupation, and management; Native-Russian relations; the Alaska Purchase; U.S. military; missionaries; gold rushes; territorial era; statehood; Native land claims and corporations; oil development and the disposition and management of Alaska lands.

**HIST A355 Major Themes in US History 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Examines major themes that have shaped and impacted American history and contemporary society. Such themes may include, but are not limited to, democracy, global relations, and multiculturalism. Course emphasizes reading and analysis of primary sources to discern and evaluate the human experience.

**HIST A401 The History of Warfare 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A101 and HIST A102.
The history of warfare from the classical age to the present. Examines theories of the origins of war; social, economic, and political organization for war; technology and weapons; administration and logistics; asymmetrical conflict; strategic and tactical systems; war and revolution; and the impact of nuclear weapons.

**HIST A402 The Second World War 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A102 or HIST A122.
The origins of the war in Europe and Asia. The grand strategies of the belligerents, the principal military operations, the relationship between science and war, and the mobilization of societies and economies for total war. Wartime diplomacy and the postwar settlements are also emphasized.

**HIST A418 Tudor and Stuart England 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A101.
The history of England from the accession of Henry VII 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 the Glorious Revolution, and the establishment of parliamentary government.

**HIST A431 America: Colonies and Revolution 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A131.
An American history course that covers the period from the early 1600s to 1801. The two main themes are the interaction between different ethnic and cultural groups, and the creation and development of various political, economic, social, and cultural institutions in the United States.

**HIST A434 Early National Period, 1800-1850 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A131.
Examines the political, economic, social, and cultural developments in American history from 1800-1850.

**HIST A440 The American West Since 1850 3 CR**
Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Study of major topics in Western American history, including economic, political, social, and cultural themes, 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 twice for credit with a change of 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 twice for credit with a change of subtitle.
An intensive examination of selected fundamental topics in modern 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 twice for credit with a change of subtitle.
A study of selected important topics in modern European history including World War I, European Fascism and National Socialism, European Socialism, and others. Specific areas will be treated as student need and faculty expertise indicate. Subtitle varies.

## Honors HNRS

**HNRS A192 Honors Seminar: Enduring Books 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Registration limited to students admitted to the University Honors College, or to students who have permission to register from the University Honors College. For Matanuska-Susitna College students interested in taking this class but who are not in the University of Alaska Anchorage Honors Program, permission can still be obtained by contacting the instructor. Course Attributes: UAA GER Humanities Requirement. Special Note: May be repeated once for credit under a different subtitle. May be used only once for GER Humanities.
Honors seminar focusing on the directed reading of a single book of enduring significance.

## Humanities HUM

**HUM A211 Introduction to Humanities I 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Registration Restrictions: 3 credits of Fine Arts GER
Course Attributes: UAA GER Humanities Requirement.
Uses humanities-based methods of inquiry and analysis to interpret art works representative of diverse media, world cultures, and historical eras. Approaches different systems of aesthetic representation through investigations of form, meaning, and values. Places the contributions of individual artists in historical and cultural context.

**HUM A212 Introduction to Humanities II 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214.
Registration Restrictions: 3 credits of Fine Arts GER
Course Attributes: UAA GER Humanities Requirement.
Uses methods of contemporary humanities-based inquiry to explore major intellectual and aesthetic trends in the world's heritage of arts and ideas. Examines ideas and examples of the arts in the historical and cultural context of their development. Considers how the world's heritage of arts and ideas relates to the aesthetic and intellectual products of a specific world culture or historical era.

## Human Services HUMS

**HUMS A101 Introduction to Human Services 3 CR**
Contact Hours: 3 + 0
Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.

**HUMS A106 Introduction to Social Welfare 3 CR**
Contact Hours: 3 + 0
Prerequisites: SOC A101.
Crosslisted with: SWK A106.
Course Attributes: UAA GER Social Sciences Req.
Analyzes social inequality and the American social welfare state. Traces historical evolution of government and non-government response to the provision of basic needs, opportunities, and rights for its citizenry, especially vulnerable populations. Investigates historical and persisting dilemmas--ethical, political, cultural, and economic--explicit and implicit, in achieving social justice. Assists in understanding of social welfare problems and solutions.

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

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

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

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

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

**HUMS A224 Conflict and Collaborative Systems 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and (HUMS A324 or concurrent enrollment).
Provides a social constructionist framework for understanding interpersonal conflict. Focuses on the human and emotional aspects of conflict and includes the influence of gender and culture. Pragmatic as well as theoretical, this course presents communication and conflict resolution models to help manage and/or resolve conflict.

**HUMS A226 Intervention Continuum in Substance Abuse Counseling 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.

**HUMS A256 Groups and Organizations 3 CR**
Contact Hours: 3 + 0
Introduces social, organizational and work-group behavior within a human service context.

**HUMS A295A Human Services Practicum I 3 CR**
Contact Hours: 1 + 9
Prerequisites: (ENGL A111 or concurrent enrollment) and HUMS A101 and HUMS A223.
Registration Restrictions: GER Oral Communication
Grade Mode: Normal Letter Grades w/ DF.
Students placed in a community Human Services agency will examine agency structure and functioning, professional relationships, and interagency networks to apply their knowledge of entry level helping skills with agency clientele while participating in a weekly class seminar to facilitate the integration of human service knowledge and theory with practical field application.

**HUMS A295B Human Services Practicum II 3 CR**
Contact Hours: 1 + 9
Prerequisites: [(ENGL A211 or concurrent enrollment) or (ENGL A212 or concurrent enrollment) or (ENGL A214 or concurrent enrollment)] and HUMS A295A.
Grade Mode: Normal Letter Grades w/ DF.
Emphasizes increasing responsibilities for providing direct client services. Students will access problems and plan interventions within the placement agency, while participating in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

**HUMS A321 Diversity Issues in Human Services Practice 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.
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 A322 Service Coordination in Human Services Practice 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.
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 A324 Introduction to Paraprofessional Counseling II 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223.
Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

**HUMS A333 Alternative Dispute Resolution 3 CR**
Contact Hours: 3 + 0
Prerequisites: [HUMS A223 or PSY A223] and [HUMS A324 or PSY A324].
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 A334 Family Mediation 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A224 and HUMS A324 and HUMS A333.
Trains students in advanced mediation skills for resolving family conflict. Different models of mediation are presented, evaluated, and practiced. Current issues in Alaska family mediation are covered.

**HUMS A350 Men and Masculinity 3 CR**
Contact Hours: 3 + 0
Prerequisites: SOC A101 or PSY A111.
Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.

**HUMS A390 Selected Topics in Human Service Practice .5-3 CR**
Contact Hours: .5-3 + 0
Prerequisites: HUMS A101.
Provides the most current education in the area of Human Service practice. Specific topics will vary.

**HUMS A397 Independent Study 1-4 CR**
Contact Hours: 0 + 0
Grade Mode: Pass/No Pass.

**HUMS A412 Ethical Issues in Human Services Practice 3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223.
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.
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.
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.
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.
Advanced facilitation skills appropriate for group work to include goal setting, reciprocation, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

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

**HUMS A495A Human Services Practicum III 3 CR**
Contact Hours: 1 + 9
Prerequisites: HUMS A295A with minimum grade of C and HUMS A295B with minimum grade of C.
Registration Restrictions: Admission to Human Services Bachelor Degree Program.
Grade Mode: Normal Letter Grades w/ DF.
Placement in an agency will provide students with advancing levels of responsibility in direct client services and/or specialized activities/projects while increasing their professional development. Weekly concurrent classroom seminars required.

**HUMS A495B Human Services Practicum IV 3 CR**
Contact Hours: 1 + 9
Prerequisites: HUMS A495A with minimum grade of C.
Registration Restrictions: Declared Human Services major, admission to Bachelor of Human Services Degree, Practicum IV status approval.
Grade Mode: Normal Letter Grades w/ DF.
Course Attributes: UAA GER Integrative Capstone.
This is the Integrative Capstone course for the Bachelor's of Human Services degree. The course builds and expands upon material presented in Human Services Practica I-III using theoretical frameworks from other required Human Service coursework. Students gain increasing levels of responsibility in the provision of direct client services in community-based settings.

## 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.

## Japanese JPN

**JPN A101 First Year Japanese I 4 CR**
Contact Hours: 4 + 0
Course Attributes: UAA GER Humanities Requirement.
Introductory course for students with no previous knowledge of the Japanese language. Develops listening, speaking, reading, and writing skills in Japanese for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Japanese.

**JPN A102 First Year Japanese II 4 CR**
Contact Hours: 4 + 0
Prerequisites: JPN A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Japanese for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Japanese.

## Journalism & Public Communication JPC

**JPC A101 Media and Society 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Describes the evolution of newspapers, magazines, photography, film, radio, television, Internet, and development of telecommunications and information technologies in the last 100 years. Emphasis on social, cultural, political, and economic affects of media.

## Justice JUST

**JUST A110 Introduction to Justice 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
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 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.
Introduction to business law. Covers topics such as the American legal system, dispute resolution, constitutional and government regulation of business, torts, contract laws and theory, international law, and business ethics.

**JUST A242 Business Law II 3 CR**
Contact Hours: 3 + 0
Prerequisites: JUST A241 or BA A241.
Crosslisted with: BA A242.
Continuation of Business Law I. Covers topics such as sales and leases, negotiables, debtor-creditor relations, agency, business organizations, and property protection.

**JUST A251 Crime and Delinquency 3 CR**
Contact Hours: 3 + 0
Prerequisites: JUST A110 or SOC A101.
Crosslisted with: SOC A251.
Course Attributes: UAA GER Social Sciences Req.
Theoretical perspectives on the causes, consequences, and control of crime and delinquency. Survey of the major theoretical perspectives in the study of crime and delinquency with special attention to the application of empirical research methods to important theoretical issues.

## 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 Req.
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: (LSIS A101 or concurrent enrollment) and MATH A105.
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.
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
Course Attributes: UAA GER Social Sciences Req.
Addresses culture as a concept and phenomenon, including its origins, variety, utility, subtlety and complexity, issues of identity, and cultural aspects of human lives from various social science perspectives.

# Library Science LS

**LS A101 Library Resources and Information Retrieval 1 CR**
Contact Hours: 1 + 0
An introduction to academic library research with an emphasis on electronic resources.

# Logistics Operations LGOP

**LGOP A110 Logistics, Information Systems and Customer Service 3 CR**
Contact Hours: 3 + 0
Introduces the principles and practices of logistics and supply chain operations and how they are integrated into total supply chain management. Discusses the logic of integration concerning how organizations gain a sustainable competitive advantage by implementing total supply chain management. Outlines the role of information technology. Examines customer service from the perspectives of both the organization and the individual.

**LGOP A120 Warehouse and Inventory Control Operations 3 CR**
Contact Hours: 3 + 0
An introduction to the fundamentals of warehouse management and inventory control operations and how they fit into logistics and the supply chain. The physical aspects of warehousing, layout, coding, safety, materials handling, inventory, and their implications for an organization are explored.

**LGOP A160 Purchasing and Supply Management 3 CR**
Contact Hours: 3 + 0
Introduces the role of purchasing and supply management in the success of the organization. Discusses modern purchasing and supply management, through clearly defined policy, procedures and processes. Facilitates organizational success by ensuring the organization gets the services and materials needed from their suppliers.

# Mathematics MATH

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

**MATH A055 Elementary Algebra 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A054 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT score or approved UAA Placement Test required.
Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

**MATH A105 Intermediate Algebra 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.
Covers radicals, solutions of quadratic equations, graphing of quadratic and other functions, functions and their inverses, and introduction to logarithmic and exponential functions. Also covers applications, systems of equations, and rational expressions.

**MATH A107 College Algebra 4 CR**
Contact Hours: 4 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.
Course Attributes: UAA GER Quantitative Skill Req.
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, solution of equations greater than second degree, determinants and matrices, systems of equations and inequalities, exponential and logarithmic function, graphs and equations of conic sections, including applications of all these topics; 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, appropriate SAT or ACT scores or approved UAA Placement Test required.
Course Attributes: UAA GER Quantitative Skill Req.
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 A172 Applied Finite Mathematics 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.
Course Attributes: UAA GER Quantitative Skill Req.
Covers linear and quadratic equations and inequalities, algebra of matrices, introductory linear programming, exponential and logarithmic functions. Applications emphasizing the relationships of these mathematical concepts to quantitative decision making in the managerial and social sciences.

**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, appropriate SAT, ACT, or AP scores or approved UAA Placement Test required.
Course Attributes: UAA GER Quantitative Skill Req.
A first course in calculus covering limits, including those with indeterminate form; and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution.

**MATH A201 Calculus II 4 CR**
Contact Hours: 4 + 0
Prerequisites: MATH A200 with minimum grade of C.
Course Attributes: UAA GER Quantitative Skill Req.
Covers integration techniques and applications; sequences and series, including convergence tests; curves in the plane and polar coordinates.

**MATH A202 Calculus III 4 CR**
Contact Hours: 4 + 0
Prerequisites: MATH A201 with minimum grade of C.
Vectors, partial differentiation and multiple integration. Green's Theorem, Stokes' Theorem and the Divergence Theorem.

**MATH A205 Communicating Mathematical Ideas 3 CR**
Contact Hours: 3 + 0
Prerequisites: EDSE A212 with minimum grade of C or PSY A365 with minimum grade of C.
Registration Restrictions: Department approval. Minimum grade of C in GER Quantitative Skills course.
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, appropriate SAT, ACT, or AP scores or approved UAA placement test 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 A272 Applied Calculus 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A107 with minimum grade of C or MATH A172 with minimum grade of C.
Course Attributes: UAA GER Quantitative Skill Req.
Covers functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.

**MATH A302 Ordinary Differential Equations 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A202.
Nature and origin of differential equations, first order equations and solutions, linear differential equations with constant coefficients, systems of equations, power series solutions, operational methods, Laplace Transform methods and applications.

**MATH A314 Linear Algebra 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A202.
Linear equations, finite dimensional vector spaces, matrices, determinants, linear transformations, and characteristic values. Inner product spaces.

# Medical Assisting MA

**MA A101 Medical Terminology 3 CR**
Contact Hours: 3 + 0
Medical terminology, including analysis of its roots and origins. Includes anatomical, diagnostic, operative, and laboratory terminology of human body systems and selected medical specialties. Emphasizes spelling and pronunciation.

**MA A104 Essentials of Human Disease 3 CR**
Contact Hours: 3 + 0
Prerequisites: MA A101 with minimum grade of C.
Presents a systematic approach to the study of human diseases with an emphasis on signs and symptoms, etiology, and treatment of the more common diseases and clinical disorders. Includes the application of advanced medical terminology in the study of human diseases and pathology.

**MA A120 Medical Office Procedures 4 CR**
Contact Hours: 3 + 2
Introduces business aspects of medical offices and administrative duties of medical assistants. Includes telephone and reception procedures, appointment scheduling, medical law and ethics, essentials of medical records, professionalism, and financial record keeping for the medical office.

**MA A140 Medical Transcription I 2-3 CR**
Contact Hours: 1 + 3-6
Prerequisites: (MA A101 with minimum grade of C or concurrent enrollment). Registration Restrictions: 45 wpm keyboarding in Windows word processing. Special Note: Two (2) credits of this course are required for the Medical Assisting AAS degree. Students wishing to specialize in medical transcription may wish to register for three (3) credits, which requires the transcribing of additional medical reports. Provides instruction in the machine transcribing of physicians' medical dictation. Introduces the use of transcription equipment, formatting of various medical reports, and transcription techniques and guidelines. Includes the transcribing of medical reports.

**MA A220 Coding for the Medical Office 3 CR**
Contact Hours: 3 + 0
Prerequisites: MA A101 and BIOL A100 or [BIOL A111 and BIOL A112].
Presents procedural and diagnostic coding in the ambulatory health care setting. Includes principles of medical coding, conventions and guidelines, importance of accuracy in coding, and an understanding of legal and ethical issues. Emphasis on application of knowledge demonstrated through performance of procedural and diagnostic coding activities.

## Music MUS

**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 or permission of instructor.
Elementary study of harmony and melody: formation of scales, modes, intervals, chords, inversions, and simple harmonic progressions. Writing and harmonizing of melodic lines.

**MUS A121 Music Appreciation 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Fine Arts Requirement.
Special Note: Music majors may not use this course towards their GER-Fine Arts requirement.
Basic elements of the physics of musical sound and music notation, followed by a survey of the history and development of Western music from the early Middle Ages to the present.

**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.
Special Note: BA music majors may not use this course towards their GER-Fine Arts or CAS Humanities sequence requirements.
Music before 1750. Explores stylistic developments and structure from Antiquity through Medieval, Renaissance, and Baroque eras within their historical context.

**MUS A222 History of Music II 3 CR**
Contact Hours: 3 + 0
Prerequisites: MUS A121 or MUS A131.
Course Attributes: UAA 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. Also covers World Music topics, with attention to the Music of the North (Alaska Native).

## Paramedical Technology PMED

**PMED A241 Paramedicine I 8 CR**
Contact Hours: 7 + 2
Prerequisites: BIOL A111 with minimum grade of C and BIOL A111L and BIOL A112 with minimum grade of C and BIOL A112L.
Registration Restrictions: Current Alaska EMT-1 or National Registry EMT-Basic; Acceptance into the PMED Program.
Corequisite: PMED A242.
Applies the knowledge and skills of airway management and ventilation while integrating pathophysiological principles and assessment findings to formulate impressions and implement treatment plans needed while caring for patients who have suffered an acute injury or illness.

**PMED A242 Clinical Rotation I 4 CR**
Contact Hours: 0 + 8
Prerequisites: BIOL A111 with minimum grade of C and BIOL A111L and BIOL A112 with minimum grade of C and BIOL A112L.
Registration Restrictions: Current Alaska EMT-1 or National Registry EMT-Basic; Acceptance into the PMED Program.
Corequisite: PMED A241.
Grade Mode: Pass/No Pass.
Paramedic skills are performed in acute care settings.

**PMED A251 Paramedicine II 8 CR**
Contact Hours: 7 + 2
Prerequisites: PMED A241 and PMED A242.
Corequisite: PMED A252.
Integrates pathophysiological principles and assessment findings to formulate impressions and implement treatment plans needed when caring for trauma patients, and patients with special needs.

**PMED A252 Clinical Rotation II 4 CR**
Contact Hours: 0 + 8
Prerequisites: PMED A241 and PMED A242.
Corequisite: PMED A251.
Grade Mode: Pass/No Pass.
Paramedic skills are performed in hospital settings, specifically in emergency departments, operating rooms, intensive care/critical care units, labor and delivery units, pediatric units, and psychiatric wards.

**PMED A261 Paramedicine III 8 CR**
Contact Hours: 7 + 2
Prerequisites: PMED A251 and PMED A252.
Corequisite: PMED A262.
Integrates pathophysiological principles and assessment findings to formulate impressions and implement treatment plans needed when caring for medical patients. This course further incorporates assessment-based management and vehicle operations.

**PMED A262 Clinical Rotation III 4 CR**
Contact Hours: 0 + 8
Prerequisites: PMED A251 and PMED A252.
Corequisite: PMED A261.
Grade Mode: Pass/No Pass.
Paramedic skills are performed in hospital settings, specifically in emergency departments, operating rooms, intensive care/critical care units, labor and delivery units, pediatric units, psychiatric wards, and on air ambulances.

**PMED A295 Paramedic Internship 12 CR**
Contact Hours: 0 + 36
Prerequisites: PMED A261 and PMED A262.
Registration Restrictions: All PMED Major and AAS General Degree Education Requirements must be completed prior to registration.
Grade Mode: Pass/No Pass.
Pre-hospital field experience under the guidance of a paramedic preceptor on an advanced life support ambulance. Interns perform all aspects of paramedic care.

## Philosophy PHIL

**PHIL A101 Introduction to Logic 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
Develops formal and informal reasoning skills, introduces deductive logic via statement logic, analyzes arguments and introduces scientific and inductive reasoning, reviews common fallacies and methods for evaluating arguments.

**PHIL A201 Introduction to Philosophy 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
Introduces works of major influential thinkers, both ancient and modern, focusing on 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.
Survey of primarily Western philosophy from the pre-Socratic era through the late Middle Ages. Traces development of scientific, metaphysical, epistemological and ethical thought with emphasis on pivotal historical figures and debates.

**PHIL A212 History of Philosophy II 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
Survey of philosophy from the Scientific Revolution through German Idealism (Modern Period). Traces the development of scientific, metaphysical, epistemological and ethical though with emphasis on historical texts.

**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.

# 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 Req.
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: (PHYS A123 or concurrent enrollment) and MATH A105.
Registration Restrictions: High school trigonometry.
Course Attributes: UAA GER Natural Sci Lab Only.
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 Req.
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 Lab 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 Sci Lab Only.
Introductory physics laboratory, with experiments in electricity and magnetism, waves, and optics.

**PHYS A211 General Physics I 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A200 with minimum grade of C and (MATH A201 or concurrent enrollment) and PHYS A130 with minimum grade of C.
Registration Restrictions: If PHYS A130 prerequisite is not satisfied, then a passing score on department exam is required.
Course Attributes: UAA GER Natural Sciences Req.
Calculus-based course covering classical mechanics (statics and dynamics of translational and rotational motion), fluids, elasticity, and introduction to thermodynamics.

**PHYS A211L General Physics I Lab 1 CR**
Contact Hours: 0 + 3
Prerequisites: (PHYS A211 with minimum grade of C or concurrent enrollment).
Registration Restrictions: If PHYS A211 is taken from another institution, it must be completed prior to taking PHYS A211L.
Course Attributes: UAA GER Natural Sci Lab Only.
Calculus-based introductory physics laboratory, with experiments in computerized data collection and analysis, mechanics, waves, elasticity, and wave motion.

# Political Science PS

**PS A101 Introduction to American Government 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

**PS A102 Introduction to Political Science 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
The exploration of basic principles and processes of major branches of the discipline of political science, including American government, comparative politics, international relations and political philosophy.

# Preparatory English PRPE

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from Accuplacer, COMPASS, SAT Verbal or ACT English, or a grade of C or better in prerequisite course. Mat-Su College administers and places students with the Accuplacer placement test.

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

**PRPE A054 Learning Strategies 1-3 CR**
Contact Hours: 1-3 + 0
Registration Restrictions: Appropriate score on reading placement test.
Grade Mode: Pass/No Pass.
Presents basic learning strategies. Develops time management, learning styles, textbook study, note taking, and test taking skills.

**PRPE A076 Reading Strategies 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Appropriate score on reading placement test.
Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.

**PRPE A080 Basic Writing 2-4 CR**
Contact Hours: 2-4 + 0
Registration Restrictions: Appropriate score on English placement test.
Special Note: Concurrent enrollment in PRPE A070 is strongly recommended.
Improves basic writing skills to develop sentences and paragraphs that conform to Standard American English.

**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 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 Sentence Skills 1-3 CR**
Contact Hours: 1-3 + 0
Registration Restrictions: Appropriate score on English placement test.
Supports students in composition courses. Provides tools for improving sentences that conform to Standard American English. Focuses on common sentence errors for accuracy in drafting and editing.

**PRPE A086 Writing Strategies 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Appropriate score on English placement test.
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 Introduction to College Study Skills 1-3 CR**
Contact Hours: 1-3 + 0
Prerequisites: PRPE A076 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, then appropriate score on reading placement test is required.
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 Introduction to College Reading 3 CR**
Contact Hours: 3 + 0
Prerequisites: PRPE A076 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, then appropriate score on reading placement test is required.
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 Introduction to College Writing 3 CR**
Contact Hours: 3 + 0
Prerequisites: PRPE A076 with minimum grade of C and PRPE A086 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, then appropriate scores on reading and writing placement tests required.
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.

# Psychology PSY

**PSY A111 General Psychology 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Introduces methods, theories, and research in the psychological sciences. Core topics include psychological research methods, biopsychology, learning, cognition, lifespan development, personality, psychological disorders, and social psychology.

**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 A135 Domestic Violence and Sexual Assault Advocacy Training 1 CR**
Contact Hours: 1 + 0
In-depth review of fundamentals of domestic violence and sexual assault advocacy with specific emphasis on law enforcement, legal, medical, and social services. Focuses on regulation and program standards, dynamics of advocacy case work, development of techniques of effective interaction with clients, and working knowledge of community resources.

**PSY A143 Death and Dying 3 CR**
Contact Hours: 3 + 0
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 Lifespan Development 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Reviews physical, cognitive, and socioemotional aspects of human growth, maturation, and development across the lifespan. Special attention is given to the effects of broader sociocultural influences on development. Classical and contemporary theories relating to development across the lifespan are considered.

**PSY A153 Human Relations 3 CR**
Contact Hours: 3 + 0
Crosslisted with: HUMS A153.
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 A190 Introductory Topics in Psychology 1 CR**
Contact Hours: 1 + 0
Special Note: May be repeated for a maximum of 6 credits with a change of subtitles. Some topics might have an additional course fee.
Introduction to a special topic in psychology of general interest to the community. Presented by researchers and/or behavioral health experts. Specific titles as announced.

**PSY A230 Psychology of Adjustment 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: One social science course.
Study of sources and problems of stress. Examines self-esteem and interpersonal relationships from perspective of personal coping skills. Emphasizes taking control of one's life.

**PSY A245 Child Development 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: One social science course.
Study of physical, emotional, cognitive, and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

**PSY A260 Statistics for Psychology 3 CR**
Contact Hours: 3 + 0
Prerequisites: [MATH A105 with minimum grade of C or MATH A107 with minimum grade of C or MATH A108 with minimum grade of C or MATH A172 with minimum grade of C or MATH A200 with minimum grade of C] and PSY A111 with minimum grade of C. Special Note: Concurrent enrollment in PSY A260L is strongly recommended. Students must earn a grade of C or higher in PSY A260 before being admitted to PSY A261, PSY A355 and/or psychology capstone courses.
Presents basic descriptive and inferential statistical techniques used in psychology. Covers scales of measurement, central tendency, variability, normal distributions, standard scores, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, and one- and two-way analysis of variance.

**PSY A261 Research Methods in Psychology 4 CR**
Contact Hours: 3 + 3
Prerequisites: ENGL A111 with minimum grade of C and PSY A111 with minimum grade of C and PSY A260 with minimum grade of C and PSY A260L with minimum grade of C.
Special Note: Students must earn a grade of C or higher in PSY A261 before being admitted to PSY A355 and/or psychology capstone courses.
The lecture component introduces the scientific approach to studying behavior and mental processes and covers and practices, data collection and analysis, and APA style writing. The laboratory component provides applied experience with designing research projects and data collection as well as analysis, interpretation, and reporting of results.

**PSY A261L Research Methods in Psychology Lab 0 CR**
Contact Hours: 0 + 0
Corequisite: PSY A261.
Grade Mode: Non-Graded.

**PSY A313 Psychology of Women 3 CR**
Contact Hours: 3 + 0
Registration Restrictions: Junior level standing, or 6 credits of psychology.
Examines how women behave, think, and feel. Major topics are sex-role development, the effects of sexism, pornography, and violence against women, gender differences, female sexuality and health issues, love relationships, femininity, masculinity, and androgyny, and adjustment and mental disorders.

**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: ENGL A111 with minimum grade of C and [PSY A111 or PSY A150].
Survey of modern and contemporary theories of personality and personality development. Focuses on how and why people differ in the ways they think, feel, and behave. Emphasizes research findings on the measurement of personality and biological and social bases of personality.

**PSY A375 Social Psychology 3 CR**
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C and [MATH A105 or MATH A107 or MATH A108 or MATH A172 or MATH A200] and [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: STAT A252 for BA Sociology or STAT A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261.
Crosslisted with: PSY A362 and SOC A362 and SOC A453.
Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.

**PSY A455 Mental Health Services in Alaska 3 CR**
Contact Hours: 3 + 0
Prerequisites: PSY A345.
Emphasizes behavioral health topics in Alaska such as developmental disabilities, fetal alcohol spectrum disorders, traumatic brain injury, substance abuse, and suicide. The course will present culturally sensitive, community-based services that address these problems throughout the life span.

## Refrigeration & Heating RH

**RH A101 Refrigeration & Air Conditioning Fundamentals 4 CR**
Contact Hours: 3 + 2
Offered only at Matanuska-Susitna College.
Explores compressors, condensers, evaporators, metering devices, and related components. Offers instruction in the proper use of tools and testing devices applicable to the HVAC/R trades, and experimentation with refrigeration system training devices. Provides instruction and experience on piping layout and assembly. Provides students with practice at swaging, flaring, bending, soldering, and brazing. Includes design, construction, service, and repair of household refrigerators and freezers.

**RH A103 Technical Mathematics for Industrial Trades 3 CR**
Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ration and proportion, scale drawings, and trigonometric functions.

**RH A105 Electrical Circuits for Refrigeration and Heating I 3 CR**
Contact Hours: 2 + 2
Offered only at Matanuska-Susitna College.
Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, resistance, and AC-DC motors. Provides students with the opportunity to apply principles and develop skills by using test instruments and training devices.

**RH A109 Principles of Thermodynamics 3 CR**
Contact Hours: 3 + 0
CO# Corequisite: RH A103.
OF# 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 A105 and RH A109.
Offered only at Matanuska-Susitna College.
Introduces and analyzes the chemical composition and properties of various refrigerants. Application of this analysis to "Shop-job" situations, using "Live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. Instruction in the safe handling and storage of refrigerants.

**RH A126 Electrical Circuits for Refrigeration and Heating II 3 CR**
Contact Hours: 2 + 2
Prerequisites: RH A103 and RH A105.
Offered only at Matanuska-Susitna College.
Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

**RH A132 Troubleshooting for HVAC/R Systems 3 CR**
Contact Hours: 2 + 2
Prerequisites: RH A101 and RH A105 and RH A109.
Offered only at Matanuska-Susitna College.
Emphasis on systematically analyzing and troubleshooting HVAC/R systems to include mechanical, electrical, piping, and control systems. Heavy emphasis on lab activities and training devices. Actual equipment with component faults is used to strengthen and test troubleshooting skills.

**RH A201 Commercial and Ammonia Refrigeration 4 CR**
Contact Hours: 3 + 2
Prerequisites: RH A122 and RH A126.
Offered only at Matanuska-Susitna College.
Provides an understanding of commercial refrigeration systems including hot gas defrosting, lubrication, contaminants, pipe sizing, etc. Introduces ammonia refrigeration including safety start-up and diagnosis of an operational ammonia liquid overfeed system.

**RH A203 HVAC/R Basic Controls 3 CR**
Contact Hours: 2 + 2
Prerequisites: RH A126 and RH A132.
Offered only at Matanuska-Susitna College.
Introduces concepts and components of basic residential and commercial heating and cooling control applications. Associated lab exercises are designed to provide an understanding of the operation, troubleshooting, and repair of basic system components. Explores primary burner controls for forced air and hydronic control systems.

**RH A209 Codes for HVAC/R 2 CR**
Contact Hours: 2 + 0
Offered only at Matanuska-Susitna College.
Introduces current mechanical codes as adopted by the State of Alaska and covers sections of the Uniform Mechanical Code and the National Fuel Gas Code related to general heating, ventilation, and air conditioning work.

**RH A211 Customer Relations and Job Etiquette 1 CR**
Contact Hours: 1 + 0
Offered only at Matanuska-Susitna College.
Explores methods, protocols, and techniques to build and maintain positive relationships with customers. Identifies a variety of characteristics and related behaviors required of a successful, productive, heating, ventilation, and air conditioning technician.

**RH A225 Heating Fundamentals & Forced Air Heat 4 CR**
Contact Hours: 3 + 2
Prerequisites: RH A109.
Offered only at Matanuska-Susitna College.
Assumes no previous knowledge of heating plants. Introduces knowledge and skills needed for the installation and service of forced air heating systems. Instruction ranges from beginning maintenance and installation to advanced troubleshooting of heating systems.

**RH A226 Commercial HVAC/R Systems 4 CR**
Contact Hours: 3 + 2
Prerequisites: RH A225.
Offered only at Matanuska-Susitna College.
Introduces commercial heating, ventilation, and air conditioning systems by category and application types. Includes both air-side and water-side systems along with humidification, ventilation, and air filtration requirements.

**RH A228 Advanced Hydronic Heat Systems 4 CR**
Contact Hours: 3 + 2
Prerequisites: RH A225.
Offered only at Matanuska-Susitna College.
Explores hydronic heating sources and emitters. Covers residential and light commercial boilers and hydronic heating systems. Includes radiant panel heating with a strong emphasis on wiring and troubleshooting of hydronic controls.

**RH A229 HVAC/R Control Systems 3 CR**
Contact Hours: 2 + 2
Prerequisites: RH A203.
Offered only at Matanuska-Susitna College.
Provides a survey of heating, ventilation, and air conditioning control systems and control theory. Topics will include pneumatic, electronic, and direct digital control systems. Lab exercises will be performed on training equipment for each of these system types.

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

**RH A290 Selected Topics in Refrigeration & Heating 1-3 CR**
Contact Hours: 0-3 + 0-9
Offered only at Matanuska-Susitna College.
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.

## Renewable Energy RE

**RE A100 Introduction to Renewable Energy 3 CR**
Contact Hours: 3 + 0
Introduces students to the field of renewable energy. Topics include renewable energy resources, technologies, principles of conservation and efficiency, storage and hardware options, thermal energy systems, regulations, applicable codes, and career pathways.

**RE A101 Industrial Safety for Renewable Energy 2 CR**
Contact Hours: 2 + 0
Emphasizes electrical and industrial safety for working in the renewable energy industry. Topics include hazard awareness, regulations, and mitigation skills.

**RE A102 Applied Physics for Renewable Energy 3 CR**
Contact Hours: 3 + 0
Prerequisites: (RE A100 or concurrent enrollment).
Registration Restrictions: Placement into MATH A055 or higher.
Introductory course for students considering a career in renewable energy. Includes the physical principles for various renewable energies including solar, wind, hydropower and geothermal. Demonstrates how the principles of physics relate to the design, basic operation, advantages, and limitations of renewable energy sources.

**RE A106 Introduction to Diesel Engines 3 CR**
Contact Hours: 2 + 2
Introduces the knowledge, vocabulary, and technical skills required to maintain, diagnose, and make minor repairs to diesel engines. Topics include diesel engine theory, components, engine performance, cycle of operation, cooling systems, electrical systems, fuels, fuel systems, and the selection and use of tools.

**RE A200 Power Generation Systems 3 CR**
Contact Hours: 2 + 2
Prerequisites: RE A102.
Introduces the knowledge, vocabulary, and technical skills required to maintain, diagnose, and make minor repairs to small-scale power generation systems. Focuses on AC and DC theory, electrochemical storage systems, generators, inverters, transformers, and photovoltaic technologies.

**RE A201 Power System Management 3 CR**
Contact Hours: 3 + 0
Prerequisites: (RE A101 or concurrent enrollment) and (RE A106 or concurrent enrollment) and (RE A200 or concurrent enrollment).
Combines essential topics in power system management and business technology to provide a holistic view of energy management. Topics include power stability, economic dispatch, energy storage, smart grid, and Supervisory Control and Data Acquisition (SCADA) systems.

**RE A203 Renewable Energy Project Development 3 CR**
Contact Hours: 3 + 0
Prerequisites: (RE A101 or concurrent enrollment) and (RE A106 or concurrent enrollment) and (RE A200 or concurrent enrollment).
Synthesizes facets of project development and management within the context of renewable energy projects.

**RE A295 Renewable Energy Practicum 3 CR**
Contact Hours: 0 + 9
Prerequisites: RE A101 and RE A102 and RE A106.
Registration Restrictions: Instructor permission.
Grade Mode: Normal Letter Grades w/ DF.
Special Note: May be repeated for up to 9 credits.
Provides practical experience in a workplace setting. Faculty, practicum supervisor, and student collaboratively develop an individualized plan for workplace training to reflect the student's occupational objectives.

# Russian RUSS

**RUSS A101 Elementary Russian I 4 CR**
Contact Hours: 4 + 0
Course Attributes: UAA GER Humanities Requirement.
Introductory course for students with no previous knowledge of the Russian language. Develops listening, speaking, reading, and writing skills in Russian for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Russian.

**RUSS A102 Elementary Russian II 4 CR**
Contact Hours: 4 + 0
Prerequisites: RUSS A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Russian for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Russian.

**RUSS A201 Intermediate Russian I 4 CR**
Contact Hours: 4 + 0
Prerequisites: RUSS A102.
Course Attributes: UAA GER Humanities Requirement.
Intermediate course for students with basic knowledge of Russian. Enhances listening, speaking, reading, and writing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in Russian.

**RUSS A202 Intermediate Russian II 4 CR**
Contact Hours: 4 + 0
Prerequisites: RUSS A201.
Course Attributes: UAA GER Humanities Requirement.
Continuation of first semester in intermediate Russian. Further develops listening, speaking, reading, and writing proficiency for effective communication and in preparation for advanced study of Russian. Students interpret diverse cultural perspectives. Course conducted in Russian.

**RUSS A205 Conversational Skills II 1 CR**
Contact Hours: 0 + 2
Registration Restrictions: Proficiency as after two semesters of college-level or two years of high school study in Russian.
Grade Mode: Pass/No Pass.
Special Note: May be repeated once for credit.
A maintenance and skills enhancement course for intermediate students of Russian, designed primarily to help them to retain and solidify what they have learned in Elementary Russian. With the focus on oral communication, the course emphasizes speaking, listening comprehension, and vocabulary building.

# 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 Req.
Analyzes social inequality and the American social welfare state. Traces historical evolution of government and non-government response to the provision of basic needs, opportunities, and rights for its citizenry, especially vulnerable populations. Investigates historical and persisting dilemmas--ethical, political, cultural, and economic--explicit and implicit, in achieving social justice. Assists in understanding of social welfare problems and solutions.

**SWK A342 Human Behavior in the Social Environment 3 CR**
Contact Hours: 3 + 0
Prerequisites: PSY A150 and [BIOL A102 or BIOL A111 or BIOL A112 or BIOL A115 or BIOL A116 or LSIS A102 or LSIS A201].
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 influence behavior, growth, development, and change.

**SWK A409 Introduction to Child Welfare 3 CR**
Contact Hours: 3 + 0
Survey of public and private child welfare services from a historical perspective and examination of current child welfare services available to children and their families. National standards for services are reviewed along with policy development, legislation, funding and research related to programs, and service delivery. Services such as in-home support, permanency planning, child protection, foster care, adoption and residential care will be addressed.

**SWK A481 Case Management in Social Work Practice 3 CR**
Contact Hours: 3 + 0
Prerequisites: SWK A330.
Covers the identification of issues, procedures, responsibilities, skills, and processes for effective case management. Includes theory-based skills regarding client identification and outreach, assessment, service planning, coordination, monitoring, advocacy, and evaluation along with written communication skills for coordinated service delivery. Issues relevant to special 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.
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 Req.
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 A110 Introduction to Gerontology: Multidisciplinary Approach 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
A multidisciplinary course that provides an introduction to gerontology. Covers many aspects of aging including those associated with biology, physiology, medical care, psychology, culture, sociology, and social policies.

**SOC A201 Social Problems and Solutions 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Survey of contemporary social problems. Focuses on the causes and consequences of social problems and examines processes through which social problems are identified, prioritized, and addressed.

**SOC A202 Social Institutions 3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Applies sociological perspectives, theories, and methodologies to the study of social institutions, including family, education, economy, government, and religion, to examine the ways in which social institutions shape the social organization of society.

**SOC A242 Introduction to Family, Marriage, 3 CR**
T2# and Intimate Relationships
Contact Hours: 3 + 0
Prerequisites: SOC A101 or PSY A111.
Introduction to sociological study of family, marriage, 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.
Examines effects of social class, ethnicity, race and gender on identity and socialization in adolescence.

**SOC A251 Crime and Delinquency 3 CR**
Contact Hours: 3 + 0
Prerequisites: JUST A110 or SOC A101.
Crosslisted with: JUST A251.
Course Attributes: UAA GER Social Sciences Req.
Theoretical perspectives on the causes, consequences, and control of crime and delinquency. Survey of the major theoretical perspectives in the study of crime and delinquency with special attention to the application of empirical research methods to important theoretical issues.

**SOC A280 Contemporary Issues 3 CR**
Contact Hours: 3 + 0
Prerequisites: SOC A101.
Special Note: May be repeated twice for credit with a change in subtitle.
Analysis of contemporary social issues from a variety of sociological 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 with minimum grade of C or SOC A201 with minimum grade of C or SOC A202 with minimum grade of C.
A critical analysis 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
Prerequisites: [PSY A260 or STAT A252 or STAT A253] and [PSY A261 or SOC A361].
Crosslisted with: PSY A362 and PSY A453 and SOC A362.
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.
Introductory course for students with no previous knowledge of the Spanish language. Develops listening, speaking, reading, and writing skills in Spanish for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Spanish.

**SPAN A102 Elementary Spanish II 4 CR**
Contact Hours: 4 + 0
Prerequisites: SPAN A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Spanish for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Spanish.

**SPAN A201 Intermediate Spanish I 4 CR**
Contact Hours: 4 + 0
Prerequisites: SPAN A102.
Course Attributes: UAA GER Humanities Requirement.
Intermediate course for students with basic knowledge of Spanish. Enhances listening, speaking, reading, and writing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in Spanish.

**SPAN A202 Intermediate Spanish II 4 CR**
Contact Hours: 4 + 0
Prerequisites: SPAN A201.
Course Attributes: UAA GER Humanities Requirement.
Continuation of first semester in intermediate Spanish. Further develops listening, speaking, reading, and writing proficiency for effective communication and in preparation for advanced study of Spanish. Students interpret diverse cultural perspectives. Course conducted in Spanish.

# Statistics STAT

**STAT A252 Elementary Statistics 3 CR**
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required. Course Attributes: UAA GER Quantitative Skill Req.
Special Note: A student may apply no more than 3 credits from STAT A252 or BA A273 toward the graduation requirements for a baccalaureate degree.
Introduction to statistical reasoning. Emphasis on concepts rather than in-depth coverage of traditional statistical methods. Topics include sampling and experimentation, descriptive statistics, probability, binomial and normal distributions, estimation, single-sample and two-sample hypothesis tests. Additional topics will be selected from descriptive methods in regression and correlation, or contingency table analysis.

# 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 Introduction to Acting 3 CR**
Contact Hours: 2 + 3
An introduction to basic acting techniques with emphasis on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.

# Veterinary Assisting VETT

**VETT A101 Introduction to the Veterinary Profession 1 CR**
Contact Hours: 1 + 0
Introduction to the veterinary profession for individuals considering a career in this field. Introduces responsibilities and expectations as well as legal boundaries of a veterinary health care team.

**VETT A103 Veterinary Office Procedures 3 CR**
Contact Hours: 3 + 0
Prerequisites: (VETT A101 or concurrent enrollment).
Provides the student with current information in veterinary practice office management. Students will apply concepts, principles, and skills to situations specific to veterinary office procedures.

**VETT A122 Basic Handling and Behavior: Small Animals 2 CR**
Contact Hours: 2 + 0
Prerequisites: (VETT A101 or concurrent enrollment).
Introduces general topics in the veterinary field: small-animal breeds and behavior, safe animal handling and restraint, grooming, nutrition, and vaccination. Additional topics include exam room procedures (physical exam and history taking), facility maintenance, medicating, surgical assisting, and laboratory assisting.

**VETT A123 Basic Handling and Behavior: Large Animals 2 CR**
Contact Hours: 2 + 0
Prerequisites: (VETT A101 or concurrent enrollment).
Introductory course for students considering a career in large-animal health care. Introduces large-animal nutrition, care, behavior, and restraint, including working safely with large animals.

**VETT A124 Introduction to Small Animals 3 CR**
Contact Hours: 3 + 0
Prerequisites: (VETT A101 or concurrent enrollment).
Introductory course for students considering a career in small-animal health care. Topics include an introduction to restraint, clinical pathology, diagnostic imaging, emergency medicine, anesthesia, pharmacology and pain management, surgical and medical nursing, dentistry, and other applicable skills.

**VETT A125 Introduction to Large Animals 3 CR**
Contact Hours: 3 + 0
Prerequisites: (VETT A101 or concurrent enrollment).
Introductory course for students considering a career in large-animal health care. Introduces clinical patient management and procedures, laboratory procedures, anesthesia, pharmacology, and surgical and medical nursing specific to large animal species.

**VETT A201 Veterinary Anatomy and Physiology 4 CR**
Contact Hours: 3 + 2
Prerequisites: (VETT A101 or concurrent enrollment).
Registration Restrictions: Placement into PRPE A108 or higher and (high school chemistry with minimum grade of C and biology with minimum grade of C), or (CHEM A055 with minimum grade of C and BIOL A102 with minimum grade of C and BIOL A103 with minimum grade of C).
Introductory anatomy and physiology course for students considering a career or furthering their education in the veterinary field. Introduces comparative anatomy and physiologic processes for both small- and large-animal species. Includes lecture and lab components.

**VETT A295 Veterinary Assistant Practicum 3 CR**
Contact Hours: 0 + 9
Prerequisites: (VETT A101 or concurrent enrollment).
Major Restriction: Must be Veterinary Assisting major.
Grade Mode: Normal Letter Grades w/ DF. Special Note: Majors only.
Students gain practical experience in a workplace setting. The faculty, practicum supervisor, and student collaboratively develop an individualized plan for workplace training to reflect the student's occupational objectives.

# CHAPTER 10
## DIRECTORY

University of Alaska Board of Regents
UA Statewide Administration
UAA Administration
UAA Community Campuses
UAA Military Education Services
MSC Administrative & Support Staff
MSC Faculty

## UNIVERSITY OF ALASKA BOARD OF REGENTS

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Fuller Cowell, Anchorage (2015)
Kenneth Fisher, Juneau (2017)
Mari Freitag, Fairbanks (2013)
Jyotsna Heckman, Fairbanks (2019)
Mary K. Hughes, Anchorage (2017)
Patricia Jacobson, Kodiak (2015)
Carl Marrs, Anchorage (2013)
Michael Powers, Fairbanks (2011-2019)
Kirk Wickersham, Anchorage (2007-2015)

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

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Dan Julius, Vice President, Academic Affairs
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Elisha "Bear" Baker IV, Interim Provost
Renee Carter-Chapman, Senior Vice Provost , Inst. Effectiveness
Bill Spindle, Vice Chancellor, Administrative Services
Bruce Schultz, Vice Chancellor for Student Affairs
Megan Olson, Vice Chancellor, University Advancement

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**Kenai Peninsula College**
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  156 College Rd - Soldotna, AK 99669
- Kachemak Bay Campus
  533 E. Pioneer Ave. - Homer, AK 99603-7624
- Resurrection Bay Extension Site
  1600 Swetman - Seward, AK 99664

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  PO Box 730 - Glennallen, AK 99588
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## UNIVERSITY OF ALASKA ANCHORAGE MILITARY EDUCATION SERVICES

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## MATANUSKA-SUSITNA COLLEGE EMERITI

**Dennis Clark**
Director Emeritus

**Elizabeth J. Fallon**
Professor Emeritus

**Glenn Massay**
Director Emeritus

**Leza Madsen**
Professor Emeritus

## MATANUSKA-SUSITNA COLLEGE ADMINISTRATIVE AND SUPPORT STAFF

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IS Operations Technician
Computing & Technology Services

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Administrative Assistant
Student Services

**Karen Backlund**
Career Development Coordinator
Student Services

**Audrey Badger**
Cataloging & Circulation
Okeson Library

**Craig Ballain**
Library Director
Okeson Library

**Janna Bare**
Learning Center Manager

**Eric Blomskog**
Physical Plant Coordinator

**Kim Bloomstrom**
Academic Counselor
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**Rex Bluestone**
Network Technician
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# DEFINITIONS

**ACADEMIC RECORD 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 Mat-Su College 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).

**ACCREDITATION & CREDIT TRANSFERS:** As an extended college of the University of Alaska Anchorage, Matanuska-Susitna College is fully accredited by the Northwest Accreditation Association for Schools and Colleges and credits are transferable to other post-secondary institutions. Specific course work is the same between the University of Alaska Anchorage and Matanuska-Susitna College campuses.

**ADDING CLASSES:** Students may be allowed to add semester-length courses up to the end of the second week of instruction. Instructor signatures are required after the first week of instruction for all add activity. Add forms are available in Student Services.

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

**ADMISSION**: At Mat-Su College, the formal application process in which the student states his or her intention to work either toward a specific degree or certificate or to attend as a non-degree-seeking student.

**ADVISOR/COUNSELOR**: 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 include: accounting, human services, and computer systems technology.

**ASSESSMENT**: Assessment testing is offered to new students for general advising and to place them in appropriate classes.

**ASSOCIATE'S 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's degree if one completed 15 credits for each of four consecutive semesters.

**AUDITING CLASSES:** To take a course for general information only. No credit is received. Tuition and fees are the same as taking the course for credit. Course appears with a grade of AU on your transcript. Audit registrations are on a space-available basis.

**CANCELLED CLASSES:** Mat-Su College reserves the right to cancel any class. Classes with low enrollment are subject to cancellation; tuition and fees will be refunded automatically.

**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.

**CONCURRENT/COREQUISITE ENROLLMENT:** A student is required to register for and attend both courses in the same semester.

**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.

**COURSE SYLLABUS:** A syllabus is a detailed description of a college course. It includes such important items as attendance policy, assignments, grade policy, course objectives, instructor contact information, and course outline. You should receive a syllabus for each course you take.

**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.

**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 that equal one credit hour is provided in Chapter 9, "Course Descriptions," of this Catalog.

**CROSS-LISTED COURSES**: Identical courses approved under separate prefixes. For example, HUMS A153/PSY A153 is cross-listed in Humans Services and Psychology. Students may enroll under either prefix but not both.

**CURRICULUM**: An organized program of study; the whole body of courses required for a program or degree.

**DIRECTED STUDY:** A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. All forms must be submitted to Student Services.

**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.

**DROPPING CLASSES:** Any semester length course dropped by the end of the second week of instruction will not appear on the student's transcript.

**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.

**FACULTY SIGNATURE:** Some course descriptions include "permission of faculty" as a prerequisite. Students must obtain the signature of the faculty member on the registration form prior to registering.

**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.

**INDEPENDENT STUDY:** An Independent Study course consists of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and with final approval by the College Director. All forms must be submitted to Student Services.

**INSTRUCTOR OF RECORD:** The instructor listed in the schedule at the time of printing may be subject to change due to unforeseen circumstances. It is the responsibility of the student to check the schedule addendum for any change in instructor or other pertinent information.

**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.

**NON-DEGREE-SEEKING**: 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 Mat-Su College may apply for admission as a non-degree-seeking student.

**OCCUPATIONAL ENDORSEMENT CERTIFICATES:** Certificates that require 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.

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

**PLACEMENT/ASSESSMENT TESTING:** Students registering for English and math for the first time must take placement tests. Individual departments and disciplines may require additional testing or assessment. Diagnostic placement tests are also required prior to enrollment in some courses and programs. These tests measure competency in math, reading, and/or written composition. A $10 assessment test fee will be charged for each testing session. Students will need to bring a picture ID with them.

**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 or 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.

**REGISTRATION BY PROXY:** Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy form. These forms are available in Student Services or in the back of the Course Schedule. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

**SCHEDULE ADDENDUM:** Any changes to the printed schedule are reported on a computer generated printout referred to as the schedule addendum. Addendums are posted in Student Services.

**SELF-SUPPORT CLASS:** A self-support class is supported by participant fees and is calculated and refunded separately from regular tuition. Tuition waivers cannot be used.

**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.”

**STACKED COURSES:** Courses with the same prefix approved at different levels and offered at the same time and location. Only one level of the course may be taken at a time.

**TRANSCRIPT**: The official, permanently maintained records of credits and grades earned from courses, exams, etc., as well as awards, certificates, degrees, etc., received.

**UNDERAGE REGISTRATION (Secondary School Students):** An underage student is under 18 years of age and does not otherwise meet the requirements for open registration and admission. Special permission is required prior to registering.

**UNDERGRADUATE**: Undergraduate pertains to the programs of study in a college or university which lead to certificates and/or associate’s 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.

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UNIVERSITY OF NEBRASKA
MARTIN LUTHER KING JR. COLLEGE

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