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WELCOME TO MSC

About Matanuska-Susitna 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.

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 MAT-SU COLLEGE

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

About the University of Alaska Anchorage

UAA History

The University of Alaska Anchorage traces its origins back to 1954, when Anchorage Community College (ACC) was founded. That year, ACC began offering evening classes to 414 students at Elmendorf Air Force Base—the first time that college-level courses were offered in the Anchorage area. In 1962, ACC, along with other community colleges around the state, was incorporated into the University of Alaska statewide system. Five years later, ACC began offering both day and evening classes at the current campus location. ACC provided academic study for associate degrees, the first two years of work toward baccalaureate degrees, and a wide variety of adult learning, career and continuing education programs.

In the late 1960s, strong interest in establishing a four-year university in Anchorage brought about the birth of the University of Alaska, Anchorage Senior College (ASC). While ACC administered the lower division college, ASC administered upper division and graduate programs leading to baccalaureate and master’s degrees, as well as continuing education for professional programs. In 1971, the first commencement was held at Anchorage’s West High School, where 265 master’s, baccalaureate and associate degrees were awarded. ASC moved to the Consortium Library Building in 1973. The following year, when the first classroom and office facility was completed, daytime courses were offered for the first time. In 1977, ASC became a four-year university and was renamed the University of Alaska, Anchorage (UA,A). Ten years later, ACC and UA,A merged to become what is now known as the University of Alaska Anchorage (UAA).

Today, some 20,000 students attend UAA, a growing and expanding university of first choice. More than 200 programs, ranging from certificate programs to associate, baccalaureate and master’s degrees, are offered at campuses in Anchorage and community campuses and extension centers throughout Southcentral Alaska.

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 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 prompt initiatives aimed at improvement of programs and services.

**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.

- Understand one’s own culture(s) within an Alaskan, national and global context.
- Apply knowledge and critical thinking to global and cultural issues, trends, and systems, and use diverse frames of reference to address problems.
- Communicate and connect with people in other communities to extend one’s own access to information, experiences and understanding.
- Foster additional languages, including Alaska Native languages, as a component of the UAA experience.
- Develop an informed critical awareness and understanding of cultural differences, similarities and ambiguities.
- 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.

**Diversity Statement**

With freedom of speech being at our core, UAA 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.

**Accreditation**

**Institutional Accreditation**

The University of Alaska Anchorage has been accredited by the Northwest Commission on Colleges and Universities (NWCCU) since 1974. This single accreditation status applies to all campuses of UAA in Anchorage, and at Kenai, Kodiak, and in the Matanuska-Susitna Valley.

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution’s accreditation status by the NWCCU should be directed to the administrative staff of the institution:

**Office of Undergraduate Academic Affairs**

(907) 786-1720

**Individuals may also contact:**

Northwest Commission on Colleges and Universities

8060 165th Ave. N.E., Suite 100, Redmond, WA 98052

(425) 558-4224

**Program Accreditation**

When available, individual academic programs often seek verification that their program of studies and student outcomes meet national standards established by independent associations or governmental agencies. That verification is documented as a program accreditation. Students who complete an accredited curriculum enjoy additional confidence that experts in that field have evaluated the program and testified to its quality. Program accreditation may also enable students to more easily obtain professional certifications or registration. The following programs have approval and/or accreditation from agencies external to UAA.

**Human Services**

Associate of Applied Science
Bachelor of Human Services
- Accredited by the Council for Standards in Human Service Education

**UAA Campuses, Colleges, Centers and Institutes**

**UAA Campuses**

**Anchorage Campus**

(http://www.uaa.alaska.edu)

3211 Providence Drive, Anchorage, AK 99508
(907) 786-1480

The largest UAA campus is in Anchorage, where students have access to the greatest number and variety of courses, programs and services. Located at UAA Drive and Providence Drive, the campus features modern facilities and houses the administration of all the academic schools and colleges, Enrollment Services, the Advising and Testing Center and Accounting Services. Many of the technical programs are housed at the University Center on Old Seward Highway, about one mile west of campus.

The following locations are administered under the Community & Technical College. (See Colleges for CTC contact information.)

**Chugiak-Eagle River Campus**

(http://www.uaa.alaska.edu/eagleriver)

Kim Griffis, Assistant Dean
10928 Eagle River Road, Suite 115, Eagle River, AK 99577
(907) 786-7600, Fax (907) 694-1491

**Elmendorf Air Force Base**

(http://www.uaa.alaska.edu/militaryprograms)

Mel Kalkowski, Assistant Dean
4109 Bullard Avenue, Suite 107, JBER Elmendorf, AK 99506
(907) 753-0204, Fax (907) 753-8390

**Fort Richardson**

(http://www.uaa.alaska.edu/militaryprograms)

Mel Kalkowski, Assistant Dean
7 Chilkoot Avenue, JBER, AK 99505
(907) 428-1228, Fax (907) 428-1002

**707 A Street**

(http://www.uaa.alaska.edu/continuing-education)

Dana Thorp Patterson, Director
707 A St., Suite 205, Anchorage, AK 99501
(907) 786-6790, Fax (907) 786-6795
Kenai Peninsula College
(http://www.kpc.alaska.edu)
156 College Road, Soldotna, AK 99669
(907) 262-0330 or (877) 262-0330

Kenai Peninsula College (KPC) is located south of Anchorage at two campuses in Soldotna and Homer and at extension sites in Anchorage and Seward. KPC offers Associate of Arts and Associate of Applied Science degrees, as well as courses leading to vocational certificates. Some programs leading to baccalaureate degrees, such as the Bachelor of Arts in Art, Anthropology, Elementary Education and Psychology and the Bachelor of Liberal Studies, can be obtained entirely at KPC. A number of four-year degree programs are available at KPC via distance delivery through other UAA campuses. KPC has a robust e-learning program with more than 110 courses in 160 sections delivered each semester, reaching thousands of students across Alaska.

The college offers academic advising, transfer information, financial aid assistance, career counseling and free tutoring. The college also serves students needing adult basic education, general equivalency diploma (GED) tutoring and testing, and English as a second language and literacy instruction.

Kenai River Campus
(http://www.kpc.alaska.edu/KRC)
156 College Road, Soldotna, AK 99669
(907) 262-0330

Perched on the banks of the Kenai River (home of the world record king salmon), the campus is conveniently located between the communities of Kenai and Soldotna. This campus serves more than 2,000 students, or 70 percent of the students of KPC.

The campus sits on more than 300 wooded acres and includes classrooms, library, laboratories, computer labs, vocational shops, media center, bookstore, art gallery, career center, learning center, food cafe, commons area, and outdoor walking and ski trails. Housing is now available in a dormitory with 96 single-bedroom, four-person apartment suites.

Kachemak Bay Campus
(http://www.kpc.alaska.edu/KBC)
533 E. Pioneer Ave., Homer, AK 99603
(907) 235-7743

KPC’s Kachemak Bay Campus is located on three acres in the coastal community of Homer. On the shores of Kachemak Bay and overlooking a vista of glaciers, Homer is one of the top small art towns in the U.S. and a recreational and maritime center of Alaska.

The campus delivers KPC’s programs and services on the southern Kenai Peninsula, serving more than 750 students. The campus offers a wide variety of degree and continuing education courses and programs of excellence in a friendly, personalized setting. It consists of two buildings with classrooms, bookstore, science laboratories, art studio, computer lab, commons, library, learning resource center and student services center.

Resurrection Bay Extension Site
(http://www.kpc.alaska.edu/REBES)
P. O. Box 1049, Seward, AK 99664
(907) 224-2285

KPC also offers classes in Seward. Various General Education Requirement (GER) courses and personal enrichment classes are offered utilizing high school classrooms. KPC has an on-site coordinator at Seward High School, and about 10 classes are offered each semester.

Anchorage Extension Site
(http://www.kpc.alaska.edu/AES)
University Center (UC), Suite 118
3901 Old Seward Highway, Anchorage, AK 99503
(907) 786-6143

KPC offers two programs through an extension site at the University Center in Anchorage. More than 170 students pursue the Associate of Applied Science in either Process Technology or Occupational Safety and Health. The site includes lab simulators, classrooms and computer labs.

Kodiak College
(http://www.koc.alaska.edu)
117 Benny Benson Drive, Kodiak, AK 99615
(907) 486-4161

Kodiak College, located 250 miles south of Anchorage on Kodiak Island, serves the city of Kodiak, seven rural communities and the nation’s largest U.S. Coast Guard base. Kodiak College provides face-to-face and distance education courses leading to occupational endorsement and undergraduate certificates, associate and baccalaureate degrees, and college preparatory developmental education, adult basic education and GED preparation.

In addition to supporting for-credit college-level courses, the college also supports community-based instruction by providing services such as tutoring, research and testing for special interest, dual credit high school/college-level courses, and continuing professional education, vocational training and workforce development. The campus provides a support network for students taking e-learning courses from other college campuses. The campus is also a cultural center in the community that sponsors events such as readings by current authors, lectures, seminars, art shows and exhibits.

Matanuska-Susitna College
(http://matsu.alaska.edu)
P.O. Box 2889, Palmer, AK 99645
(907) 743-9774

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; snack bar; and art gallery for student and faculty shows.

Located off Trunk Road on College Drive, 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.

eLearning: Distance Student Support
(http://www.uaa.alaska.edu/distanceeducation)
(907) 786-1730 or Toll Free: (855) 582-2337
Fax: (907) 786-1008

eLearning: Distance Student Support offers courses that are convenient for college students with busy schedules. eLearning 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 eLearning courses.

eLearning 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 eLearning and on-campus courses. Most eLearning courses are delivered along the same semester timeline as on-campus courses.

Every UAA eLearning course requires that students have a computer and a reliable Internet connection. Some courses have audio or Collaborative conferencing components, so it is important that students check the technological requirements of an eLearning course before registering. All courses have a computer component to them. Many different technologies are used to deliver eLearning courses. Most courses use a combination of the following:

- Web-based instruction
- Collaborative conferencing
- Streaming media
- Audio conferencing
Proctoring Services
UA eLearning courses are proctored through the eLearning office free of charge to the student. For further information please visit the eLearning website (http://www.uaa.alaska.edu/distanceeducation) or call (907) 786-1730 to speak to a representative about this service. For individuals who are enrolled in non-UA eLearning courses, they can arrange for proctoring services through 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 Advising and Testing Center at (907) 786-4500.

Tech Prep Program
(http://www.ualaska.edu/techprep)
(907) 786-6464

The objective of the Tech Prep Program is to prepare students for college and Career and Technical Education (CTE) fields by offering them contextualized and engaged learning experiences. Tech Prep is a partnership between the Mat-Su College of UAA and other educational institutions that offers students the option of earning college credit concurrent with their secondary or technical training programs. These credits subsequently apply to a UAA/MSC certificate or associate degree and allow students to seamlessly transition into the next phase of their education without duplication of coursework.

Students receiving Tech Prep credit must be concurrently registered in a course at the partnering institution and at UAA/MSC. UAA/MSC credit received through Tech Prep will be considered resident credit and will be included in the student’s UAA grade point average (GPA). Tech Prep credit is transferrable and results in a permanent transcript notation, which can have implications for financial aid, transfer or scholarship eligibility. Students who participate in the Tech Prep Program are encouraged to develop a personal learning and career plan and to review course selections with academic advisors or guidance counselors to ensure their applicability.

Students who participate in the Tech Prep program at partnering institutions adhere to the UAA Student Code of Conduct guidelines for academic integrity. Students under the age of 18 may be eligible for institutions adhering to the UAA/MSC partnership agreement. Students receiving Tech Prep credit must be concurrently registered in a course at the partnering institution and at UAA/MSC. UAA/MSC credit received through Tech Prep will be considered resident credit and will be included in the student’s UAA grade point average (GPA). Tech Prep credit is transferrable and results in a permanent transcript notation, which can have implications for financial aid, transfer or scholarship eligibility. Students who participate in the Tech Prep Program are encouraged to develop a personal learning and career plan and to review course selections with academic advisors or guidance counselors to ensure their applicability.

University Policies
It is the responsibility of the individual student to become familiar with the policies and regulations of the University of Alaska Anchorage 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 University of Alaska Anchorage Catalog is not a contract but rather a guide for the convenience of students. The university 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. The University of Alaska Anchorage includes the units of Anchorage, Kenai, Kodiak and Matanuska-Susitna.

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 Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

Campus Diversity and Compliance
Through the institution’s Affirmative Action Plan, UAA recognizes its 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 desire to obtain further information regarding diversity and inclusion at UAA may contact one of the following:

- AHAINA Student Programs Office (907) 786-4070
- Disability Support Services (907) 786-4530
- GLBTQIA Student Services (907) 786-1214
- Military and Veteran Student Services (907) 786-5490
- Multicultural Center (907) 786-4070
- Native Student Services (907) 786-4000

Harassment
The University of Alaska Anchorage is a community that cherishes 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. Harassment subjects its victims to pressures that destroy the conditions necessary for true learning. Faculty, supervisors and the leadership are principally responsible for creating a harassment-free community at UAA and all campus constituents are expected to help maintain a positive working and learning environment. Additionally, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Anyone who believes he or she has been a victim of harassment should contact the following:

- UAA Office of Campus Diversity and Compliance (907) 786-4680
- Office of the Dean of Students, if alleged harasser is a student (907) 786-1214
- Human Resource Services (907) 786-4608
- U.S. Department of Labor (Office of Federal Contract Compliance Programs, Seattle District Office) (206) 757-3803
- U.S. Department of Education, Office of Civil Rights (206) 607-1601

UA 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 investigators:
- Jerry Trew (907) 786-1535
- Stephanie Whaley (907) 786-6086

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

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

Official Communications via E-mail
UAA/MSC uses e-mail to communicate with students on many important matters. The university automatically assigns each student an official UAA e-mail account at the time of admission to the university for certificate/degree-seeking students and at the time of registration for all other students.

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

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 e-mail. More information may be found on the UAA IT Services website (http://www.uaa.alaska.edu/informationtechnologyservices/email.cfm).

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

Change of Address or Email
Currently enrolled students may update their address or email through UAOnline (https://uaonline.alaska.edu) or by completing 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.

Computer Use and Software Copyright Policy (http://www.uaa.alaska.edu/informationtechnologyservices)
All faculty, staff, and students who use any computer at UAA/MSC are responsible for using computer resources in an ethical and legal manner. For detailed information see the Acceptable Use Policy on the UAA IT Services website (http://www.uaa.alaska.edu/informationtechnologyservices).

Copyright and Intellectual Property (http://www.alaska.edu/active/copyright-issues)
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 action, and expose them to fines, other civil penalties, and criminal prosecution by copyright owners.

Smoke-Free Environment
Smoking is not permitted in university facilities. All UAA facilities (Anchorage, Kenai Peninsula College, Kodiak College and Mat-Su College) are covered by this policy. 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.

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 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 and residence halls and apartments.

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.
Children on Campus
Children are not permitted in classes/labs offered to adults (except enrolled underage students) and may not be left unattended anywhere on campus including the library, hallways, cafeteria, and parking lots. This policy applies to students, staff and faculty members.

Photo & Videotape Policy
Mat-Su College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, library, lounge areas and at special events. MSC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MSC do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity purposes.
Academic Programs at MSC

Undergraduate Programs

Occupational Endorsement Certificates

- Computer Systems Technology
  - CISCO-Certified Network Associate*
- Computer Information and Office Systems
  - Office Foundations
  - Office Support
- Refrigeration and Heating Technology
  - Commercial HVAC Systems*
  - Commercial Refrigeration Systems*
  - Residential and Light Commercial Air-Conditioning and Refrigeration*
  - Residential and Light Commercial Heating and Ventilation*
- Sustainable Energy
  - Sustainable Energy*

Undergraduate Certificates

- Refrigeration and Heating Technology*

Associate Degrees

- Associate of Arts
  - General Studies Emphasis
  - Fine Arts Emphasis
  - Humanities Emphasis
  - Natural Science Emphasis
  - Social Science Emphasis

Associate of Applied Science

- Accounting
- Computer Information & Office Systems
- Computer Systems Technology
- General Business
- Human Services
- Paramedical Technology
- Refrigeration & Heating Technology
- Small Business Administration

UAA Degrees Available at MSC

- UAA Associate of Applied Science in Nursing
- UAA Bachelor of Arts in Elementary Education

* These programs have been defined as gainful employment programs. For more information regarding program costs and graduation and job placement rates, please visit our gainful employment website at www.uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm (http://www.uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm).
Academic Petition

Deviations from degree requirements must be approved by academic petition. Petition forms may be obtained online (http://www.uaa.alaska.edu/records/registrarforms.cfm).

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. It is highly recommended to include a course syllabus in the documentation.

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 rests 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/MSC courses not on the approved baccalaureate GER list cannot be petitioned to meet a GER.

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 advisor 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.
  • Electives, 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 or academic 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 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 academic 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 general 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 within their academic department 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 and SAT scores are valid for one year from the date taken. UAA-approved placement test scores are valid for one year for mathematics. 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:

<table>
<thead>
<tr>
<th>English Course</th>
<th>ACT English Score</th>
<th>SAT Critical Reading Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>22-29</td>
<td>530-619</td>
</tr>
<tr>
<td>ENGL A211*</td>
<td>30 or higher</td>
<td>620 or higher</td>
</tr>
<tr>
<td>ENGL A212*</td>
<td>30 or higher</td>
<td>620 or higher</td>
</tr>
<tr>
<td>ENGL A213*</td>
<td>30 or higher</td>
<td>620 or higher</td>
</tr>
<tr>
<td>ENGL A214*</td>
<td>30 or higher</td>
<td>620 or higher</td>
</tr>
</tbody>
</table>

* 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 composition courses. With the appropriate score, a student may enroll directly in ENGL A211, ENGL A212, ENGL A213 or ENGL 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.
Mathematics Course Placement
Mathematics placement testing is available through). MSC’s 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/MSC-approved placement test score is eligible to enroll in the following courses:

<table>
<thead>
<tr>
<th>Math Course</th>
<th>ACT Math Score</th>
<th>SAT Math Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A055</td>
<td>---</td>
<td>400-479</td>
</tr>
<tr>
<td>MATH A105</td>
<td>18-21</td>
<td>480-519</td>
</tr>
<tr>
<td>MATH A107 or MATH A109 or MATH A172 or STAT A252</td>
<td>22-25</td>
<td>520-589</td>
</tr>
<tr>
<td>MATH A108 or MATH A272 or STAT A253</td>
<td>24 or higher</td>
<td>560 or higher</td>
</tr>
<tr>
<td>MATH A200</td>
<td>26 or higher*</td>
<td>590 or higher*</td>
</tr>
</tbody>
</table>

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

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

Academic Rights of Students
Mat-Su 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 university 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 only for ideas and efforts that are their own. Cheating, plagiarism and other forms of academic dishonesty are defined as the submission of materials in assignments, exams or other academic work 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 in the Student Code of Conduct (p. 35). 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 (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 (http://www.alaska.edu/bor/policy-regulations) 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 (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).

Academic Standing
Good Standing
Undergraduate students are in good standing when they have a UAA/MSC cumulative GPA of 2.00 or higher and a semester GPA of 2.00 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 UAA/MSC. Students in good standing are academically eligible to re-enroll at UAA/MSC.

Academic Action
Admitted certificate, associate, or baccalaureate degree-seeking students who fail to earn a UAA/MSC semester and/or cumulative GPA of 2.00 will be subject to academic action. Academic action may result in warning, probation, continuing probation or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

Warning
Academic warning is the status assigned to those students whose semester GPA falls below 2.00 but whose cumulative GPA is 2.00 or higher.

Probation
Placed on probation is the status assigned to those students whose semester and cumulative GPA falls below 2.00.

Continuing Probation
Continued on probation is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 2.00 or higher without raising their cumulative GPA to 2.00. This status may be continued until the student raises their cumulative GPA to 2.00 or loses their certificate or undergraduate degree-seeking status.

Academic Disqualification
Academic disqualification is the status assigned to those students who fail to earn a UAA/MSC or UA undergraduate degree (baccalaureate) degree with a cumulative GPA of 2.00. Students who have lost certificate or undergraduate degree-seeking status may continue to attend UAA/MSC 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 UAA/MSC (see reinstatement policy below).

Reinstatement
Students who have lost certificate or undergraduate degree-seeking status may continue to attend UAA/MSC as non-degree-seeking students. Students may apply for reinstatement after completing a minimum of 12 credits at UAA/MSC and/or another regionally accredited post-secondary institution in 100-level or higher courses with a GPA of 2.00 or higher. These courses must be taken after the loss of degree-seeking status at UAA/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 UAA/MSC cumulative GPA is less than 2.00 (C) will begin the semester on probation.

**Departmental Probation or Removal from a Major Program**
Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program. Those students’ major program will be changed to undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the university’s minimum academic standards are met. Undeclared students must use the Change of Major Form and process to request re-admission or admission to a new program. Forms are available online or from Student Services.

**Academic Eligibility for Student Activities**
Students with satisfactory academic performance are eligible for participation in intercollegiate competition or co-curricular activities. Students may not participate in intercollegiate competition or co-curricular activities or student employment if their cumulative GPA falls below 2.00 (C). Additional and higher academic standards may be required by certain specific activities. Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

**Honors Lists**
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 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 enrolled in at least 12 UAA/MSC 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 enrolled in at least 12 UAA/MSC credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of I (incomplete) or DF (deferred) will prevent a student from being eligible for the Chancellor’s List.

**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 under Undergraduate Application and Admission Status Definitions (p.28)) or executes a change of major (see Change of Major or Degree (p. 27)).

**Certificates and Associate Degrees**
Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a certificate or associate degree program or the catalog in effect at the time of graduation. However, 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.

**UAA Baccalaureate Degrees**
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. However, a course satisfying a particular General Education Requirement (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.
If the requirements for a baccalaureate degree as specified in the entry level catalog are not met within seven 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.

**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 and is used for determining priority registration. Undergraduate degree-seeking students are classified as follows:

**Class Standing Credits**
Freshman/First Year 0-29
Sophomore Year/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.

**Course Expectations**

**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. Additional course material will be made available by the instructor at the start of the course.

**Assignments and Tests**
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. Students 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 accommodations 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 examination for illness or family issues. Students should clarify how to address alternate testing with the individual faculty member prior to the first examination.

**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 Information

Contact Hours
UAA/MSC 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 subject 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 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 Sciences
W Written Communications
Y Fine Arts and/or Humanities
Z Social Sciences or Humanities

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

Graduate Level Courses
A500–A699: Graduate-level courses require a background in the discipline and an ability to contribute to written and oral discourse on advanced topics in the field at a level beyond that required by a bachelor’s degree.

These courses demand rigorous analysis, synthesis and research skills and require the ability to read, interpret and evaluate primary literature in the field. Students analyze raw data, evaluate models used in research and draw independent conclusions. Preparation includes demonstrated accomplishment in a specific course or discipline, or completion of a significant and related program of study. Student activities are often self-directed and aimed not only at the formation of supportable conclusions, but also at a clear understanding of the process used in those formations.

These courses are applicable to post-baccalaureate and graduate certificates and master’s and doctoral degrees in accordance with degree requirements. With prior approval of the major department, they may be used to meet degree or graduation requirements for some baccalaureate degrees, but a student may not apply a course to both a baccalaureate and a graduate degree.

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 that will allow the student to register. A faculty member may withdraw students who enroll without 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 for not enrolling in the appropriate corequisites.

Repeatable Courses
Some courses, such as special topics, may be taken more than once for additional credit. Only courses explicitly noted as repeatable for additional credit 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 UAA/MSC 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 UAA/MSC.

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, and 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:
  a. approve the course of study;
  b. approve the credentials of other faculty involved;
  c. see that the material is presented in full and in a timely manner;
  d. evaluate student’s progress in achieving student outcomes;
  e. generate course grade and see that the grades are turned in to
the Office of the Registrar; and
f. 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, 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 that 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:
  a. approve the course of study;
  b. approve the credentials of other faculty involved;
  c. see that the material is presented in full and in a timely manner;
  d. evaluate student’s progress in achieving student outcomes;
  e. generate course grade and see that the grades are turned in to the Office of the Registrar; and
  f. 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.

Crosslisted 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 “crosslisted.” Students may enroll in crosslisted 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 crosslisted format.

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.

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 or through the career development coordinator in Student Services. (See Advising & Academic Support (p. 30) 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.

Thesis and Individual Research Courses
Thesis and individual research courses are designed between faculty members and students to allow students the chance to pursue special individual topic interests. Registration deadlines follow independent
study and directed study dates.

**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.

**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.

**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 universitywide general education required courses may further extend the time required to complete their programs. When planning their course loads, students should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.

**Full-Time/Part-Time Status**
An undergraduate student who is enrolled at UAA/MSC for 12 or more credits is classified as full-time. An undergraduate who is enrolled at UAA/MSC 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 Performance**
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 class work 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 grade. Unreasonable refusal to accommodate an emergency absence or class absence as described below may be appealed under the Academic Dispute Resolution Procedure (see Student Freedoms, Rights and Responsibilities (p. 34) 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 UAA/MSC, including, but not limited to, athletic competitions, debate and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty 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 are 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 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 instate residents for tuition purposes. Military students who return after their admitted catalog expires should meet with an academic advisor for assistance.

**Grading**

**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 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 was received for the course.

DF  Deferred indicates course requirements cannot be completed by end of semester. It is to be used for courses that cannot normally be completed in a semester (such as thesis, project, research, internships, etc.).

I  Incomplete indicates additional work must be completed to receive a final grade. If the coursework is not completed within one year and the faculty member does not submit a change of grade at that time, the I will become a permanent grade.

NB  No Basis indicates there is insufficient progress or attendance for evaluation to occur.

NC  Indicates no credit was received for the 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 the course.

Credit/No Credit
Credit/no credit (CR/NC) 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 change 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 students 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 two of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to the Office of the Registrar. Once selected, this grading option may not be changed to regular grading after the end of week two of the semester.

Deferred Grade
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 one semester. Credit is withheld, without academic penalty, until the course requirements are met. If coursework is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one year, the DF will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Incomplete Grade
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.

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.

**Note: 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
A no basis grade (NB) 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
In some courses, students are graded on a pass/no pass (P/NP) 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 the Office of the Registrar by the appropriate faculty member. Change of Grade Forms will not be accepted if submitted by the student.

All 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 Student Freedoms, Rights and Responsibilities (p. 34) or the UAA Fact Finder/Student Handbook (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm) for further information).

**Grade Point Average Computation (GPA)**
UAA/MSC uses the 4-point system as a measure of scholastic success. Academic letter grades carry the following values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

A quality hour (Q Hrs) is defined as one 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 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 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 GPA 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 UAA/MSC 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.

**Graduation**

**Application for Graduation**
Mat-Su College awards certificates and degrees year-round. Diplomas are printed 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, and
- Submit an Application for Graduation through UAOnline and pay the required fee, and
- Meet with an academic advisor

Application for Graduation deadlines are listed below. Students wishing to have their name in the commencement ceremony program must apply to graduate by the same deadlines:

- November 1 - Fall graduation
- April 1 - Spring graduation
- July 1 - Summer graduation

If the student meets all requirements by the end of the semester, the certificate or degree is awarded after the 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 do not complete their degree/certificate requirements by the end of the semester in which they have applied to graduate, but are within six or fewer credits of completion, will have their application for graduation moved to the following semester by Student Services (spring to summer, summer to fall or fall to spring). This 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, associate and baccalaureate degree-seeking students must first earn a cumulative GPA of 3.50 or higher in all college work attempted at UAA/MSC. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades to be eligible to graduate with honors. A transfer student who is earning a baccalaureate degree must complete a minimum of 30 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 UAA/MSC and at all other accredited institutions attended and for all courses used to fulfill the degree program in order to graduate with honors.

At UAA/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 (Ds, Fs, 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 are awarded to associate and baccalaureate 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

**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, contact MSC Student Services at least 3 weeks prior to commencement.
Nontraditional Credit Policies

Nontraditional 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 UAA/MSC students. Credit is granted for coursework for which students show documented achievement of equivalent outcomes. UAA/MSC faculty 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 accepted, degree-seeking UAA/MSC student who has completed in residence one of the Department of Languages UAA/MSC 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 Student Services and pay an administrative fee.

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

1. Certified Dental Assistant (CDA) by Dental Assisting National Board Examination (DANB) (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
2. Certified Professional Secretary (CPS) Examination (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
3. Child Development Certificate from the Council on Professional Standards (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
4. Child Development Certificate from the Council on Professional Recognition (contact the College of Education (http://www.uaa.alaska.edu/coe))
5. Department of Defense Fire & Emergency Services — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
6. Federal Aviation Administration Certificates or Knowledge Tests—multiple (contact the Community & Technical College, Aviation Technology Division (http://www.uaa.alaska.edu/aviation))
7. Federal Wildland Fire Management Training Program — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
8. International Fire Service Accreditation Congress (IFSAC) — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
9. National Council Licensure Examination (NCLEX) — contact the College of Health, School of Nursing (http://www.uaa.alaska.edu/schoolofnursing)
10. National Fire Protection Association (NFPA) — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
11. National Wildlife Coordinating Group (NWFG) — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
12. National Fire Protection Association (NFPA) — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
13. State of Alaska Fire Certifications — multiple (contact the College of Health, School of Allied Health (http://www.uaa.alaska.edu/alliedhealth))
15. U.S. Department of Labor Certificate of Completion of Apprenticeship (contact the Community & Technical College, Career and Technical Education Department (http://www.uaa.alaska.edu/cte))

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 students 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 examination.

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 may be taken through local credit by examination and construction of the examinations is at the discretion of the appropriate department.
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 is not 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 nonresident credit.
8. There is no limit to the number of credits that 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) program allows
active-duty personnel to finish approved associate degree programs without losing credits as they transfer during their military careers. To graduate from these programs, the residency requirement is 3 semester credits and an overall GPA of 2.00.

**National Credit by Examination**

UAA awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for UAA approved national examinations are based on the most current American Council on Education recommendations or department approved scores. A student desiring credit for a national examination must request that an official report of examination scores be sent to Student Services. Credit may be received for more than one national examination. The UAA Registrar’s Office maintains an online list of all current national examinations (http://www.uaa.alaska.edu/records/icce/nationalexam.cfm), including current equivalencies to UAA/MSC courses, number of credits awarded and minimum required scores.

**Advanced Placement (AP) Program**

UAA awards credit for satisfactory performance for scores of 3, 4, or 5, depending on the individual test on 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 awarded for examinations may 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 the 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.

**Tech Prep Credits**

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.

**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 UAA/MSC only after they have properly completed the registration process for that course. Class offerings, dates, times, deadlines and other important registration details specific to each semester are included in that semester’s class listing through UAOnline.

It is the responsibility of the student to become familiar with MSC policies, procedures and deadlines. Refer to the academic calendar 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 the academic calendar http://matsu.alaska.edu/news/calendar2/academic-deadlines/. Noncredit, continuing education unit (CEU), and professional development (500-level) courses have special registrations; interested students are advised to contact the appropriate school or college for more information.

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 (http://matsu.alaska.edu/news/calendar2/academic-deadlines/) for specific deadlines.

All students should meet with an 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.

**Priority Registration**

For fall and spring registration, UAA/MSC follows 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 standing. Class standing is determined by total credits earned. Students may register in person or use the UAOnline web registration system during the dates published in the academic calendar (http://matsu.alaska.edu/news/calendar2/academic-deadlines/) 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.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Class standing</th>
<th>Credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduate Students</td>
<td>90+ credits</td>
</tr>
<tr>
<td>2</td>
<td>Seniors</td>
<td>60-89 credits</td>
</tr>
<tr>
<td>3</td>
<td>Juniors</td>
<td>30-59 credits</td>
</tr>
<tr>
<td>4</td>
<td>Sophomores</td>
<td>1-29 credits</td>
</tr>
<tr>
<td>5</td>
<td>Freshmen</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Non applicants for degree-seeking admission</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Open registration (all students)</td>
<td></td>
</tr>
</tbody>
</table>

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.
Add, Drop and Withdrawal Deadlines for Semester-Length Courses

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.

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, withdrawing, 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, withdrawing, or auditing a course. (See Tuition, Fees & Financial Aid (p. 38) for further information.)

The following registration activity deadlines pertain to traditional semester-length courses (15 weeks). Any course that is not full semester 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.

Please see the Dates and Deadlines website http://matsu.alaska.edu/news/calendar2/academic-deadlines/ for specific dates.

<table>
<thead>
<tr>
<th>Add classes or late register</th>
<th>Week 1 of semester</th>
<th>Week 2 of semester</th>
<th>After week 2 of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty signature required if class is closed</td>
<td>Faculty signature required</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Faculty-initiated drop or withdrawal (optional)</td>
<td>Drop Weeks 1 through 2 of semester</td>
<td>Withdrawal Weeks 3 through 12 of semester</td>
<td>After week 12 of semester</td>
</tr>
<tr>
<td>Form filed by faculty member with Student Services. Class will not appear on student transcript.</td>
<td>Form filed by faculty member with Student Services. Class will appear on student transcript with a grade of W.</td>
<td>Not permitted</td>
<td></td>
</tr>
<tr>
<td>Drop or withdrawal</td>
<td>Drop Weeks 1 through 2 of semester</td>
<td>Withdrawal Weeks 3 through 12 of semester</td>
<td>After week 12 of semester</td>
</tr>
<tr>
<td>No faculty signature required. Class will not appear on student transcript.</td>
<td>No faculty signature required. Class will appear on student transcript with a grade of W.</td>
<td>Not permitted</td>
<td></td>
</tr>
</tbody>
</table>

Add, Drop and Withdrawal Deadlines for Summer Courses

The add/drop deadline for any summer course will be one week after the published start date. Caution: Dropping, withdrawing, 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, withdrawing, or auditing a course. (See Tuition, Fees & Financial Aid (p. 38) for further information.)

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 withdrawal 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.

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. Caution: Dropping, withdrawing, 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, withdrawing, or auditing a course. (See Tuition, Fees & Financial Aid (p. 38) for further information.)

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. Neither credit-to-audit or audit-to-credit changes are allowed after the second week 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 / Changes of Classes

UAA/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 email.

Student-Initiated Drop or Withdrawal

Students may drop a class according to the information found in the academic calendar (http://matsu.alaska.edu/news/calendar2/academic-deadlines/) 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 trimester courses and courses other than the full semester length. No grade will be issued for classes dropped by the deadlines.

After the last deadline for dropping a class, students may withdraw from the class through the 12th week of class (for fall and spring semesters), prorated for trimester courses or 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 of a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven 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 that 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 agreed upon terms.

Faculty are not obligated to initiate drops or withdrawal for any reason. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester to avoid a possible faculty-initiated withdrawal.

Request for Late Add or Retroactive Withdrawal

In the event of extenuating circumstances, a student or person with legal authority to act on behalf of a student, may request a late add or retroactive withdrawal. Being unaware of university procedures or deadlines or modification of the record for sake of appearance does not constitute justification for a late add or retroactive withdrawal. The university is obligated to ensure the integrity of the transcript as a historical document. Therefore, the transcript must reflect the actual history of the student’s experience at the university. Requests are granted rarely and only when extenuating circumstances are documented.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Late Add or Withdrawal is no later than one academic 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. In all cases a personal statement from the student is required summarizing the situation and explaining the need for an exception.
5. A request will only be approved if the requester 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 UAA/MSC’s documents generally do not present justifiable reasons to support an exception request.
6. Requests for reconsideration of an adverse decision must be in writing, provide additional documentation not presented in the original request and be received within 10 working days of the day the decision is mailed or otherwise distributed to the student.
7. 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 (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).

Resident Credit

Resident credit at UAA/MSC 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 toward fulfillment of residency requirements. Transfer credit, advanced placement credit, nontraditional credit, 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.

Secondary 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
2. Take Mat-Su College’s Accuplacer test. Course placement will be 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. 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/MSC 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/MSC 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. A complete copy of the Guidelines and Procedures for Children and Minors on Campus can be found in the UAA Fact Finder/Student Handbook (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).
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.
10. Regardless of age, FERPA rights are transferred to the student upon registration. Parents/Guardians will not be able to conduct business on students’ behalf or access student records without submitting the appropriate release forms.

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 not to 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.

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 Admissions (p. 25) 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 a certificate, associate or bachelor’s degree Application for Admission.

Transfer credit equivalents vary among semester, unit and quarter universities. Courses that differ from equivalent UAA/MSC courses by less than 1 credit are equated to UAA/MSC courses and meet UAA/MSC course requirements without requiring a petition. To complete credit requirements where transfer course credits differ from UAA/MSC credits by more than 1 credit, students can either take another UAA/MSC class or request an academic petition from the academic advisor.

Criteria for Acceptance of Transfer Credit
1. Transfer credits from United States institutions are accepted only if those institutions are accredited by one of the following regional accrediting associations:
   • Middle States Association of Colleges and Schools
   • New England Association of Schools and Colleges
   • North Central Association of Colleges and Schools
   • Northwest Commission on Colleges and Universities
   • Southern Association of Colleges and Schools
   • Western Association of Schools and Colleges

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

3. Credits transferred for application to graduate certificates or degrees are subject to additional requirements noted in Graduate Programs (see UAA Catalog).

4. Students who plan to transfer credits from outside the United States must provide an official statement of educational equivalence from World Education Services. See the Transfer Credit Evaluations page (http://www.uaa.alaska.edu/records/tce/international.cfm) on the Office the Registrar’s website for additional information.

5. Transfer credits are not included in the student’s UAA/MSC 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 under Nontraditional Credit Policies (p. 19)).

7. Courses from the University of Alaska Fairbanks or the University of Alaska Southeast are transferred to UAA based on applicability toward degree requirements. They are considered non-resident credits.

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 coursework totaling a minimum of 34 credits. These include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>9</td>
</tr>
<tr>
<td>Humanities/Social Sciences/Fine Arts</td>
<td>15</td>
</tr>
<tr>
<td>At least 3 credits in the arts</td>
<td></td>
</tr>
<tr>
<td>At least 3 credits in the general humanities</td>
<td></td>
</tr>
<tr>
<td>At least 6 credits in the social sciences from two different disciplines</td>
<td></td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10</td>
</tr>
<tr>
<td>At least 3 credits in mathematics</td>
<td></td>
</tr>
<tr>
<td>At least 4 credits in the natural sciences, including a laboratory</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

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 that meet the GER categories at that institution and can thus be guaranteed to transfer as described above. See General Education Requirements (GERs) for Baccalaureate Degrees (p. 46) under Undergraduate Programs (p. 43) 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.
Admissions

907-745-9746
http://matsu.alaska.edu/office/student-services/admissions/

As a community campus of the University of Alaska Anchorage is an open-access public university. Our mission is to provide access to higher education for all students. To achieve this, the university offers a wide variety of academic and vocational programs and different paths to admission. In order to register for courses at UAA/MSC, students must apply for admission either as non-degree-seeking or degree-seeking.

- **Non-degree-seeking and general interest**: For personal and professional enrichment or to begin preparation to enter a degree program. Submission of transcripts is not required.
- **Degree-seeking**: For admitted students planning to complete a degree program. Admitted students are eligible for services like: priority registration, academic advising, financial aid, etc.

This section of the catalog includes policies regarding 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 Undergraduate Programs (p. 43) for specific undergraduate program requirements. See Post-Baccalaureate Certificate Programs and Graduate Programs in the UAA Catalog for admission requirements that apply to post-baccalaureate and graduate programs and students. 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 (http://matsu.alaska.edu/office/student-services/admissions/) or UAOnline (https://uaonline.alaska.edu). The online application requires payment of the application fee by credit card. Paper applications are available for on the Admissions website (http://matsu.alaska.edu/office/student-services/admissions/) or for pickup 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.

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 at (907) 745-9746.

**Freshmen Applicants**

Students applying during their senior year of high school and those who have earned 23 or fewer 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.

**Transfer Applicants**

Students who have earned 24 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 in UAOnline (https://uaonline.alaska.edu):

- Select “Prior College.”

**Application Deadlines**

To expedite processing of applications for admission, MSC has the following application deadlines. Application deadlines for International students are listed in the Admission as an International Student section of this chapter. Mat-Su College accepts applications through the end of the add/drop period of each semester.

- **Spring semester admission November 1**
- **Summer semester admission May 1**

Those who submit an admission application and all required documents by the deadline will receive an admission decision prior to the start of classes. If they have submitted a Free Application for Federal Student Aid (FAFSA) by the same deadline, they should also receive any financial aid for which they qualify.

**General Admission Policies and Information**

**Admission and Financial Aid**

Students must have an Admission Complete status to an aid-eligible degree program prior to receiving any financial aid for which they qualify. See Financial Aid (p. 40) under Tuition, Fees and Financial Aid (p. 38) for more information. Degree-seeking applicants who have not earned a high school diploma, GED or an Associate of Arts degree are not eligible for Federal Financial Aid. Please see Admission for Non-High School Graduates below. There are also important special provisions for home school students under Home School Applicants and Financial Aid.

**Admission and Registration**

All students are encouraged and some programs require students to meet with a faculty or academic advisor prior to registration. See Advising and Academic Support (p. 30) for more information. Applicants will have access to registration for courses (when open) approximately three to five business days after Student Services receives an Application for Admission.

**Test Scores**

ACT, SAT and Accuplacer scores are used as part of MSC’s admission and registration process to determine course placement. Test scores should be sent to the UAA Office of Admissions (http://www.uaa.alaska.edu/admissions/contact_us.cfm) directly from the testing agency or be printed on the student’s official high school transcript. UAA/MSC will not accept copies of student score reports. All transcripts, test scores and other supporting documents submitted for admission or transfer credit evaluation become the property of the university and are only released or copied for use within the University of Alaska system. They cannot be reissued, copied or returned to the student.

**Transcripts**

Transcripts are required for most types of admissions. 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. If the high school does not meet the requirements above refer to Special Information for Home School Applicants.

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

**Definitions:**

- **In-Progress Transcript**: 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 below.
- **Final High School Transcript**: An official final high school transcript shows the applicant’s graduation date.
- **Final College Transcript**: A final college transcript has all grades and degrees posted.
• **Official:** Provided by the issuing institution in a sealed envelope or through a secure electronic transcript provider.
• **Unofficial:** Provided by the issuing institution and delivered to MSC by fax, email or the student.

**Transcripts from Foreign Institutions:** All non-U.S. and French Canadian transcripts must be translated and evaluated using World Evaluations Service’s (http://www.wes.org) (WES) International Credential Advantage Package (ICAP) Course-by-Course Evaluation.

**University of Alaska (UA) System Transcripts:** 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.

**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.

- Financial aid cannot be disbursed to a student until official final transcript(s) have been received, reviewed and a final admission complete decision has been made.

- Any substantial change in academic performance, failure to finish the term or failure to graduate may lead to revocation of admission to MSC’s. This will also lead to the immediate termination of financial aid.

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

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.

**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 UAA/MSC 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 post-secondary 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 Home School Applicants and Financial Aid 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 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 an Associate of Arts degree are not eligible for Federal Financial Aid. Students who will not be using Federal financial aid 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 academic advisor to review the test results and determine an appropriate entry level of instruction. The academic advisor must sign the form and submit for processing 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 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.
2. For certificate and associate degree programs, 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.

**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 the Exploratory Major 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 pre-major 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 Undergraduate Programs (p. 43).

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

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

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

**Returning After a Break in Enrollment**
Admission to the university and academic program(s) is automatically canceled for undergraduate students who do not attend UAA/MSC for two years or more. To return to UAA/MSC, students must complete a new application for admission 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/MSC 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/MSC under the catalog year attached to their original admission.

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

Procedures for students academically disqualified are found in Academic Standards & Regulation, Academic Standing (p. 10) under Reinstatement. Students ineligible to register due to a student conduct suspension should contact Student Services for instructions.

**General Interest/Non-Degree-Seeking Admissions**
Students who wish to take classes for general interest or personal/professional development but do not wish to earn a certificate or degree may apply for admission as a non-degree-seeking student.

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. Students who wish to get an unofficial estimate of how their credits might transfer may visit the University of Alaska’s Student Transfer Credit Resource Site (https://uaonline.alaska.edu/banprod/owa/bwsk2tcr.P_Tcs_SELmu).

**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 (p. 22) described under Academic Standards and Regulations (p. 10).

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.

**Important Restriction:** Non-degree-seeking students do not qualify for federal or state financial aid.
**Undergraduate Admissions**

MSC offers the following degree types. For details about qualifications and application requirements please review the section for each degree type listed below.

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

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 an Associate of Arts degree,* or
- Meet one of the options under Admission for Non-High School Graduates (p. 26).

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

- Occupational Endorsement Certificate Application for Admission ([https://uonline.alaska.edu/banprod/owa/bwskalog.P_DispLoginNon](https://uonline.alaska.edu/banprod/owa/bwskalog.P_DispLoginNon)).
- A high school transcript showing graduation date or GED scores.

Please see both the Transcripts and Special Information for Home School Applicants under General Policies and Information (p. 26). Not all OEC programs are approved for financial aid; contact Student Services for more information.

* Certificate- and degree-seeking applicants without a high school diploma, GED or an Associate of Arts degree are not eligible for Federal Financial Aid.

Some OEC programs have additional admission requirements, selective admission criteria or limited space. See Undergraduate Programs (p. 43) for specific information.

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

Freshmen applicants are those who have earned 0-23 college-level semester credits at regionally accredited institutions.

Transfer applicants are those who have earned 24 or more college-level semester credits at regionally accredited institutions.

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 an Associate of Arts degree*, or
- Meet one of the options under Admission for Non-High School Graduates (p. 26).
- There is no minimum GPA requirement for certificate and associate level admission; however, academic advising is required for all applicants with a GPA below 2.0.

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

1. Associate/Certificate Application for Admission ([https://uonline.alaska.edu/banprod/owa/bwskalog.P_DispLoginNon](https://uonline.alaska.edu/banprod/owa/bwskalog.P_DispLoginNon))
2. Non-refundable application fee
3. High school transcript or GED scores (freshmen applicants only)
   a. Students in high school at the time of application should submit a current in-progress transcript in order to receive an acceptance letter. An official final transcript is required after graduation; please see Transcripts and Special Information for Home School Applicants under General Policies and Information (p. 26).
   b. Students who have completed high school should submit an official final high school transcript showing a graduation date or GED scores.

4. College or university transcripts from all regionally accredited or foreign institutions attended (except University of Alaska campuses). This is required of all applicants who have completed at least one (1) 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 under General Policies and Information (p. 25).
   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 (see below) so the student can receive financial aid and register for more than one semester. See Admission and Financial Aid under General Policies and Information (p. 25) for more information.

* Certificate and associate degree-seeking applicants who have not earned a high school diploma, GED or an Associate of Arts degree are not eligible for Federal Financial Aid.

International students must meet minimum English language and documentation requirements as described in Application and Admission as an International Student below.

Some undergraduate certificate and associate degree programs have additional admission requirements, selective admission criteria or limited space. See Undergraduate Programs (p. 43) for specific information.

**Undergraduate 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 Student Services. 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 that this may impact a student’s eligibility to receive financial aid.
- **Withdrawn Before Admission**: Students must complete or postpone their admission prior to the registration opening for the following 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. Financial aid cannot be released at the Incomplete Admission status. Students may enroll for their first semester in Incomplete Admissions status, but cannot register for a subsequent semester. All students in Incomplete Admission status at the end of the first semester must submit all required documents to receive complete admission status.
of the semester will have their application for admission withdrawn.

- **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 Student Services 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.

**Secondary Student Admissions**

Secondary (high school) students interested in taking MSC courses for credit while still in high school should follow the procedures in Academic Standards & Regulations (p. 10). Students intending to be a degree-seeking student after high school graduation should apply as undergraduates (p. 28, 28).
Advising & Academic Support

Academic Advising
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/
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/disabilitysupport/
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.

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/
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, newspapers, and magazines. 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-progra/m/
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.

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.

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.

• Assessment or Placement Testing
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/
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.

- **Tutoring**
  
  [http://matsu.alaska.edu/office/the-learning-center/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.

**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.
Campus Life

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.

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.

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.

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

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 or go to "http://matsu.alaska.edu/office/student-government/"

Student Showcase Academic Competition
This annual academic conference recognizes student excellence in all disciplines. The Showcase is a forum for students to present coursework they’ve completed in a professional conference setting. The students’ work is evaluated by faculty and community members and awards are given. This program is coordinated through a faculty lead committee.

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/
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/
- Procedures:
  www.uaa.alaska.edu/informationtechnologyservices
  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)
UAA Violator Consequences: UAA has adopted a 3 strikes policy. (www.uaa.alaska.edu/illegaldownload/violator-consequences.cfm)
First offense - Loss of Internet access, mandatory course and quiz.
Second offense - Loss of Internet access, mandatory 3-hour course and quiz
Third offense - Loss of Internet access indefinitely.
Report to Dean of Students for further discipline.

- Campus General Access Computer Labs
A General Access Computer Lab is located in the Okeson Library (OLB 115) for academic projects. Internet browsers, Microsoft Office, and other applications are available on personal computers in the lab. 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.

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...
UAA instructors use this resource and place course materials online. From this website, students, prospective students, faculty and the community can learn about UAA’s e-learning courses, Blackboard, library or computer labs. Handouts with more information are available in the lab or from mat-su.alaska.edu/offices/computer-technology-services/email-help/ or UAA Technology Management Office (https://www.alaska.edu/risksafety). It is the student’s responsibility to contact departments for further information.

**Distance Education Services**
(http://www.uaa.alaska.edu/distanceeducation)
The Distance Education Services website is the primary web source for information about e-learning and associated technologies. Many UAA instructors use this resource and place course materials online. From this website, students, prospective students, faculty and the community can learn about UAA’s e-learning courses, Blackboard, support services and faculty training workshops.

**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.

**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/ or UAA Technology Management site.

**Vehicle 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.

**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 - ADA Accessible**
Individuals experiencing disabilities will find designated parking spaces available in each lot on the MSC campus. These parking spaces display distinctive blue-and-white logos. A valid ADA placard issued by the Alaska Department 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 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 Freedoms, Rights & Responsibilities

The role of UAA/MSC is to encourage people of all ages to develop their skills and talents according to their 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 university 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 university 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 university community.

Violations of the Student Code of Conduct regulations are handled through the Director’s Office and the Office of Academic Affairs. Violations of federal, state, and/or local laws make a student subject to civil and/or criminal action in addition to disciplinary action by the university. Each student is responsible for knowing UAA/MSC policies, procedures, and deadlines. Policies and regulations may be found in the UAA or MSC Catalog, the UAA Fact Finder/Student Handbook and the UAA Dean of Students Office, located in the Student Union, Room 204. Students may also obtain a copy of University of Alaska Board of Regents’ Policies and University 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. The university supports the rights of students of the university community to express their views and opinions on actions or ideas, to associate freely with others and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the university community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the university. Accordingly, the university insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the university, or violation of law, would constitute such a violation.

Freedom of Access
Within the limits of its resources, Mat-Su 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 university. 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.

Annual Notifications
Alcohol Policies
The university promotes the education of the whole student. The university is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of university community members. The university 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 UAA/MSC’s policies and procedures on alcoholic beverages are to ensure responsible behavior and attitudes among all members of the university community, to educate the university 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 and the Dean of Students have the authority to approve events where beer and wine may be served to individuals of legal age with positive identification. Approval to serve beer and wine will be granted on designated premises for private university-sanctioned events for a limited period of time.

The sale of beer or wine at College-sanctioned events on campus is not permissible. Personal consumption, possession or display of beer, wine or other alcoholic beverages is prohibited in college public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the university will be subject to disciplinary and/or legal action. (See Student Freedoms, Rights & Responsibilities (p. 78) for further information.)

Drug and Alcohol Counseling Resources (http://www.uaa.alaska.edu/students/drugsandalcohol.cfm)
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 Dean of Students Office. 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. Alcoholics Anonymous provides free services for individuals with alcohol problems and can be reached at (907) 272-2312.

Drug-Free Schools Notification (http://www.uaa.alaska.edu/students/drgfreeschoolsreport.cfm)
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. Access the report online or
request a paper copy from the UAA Dean of Students Office, Room 204 of the Student Union on the Anchorage campus.

**Campus Security and Fire Safety Report**
(http://www.uaa.alaska.edu/safety)
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. Access the report online or request a paper copy from the UAA Dean of Students Office, Room 204 of the Student Union on the Anchorage campus.

**Conduct Policies and Complaint Procedures**

### University Student Judicial Review Procedure
A judicial procedure is a review undertaken by the college to establish whether there is substantial information to determine if 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 (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).

### Sex Offenses Policy
It is the policy of UAA/MSC 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 Offenses Policy can be found in the UAA Fact Finder/Student Handbook (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 university 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 (http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm).

**Student Code of Conduct**
As with all members of the university community, the university 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 university or at activities authorized by the university.

Violations of the Code, which occur on property owned or controlled by the university, or at activities authorized by the university, are subject to university judicial review and disciplinary action by the university.

Student behavior that, were it to occur on property owned or controlled by the university or at activities authorized by the university, would constitute a Code violation is subject to disciplinary action when the university determines that the behavior would likely have an adverse impact on the health or safety of members of the university 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 university if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow or take place simultaneously with criminal proceedings. University 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 university, may be prohibited from re-enrolling in courses until the charges or sanctions are resolved to the satisfaction of the university.

Disciplinary action may be initiated by the university 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. (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 university forms and documents or to any university official or before a university judicial hearing board;
   b. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or resources;
   c. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university;
   or
   d. trespassing or unauthorized entry into, unauthorized presence on, or use of property that is owned or controlled by the university.

3. Damage or destruction of property:
   a. damage or destruction to property owned or controlled by the university;
   or
   b. damage or destruction of property not owned or controlled by the university if the action constitutes a violation of the Code, e.g.,
   i. the action occurred during an event authorized by the university;
   ii. the student was a representative of the university, such as an athlete, and the action occurred while traveling to or from an event authorized by the university; or
iii the property not owned or controlled by the university was located on university property.

4. Theft of property or services:
   a. theft or unauthorized possession or removal of university property or the property of any university member or guest that is located on property owned or controlled by the university; or
   b. theft or unauthorized use of university services or unauthorized presence at 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, that 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. intimidation; or
   d. conduct that causes personal injury.

7. Disruptive or obstructive actions:
   a. obstructing or disrupting teaching, research, administration, disciplinary proceedings or other activities authorized by the university;
   b. interfering with the freedom of movement of any member or guest of the university to enter, use or leave any 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 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 university/college, except as expressly permitted by law, Regents’ Policy, university regulation, or UAA rules and procedures.

9. Failure to comply with university directives:
   a. failure to comply with the directions of law enforcement officers or university officials acting in the performance of their duties;
   b. failure to identify oneself to university officials when requested;
   c. failure to comply with disciplinary sanctions imposed by the 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 university/college or at activities authorized by the university/college, except as expressly permitted by law, Regents’ Policy, 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 university/college or at activities authorized by the university/college, except as expressly permitted by law, Regents Policy, university/college regulation or UAA/MSC rules and procedures.

11. Violation of Regents’ Policy, university/college regulation, or UAA/MSC rules and procedures.

12. Any other actions that result in unreasonable interference with the learning environment or the rights of others.

Student Educational Rights and Responsibilities

Family Education Rights and Privacy Act (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 who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the university receives a request for access. A student should submit to Student a written request (letter or fax) that identifies the record(s) the student wishes to inspect. The registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, registrar-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:
The following information is designated as directory information by the university:

1. Names of students
2. Dates of attendance at the university
3. Program/major field(s) of study
4. Degrees and certificates received, including dates
5. Participation in officially recognized university activities
6. Academic and co-curricular awards, honors and scholarships received and dates received
7. Weight and height of students on athletic teams
8. Students’ electronic mail addresses
9. Hometown; city and state

A student may inform Student Services 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 (http://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))
Tuition, Fees & Financial Aid

Tuition Summary
Preparatory and Lower Division: Undergraduate
(Course Numbers A050–A299)
Resident $174 per credit hour
Nonresident* $618 per credit hour

Upper Division: Undergraduate
(Course Numbers A300–A499)
Resident $210 per credit hour
Nonresident* $654 per credit hour

Professional Development
(Course Numbers A500–A599)
Tuition costs vary; contact the department

* Nonresident students are assessed nonresident fees on all academic credits including self-support, except 300–599 level credits.
Nonresident students who restrict their enrollment to no more than 4 credits each semester are charged resident tuition.

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 is 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 one 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;
   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, 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;
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)
UAA/MSC participates in the WUE program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated UAA/MSC 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 nonresident student tuition. Because UAA participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states.

Information about WUE programs at UAA/MSC may be obtained from Student Services.

Certifying Officer for Alaska Commission on Postsecondary Education
3030 Vintage Blvd., Juneau, Alaska 99801
Phone: 1-800-441-2962
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. 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.
- Senior citizens must register and present a completed tuition waiver with proof of age during the add/drop period, but not prior to the first day of class. Pre-registration, then drop, then re-add of the course is not permitted and the tuition waiver may not be used.
- If a senior citizen elects to register before the add/drop period, they must pay full tuition and fees and use of senior citizen tuition waiver will not be accepted.
- The student government fee and student media fee are waived for senior citizens.

Fees

In addition to tuition, any course may use materials, supplies or services that necessitate an additional fee. Non-course fees fund student-centered services and programs that support students’ academic and social integration into the college community, engage students in active learning, and foster the growth and development of each student. 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 reserves the right to change tuition rates or fees at any time. Fees will vary at community campuses.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Administrative Test Fee/Registration Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Admission Fee (nonrefundable)</td>
<td>$40</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Career Exploration Test Fee</td>
<td>$10 for non-student</td>
</tr>
<tr>
<td>Computer Lab Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Continuing Education Unit (CEU)</td>
<td>Varies</td>
</tr>
<tr>
<td>Course Fees: Lab, Materials, Learner Services, Special and Other Fees</td>
<td>Varies</td>
</tr>
<tr>
<td>Credit-by-Examination Fee</td>
<td>$40 per credit</td>
</tr>
<tr>
<td>Distance Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Language Credit-by-Placement Fee</td>
<td>$20 per course</td>
</tr>
<tr>
<td>Late Payment Fees</td>
<td>$125 - $175 ($300 max/term)</td>
</tr>
<tr>
<td>Learning Center Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Library Card</td>
<td>$1 - $5</td>
</tr>
<tr>
<td>Network Charge</td>
<td>3%</td>
</tr>
<tr>
<td>Noncredit Course Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Non-sufficient Funds (NSF) Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Placement Test Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Practicum Insurance Fee</td>
<td>$13</td>
</tr>
<tr>
<td>Proctor Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Self-Support Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Stop Payment Fee</td>
<td>$18.50</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>3%</td>
</tr>
<tr>
<td>Student ID/WolfCard</td>
<td>$0-$5</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$5 per credit (max $60 per semester)</td>
</tr>
<tr>
<td>Tech Prep Course Fee</td>
<td>$25 per credit</td>
</tr>
<tr>
<td>Transcript Fee (per copy)</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Administrative Fee

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

Administrative Test Fee / Registration Fee

A $20 administrative test/registration fee for proctoring will be charged for each DSST or CLEP exam given.

Application for Admission Fee

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

Audit Fee

Auditors pay the same tuition and fees as students 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

This fee varies. It is charged per continuing education unit instead of tuition.

Course Fees

Course fees are specific to particular courses and meet expenses beyond those normally covered by tuition. UAOntline 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-Examination Fee

A nonrefundable $40-per-credit fee is charged to challenge a course.

Distance Fee

A distance fee is charged for each e-learning course. The fee amount varies.

Language Credit-by-Placement Fee

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

Late Payment Fees

A $125 fee will be assessed on all accounts that are not paid by the payment deadline. An additional $175 fee will be assessed on all accounts that are not paid prior to the published second late fee assessment date. Students who pay for or drop their courses prior to the published deadline will not be required to pay these fees.

The Learning Center (TLC) Fee

A $5 fee is charged each semester for use of the Learning Center facilities.

Library Card

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

Network Charge

The network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide infrastructure. The network charge will be applied on a course-by-course basis to tuition. Nonresident surcharges if applicable, and fees in lieu of tuition for credit and noncredit 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.

Noncredit Course Fee

Noncredit courses are numbered A001–A049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are listed in the class listing as special fees.

Non-sufficient Funds (NSF) Fee

A $30 fee is charged for each NSF check received by the college.

Placement Test Fee

This fee is for testing for course placement. 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.

**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**
Fee for a course that is funded entirely through the revenues collected when students sign up for that specific course. Costs vary by course and may include salaries, supplies, advertising, facilities and travel. Separate refund policies apply.

**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**
3% of the cost of a lower division credit (i.e. 3% of $174) applied to each credit of enrollment at Mat-Su College up to 12 credits. Courses offered via distance are exempt from the fee. Refundable only through the 100% refund period.

**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 technology equipment, software, maintenance, training, and support for student use.

**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.

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**Financial Obligations and Payment**

Mat-Su College and the University of Alaska Anchorage reserves the right to withhold final grades, transcripts or diplomas from students who have not fulfilled all their financial obligations to the institution. Permission to register will be denied for adding or auditing courses, or a student’s current registration may be canceled. Students are 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 Alaska Permanent Fund dividends for payment of past due accounts under Alaska Statues 14.40.251 and 43.23.073. For questions about past due accounts, contact the Campus Cache at (907) 745-9739.

Unless a preferred email is designated, UAA/MSC will use the UAA-assigned e-mail address to communicate with students on many important matters, including financial matters. Please refer to Student Freedoms, Rights & Responsibilities (p. 34) for details. Students may add or update their preferred email address in UAOnline (http://uaonline.alaska.edu).

**Payment Procedure**
All tuition, fees and other charges for the semester must be paid at the time of registration or by the payment deadline. Please refer to Dates and Deadlines (http://www.uaa.alaska.edu/records/calendar) for more details. Late-starting classes and miscellaneous charges after the payment deadline should be paid when the charge is incurred and are subject to any subsequent late fee assessments during the term.

Payment may be made via cash, check, e-check, VISA, MasterCard or Discover. Payment may be made at UAOnline (http://uaonline.alaska.edu), the cashier’s office located at 3901 Old Seward Hwy, or by phone at (907) 786-1440 option 2. Students requiring a payment plan may enroll with Tuition Management Services at 1-800-722-4867. See payment plan information (http://www.uaa.alaska.edu/budfin/ar/payment-plan.cfm) on the Budget and Finance website for the available payment plan options.

**Refund Policy**
Refund processing is automatic for students who officially drop courses or withdraw from the university by the refund deadlines. Students are responsible for thoroughly reading the class listing 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 who are administratively dropped or withdrawn from courses as a result of university disciplinary action, forfeit all rights to any refund.

Tuition and fee charges may be audited, corrected and adjusted before the end of the current semester. Students are notified of adjustments by mail. No refunds are issued for $5 or less. The university reserves the right to change its tuition or fees at any time.

If tuition and fees are paid at any time in a semester by credit card, the credit card will be refunded (up to the amount paid) if a credit is later created on the account. This includes, but is not limited to, credits created by scholarships, federal aid, personal checks and tuition waivers. If tuition was paid by cash or check, a refund check will be mailed to the student’s mailing address. A charge of $18.50 is assessed for all checks reissued due to a stop-payment request by the student.

For questions regarding refunds, contact the Campus Cache at (907) 745-9739.

**Regular Tuition, Credit Courses (full semester)**
- One hundred percent of both the tuition and course fees are automatically refunded when official drop/withdrawal activity is completed by the second Friday of the semester.
- No refund is issued for a drop/withdrawal after the second Friday of the semester.
- For classes with irregular start or end dates, the 100 percent refund period ends five business days after the start of the class. Please refer to the summer class listing for the summer term refund policy.

**Canceled Classes**
If MSC cancels a class, a 100 percent refund of tuition and course fees is automatically processed. Refund processing dates are listed in the class listing.

**Withdrawal from Classes**
No tuition fee refund or exchange will be allowed for withdrawal after the drop deadline.

**Noncredit, CEU and Self-Support Classes**
One hundred percent of all tuition charged is refunded if the student officially drops at least two business days before the first class begins. There is no refund after this time.

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

**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, employment opportunity or loan 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 federal...
and state guidelines, student needs, and availability of funds. For detailed descriptions of available financial aid programs, eligibility requirements and application procedures, please visit the Financial Aid Office website (http://matsu.alaska.edu/office/student-services/financial-aid/).

Federal Financial Aid Application Procedures
Students interested in receiving financial aid to help fund their MSC education should apply at least six months before the beginning of the semester for which they plan to attend in order to allow sufficient processing time. Basic procedures are as follows:

1. New students must apply for admission to MSC or UAA through Admissions (http://matsu.alaska.edu/office/student-services/admissions/) by the appropriate deadline.
2. Submit a Free Application for Federal Student Aid (http://www.fafsa.gov) (FAFSA) online. Be sure to include UAA’s school code: 011462.
3. Submit requested documentation, if requested, to the Financial Aid. The U.S. Department of Education and Office of Student Financial Assistance selects certain applicants for a verification process. Students selected for verification must submit the requested documents; if they are 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.
4. Students who wish to apply for scholarships may complete an online application available on UAOnline (http://uaonline.alaska.edu).
5. Students who wish to apply for Bureau of Indian Affairs (http://www.bia.gov) grants or scholarships should contact the BIA or their Native regional corporation for applications.
6. For more detailed instructions, see the financial aid checklist (http://www.uaa.alaska.edu/financialaid/checklist.cfm).

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

1. Be fully admitted to an eligible degree or certificate 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;
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; and
10. Enroll in degree-applicable credits.

Types of Financial Aid
http://www.uaa.alaska.edu/financialaid/aid-types.cfm

GRANTS
Grants are financial aid awards that 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 Federal Pell Grant, students must not have earned their first baccalaureate degree or have used more than 12 full-time equivalent semesters of Federal Pell Grants during their lifetime.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant program is similar to the Federal Pell Grant program and can provide additional assistance to students with financial need and who are eligible for the maximum Federal Pell Grant. FSEOG funds are limited.

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.

AlaskaAdvantage Education Grant (AEG)
The Alaska legislature created the AlaskaAdvantage Education Grant Program (AEG) to provide need-based financial assistance to eligible qualifying postsecondary educational institutions in Alaska.

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.

SCHOLARSHIPS

Mat-Su College Scholarships
For information on MSC scholarships see http://matsu.alaska.edu/office/student-services/financial-aid/scholarships/.

Institutional Scholarships
(http://www.uaa.alaska.edu/scholarships)
Scholarships are usually awarded for academic achievement or talent. Students interested in applying for institutional scholarships should do so via UAOnline (https://uaonline.alaska.edu). Students should visit the UAA scholarship website for additional information and to view scholarship listings. The majority of scholarships at UAA have an application deadline of February 15 for the upcoming school year. Students should also check with their academic department regarding departmental scholarship opportunities.

Alaska Performance Scholarship (APS)
(http://acpe.alaska.gov/STUDENT-PARENT/Grants_Scholarships/Alaska_Performance_Scholarship)
The Alaska Performance Scholarship is a state scholarship that provides an opportunity for Alaska high school students to receive help covering the cost of an Alaska post-secondary education. Alaska high school students who take a rigorous curriculum, get good grades and score well on college placement or work ready exams can earn an Alaska Performance Scholarship for use at UAA/MSC. Students can receive APS for a maximum of eight semesters within six years of graduation from high school. Continued eligibility is based on academic progress, enrollment status, other need-based financial aid resources, cost of attendance and minimum GPA requirements. Students must complete a FAFSA by the state’s deadline.

Private Scholarships
Private scholarships are provided by donors outside of the university. Such awards may range from a few hundred dollars given by a local service organization to several thousand dollars awarded by a foundation. The Internet is one of the best ways to find private scholarship opportunities. There are free scholarship search engines and private scholarship opportunities listed on UAA’s scholarship website (http://www.uaa.alaska.edu/scholarships).

Federal Work-Study Program
The Financial Aid Office awards federal work-study to eligible students who express interest on the FAFSA. Federal work-study is based on financial need, as determined by the FAFSA. Students offered federal work-study are not guaranteed employment.
Available employment positions are posted on UAKjobs (http://www.UAKjobs.com) and students must use this website to apply for the work-study positions that they are interested in. There is usually no work-study money appropriated for the summer. All summer student employee jobs are primarily department-funded.

**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 cocurricular 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.

**LOANS** (https://www.uaa.alaska.edu/financialaid/loaninfo)
Student loans are designed to help students pay for educational costs such as tuition, fees and related living expenses. As with any loan, students should be conservative and only borrow what they absolutely need. Student loans must be repaid with interest, under the terms of the master promissory note (MPN). Education loans come in three major categories: federal student loans, federal loans for parents and private alternative loans.

**Federal Direct Loans**
The Direct Loan Program enables students to borrow directly from the U.S. Department of Education. To qualify, a student must complete the FAFSA. Students must be enrolled at least half-time in order to receive a disbursement. Other eligibility requirements are listed on the Office of Student Financial Assistance website (http://www.uaa.alaska.edu/financialaid/).

- **Federal Subsidized Student Loan**: This is a need-based loan in which 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 leaves school. There are annual and aggregate (i.e., lifetime) limits on subsidized student loans.

- **Federal Unsubsidized Student Loan**: This loan is considered a non-need-based loan, meaning that all eligible students qualify regardless of financial need. Interest accumulates on these loans from the time they are disbursed to the student’s account. There are annual and aggregate (i.e., lifetime) limits on unsubsidized student loans.

- **Federal Direct PLUS Loan for Graduates**: PLUS loans are federal loans that graduate or professional degree students can use to help pay educational expenses. The maximum loan amount is the student’s cost of attendance minus other financial aid received.

**Federal Direct Parent PLUS Loans**
Parents can borrow for their dependent student’s educational costs. The maximum loan amount is the student’s cost of attendance minus other financial aid received. 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.

**Alternative Private Loans**
An alternative private loan is a personal loan from a bank that is used for educational expenses. These loans are often used as a supplement to a student’s existing financial aid package so Federal Direct Loans should be maximized before applying for an alternative private loan. Many alternative loans may be deferred until graduation; some may require interest payments while the student is still enrolled. Interest rates, origination fees, repayment options, and other terms and conditions of alternative private loans will vary so it’s important that students research alternative private loan options carefully. Once a lender is selected, the student must complete an application and MPN for each alternative loan requested.

**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 (SAP). SAP requirements include minimum cumulative GPAs, minimum cumulative completion ratios, and completion of a degree or certificate within a maximum time frame. For more information and requirements view the complete SAP policy (http://www.uaa.alaska.edu/financialaid/policies.cfm).

**Financial Aid Appeal Policy**
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 the loss of financial aid eligibility.

**Return of Federal Financial Aid Policy**
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 withdraws from all of their classes. Students who withdraw from all classes prior to completing over 60 percent of the semester will have their financial aid eligibility 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 federal financial aid received. The school and/or the student must return the remaining 70 percent. A student thinking about withdrawing from classes should contact the Financial Aid Office to see how the withdrawal will affect their aid.

**Veterans Assistance**
Mat-Su College is approved to provide training to veterans, service members and eligible dependents of veterans. Students who plan to use the Department of Veterans Affairs (DVA) educational benefits must notify the Financial Aid by submitting an online request for certification (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. In accordance with federal regulations, MSC must report this information to the DVA, along with information regarding students’ enrollment, grades, academic progress, and eligible tuition and fee rates 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. DVA 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. DVA may withhold benefits until this requirement is satisfied.
Undergraduate Programs

Mat-Su 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 MSC curricula emphasize that while the acquisition of knowledge is an end in itself, each MSC graduate must enter the world beyond the university 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 Advising & Academic Support (p. 30) for further information). The requirements for each degree include completion of a minimum number of courses, resident credits, fulfillment of the General University Requirements and the General Education Requirements (GERs), and completion of program requirements.

Occupational Endorsements and Undergraduate Certificates

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

- Occupational endorsement certificates (OECs) are certificates requiring 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 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

MSC offers two types of associate degrees, both of which require the completion of 60 credits or more:

- The 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 programs 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.

Undergraduate Policies

Associate of Applied Science Degrees

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 (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

Associate of Applied Science degrees are intended to provide specialized education. Therefore, they do include a major specialty and students may earn more than one AAS.

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 AAS 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 UAA or add a major at a later date through the Change of Major degree process.

Forms are available from Student Services or online (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 degree from UAA/MSC must:

1. Meet program admission requirements
2. Complete the General University Requirements but not the General Education Requirements or General Course Requirements, and
3. Complete the major program requirements.
General University Requirements for Occupational Endorsement Certificates (OECs)

1. Students must be admitted to the program and must complete the certificate program requirements listed for their program. Each program section of this catalog.
2. Students must complete at least 30 percent of the program in residence at UAA/MSC. 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 (C) at UAA/MSC. Some certificate programs require higher GPAs.
4. Students must earn a minimum of 9 credits for an occupational endorsement certificate.
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 certificate program or the catalog in effect at the time of graduation.
   b. If the requirements for a certificate, as specified in the entry-year 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 admission and graduation requirements in effect at the time of formal acceptance. Program requirements may require completion in less than five years.
6. Students may earn more than one certificate by completing all requirements for each additional program.
7. Occupational endorsement certificates must differ by 3 or more credits.

Please note that 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 for their program. Each program is listed under its offering college.
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 (C) at UAA/MSC. Some certificate programs require higher GPAs.
4. Students must earn a minimum of 30 credits for an undergraduate certificate.
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 certificate program or the catalog in effect at the time of graduation.
   b. If the requirements for a certificate, as specified in the entry-year 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 admission and graduation requirements in effect at the time of formal acceptance.
6. Students may earn more than one certificate by completing all requirements for each additional program.
7. Undergraduate certificates that share a common core must differ by at least 6 credits.

General University Requirements for the Associate of Arts (AA)

1. Students must be admitted to the program and must complete the degree requirements listed in the Associate of Arts program description (p. 53).
2. Students must earn a minimum of 60 credits for an AA degree.
3. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. Students must earn a cumulative GPA of at least 2.00 (C) at UAA/MSC.
5. Controlling Catalog:
   a. 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.
   b. If the requirements for an associate degree, as specified in the entry-year 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 admission and graduation requirements in effect at the time of formal acceptance.
6. 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.

See the complete Associate of Arts program description on page 53.

General University Requirements for Associate of Applied Science (AAS) Degrees

1. Students must be admitted to the degree program and complete the General Course Requirements (p. 45) for AAS Degrees.
2. Students must complete the major degree requirements listed for their program.
3. Students must earn a minimum of 60 credits for an AAS.
4. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
5. Students must earn a cumulative GPA of at least 2.00 (C) at UAA/MSC. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major. Some associate degree programs may require higher GPAs.
6. Controlling Catalog:
   a. 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.
   b. If the requirements for an associate degree, as specified in the entry-year 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 admission and graduation requirements in effect at the time of formal acceptance.
7. All courses for an AAS degree must be at the 100 level or above.

AAS Policies

Multiple Associate Degrees or Concurrent Majors

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

Students must submit a separate Application for Admission for each degree they expect to receive. Admission forms are available from Student Services (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**

Associate of Applied Science degrees are intended to provide specialized education. Therefore, they do include a major specialty and students may earn more than one AAS.

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 AAS 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 or add a major at a later date through the Change of Major degree process. Forms are available from Student Services (http://matsu.alaska.edu/office/student-services/admissions/).

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 degree from MSC must:

1. Meet program admission requirements,
2. Complete the General University Requirements but not the General Education Requirements or General Course Requirements, and
3. Complete the major program requirements.

**General Course Requirements for AAS Degrees**

To receive an Associate of Applied Science, students must be admitted to the program and must satisfy:

- General University Requirements for Associate of Applied Science Degrees (p. 44).
- General Course Requirements for Associate of Applied Science Degrees listed below. AAS students who intend to pursue a baccalaureate degree should consult a faculty or academic advisor for appropriate course selections. (15 credits)

### Oral Communication Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM A111</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>COMM A235</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COMM A237</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM A241</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

### Written Communication Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>Introduction to Composition</td>
</tr>
</tbody>
</table>

### Designated Disciplines

Choose 6 credits in humanities*, math, natural sciences or social sciences from the classification list below. Courses must be at the 100 level or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A211</td>
<td>Academic Writing About Literature</td>
</tr>
<tr>
<td>ENGL A212</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>ENGL A213</td>
<td>Writing in the Social and Natural Sciences</td>
</tr>
<tr>
<td>ENGL A214</td>
<td>Persuasive Writing</td>
</tr>
</tbody>
</table>

**General Course Requirement Classification List for AAS 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, mathematics, natural science 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 program requirements and measure student performance in those classes.

**Humanities**

- Alaska Native Studies
- American Sign Language
- Art
- Chinese
- Communication
- Creative Writing and Literary Arts
- Dance
- English*
- French
- German
- History
- Humanities
- Japanese
- Korean
exposure to traditional academic disciplines (Tier 2), and experience in
student’s level in basic college-level skills (Tier 1), a breadth of
seeking student. They are designed to promote an elevation of the
further study and broaden the educational experience of every degree-
common educational experience in order to provide a foundation for

General Education Requirements (GERs) provide students with a
extensive preparation in a specific knowledge area, the content and
study that consist of a minimum of 120 credits. In addition to providing
Baccalaureate Degrees

Baccalaureate — or bachelor’s — degrees, are organized programs of
study that consist of a minimum of 120 credits. In addition to providing
extensive preparation in a specific knowledge area, the content and
activities found in the baccalaureate degree promote in students the
abilities to reason, research and analyze, and to form, support and
communicate ideas and opinions. Baccalaureate degrees are offered at
UAA in over 50 major study areas.

General Education Requirements (GERs) for Baccalaureate Degrees

General Education Requirements (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

Mathematics and Natural Sciences

- Anthropology (ANTH A205 only)
- Astronomy
- Biological Sciences
- Chemistry
- Computer Science
- Environmental Studies (ENVI A211 only)
- Geography
- 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
- Guidance
- Health Sciences (HS A220 only)
- Human Services (HUMS A106 only)
- International Studies
- Journalism and Public Communications (JPC A101 only)
- Justice (JUST A110 and JUST A330 only)
- Legal Studies (LEGL A101 only)
- Liberal Studies Social Sciences
- Political Science
- Psychology
- Social Work (SWK A106 and SWK A243 only)
- Sociology
- Women’s Studies

GER Student Learning Outcomes

After completing the GERs, UAA/MSC students shall be able to:

- Communicate effectively in a variety of contexts and formats;
- Reason mathematically and analyze quantitative and qualitative
data competently to reach sound conclusions;
- Relate knowledge to the historical context in which it developed
and the human problems it addresses;
- Interpret different systems of aesthetic representation and
understand their historical and cultural contexts;
- Investigate the complexity of human institutions and behavior to
better understand interpersonal, group and cultural dynamics;
- Identify ways in which science has advanced the understanding of
important natural processes;
- Locate and use relevant information to make appropriate personal
and professional decisions;
- Adopt critical perspectives for understanding the forces of
globalization and diversity; and
- Integrate knowledge and employ skills gained to synthesize
creative thinking, critical judgment and personal experience in a
meaningful and coherent manner.

All students should consult a faculty or academic advisor for
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 Requirements classification
lists). 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.

Petitions for GERs and/or General University Requirements

Petitions pertaining to GERs 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 GER lists cannot be petitioned to meet a GER. For more
information, see the Academic Petition (p. 10) section.

GER Classification List

Courses listed as satisfying a GER are also identified in the UAA
Catalog course descriptions (p. 489). 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.

Students who wish to use a UAF or UAS course to meet a UAA GER
should refer to the table of substitutions below.
## Tier 1: Basic College - Level Skills

<table>
<thead>
<tr>
<th>UAA Courses</th>
<th>UAF Courses</th>
<th>UAS Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications Skills - 3 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Skills - 3 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH A107, MATH A108, MATH A109, MATH A172, MATH A200, MATH A201, MATH A272, STAT A252, STAT A253, STAT A307</td>
<td>MATH F103X, MATH F107X, MATH F161X, MATH F200X, MATH F201X, MATH F262X, MATH F272X, STAT F200X</td>
<td>MATH S106, MATH S107, STAT S107, STAT S273</td>
</tr>
<tr>
<td>Written Communication Skills - 6 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL A111, ENGL A211, ENGL A212, ENGL A213, ENGL A214, ENGL A311, ENGL A312, ENGL A414</td>
<td>ENGL F111X, ENGL F211X, ENGL F213X</td>
<td>ENGL S111, ENGL S211, ENGL S212</td>
</tr>
</tbody>
</table>

## Tier 2: Disciplinary Areas

<table>
<thead>
<tr>
<th>UAA Courses</th>
<th>UAF Courses</th>
<th>UAS Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts - 3 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities - 6 Credits Outside the Major</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Natural Sciences - 7 Credits Including One Laboratory Course

**Laboratory Courses**

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR A103 / ASTR A103L</td>
<td>ATM F101X, BIOL F100X, BIOL F101X, BIOL F103X, BIOL F104X, BIOL F115X, BIOL F116X, BIOL F120X, BIOL F213X</td>
</tr>
<tr>
<td>ASTR A104</td>
<td>BIOL S103, BIOL S104, BIOL S105, BIOL S106, BIOL S111, BIOL S112, CHEM S103, CHEM S105, CHEM S106, ENV S102</td>
</tr>
<tr>
<td>ASTR A104L / BIOL A103</td>
<td>GEOS S100X, GEOS S101X, PSY S101, PSY S102</td>
</tr>
<tr>
<td>BIOL A111, BIOL A112, BIOL A115, BIOL A116, BIOL A178 / BIOL A179</td>
<td>PHYS S101, PHYS S102, PHYS S103, PHYS S104, PHYS S211, PHYS S212</td>
</tr>
<tr>
<td>CHEM A103 / CHEM A103L, CHEM A104 / CHEM A104L, CHEM A105 / CHEM A105L, CHEM A106</td>
<td>EDUCAL A102, EDUCAL A201, EDUCAL A202, EDUCAL A123</td>
</tr>
<tr>
<td>CHEM A111, GEO A115, GEOL A178</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
<tr>
<td>CHEM A115L, CHEM A106L, ENV ENV A211 / ENV A211L, GEO A111L, GEOL A115L, GEO A178L</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
<tr>
<td>BIOL A102, LSIS A201, LSIS A202, PHYS A123 / PHYS A123L, PHYS A124 / PHYS A124L</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
<tr>
<td>PHYS A211 / PHYS A211L, PHYS A212 / PHYS A212L</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
</tbody>
</table>

**Non-laboratory Courses**

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR A103, ASTR A104, BIOL A102, BIOL A103, CHEM A104, CHEM A105, CHEM A106, CPLX A200, ENV A211, GEO A111</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
<tr>
<td>GEOL A111, GEOL A115, GEOL A178, LSIS A101</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
<tr>
<td>PHYS A101, PHYS A123, PHYS A124, PHYS A211, PHYS A212</td>
<td>EDUCAL A101, EDUCAL A110, EDUCAL A123</td>
</tr>
</tbody>
</table>

**Social Sciences — 6 Credits Outside the Major and From Two Different Disciplines**

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH A101, ANTH A200, ANTH A202, ANTH A250, BA A151, CEL A292</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>ECON A123, ECON A201, ECON A202</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>ECON A210, EDEC A105, ENV A212, GEOG A101, HNRS A292, HS A220</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>HUMS A106, INTL A101, JPC A101</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>JUST A110, JUST A251, JUST A330, JUST A375, LEGL A101, LSSS A111, PS A101, PS A102, PS A311, PS A351</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>PREP A117, PSY A111, PSY A150, PSY A200, SOC A101, SOC A110, SOC A201, SOC A202</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
<tr>
<td>SOC A251, SOC A342, SOC A351, SWK A106, SWK A243, URS A121, WS A200</td>
<td>ANTH S101, ANTH S201, ANTH S211, ECON S100, ECON S201, ECON S202, ECON S203</td>
</tr>
</tbody>
</table>

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

The UAA GERs begin 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, communications and mathematics provide placement criteria (which may require the completion of preparatory coursework).

Oral Communication Skills

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 UAA/MSC must be selected from the following Oral Communication courses:

**Select 3 credits of the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM A111</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>COMM A235</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COMM A237</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM A241</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

Quantitative Skills

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 UAA/MSC must be selected from the following Quantitative Skills courses:

**Select 3 credits of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A107</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH A108</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH A109</td>
<td>Precalculus</td>
<td>6</td>
</tr>
<tr>
<td>MATH A172</td>
<td>Applied Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH A200</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH A201</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH A272</td>
<td>Applied Calculus</td>
<td>3</td>
</tr>
<tr>
<td>STAT A252</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>STAT A253</td>
<td>Applied Statistics for the Sciences</td>
<td>4</td>
</tr>
<tr>
<td>STAT A307</td>
<td>Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Written Communication Skills**

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 nonprint 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 UAA/MSC must be selected from the following Written Communication courses:

**Select 6 credits of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>Introduction to Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A211</td>
<td>Academic Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A212</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A213</td>
<td>Writing in the Social and Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A214</td>
<td>Persuasive Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A311</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A312</td>
<td>Advanced Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A414</td>
<td>Research Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Tier 2: Disciplinary Areas**

GERs continue 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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
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<tr>
<td>Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td>22</td>
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</tbody>
</table>

**Fine Arts**

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 UAA/MSC must be selected from the following Fine Arts courses:

**Select 3 credits of the following:**

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<thead>
<tr>
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<th>Credits</th>
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<td>AKNS/MUS A216</td>
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<tr>
<td>ART A261</td>
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<td>ART A262</td>
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<tr>
<td>ART A360A</td>
<td>History of Non-Western Art I</td>
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<td>ART A360B</td>
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<td>MUS A121</td>
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<tr>
<td>MUS A124</td>
<td>History of Jazz</td>
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<td>MUS A221</td>
<td>History of Music I</td>
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<td>MUS A222</td>
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<td>Introduction to the Theatre</td>
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<tr>
<td>THR A311</td>
<td>Representative Plays I</td>
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<td>THR A312</td>
<td>Representative Plays II</td>
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<td>THR A411</td>
<td>History of the Theatre I</td>
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</tr>
<tr>
<td>THR A412</td>
<td>History of the Theatre II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities**

(6 credits from 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, 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 skills-oriented humanities course in a language should demonstrate proficiency in listening, speaking and writing.

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

**Select 6 credits of the following:**

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<td>AKNS A101B</td>
<td>Elementary Tlingit Language I</td>
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<td>AKNS A101C</td>
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<td>AKNS A101E</td>
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<td>AKNS A102B</td>
<td>Elementary Tlingit Language II</td>
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<td>AKNS A102E</td>
<td>Elementary Alutiiq Language II</td>
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<td>AKNS A201</td>
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<tr>
<td>THR A412</td>
<td>History of the Theatre II</td>
<td>3</td>
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</tbody>
</table>

### Natural Sciences

*(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 UAA/MSC must be selected from the following Natural Sciences courses:

**Select 7 credits of the following: (must include a laboratory course)**

- **ASTR A103 & A103L** Solar System Astronomy and Solar System Astronomy Laboratory 4
- **ASTR A104 & A104L** Stars, Galaxies and Cosmology and Stars, Galaxies and Cosmology Laboratory 4
- **BIOL A102** Introductory Biology 3
- **BIOL A103** Introductory Biology Laboratory 1
- **BIOL A111** Human Anatomy and Physiology I 4
- **BIOL A112** Human Anatomy and Physiology II 4
- **BIOL A115** Fundamentals of Biology I 4
- **BIOL A116** Fundamentals of Biology II 4
- **BIOL/GEOL A178** Fundamentals of Oceanography 3
- **BIOL/GEOL A179** Fundamentals of Oceanography Laboratory I Introduction to Complexity 3
- **CHEM A103 & A103L** Survey of Chemistry and Survey of Chemistry Laboratory 4
- **CHEM A104 & A104L** Intro to Organic Chemistry and Biochemistry and Intro to Organic Chemistry and Biochemistry Laboratory 4
- **CHEM A105 & A105L** General Chemistry I and General Chemistry I Laboratory 4
- **CHEM A106 & A106L** General Chemistry II and General Chemistry II Laboratory 4
- **ENVI A211 & A211L** Environmental Science: Systems and Processes and Environmental Science: Systems and Processes Laboratory * 4
- **GEOG A111** Earth Systems: Elements of Physical Geography * 3
- **GEOL A111 & A111L** Physical Geology and Physical Geology Laboratory 4
- **GEOL A115 & A115L** Environmental Geology and Environmental Geology Laboratory 4
- **GEOL A221** Historical Geology 4
- **LSIS A101** Discoveries in Science 1
- **LSIS A102** Origins: Earth-Solar System-Life 5
- **LSIS A201** Life on Earth 5
- **LSIS A202** Concepts and Processes: Natural Sciences 5
- **PHYS A101** Physics for Poets 3
Select 6 credits of the following:

- ANTH A101 Introduction to Anthropology 3
- ANTH A200 Natives of Alaska 3
- ANTH A202 Cultural Anthropology 3
- ANTH A250 The Rise of Civilization 3
- BA A151 Introduction to Business 3
- CEL A292 Introduction to Civic Engagement 3
- ECON A123 Introduction to Behavioral Economics 3
- ECON A201 Principles of Macroeconomics 3
- ECON A202 Principles of Microeconomics 3
- ECON A210 Environmental Economics and Policy 3
- EDEC A105 Introduction to the Field of Early Childhood Education 3
- ENVI A121 Living on Earth: People and the Environment 3
- GEOG/INTL A101 Local Places/Global Regions: An Introduction to Geography 3
- HNRS A292 Honors Seminar in Social Science 3
- HS A220 Core Concepts in the Health Sciences 3
- HUMS/SWK A106 Introduction to Social Welfare 3
- JPC A101 Media and Society 3
- JUST A110 Introduction to Justice 3
- JUST/SOC A251 Crime and Delinquency 3
- JUST A330 Justice and Society 3
- JUST A375 Juvenile Justice and Delinquency 3
- LEGL A101 Introduction to Law 3
- LSSS A111 Cultural Foundations of Human Behavior 3
- PS A101 Introduction to American Government 3
- PS A102 Introduction to Political Science 3
- PS A311 Comparative Politics 3
- PS/SOC A351 Political Sociology 3
- PSY A111 General Psychology 3
- PSY A150 Lifespan Development 3
- PSY A200 Introduction to Behavior Analysis 3
- SOC A101 Introduction to Sociology 3
- SOC A110 Introduction to Gerontology: Multidisciplinary Approach 3
- SOC A201 Social Problems and Solutions 3
- SOC A202 Social Institutions 3
- SOC A342 Sexual, Marital and Family Lifestyles 3
- SWK A243 Cultural Diversity and Community Service Learning 3
- URS A121 Methods of Inquiry 3
- WS A200 Introduction to Women’s and Gender Studies 3

Tier 3: Integrative Capstone*

For baccalaureate students, the GER experience culminates with an integrative capstone, which includes courses from across the university that require students 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.

The integrative capstone list 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 UAA/MSC must be selected from the following Integrative Capstone courses:

Select 3 credits from the following:

- ACCT A452 Auditing 3
- ANTH A354 Culture and Ecology 3
- ART A491 Senior Seminar 3
- ASTR/Biol A365 Astrobiology 3
- ATA A492 Air Transportation System Seminar 3
- BIOL A373 Conservation Biology 3
- BIOL A378 Marine Biology 3
- BIOL A452 Human Genomes 3
- BIOL/Chem/Phys A456 Nonlinear Dynamics and Chaos 3
- BIOL A489 Population Genetics and Evolutionary Processes 3
- CA A495 Hospitality Internship 6
- CE A438 Design of Civil Engineering Systems 3
- CEL A450 Civic Engagement Capstone 3
- CHEM A441 Principles of Biochemistry I 3
- CIS A376 Management Information Systems 3
- CM A422 Sustainability in the Built Environment 3
- CM A450 Construction Management Professional Practice 3
- CSCE A470 Computer Science and Engineering Capstone Project 3
- CSE A438 Design of Computer Engineering Systems 3
- DH A424 Community Dental Health II 3
- DN A415 Community Nutrition 3
- DNCE A370 Interdisciplinary Dance Studies: Issues and
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<td>EDFN A304</td>
<td>Comparative Education</td>
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<td>EE A438</td>
<td>Design of Electrical Engineering Systems</td>
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<td>ENGL A434</td>
<td>History of Rhetoric</td>
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<td>Environmental Planning and Problem Solving</td>
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<td>GEO A460</td>
<td>Geomatics Capstone Project</td>
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<td>Topics in Regional Geography</td>
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<td>Themes in World History</td>
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<td>INTL A315</td>
<td>Canada: Nation and Identity</td>
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<tr>
<td>JPC A403</td>
<td>Communications and Media Research</td>
<td>3</td>
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<tr>
<td>JUST/LEGL A443</td>
<td>Civil Liberties</td>
<td>3</td>
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<tr>
<td>JUST A460</td>
<td>Justice in Crisis</td>
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<td>JUST A463</td>
<td>Biobehavioral Criminology</td>
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<tr>
<td>JUST/LEGL A485</td>
<td>Tribal Courts and Alaska Native Rights</td>
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<td>LSIC A488A</td>
<td>Capstone Project I: Design and Research</td>
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<td>LSSS A312</td>
<td>Individuals, Groups, and Institutions</td>
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<td>MATH A420</td>
<td>History of Mathematics</td>
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<tr>
<td>ME A438</td>
<td>Design of Mechanical Engineering Systems</td>
<td>3</td>
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<td>MEDT A302</td>
<td>Clinical Laboratory Education and Management</td>
<td>4</td>
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<tr>
<td>MUS A331</td>
<td>Form and Analysis</td>
<td>3</td>
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<td>NS A411</td>
<td>Health II: Nursing Therapeutics</td>
<td>3</td>
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<td>PEP A384</td>
<td>Cultural and Psychological Aspects of Health and Physical Activity</td>
<td>3</td>
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<tr>
<td>PHIL A400</td>
<td>Ethics, Community, and Society</td>
<td>3</td>
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<td>PS A492</td>
<td>Senior Seminar in Politics</td>
<td>3</td>
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<td>PSY A370</td>
<td>Behavioral Neuroscience</td>
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<td>Capstone Seminar</td>
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<td>STAT A308</td>
<td>Intermediate Statistics for the Sciences</td>
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<td>SWK A431</td>
<td>Social Work Practice IV: Integrative Capstone</td>
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<td>TECH A453</td>
<td>Capstone Project</td>
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</tr>
<tr>
<td>THR A492</td>
<td>Senior Seminar</td>
<td>3</td>
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* 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 Academic Standards and Regulations (p. 10).)
The Associate of Arts (AA) degree provides a solid foundation in mathematics, 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. The AA offers a General Studies emphasis and, for students planning to pursue a baccalaureate degree, emphases in Fine Arts, Humanities, Natural Sciences and Social Sciences.

**Admission Requirements**

Satisfy the Application and Admission Requirements for Associate Degrees (p. 28).

**Advising**

AA students who plan to pursue a baccalaureate degree must take care in planning their curriculum. Students who know the program or major they are going to transfer into should consult the General Education Requirements (GERs) for their specific program or major; programs often require specific GER courses for their majors. The AA emphases in Fine Arts, Humanities, Natural Sciences and Social Sciences are designed to prepare students to go on to baccalaureate work in related disciplines.

**Graduation Requirements**

- Satisfy the General University Requirements for the Associate of Arts Degree.
- Complete requirements for one of the emphases listed below.

**General Studies Emphasis**

<table>
<thead>
<tr>
<th>Oral Communication Skills</th>
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<tbody>
<tr>
<td>COMM A111</td>
<td>Fundamentals of Oral Communication *</td>
</tr>
<tr>
<td>COMM A235</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COMM A237</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM A241</td>
<td>Public Speaking</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Written Communication Skills</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>Introduction to Composition</td>
</tr>
<tr>
<td>and 3 credits of the following:</td>
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<tr>
<td>CIOS A260A</td>
<td>Business Communications **</td>
</tr>
<tr>
<td>ENGL A211</td>
<td>Academic Writing About Literature</td>
</tr>
<tr>
<td>ENGL A212</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>ENGL A213</td>
<td>Writing in the Social and Natural Sciences</td>
</tr>
<tr>
<td>ENGL A214 P</td>
<td>Persuasive Writing</td>
</tr>
</tbody>
</table>

**Humanities and Fine Arts**

- Three courses from the Humanities and Fine Arts GER lists, with at least one course each from each list.

**Mathematical and Natural Sciences**

- MATH A105                    | Intermediate Algebra ** |
- or One course from the Quantitative Skills GER list

- Two courses from the Natural Sciences GER list ***

**Social Sciences**

- Two courses (from different disciplines) from the Social Sciences GER list

**Electives**

- 27

**Total Credits**

- 60

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.

** CIOS A260A and MATH A105 do not meet the General Education Requirements for baccalaureate degrees.

** Students who have taken two Natural Science GERs as part of their AA program should be aware that a 1-credit science laboratory GER is required for the baccalaureate degree.

**Fine Arts Emphasis**

<table>
<thead>
<tr>
<th>Oral Communication Skills</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM A111</td>
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<tr>
<td>COMM A241</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Written Communication Skills</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>Introduction to Composition</td>
</tr>
<tr>
<td>and one of the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL A211</td>
<td>Academic Writing About Literature</td>
</tr>
<tr>
<td>ENGL A212</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>ENGL A213</td>
<td>Writing in the Social and Natural Sciences</td>
</tr>
<tr>
<td>ENGL A214</td>
<td>Persuasive Writing</td>
</tr>
</tbody>
</table>

**Quantitative Skills**

- MATH A105                    | Intermediate Algebra ** |
- MATH A107                    | College Algebra |
- MATH A108                    | Trigonometry |
- MATH A109                    | Precalculus |
- MATH A172                    | Applied Finite Mathematics |
- STAT A252                    | Elementary Statistics |

**Fine Arts**

- AKNS/MUS A215                | Music of Alaska Natives and Indigenous Peoples of Northern Regions *** |
- ART A160                     | Art Appreciation |
- ART A261                     | History of Western Art I |
- ART A262                     | History of Western Art II |
- DTCE 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 |

**Languages/Humanities**

- Complete any two-semester sequence in the following humanities courses or in a language other than English (including AKNS A101 - AKNS A102 with same letter suffix). |
- ART A261                     | History of Western Art I |
- & ART A262                   | and History of Western Art II |
- ENGL A201                    | Masterpieces of World Literature I |
- & ENGL A202                   | and Masterpieces of World Literature II |
- MUS A221                     | History of Music I |
- & MUS A222                   | and History of Music II *** |
- PHIL A211                     | History of Philosophy I |
- & PHIL A212                   | and History of Philosophy II |

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.

** MATH A105 does not satisfy the Quantitative Skills GER for baccalaureate degrees. MATH A107, MATH A108 or MATH A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.

*** Students planning to major in Music should select courses outside the major.

**Cultural Heritages and Social Sciences**

- ANTH A250                    | The Rise of Civilization |
- and one of the following: |
- HIST A101                    | Western Civilization I |
- HIST A102                    | Western Civilization II |

- and one of the following:
Students planning to major in Music should select courses outside the major.

### Humanities Emphasis

#### Oral Communication Skills
- **COMM A111** Fundamentals of Oral Communication *
- **COMM A235** Small Group Communication
- **COMM A237** Interpersonal Communication
- **COMM A241** Public Speaking

#### Written Communication Skills
- **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 and Natural Sciences
  - **ENGL A214** Persuasive Writing

#### Quantitative Skills
- **MATH A105** Intermediate Algebra **
- **MATH A107** College Algebra
- **MATH A108** Trigonometry
- **MATH A109** Precalculus
- **MATH A172** Applied Finite Mathematics
- **STAT A252** Elementary Statistics

#### Fine Arts
- **AKNS/MUS A215** Music of Alaska Natives and Indigenous Peoples of Northern Regions ***
- **ART A160** Art Appreciation
- **ART A261** History of Western Art I
- **ART A262** History of 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

#### Languages/Humanities
- Complete any two-semester sequence in the following humanities courses or in a language other than English (including AKNS A101-AKNS A102 with same letter suffix).
- **ART A262** and History of Western Art II
- **ENGL A201** Masterpieces of World Literature I
- **ENGL A202** and Masterpieces of World Literature II
- **MUS A221** History of Music I
- **MUS A222** and History of Music II ***
- **PHIL A211** History of Philosophy I
- **& A211** and History of Philosophy I

*At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.

**MATH A105 does not satisfy the Quantitative Skills GER for baccalaureate degrees. MATH A107, MATH A108 or MATH A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences. *** Students planning to major in Music should select courses outside the major.

#### Cultural Heritages and Social Sciences
- **ANTH A250** The Rise of Civilization and one of the following:
  - **HIST A101** Western Civilization I
  - **HIST A102** Western Civilization II
- **HIST A131** History of United States I
- **HIST A132** History of United States II
- **PS A101** Introduction to American Government and one of the following:
  - **ECON A201** Principles of Macroeconomics
  - **JPC A101** Media and Society
  - **PS A102** Introduction to Political Science
  - **PSY A111** General Psychology
  - **SOC A101** Introduction to Sociology

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**Students planning to major in Music should select courses outside the major.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>HIST A132</td>
<td>History of United States II</td>
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<td>PS A101</td>
<td>Introduction to American Government</td>
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<td>ECON A201</td>
<td>Principles of Macroeconomics</td>
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<td>JPC A101</td>
<td>Media and Society</td>
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<td>PS A102</td>
<td>Introduction to Political Science</td>
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<td>SOC A101</td>
<td>Introduction to Sociology</td>
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<td>MUS A231</td>
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<td>Music Theory IV</td>
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<td>MUS A280</td>
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<td>THR A121</td>
<td>Introduction to Acting</td>
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<tr>
<td>THR A131</td>
<td>Theatrical Production Techniques</td>
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<tr>
<td>THR A141</td>
<td>Stagecraft I</td>
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<td>THR A221</td>
<td>Movement for the Actor</td>
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<td>Voice for the Actor</td>
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<td>Scene Design</td>
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<td>THR A257</td>
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<td>THR A295</td>
<td>Theatre Practicum: Technical</td>
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<td>ART A111</td>
<td>Two-Dimensional Design</td>
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<td>ART A113</td>
<td>Three-Dimensional Design</td>
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<td>ART A203</td>
<td>Introduction to Art Education</td>
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<td>DNCE A101</td>
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<td>Fundamentals of Modern I</td>
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<td>DNCE A146</td>
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<td>DNCE A147</td>
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<tr>
<td>THR A295</td>
<td>Theatre Practicum: Technical</td>
</tr>
</tbody>
</table>

*courses and include any of the Fine Arts courses listed above as well as:
SWK A243 Cultural Diversity and Community Service Learning

Natural Sciences

Complete two courses from the Natural Sciences GER list, including a laboratory course.

Ways of Knowing

ENGL A120 Critical Thinking
PHIL A101 Introduction to Logic
PHIL A201 Introduction to Philosophy

Humanities Electives 12-14

An additional 12-14 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommendations include courses from the following disciplines: AKNS, ASL, CHIN, COMM, CWLA, ENGL, FREN, GER, HIST, INTL, JPN, JPC, LING, PHIL, RUSS and SPAN.

Natural Science Emphasis

Oral Communication Skills

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

Written Communication Skills

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 and Natural Sciences
ENGL A214 Persuasive Writing

Quantitative Skills

MATH A105 Intermediate Algebra **
MATH A107 College Algebra
MATH A108 Trigonometry
MATH A109 Precalculus
MATH A172 Applied Finite Mathematics
STAT A252 Elementary Statistics

Fine Arts

AKNS/MUS A215 Music of Alaska Natives and Indigenous Peoples of Northern Regions ***
ART A160 Art Appreciation
ART A261 History of Western Art I
ART A262 History of 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

Languages/Humanities

Complete any two-semester sequence in the following humanities courses or in a language other than English (including AKNS A101-AKNS A102 with same letter suffix).

ART A261 History of Western Art I & ART A262 and History of Western Art II
ENGL A201 & ENGL A202 and Masterpieces of World Literature I & ENGL A202 and Masterpieces of World Literature II
MUS A221 History of Music I & MUS A222 and History of Music II ***
PHIL A211 History of Philosophy I & PHIL A212 and History of Philosophy II

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communication course will enable students to complete that requirement more quickly.

** MATH A105 does not satisfy the Quantitative Skills GER for baccalaureate degrees. MATH A107, MATH A108 or MATH A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.

*** Students planning to major in Music should select courses outside the major.

Computer Science

CS A109 Computer Programming (Languages Vary)
CS A110 Java Programming
CS A111 Visual Basic .NET Programming

Social Sciences

ANTH A202 Cultural Anthropology
ANTH A205 Biological Anthropology
ANTH A211 Fundamentals of Archaeology
ANTH A250 The Rise of Civilization
ENVL A212 Living on Earth: People and the Environment
GEOG/INTL A101 Local Places/Global Regions: An Introduction to Geography
JUST/SOC A251 Crime and Delinquency
PS A101 Introduction to American Government
PS A102 Introduction to Political Science
PSY A111 General Psychology
PSY A260 Statistics for Psychology
& A260L and Statistics for Psychology Lab
SOC A101 Introduction to Sociology

Natural Sciences Electives *

Complete 28-30 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommended courses include:

BIOL A242 Fundamentals of Cell Biology
BIOL A252 Principles of Genetics
BIOL A271 Principles of Ecology
CHEM A253 Principles of Inorganic Chemistry
ENVI A211 Environmental Science: Systems and Processes
& A211L and Environmental Science: Systems and Processes Laboratory
Or other courses from the following disciplines: ASTR, BIOL, CHEM, ENVI, GEOG, GEOL, LISIS and PHYS

* Students planning to major in Biological Science, Geology or Natural Sciences must take CHEM A105 and CHEM A105L, CHEM A106 and CHEM A106L, PHYS A123 and PHYS A123L, and PHYS A124 and PHYS A124L. Therefore it is highly advisable that students consider taking these courses. In addition to those aforementioned courses, all Biological Science majors must take BIOL A115 and BIOL A116 and all Geological Science majors must take GEOL A111 and GEOL A221 prior to advancing on to higher-level courses.

Social Science Emphasis

Oral Communication Skills

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

Written Communication Skills

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 and Natural Sciences
ENGL A214 Persuasive Writing

Quantitative Skills

MATH A105 Intermediate Algebra **
MATH A107 College Algebra
MATH A108 Trigonometry
MATH A109 Precalculus
MATH A172 Applied Finite Mathematics
STAT A252 Elementary Statistics

Fine Arts

AKNS/MUS A215 Music of Alaska Natives and Indigenous Peoples of Northern Regions ***
ART A160 Art Appreciation
ART A261 History of Western Art I
ART A262 History of 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

Languages/Humanities

Complete any two-semester sequence in the following humanities courses or in a language other than English (including AKNS A101-AKNS A102 with same letter suffix).

ART A261 History of Western Art I & ART A262 and History of Western Art II
ENGL A201 & ENGL A202 and Masterpieces of World Literature I & ENGL A202 and Masterpieces of World Literature II
MUS A221 History of Music I & MUS A222 and History of Music II ***
PHIL A211 History of Philosophy I & PHIL A212 and History of Philosophy II

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communication course will enable students to complete that requirement more quickly.

** MATH A105 does not satisfy the Quantitative Skills GER for baccalaureate degrees. MATH A107, MATH A108 or MATH A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.

*** Students planning to major in Music should select courses outside the major.
ART A160 Art Appreciation
ART A261 History of Western Art I
ART A262 History of 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

Languages/Humanities 6-8
Complete any two-semester sequence in the following humanities courses or in a language other than English (including AKNS A101-AKNS A102 with same letter suffix):
ART A261 History of Western Art I
& ART A262 and History of Western Art II
ENGL A201 Masterpieces of World Literature I
& ENGL A202 and Masterpieces of World Literature II
MUS A221 History of Music I
& MUS A222 and History of Music II ***
PHIL A211 History of Philosophy I
& PHIL A212 and History of Philosophy II

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.
** MATH A105 does not satisfy the Quantitative Skills GER for baccalaureate degrees. MATH A107, MATH A108 or MATH A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.
*** Students planning to major in Music should select courses outside the major.

Computer Science/Cultural Heritages 3
Students planning to go on for a Bachelor of Science should take one of the following courses:
CS A109 Computer Programming (Languages Vary)
CS A110 Java Programming
CS A111 Visual Basic .NET Programming
Students planning to go on for a Bachelor of Arts should take one of the following courses: *
ANTH A250 The Rise of Civilization
HIST A101 Western Civilization I
HIST A102 Western Civilization II
HIST A131 History of United States I
HIST A132 History of United States II
PS A101 Introduction to American Government

Natural Sciences 7
Complete two courses, including a lab, from the following list:
ASTR A103 Solar System Astronomy
& A103L and Solar System Astronomy Laboratory
ASTR A104 Stars, Galaxies and Cosmology
& A104L and Stars, Galaxies and Cosmology Laboratory
BIOL A102 Introductory Biology
BIOL A103 Introductory Biology Laboratory
BIOL A111 Human Anatomy and Physiology I
BIOL A112 Human Anatomy and Physiology II
BIOL A115 Fundamentals of Biology I
BIOL A116 Fundamentals of Biology II
CHEM A103 Survey of Chemistry
& A103L and Survey of Chemistry Laboratory
CHEM A104 Introduction to Organic Chemistry and Biochemistry
& A104L and Introduction to Organic Chemistry and Biochemistry Laboratory
CHEM A105 General Chemistry I
& A105L and General Chemistry I Laboratory
CHEM A106 General Chemistry II
& A106L and General Chemistry II Laboratory
ENVI A211 Environmental Science: Systems and Processes
& A211L and Environmental Science: Systems and Processes Laboratory
GEOG A111 Earth Systems: Elements of Physical Geography
GEOL A111 Physical Geology
& A111L and Physical Geology Laboratory
GEOL A115 Environmental Geology
& A115L and Environmental Geology Laboratory
GEOL A221 Historical Geology
PHYS A123 Basic Physics I
& A123L and Basic Physics I Laboratory
PHYS A124 Basic Physics II
& A124L and Basic Physics II Laboratory

Social Sciences Electives 27-29
Complete 27-29 credits from courses other than those used for other degree requirements above. A minimum of 20 credits at the 200 level and above are required for the degree.
Recommended courses include:
ANTH A202 Cultural Anthropology
ANTH A205 Biocultural Anthropology
ANTH A211 Fundamentals of Archaeology
ENVI A212 Living on Earth: People and the Environment
GEOG/INTL A101 Local Places/Global Regions: An Introduction to Geography
JUST/SOC A251 Crime and Delinquency
PS A102 Introduction to Political Science
PSY A111 General Psychology
PSY A260 Statistics for Psychology
& A260L and Statistics for Psychology Lab
SOC A101 Introduction to Sociology
Or other courses from the following disciplines: ANTH, ENVI, GEOG, PS, PSY, SOC.

* At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Cultural Heritage course will enable students to complete that requirement more quickly.

Program Student Learning Outcomes
Students graduating with an AA degree from UAA/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.
The Associate of Applied Science in Accounting (AAS) prepares students for careers in business, government or other types of organizations. Accounting is often referred to as the "language of business" because it communicates economic information to decision-makers. Every business organization, non-profit entity and governmental agency requires accounting information to operate and perform successfully.

The AAS Accounting degree prepares students for entry-level accounting positions such as bookkeeper, accounts receivable, accounts payable and payroll clerk; assistant to line and staff accountants; or paraprofessionals in CPA firms. The program emphasizes understanding the accounting cycle, processes and procedures, as well as generally accepted accounting principles.

Students planning to pursue a four-year degree in accounting should take General Education Requirement courses. Not all courses for the AAS degree will transfer to the UAA BBA program, so careful planning and regular meetings with an academic advisor will help ensure the best transition possible if you plan to continue for the UAA BBA in Accounting degree.

## Associate of Applied Science in Accounting

### Admission Requirements

Satisfy the Application and Admission Requirements for Associate Degree Programs.

### Graduation Requirements

- Satisfy the General University Requirements for Associate of Applied Science Degrees.
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45) (15 credits). Complete 6 credits selected from the humanities, mathematics and natural sciences, or social sciences General Course Requirement classification list, other than BA A151, ECON A201 and MATH A105.
- To provide maximum transferability to the UAA BBA in Accounting, it is recommended that students consider the Bachelor of Business Administration General Education Requirements and business core requirements when selecting courses to fulfill the Associate of Applied Science General Course Requirements and business electives.
- Complete the Program Requirements below with a grade of C or better.

### General Course Requirements

**Oral Communications**

- COMM A111 Fundamentals of Oral Communication 3
- or COMM A235 Small Group Communication
- or COMM A237 Interpersonal Communication
- or COMM A241 Public Speaking

**Written Communication Courses**

- ENGL A111 Introduction to Composition 3
- And one of the following:
  - CIOS A260A Business Communications
  - ENGL A211 Academic Writing About Literature
  - ENGL A212 Technical Writing
  - ENGL A213 Writing in the Social and Natural Sciences

**Humanities, Mathematics and Natural Sciences, and Social Sciences**

- MATH A105 Intermediate Algebra (or higher) 3
- And one approved General Course Requirement

**Total Credits**

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Humanities, Mathematics</td>
<td>6</td>
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<tr>
<td>Total Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

*Any ENGL course used to satisfy the humanities General Course Requirement must be different from the written communications requirement and have a course number higher than ENGL A111.

### Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT A101</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A102</td>
<td>Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A202</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A210</td>
<td>Income Tax Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A222</td>
<td>Introduction to Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A225</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A230</td>
<td>Workpaper Preparation and Presentation</td>
<td>3</td>
</tr>
<tr>
<td>BA A151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA/JUST A241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CIS A110</td>
<td>Computer Concepts in Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON A201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH A105</td>
<td>Intermediate Algebra *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Complete 9 credits of electives. Students</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>may choose any course at the 100 level or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>above in ACCT, BA, CIS, CIOS, ECON or LOG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>but may not more than 6 credits from one</td>
<td></td>
</tr>
<tr>
<td></td>
<td>discipline. **</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 45

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

** Students using CIOS A260A to meet the written communication skills General Course Requirement may not also apply it as an elective course for this program. Students using an ECON course to meet the social sciences General Course Requirement may not also apply it as an elective course for this program.

A total of 60 credits is required for the degree.

### 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.

### FACULTY

Dr. Holly Bell, Associate Professor, hbell@matsu.alaska.edu
Deidre Berberich, Assistant Professor, dberberich@matsu.alaska.edu
Administrative professionals are at the information center of every office and their titles reflect the shifting role 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.

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

Programs of Study

Occupational Endorsement Certificates
• OEC in Office Foundations
• OEC in Office Support

Associate of Applied Science
• AAS in Computer Information and Office Systems

Occupational Endorsement Certificate in Office Foundations
Provides foundational skills required for entry into the administrative office professional field.

Admission Requirements
Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28).

Advising
Students should contact the CIOS faculty for assistance with course planning toward occupational endorsement certificates.

Graduation Requirements
• Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
• Complete the Program Requirements below.
• Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the certificate.

Program Requirements
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 as the first course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101A</td>
<td>Keyboarding A: Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A113</td>
<td>Operating Systems: MS Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A130A</td>
<td>Word Processing I: MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A135A</td>
<td>Spreadsheets I: MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A146</td>
<td>Internet Concepts and Applications</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A161A</td>
<td>Proofreading</td>
<td>2</td>
</tr>
<tr>
<td>CNT A165</td>
<td>Customer Service Fundamentals</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits 9
A total of 9 credits is required for this OEC.

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.

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

Admission Requirements
• Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28).
• Must complete the 9-credit Office Foundations OEC (p. 58) prior to admission to this program.

Advising
Students should contact the CIOS faculty for assistance with course planning toward occupational endorsement certificates.

Graduation Requirements
• Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
• Complete the Program Requirements below.
• Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for each certificate.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101B</td>
<td>Keyboarding B: Business Documents I</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A101C</td>
<td>Keyboarding C: Business Documents II</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A115</td>
<td>10-Key for Business Calculations</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A125A</td>
<td>Electronic Communications I: MS Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A140A</td>
<td>Databases I: MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A150A</td>
<td>Presentations: MS PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A164</td>
<td>Filing</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A165</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIOS A259</td>
<td>Preparing Electronic Documents: Adobe Acrobat</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits 13
A total of 13 credits is required for this OEC.

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.
Associate of Applied Science in Computer Information and Office Systems

This Associate of Applied Science program prepares students for career entry or career advancement in a variety of office settings and 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 (p. 58) and the Office Support (p. 58) occupational endorsement certificates articulate directly into this degree.

Admission Requirements
Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

Advising
Students should contact the CIOS faculty for assistance with course planning toward the degree.

Graduation Requirements
- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45). CIOS A260A, ENGL A212, and HUMS A153 or PSY A153 recommended.
- Complete the Program Requirements below.
- Earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the degree.

Program Requirements
Complete the 9-credit Office Foundations OEC (p. 58).
Complete the 13-credit Office Support OEC (p. 58).
Complete the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A102</td>
<td>Keyboarding Skill Building</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A230A</td>
<td>Word Processing II: MS Word</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A235A</td>
<td>Spreadsheets II: MS Excel</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A240A</td>
<td>Databases II: MS Access</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A262A</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>CIOS A264A</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>CIOS A265</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A101</td>
<td>Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT A120</td>
<td>Bookkeeping for Business I</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT A201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HUMS/PSY A153</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>or CIOS A261A</td>
<td>Interpersonal Skills in Organizations</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 1-3 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A276A</td>
<td>Independent Project</td>
<td>1-3</td>
</tr>
<tr>
<td>or CIOS A295</td>
<td>Office Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

Complete a minimum of 1 elective credit

A total of 60 credits is required for 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.

Faculty
Brenda Forsythe, Assistant Professor, bforsythe@matsu.alaska.edu
Gloria Hensel, Associate Professor, gihensel@matsu.alaska.edu
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 of Study

Associate of Applied Science

- AAS in Computer Systems Technology

Occupational Endorsement Certificate

- Cisco-Certified Network Associate (CCNA)

Associate of Applied Science in Computer Systems Technology

This program is offered only through Kodiak College and Matanuska-Susitna College.

Admission Requirements

Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

Students registering for the CST degree are required to take the recent Computer Skills Placement (CSP) test. Students with a score of 80 percent 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 A105 and pass with a grade of B or better, or CIS A110 and pass with a grade of C or better.

Graduation Requirements

- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45).
- Complete the Program Requirements below.
- Achieve a grade of C or higher in all program course requirements.

Program Requirements

Workforce Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA A151</td>
<td>Introduction to Business *</td>
<td>3</td>
</tr>
<tr>
<td>BA A231</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A212</td>
<td>Technical Writing *</td>
<td>3</td>
</tr>
<tr>
<td>MATH A105</td>
<td>Intermediate Algebra *, **</td>
<td>3-4</td>
</tr>
<tr>
<td>or MATH A107</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>or MATH A172</td>
<td>Applied Finite Mathematics</td>
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</tbody>
</table>

Computer Knowledge and Project Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT A160</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT A165</td>
<td>Customer Service Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>CNT A168</td>
<td>Computer User Support and Help Desk</td>
<td>3</td>
</tr>
<tr>
<td>CNT A180</td>
<td>PC Peripherals, Storage and A+ Certification 3-4</td>
<td></td>
</tr>
<tr>
<td>or CNT A210</td>
<td>PC Technician Fundamentals</td>
<td></td>
</tr>
<tr>
<td>CNT A183</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>or CNT A212</td>
<td>Network Technician Fundamentals</td>
<td></td>
</tr>
<tr>
<td>CIO S A270</td>
<td>Project Management Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>or CNT A275</td>
<td>Information Technology Project Management</td>
<td></td>
</tr>
<tr>
<td>CNT A276</td>
<td>Individual Technical Project 1-3</td>
<td></td>
</tr>
<tr>
<td>or CNT A282</td>
<td>Industry Workplace Experience</td>
<td></td>
</tr>
</tbody>
</table>

Industry Server Operating System Environment

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT A240</td>
<td>Industry PC Configuration Essentials</td>
<td>2</td>
</tr>
<tr>
<td>CNT A241</td>
<td>Administering and Supporting Industry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CNT A242</td>
<td>Industry Network Directory Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CNT A243</td>
<td>Industry Application Infrastructure</td>
<td>3</td>
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</table>

Network Router and Switching

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT A170</td>
<td>CCNA 1 Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CNT A261</td>
<td>CCNA 2 Router Fundamentals and Protocols</td>
<td>4</td>
</tr>
<tr>
<td>CNT A270</td>
<td>CCNA 3 Switching and Wireless</td>
<td>4</td>
</tr>
<tr>
<td>CNT A271</td>
<td>CCNA 4 WAN Access</td>
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</table>

Complete 6 credits from the following: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT A264</td>
<td>Introduction to Information Security</td>
<td></td>
</tr>
<tr>
<td>CNT A290</td>
<td>Selected Topics in Information Technology ***</td>
<td></td>
</tr>
<tr>
<td>CNT A390</td>
<td>Selected Topics in Computer and Networking Technology ***</td>
<td></td>
</tr>
</tbody>
</table>

* BA A151, 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.
*** CNT A290 and CNT A390 may be taken twice with a change in subtitle.

A minimum of 69 credits is required for the degree.

Program Student Learning Outcomes

Upon program completion, CST graduates 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 work groups and domain administration.

Occupational Endorsement Certificate in Cisco-Certified Network Associate (CCNA)

Admission Requirements

Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28).

Advising

Students should consult the CNT faculty for assistance with curriculum planning toward certifications.

Graduation Requirements

- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
• Complete the Program Requirements below.
• Students must earn a satisfactory grade (C or higher) in all courses required for the certificate.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT A170 CCNA 1</td>
<td>Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CNT A261 CCNA 2</td>
<td>Router Fundamentals and Protocols</td>
<td>4</td>
</tr>
<tr>
<td>CNT A270 CCNA 3</td>
<td>Switching and Wireless</td>
<td>4</td>
</tr>
<tr>
<td>CNT A271 CCNA 4</td>
<td>WAN Access</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 16

A total of 16 credits is required for the occupational endorsement certificate.

Program Student Learning Outcomes

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

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

Faculty

Harry Banks, Instructor, hlbanks@matsu.alaska.edu
Associate of Applied Science in General Business

http://matsu.alaska.edu/office/student-services/degree-programs/general-business/

This program is offered only through Kenai Peninsula College, Kodiak College and Matanuska-Susitna College.

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.

Admission Requirements
Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

Graduation Requirements
- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45) (15 credits). Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.
- Complete the Program Requirements below.

General Course Requirements

<table>
<thead>
<tr>
<th>Oral Communications</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM A111 Fundamentals of Oral Communication</td>
<td></td>
</tr>
<tr>
<td>or COMM A235 Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>or COMM A237 Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>or COMM A241 Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Written Communication Courses</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111 Introduction to Composition</td>
<td></td>
</tr>
<tr>
<td>And one of the following:</td>
<td></td>
</tr>
<tr>
<td>CIS A101A Business Communications</td>
<td></td>
</tr>
<tr>
<td>ENGL A211 Academic Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>ENGL A212 Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENGL A213 Writing in the Social and Natural Sciences</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities, Mathematics and Natural Sciences, and Social Sciences *</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A105 Intermediate Algebra (or higher)</td>
<td></td>
</tr>
<tr>
<td>And one approved General Course Requirement</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 15

* Any ENGL course used to satisfy the humanities General Course Requirement must be different from the written communications requirement and have a course number higher than ENGL A111.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT A201</td>
<td>Principles of Financial Accounting **</td>
<td>3</td>
</tr>
<tr>
<td>ACCT A202</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA A151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA A231</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BA/JUST A241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BA A260</td>
<td>Marketing Practices</td>
<td>3</td>
</tr>
<tr>
<td>CIS A110</td>
<td>Computer Concepts in Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON A201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON A202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>LGOP A110</td>
<td>Logistics, Information Systems and Customer Service</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective Courses
Advisor-approved courses from the following programs: ACCT, BA, CIS, CS, ECON
Electives 9

Total Credits 45

** The ACCT A101 and ACCT A102 sequence may be used to satisfy the ACCT A201 requirement for this degree.

A total of 60 credits is required for the degree.

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.

FACULTY

Dr. Holly Bell, Associate Professor, hbell@matsu.alaska.edu
Deidre Berberich, Assistant Professor, dbberberich@matsu.alaska.edu
The UAA Department of Human Services offers both an Associate of Applied Science in Human Services, which prepares students for entry-level employment, and a Bachelor of Human Services practitioner’s degree, which prepares students as human services professionals. Both degrees employ a unique competency-based, community-oriented approach blending classroom and experiential learning. The AAS degree is articulated with the baccalaureate degree in a two-plus-two sequence. Employing a multidisciplinary approach, the degree objective is to provide students with both a conceptual and skill foundation suitable for successful human services practice in urban and rural settings. Human services practice requires multicultural understanding and respect of clients through a collaborative relationship founded upon a developmental model. Specific skill courses are combined with practicum strengthened through conceptual coursework in human services. Practicum placements provide students agency-based learning experiences directly related to the human services profession.

Advising is an important part of the Human Services program. Prospective students are strongly encouraged to contact an academic advisor prior to entering the program. Upon declaring Human Services as their major, students are assigned a faculty academic advisor. Entrance into the Human Services practicum requires admission to the degree, successful completion of specified courses and recommendation by the Human Services faculty.

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

### Programs of Study

**Associate of Applied Science**

- AAS in Human Services

### Associate of Applied Science in Human Services

#### Admission Requirements

Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

#### Graduation Requirements

- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45).
- Complete the Program Requirements below.

#### Program Requirements

- **ANTH A200 Natives of Alaska** 3
- or **ANTH A202 Cultural Anthropology**
- **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**

Complete 9 credits from the following: 9

- **HUMS/SWK A106 Introduction to Social Welfare**
- **HUMS A122 Substance Abuse as a Contemporary Problem**
- **HUMS A123 Public Education and Prevention in Substance Abuse**
- **HUMS A124 Introduction to the Physiology and Pharmacology of Substance Abuse**
- **HUMS A155 Human Relations in the Workplace**
- **HUMS A224 Conflict and Collaborative Systems**
- **HUMS A226 Intervention Continuum in Substance Abuse Counseling**

Electives (consultation with faculty advisor recommended) 12

A total of 60 credits is required for the degree.

### 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:
  - Understand agencies, target populations, services delivered, and interaction with community partners.
  - Develop a professional self and identity with appropriate use of supervision.
  - 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.

#### FACULTY

RaDeena Burgess, Assistant Professor, rburges1@matsu.alaska.edu
Paramedical Technology

http://matsu.alaska.edu/office/student-services/degree-programs/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 and 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.

Program of Study

Associate of Applied Science

• AAS in Paramedical Technology

Associate of Applied Science in Paramedical Technology

This program is offered only through Kenai Peninsula College and Matanuska-Susitna College.

Admission Requirements

Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

Admission to the 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 May 15 application deadline. 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, students may be eligible for financial aid since they will be considered a degree-seeking student. Students enrolled as Paramedical Technology pre-majors are still required to obtain a MSC campus-specific Certificate of Admission.

Admission as a Paramedical Technology pre-major does not guarantee admission to the Paramedical Technology degree program. Applications for the degree program that starts each fall must still be submitted by the May 15 deadline. Formal admission requirements to the Paramedical Technology AAS degree program are listed below.

1. Certificate of Admission from the Office of Admissions, including transcripts from both high school/GED and college, with transcript evaluations (if any). Documentation from college transcripts must show successful completion of BIOL A111 and BIOL A112 with laboratories and grades of 2.00 (C) or above.
2. Student must attend an advising session with the MSC Paramedical Technology coordinator. Contact the campus for an appointment.
3. Paramedic Program Application and Confidential Required Information form sent to the Paramedical Technology coordinator:
   a. Copy of current National Registry EMT-Basic or state of Alaska EMT-1 certificate
   b. Evidence of current Healthcare Provider or equivalent, CPR Card
   c. Copies of all current medical certifications or licenses
   d. Military DD-214 (long form); if applicable
   e. Complete BIOL A111, BIOL A112 (8 credits) with a minimum C grade
   f. Submit to the program coordinator the scores from the Nurse Entrance Test (NET). The test may be scheduled through the MSC or UAA testing centers
   g. Resume with three letters of recommendation
   h. Admissions essay
4. Upon completion of items 1-3, student files are ranked based on a point system. The top 25 applicants will be notified and invited for oral interviews by a selection committee. The top 16 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 the results.

Admission Requirements Before Beginning Coursework

Once admitted to the Paramedical Technology program, students are required to provide the following before beginning coursework.

1. Provide documentation from personal physician, PA-C, or NP affirming capability of performing the physical tasks as outlined by the DOT 1998 Paramedic Curriculum.
2. Evidence of:
   a. Immunity to measles, rubella and mumps confirmed by titer;
   b. Immunity to hepatitis A and hepatitis B, confirmed by titer (first semester clinical students may be in the process of completing the immunization series; for those students, documentation of immunity by titer is required prior to entry into PMED A295 course);
   c. Immunity to chicken pox documented by history, titer or current immunization;
   d. Diphtheria/tetanus vaccination within the past 10 years (with booster required at the time of expiration);
   e. Freedom from active tuberculosis, documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician, or physician’s assistant;
   f. Documentation of HIV testing annually (results not required to be submitted to MSC).
3. Healthcare Provider or equivalent CPR certificate must be kept current.
4. Professional liability insurance in the amount of $1 million/$3 million must be maintained throughout the duration of the student’s enrollment in the Paramedical Technology program. The policy will be paid out of student lab fees.
5. Submit results of a state- and national-level criminal background check. Must be completed prior to the start of courses. This process can take several months to complete.
6. Document having been found free of illegal drugs. Tests must be taken and results submitted to the Paramedical Technology coordinator after being accepted into the program, and before the first day of class.

Students enrolled in clinical courses must provide their own transportation to clinical assignments and will be required to purchase uniforms and specialized equipment. The college assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are injured while completing clinical assignments are responsible for all associated medical costs. No workers compensation will be awarded if injured on a clinical site, or during the field internship. It is strongly recommended
that students maintain personal medical insurance.

Advising
Advising for the Mat-Su College program is only available from the Paramedical Technology faculty at MSC. Please call (907) 746-9329 for more information.

Academic Progress Requirements
- 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 Course Requirements (English, communications and math) before they register for or begin their ride-along internship (PMED A295).

Graduation Requirements
- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45).
- Complete the Program Requirements below.

Program Requirements

Communication Requirements
- Oral Communication:
  - COMM A111 Fundamentals of Oral Communication (recommended) 3

- Written Communication:
  - ENGL A111 Introduction to Composition (required) 6
  - ENGL A212 Technical Writing (recommended)

Natural Science Requirements
- BIOL A111 Human Anatomy and Physiology I * 4
- BIOL A112 Human Anatomy and Physiology II * 4

Math Requirement
- MATH A105 Intermediate Algebra (or higher) 3

Program Requirements
- 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 Paramedic Internship 12

* BIOL A111 and BIOL A112 are required prerequisites for admission into the Paramedic program and also fulfill the AAS General Course Requirements.

A total of 68 credits is required for the degree.

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 and 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 and 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.

Faculty
Kathy Roberts, Coordinator/Assistant Professor, kagriffin2@matsu.alaska.edu
Refrigeration and Heating Technology

http://mat.sus.edu/office/student-services/degree-programs/refrigeration-heating/

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

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 qualifies a student for the Undergraduate Certificate in Refrigeration and Heating Technology. The AAS 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 Refrigeration and Heating 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 and leading to industry recognized certifications 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.

Programs of Study

Occupational Endorsement Certificates
- OEC in Commercial HVAC Systems
- OEC in Commercial Refrigeration Systems
- OEC in Residential and Light Commercial Air-Conditioning and Refrigeration
- OEC in Residential and Light Commercial Heating and Ventilation

Undergraduate Certificate
- Certificate in Refrigeration and Heating Technology

Associate of Applied Science
- AAS in Refrigeration and Heating Technology

Occupational Endorsement Certificate in Commercial HVAC Systems

Admission Requirements
Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28). 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. Certain courses require prerequisites or faculty permission. See an advisor for information on the recommended course sequence.

Graduation Requirements
- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
- Complete the Program Requirements below.
- Students must pass all core requirement courses before attempting any of the certificate requirement courses.

Program Requirements

Core Requirements
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 A209 Codes for HVAC/R 2
RH A211 Customer Relations and Job Etiquette 1

Certificate Requirements
RH A226 Commercial HVAC/R Systems 4
RH A229 HVAC/R Control Systems 3
RH A232 HVAC/R Sheet Metal 3

Total Credits 22
A total of 22 credits is required for the certificate.

Program Student Learning Outcomes
Students graduating with a certificate in the Refrigeration and Heating Technology program will be able to:
- Apply the fundamental laws of physics related to the heating, ventilation, air conditioning and refrigeration (HVAC/R) industry.
- Use mathematical skills required to succeed in HVAC/R trades.
- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and materials associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry-level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.

Program of Study

Occupational Endorsement Certificate in Commercial Refrigeration Systems

Admission Requirements
Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28). 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. Certain courses require prerequisites or faculty permission. See an advisor for information on the recommended course sequence.

Graduation Requirements
- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
- Complete the Program Requirements below.
- Students must pass all core requirement courses before attempting any of the certificate requirement courses.

Program Requirements

Core Requirements
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

Certificate Requirements
RH A226 Commercial HVAC/R Systems 4
RH A229 HVAC/R Control Systems 3
RH A232 HVAC/R Sheet Metal 3

Total Credits 22
A total of 22 credits is required for the certificate.
A total of 24 credits is required for the certificate.

Program Student Learning Outcomes

Students graduating with a certificate in the Refrigeration and Heating Technology program will be able to:

- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and materials associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry-level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.

Occupational Endorsement Certificate in Residential and Light Commercial Air-Conditioning and Refrigeration

Admission Requirements

Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28). 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. Certain courses require prerequisites or faculty permission. See an advisor for information on the recommended course sequence.

Graduation Requirements

- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
- Complete the Program Requirements below.
- Students must pass all core requirement courses before attempting any of the certificate requirement courses.

Program Requirements

Core Requirements
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 A209 Codes for HVAC/R 2
RH A211 Customer Relations and Job Etiquette 1

Certificate Requirements
RH A101 Refrigeration and Air Conditioning Fundamentals 4
RH A126 Electrical Circuits for Refrigeration and Heating II 3
RH A132 Troubleshooting for HVAC/R Systems 3

Total Credits 22

A total of 22 credits is required for the certificate.

A total of 24 credits is required for the certificate.

Program Student Learning Outcomes

Students graduating with a certificate in the Refrigeration and Heating Technology program will be able to:

- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and materials associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry-level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.

Occupational Endorsement Certificate in Residential and Light Commercial Heating and Ventilation

Admission Requirements

Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28). 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. Certain courses require prerequisites or faculty permission. See an advisor for information on the recommended course sequence.

Graduation Requirements

- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
- Complete the Program Requirements below.
- Students must pass all core requirement courses before attempting any of the certificate requirement courses.

Program Requirements

Core Requirements
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 A209 Codes for HVAC/R 2
RH A211 Customer Relations and Job Etiquette 1

Certificate Requirements
RH A203 HVAC/R Basic Controls 3
RH A225 Heating Fundamentals and Forced Air Heat 4
RH A228 Advanced Hydronic Heat Systems 4

Total Credits 23

A total of 23 credits is required for the certificate.

Program Student Learning Outcomes

Students graduating with a certificate in the Refrigeration and Heating Technology program will be able to:

- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and materials associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry-level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.
understanding the design, installation, operation and maintenance of HVAC/R systems.

**Undergraduate Certificate in Refrigeration and Heating Technology**

**Admission Requirements**
Satisfy the Application and Admission Requirements for Undergraduate Certificate Programs (p. 28). 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. Certain courses require prerequisites or faculty permission. See an advisor for information on the recommended course sequence.

**Graduation Requirements**
- Satisfy the General University Requirements for Undergraduate Certificates (p. 44).
- Complete the Program Requirements below.
- Pass all courses listed in core requirements before attempting any of the certificate requirement courses.

**Program Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH A101</td>
<td>Refrigeration and Air Conditioning Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>RH A122</td>
<td>Refrigeration and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>RH A126</td>
<td>Electrical Circuits for Refrigeration and Heating</td>
<td>3</td>
</tr>
<tr>
<td>RH A132</td>
<td>Troubleshooting for HVAC/R Systems</td>
<td>3</td>
</tr>
<tr>
<td>RH A201</td>
<td>Commercial and Ammonia Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>RH A203</td>
<td>HVAC/R Basic Controls</td>
<td>3</td>
</tr>
<tr>
<td>RH A209</td>
<td>Codes for HVAC/R</td>
<td>2</td>
</tr>
<tr>
<td>RH A211</td>
<td>Customer Relations and Job Etiquette</td>
<td>1</td>
</tr>
</tbody>
</table>

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH A103</td>
<td>Technical Mathematics for Industrial Trades</td>
<td>3</td>
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<tr>
<td>RH A105</td>
<td>Electrical Circuits for Refrigeration and Heating I</td>
<td>3</td>
</tr>
<tr>
<td>RH A109</td>
<td>Principles of Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>RH A209</td>
<td>Codes for HVAC/R</td>
<td>2</td>
</tr>
<tr>
<td>RH A225</td>
<td>Heating Fundamentals and Forced Air Heat</td>
<td>3</td>
</tr>
<tr>
<td>RH A226</td>
<td>Commercial HVAC/R Systems</td>
<td>4</td>
</tr>
<tr>
<td>RH A228</td>
<td>Advanced Hydronic Heat Systems</td>
<td>4</td>
</tr>
<tr>
<td>RH A229</td>
<td>HVAC/R Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>RH A232</td>
<td>HVAC/R Sheet Metal</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 51

A total of 51 credits is required for the certificate.

**Program Student Learning Outcomes**
Students graduating with a certificate in the Refrigeration and Heating Technology program will be able to:
- Apply the fundamental laws of physics related to the heating, ventilation, air conditioning, and refrigeration (HVAC/R) industry.
- Use mathematical skills required to succeed in HVAC/R trades.
- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and materials associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers, and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state, and national mechanical codes to decisions involving the design, installation, operation, and maintenance of HVAC/R systems.

**Associate of Applied Science in Refrigeration and Heating Technology**

*This program is offered only through Matanuska-Susitna College.*

**Admission Requirements**
Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28). 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. See an advisor for information on the recommended course sequence.

**Graduation Requirements**
- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45) (15 credits).
- Complete the Program Requirements below.
- Earn a cumulative GPA of 2.00 (C) or higher in required RH courses.

**Program Requirements**

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

Total Credits: 51

A total of 66 credits is required for the degree.

**Program Student Learning Outcomes**
Students graduating with a degree in the Refrigeration and Heating Technology program will be able to:
- Apply the fundamental laws of physics related to the Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) industry.
- Use mathematical skills required to succeed in HVAC/R trades.
- Understand and describe the function of individual components that make up HVAC/R systems.
- Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and material associated with HVAC/R work.
- Follow work practices that are environmentally responsible.
- Obtain employment as an entry level HVAC/R technician and be able to advance professionally.
- Work effectively with customers, employers, and co-workers.
- Systematically troubleshoot HVAC/R systems.
- Apply municipal, state, and national mechanical codes to decisions involving the design, installation, operation, and maintenance of HVAC/R systems.

**Faculty**

Dan Mielke, Assistant Professor, dmkelke@matsu.alaska.edu  
John Kirby, Assistant Professor, fjkirby4@matsu.alaska.edu
Associate of Applied Science in Small Business Administration

http://matsu.alaska.edu/office/student-services/degree-programs/small-business-administration/

Admission Requirements
Satisfy the Application and Admission Requirements for Associate Degree Programs (p. 28).

Graduation Requirements
- Satisfy the General University Requirements for Associate of Applied Science Degrees (p. 44).
- Complete the General Course Requirements for Associate of Applied Science Degrees (p. 45) (15 credits). To provide maximum transferability, it is recommended that students consider the baccalaureate General Education Requirements (p. 46) and Bachelor of Business Administration Core Requirements as listed in the UAA Catalog (p. 281). when selecting courses to fulfill the Associate of Applied Science General Course Requirements.
- Complete the Program Requirements below. (Students planning to go on to a BBA degree must have a grade of C or better in all business courses.)

Program Requirements

Support Courses
- ACCT A101 Principles of Financial Accounting I 3-6
- ACCT A202 Principles of Managerial Accounting 3
- CIS A110 Computer Concepts in Business 3
- MATH A105 Intermediate Algebra * 3-4
- or MATH A107 College Algebra
- or MATH A172 Applied Finite Mathematics

Core Courses
- 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

Electives
Complete 9-12 credits from the following: 9-12
- BA A131 Personal Finance
- BA/JUST A242 Business Law II
- BA A273 Introduction to Statistics for Business and Economics
- LGOP A110 Logistics, Information Systems and Customer Service
- LGOP A120 Warehouse and Inventory Control Operations
- LGOP A160 Purchasing and Supply Management
- Or any 300-level ACCT, BA, CIS, ECON, LGOP or LOG course provided the prerequisites have been met. **

Complete 6 credits from the humanities, mathematics and natural sciences, or social sciences AAS General Course Requirement lists, other than BA A151 and MATH A105, or MATH A107/MATH A172.

* MATH A105 will not satisfy the quantitative skills General Education Requirement for the baccalaureate degree.

** Students who may decide to pursue a BBA 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.

A total of 60 credits is required for the degree.

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.

FACULTY
Dr. Holly Bell, Associate Professor, hbell@matsu.alaska.edu
Deidre Berberich, Assistant Professor, dberberich@matsu.alaska.edu
The Sustainable Energy program is offered only through Matanuska-Susitna College. The program provides education and training in energy efficiency and renewable energy, and addresses many of the energy issues that influence Alaskans. The program provides the fundamental concepts, basic academic preparation and skills necessary for students to pursue employment or gain 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.

**Program of Study**

**Occupational Endorsement Certificate**

- OEC in Sustainable Energy

**Occupational Endorsement Certificate in Sustainable Energy**

_This program is offered only through Matanuska-Susitna College._

The Occupational Endorsement Certificate in Sustainable Energy 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 employment or further training as sustainable energy technicians in the energy, construction, utility and maintenance industries. It can also serve as a stepping stone to science-, engineering- or 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.

**Admission Requirements**

Satisfy the Application and Admission Requirements for Occupational Endorsement Certificate Programs (p. 28).

**Advising**

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

**Graduation Requirements**

- Satisfy the General University Requirements for Occupational Endorsement Certificates (p. 44).
- Complete the Program Requirements below.
- Students must achieve a grade of C or better in all courses required for the OEC.

**Program Requirements**

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A105</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>RE A100</td>
<td>Introduction to Sustainable Energy</td>
<td>3</td>
</tr>
<tr>
<td>RE A203</td>
<td>Sustainable Energy Project Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

Complete a minimum of 7 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE A102</td>
<td>Applied Physics for Sustainable Energy</td>
<td></td>
</tr>
<tr>
<td>RH A105</td>
<td>Electrical Circuits for Refrigeration and Heating I</td>
<td></td>
</tr>
<tr>
<td>RE A110</td>
<td>Introduction to Solar Photovoltaic Systems</td>
<td></td>
</tr>
<tr>
<td>RE A120</td>
<td>Introduction to Solar Hot Water Systems</td>
<td></td>
</tr>
<tr>
<td>RE A130</td>
<td>Introduction to Small Wind Systems</td>
<td></td>
</tr>
<tr>
<td>RE A140</td>
<td>Home Energy Basics</td>
<td></td>
</tr>
<tr>
<td>RE A210</td>
<td>Cold Climate Construction</td>
<td></td>
</tr>
<tr>
<td>RH A211</td>
<td>Customer Relations and Job Etiquette</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 16

This OEC requires a minimum of 16 credits.

**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.

**Faculty**

Mark Masteller, Assistant Professor, mamasteller@matsu.alaska.edu
FACULTY & ADMINISTRATION

MSC Executive Team
Talis Colberg, Director
Diane Erickson, Director of Academic Affairs
Zach Albert, Director of Administrative Services
Craig Ballain, Library Director
Eric Blomskog, Maintenance Supervisor
Sandra Gravley, Director of Student Services
Matt Sale, Theatre Director
Courtney Brooke Smith, Director of Marketing & Communications
Vince Yelmene, Information Systems Manager

UAA Administration
Thomas Case, Chancellor
Kimberly Swiantek, Coordinator, Governance, Faculty Senate, APT Council, Assembly, Classified Council
Marva Watson, Director, Campus Diversity & Compliance
Elisha (Bear) Baker IV, Provost and Vice Chancellor for Academic Affairs
Marian Bruce, Assistant Vice Provost, Faculty Services
Megan Carlson, Assistant Vice Provost, Accreditation Liaison Officer
Renée Carter-Chapman, Senior Vice Provost for Institutional Effectiveness
David Dannenberg, Director, Academic Innovations and eLearning
Judith Green, Director, Center for Advancing Faculty Excellence (CAFE)
Erin Holmes, Associate Vice Provost, Institutional Research
Judith Owens-Manley, Director, Center for Community Engagement and Learning
Jan Harris, Vice Provost, Health Programs
Susan Kalina, Vice Provost, Undergraduate Academic Affairs
Monica Kane, Assistant Provost, Academic Affairs
Herb Schroeder, Vice Provost, ANSEP
Helena Wisniewski, Vice Provost, Research & Graduate Studies
Megan Olson, Vice Chancellor for University Advancement
Kristin DeSmith, Assistant Vice Chancellor, University Relations
Rachael Morse, Assistant Vice Chancellor, Alumni Relations
Bruce Schultz, Vice Chancellor for Student Affairs
Lacy Karpilo, Associate Vice Chancellor, Student Access, Advising & Transition
Dewain Lee, Associate Vice Chancellor and Dean of Students
Theresa Lyons, Acting Executive Director, Academic and Multicultural Student Services
Eric Pedersen, Associate Vice Chancellor, Enrollment Services
William Spindle, Vice Chancellor for Administrative Services
Sandi Culver, Associate Vice Chancellor, Financial Services
Keith Hackett, Director, Athletics
Ron Kamachele, Director, Human Resource Services
Bob McDonnell, Director, Business Services
Rick Shell, Chief of Police, University Police Department
Pat Shier, Associate Vice Chancellor and Chief Information Officer, Information Technology Services
Kelly Thorngren, Director, Budget
Christopher Turletes, Associate Vice Chancellor, Facilities & Campus Services
Paula Williams, Director, Sustainability

Campus Directors
Talis Colberg, Director, Matanuska-Susitna College
Alan Fugleberg, Director, Kodiak College
J. Daniel O’Connor, Interim Campus President, Prince William Sound Community College
Gary Turner, Director, Kenai Peninsula College

Board of Regents
Office of Regents’ Affairs (http://alaska.edu/bor)
Brandi Berg, Executive Officer
University of Alaska
202 Butrovich Building / P.O. Box 755300
Fairbanks, Alaska 99775-5300
The Regents of the University of Alaska are appointed by the Governor and approved by the Legislature.
Patrick K. Gamble, President, University of Alaska
Dale Anderson, Regent, Juneau 2012-2021
Timothy C. Brady, Regent, Anchorage 2005-2015
Fuller Cowell, Regent, Anchorage 2007-2015
Courtney Enright, Student Regent, Fairbanks 2013-2015
Kenneth J. Fisher, Regent, Sitka 2009-2017
Jyotsna Heckman, Regent, Fairbanks 2011-2019
Mary K. Hughes, Regent, Anchorage 2002-2017
Patricia Jacobson, Regent, Kodiak 2007-2015
Gloria O’Neill, Regent, Anchorage 2013-2021
Michael Powers, Regent, Fairbanks 2011-2019
Kirk Wickersham, Regent, Anchorage 2007-2015

MSC Faculty
Allen, Dr. Heather
Assistant Professor, Mathematics

Ballain, Craig
Library Director, Associate Professor, Library Science

Banks, Dr. Harry
Instructor, Network Technology

Bass, Dr. Polly
Assistant Professor, Natural Sciences,
University of The South, Sewanee, B.S. (1997); Georgia Southwestern University, M.Ed. (2000); University of Georgia, Athens, Ph.D. (2007).

Bell, Dr. Holly
Associate Professor, General Business

Berberich, Deidre
Assistant Professor, Business,

Bloomstrom, Kimber
Assistant Professor, Counseling
Bethel College, B.A. (1975); Grand Valley State University, M.S. (1997); Regent University, Ph.D. (2008).
Burgess, RaDeena
Assistant Professor, Human Services
University of Alaska Anchorage, B.S. (1980); Walden University, M.S. (2006).

Carpenter, Dr. Karen
Assistant Professor, Biological Sciences

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Desimini, Dr. Felicia
Assistant Professor, Fine Arts

Dubey, Dr. Robert
Assistant Professor, Biological Sciences

Erickson, Dr. Diane
Director for Academic Affairs, Associate Professor, Education

Forsythe, Brenda
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Colorado State University, B.S. (1979).

Fox, Dr. Deborah
Associate Professor, English
Utah State University, B.A. (1985); University of Arkansas, M.A. (1993); Macquarie University, Ph.D. (2004).

Fuess, Connie
Assistant Professor, Counseling

Grabarek, Dr. Lukasz
Assistant Professor, Mathematics
University of Illinois, Urbana-Champaign, B.S. (2007); University of Hawaii, Manoa, M.A., (2010); University of Hawaii, Manoa, Ph.D. (2012).

Graham, Rachel
Assistant Professor, Mathematics
Grand View University, B.A. (2004); Iowa State University, M.S. (2007).

Hensel, Gloria
Associate Professor, Computer Information and Office Systems

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Associate Professor, Social Sciences (History)

Kirby, John
Assistant Professor, Refrigeration & Heating
Oklahoma State University, B.S. (1993).

Masteller, Mark
Assistant Professor, Renewable Energy

Mielke, Daniel
Assistant Professor, Refrigeration and Heating Technology

Muer, Micah
Assistant Professor, Library Science

O’Leary, Dr. Joan
Associate Professor, English

Peck, Dr. Galina
Associate Professor, College Preparatory and Developmental Studies

Pietromonaco, Dr. Salvatore
Assistant Professor, Chemistry
McGill University, Montreal, B.Sc. (1976); University of Florida, Gainesville, Ph.D. (1986).

Praetorius, Dr. Peter
Associate Professor, Communication

Roberts, Kathryn
Assistant Professor, Paramedical Technology

Robinson, Marc
Assistant Professor, Elementary Education,

Sagal, Mary
Assistant Professor, Preparatory and Developmental Studies

Faculty Emeriti

Ping-Tung Chang, Professor Emeritus of Mathematics, 2014
Elizabeth J. Fallon, Professor Emerita of English, 1999
Elizabeth K. Madsen, Professor Emerita of Library Science, 2003
Glenn F. Massay, Director Emeritus, 1995
Alvin S. Okeson, Director Emeritus, 2002
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