

# Academic Catalog

## 2013-2014



**Mat-Su**college  
UNIVERSITY of ALASKA ANCHORAGE





# 2013 - 2014 ACADEMIC CATALOG

**Matanuska-Susitna College**  
University of Alaska Anchorage  
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## 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

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

<b>ADMINISTRATION</b>	College Director's Office .....	745-9726 or 9779
	FAX .....	745-9769
	Office of Academic Affairs .....	745-9754
	FAX .....	746-9303
	Administrative Services .....	745-9705
<b>CAMPUS CACHE</b>	Accounts Payable/Payroll/Personnel/Purchasing .....	745-9705
	FAX .....	745-9711
	Student Accounts/Financial Aid Disbursements/Refunds .....	745-9739
	Supplies & Apparel .....	745-9739
	FAX .....	745-9700
<b>COMPUTING &amp; TECHNOLOGY SERVICES</b>	Online Textbook Ordering: <a href="http://bookstore.mbsdirect.net/matsu.htm">http://bookstore.mbsdirect.net/matsu.htm</a> or call (800) 325-3252	
	Computing Technology/Computer Labs .....	745-9738
	FAX .....	745-9711
	Library .....	745-9740 or 9714
	FAX .....	745-9777
<b>LIBRARY</b>	Building & Grounds Maintenance/Security .....	745-9750
	FAX .....	745-9711
	Admissions/Registration/Records/Graduation .....	745-9746
	Academic Advising/Financial Aid/Veterans .....	745-9762
	FAX .....	745-9747
<b>STUDENT SERVICES</b>	Testing/Tutoring .....	745-9772
	CLOS Skill Center .....	745-9763
	Student Government Office .....	745-9759
	TTY .....	745-9751

# MATANUSKA-SUSITNA COLLEGE CERTIFICATES AND DEGREES

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## **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 \*

### **Sustainable 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**

#### **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](http://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](http://www.uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm) UAA Gainful Employment Disclosure website.

## **Cooperative Degrees with other UA Campuses**

### **University of Alaska Anchorage/MSC**

UAA Conferred degrees available at MSC include:

- AAS Nursing
- Bachelor of Arts, Elementary Education
- Bachelor of Human Services

### **University of Alaska Fairbanks/MSC**

UAF Statewide

- Cert Information Technology Specialist
- AAS Information Technology Specialist
- UAF Palmer Research Center
- Bachelor of Science, Natural Resources Management

Students pursuing a degree program conferred through UAA or UAF are welcome to attend Matanuska-Susitna College without applying separately to MSC. Please refer to the UAA & UAF Catalogs for degree requirements, program specifics, admission and graduation application deadlines.

[www.uaa.alaska.edu/records/catalogs/catalogs.cfm/](http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm/) or <http://www.uaf.edu/catalog/>

# ACADEMIC CALENDAR

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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 2013 SEMESTER

Semester Begins

August 26

Labor Day Holiday

September 2-3

Campus closed Sept. 2

Admission Application Deadline

September 6

Graduation Application Deadline  
for December Graduates

November 1

Thanksgiving Holiday

November 28-30

Campus closed Nov. 29-30

Semester Ends

December 14

Grades Due

December 18

## SPRING 2014 SEMESTER

Semester Begins

January 13

Alaska Civil Rights Day

January 20

Campus closed

Admission Application Deadline

January 24

Graduation Application Deadline  
for May Graduates

March 3

Spring Break

March 10-15

Campus closed Mar. 14 & 15

Semester Ends

May 5

Grades Due

May 8

Commencement

May 9



# 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)
- Sustainable Energy
- 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 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. The University of Alaska Anchorage 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

This 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

Five institutional learning outcomes were endorsed by the UAA Faculty Senate in 2009. In support of the university's mission, the curriculum of 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 use 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 that 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)
- AHAINA Student Programs Office (907-786-4070)
- Disability Support Services (907-786-4530)
- Human Resource Services Department (907-786-4608)
- Native Student Services (907-786-4000)
- Office of the Dean of Students (907-786-1214)
- UAA Office of Campus Diversity and Compliance (907-786-4680)
- U.S. Department of Labor, Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination (907-271-2864)
- U.S. Department of Education, Office of Civil Rights (206-220-7900)

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 the 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), or the U.S. Department of Civil Rights.

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](http://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.

### **Fall 2012 Enrollment Statistics**

#### **Enrollment**

Total headcount	1,990	
Fall FTE	949	
Student CR Hours	14,228	
Women		64%
Men	1,273	36%
	717	
Full-time		26%
Part-time	523	74%
	1,463	

#### **Ethnicity**

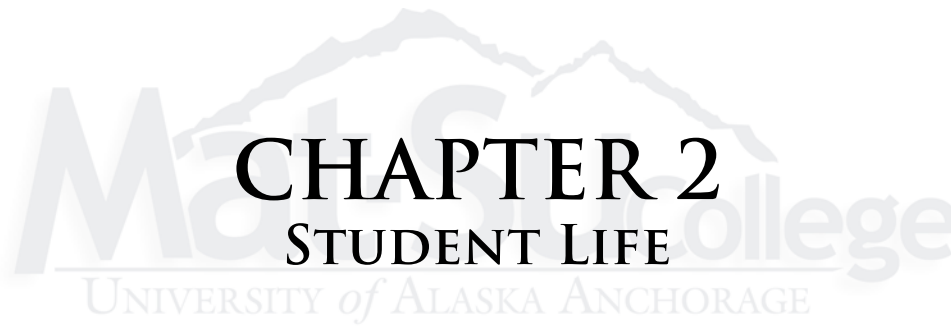
Hispanic	114	6%
Non-Hispanic	1,594	80%

#### **Race**

Alaska Native	139	7%
African Amer/Black	41	2%
American Indian	61	3%
Native Hawaiian	19	1%
Pacific Is/Asian	50	3%
Multi/Other	6	0%
White	1,464	74%
Unspecified	210	11%

#### **Age Distribution**

<20	558	28%
20-24	578	29%
25-29	288	14%
30-39	293	15%
40-49	153	8%
50-59	85	4%
60 & over	36	2%
Unknown	0	0%



# 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
- Pets on Campus
- Photo & Videotape Policy
- Safety
- Campus Security & Fire Safety Report
- Tobacco-Free Environment
- Wildlife 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-government/>  
Student Government promotes the educational and general welfare of students through direct student participation in the governance process at Mat-Su College and University of Alaska statewide through the Coalition of Student Leaders. 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
Mat-Su Monitor	Mat-Su Arctic Dragons
MSC Art Club	Mat-Su Scribes Guild
MSC Gay Straight Alliance	Mat-Su Phi Theta Kappa
MSC Japanese Culture Club	Mat-Su Co-Ed Volleyball Club
College Students for Christ	Mat-Su Survivor's Club
Medieval Combat Club	Mat-Su Spanish Club
Renewable Energy AK Club	Mat-Su Carbon Crew
Paramedic Student Assoc	MSC Veteran's Club
Veterinary Assisting Club	MSC Dance Appreciation Club
	League of Extraordinary Gamers

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 56.

### ■ 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> during the registration period 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 on campus. 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

[matsu.alaska.edu/offices/campus-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:  
[www.uaa.alaska.edu/policy/](http://www.uaa.alaska.edu/policy/)  
Procedures:  
[www.uaa.alaska.edu/informationtechnology/services](http://www.uaa.alaska.edu/informationtechnology/services)  
[www.uaa.alaska.edu/policy/administrative/it/](http://www.uaa.alaska.edu/policy/administrative/it/)

### ■ 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.

([www.uaa.alaska.edu/illegaldownload/index.cfm](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](http://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. Lab hours are posted. The Learning Center also has computers available for student use.

Mat-Su College has implemented innovative Desktop Virtualization (VDI) technology in the library computer lab. The "clients" used with Desktop Virtualization do not have DVD readers. If you are in need of a DVD reader they are available for checkout from the library. Please visit the Computer Lab website for additional information;

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

Laser printers (b/w and color) and a copy machine are 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 \$12 of free printing each semester. Once that \$12 is consumed, students will need to add funds to their Wolf Card (ID), or Print Card, to continue printing. Please visit the Computer Labs website for additional information on the Managed Print service.

### ■ Account Identity (username/password)

All technology services (Computers, Blackboard, etc.) that require authentication will use your UA Username identity for access. You can use the UAA Identity Management portal to activate your account, recover unknown passwords or change your account password; <https://me.uaa.alaska.edu/>.

A kiosk computer is available in the library that provides access to the Identity Management site.

### ■ 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/](http://matsu.alaska.edu/offices/computer-technology-services/email-help/) or

UAA Technology

[www.uaa.alaska.edu/informationtechnologyservices](http://www.uaa.alaska.edu/informationtechnologyservices).

### ■ 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](http://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 \$10.00 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, the Valdez Consortium Library, the UAS Egan Library, the Juneau Public Libraries, the Sealaska Heritage Institute, and the Alaska State 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](http://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

Health insurance is mandatory for international students on student visas. Contact Student Services for specific requirements. A student health insurance plan is available for purchase by enrolled UAA/MSU students who meet the eligibility criteria of 6 or more credits. For an additional premium, dependent coverage and major medical coverage may be purchased. Students can obtain more information through Student Services at MSU or the Student Health & Counseling Center website at [www.uaa.alaska.edu/studenthealth](http://www.uaa.alaska.edu/studenthealth) or by calling (907) 786-4040.

### ■ Accident and Travel Insurance

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

## PETS ON CAMPUS

Anyone wishing to bring pets onto campus must first contact the Director's Office. 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 specialist in Student Services for the approval process to bring service animals into classrooms, the library and other buildings.

## 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. MSU reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MSU 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/campusafety.cfm](http://www.uaa.alaska.edu/students/campusafety.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](http://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 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.







# CHAPTER 3

## TUITION, FEES & FINANCIAL AID

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 1 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:

### **Certifying Officer for Alaska Commission on**

#### **Postsecondary Education:**

3030 Vintage Blvd., Juneau, AK 99801

• Phone: (800)441-2962

• Web: <http://akadvantage.alaska.gov>

### **WICHE Student Exchange Program:**

3035 Center Green Dr., Ste 200, Boulder, CO 80301-2204

• Phone: (303)497-0210

• Fax: (303)541-0291

• Web: <http://wiche.edu/wue>

## **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 \$168.00 per credit hour

\*Non-resident \$600.00 per credit hour

#### **Upper-division**

##### **Undergraduate (course numbers 300 - 499)**

Resident \$204.00 per credit hour

\*Non-Resident \$636.00 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 4 credits each semester are 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**

Varies. 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 or CLEP exam given.

#### **Application for Admission Fee**

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

#### **Audit**

Varies. 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**

Varies. It is charged per Continuing Education Unit instead of tuition.

#### **Course Fees**

Lab, Materials, Learner Services, Special and Other Fees varies. Course fees are specific to particular courses and meet expenses beyond those normally covered by tuition. UAOnline identifies courses for which fees are charged and their purpose: lab fee, materials fee, learner services fee or special fee. Fee amounts vary.

#### **Credit-By-Exam Fee**

A non-refundable \$40 per credit fee is charged to challenge a course.

#### **Distance Education Fee**

Varies. A Distance Education fee is charged for each distance education course.

#### **Graduation Application Fee**

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

#### **Language Credit-by-Placement Fee**

\$20 per course. An accepted, degree-seeking MSC/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 these.

#### **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 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.

#### **Placement Test Fee (ACCUPLACER)**

A \$15 assessment testing fee will be charged for each testing session.

#### **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. 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. The university 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](http://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. The university 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. A charge of \$18.50 is assessed 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)**

- 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.
- No refund is issued for a drop/withdrawal made on or after the second Friday of the semester.
- 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.

**MILITARY STUDENT CALLED TO ACTIVE DUTY OR DEPLOYMENT (moved from another page to align with UAA)**

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. 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:

- 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/](http://www.matsu.alaska.edu/office/student-services/student-forms/).

- 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.
- 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.
- Senior citizens who register for a course before the first day of the semester, drop the course, then register for the same course during the add/drop period are not able to use the tuition waiver.
- 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/aid-types.cfm](http://www.uaa.alaska.edu/financialaid/aid-types.cfm).

### 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](http://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 (available at [www.uaa.alaska.edu/financialaid/](http://www.uaa.alaska.edu/financialaid/));
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 they are not in default on a federal student

- loan and do not owe money on a federal student grant;
9. Certify that they 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](http://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](http://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. As part of the appeal process, students must meet with an academic advisor and have a degree plan created. If the appeal is approved, the student is placed on financial aid probation and must comply with the requirements of their academic plan, which includes maintaining a 100 percent term completion ratio (i.e., successfully completing all classes attempted) and a term GPA over 2.00 for undergraduate students or 3.00 for graduate students. Failure to meet the terms of this academic plan will result in financial aid suspension. 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](http://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 makes funds 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 (FSEOG)**

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.

#### **University of Alaska Grant (UAG)**

The UAG provides need-based assistance to Alaska residents 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 U.S. 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 first-year undergraduate student,
  - \$4,500 as a second-year undergraduate student and for students in a baccalaureate degree, and
  - \$5,500 as a third-, fourth- and fifth-year undergraduate student in a baccalaureate degree.The subsidized Stafford loan means the federal government pays the interest while the student is attending post-secondary 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/>

Scholarships are usually awarded for academic achievement or talent. 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.
- The purpose of the **Kathy Lynn Lynch Veterinary Sciences Scholarship** is to offer financial assistance for tuition and other educational expenses to students admitted in to the Veterinary Sciences program at Matanuska-Susitna College of the University of Alaska Anchorage.
- The purpose of the **Glenn Massay Endowed Scholarship** is to provide financial assistance for tuition and other related educational expenses to full-time or part-time, non-traditional students with dependent children seeking either an associate or a bachelor degree at the Matanuska-Susitna College. This assistance is for students demonstrating financial need.
- **Guy A. Woodings Scholarship:** Applicant must be an Alaskan resident pursuing a bachelor'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.

#### FEDERAL WORK-STUDY PROGRAM

The Financial Aid Office awards work-study to eligible students. Work-study is based on financial need, which is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA). All positions are posted on [www.UAKjobs.com](http://www.UAKjobs.com) and students must use this website to apply for the work-study positions that they are interested in.

### STUDENT EMPLOYMENT

#### 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, service members and eligible dependents of veterans. Department of Veterans Affairs (DVA) benefits approved for MSC include the Post-9-11 G.I. Bill, Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependents Educational Assistance Program, and Vocational Rehabilitation. Qualified persons who plan to use their DVA educational benefits must notify Financial Aid and Veterans Services by submitting an online request for certification at <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 rate if the student is using the Post 9-11 G.I. Bill. 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 MSC. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied.







# CHAPTER 4

## STUDENT RIGHTS & RESPONSIBILITIES

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 and Software Copyright Policy  
Copyright and Intellectual Property

## STUDENT FREEDOMS, RIGHTS, AND RESPONSIBILITIES

The role of MSC/UAA 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/](http://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 and 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 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 college receives a request for access. A student 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/MSU:

- Names of students
- Dates of attendance at UAA/MSU
- Program/major field(s) 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.

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 that requires students 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*.

## 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 that, 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 action 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 fails to complete disciplinary sanctions as assigned by the college/university, may be prohibited from re-enrolling in courses until the charges or 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.,
    - i. the action occurred during an event authorized by the College/University;
    - ii. 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
    - iii. 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](http://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](http://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](http://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](http://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. UAA 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](http://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: [www.uaa.alaska.edu/informationtechnologyservices](http://www.uaa.alaska.edu/informationtechnologyservices).

## **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. [www.alaska.edu/active/copyright-issues](http://www.alaska.edu/active/copyright-issues).



# CHAPTER 5

## ADVISING & ACADEMIC SUPPORT

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



## ACADEMIC ADVISING

[matsu.alaska.edu/office/student-services/academic-advising/](https://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

[matsu.alaska.edu/office/student-services/career-advising/](https://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)

[matsu.alaska.edu/office/student-services/msc-policies/disability-support/](https://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](mailto:info@matsu.alaska.edu).

## iNOTICE

The iNotice program 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 iNotice is available in Student Services, FSM 101.

## LIBRARY

[matsu.alaska.edu/office/library/](https://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

[matsu.alaska.edu/office/student-services/new-student-orientation-program/](https://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

[matsu.alaska.edu/office/the-learning-center/](https://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

[matsu.alaska.edu/office/the-learning-center/other-testing/](https://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](http://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, the 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. Application fee waivers are available should the fee pose a bona fide and documented financial hardship; contact the director of Student Services for more information.

Paper applications are available for download at [matsu.alaska.edu/office/student-services/student-forms/](https://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 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 J-1, 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 or applied. 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 applicants are those who have earned 0-29 college-level semester credits at regionally accredited institutions.

Transfer 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 pursuing 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 ([www.uaa.alaska.edu/iss](http://www.uaa.alaska.edu/iss)) for more information.

Application deadlines for international students:

- Fall semester, May 1
- Spring semester, October 1
- Summer term is open only to students who meet the English language proficiency requirements because ESL courses may not be 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. All non-U.S. and French Canadian transcripts must be translated and evaluated using World Evaluations Service's (WES) International Credential Advantage Package (ICAP)

## Course-by-Course Evaluation.

2. All U.S. and English Canadian transcripts and credentials must be submitted by the issuing institution directly to the UAA Office of Admissions.
3. 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. The Office of Admissions reserves the right to require additional English proficiency evidence, even from those who are eligible for an examination exemption.
4. Submit 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.
5. A completed Admissions Agreement for Prospective F-1 Students.
6. Students transferring from other institutions in the U.S. must request the F-1 Transfer Eligibility form from their current institution.

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.

All academic credentials, WES ICAP evaluations, affidavits of support and financial documentation should 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, 450 (PBT), or
  - An IELTS score of 5.0 or
  - Have an approved exemption from the English language proficiency exam requirement.

First-time international students not receiving UAA grants or scholarships who have a TOEFL score ranging from 45 to 71 (iBT), 450 to 530 (PBT), or an IELTS score ranging from 5.0 to 6.0, are required to pay a \$500 nonrefundable 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/MSU 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.

All non-U.S. and French Canadian transcripts must be translated and evaluated using World Evaluations Service's (WES) International Credential Advantage Package (ICAP) Course-by-Course Evaluation.

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 complete the admissions process 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

#### Length of Admissions

Certificate and associate degree students have five years to complete their certificate or degree requirements; baccalaureate degree-seeking 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.

#### 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. 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.

#### **RETURNING TO UAA AFTER A BREAK IN ENROLLMENT**

Admission to the university and academic program(s) is automatically canceled for undergraduate students who do not attend UAA for two years or more. To return to UAA, students must apply for admission as a new applicant as instructed in this chapter and, if admitted, will be required to follow the program and graduation requirements under the new catalog year.

Undergraduate students who discontinue their enrollment at UAA for two years or less remain admitted and may register for courses during normal registration periods. If applicable, they must submit official transcripts from institutions attended during their absence for transfer credit evaluation. Students return to UAA under the catalog year attached to their original admission.

In all cases, the five-year and seven-year catalog year limitations described in this chapter apply.

Procedures for students academically disqualified are found in this chapter under Reinstatement. Students ineligible to register due to a student conduct suspension should contact the Dean of Students Office for instructions.

## **ACADEMIC PLANNING**

### **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.
- 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 met with an advisor and developed an academic plan detailing which courses they must take for their program and the order in which they must be taken based upon the program requirements, 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.

### **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	* 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-level 02 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.
ENGL A111	22-29	530-619	
ENGL A211*	30+	620+	
ENGL A212*	30+	620+	
ENGL A213*	30+	620+	
ENGL A214*	30+	620+	

#### ENGLISH PLACEMENT SCORES (as of 4-05-13)

Course	ACCUPLACER		SAT	ACT
	Reading Comprehension AARC	Sentence Skills AASS	Critical Reading SATC or Verbal SATV	English EAEN
UAA PRPE A070 or ABE	0-49*			
PRPE A076 #	50-64			
PRPE A107 or A105	65-79			
PRPE A080 #	RC + SS = 0-109			
PRPE A086 #	RC + SS = 110-139			
PRPE A108 or ENGL A109	RC + SS = 140-169			
ENGL A111^	RC + SS ≥ 170		530-619	22-29
ENGL A211^, A212^, A213^ or A214^			≥ 620	≥ 30

Note: MSC English placement scores are valid for two years. One retest permitted within 2 weeks. Permitted again one calendar year after initial testing IF student has completed and passed (with a C or better) the placement course.

# Credits earned cannot apply to degree; eligible for Financial Aid.

^ General Education Requirements (GER)

\* Testers placing into UAA PRPE A070 or ABE (Adult Basic Education) should meet with an academic advisor.

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

## MATHEMATICS PLACEMENT SCORES

Course	ACCUPLACER			SAT	ACT
	Arithmetic (AAAR)	Elementary Algebra (AAEA)	College Math (AACM)	SATM	(ACTM or EAMA)
MATH A054 #	0-59 or	0-47		N/A	N/A
MATH A055 #	60-120	48-69		400-479	N/A
MATH A105 ~		≥ 70 *	0-49 *	480-519	18-21
MATH A107^, A172^ STAT A252^			50-59	520-589	22-25
MATH A108^, A272^ STAT A253^			60-79	≥ 560	≥ 24
MATH A200^			≥ 80 **	≥ 590	≥ 26

Note: Math placement scores are valid for one year. One retest permitted after 2 days.

\* Must have both scores to be eligible.

\*\* As long as Trigonometry course (either high school trig or pre-Calc) has been completed.

# Credits earned cannot apply to degree; eligible for Financial Aid.

~ 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 transcribed 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. Courses for which a student has already received a passing grade may not be eligible for financial aid.

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 posted via UAOnline or turned in to Student Services; 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 posted via UAOnline or turned in to Student Services; 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 5, 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. 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.

### **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.

The faculty advisor and appropriate dean or director must approve overload requests for certificate- or degree-seeking students.

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 following policy applies to all applicants who are in the 9th, 10th, 11th or 12th grades and have not already earned their high school diplomas or GEDs.

#### **Secondary School Student Admission and Registration Procedures**

Secondary school applicants may be admitted on a semester-by-semester basis to non-degree-seeking status and may attend college courses by special permission. Applications for admission to MSC are available online and in Student Services. To complete the application process, secondary students must follow the registration guidelines listed below.

1. Apply for admission as a secondary student at [www.uaonline.alaska.edu](http://www.uaonline.alaska.edu)
2. Take Mat-Su College's Accuplacer test. Course placement will be made based on MSC cut scores and the specific tests recommended by MSC faculty. Placement testing is required for all class enrollments.
3. Attend a Secondary Student Orientation before enrolling in classes for the first time. Orientations are held each semester. Dates and times are posted on the website [www.matsu.alaska.edu](http://www.matsu.alaska.edu). Bring your test scores and high school transcript with you.
4. Meet with a designated academic counselor to discuss possible course selection and registration procedures. A signature from the counselor is required before enrolling. Counselor will consider placement scores, high school record, and evidence of maturity. Make sure to bring in a copy of your high school transcript. Complete the Secondary

School Student Signature form. This needs to be signed by the student and parent/guardian.

5. 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 homeschooled, the home-school organization director will serve as the local area school district designee.
6. Obtain signed approval of the course instructor. Faculty signatures only indicate permission to register and attend; this is not a guarantee of admittance into a closed (full) course.
7. 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. The form may be found online at <http://matsu.alaska.edu/wp-content/uploads/2011/06/Proxy-for-Registration.pdf>
8. Complete a registration form.
9. Submit the forms named above to Student Services for review and final approval.
10. Upon approval, register on a space available basis, as priority is given to degree-seeking students.

### **Enrollment Policies**

Enrollment policies for qualified secondary school students are as follows:

1. Enrollment may not exceed seven credits per semester;
2. A student must have a minimal placement into PRPE A108 to enroll in any class with the exception of math classes. Math classes require a placement score for Math A105 or above. A student must meet the minimum math requirement in any class for which math is a prerequisite.
3. Courses must be at the 100 or 200 level and may not include preparatory or remedial courses. (CHEM A055, MATH A054, MATH, A055, PRPE A076, PRPE 080, PRPE A086, PRPE A107, PRPE A108, ENGL A109 are considered remedial and are not available to secondary school students). Prerequisites for any courses requested must be met.
4. 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. Registration approval will not be granted prior to the first day of class to allow priority to degree-seeking students.
5. Student must pay all tuition, course, and student fees. Any student not paying by the payment deadline will be assessed a late fee.
6. Adhere to UAA/MSU policies and procedures found in this Catalog and the UAA Fact Finder/Student Handbook.
7. Attain a grade of at least C (2.00 on a 4.00 scale) from each UAA/MSU course to receive permission to register for future semesters.
8. UAA allows community campuses to establish other program requirements for secondary school students; hence, enrollment requirements may differ from campus to campus.

### **Student and Parent/Guardian Agreement**

The registration process requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student Signature form. Signing the form signifies an understanding of as well as an 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.
7. 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.
8. 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.
9. A permanent university disciplinary record is established for all students who are found in violation of the Code of Conduct.

### ACADEMIC STANDARDS & REGULATIONS

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 the current MSC Catalog 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.

### 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

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.

### 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.

Transfer credit equivalents vary among semester, unit and quarter universities. Courses that differ from equivalent MSC/UAA courses by less than 1 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 the academic advisor.

### Criteria for Acceptance of Transfer Credit

- 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
- 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 World Education Services. Please visit [www.uaa.alaska.edu/records/tce/international.cfm](http://www.uaa.alaska.edu/records/tce/international.cfm) for additional information.
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 and financial aid.
6. Challenge examinations, credit by examinations and credit awarded for massive open online courses (MOOCs) 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:

<u>Category</u>	<u>Credit Hours</u>
Written Communication Skills	6 credits minimum
Oral Communication Skills	3 credits minimum
Humanities/Social Sciences/Fine Arts	15 credits minimum
At least 3 credits in the arts	
At least 3 credits in the general humanities	
At least 6 credits in the social sciences from 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	
<b>Total</b>	<b>34 credits minimum</b>

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 8, 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:

	<u>Credits</u>
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.

### 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.

It is the responsibility of the student to become familiar with MSC policies, procedures and deadlines. Refer to the academic calendar at <http://matsu.alaska.edu/news/calendar2/academic-deadlines/> for specific deadlines. Students are expected to register only for

course sections that they plan to attend and to complete all courses for which they register.

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](http://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.

<u>Sequence</u>	<u>Class standing</u>	<u>Credits earned</u>
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 non-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 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.

#### **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 eight 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.*

<b>Add classes or late register</b>	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.
<b>Faculty-initiated drop or withdrawal (optional)</b>	Drop Weeks 1 through 2 of semester	Withdrawal 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.
<b>Drop or withdrawal</b>	Drop Weeks 1 through 2 of semester	Withdrawal 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.
<b>Total withdrawal from college</b>	Drop Weeks 1 through 2 of semester	Withdrawal 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. Students are not permitted to drop or withdraw from a class after it has ended.

#### **Add, Drop and Withdraw Deadlines for Summer Courses**

The add/drop deadline for any summer course will be one week after the published start date.

Faculty approval will be required for all classes after the first class meeting. Even if space is available, faculty will need to approve a student adding the class.

The withdrawal deadline will be the third Friday of the first and second five-week terms. All courses with a start date prior to June 10 will be held to the first withdraw deadline; all other summer courses will be held to the second.

**Wait Listing**

Students may waitlist for courses that are currently full through UAOnline. As space becomes available students will be notified through their preferred email on a first-come first-served basis. Students have 48 hours from the time the email is sent in which to register for the course. Students are not billed until registration is complete.

**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 Student Services. 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.

**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 3 through 12 of the semester, credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week 12 of the semester.

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.

## EXCEPTION TO UNIVERSITY POLICY FOR RECORDS

In the event of extenuating circumstances, a student, or person with legal authority to act on behalf of a student, may request an exception to university policy involving registration deadlines and/or refund for tuition. Requests 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 student must submit for review a signed Request for Exception. The form, specific request, and all supporting documents must be submitted to the Director of Student Services, Mat-Su College, PO Box 2889, Palmer, AK 99645.
2. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.

3. A request for exception to registration deadlines or refund must be received no later than one year following the semester in which the course was offered. Requests that are not received within this time frame will not be considered.
4. Decisions will be made solely on supporting documentation provided.
5. A request will only be approved if the student 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 and cannot be petitioned for refund.
8. Requests for exceptions will be reviewed periodically and the number of requests being reviewed will determine the time for response. A minimum of six to eight weeks should be allowed for review of requests involving refunds and/or late fees.
9. Appeals of an adverse decision must be in writing, must state the basis for the appeal, and must be received by the registrar within 10 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: Director of Student Services, Mat-Su College, PO Box 2889, Palmer, AK 99645.
10. 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 and at [www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm](http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).

## 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 students. 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.

#### **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.

#### **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.

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/MSU 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 © 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 ©. 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

#### APPLICATION FOR GRADUATION

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 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.

#### **OFFICIAL COMMUNICATION BY UAA E-MAIL**

All communication related to registration and enrollment activities will occur either through the preferred email that students submit via UAOnline or the official UAA-assigned email. Students should be careful to keep this account clear and review the correspondence received there regularly.

#### **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.





# CHAPTER 7

## EDUCATIONAL DELIVERY METHODS AND NON-TRADITIONAL CREDIT

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](http://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 (CAFÉ) to understand and test the best uses of technology in course development, teaching and redesign.

## DISTANCE EDUCATION SERVICES at UAA

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

[www.uaa.alaska.edu/distanceeducation](http://www.uaa.alaska.edu/distanceeducation) or e-mail:  
[distance@uaa.alaska.edu](mailto:distance@uaa.alaska.edu)

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.

Most e-learning students are required to contact an approved proctor at an assigned location before taking required course examinations. Individuals who are enrolled in non-UAA e-learning courses can arrange for proctoring services through the Learning Center at MSC or the Advising and Testing Center, which meets the standard set by the National College Testing Association for test proctoring services. The proctor fee is \$35 and covers up to three hours of testing. For more information on proctor services, please call the Learning Center at 745-9772.

## 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; students should see their academic advisor for more information.

### 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.

An accepted, degree-seeking UAA student who has completed in residence one of the Department of Languages UAA catalog courses (A102-A301) with a grade of B or higher is eligible to receive credit for the two immediately preceding courses, if any, up to a total of 8 credits not to exceed the level of A202. Language Credit by Placement is limited to one time per language. This policy does not apply to credit earned through Credit by Examination, the College Board Advanced Placement Examination Program, nor to special topics (-93), independent study (-97), the course A302, or Department of Languages literature or culture courses. In order to receive credit the student must complete the appropriate form in the Office of the Registrar 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 UAA College of Health, School of Allied Health)
- Certified Professional Secretary (CPS) Examination (contact the UAA Community & Technical College, Computer and Electronics Technologies Department)
- Child Development Certificate from the Council on Professional Recognition (contact the UAA College of Education)
- Department of Defense Fire & Emergency Services — multiple (contact the UAA College of Health, School of Allied Health)
- Federal Aviation Administration Certificates or Knowledge Tests — multiple (contact the UAA Community & Technical College, Aviation Technology Division)
- Federal Wildland Fire Management Training Program — multiple (contact the UAA College of Health, School of Allied Health)
- International Fire Service Accreditation Congress (IFSAC) — multiple (contact the UAA College of Health, School of Allied Health)
- National Council Licensure Examination (NCLEX) (contact the UAA College of Health, School of Nursing)

- National Fire Protection Association (NFPA) — multiple (contact the UAA College of Health, School of Allied Health)
- National Wildlife Coordinating Group (NWFG) —multiple (contact the UAA College of Health, School of Allied Health)
- Southcentral Foundation Dental Assisting Training Program (contact the UAA College of Health, School of Allied Health)
- State of Alaska EMT/Paramedic — multiple (contact the UAA College of Health, School of Allied Health)
- State of Alaska Fire Certifications — multiple (contact the UAA College of Health, School of Allied Health)
- U.S. Department of Homeland Security FEMA Emergency Management Institute — multiple (contact the UAA College of Health, School of Allied Health)
- U.S. Department of Labor Certificate of Completion of Apprenticeship (contact the UAA 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. At this time UAA does not accept recommendations related to massive open online courses (MOOCs).

#### LOCAL CREDIT BY EXAMINATION

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 examination.
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 examination.
3. When an appropriate examination exists, CLEP, DSST, 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 examination and construction of the examinations is at the discretion of the appropriate faculty member(s).
5. Local credit by examination is not awarded for a course that duplicates one for which credit has already been granted.
6. Students are awarded credit and a grade of P (Pass) if they successfully pass the local examination. If the examination 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. Students have one year from the date of application to take the local examination.

#### MILITARY CREDIT

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

Additionally, 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. Students who wish to use military credit to meet degree requirements should work with an academic advisor to submit a Request for Evaluation of Military Training.

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

MSC/UAA awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national examinations are based on the most current American Council on Education recommendations or departmental approved scores.

A student desiring credit for a national examinations must request that an official report of examinations scores be sent to Student Services at MSC. Credit may be received for more than one national examination.

A list of all current national examinations, including current equivalencies to UAA courses, number of credits awarded and minimum required scores, may be found at [www.uaa.alaska.edu/records/tce/nationalexam.cfm](http://www.uaa.alaska.edu/records/tce/nationalexam.cfm).

#### ADVANCED PLACEMENT (AP) PROGRAM

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 examinations are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement examination.

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

Credit awarded for CLEP examinations is often elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination. Examinations may not be repeated for a minimum of six months.

#### DSST EXAMINATIONS

Credit may be awarded for successful completion of the DSST (formerly known as DANTEs) examinations. Credit for examinations will be elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination.

#### 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.

#### INTERNATIONAL BACCALAUREATE

UAA awards credit for satisfactory performance (a score of 5 or higher) on the International Baccalaureate Higher Level Examinations.





# CHAPTER 8

## UNDERGRADUATE PROGRAMS

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 associates 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 (AAS) 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 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 ASSOCIATES DEGREE PROGRAMS

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

### GENERAL UNIVERSITY REQUIREMENTS FOR 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 percent 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 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. Program requirements may require completion in less than five 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.*

### GENERAL UNIVERSITY REQUIREMENTS FOR 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 percent of the credits in residence. For example, in a 30-credit certificate program, at least 8 of the last 15 must be resident credits. Additional residency credit requirements, to meet 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 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 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 six credits.

#### **GENERAL UNIVERSITY REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE**

1. Students must be admitted to the program and must complete the 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 @ 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.

#### **GENERAL UNIVERSITY REQUIREMENTS 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 @ 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 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 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 an 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, they do 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/](http://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/MSU 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.

## UAA Table of GER Substitutions

This table is intended to assist UAA students who wish to use a UAF/UAS course to meet a  
UAA General Education Requirement per Board of Regents Policy P10.04.062.

UAA Courses	UAF Courses	UAS Courses
<b>Tier 1: Basic College-Level Skills</b>		
<b>Oral Communications Skills — 3 Credits</b>		
COMM A111, A235, A237, A241	COMM F131X, F141X	COMM S111, S235, S237, S241
<b>Quantitative Skills — 3 Credits</b>		
MATH A107, A108, A109, A172, A200, A201, A272 • STAT A252, A253, A307	MATH F103X, F107X, F161X, F200X, F201X, F202X, F262X, F272X • STAT F200X	MATH S106, S107 • STAT S107, S273
<b>Written Communication Skills — 6 Credits</b>		
ENGL A111, A211, A212, A213, A214, A311, A312, A414	ENGL F111X, F211X, F213X	ENGL S111, S211, S212
<b>Tier 2: Disciplinary Areas</b>		
<b>Fine Arts — 3 Credits</b>		
AKNS A215 • ART A160, A261, A262, A360A, A360B • DNCE A170 • MUS, A121, A124, A215, A221, A222 • THR A111, A311, A312, A411, A412	ANS F202X • ART F200X • HUM F201X • MUS F200X • THR F200X	ART S160, S261, S262 • MUS S123 • THR S111, S211, S212
<b>Humanities — 6 Credits Outside the Major</b>		
AKNS A101A, A101B, A101C, A101E, A102A, A102B, A102C, A102E, A201 • ART A261, A262, A360A, A360B • ASL A101, A102, A201, A202 • CHIN A101, A102, A201, A202 • ENGL A121, A201, A202, A301, A302, A305, A306, A307, A310, A383, A445 • FREN A101, A102, A201, A202, A301, A302 • GER A101, A102, A201, A202, A301, A302 • HIST A101, A102, A121, A122, A131, A132, A341 • HNRS A192 • HUM A211, A212 • JPN A101, A102, A201, A202, A301, A302 • LING A101 • MUS A221, A222 • PHIL A101, A201, A211, A212, A301, A305, A313, A314 • PS A331, A332, A333 • RUSS A101, A102, A201, A202, A301, A302 • SPAN A101, A102, A201, A202, A301, A302 • THR A311, A312, A411, A412	BA F323X • COMM F300X • ENGL F200X • FL F200X • HIST F100X • JUST F300X • NRM F303X • PHIL F322X	AKL S105, S106, S107, S108 • ASL S101, S102 • ENGL S215, S223, S224, S225, S226, S261 • FREN S101, S102 • HIST S105, S106, S131, S132 • HUM S120 • JOUR S101 • PHIL S101, S201, S301 • RUSS S101, S102 • SPAN S101, S102
<b>Natural Sciences — 7 Credits Including One Laboratory Course</b>		
<b>Laboratory Courses</b>		
ASTR A103/L, A104/L • BIOL A102/A103, A111, A112, A115, A116, A178/A179 • CHEM A103/L, A104/L, A105/L, A106/L • ENVI A211/L • GEOL A111, A115/L, A178/A179, A221 • LSIS A102, A201, A202 • PHYS A123/L, A124/L, A211/L, A212/L	ATM F101X • BIOL F100X, F101X, F103X, F104X, F115X, F116X, F120X, F213X, F214X • CHEM F100X, F103X, F104X, F105X, F106X • GEOG F111X • GEOS F100X, F101X, F106X F112X, F120X, F125X • MSL F111X • PHYS F102X, F103X, F104X, F115X, F175X, F211X, F212X, F213X	BIOL S103, S104, S105, S106, S111, S112 • CHEM S103, S105, S106 • ENVS S102 • GEOG S102 • GEOL S104 • PHYS S102, S103, S104, S211, S212
<b>Non-Laboratory Courses</b>		
ASTR A103, A104 • BIOL A102, A178, A200 • CHEM A103, A104, A105, A106 • CPLX A200 • ENVI A211 • GEOG A111 • GEOL A115, A178 • LSIS A101 • PHYS A101, A123, A124, A211, A212		ANTH S205 • ASTR S225 • CHEM S100 • GEOG S205 • GEOL S105 • OCN S101 • PHIL S206
<b>Social Sciences — 6 Credits Outside the Major and From Two Different Disciplines</b>		
ANTH A101, A200, A202, A250 • BA A151 • CEL A292 • ECON A123, A201, A202, A210 • EDEC A105 • ENVI A212 • GEOG A101 • HNRS A292 • HS A220 • HUMS A106 • INTL A101 • JPC A101 • JUST A110, A251, A330, A375 • LEGL A101 • LSSS A111 • PS A101, A102, A311, A351 • PSY A111, A150 • SOC A101, A110, A201, A202, A251, A342, A351 • SWK A106, A243 • WS A200	ANTH F100X • ECON F100X • PS F100X, F300X • SOC F100X	ANTH S101, S202, S211 • ECON S100, S201, S202 • GEOG S101 • GOVT S101, S102, S230, S251 • PSY S101, S250 • SOC S101, S201

## 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.

### PROGRAM 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.

### 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.

### 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.

Students intending to complete the Associate of Arts degree and then continue on to a baccalaureate degree should consult the Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree on the following page.

### Course 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 Introduction to Composition (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 Introduction to Composition (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 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 © at UAA. They must also earn a cumulative GPA of at least 2.00 © 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

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 21<sup>st</sup> 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 GER 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 STUDENT LEARNING 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. <b>Oral Communication Skills</b> . . . . .	<b>3 CR</b>
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	Introduction to Composition
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. <b>Fine Arts*</b> . . . . .	<b>3 CR</b>
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 A305	Professional 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/MSU 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 two different disciplines)

The social sciences constitute the various fields of study concerned with society, social interaction and human behavior. Each of the specific disciplines in the social sciences is a historically recognized area of inquiry with a scientifically grounded methodology, yet they all share the goal of understanding society, its institutions, and its people and their behavior.

Therefore, each of the social science courses under the rubric of General Education Requirements (GERs), share common learning outcomes. Upon successful completion of a social science GER course, the student will be able to:

- Describe the discipline she or he has studied and discuss the key principles or themes that unify it.
- Describe and contrast key scientific theories and theoretical approaches in a discipline and the ways in which these theories structure social scientists' thinking and research
- Demonstrate the ability to think critically about how society works and how our social realities are created by diverse social processes and cultural practices.
- Describe the wide range of social science data and the importance of using empiricism, both qualitative and quantitative, in making claims about the social world and in setting evidence-based social policy.
- Explain and use basic social science methods and summarize the assumptions behind and the limitations of inductive or deductive approaches that might include the formulation of research questions and hypotheses; data collection and analysis; and testing, verifying and rejecting hypotheses.

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

CSCE A470	Computer Science & Engineering Capstone Project
CSE A438	Design of Computer Engineering Systems
DH A424	Community Dental Health II
DN A415	Community Nutrition
DNCE A370	Interdisciplinary Dance Studies: Issues and 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 A476	History of English Language
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

### 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 A373	Conservation Biology
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

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 (9 credits total, see below).

**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.

- |    |   |   |
|----|---|---|
| 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 Introduction to Composition   |   |
|    | 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 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. | 6 |

\*Any English course used to satisfy the Humanities general course 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.

### 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 A332 & A333 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.

### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with an Associate of Applied Science in Accounting will be able to:

- Demonstrate the ability to provide written documentation summarizing accounting information in an organized manner.
- Demonstrate the ability to apply the fundamental accounting equation in the analysis and recording of business transactions and understand the concepts underlying the preparation of financial statements.
- Demonstrate the ability to use special journals and subsidiary ledgers in the analysis and recording of business transactions.
- Demonstrate an understanding of state and federal payroll tax laws and properly calculate, record, and report payroll transactions for an organization.
- Demonstrate an understanding of fundamental income tax laws and prepare an individual income tax return.
- Demonstrate competency using computer technology in the accounting processing cycle.

### ASSOCIATE OF APPLIED SCIENCE

#### Accounting

#### ADMISSION REQUIREMENTS

See Admission to Certificate and Associate Degree Programs Requirements on page 37.

#### GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 64.
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 Introduction to Composition (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 Accounting I (3)
  - ACCT A102 Principles of Financial Accounting II (3)
  - ACCT A202 Principles of Managerial Accounting (3)
  - ACCT A210 Income Tax Preparation (3)
  - ACCT A222 Intro to Computerized Accounting (3)
  - ACCT A225 Payroll Accounting (3)
  - ACCT A230 Work paper 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) \*

\*Any higher-level MATH course with a minimum grade of C will satisfy the MATH A105 requirement.
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

Dr. Holly Bell, Associate Professor  
 (907) 746-9316 or hbell@matsu.alaska.edu

Deidre Berberich, Assistant Professor  
 (907) 746-9315 or dberberich@matsu.alaska.edu

## ARCHITECTURAL & ENGINEERING TECHNOLOGY

Admission to the OEC, Undergraduate Certificate, and Associate of Arts in the AET Program is currently suspended at MSC. Contact an academic counselor in Student Services for further information.

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.

### STUDENT LEARNING OUTCOMES

1. Demonstrate skill and proficiency in computer-aided drafting and design.
2. Demonstrate knowledge of drafting conventions including symbols, linetypes, linewidths, 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 for 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.

### 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.

#### PROGRAM 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 37.

### 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

#### PROGRAM 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 the 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

#### PROGRAM 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 the 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

#### PROGRAM 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 the 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 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 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 the 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**

##### **PROGRAM 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 the 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 37.

##### **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 64.
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 Introduction to Composition (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.

#### 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.

## 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 © 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 to the following OECs in the CIOS Program are currently suspended at MSC. Contact an academic counselor in Student Services for further information.

- Bookkeeping Support
- Medical Office Support
- Office Digital Media

#### 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 © 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.

#### PROGRAM 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.

**PROGRAM 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: 10  
 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.

**PROGRAM 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: 11  
 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.

**PROGRAM 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: 11  
 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.

**PROGRAM 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.

**PROGRAM STUDENT LEARNING OUTCOMES**

Students graduating with an Associate of Applied Science in Computer Information and Office Systems will be able to 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 communication 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 C 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

Gloria Hensel, Associate Professor  
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Brenda Forsythe, Assistant Professor  
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## COMPUTER SYSTEMS TECHNOLOGY

The Computer Systems Technology program is offered through Matanuska-Susitna College and Kodiak College.

An Associate of Applied Science in Computer Systems Technology (CST) provides education in the field of network and systems administration. This program encompasses vendor-neutral and theoretical concepts and practices; it also includes both Windows Server operating systems and Cisco routing and switching technology. Five or more full-time semesters are required to complete the degree program.

The CST degree offers students business, communication, teamwork, and technical skills and IT concepts needed to enter the workforce as entry-level technicians or administrators. It also provides a foundation for advanced studies in technology.

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon program completion, CST graduates will be able to demonstrate:

1. the ability to manage an IT-related project by professionally and ethically utilizing business principles, communication skills and teamwork;
2. competence in IT workplace service skills through customer service, troubleshooting and implementation of security;
3. an understanding of IT concepts and technical skills, installing and configuring operating systems, and using utility software;
4. knowledge of computer hardware and peripherals; and
5. knowledge of network infrastructure, network workgroups and domain administration.

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

#### PROGRAM STUDENT LEARNING OUTCOMES

At the completion of this occupational endorsement 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 © 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 Switching and Wireless (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.

#### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with an Associate of Applied Science in Computer Systems Technology will be able to demonstrate:

- The ability to manage an IT-related project by professionally and ethically utilizing business principles, communication skills, and teamwork
- Competence in IT workplace service skills through customer service, troubleshooting, and implementation of security
- An understanding of IT concepts and technical skills, installing and configuring operating systems, and using utility software
- Knowledge of computer hardware and peripherals
- Knowledge of network infrastructure, network workgroups, and domain administration

#### ACADEMIC PROGRESS

In order to receive an Associate Degree in Computer Systems Technology, students must achieve a grade of C or higher in all major course requirements.

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, or CIS A110 Computer Concepts in Business and pass with a grade of C or better.

#### MAJOR REQUIREMENTS

Complete the following required courses:

1. Workforce Skills (12-13 credits):
  - BA A151 Introduction to Business\* (3)
  - BA A231 Fundamentals of Supervision (3)
  - ENGL A212 Technical Writing\* (3)
  - MATH A105 Intermediate Algebra (3)\*† 3-4
  - or
  - MATH A107 College Algebra (4)\*†
  - or
  - MATH A172 Applied Finite Mathematics (3)\*†

*\*BA 151, ENGL A212, and MATH A105, MATH A107, MATH A172 may also be used to satisfy General Course Requirements.*

*† or any MATH course for which MATH A105, MATH A107 or MATH A172 is a prerequisite.*

2. Computer Knowledge and Project Skills (18-19 credits):
  - CNT A160 PC Operating Systems (3)
  - CNT A165 Customer Service Fundamentals (1)
  - CNT A168 Computer User Support and Help Desk (3)
  - CNT A180 PC Peripherals, Storage and A+ 3-4 Certification (4)
  - or
  - CNT A210 PC Technician Fundamentals (3)
  - CNT A183 Local Area Networks (3) 3
  - or
  - CNT A212 Network Technician Fundamentals (3)
  - CNT A270 Project Management Fundamentals (2) 2
  - or
  - CNT A275 Information Technology Project Management (2)
  - CNT A276 Individual Technical Project (1-3) 3
  - or
  - CNT A282 Industry Workplace Experience (1-3)

3. Industry Server Operating System Environment (11 credits):
  - CNT A240 Industry PC Configuration Essentials (2)
  - CNT A241 Administering and Supporting Industry Network Infrastructure (3)
  - CNT A242 Industry Network Directory Configuration (3)
  - CNT A243] Industry Application Infrastructure (3)
4. Network Router and Switching (16 credits):
  - CNT A170 CCNA 1 Network Fundamentals (4)
  - CNT A261 CCNA 2 Router Fundamentals & Protocols (4)
  - CNT A270 CCNA 3 Switching and Wireless (4)
  - CNT A271 CCNA 4 WAN Access (4)
5. Complete 6 credits from the following courses: 6
  - CNT A264 Introduction to Information Security (3)
  - CNT A290 Selected Topics in Information Technology (1-4)\*\*
  - CNT A390 Selected Topics in Computer and Networking Technology (1-4)\*\*

*\*\*CNT A290 and CNT A390 may be taken twice with a change in subtitle.*
6. A total of 69 or more credits is required for the degree.

#### FACULTY

Dr. Harry Banks, Instructor  
(907) 745-9783 or hbanks@matsu.alaska.edu

## GENERAL BUSINESS

This two-year degree program provides a solid business foundation and preparation for career advancement. Graduates will be able to practice relevant business skills, meet the diverse needs of a business to achieve organizational goals, start and manage their own small business, communicate effectively, and/or manage their business affairs with professionalism, integrity, and a spirit of inquiry.

#### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with an Associate of Applied Science in General Business will be able to:

- Use critical thinking skills to solve problems and make decisions based on accepted business principles.
- Understand the interrelationship of international and domestic business, societies, and governments.
- Execute the four functions of management: planning, organizing, leading, controlling.
- Apply effective communication skills in business settings.

## ASSOCIATE OF APPLIED SCIENCE

### General Business

#### 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 64.
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.

#### Communication and General Course Requirements

#### Oral Communication Courses

Select 3 credits from the following:

- 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

Select 6 credits from the following:

- ENGL A111 Intro to Composition (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)
- CIOA A260A Business Communications (3)

### Humanities\*, Social Sciences, Mathematics, Natural Sciences Courses

Select 6 credits from approved General Course Requirements: 6

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 73.)  
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 A201 Principles of Financial Accounting (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)
- CIS A110 Computer Concepts in Business (3)
- ECON A201 Principles of Macroeconomics (3)
- ECON A202 Principles of Microeconomics (3)
- LGOP A110 Logistics, Information Systems and Customer Service (3)

*\*The ACCT A101 Principles of Financial Accounting I and ACCT A102 Principles of Financial Accounting II sequence may be used to satisfy the ACCT A201 requirement for this degree.*

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

Dr. Holly Bell, Associate Professor  
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Deidre Berberich, Assistant Professor  
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## HUMAN SERVICES

The Department of Human Services offers both an Associate of Applied Science degree in Human Services, which prepares students for entry-level employment, and a Bachelor of Human Services practitioner's degree, which holds as its mission preparing human service generalists through competency-based, community-oriented programs encompassing classroom and practical learning opportunities.

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 Human Services

#### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with an Associate of Applied Science in Human Services will be able to:

- Analyze and navigate community-based human services agencies and service delivery systems in order to secure a variety of community resources appropriate for clients.
- Utilize a strengths-based approach- to working with people and their problems in living.
- Effectively use intervention and core paraprofessional counseling skills.
- Apply 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:
  - o Understand agencies, target populations, services delivered, and interaction with community partners.
  - o Develop a professional self and identity with appropriate use of supervision.
  - o Apply client/community intervention skills.
- Qualify for employment in the human services workforce.
- Build on human services AAS degree as a foundation for further education.

#### ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 37.

#### GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for the Associate Degrees listed on page 64.
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 Introduction to Composition (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)
- CIOA 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 73.) Courses chosen must be at the 100-level or above.

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

## MAJOR REQUIREMENTS

- Complete the following required courses (30 credits):  
 ANTH A200 Natives of Alaska (3)  
 or  
 ANTH A202 Cultural Anthropology (3)  
 HUMS A101 Introduction to Human Services (3)  
 HUMS A107 History and Systems of Human Services (3)  
 HUMS A185 Introduction to Field Work (3)  
 HUMS A223 Introduction to Paraprofessional Counseling I (3)  
 HUMS A256 Groups and Organizations (3)  
 HUMS A295A Human Services Practicum I (3)  
 HUMS A295B Human Services Practicum II (3)  
 HUMS A324 Introduction to Paraprofessional Counseling II (3)  
 PSY A111 General Psychology (3)  
 or  
 PSY A150 Lifespan Development (3)
- Complete 9 credits from the following list of electives:  
 HUMS/  
 SWK A106 Introduction to Social Welfare (3)  
 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 A155 Human Relations in the Workplace (3)  
 HUMS A224 Conflict and Collaborative Systems (3)  
 HUMS A226 Intervention Continuum in Substance Abuse Counseling (3)
- Choose 12 credits of electives. Consultation with faculty advisor recommended.
- A total of **60** credits is required for the degree.

## FACULTY

Dr. Elizabeth Sierra, Assistant Professor  
 907-746-9347 or [esierra2@matsu.alaska.edu](mailto:esierra2@matsu.alaska.edu)

## 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 Paramedical Technology 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

#### PROGRAM STUDENT LEARNING OUTCOMES

The national DOT curriculum for paramedic training covers 14 learning outcomes and the MSC program follows that curriculum. The students and the program are assessed by an external review team (the National Registry) on each of those specific curriculum points.

National Highway Safety Traffic Association Curriculum

Outcomes:

- **Preparatory** - Integrates comprehensive knowledge of EMS systems, safety/well-being of the paramedic, and medical/legal and ethical issues, which is intended to improve the health of EMS personnel, patients, and the community.
- **Anatomy & Physiology** - Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.
- **Medical Terminology** - Integrates comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals.
- **Pathophysiology** - Integrates comprehensive knowledge of pathophysiology of major human systems.
- **Life Span Development** - Integrates comprehensive knowledge of life span development.
- **Public Health** - Applies fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
- **Pharmacology** - Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
- **Airway Management, Respiration, and Artificial Ventilation** - Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- **Patient Assessment** - Integrates scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
- **Medicine** - Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
- **Shock and Resuscitation** - Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states. Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.
- **Trauma** - Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
- **Special Patient Population** - Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for

- patients with special needs.
- EMS Operations - Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

#### ADMISSION REQUIREMENTS

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 to the MSC Paramedical Technology program 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.

- Certificate of Admission from 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 or above.
- Student must attend an advising session with the MSC Paramedical Technology coordinator. Contact the campus for an appointment.
- Paramedic Program Application and Confidential Required Information form sent to the Paramedical Technology coordinator:
  - Copy of current National Registry EMT-Basic or State of Alaska EMT-1 certificate
  - Evidence of current Healthcare Provider or equivalent, CPR Card
  - Copies of all current medical certifications or licenses
  - Military DD-214 (long form); if applicable
  - Complete Anatomy & Physiology I and II (BIOL A111, BIOL A112; 8 credits); with a minimum C grade.
  - 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.
  - Resume with three letters of recommendation
  - Admissions essay
- 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.

- Provide documentation from personal physician, PA-C, or NP affirming capability of performing the physical tasks as outlined by the DOT 1998 Paramedic Curriculum.
- Evidence of:

- Immunity to measles, rubella and mumps confirmed by titer;
  - 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);
  - Immunity to chicken pox documented by history, titer or current immunization;
  - Diphtheria/tetanus vaccination within the past 10 years (with booster required at the time of expiration);
  - Freedom from active tuberculosis, documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician, or physician's assistant;
  - Documentation of HIV testing annually (results not required to be submitted to MSC).
- Healthcare Provider or equivalent CPR certificate must be kept current.
  - Professional liability insurance in the amount of \$1 million/\$3 million must be maintained throughout the duration of the student's enrollment in the Paramedical Technology program. The policy will be paid out of student lab fees.
  - 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.
  - 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

- 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.
- 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  
(907) 746-9329 or kgriffin@matsu.alaska.edu

## 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.

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

#### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with a degree or certificate in the Refrigeration and Heating Technology Program will be 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 and 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 37. 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.

### UNDERGRADUATE CERTIFICATE REQUIREMENTS

1. Satisfy the General University Requirements for Certificates listed on page 64.
2. Complete the Core Requirements:

#### Undergraduate Certificate Requirements

1. Satisfy the General University Requirements for Undergraduate Certificates found at the beginning of this chapter.
2. Complete the Core Requirements:  
 RH A103 Technical Math for Industrial Trades (3)  
 RH A105 Electrical Circuits for Refrigeration and Heating I (3)  
 RH A109 Principles of Thermodynamics (3)  
 RH A209 Codes for HVAC/R (2)  
 RH A211 Customer Relations and Job Etiquette (1)
3. Complete the following requirements:  
 RH A101 Refrigeration and Air Conditioning Fundamentals (4)  
 RH A122 Refrigeration and Air Conditioning (4)  
 RH A126 Electrical Circuits for Refrigeration and Heating II (3)  
 RH A132 Troubleshooting for HVAC/R Systems (3)  
 RH A201 Commercial and Ammonia Refrigeration (4)  
 RH A203 HVAC/R Basic Controls (3)  
 RH A225 Heating Fundamentals and Forced Air Heat (4)  
 RH A226 Commercial HVAC/R Systems (4)  
 RH A228 Advanced Hydronic Heat Systems (4)  
 RH A229 HVAC/R Control Systems (3)  
 RH A232 HVAC/R Sheet Metal (3)
4. A total of 51 credits is required for the certificate.

#### Recommended Course Sequence

See an advisor for information on the recommended course sequence.

### ASSOCIATE OF APPLIED SCIENCE Refrigeration & Heating Technology

#### ADMISSION REQUIREMENTS

See Admission to Undergraduate Certificate and Associate degrees on page 37. 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 © or higher in required RH courses to receive the AAS.

#### AAS DEGREE REQUIREMENTS

1. Complete the General University Requirements for Associate of Applied Science Degrees listed on page 64.
2. Complete the General Course Requirements for Associate of Applied Science Degrees 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 Introduction to Composition (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 73.) 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.*

3. Complete the Major Requirements for the degree listed below.

#### MAJOR REQUIREMENTS

Complete the following required courses: (51 credits)

- |         |  |
|---------|--|
| RH A101 | Refrigeration & Air-Conditioning Fundamentals (4)        |
| RH A103 | Technical Mathematics for Industrial Trades (3)          |
| RH A105 | Electrical Circuits for Refrigeration and Heating I (3)  |
| RH A109 | Principles of Thermodynamics (3)                         |
| RH A122 | Refrigeration and Air Conditioning (4)                   |
| RH A126 | Electrical Circuits for Refrigeration and Heating II (3) |
| RH A132 | Troubleshooting for HVAC/R Systems (3)                   |
| RH A201 | Commercial and Ammonia Refrigeration (4)                 |
| RH A203 | HVAC/R Basic Controls (3)                                |
| RH A209 | Codes for HVAC/R (2)                                     |
| RH A211 | Customer Relations and Job Etiquette (1)                 |
| RH A225 | Heating Fundamentals and Forced Air Heat (4)             |
| RH A226 | Commercial HVAC/R Systems (4)                            |
| RH A228 | Advanced Hydronic Heat Systems (4)                       |
| RH A229 | HVAC/R Control Systems (3)                               |
| RH A232 | HVAC/R Sheet Metal (3)                                   |

A total of 66 credits is required for the degree.

#### Recommended Course Sequence

See an advisor for information on the recommended course sequence.

#### FACULTY

Dan Mielke, Assistant Professor  
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Jack Cypher, 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.

#### PROGRAM STUDENT LEARNING OUTCOMES

Students graduating with an Associate of Applied Science in Small Business Administration will be able to:

- Demonstrate an understanding of for profit and not for profit businesses, issues of social responsibility, business ethics, and forms of business ownership.
- Explain the importance of entrepreneurship to the wealth of an economy.
- Demonstrate knowledge of the importance of human resource management, the responsibilities of human resource managers, and the role of human resource planning in an organization's competitive strategy.
- Demonstrate a fundamental knowledge of business law concepts.
- Demonstrate an understanding of financial statement analysis, cash flow analysis, capital assets utilization, budgeting, debt financing, and the preparation of financial statements.
- Demonstrate knowledge of marketing and how the marketing concept applies in both for-profit and nonprofit organizations.
- Demonstrate skills to sell themselves, products, services, and

ideas.

- Demonstrate competency in utilizing computer technology.

## ASSOCIATE OF APPLIED SCIENCE

### Small Business Administration

#### ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 37.

#### GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 64.
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 Introduction to Composition (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 73.) 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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Deidre Berberich, Assistant Professor  
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## SUSTAINABLE ENERGY

### OCCUPATIONAL ENDORSEMENT CERTIFICATE Sustainable Energy

The Sustainable Energy Occupational Endorsement Certificate program provides education and training in energy efficiency and renewable energy and addresses many contemporary energy issues. The program provides the fundamental concepts, basic academic preparation, and skills necessary for students to pursue either employment or further training as sustainable energy technicians in the energy, construction, utility, and maintenance industries. It can also serve as a stepping stone into science-, engineering-, and architecture-related certificate, associate, or baccalaureate programs.

Students are introduced to the physical principles of various energy conservation and renewable energy technologies. Coursework incorporates the appropriate skills and knowledge necessary for students to become effective employees. Students will also be able to apply course content to personal projects, such as home retrofits and off-grid cabins.

#### PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the occupational endorsement certificate, students will demonstrate:

- Knowledge of energy efficiency and sustainable energy resources and technologies
- Introductory understanding of basic physics and power management as applied to energy efficiency and sustainable energy
- Entry-level skills for energy efficiency/renewable energy project development and management

#### Admission Requirements

See Occupational Endorsement Certificate Admission Requirements in Chapter 6.

#### Advising

Students are urged to meet with a faculty advisor prior to enrollment in Sustainable Energy classes.

#### Academic Progress

In order to receive the Sustainable Energy Occupational Endorsement Certificate, students must achieve a grade of C or better in all courses required for the occupational endorsement



certificate.

### Graduation Requirements

The Sustainable Energy Occupation Endorsement Certificate requires a minimum of 16 credits. The program is structured as 9 credits of foundation knowledge and a minimum of 7 credits of electives that allow students (in consultation with their advisor) to specialize in several emphasis areas related to sustainable energy, or to customize their program.

### Core Requirements (9 credits)

- RE A100 Introduction to Sustainable Energy (3)
- RE A203 Sustainable Energy Project Development (3)
- MATH A105 Intermediate Algebra (3)

### Electives (minimum of 7 credits)

- RE A102 Applied Physics for Sustainable Energy (3)
- RE A110 Intro to Solar Photovoltaic Systems (1)
- RE A120 Intro to Solar Thermal Hot Water Systems (1)
- RE A130 Introduction to Small Wind Systems (1)
- RE A140 Home Energy Basics (1)
- RE A210 Cold Climate Construction (3)
- RH A105 Electrical Circuits for Ref & Htg I (3)
- RH A211 Customer Relations and Job Etiquette (1)

- 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.

### FACULTY

Mark Masteller, Assistant Professor  
(907) 745-9784 or [mamasteller@matsu.alaska.edu](mailto:mamasteller@matsu.alaska.edu)

## 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.

### PROGRAM 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)



# 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.



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>

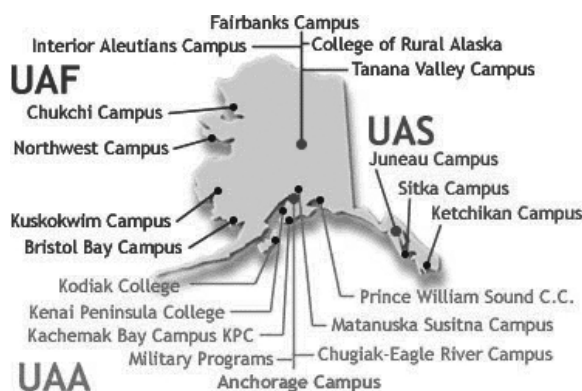


**The University of  
Alaska Fairbanks**

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>





# CHAPTER 9

## COURSE DESCRIPTIONS

UNIVERSITY of ALASKA ANCHORAGE

Accounting .....	ACCT	Health Career Development .....	HCD
Agriculture .....	AGRI	History .....	HIST
American Sign Language .....	ASL	Honors .....	HNRS
Anthropology .....	ANTH	Humanities .....	HUM
Architectural & Engineering Technology .....	AET	Human Services .....	HUMS
Art .....	ART	Interior Design .....	ID
Biological Sciences .....	BIOL	Japanese .....	JPN
Business Administration .....	BA	Journalism & Public Communications .....	JPC
Chemistry .....	CHEM	Justice .....	JUST
Communication .....	COMM	Liberal Studies Integrated Core .....	LSIC
Complex Systems .....	CPLX	Liberal Studies Integrated Sciences .....	LSIS
Computer Information & Office Systems .....	CIOS	Liberal Studies Social Sciences .....	LSSS
Computer Information Systems .....	CIS	Library Science .....	LS
Computer & Network Technology .....	CNT	Logistics Operations .....	LGOP
Computer Science .....	CS	Mathematics .....	MATH
Construction Management .....	CM	Medical Assisting .....	MA
Counseling .....	COUN	Music .....	MUS
Creative Writing & Literary Arts .....	CWLA	Paramedical Technology .....	PMED
Dietetics & Nutrition .....	DN	Philosophy .....	PHIL
Economics .....	ECON	Physics .....	PHYS
Education: Early Childhood .....	EDEC	Political Science .....	PS
Education: Elementary Education .....	EDEL	Preparatory English .....	PRPE
Education: Foundations .....	EDFN	Psychology .....	PSY
Emergency Medical Technology .....	EMT	Refrigeration & Heating .....	RH
Engineering .....	ENGR	Renewable Energy .....	RE
English .....	ENGL	Russian .....	RUSS
English-As-A-Second Language .....	ESL	Social Work .....	SWK
Environmental Studies .....	ENVI	Sociology .....	SOC
French .....	FREN	Spanish .....	SPAN
Geography .....	GEOG	Statistics .....	STAT
Geology .....	GEOL	Theatre .....	THR
Guidance .....	GUID	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  
Prerequisites: MATH A055 with minimum grade of C.  
Registration Restrictions: UAA approved mathematics placement test scores may be used in lieu of prerequisite.  
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  
Prerequisites: MATH A105 with minimum grade of C or MATH A107 with minimum grade of C or MATH A172 with minimum grade of C or MATH A200 with minimum grade of C or MATH A272 with minimum grade of C.  
Registration Restrictions: UAA-approved mathematics placement test scores may be used in lieu of prerequisites.  
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: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C.  
Study of 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, relevant costs for decision making and capital budgeting decisions.

### ACCT A210 Income Tax Preparation 3 CR

Contact Hours: 3 + 0  
Prerequisites: [or [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C] and CIS A110 with minimum grade of C.  
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: [or [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C] and CIS A110 with minimum grade of C.  
Introduction to processing accounting information using commercial accounting software. Comparison of manual to computerized recording and processing of accounting transactions. Includes maintenance of chart of accounts and master files; processing sales, receivables, cash receipts, purchases, payables, and cash payments. Preparation of financial statements and other reports in computerized software systems and spreadsheet applications.

### ACCT A225 Payroll Accounting 3 CR

Contact Hours: 3 + 0  
Prerequisites: [or [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C] and CIS A110 with minimum grade of C.  
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 manually and using computerized software.

### 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 and 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 and 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 Individual Income Tax 3 CR

Contact Hours: 3 + 0  
Prerequisites: ACCT A301 with minimum grade of C.  
Registration Restrictions: College of Business and 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 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 and Public Policy majors must be admitted to upper-division standing.  
Examines the nature, objectives and procedures of cost management as applied to product and service costing, decision-making, cost planning, and control systems.

## Agriculture

## AGRI

### AGRI A136 Introduction to Horticulture 3 CR

Contact Hours: 3 + 0  
Offered only at Matanuska-Susitna College.  
Reviews plant structure and growth; soils; plant nutrition; plant propagation; potting media; fertilizers; indoor plant care; light management; container gardening; interior landscaping; greenhouse growing and plant forcing.

**AGRI A138 Organic Gardening** 1-3 CR  
Contact Hours: 1-3 + 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 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  
Special Note: Offered Fall and Spring Semesters.  
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 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  
 Course Attributes: Selected Topics Course.  
 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  
 Course Attributes: Selected Topics Course.  
 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.

<b>ART A102 Fiber and Basketry Activities (Topics in Fibers, Basketry, Weaving or Papermaking)</b> <b>1-3 CR</b> Contact Hours: 0 + 2-6 Course Attributes: Selected Topics Course. 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.	<b>ART A209 Beginning Metalsmithing and Jewelry</b> <b>3 CR</b> Contact Hours: 0 + 6 Prerequisites: ART A105. Stacked with: ART A309 and ART A409. Special Note: May be repeated once for credit with substantive changes in media or emphasis. Introduction to the basic techniques, tools, materials and application of design principles. Includes historical considerations.
<b>ART A103 Replicative Arts (Topics in Printmaking, Photography, &amp; Digital Arts)</b> <b>1-3 CR</b> Contact Hours: 0 + 2-6 Course Attributes: Selected Topics Course. 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.	<b>ART A211 Beginning Sculpture</b> <b>3 CR</b> 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.
<b>ART A104 Multi-Media Activities</b> <b>1-3 CR</b> Contact Hours: 0 + 2-6 Course Attributes: Selected Topics Course. 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.	<b>ART A212 Beginning Watercolor</b> <b>3 CR</b> Contact Hours: 0 + 6 Prerequisites: ART A105 with minimum grade of C. Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations and individual expression; exhibition procedures are included.
<b>ART A105 Beginning Drawing</b> <b>3 CR</b> 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.	<b>ART A213 Beginning Painting</b> <b>3 CR</b> 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.
<b>ART A111 Two-Dimensional Design</b> <b>3 CR</b> 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.	<b>ART A215 Beginning Printmaking</b> <b>3 CR</b> 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.
<b>ART A112 Color Design</b> <b>3 CR</b> Contact Hours: 0 + 6 Study of fundamentals of color and two-dimensional visual perception. Projects will emphasize evaluation and mixing of color.	<b>ART A220 Digital Imaging for Photography</b> <b>3 CR</b> Contact Hours: 0 + 6 Registration Restrictions: Demonstrated computer competency or ART A103 Selected Topic: Creative Digital Darkroom. Special Note: May be taken concurrently with ART A225. Post-processing and editing in the digital darkroom for artistic expression and commercial creation of digital photographs.
<b>ART A113 Three-Dimensional Design</b> <b>3 CR</b> 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.	<b>ART A225 Beginning Photography - Digital</b> <b>3 CR</b> 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.
<b>ART A160 Art Appreciation</b> <b>3 CR</b> 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.	<b>ART A252 Beginning Graphic Design and Illustration</b> <b>3 CR</b> 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.
<b>ART A180A Beginning Stained Glass</b> <b>3 CR</b> 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.	<b>ART A261 History of Western Art I</b> <b>3 CR</b> Contact Hours: 3 + 0 Prerequisites: ENGL A111 with minimum grade of C. 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.
<b>ART A180B Intermediate Stained Glass</b> <b>1 CR</b> 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.	<b>ART A262 History of Western Art II</b> <b>3 CR</b> Contact Hours: 3 + 0 Prerequisites: ENGL A111 with minimum grade of C. 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.
<b>ART A205 Intermediate Drawing</b> <b>3 CR</b> 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 A270 Beginning Alaska Native Art 3 CR**  
 Contact Hours: 0 + 6  
 Stacked with: ART A370.  
 Exposure to and application of indigenous production, rhythms, and attitudes toward making carved art objects. Investigate Alaska Native art history, oral experience, and lifeways. Emphasis on the development of a personal aesthetic and creative design.

**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 A305 Advanced Drawing 3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A205.  
 Registration Restrictions: Instructor permission.  
 Stacked with: ART A105, ART A205 and ART A405.  
 Special Note: May be repeated once for credit with substantive change in media or emphasis.  
 Refinement of advanced drawing and conceptual skills by examining contemporary techniques and materials.

**ART A307 Life Drawing and Composition I 3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A205.  
 Registration Restrictions: Instructor permission.  
 Stacked with: ART A407.  
 Special Note: May be repeated once for credit with substantive change in media or emphasis.  
 Drawing from live models to explore possibilities in design, composition and media. Emphasis on form and space using wet and dry media including charcoal, graphite, pen, and brush.

**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 3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A212.  
 Stacked with: ART A412.  
 Special Note: May be repeated once for credit with substantive change in media or emphasis.  
 Intensified development of expressive skills including watercolor 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 A357 Digital Art and Design II 3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A257.  
 Registration Restrictions: Instructor permission.  
 Special Note: May be repeated once for credit with substantive change in emphasis with faculty approval.  
 Exploration of 2-D digital tools and techniques for creative expression, emphasizing production of hard copy.

**ART A360A History of Non-Western Art I 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: ENGL A111 with minimum grade of C.  
 Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.  
 Emphasis on a comparative approach to non-western civilizations including Indian art, Tibetan and Southeastern art, Chinese art, and Japanese art.

**ART A360B History of Non-Western Art II 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: ENGL A111 with minimum grade of C.  
 Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.  
 Emphasis on a comparative approach to non-western civilizations including Islamic art, African art, art of Pacific cultures, and art of the Americas.

**ART A363 History of Contemporary Art 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: ART A262 and ENGL A111 with minimum grade of C.  
 Analysis of the work and thought of major artists in painting, sculpture, architecture, performance and installation art from post-World War II to the present. Examines the relationship of visual art to social and cultural trends during this period.

**ART A413 Advanced Painting 3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A313.  
 Registration Restrictions: Instructor permission.  
 Stacked with: ART A213, ART A313 and ART A414.  
 Special Note: May be repeated once for credit.  
 Development of advanced painting techniques. Focus on complex concepts and pictorial constructions including research and experimentation in various media.

## Biological Sciences

## BIOL

**BIOL A100 Human Biology 3 CR**  
 Contact Hours: 3 + 0  
 Special Note: Primarily for non-science majors. Not accepted for GER or biology major baccalaureate credit.  
 Survey of biological principles as applied to human anatomy, physiology and genetics.

**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 Laboratory 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 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.

<b>BIOL A112 Human Anatomy and Physiology II</b> <b>4 CR</b> 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.	<b>BIOL A200 Introduction to Complexity</b> <b>3 CR</b> 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.
<b>BIOL A113 Lectures in Human Anatomy and Physiology I</b> <b>3 CR</b> 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.	<b>BIOL A240 Introductory Microbiology for Health Sciences</b> <b>4 CR</b> 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.
<b>BIOL A114 Lectures in Human Anatomy and Physiology II</b> <b>3 CR</b> 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.	<b>BIOL A242 Fundamentals of Cell Biology</b> <b>4 CR</b> 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.
<b>BIOL A115 Fundamentals of Biology I</b> <b>4 CR</b> 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.	<b>BIOL A252 Principles of Genetics</b> <b>4 CR</b> 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.
<b>BIOL A116 Fundamentals of Biology II</b> <b>4 CR</b> 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.	<b>BIOL A271 Principles of Ecology</b> <b>4 CR</b> 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.
<b>BIOL A124 Biota of Alaska: Selected Topics</b> <b>1-4 CR</b> Contact Hours: 1-4 + 0-12 Course Attributes: Selected Topics Course. 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.	<b>Business Administration</b> <b>BA</b>
<b>BIOL A178~ Fundamentals of Oceanography</b> <b>3 CR</b> Contact Hours: 3 + 0 Registration Restrictions: Placement into MATH A105 or higher. Crosslisted with: GEOL A178. Course Attributes: UAA GER Natural Sciences Req. Principles of oceanography, with emphasis on the ocean's biological, physical, chemical, and geological processes, and how ocean processes affect the atmosphere.	<b>BA A131 Personal Finance</b> <b>3 CR</b> 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.
<b>BIOL A179 Fundamentals of Oceanography Laboratory</b> <b>1 CR</b> Contact Hours: 0 + 3 Registration Restrictions: Placement into MATH A105 or higher. Crosslisted with: GEOL A179. Course Attributes: UAA GER Natural Sci Lab Only. Laboratory exercises designed to illustrate principles and concepts developed in BIOL A178/GEOL A178.	<b>BA A151 Introduction to Business</b> <b>3 CR</b> 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  
Introduces business planning as a key to successful small business management. Examines practical aspects of management for starting and operating a small business. 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  
Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.  
Designed for students with or without sales experience. Explores skills all individuals use to sell themselves, goods, 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  
Registration Restrictions: Permission of faculty internship coordinator and 2.75 GPA.  
Grade Mode: Pass/No Pass.  
Special Note: May be repeated more than once for credit, but only 3 credits will apply to degree requirements.  
Integrates classroom study with planned and supervised work experience in the public and private sectors. Students acquire essential practical skills by being exposed to an occupational work environment beyond the boundaries of the campus, enhancing self-confidence and career direction.

**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 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 Laboratory 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.

<b>CHEM A104L Introduction to Organic Chemistry and Biochemistry Laboratory</b> <b>1 CR</b> 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.	<b>CHEM A106L General Chemistry II Laboratory</b> <b>1 CR</b> 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.
<b>CHEM A105 General Chemistry I</b> <b>3 CR</b> 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.	<b>CHEM A321 Organic Chemistry I</b> <b>3 CR</b> 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.
<b>CHEM A105L General Chemistry I Laboratory</b> <b>1 CR</b> 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.	<b>CHEM A322 Organic Chemistry II</b> <b>3 CR</b> 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.
<b>CHEM A106 General Chemistry II</b> <b>3 CR</b> 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.	<b>CHEM A323L Organic Chemistry Laboratory</b> <b>2 CR</b> Contact Hours: 0 + 6 Prerequisites: CHEM A106L 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 080 and Accuplacer-Sentence Skills with score of 090] 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 080 and Accuplacer-Sentence Skills with score of 090] 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 080 and Accuplacer-Sentence Skills with score of 090] 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 080 and Accuplacer-Sentence Skills with score of 090] 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.

## 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.

<b>CIOS A108 Digital Design Fundamentals</b> 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.	<b>CIOS A150A Presentations: MS PowerPoint</b> 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.
<b>CIOS A113 Operating Systems: MS Windows</b> 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.	<b>CIOS A152A Digital Imaging Concepts and Applications: Photoshop</b> 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.
<b>CIOS A115 10-Key for Business Calculations</b> 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.	<b>CIOS A153A Website Design: HTML</b> 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.
<b>CIOS A116 Business Calculations</b> 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.	<b>CIOS A153B Website Design: Dreamweaver</b> 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.
<b>CIOS A118 Payroll Procedures</b> 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.	<b>CIOS A154A Desktop Publishing I: PageMaker</b> 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.
<b>CIOS A120A Bookkeeping Software Applications I: QuickBooks</b> 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.	<b>CIOS A154B Desktop Publishing I: MS Publisher</b> 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.
<b>CIOS A125A Electronic Communications I: MS Outlook</b> 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.	<b>CIOS A156 Web Graphics: Fireworks</b> 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.
<b>CIOS A130A Word Processing I: MS Word</b> 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.	<b>CIOS A160 Business English</b> 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.
<b>CIOS A135A Spreadsheets I: MS Excel</b> 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.	<b>CIOS A161A Proofreading</b> 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.
<b>CIOS A140A Databases I: MS Access</b> 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.	<b>CIOS A162A Shorthand</b> 3 CR Contact Hours: 3+0 or 0+9 Prerequisites: CIOS A101A. Introduces an alphabetic shorthand system designed for fast note taking or dictation.
<b>CIOS A146 Internet Concepts and Applications</b> 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.	<b>CIOS A164 Filing</b> 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.

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**COURSE DESCRIPTIONS**

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**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  
Course Attributes: Selected Topics Course.  
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 A230A 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.  
 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.  
 Grade Mode: Pass/No Pass.  
 Special Note: Requires 45 hours of work experience for each credit. 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 and (CIS A105 or familiarity with personal computers, basic software applications and keyboarding of at least 30 wpm.)  
 Introduces students to the use of popular productivity software, operating system software and computer hardware from a business perspective. Examines personal computer software packages, the information processing cycle and beginning programming concepts. Emphasizes solving business problems utilizing spreadsheet and database software 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 A168 Computer User Support and Help Desk 3 CR**  
 Contact Hours: 3 + 0  
 Overview of user support systems and help desk functions in an enterprise environment. Examines user support from the perspective of end users and develops skills for ethical customer services, critical thinking, troubleshooting and decision-making. Includes identifying typical problems and needs assessment for installation, training and documentation.

**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.



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**COURSE DESCRIPTIONS**

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**CNT A240 Industry PC Configuration Essentials 2 CR**  
Contact Hours: 1 + 2  
Prerequisites: CNT A170 with minimum grade of C or CNT A183 with minimum grade of C or CNT A212 with minimum grade of C.  
Introduces personal computer configuration essentials. Includes installation, configuration and support of personal computers in a mixed enterprise environment.

**CNT A241 Administering and Supporting Industry Network Infrastructure 3 CR**  
Contact Hours: 2 + 2  
Prerequisites: CNT A240 with minimum grade of C.  
Provides an introduction to network infrastructure in a mixed enterprise environment.

**CNT A242 Industry Network Directory Configuration 3 CR**  
Contact Hours: 2 + 2  
Prerequisites: CNT A241 with minimum grade of C.  
Provides an introduction for installing, configuring and deploying application services in an enterprise- networked environment.

**CNT A243 Industry Application Infrastructure 3 CR**  
Contact Hours: 2 + 2  
Prerequisites: CNT A241 with minimum grade of C or CNT A242 with minimum grade of C.  
Provides an introduction for application support and deployment in an enterprise-networked environment.

**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 A275 Information Technology Project Management 2 CR**  
Contact Hours: 1 + 2  
Prerequisites: ENGL A212 with minimum grade of C.  
Registration Restrictions: Satisfactory completion of 12 CNT credit hours with a minimum grade of C.  
Introduces information technology project management fundamentals. Develops skills required to work with stakeholders and information technology processes. Develops skills in leadership and team participation. Includes IT project planning, design, team skills, proposals, implementation, reporting and completion.

**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 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  
Grade Mode: Normal Letter Grades w/ DF.  
Course Attributes: Selected Topics Course.  
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  
Course Attributes: Selected Topics Course.  
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.

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**Computer Science CS**

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**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.  
 Course Attributes: Selected Topics Course.  
 Special Note: May be repeated twice for credit with a change in language.  
 Problem analysis and solution using a selected programming language.

## Construction Management CM

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

Contact Hours: 2 + 4  
 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  
 Course Attributes: Selected Topics Course.  
 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: Non-Fiction 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) or (CHEM A104 or concurrent enrollment) or (CHEM A106 or concurrent enrollment)] and [ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C].  
 Studies nutrition in the life cycle including food sources and requirements of nutrients, and physiological and metabolic aspects of nutrient function. Reviews disease states, food selection, and cultural and contemporary issues of concern to health professionals.

## **Dance DNCE**

**DNCE A121 Fundamentals of Modern I 2 CR**  
 Contact Hours: 1 + 2  
 Special Note: May be repeated three times for credit.  
 Beginning modern dance techniques. Introduces basic dance skills through warm-up exercises and movement combinations. Exploration of modern dance aesthetics and philosophy. Correct anatomical alignment and injury prevention stressed.

## **Economics ECON**

**ECON A201 Principles of Macroeconomics 3 CR**  
 Contact Hours: 3 + 0  
 Registration Restrictions: Minimum one year of high school algebra required.  
 Course Attributes: UAA GER Social Sciences Req.  
 Theoretical approach to determination of the national income level and economic activity including coverage of the history of macroeconomic theory with special emphasis on economic growth, inflation, business cycles, international finance, and monetary and fiscal policy.

**ECON A202 Principles of Microeconomics 3 CR**  
 Contact Hours: 3 + 0  
 Registration Restrictions: Minimum one year of high school algebra required.  
 Course Attributes: UAA GER Social Sciences Req.  
 The theory of prices and markets, industrial organization, public policy, income distribution, contemporary problems of labor and business, and international trade, including coverage of the history of microeconomic theory.

## **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 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 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 A395 Elementary Education Practicum I: Literacy and Social Studies 2 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: EDFN A301.  
 College Restriction: Must be in UAA College of Education.  
 Registration Restrictions: Admission to Department of Teaching and Learning.  
 Corequisite: EDEL A325 and EDEL A327.  
 Grade Mode: Pass/No Pass.  
 Special Note: Field experiences will be arranged and supervised by the College of Education. Partners may limit registration.  
 Supervised practicum in a K-6 education facility. Supports development of knowledge and skills in teaching literacy and social studies in elementary classrooms.

**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.

<b>EDEL A492A</b>	<b>Elementary Education Seminar II: Learning Environment</b>	<b>2 CR</b>	<b>EDFN A300</b>	<b>Philosophical and Social Context of American Education</b>	<b>3 CR</b>
Contact Hours: 2 + 0 Prerequisites: EDEL A395. College Restriction: Must be in UAA College of Education. Registration Restrictions: Admission to Department of Teaching and Learning. Corequisite: EDEL A426, EDEL A428 and EDEL A495A. Special Note: This course operates in accordance with the K-12 school year calendar, not the university academic year calendar. Integrates theoretical knowledge of learning environments and classroom management with elementary classroom experiences.			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.		
<b>EDEL A492B</b>	<b>Elementary Education Seminar III: Teaching Capstone</b>	<b>3 CR</b>	<b>EDFN A301</b>	<b>Foundations of Literacy and Language Development</b>	<b>3 CR</b>
Contact Hours: 3 + 0 College Restriction: Must be in UAA College of Education. Registration Restrictions: Admission to internship. Corequisite: EDEL A495B. Special Note: This course operates in accordance with the K-12 school year calendar, not the university academic year calendar. Integrates theoretical knowledge from previous education courses with the internship experience.			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.		
<b>EDEL A495A</b>	<b>Elementary Education Practicum II: Learning Environment, Mathematics, Science</b>	<b>3 CR</b>	<b>EDFN A302</b>	<b>Foundations of Educational Technology</b>	<b>2 CR</b>
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.			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.		
<b>EDEL A495B</b>	<b>Elementary Education Internship</b>	<b>6-9 CR</b>	<b>EDFN A303</b>	<b>Foundations of Teaching and Learning</b>	<b>3 CR</b>
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.			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.		

## Education: Foundations **EDFN**

<b>EDFN A101</b>	<b>Introduction to Education</b>	<b>3 CR</b>
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.		
<b>EDFN A206</b>	<b>Introduction to Assessment in Education</b>	<b>1 CR</b>
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.		

## 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.

<b>EMT A130</b>	<b>Emergency Medical Technician I</b>	<b>6 CR</b>
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.		

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**COURSE DESCRIPTIONS**

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**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.

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**Engineering      ENGR**

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**ENGR A151      Introduction to Engineering      1 CR**  
Contact Hours: 1 + 0  
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.

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**English      ENGL**

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Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from Accuplacer, 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.

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**ENGL A109      Introduction to Writing in Academic Contexts      3 CR**  
Contact Hours: 3 + 0  
Prerequisites: PRPE A086 with minimum grade of C or [Accuplacer-Reading Comp with score of 070 and Accuplacer-Sentence Skills with score of 080].  
Registration Restrictions: Meet prerequisite or appropriate score on English Placement Test.  
Preparation for ENGL A111 and alternative to PRPE A108. Introduces academic essay writing and technology skills in a computer classroom. Develops practical skills for writing and revising, including review of grammar and punctuation.

**ENGL A111      Introduction to Composition      3 CR**  
Contact Hours: 3 + 0  
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [Accuplacer-Reading Comp with score of 080 and Accuplacer-Sentence Skills with score of 090] 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 ACT English with score of 22.  
Course Attributes: UAA GER Written Communication.  
Provides instruction in responding to academic and civic writing situations. Students learn rhetorical knowledge (e.g., how to write for a purpose and an audience, how to adopt an appropriate voice, tone and level of formality); they engage in critical thinking, reading and writing; they learn about processes and technologies available for producing texts; and they refine knowledge of academic conventions, including inquiry and research writing, documentation, and Standard Written English.

**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 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 Enhanced ACT English with score of 30 or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620.  
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 early-modern period.

**ENGL A202      Masterpieces of World Literature II      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 Enhanced ACT English with score of 30 or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620.  
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 early-modern period 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 and 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.  
 Special Note: Offered Fall and Spring Semesters.  
 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 or ENGL A214 with minimum grade of C.  
 Registration Restrictions: ENGL A212 recommended  
 Course Attributes: UAA GER Written Communication.  
 Special Note: May include fees if delivered in a computerized classroom.  
 Advanced study of technical writing principles, practices and genres. Extensive practice in designing, revising and editing print and electronic 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 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.  
 Course Attributes: Selected Topics Course.  
 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 and 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 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).

<b>HIST A122 East Asian Civilization II</b> 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.	<b>HIST A341 History of Alaska</b> 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.
<b>HIST A131 History of United States I</b> 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.	<b>HIST A355 Major Themes in US History</b> 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.
<b>HIST A132 History of United States II</b> 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.	<b>HIST A390A Themes in World History</b> 3 CR Contact Hours: 3 + 0 Prerequisites: [GEOG A101 or INTL A101] and [HIST A101 or HIST A102 or HIST A121 or HIST A122 or HIST A131 or HIST A132]. Registration Restrictions: Completion of GER Tier 1 (basic college-level skills) courses and junior standing. Course Attributes: Selected Topics Course UAA GER Integrative Capstone. Special Note: May be repeated once for credit with a change of subtitle. Provides students with opportunities to analyze patterns of meaning in the accumulated record of the human experience from prehistory to the present, contemplated on the most inclusive scale, that of the entire world. The course is comparative and interdisciplinary.
<b>HIST A225 Ancient History</b> 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.	
<b>HIST A226 Medieval History</b> 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.	<b>HIST A401 The History of Warfare</b> 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.
<b>HIST A237 American Civil War</b> 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.	<b>HIST A402 The Second World War</b> 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.
<b>HIST A257A The Alaska-Yukon Gold Rush</b> 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.	
<b>HIST A261 Russian History</b> 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.	<b>HIST A418 Tudor and Stuart England</b> 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.
<b>HIST A306 The Roman Empire</b> 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.	<b>HIST A431 America: Colonies and Revolution</b> 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.
<b>HIST A314 Nineteenth Century Europe</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HIST A102. Examines the key political, social, economic and cultural developments in 19th century Europe. Special emphasis will be placed on the French and Napoleonic revolution; restoration and reaction; industrialization and urbanization; romanticism, liberalism and socialism; nationalism and national unification; imperialism; fin de siècle culture; and daily life.	<b>HIST A434 Early National Period, 1800-1850</b> 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.  
 Course Attributes: Selected Topics Course.  
 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.  
 Course Attributes: Selected Topics Course.  
 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.  
 Course Attributes: Selected Topics Course.  
 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.  
 Course Attributes: Selected Topics Course 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  
 Introduces human services as a profession. Traces historical and contemporary service delivery approaches. Identifies ethical and professional roles of human service workers. Examines human service consumer problems and appropriate helping systems and strategies.

**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 A107 History and Systems of Human Services** 3 CR  
 Contact Hours: 3 + 0  
 Introduces historical foundations of the human service profession through the lens of formative legislation and service delivery systems.

**HUMS A122 Substance Abuse as a Contemporary Problem** 3 CR  
 Contact Hours: 3 + 0  
 Presents current issues in addiction through a human service perspective emphasizing social, legal, public health and public policy contexts.

**HUMS A123 Public Education and Prevention in Substance Abuse** 3 CR  
 Contact Hours: 3 + 0  
 Presents knowledge and skills as tools in the development of community education and prevention programs in substance abuse.

**HUMS A124 Introduction to the Physiology 3 CR and Pharmacology of Substance Abuse**  
 Contact Hours: 3 + 0  
 Introduces basic properties and effects of psychoactive substances on human physiology from a substance abuse treatment perspective.

**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 A155 Human Relations in the Workplace** 3 CR  
 Contact Hours: 3 + 0  
 Special Fees.  
 Presents human relation skills appropriate in the workplace. Course includes skills related to task group team membership and leadership, problem solving, and workplace etiquette.

**HUMS A185 Introduction to Field Work** 3 CR  
 Contact Hours: 3 + 0  
 Essential elements of field experience learning in a Human Service setting, including the foundations of ethical decision making. Students will complete all documents necessary to enroll in HUMS A295A.

**HUMS A223 Introduction to Paraprofessional Counseling I** 3 CR  
 Contact Hours: 3 + 0  
 Presents basic paraprofessional counseling skills focused upon a systematic approach to effective helping. Skills are organized into the four categories: skills for understanding, skills for comfort and crisis intervention, skills for positive action, and trauma-informed care.

**HUMS A224 Conflict and Collaborative Systems** 3 CR  
 Contact Hours: 3 + 0  
 Employs a general systems approach to examine social conflict and collaboration. Communication and conflict resolution skills are presented as tools enhancing collaboration and managing conflict.

<b>HUMS A226 Intervention Continuum in Substance Abuse Counseling</b> Contact Hours: 3 + 0 Presents the continuum of substance abuse treatment interventions. Topics include screening and placement criteria, motivational interviewing, aftercare, relapse planning, documentation, and confidentiality.	<b>HUMS A350 Men and Masculinity</b> 3 CR Contact Hours: 3 + 0 Prerequisites: SOC A101 or PSY A111. Special Note: Offered Fall Semesters. 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.
<b>HUMS A256 Groups and Organizations</b> 3 CR Contact Hours: 3 + 0 Introduces social, organizational and work-group behavior within a human service context.	
<b>HUMS A295A Human Services Practicum I</b> 3 CR Contact Hours: 1 + 9 Prerequisites: (ENGL A111 with minimum grade of C or concurrent enrollment) and HUMS A101 with minimum grade of C and HUMS A185 with minimum grade of C and HUMS A223 with minimum grade of C. Major Restriction: Must be Human Services major. Registration Restrictions: GER Written Communication, Human Services major Grade Mode: Normal Letter Grades w/ DF. Provides students a guided learning experience at a community human services agency including 125 agency hours and a weekly seminar class. Course topics include agency structure and function, application of entry-level helping skills, and interagency networking.	<b>HUMS A390 Selected Topics in Human Service Practice</b> .5-3 CR Contact Hours: .5-3 + 0 Prerequisites: HUMS A101. Course Attributes: Selected Topics Course. Provides the most current education in the area of Human Service practice. Specific topics will vary.
<b>HUMS A295B Human Services Practicum II</b> 3 CR Contact Hours: 1 + 9 Prerequisites: HUMS A295A with minimum grade of C. Major Restriction: Must be Human Services major. Registration Restrictions: Human Services major Grade Mode: Normal Letter Grades w/ DF. Provides students with guided learning experiences at a human services agency. Students are required to complete 125 supervised agency hours during which they will become familiar with agency structure and protocols and engage in supervised client contact. Students will also participate in a weekly classroom seminar.	<b>HUMS A412 Ethical Issues in Human Services Practice</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A101 and HUMS A223. Special Note: Offered Fall Semesters. 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.
<b>HUMS A321 Diversity Issues in Human Services Practice</b> 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.	<b>HUMS A414 Rural Treatment Strategies for Human Service Professionals</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A101. Special Note: Offered Spring Semesters. 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.
<b>HUMS A322 Service Coordination in Human Services Practice</b> 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.	<b>HUMS A416 Substance Abuse and the Older Adult</b> 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.
<b>HUMS A324 Introduction to Paraprofessional Counseling II</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A223 with minimum grade of C. Provides students both theory and skill development learning experiences designed to advance paraprofessional counseling skills.	<b>HUMS A417 Substance Abuse Counseling for Human Service Professionals</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A122 and HUMS A123 and HUMS A223. Special Note: Offered Fall Semesters. 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.
<b>HUMS A333 Alternative Dispute Resolution</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A223 and HUMS A324. Special Note: Offered Fall Semesters. 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.	<b>HUMS A424 Advanced Counseling for Human Service Professionals</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A223 and HUMS A324. Special Note: Offered Spring Semesters. 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.
<b>HUMS A334 Family Mediation</b> 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.	<b>HUMS A434 Group Facilitation for Human Service Professionals</b> 3 CR Contact Hours: 3 + 0 Prerequisites: HUMS A223 and HUMS A324. Advanced facilitation skills appropriate for group work to include goal setting, reciprocity, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

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**COURSE DESCRIPTIONS**

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**HUMS A461 Crisis Intervention** 3 CR  
Contact Hours: 3 + 0  
Prerequisites: HUMS A101 and HUMS A223 and HUMS A324.  
Special Note: Offered Fall Semesters.  
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 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.

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**Interior Design** **ID**

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**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.

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**Japanese** **JPN**

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**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.

**JPN A201 Second Year Japanese I** 4 CR  
Contact Hours: 4 + 0  
Prerequisites: JPN A102.  
Course Attributes: UAA GER Humanities Requirement.  
Intermediate course for students with basic knowledge of Japanese. Enhances listening, speaking, reading, and writing skills for effective communication at the second year level. Students critically examine diverse cultural perspectives. Course conducted in Japanese.

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**Journalism & Public Communication** **JPC**

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**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 effects of media.

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**Justice** **JUST**

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**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.

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**Liberal Studies Integrated Core** **LSIC**

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**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 A101 Technical Mathematics** 3 CR  
Contact Hours: 3 + 0  
Prerequisites: MATH A055.  
Special Note: This course will not satisfy the Mathematics requirement for the Associate of Arts Degree.  
Provides mathematical training for students enrolled in technical programs. Includes algebraic operations, factoring, rational expressions, exponents, quadratic equations, logarithms, systems of equations, geometry, right-triangle trigonometry, and measurement and tolerances. Emphasis on problem-solving and applications.

**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, MATH A108 and MATH A109 toward the graduation requirements for any baccalaureate degree.  
Covers equations and inequalities, function theory, solution of equations greater than first degree, matrices and determinants, systems of equations and inequalities, exponential and logarithmic functions, graphs and equations of conic sections, binomial theorem, and sequences and series including applications of all these topics.

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**COURSE DESCRIPTIONS**

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**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.

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## Medical Assisting MA

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**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 thought 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 Laboratory 1 CR**

Contact Hours: 0 + 3  
 Prerequisites: PHYS A123 with minimum grade of C and PHYS A123L with minimum grade of C and (PHYS A124 or concurrent enrollment).  
 Course Attributes: UAA GER Natural 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 Laboratory 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, 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] or [Accuplacer-Reading Comp with score of 065 and Accuplacer-Sentence Skills with score of 075].  
 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 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  
 Course Attributes: Selected Topics Course.  
 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 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 A313 Psychology of Women 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: PSY A111 with minimum grade of C.  
 Class Standing Restriction: Must be Junior or Senior.  
 Registration Restrictions: Junior or senior level standing or 6 credits of psychology.  
 Examines women's physical, social, and emotional development across the lifespan from cultural, social, and biological perspectives. The course covers important facets of women's lives, including love and relationships, sexuality, pregnancy and motherhood, physical and mental health, education and work, and discrimination and violence against women.

**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.



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**COURSE DESCRIPTIONS**

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**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 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.

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## **Refrigeration & Heating RH**

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**RH A101 Refrigeration & Air Conditioning Fundamentals 4 CR**  
Contact Hours: 3 + 2  
Offered only at Matanuska-Susitna College.  
Explores compressors, condensers, evaporators, metering devices, and related components. Offers instruction in the proper use of tools and testing devices applicable to the HVAC/R trades, and experimentation with refrigeration system training devices. Provides instruction and experience on piping layout and assembly. Provides students with practice at swaging, flaring, bending, soldering, and brazing. Includes design, construction, service, and repair of household refrigerators and freezers.

**RH A103 Technical Mathematics for Industrial Trades 3 CR**  
Contact Hours: 3 + 0  
Offered only at Matanuska-Susitna College.  
Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ration and proportion, scale drawings, and trigonometric functions.

**RH A105 Electrical Circuits for Refrigeration and Heating I 3 CR**  
Contact Hours: 2 + 2  
Offered only at Matanuska-Susitna College..  
Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, resistance, and AC-DC motors. Provides students with the opportunity to apply principles and develop skills by using test instruments and training devices.

**RH A109 Principles of Thermodynamics 3 CR**  
Contact Hours: 3 + 0  
Corequisite: RH A103.  
Offered only at Matanuska-Susitna College.  
Focuses on physical laws applied to refrigeration and heating. Introduces practical aspects of psychrometrics, load calculations, heat quantities, heat transfer, insulation factors and coefficients, gas laws, and heat and water vapor flow through structures.

**RH 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 and 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 and Heating 1-3 CR**  
 Contact Hours: 0-3 + 0-9  
 Course Attributes: Selected Topics Course.  
 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 Sustainable Energy 3 CR**  
 Contact Hours: 3 + 0  
 Introduces students to the field of sustainable energy. Topics include current energy use, principles of energy conservation and efficiency, renewable energy resources, technologies, storage and hardware options, 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 Sustainable 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 sustainable energy. Includes the physical principles for energy efficiency and various renewable energy technologies, including solar, wind, hydropower and geothermal. Demonstrates how the principles of physics relate to the design, basic operation, advantages and limitations of sustainable energy projects.

**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 A110 Introduction to Solar Photovoltaic Systems 1 CR**  
 Contact Hours: 1 + 0  
 Presents basics of design and installation of solar photovoltaic (PV) systems with an emphasis on residential-scale systems. Introduces physics related to solar energy, ways of harvesting solar energy, sizing a PV system, energy storage vs. grid-tie, system components, installation options, cost/benefit considerations, and safety.

**RE A120 Introduction to Solar Hot Water Systems 1 CR**  
 Contact Hours: 1 + 0  
 Presents basics of design and installation of solar thermal hot water systems with emphasis on residential-scale systems. Introduces physics related to solar thermal energy, ways of harvesting solar energy, sizing solar thermal systems, and uses in domestic hot water and space heat applications. Includes energy storage, system components, installation techniques, cost/benefit considerations, and safety.

**RE A130 Introduction to Small Wind Systems 1 CR**  
 Contact Hours: 1 + 0  
 Presents basics of the design, installation and operation of small wind systems with an emphasis on residential-scale systems. Introduces physics related to wind energy, ways of harvesting and using wind energy, turbine and site selection, energy storage vs. grid-tie considerations, system components, installation techniques, cost/benefit considerations, and safety.

**RE A140 Home Energy Basics 1 CR**  
 Contact Hours: 1 + 0  
 Presents an overview of space heating and electricity use and production for Alaskan homes and small businesses. Includes fundamentals of building energy flows, energy efficiency and methods for decreasing fossil fuel consumption. Introduces the relationship between efficiency measures and renewable energy systems.

**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 Sustainable Energy Project Development 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: RE A100.  
 Synthesizes facets of project development and management within the context of sustainable energy projects.

**RE A210 Cold Climate Construction 3 CR**  
 Contact Hours: 3 + 0  
 Special Note: Upon satisfactory completion, this course meets the prerequisite for the State of Alaska Contractor Residential Endorsement and provides 16 continuing education credits by the State of Alaska Division of Occupational Licensing for General Contractors with Residential Endorsements.  
 Covers design, construction and basic building science related to understanding, planning, and constructing or retrofitting a durable home in a difficult climate.

**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  
 Prerequisites: EDSE A212 with minimum grade of C or PSY A150 with minimum grade of C.  
 Provides an in-depth overview of child welfare policies, public and private social services, and empirically supported child welfare practices within the context of the social work profession.

**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.  
 Course Attributes: Selected Topics Course.  
 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.  
 Special Note: Offered Fall and Spring Semesters.  
 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, and Intimate Relationships** 3 CR  
 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.  
 Course Attributes: Selected Topics Course.  
 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 A351 Political Sociology** 3 CR  
 Contact Hours: 3 + 0  
 Prerequisites: [ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214] and [PS A102 or SOC A101].  
 Crosslisted with: PS A351.  
 Course Attributes: UAA GER Social Sciences Req.  
 Introduction to the social aspects of politics and the nature and distribution of power in society. Examination of the dynamic relationship of the political process and the institutions of society.

## 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.

**STAT A253 Applied Statistics for the Sciences** 4 CR  
 Contact Hours: 4 + 0  
 Prerequisites: MATH A107 or MATH A109.  
 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.  
 Intensive survey course with applications for the sciences. Topics include descriptive statistics, probability, random variables, binomial, Poisson and normal distributions, estimation and hypothesis testing of common parameters, analysis of variance for single factor and two factors, correlation, and simple linear regression. A major statistical software package will be utilized.

## 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.

**THR A124 Dance for Musical Theatre I** 2 CR  
 Contact Hours: 1 + 2  
 Crosslisted with: DNCE A124.  
 Special Note: May be repeated three times for credit.  
 Introduces the vocabulary, variety of movement styles and performance techniques inherent in American musical theatre, including the ability to vocalize correctly during movement. Covers a range of time periods from the 1920s to the present.

**THR A141 Stagecraft I** 3 CR  
 Contact Hours: 2 + 2  
 Workshop in principles and techniques of contemporary theatrical production technical direction, drafting, scenery construction and rigging.

**THR A151 Makeup for the Theatre** 3 CR  
 Contact Hours: 3 + 0  
 Basic principles of stage make-up techniques emphasizing the structure of the face, character interpretation, stage lighting, historical research for hair and makeup, and special 3-D effects.

## 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.

## **COURSE DESCRIPTIONS**

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### **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

### Board of Regents Office

Brandi Berg, Executive Officer  
P.O. Box 755300 - Fairbanks, Alaska 99775  
sybor@alaska.edu  
[www.alaska.edu/bor/](http://www.alaska.edu/bor/)

Dale Anderson, Juneau (2021)  
Timothy C. Brady, Anchorage (2015)  
Fuller Cowell, Anchorage (2015)  
Courtney Enright (2015)  
Kenneth Fisher, Juneau (2017)  
Jyotsna Heckman, Fairbanks (2019)  
Mary K. Hughes, Anchorage (2017)  
Patricia Jacobson, Kodiak (2015)  
Gloria O'Neill (2021)  
Michael Powers, Fairbanks (2019)  
Kirk Wickersham, Anchorage (2015)

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

## UNIVERSITY OF ALASKA STATEWIDE ADMINISTRATION

### University of Alaska Statewide

202 BUTRO, Box 755000 - Fairbanks, Alaska 99775  
syres@alaska.edu  
[www.alaska.edu/active/administration](http://www.alaska.edu/active/administration)

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Dana Thomas, VP of Academic Affairs  
Carla Beam, VP of University Relations  
Karl Kowalski, Chief Info Tech Officer  
Ashok Roy, VP of Finance & Admin

## UNIVERSITY OF ALASKA ANCHORAGE ADMINISTRATION

### University of Alaska Anchorage

3211 Providence Drive - Anchorage, Alaska 99508  
[www.uaa.alaska.edu/](http://www.uaa.alaska.edu/)

Thomas Case, Chancellor  
Elisha "Bear" Baker IV, Provost & Vice Chancellor  
Renee Carter-Chapman, Senior Vice Provost, Inst. Effectiveness  
Bill Spindle, Vice Chancellor, Administrative Services  
Bruce Schultz, Vice Chancellor, Student Affairs  
Megan Olson, Vice Chancellor, University Advancement

## UNIVERSITY OF ALASKA ANCHORAGE COMMUNITY CAMPUSES

### Chugiak/Eagle River Campus

Cynthia Rogers, Director  
(907) 786-7600  
<http://www.uaa.alaska.edu/eagleriver/>  
10928 Eagle River Rd. #115 - Eagle River, AK 99577

### Kenai Peninsula College

Gary Turner, College Director  
(907) 262-0300 [www.kpc.alaska.edu](http://www.kpc.alaska.edu)  
• Kenai River Campus  
156 College Rd. - Soldotna, AK 99669  
• Kachemak Bay Campus  
533 E. Pioneer Ave. - Homer, AK 99603  
• Resurrection Bay Extension Site  
1600 Swetman - Seward, AK 99664

### Kodiak College

Barbara Bolson, College Director  
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117 Benny Benson Dr. - Kodiak, AK 99615

### Matanuska-Susitna College

Talis Colberg, College Director  
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## AFFILIATE COLLEGE

### Prince William Sound Community College

Jacob Ng, Campus President  
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P.O. Box 97 - Valdez, AK 99686  
• Copper Basin Extension Center  
PO Box 730 - Glennallen, AK 99588  
• Cordova Extension Center  
PO Box 1248 - Cordova, AK 99574

## UNIVERSITY OF ALASKA ANCHORAGE MILITARY EDUCATION SERVICES

### Anchorage Area Military Education Services

Elmendorf AFB Military Ed. Svcs.  
Mel Kalkowski, Director  
PH (907) 753-0204 FAX (907) 753-8390  
3 MSS/DPE 4109 Bullard Avenue, Suite 107  
Elmendorf AFB, Alaska 99506

Fort Richardson Military Ed. Svcs.  
Mel Kalkowski, Director  
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Education Center, Bldg. 7, Chilkoot Avenue  
Fort Richardson, Alaska 99505

## MATANUSKA-SUSITNA COLLEGE FULL-TIME FACULTY

### Dr. Heather Allen

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Ed.D., Texas A&M, 2011  
M.S., Texas A&M, 2005  
B.S., Texas A&M, 2001

### Craig Ballain

Associate Professor of Library Science  
M.L.S., Indiana University, 1997  
B.A., Washington State University, 1992

### Dr. Harry Banks

Instructor of Information Technology  
D.Min., Pittsburgh Theological Seminary, 1984  
M. Div., Andrews University, 1969  
B.A., Columbia Union College, 1967

### Dr. Polly Bass

Assistant Professor of Natural Science  
Ph.D., University of Georgia, 2007  
M.Ed., Georgia Southwestern University, 2000  
B.S., University of the South, 1997

### Dr. Holly Bell

Associate Professor of General Business  
D.B.A., George Fox University, 2013  
M.B.A., University of South Dakota, 2006  
B.A., University of Memphis, 2003

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M.Ac., Kansas State University, 1985  
B.S., Kansas State University, 1984

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Ph.D., Regent University, Virginia, 2008  
M.S. Grand Valley State University, 1997  
Teaching Certification, Western Michigan University, 1976  
B.A., Bethel College, 1975

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D.V.M., Colorado State University, 1990  
B.S., Colorado State University, 1987  
A.A.S., Union College, 1986

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Ph.D., Georgia State University, 1977  
M.S., Indiana State University, 1966  
B.E., National Taiwan Normal University, 1960

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A.A.S., Matanuska-Susitna College, 1989

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M.A., Univ. of Alaska Anchorage, 1997  
B.A., Univ. of Alaska Anchorage, 1993

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Microsoft Office Specialist Master Instructor, 2002

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B.A., Utah State University, Logan, Utah, 1985  
A.A., University of Maryland, Munich, Germany 1982

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A.S., Hamilton College 1999

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Certified Assist. Professor of English, Moscow, Russia, 1982  
Ph.D. in Philological Sciences, evaluated by UNESCO, 1999  
Bachelor's and Master's Degree in Foreign Languages Teacher Education, Moscow, Russia, 1975

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M.E.D., University of Alaska Anchorage, 1996  
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Ph.D., State Univ of New York, Binghamton Univ 2010  
M.S. Syracuse Univ 2006  
B.A., Midwestern State Univ 2000

**MATANUSKA-SUSITNA COLLEGE EMERITI**

**Dennis Clark**

Director Emeritus

**Elizabeth J. Fallon**

Professor Emeritus

**Glenn Massay**

Director Emeritus

**Leza Madsen**

Professor Emeritus



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MATANUSKA-SUSITNA COLLEGE ADMINISTRATIVE AND SUPPORT STAFF

---

**Keith Asche**  
Network Technician  
Campus Technology Services

**Rhonda Atkins**  
Administrative Assistant  
Student Services

**Karen Backlund**  
Career Development Coordinator  
Student Services

**Audrey Badger**  
Cataloging & Circulation Technician  
Okeson Library

**Craig Ballain**  
Director  
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**Janna Bare**  
Manager  
Learning Center

**Csesalie Bates**  
Human Resources Technician  
Administrative Services

**Eric Blomskog**  
Coordinator  
Physical Plant

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Academic Counselor  
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Campus Cache

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Campus Cache

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**Dr. Talis Colberg**  
College Director

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Okeson Library

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Physical Plant

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Serials & Cataloging Technician  
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Assistant to the Director  
Facilities Use Coordinator  
Director's Office

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Maintenance Service Worker  
Physical Plant

**Tim Lee**  
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Physical Plant

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Okeson Library

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Copy Center

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Admissions Curriculum & Records  
Specialist  
Student Services

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Student Services

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Admissions & Records Supervisor  
Student Services

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Business Services Assistant  
Business Services

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Instructional Technician  
CIOS Skill Center

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Student Services

**Courtney Brooke Smith**  
Director  
Marketing & Communications

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Student Success Advisor  
Student Services

**Mike Swanson**  
Student Retention Advisor  
Student Services

**Mariana Weatherby**  
Financial Aid Advisor  
Student Services

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Crafts & Trades  
Physical Plant

**Bonnie Wendt**  
Communications Coordinator  
Marketing & Communications

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Fiscal Technician 2  
Business Services

**Vince Yelmene**  
IS Manager 1  
Campus Technology Services

# DEFINITIONS

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**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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