

CATALOG



2010-2012 CATALOG

Kenai Peninsula College University of Alaska Anchorage

www.kpc.alaska.edu

Kenai River Campus 156 College Rd. Soldotna, AK 99669 907-262-0330 877-262-0330

Kachemak Bay Campus 533 E. Pioneer Ave. Homer, AK 99603 907-235-7743

Resurrection Bay Extension Site P.O. Box 1049 Seward, AK 99669 907-224-2285

Anchorage Extension Site
3211 Providence Dr. University Center, Suite 130
Anchorage, AK 99508
907-786-6421

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BOARD OF REGENTS

Office of Regents' Affairs

Jeannie D. Phillips, Officer University of Alaska 202A 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.

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Ashton Compton, Student Regent	2011
Fuller Cowell II, Regent, Anchorage	2015
Erik Drygas, Regent, Fairbanks	2011
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UNIVERSITY OF ALASKA

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Mark R. Hamilton	President
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KPC PRINCIPAL ADMINISTRATION

KPC PRINCIPAL ADMINISTRATION		
Gary J. Turner	College Director	
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	Director	
Bill Howell	Student Services Director	
Phillip Miller	Maintenance Supervisor	
Suzie Kendrick	Advancement Program	
	Manager	

KPC STAFF

Dave Atcheson (KRC)

Kathy Becher (KRC)

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Shelly Blatchford (KRC)	Registrar
Lolita Brache (KBC)	ABE Facilitator
Carrie Burford (KRC)	Financial Aid/Work Study Coordinator
Dan Castimore (KRC)	Information Technology Technician
Sarah Desormeaux (KRC)	Financial Aid/Work Study Assistant

Night and KFA Coordinator

Nurse Practitioner

Patty Dombovy (KRC) Business and Industry Faculty Secretary Liz Downing (KRC) Title III Program Director Teena Dyer (KRC) Purchasing/Accounts Receivable Don Eide (KRC) Testing Services/IT Services Technician Sue Evanson (KRC) Director's Administrative Clerk Cindy Finwall (KRC) Accounts Payable/Travel/Property Kim Frost (KBC) Student Services Coordinator Gwen Gere (KRC) Bookstore Manager/Cashier Sue Gordon (KBC) Admin. Assistant/Business Office Naomi Hagelund (KRC) Communications Specialist Melanie Hagen (KRC) Human Resources

Karen Hakala (KRC) Grants/Contracts/Title III Admin.
Billie Hardy (KRC) Learning Center Program Assistant
Ingrid Harrald (KBC) Science Lab Technician

Lori Haynes (AES) Administrative Assistant

Jacque Hill (KRC) Arts and Sciences Faculty Secretary

Mark Jensen (KRC) IT Services Manager
Nancy Johnson (KBC) Administrative Assistant
Kennaty Kerley (KRC) Maintenance Services Worker I
Lynda Kreps (AES) Administrative Assistant
James Ladner (KBC) Maintenance Services

John Lagoutaris (KRC)

Career & Community Engagement Assistant

Sue Lee (KRC)

Student Services Assist./Student Union Advisor

Therese Lewandowski (KBC)

David Lewis (KBC)

VJTP Program Coordinator

Val Lewis (KRC)

Registration Clerk

Caroline Venuti (KBC)

VJTP Program Assistant

Allisa Mattson (KRC)

Test Administrator

Thelma Musgrove (KRC)

Learning Center Program Support

Heather Nash (KRC)

Title III Activity Director

Jackie Pepi-Marshall (RBES)

Extension Site Coordinator

Tiffany Perry (KRC) Paramedic Program Clinical Coordinator

Jan Peyton (KBC) Adult Basic Education Coordinator

Andy Pfieffer (KRC) Title III Information Technology Tech.

Eileen Reemstma (KRC) Director's Assistant
Angela Richardson (KRC) Math Learning Specialist

Rhoda Roedl (KBC) Information Desk/Registration Services
Maryna Roper (KRC) Science Laboratory Technician
Kenny Schroeder (KBC) Information Technology Technician

Larry Staehle (KBC) Physical Plant Technician

Dave Stang (KRC) Maintenance Service Worker IV

Dean Sundmark (KBC) Student Services Advisor

Diane Taylor (KRC) Learning Center Program Manager

Christine Thorsrud (KBC) Library/Media Support

Krista Timlin (KRC) Career & Community Engagement Program Manager

Kyra Wagner (KBC)

Curt Wallace (KRC)

Pam Ward (KRC)

Katie Wells (KRC)

Kevin Wilmeth (KBC)

Library Assistant

Accounting Supervisor

Maintenance Service Worker III

Human Services Technician/Payroll

Kevin Wilmeth (KBC)

Title III Student Success Developer

Meagan Zimpelmann (KRC) Library Assistant

KENAI PENINSULA COLLEGE FACULTY

ADAMS, RICHARD: Assistant Professor (AES); Process Technology, Community and Technical College. University of Washington, BSME (1971), MSE (1974)

ANDERSON, CELIA: Associate Professor (KRC); Art, College of Arts and Sciences. Syracuse University, M.F.A. Illustration (1991); Oregon College of Education, M.A. Fine Arts and Art Education (1980); Oregon State University, B.A. Art, Honors (1973)

BOEGE-TOBIN, DEBORAH: Assistant Professor (KBC); Biology, College of Arts and Sciences. University of Illinois, B.S. (1991); Florida Atlantic University, M.S. (1994); University of Missouri-St. Louis, Ph.D. (2005)

BORAAS, ALAN: Professor (KRC); Anthropology, College of Arts and Sciences. Oregon State University, Ph.D. (1983); University of Toronto, M.A. (1971); University of Minnesota, B.A. (1969)

DALRYMPLE, THOMAS: Assistant Professor (KRC); Accounting, College of Business and Public Policy. Loyola University Los Angeles, B.S. in Accounting, Cum Laude (1978), Arizona State University, College of Law, Juris Doctorate (1998)

*DOWNING, SCOTT: Assistant Professor (KRC); English, College of Arts and Sciences. DePaul University, M.A. Writing (2002); Ohio State University M.B.A. (1990); Ohio State University B.S. Natural Resources Management (1985) *Chair English, Composition, Journalism, Preparatory English

FUERSTENAU, JANE: Associate Professor (KRC); Library Science. University of South Carolina, M.L.I.S. (1997); University of Maine, B.A. (1992)

GEHRETT, CHRISTINE: Associate Professor (KRC); Philosophy, College of Arts and Sciences. Iberoamerican University, Ph.D Philosophy (1997); University of Hawaii and Montclair State University, M.A. Equivalent, Philosophy for Children (1994); University of Washington, B.A. English Literature (1970).

GILLON, STEPHEN: Associate Professor (KBC); General Business, College of Business and Public Policy. Bachelor of Science, U.S. Military Academy (1972); Associate of Science, Aviation Maintenance Technology, Reedley College (1981); Master of Business Administration, California State University, Fresno (1984); Master of Science, Accountancy, California State University, Chico (1989); Doctor of Education, Boston University (1997)

GRABER, BETH: Professor (KBC); English, Communication, College of Arts and Sciences. Indiana University of Pennsylvania, Ph.D, Rhetoric and Linguistics (2002); Alaska Pacific University, M.A.T. (1989); Oregon College of Education, Fifth Year Teaching Program (1981); Oregon State, B.A. (1972)

HAIGH, JANE: Assistant Professor (KRC); History, College of Arts and Sciences. University of Arizona, Ph.D. History and American Indian Studies (2009); University of Alaska Fairbanks M.A. Northern Studies (1993); University of Oregon, B.A. Art and Architecture History (1978)

HANEY, HENRY: Assistant Professor (KRC); Process Technology, Community and Technical College

HAWFIELD, MICHAEL: Assistant Professor (KBC); History and Political Science, College of Arts and Sciences. University of Virginia, Ph.D. (ABD), Medieval History; University of North Carolina at Chapel Hill, MA, Ancient and Medieval History (1972); Lynchburg College in Virginia, BA, History and English (1968)

HIGH, JANICE: Associate Professor (KRC); English, Communication, Journalism; College of Arts and Sciences. Louisiana State University, M.A. Journalism (1992); Mankato State University, B.S. English and Education (1973); Hibbing Community College, A.A. (1971).

*HOUTZ, ALLEN: Professor (KRC); Industrial Process Instrumentation, Community and Technical College. University of Connecticut, M.S. (1991); Washington State University, B.S. (1968) *Co-chair: Business and Industry

JONES, JAYNE: Assistant Professor (KRC); Art, Photography; College of Arts and Sciences. East Tennessee State University, M.F.A. Photography (2001); University of Tennessee, B.F.A. Studio Art / Photography, Honors (1977); Parsons School of Design, Apprentice (1976)

KIPP, BETTINA: Associate Professor (KRC); Counseling, College of Arts and Sciences. Alaska Pacific University, M.S. (1997); University of Alaska Anchorage B.A. (1990)

KLAMSER, CAROL: Assistant Professor, (KBC); Nursing, College of Health and Social Welfare. California State University, B.S.N. (1981); California State University, M.S.N. (1984); University of Tennessee, D.N.P. (2008)

KOCHIS, RICHARD: Assistant Professor (KRC); Electronics Technology, Community and Technical College. Bachelor of Science Electrical Engineering, University of Colorado (1967), Masters of Science Electrical Engineering, Colorado State University (1972)

*KRAXBERGER, SCOTT: Associate Professor (KRC); Information Technology, Community and Technical College. Northern Arizona University, B.S. Computer Engineering (1988), M.B.A. Information Technology (1992); UAA/Kenai Peninsula College, A.A.S. (1986) *Co-chair: Business and Industry

(* denotes department chairs)

LANDEN, PAUL: Assistant Professor (KRC); Psychology, College of Arts and Sciences. Michigan State University, Ph.D. Psychology and Religion (1992); Ferris State University, M.Ed. Curriculum and Instruction (2004); Marygrove College, M.A. Pastoral Ministry (1993); Michigan State University, M.A. Agency Counseling (1986), B.A. Religious Studies (1993), B.S. Psychology, Certificate Women's Studies (1983); Cambridge Certificate, CELTA – Certificate In English Teaching to Adults (2001)

LAUBE, JEFFREY: Assistant Professor (KRC); Process Technology, Community and Technical College. Milwaukee School of Engineering, Associate Degree in Communications Engineering, Associate Degree in Computer Engineering Technology (1982); University of Wisconsin Oshkosh, B.S. (1980)

MARTIN, PAULA J.S.: Associate Professor, Assistant Director for Academic Affairs Director's Office; Biology, College of Arts and Sciences/Office of Academic Affairs. University of Massachusetts Amherst, Ph.D. Entomology (1993); University of Massachusetts Amherst, M.S. Entomology (1989); University of California Berkeley, B.S. Entomology (1984)

MILLER, FRITZ: Associate Professor (KRC); Welding Technology, Community and Technical College. Oregon State University, B.S. (1974); Journeyman Welder; Certified Welding Inspector, AWS

MIRCOVICH, SUSAN: Assistant Professor (KRC); Chemistry, College of Arts and Sciences. M.A. Learning & Technology, Western Governors University, UT (2006); B.S. Chemistry, California Polytechnic State University, CA (1978)

O'BRIEN, DREW: Assistant Professor (KRC); Mechanical Technology, Community and Technical College. Boise Junior College, A.A.S.; Nashville Auto/Diesel/Welding, A.A.S.; Journeyman Machinist

PARTRIDGE, BRIAN: Assistant Professor (KBC); Psychology-Human Services, College of Arts & Science. Texas A&M University, ABD (2009); M.S. Psychology, (2000), B.S. Psychology (1994)

PERRY, PAUL: Instructor (KRC); Paramedical Technology, College of Career and Vocational Education, University of Alaska Anchorage, A.A.S. Paramedical Technology (2006)

PITCOCK, JANE: Assistant Professor (KRC); Elementary Education, College of Education. Walden University, Maryland Doctoral Student, (2009); California State University, Dominguez Hills, MS, Behavior Science (1985); Loyola Marymount University, LA Masters, Counseling & Guidance, (1976); BA, Psychology (1972)

REINERT, SARA: Associate Professor (KBC); Mathematics, College of Arts and Sciences. Alaska Pacific University, M.A.T. (1991); Washburn University, B.S. (1986), B.A. (1976)

SENETTE, LYNN: Assistant Professor (KRC); Nursing, College of Health and Social Welfare, University of Southwestern Louisiana, B.S.N.(1977), M.B.A.(1985)

*SIEMERS, CHERYL: Assistant Professor (KRC); English, College of Arts and Sciences. Indiana University of Pennsylvania, Ph.D. Rhetoric and Linguistics (2004); University of Alaska Anchorage, M.A. English (1996); Cedarville University, B.A. English (1993) *Chair: Philosophy, Humanities, Music, Languages, Liberal Studies and Education

SONBERG, DEBORAH: Assistant Professor (KRC); Computer Information and Office Systems, Community Technical College. University of Alaska Anchorage, M.S. (1993); University of Alaska Fairbanks, B.A. (1976)

VEH, ANDREAS: Associate Professor (KRC); Physics, College of Arts and Sciences. Chadron State College, M.A. Mathematics (2001); Minnesota State University (Mankato SU), M.S. Physics (1994); Technical University Berlin, Germany, B.S. (1990)

VOGEL, STANLEY: Assistant Professor (KRC); Counseling, College of Arts and Sciences. California State University; M.S. (1972); B.A. (1970)

*WALLACE, BETTIE: Associate Professor (KRC); Mathematics, College of Arts and Science. Mississippi State University, M.S. Mathematics (1965); Mississippi State University, B.S. (1960). *Chair Math, Science, Psychology, Sociology, Anthropology, Art

WARTINBEE, DAVID: Professor (KRC); Biology, College of Arts and Sciences. T.M. Cooley Law School, J.D. (1993); University of Pittsburgh, Ph.D. (1975); Clarion University, M.S. (1972), B.A. (1969)

WEBER, DON: Assistant Professor (AES); Occupational Safety and Health, Community and Technical College. M.S. Safety; M.S. Management, Embry-Riddle Aeronautical University, Anchorage, AK (2000); B.S. Marine Biology/Secondary Education, Texas A&M University, Corpus Christi Texas Campus (1979). Associate's of Science - Coastal Bend Community College, Beeville, Texas (1977)

YAPUNCICH, MARION: Assistant Professor (KRC); Mathematics, College of Arts and Sciences. MD, Creighton University, Omaha (2000); Ph.D., Mathematics, Carnegie Mellon University, Pittsburgh (1985); MSEE, Stanford University (1978); BSEE, University of Washington, Seattle (1975); Bachelor of Science, Secondary Education, English/Music, Montana State University at Billings (1969)

ZAGORSKI, RAYMOND: Associate Professor (KRC); Business Administration, College of Business & Public Policy. Wayne State University, M.B.A. (1970), B.S. (1969)

CHAPTER 1: Welcome and General Information

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Welcome to Kenai Peninsula College Mission Statement University of Alaska University of Alaska Anchorage Kenai Peninsula College System Kenai River Campus (KRC)

KENAI RIVER CAMPUS (RRC)
KACHEMAK BAY CAMPUS (KBC)
RESURRECTION BAY EXTENSION SITE (RBES)
ANCHORAGE EXTENSION SITE (AES)

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Institutional Accreditation
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EQUAL OPPORTUNITY STATEMENT
OPERATIONS DISCLAIMER
PHOTOGRAPHY AND VIDEOGRAPHY POLICY

WELCOME TO KPC!

MISSION STATEMENT

Kenai Peninsula College is committed to excellence in education, training and life-long learning by offering accessible opportunities in a supportive environment.

University of Alaska

The University of Alaska consists of three major university centers: Juneau, Fairbanks, and Anchorage. Each center includes smaller colleges and extensions which serve the outlying communities within its region. In addition to offering general education programs, each center has special responsibility for programs best suited to its region.

University of Alaska Anchorage

The University of Alaska Anchorage (UAA) is the state's largest university, serving more than 20,000 students. Its mission is to discover and disseminate knowledge through teaching, research, engagement, and creative expression. Located in Anchorage and on community campuses in South-central Alaska, UAA is committed to serving the higher education needs of the state, its communities, and its diverse peoples.

UAA is an open access university with academic programs leading to occupational endorsements, undergraduate and graduate certificates, and associate, baccalaureate, and graduate degrees in a rich, diverse, and inclusive environment. UAA has four primary campuses and offers instruction at numerous other sites in Southcentral Alaska and the Aleutian Chain. In addition to the state's largest campus located in Anchorage, the campuses and extension sites of Kenai Peninsula College, Kodiak College and Matanuska-Susitna College are all integral parts of UAA, which also has a special relationship with Prince William Sound Community College in Valdez.

KENAI PENINSULA COLLEGE SYSTEM

KPC and the cities of Kenai, Soldotna, Seward and Homer are located on the beautiful Kenai Peninsula in south-central Alaska and are bordered by the Kenai National Wildlife Refuge and Resurrection and Kachemak Bays. There are many recreational opportunities for outdoor recreation, including hiking, canoeing, cross country skiing, river and ocean fishing and wildlife viewing. Despite its northern latitude, the Kenai Peninsula has surprisingly mild winters and cool, comfortable summers. At both campuses (Soldotna and Homer), full-time and adjunct faculty teach courses parallel to the first two years of four-year college work as well as courses leading to occupational certificates and associate degrees. Some course work leading to baccalaureate degrees is also available. Continuing education courses are also offered. Academic advising, transfer information, financial aid, career

counseling, and tutoring are provided. Students interested in pursuing degrees or certificates are encouraged to meet with an advisor before registration. Adults wishing to improve basic English and math skills may do so through the Adult Basic Education program. GED tutoring and testing and English as a Second Language are also available.

KENAI RIVER CAMPUS- KRC

Located on more than 300 wooded acres between Kenai and Soldotna, the Kenai River Campus includes classrooms, library, bookstore, art gallery, multiple commons area, laboratories, shops, simulators, open computer labs, learning center, snack bar and a student health clinic. With an enrollment of about 1600 students each semester, there is a sense of community that dominates the campus. Students have an opportunity to plan activities, participate in Student Union programs, join campus clubs and gain valuable leadership experience.

KACHEMAK BAY CAMPUS- KBC

The Kachemak Bay Campus is centrally located in the core area of scenic Homer and in walking distance to restaurants, galleries, stores and accommodations. KBC includes Student and Enrollment Services, administrative and faculty offices, classrooms, science laboratories, art studio, nursing skills lab, computer lab, bookstore, library, commons, Learning Resource Center, Adult Basic Education, GED services and testing room. Additional classes, such as welding, are held at Homer High School. Field trips often include boat excursions to sites across and out on Kachemak Bay.

RESURRECTION BAY EXTENSION SITE- RBES

The Resurrection Bay Extension Site is directed from an office located in Seward High School. A local coordinator manages KPC course offerings on the eastern Peninsula and classes are held at various locations including Seward High, Middle and Elementary Schools.

Kenai Peninsula College strives to continue increasing course offerings at RBES to ensure post-secondary educational opportunities to the residents on the eastern Kenai Peninsula.

ANCHORAGE EXTENSION SITE- AES

The Anchorage Extension Site has offices in the UAA, Community and Technical College, University Center complex. AES offers the associate of applied science degrees in process technology and occupational safety and health.

KPC DEGREE AND CERTIFICATE PROGRAMS

Associate of Arts (2-year degree)

Associate of Applied Science (2-year degree)

Business (General)

Computer Electronics

Computer Information and Office Systems

Digital Art

Industrial Process Instrumentation

Occupational Safety and Health

Paramedical Technology

Process Technology

Undergraduate Certificate Programs (1-year)

Business Management (Small Business)

Corrections

Mechanical Technology

Petroleum Technology

Welding Technology

Occupational Endorsement Certificates

Computer Information and Office Systems:

Bookkeeping Support Office Foundations Office Digital Media

Office Support

Corrections

DEGREES AND CERTIFICATES ATTAINABLE ONLINE

Associate of Arts

Corrections

Digital Art

Occupational Safety and Health

ADULT BASIC EDUCATION PROGRAMS

Basic Skills

English as a Second Language

GED Completion

UAA, UAF AND UAS DEGREES OFFERED AT KPC

KPC offers courses that lead to completion or near completion of several degrees offered by other campuses of the University of Alaska, based on student interest and adequate enrollment. It is important to consult with an advisor to plan your program.

Associate of Applied Science

Accounting

Early Childhood Development

Human Services

Nursing

Radiology Technology

Bachelor of Arts

Art

Biology

Elementary Education

History

Psychology

Bachelor of Liberal Studies

Bachelor of Science

Biology

Natural Science

Psychology

Post Baccalaureate Certification

Elementary Education

NOTE: There are dozens of other UA degrees accessible via distance while in residence on the Kenai Peninsula. Please consult with an advisor for more information.

CATALOG CLARIFICATION

This publication identifies the academic programs specific to Kenai Peninsula College. It is the responsibility of the individual student to become familiar with the policies and regulations of KPC and UAA printed in this catalog and the UAA 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 KPC Catalog and the UAA Catalog is not a contract, but rather a guide for the convenience of students. KPC/UAA 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.

Institutional Accreditation

KPC, as a college of the University of Alaska Anchorage, is fully accredited by the Northwest Commission on Colleges and Universities. Accreditation by this Commission enables the College to offer college level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as to certificates. The College also offers a limited number of upper division undergraduate and graduate courses. Accreditation documentation may be viewed by the public by contacting the director's office.

DIVERSITY OF STUDENTS

There are no "typical" students at KPC. All ages and educational backgrounds are represented. They come from all segments of the population and from all over the world. Students include high school graduates, adults pursuing a second career, and individuals seeking personal development.

To encourage this broad mix of student groups at KPC, the college consistently provides excellent programs at a low cost.

In fact, we're probably the best bargain in higher education today, especially considering the cost of out-of-state tuition. Approximately 2,000 students register each semester. Large enough to provide more than 200 courses each semester in more than 44 disciplines, KPC has the uniqueness of a private college and is small enough that students always feel important.

EQUAL OPPORTUNITY

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, veteran status, physical or mental disability, marital status, pregnancy, or parenthood. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans' Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC's Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University of Alaska Anchorage's Director of Campus Diversity and Compliance, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC) or to KPC Director Gary J. Turner, Rm. 152, 156 College Rd., Soldotna, AK, 99669.

OPERATIONS DISCLAIMER

In case the operations of Kenai Peninsula College are adversely affected by war, riot, act of nature, action of civil authority, strike, or other emergency condition, KPC reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the college, KPC's liability shall be limited to (at most) a refund of tuition and fees.

PHOTO AND VIDEOTAPE POLICY

KPC, along with various representatives of the media, take photos and videotapes of students and visitors throughout the year. These photographs often include students and visitors in classrooms, study areas, the library, commons areas, outside the buildings, and at special events. KPC reserves the right to use these photographs as a part of its publicity and

marketing efforts. Students who enroll at KPC and people who visit the campus do so with the understanding that these photographs might be used in college publications, both printed and electronic, and for publicity purposes.

NEED MORE INFORMATION?

Additional information, catalogs, and applications may be obtained by visiting KPC's campuses or extension sites, request in writing or e-mail: iyinfo@uaa.alaska.edu (KRC) or iyconf@uaa.alaska.edu (KBC). Students can also follow KPC on the most popular social networking sites to stay informed.

Visit the KPC Web site to access information about all campuses and extension sites: www.kpc.alaska.edu

CHAPTER 2: STUDENT RESOURCES AND SUPPORT

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STUDENT SERVICES
COUNSELING AND ADVISING SERVICES
CAREER AND COMMUNITY ENGAGEMENT CENTER

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STUDENT HEALTH CLINIC INSURANCE FOR STUDENTS LIBRARY/MEDIA CENTER

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LEARNING CENTER

LITERACY PROGRAM
ADULT BASIC EDUCATION
DISABILITY SUPPORT SERVICES
INTERNATIONAL STUDENT SERVICES
TESTING SERVICES AND PROCTORING
FAMILY READING CENTER
ENGLISH AS A SECOND LANGUAGE
MULTICULTURAL CONSORTIUM

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Computer Resources
Blackboard and Elluminate Live (E-Live)

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BOOKSTORES

PARKING (HANDICAPPED SPACE AVAILABILITY)

STUDENT SERVICES

KRC, Student Services 262-0330

KBC, Student and Enrollment Services 235-1651 Student Services provides information and support for students including academic advising, counseling, career planning, financial aid, , issuing student I.D. cards (KRC) and new student orientation. Student Services is the starting place for many students entering college. Services are available by appointment or on a drop-in basis.

Counseling and Advising

KRC, 262-0330 KBC, 235-1651

Students who have not yet decided on an academic program are encouraged to meet with the KPC counselors for preadmission and academic advising. Advising will provide an opportunity to discuss an individual's background, interests and possible college program. Students admitted into a degree program will be assigned an advisor. Once students have been admitted into a degree program, he or she will be assigned a faculty advisor in that field of interest. Note: evening appointments are are available at KRC by calling Student Services.

KPC counselors and advisors are available to assist students of all ages and backgrounds. Individual and group sessions are available to help students be successful in the college environment, determine their self-direction and in overcoming obstacles that may prevent their academic success. Counselors aid students with program planning, transfer coordination, personal crisis intervention, stress reduction and other concerns related to their college experience. Referral to other community services is also available for students needing assistance beyond the scope provided at KPC. All services are free to enrolled and prospective students on a drop-in or appointment basis.

PEER ADVISING: Peer Advisors are student employees who assist Student Services personnel with routine responsibilities, provide outreach, and increase visibility of Student Services through New Student Orientation, special workshops and communication with other departments on campus. Student Services Peer Advisors enjoy working with students and have a genuine concern for their welfare.

CAREER AND COMMUNITY ENGAGEMENT CENTER (CCEC)

KRC, 262-0337 KBC, 235-1651

The KRC CCEC provides a number of services and resources for students, alumni and members of the community.

The CCEC's Career Resource Room houses books, cata-

logs, handouts and internet resources to assist with career exploration and job searches. Some of the resources available include: extensive information on résumé and job search letter writing, guides for interview and entrance examination preparation, tips for career advancement, and access to the web-based AKCIS--a self-directed website designed for exploring career, financial aid and educational information. The Career Resource Room also houses two computers and one typewriter--which may be used to do career, college and job market research, as well as to prepare résumés, job search letters and apply for jobs and internships. The Career Resource Room may be used during walk-in hours, Monday through Friday, or by appointment.

At KBC, resources are also available through Career Services/

CAREER COUNSELING: The CCEC Programs Manager at KRC is available (Monday through Friday, by appointment) to provide career counseling, effective résumé writing, job search and interview preparation assistance, as well as to administer various career interest assessment instruments to individuals. Career development workshops, campus and community presentations, and mock interviews may also be arranged. At KBC, career counseling is available through Career Services.

EMPLOYMENT AND VOLUNTEER OPPORTUNITIES: Employers and various resource organizations contact the CCEC to post a range of part-time and full-time job, internship, career development and volunteer opportunities. The job and internship opportunities are posted on boards in front of the Resource Room at KRC, as well as through an online service at www.collegecentral.com/kpc. This online service enables registered KPC users to submit their résumés online for jobs and internships that are targeted specifically to KPC students and alumni.

COOPERATIVE INTERNSHIP PROGRAM (CIP): Through the CIP, qualified students have the opportunity to earn academic credit in their major while acquiring practical skills. With guidance from KPC faculty and the CCEC, students may integrate academic study with a planned, supervised work experience in the community—allowing them to test classroom skills in a professional setting and explore career opportunities.

SERVICE-LEARNING AND CIVIC ENGAGEMENT: The KPC Service-Learning and Civic Engagement Program, also coordinated in the CCEC, connects KPC faculty and students to community-based organizations in order to address community needs and enhance student learning. Service-Learning is a teaching and learning strategy that integrates

meaningful community service with academic rigor and student reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. The CCEC houses an extensive service-learning library of resources for faculty, students and community-based organizations.

For more information about CCEC resources and services at KRC, or to schedule an appointment, call or e-mail: inklt@uaa.alaska.edu. At KBC, call or e-mail: iykbc1@uaa.alaska.edu.

STUDENT HEALTH CLINIC

KRC, 262-0347

The clinic provides educational, preventive, diagnostic, and treatment services for health problems. It is staffed by an Advanced Nurse Practitioner.

Routine office care or outpatient services, including family planning and immunizations, are available to students--including those taking UA distance courses (6 or more credits)—who have paid the Student Health Fee. Laboratory services are available to participating students at a reduced cost from Central Peninsula Hospital. Appointments are available by phone.

Insurance for Students

KRC, 262-0300 KBC, 235-1651

The University of Alaska Statewide System has endorsed an accident and sickness insurance plan for students attending the University of Alaska Anchorage and community campuses. You may enroll in the program by filling out an Enrollment packet, available from Student Services, and mailing it directly to the insurance company with the premium payment. Be sure to retain the end stub as your insurance identification. Spouse and children may also be enrolled for an additional premium. Please consult the application packets available at Student Services for a complete description of the plan.

Students on F1 and J1 visas need to contact their international student advisor for insurance requirements and applications by calling the UAA campus at 907-786-1573.

LIBRARY/MEDIA CENTER

KRC, 262-0385 KBC, 235-1657

The collection in the KRC library consists of more than 23,000 volumes, 100 magazine holdings, audio and video tapes, local and national newspapers and maps. Most materials are organized according to the Library of Congress Classification System. The online catalog contains KPC and UAA Library holdings as well as the holdings of the Anchorage

Municipal Library. Through interlibrary loan, patrons have access to items held by libraries in Alaska and nationwide. CD-ROM and Internet databases are also available to support student research.

The collection in KBC's library consists of 8000+ volumes including circulating and reference resources and media spanning academic areas. As a small holding, KBC's collection has noted depth and breadth.

Both libraries are part of the larger UAA Consortium Library system and students can place online direct requests for materials within this system. Students can place online direct requests for materials within this system. On site library staff assistance with research and editing is available to all students.

CIRCULATION POLICY: KRC and KBC patrons must present a UAA/KPC I.D. card (issued free of charge) to check out materials. Books circulate for a period of four weeks, back-issue magazines and videos circulate for one week. Materials may be renewed if not in demand; renewals may be made by phone on items that are not already overdue. Current issue magazines and reference works may not be checked out and are for library use only.

FINE POLICY:

- \$0.25 per book per day;
- \$10 maximum fine per book;
- circulation will be blocked when fines reach \$5;
- fines begin accruing immediately when book is overdue;
- \$52 replacement fee if book or video is lost or damaged.

The Media Center is located in the KRC Library, and consists of a variety of A-V equipment for classroom use. Equipment reservations must be made in advance that library staff may pick-up and deliver equipment to classrooms on schedule. For KBC equipment, contact KBC I.T. Services at 235-1660.

LIBRARY HOURS:

Kenai River Campus M-Th, 8:30 a.m. - 7:30 p.m. Friday, 8 a.m. - 5 p.m. Closed mid-June to mid-Aug. 262-0385

Kachemak Bay Campus M-F, 8:30 a.m. - 5:30 p.m. Thursday, 8:30 a.m. - 7 p.m. 235-1657

LEARNING CENTER

KRC, Rm. 153, 262-0327

KBC, West Campus Rm. 103, 235-7743

Students are encouraged to use the relaxed and friendly atmosphere in the Learning Center to study for classes or receive supplemental assistance in academic courses and college survival skills. The Learning Center offers the following free support services:

- Group study area
- Student use computers
- Testing room for make-up or alternative testing
- Audio-visual academic support materials
- Tutoring in academic subjects
- Coffee, tea, daily newspaper (KRC only) and welcoming staff (both campuses)

LITERACY PROGRAM

Services provided by the Learning Center are associated with ProLiteracy Worldwide, the Alaska Adult Education Association, AmeriCorps National Service Program and the College Learning and Reading Association. Participants may enroll at any time. All services and courses are free of charge, except where indicated.

ADULT BASIC EDUCATION

Basic skills refresher courses are free and participants can register anytime. KPC sites include KRC (Soldotna), KBC (Homer), Voznesenka, Nikolaevsk, Ninilchik, Anchor Point, Nanwalek, Port Graham, Seldovia and Tyonek. Students can upgrade skills for personal or employment needs. Traditional subjects include math, reading, writing, social studies, science and life-coping skills.

DISABILITY SUPPORT SERVICES

KRC, Diane Taylor, 262-0328 or Bettina Kipp, 262-0334 KBC, Kim Frost, 235-1651

DSS coordinates academic support services for students who experience disabilities. To access support services, students should provide current disability documentation to the DSS contact at their campus. Services include but are not limited to, American Sign Language interpreters, note-taking assistance, testing adjustments, ergonomic furniture, textbooks in alternate formats (e.g., large print, audio, e-text, etc.) and access to adaptive technology. Early planning is encouragd to allow DSS staff adequate time to make the necessary arrangements for support services. Referrals can be made through local agencies, Student Services or by self-referral.

INTERNATIONAL STUDENT SERVICES

KRC, 262-0327

KBC, 235-1651

KPC welcomes students from other countries to come to college. Support for foreign students is offered to ensure they have a positive learning experience while studying at KPC.

TESTING SERVICES AND PROCTERING

The ACCUPLACER (placement test), CLEP (College Level Examination Program), make-up exams for KPC courses, and testing for distance education exams are all given at KRC abd KBC's Learning Centers. The Learning Centers' are sites for tests including the GED (General Education Development), GRE (Graduate Record Exam) and various specialized exams for certifications and licensure. Contact the KRC or KBC Learning Center for exam dates, fees and arrangements.

ACCUPLACER TESTING: Assessment (ACCUPLACER) testing focuses on the basic skill areas of reading, writing, and math. These tests are used solely to assist the student in selecting appropriate courses. Admission to a degree or certificate program requires completion of the ACCUPLACER test. Students must have the ACCUPLACER placement results prior to registering for mathematics, reading, speech, and/or written composition courses. At KRC, the Learning Center coordinates all ACCUPLACER activity. ACCUPLACER Assessment is recommended for all students. Study materials can be found online at: http://www.collegeboard.com/student/testing/accuplacer/

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

Free instruction and testing are provided for students who wish to earn a high school equivalency diploma from the Alaska Department of Labor & Workforce Development. Individual, group and computerized instruction are available. Students may prepare for the test by individual tutoring, joining a study group, borrowing study material, or by computerized or classroom instruction. There is a yearly, non-refundable fee of \$25.

DISTANCE EDUCATION TEST PROCTERING: The Learning Center supports many of the testing needs of the University and also serves the community as a testing site for many national tests, which are used for admission, gaining college credit, and professional certification. The Learning Center is the designated proctor site for UAA Distance Education courses, including distance delivered courses from KPC.

Students taking a course outside the UAA system, such as UAF or UAS, or any other campus outside Alaska should complete a Proctor Request Form from that university's Distance Education department and return it to the Learning Center, Room 153, to the attention of the Test Examiner.

For further information, contact the KRC Learning Center at (907)262-0327 or e-mail: kpctesting@uaa.alaska.edu.

Proctor fees at the KRC Learning Center are assessed for tests outside the University of Alaska system. Please check the current testing fee structure at the KPC Web site.

Instructors outside the UAA System (UAS or UAF) who need to arrange proctored exams will need to approve the Learning Center as a test site for their students. Test information can be delivered via e-mail: kpctesting@uaa.alaska. edu. Test information must be received no later than a week prior to the test date.

Questions regarding proctoring services may be directed to Test Proctor. Student and Faculty resources, along with an online proctor form for UAA courses, may be found at the following links:

STUDENT PROCTOR FORM: http://www.uaa.alaska.edu/distanceeducation/student-resources/proctor-information.cfm

FACULTY TEST PROCTORING RESOURCES: http://www.uaa.alaska.edu/distanceeducation/faculty-resources/faculty-information.cfm

FAMILY READING CENTER

KRC, 262-0327

Established to promote family literacy, the center sponsors projects throughout the community, including the "Read to Your Baby" project.

ENGLISH AS A SECOND LANGUAGE (ESL)

KRC, 262-0327 KBC, 235-7743

Instruction is for both non-speakers of English and for those who do not speak English well. Students learn English for daily communication and work. Reading skills are not a requirement for these classes. These courses are free and participants can register anytime.

MULTICULTURAL CONSORTIUM

KRC, 262-0327

KPC recognizes and celebrates cultural diversity on campus and within the community. Programs and special events sponsored by the Consortium provide forum for discussions regarding cultural diversity. The mission is to promote respect and understanding among people of different racial, ethnic, and cultural backgrounds.

COMPUTING RESOURCES

KRC Help Desk, 262-0351 KBC Help Desk, 235-1660

UA students, staff, and faculty are eligible to use computing resources at all UAA campuses. UAA Information and Technology Services (ITS) provide local campus network services, student e-mail accounts, computer labs and customer support on each campus. Through the computer system, students have access to the global resources of the internet on the campus network and wireless network. Information can be found online at the KPC Web site.

All students admitted to KPC will be assigned a UAA e-mail address created for them. To obtain e-mail account information and to learn how to access it, students can contact the help desk at either KPC campus. Students are required to manage their e-mail accounts by checking them on a regular basis and keeping the account a manageable size.

The KPC computer network integrity is dependent upon users to keep personal computers virus and spyware free. Students must have a functioning, up to date antivirus program, such as McAfee or Symantic, and a spyware scanner. It is also required that all Windows updates are installed in personal computers. KPC's Computer Services will provide the following checks at no charge: identify spyware, current virus definition, status of Windows updates. Computers that are identified as corrupt or compromised will be banned from the network. Students are encouraged to avoid internet sites with known problems.

UAA IT CALL CENTER

UAA also operates the IT Call Center, a help desk which can be reached at 1-877-633-3888 or 786-4646, Monday through Friday and weekends and evenings. System updates are available at this number, as well as help for students, faculty, and staff for assistance with usernames, password problems, system status questions, e-mail, Elluminate Live (E-Live) and Blackboard questions.

COMPUTER LABS

KPC students, staff, and faculty are eligible to use KRC and KBC computer labs. Networked software includes word processing, database, spreadsheet, graphics, desktop publishing, programming languages, and web page design software. All computer labs have full access to the internet and e-mail. Computer Labs' hours for both campuses can be found online at the KPC Web site.

WIRELESS INTERNET ACCESS

Wireless internet access is available throughout the Kenai River and Kachemak Bay campuses. Instructions to access the wireless network are available at the KPC Web site.

BLACKBOARD AND ELLUMINATE LIVE (E-LIVE)

Blackboard is UAA/KPC's web-based course management system that allows for dynamic learning to occur in the online environment. The tools provided by the Blackboard software allow students and faculty to post and share documents and other course content, write via e-mail and posted discussion boards, and even have synchronous, or "real-time" conversations in a virtual classroom.

KPC faculty generally post their syllabi to Blackboard, whether the course meets face-to-face or just virtually. Students complete the I.D.E.A. student course evaluation through Blackboard.

Students log-in to Blackboard with their UAA username. Passwords can be reset and usernames found at https:// me.uaa.alaska.edu.

Elluminate Live (E-Live) classes are web-based and delivered in real-time so that students in the class meet simultaneously with their instructor in cyberspace. Students and instructors engage with each other by talking with full, 2-way audio, chat online, share video, and view what the instructor writes on a virtual whiteboard or demonstrates in class specific software.

To participate in E-Live delivered classes, students' computers must meet minimum system requirements, connection speeds, have Java Web Start, a headset to listen and speak into (available locally and in the KRC Bookstore) and must complete the Elluminate Live configuration process.

Students should be familiar with E-Live in order to get the most out of this technology. Students should contact the instructor for textbook requirements and other details. Most KPC distance delivered courses, Web-based or E-Live, require students purchase textbooks from www.mbsDirect. net (1-800-325-3252). Textbooks for KPC distance courses are not available at KPC bookstores. AES KPC Web course textbooks are available from the UAA Bookstore. Students should order books early to have them on hand for the first week of class.

For course instruction, E-Live can be accessed via Blackboard at: http://technology.uaa.alaska.edu/blackboard. Students can also visit the UAA E-Live Student Support Web page for comprehensive information regarding how to use E-Live at: http://www.uaa.alaska.edu/elive/student/index.cfm. Answers to frequently asked questions can be found at: http://www. uaa.alaska.edu/elive/FAQs/index.cfm.

BOOKSTORES

KRC, 262-0327

KBC, 235-1653

KPC's bookstores stock required and recommended textbooks, course materials, study aids, and reference books. There are also general school supplies, gift items, calculators, greeting cards, and clothing featuring the college name and logo. Students are encouraged to save bookstore receipts and not write in the books purchased until they are certain they have the correct texts for their classes.

KRC's bookstore is open during the hours of registration. The first two weeks of classes hours are 8:30 a.m.- 7 p.m., M-TH and Fridays from 8:30 a.m.- 4:30 p.m. Through the remainder of the semester, hours are 8:30 a.m.- 4:30 p.m. M-F.

The KBC bookstore is open from 8 a.m.- 5 p.m. M-F with extended hours near the start of each semester.

At the end of each semester, KPC offers on-campus textbook buyback services. Notices will be posted giving the dates and times of buybacks.

Most KPC distance delivered courses, Web-based or E-Live, require students purchase textbooks from www.mbsDirect.net (1-800-325-3252). Textbooks for KPC distance courses are not available at KPC bookstores though AES KPC distance course texts are only available through the UAA Bookstore.

Parking (Handicapped Availability)

KRC, 262-0325 KBC, 235-7743

At KRC, the parking areas have spaces for more than 325

vehicles. However, motorists attempting to park during preferred class times may have to park in the north parking area. All campus lots are paved and lighted. The College Road outlet is exit only and the Poppy Lane outlet is both entry and exit. Motorists must obey all traffic control signs in the parking lot. The parking lot is closed from 10 p.m. - 7 a.m. and overnight parking or camping is not allowed.

Motorists are urged to be aware of areas designated as Handicapped Parking Spaces. At KRC, nine spaces and at KBC, four spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of persons with physical challenges and who receive permission to park in these spaces from the Alaska DMV. Motorists who park illegally in these spaces will be ticketed; vehicles may also be impounded at owner expense. If a vehicle is parked in a fire lane, it will be ticketed and impounded at the owner's expense.

KBC East Campus parking lot access is located off Heath Street and Kachemak Way. At the West Campus, use the parking lot in front of the facility.

CHAPTER 3: Campus Life

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CAMPUS COMMONS

At the Kenai River Campus, the commons is the center of the campus community. Students congregate for socializing, eating and informal tutoring. Students often find music being played, a chess tournament going on or group study sessions. A bank of computers along one wall of the McLane Commons available for student use. This space is the "heart" of the campus located along a wall of windows in the McLane Building overlooking the world famous Kenai River, adjacent to Student Services, the Bookstore, and Joe's Cafe. The McLane Commons is not a quiet study area.

Upstairs in the Goodrich Building, the Riverview Commons provides for a quiet, study area for students at KRC. This area is also set up with computers along three walls for student use. The area enjoys views from windows on two sides, overlooking the Kenai River and the parking area in front of the college.

The commons at KRC can be viewed by logging onto the KRC Web site and clicking on the appropriate Web cam. Several web cams are available on campus.

At the Kachemak Bay Campus, the commons is the "heart" of KBC. It is where students gather for informal study, refreshments and shared conversation. There is also a webcam in the commons area at KBC that is accessible from the homepage.

Students use the commons webcams to "wave to" family and friends and show them they really are in college!

ART GALLERIES

G.L. Freeburg Art Gallery KRC, 262-0361

The G.L. Freeburg Art Gallery is the centerpiece of the visual arts at KRC. It is a meeting place of the visual artist and the college community. The gallery, created by former art faculty Gary L. Freeburg, has been in existence since 1985 and has an established reputation in Alaska for being a quality exhibition space. The gallery was officially dedicated in the name of former KPC art professor and professional photographer Gary Freeburg in 2003. The gallery presents original works of art by local and regional artists in a wide range of mediums and expressions. Exhibitions in the gallery contribute to a quality educational experience at KRC through gallery sponsored artist lectures, events and independent viewer participation.

At the end of each academic year, KRC displays students' best art work in the G.L. Freeburg Art Gallery in the Student Art Show. This Student Exhibition ends with a closing reception including other art activities in the "Celebration of the

Arts" event. KRC's Art Students' League holds events during the year, often including the "Arts Extravaganza", a student art auction. KRC provides gallery spaces throughout the Campus for display of student art. KBC students exhibit their art throughout the year in the Commons and local galleries. Shows feature an opening reception for the artists and are available for public viewing.

Kachemak Bay Campus Commons Gallery KBC, 235-7743

Kachemak Bay Campus students exhibit their art throughout the year in the commons. Shows feature an opening reception for the artists and are available for public viewing.

EMERGENCY NOTIFICATION SYSTEM

In light of the growing number of college campus emergencies, KPC has subscribed to the MIR3 Intelligent Notification $^{\text{\tiny{TM}}}$ System.

This system will only be used for actual emergencies and the rare test. In order to be notified, students must register their contact information online by creating an account at http://www.mir3.com/kpc/

For more information about KPC's emergency notification system, contact KRC Student Services at 262-0300 or KBC Enrollment Services 235-7743.

STUDENT GOVERNMENT

KRC Student Union 262-0339 KBC Student Association 235-7743

The Student Government officers at KPC campuses coordinate student activities and clubs, support special events and represent the students to the college administration and the state legislature. Opportunities are available to students to serve as officers or as student representatives. Some positions are paid student employment.

Activities of the Student Union and Student Association are supported by student activity fees, and all students are encouraged to get involved. Both groups are responsible for arranging student discounts with community businesses and they also lend support to graduation commencements at both campuses.

CAMPUS CLUBS

Club involvement can be an important part of student life. Clubs sponsor field trips, speakers and coordination of course offerings to support the member's major. The formation and activity of clubs depends on student interest. Clubs can be initiated by applying for official status through the Student Union or Student Association. See these student government offices for currently active clubs on the respective campuses.

The following campus clubs have been approved:

KRC Media Group (KPCMG)

Advisor: Clark Fair, ifcbf@uaa.alaska.edu

KRC Psychology Club

Advisor: Dr. Paul Landen, ifphl@uaa.alaska.edu, 262-0394

KRC Chess Club

Advisor: Andy Veh, ifafv@uaa.alaska.edu, 262-0366

KRC Art Students' League Association (ASLA)

Advisors: Celia Anderson, ifcra@uaa.alaska.edu, 262-0361

Jayne Jones, ifjmj@uaa.alaska.edu

KRC Sustainability Club

Advisors: Krista Timlin, inkit@uaa.alaska.edu, 262-0337 Dave Atcheson, indaa@uaa.alaska.edu, 262-0346

HONOR SOCIETY: PHI THETA KAPPA

KRC Advisor: Dr. Paul Landen, 262-0394 KBC Advisor: Kim Frost, 235-1658

Phi Theta Kappa is the nationally recognized fraternal organization recognizing academic excellence on two-year campuses that offer associate degree programs. Members must have a GPA of at least 3.5 and have at least 12 credits completed toward an associate degree. The local chapter encourages participation in regional and national recognition awards programs and supports development of leadership skills. Each year PTK sponsors educational programs, provides scholarships, and a variety of services to the college.

KPC SHOWCASE

KRC, Coordinator: Dave Atcheson, 262-0346
The KPC Showcase series is held at the Kenai River Campus, seeks to increase both the college and the public's exposure to a wide range of music, art, and entertainment. The Showcase has featured a variety of speakers and performers from around the community, the state, and from around the world. Acts have included an eight-member marimba band from Homer, a performance artist from Fairbanks, folk musicians from Ireland, and comedians from New York. Most events take place in the Ward Building or KRC commons

areas and are open to the public. Many of the KPC Showcase events are funded in part by support from the Anna Fossett Goodrich Humanities Program of the Damon Memorial Fund. The KPC Showcase also partners with other campus or community organizations to continue the series.

VISITING WRITERS SERIES

KBC, 235-7743

The Kachemak Bay Campus sponsors the Visiting Writers Series with readings and workshops featuring well known state and national writers. Readings are usually held at a local coffee house or restaurant, providing a relaxed and enjoyable experience.

KACHEMAK BAY WRITERS' CONFERENCE

KBC, 235-7743

http://writersconference.homer.alaska.edu

Each June, the nationally-acclaimed four-day Kachemak Bay Writers' Conference is held at Land's End Resort in Homer. Over 200 participate in the many workshops, craft talks, readings and other activities. Early registration is encouraged and college credit is available for attending the conference.

KENAI FISHING ACADEMY

KRC, Coordinator: Dave Atcheson 262-0346, KRC, Program Assistant: Valerie Lewis 262-0381 www.kenaifishingacademy.org

The Kenai Fishing Academy (KFA), located at the KRC, is a fishing experience unlike any other offered in the state of Alaska. What sets it apart? KFA teaches students how to be better anglers. In one week sessions during the summer, students spend 20 hours in a classroom learning fishing techniques from experts. Then Alaskan guides and instructors take students to some of the top fishing spots on the Kenai Peninsula, including the world famous Kenai River, to practice what they have learned in class. KFA is offered under the course heading: Physical Education Recreational, PER A172, as a two credit class with special fees.

KPC CLASSROOM RENTAL RATES

KRC, 262-0318

KBC, 235-7743

Classroom and other space rental fees must be charged to cover custodial, administrative staff, and maintenance fees.

For profit organizations:

- -\$20 / hr., 2 hr. minimum
- -\$150 / day, 8 hr. maximum
- -Interactive video access -additional fee \$100 for up to 2 hours
- -\$50/ hour after the first 2 hours
- -Computer lab- additional charge of \$25/hr.,
- 2 hr. minimum

-Note: If food served in room, an additional fee will be charged.

-Less than 30 people: \$25 additional fee

-More than 30 people: \$50 additional fee

Non-profit and government organizations: Admission charged for event:

-75% of "For profit" room rental fees

-Full rate for other services

No admission charged for event:

-50% of "For profit" room rental fees

-Full rate for other services

"ASK THE KPC DIRECTOR" ACTION LINE

262-0342 or toll free 877-262-0330 ext. 342
The Director's Action Line is an avenue to communicate questions, comments, and concerns straight to the KPC Director, Gary J. Turner. Anyone can call and leave a message on the Action Line. For personal responses from the director, callers must leave their name and phone number or e-mail address. Callers can also remain anonymous. Questions of general interest to the college community will be published in the college paper: The KPC Connection. All calls will get director Gary Turner's personal attention and will be answered in a timely manner.

SAT AND ACT TESTING

KRC, 262-0330 or toll free 877-262-0330

These college entrance exams are given at the KRC on a regular schedule throughout the academic year. Register for SAT at www.collegeboard.com or ACT at www.act.org. Call or visit KRC Student Services for more information.

The Kachemak Bay Campus does not provide ACT or SAT testing services. Students can contact Homer High School for dates and times for testing.

SAT and ACT test results may substitute for ACCUPLAC-ER scores for entry into KPC mathematics and English courses.

Joe's Cafe

KRC, 262-0323

Offering a diverse menu, Joe's Cafe is open during peak student hours, 9:30 a.m.- 6:45 p.m., Monday through Thursday, and Friday from 10 a.m.- 2:30 p.m. Freshly made soups, daily specials, Mexican and Italian dishes, sandwiches, salads, snacks and grilled items are featured. Joe's Cafe menu is available at the KPC website on the KRC homepage.

ALASKA COOPERATIVE EXTENSION (UAF)

262-5824 or 1-800-478-5824 34824 K-Beach Rd., Soldotna, AK 99669

The University of Alaska Fairbanks ACE provides educational outreach and information on horticulture, agriculture, home economics, and 4-H programs.

CHAPTER 4: Admission and Registration

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ADMISSION

All students, except high school students, intending to register for one or more courses must apply for admission. Applications for admission are available at the KPC Web site or www.curric.uaa.alaska.edu/admissions or from the KRC Student Services or KBC Enrollment Services offices.

KPC offers two admission options for students:

- 1. Certificate and associate degree programs emphasize technical or job-related skills in demand in the workplace and/or can be used as preparation for a bachelor program.
- General interest and non-degree seeking options offer students the opportunity to take classes for either personal or professional interests.

All KPC students, except high school students, (who are not already admitted) will need to apply for admission either as a degree seeking or as a non-degree seeking student.

An application for admission for non-degree seeking status is available at the KPC Web site or http://www.uaa.alaska.edu/admissions/index.cfm.

Students who remain enrolled without a one-year break will remain eligible to register without reapplying for admission to non-degree seeking status. A student must be over 18 to use this application type and have earned a high school diploma or equivalent (GED). Some associate degree programs have additional admission requirements, selective admission criteria or limited space. Students who do not have a high school diploma or the equivalent, or who cannot meet other general admission requirements, may be admitted if they are able to demonstrate "the ability to benefit" from college instruction.

Students will be eligible to register within three working days of submitting an online application. Students who have previously been admitted to a degree seeking program should NOT use the admission short form to access registration.

If the student is currently admitted to a degree program but they did not attend the prior semester, they must complete an admission update form to gain access to the registration system. This form is available at the KPC Web site or http://www.uaa.alaska.edu/admissions/index.cfm.

If a student is admitted but wants to change degree programs at the same level, i.e. Associate to Associate or Bachelor to Bachelor, they must complete a change of major form and not re-apply for admission. This form is available at the KPC Web site or http://www.uaa.alaska.edu/admissions/index. cfm.

FORMAL ADMISSION

First-time degree-seeking freshman and those degree-seeking applicants with fewer than 30 college-level semester credits must submit high school transcripts (or GED scores) and ACCUPLACER test scores (or SAT/ACT scores) along with the application for admission and a \$40 processing fee. In addition, students who have earned credits at other regionally accredited colleges or universities must submit official transcripts, mailed directly to KPC from all institutions previously attended. Students may be required to take additional placement tests to register for specific courses.

Admission to the current semester, for KPC students, must be completed by the last day of instruction. Completion requires receipt of all transcripts and test scores.

ACCUPLACER PLACEMENT ASSESSMENT

ACCUPLACER assessment should be completed either prior to New Student Orientation (see Registration section) or by arrangement in the KRC Learning Center (262-0327) or at KBC by calling 235-7743.

The ACCUPLACER score is used to assist students in selecting appropriate courses and pinpoint areas where special attention or assistance may be helpful to overall success. ACCUPLACER is required for students applying for admission to a degree or certificate program; students registering for math, English composition, or communication courses for the first time; and for students taking courses with math or English prerequisites.

The average time required for taking each section of the ACCUPLACER (English, Reading and Math) is 25 minutes.

EXCEPTIONS FOR ASSOCIATE DEGREE AND CERTIFICATE SEEKING STUDENTS

Returning adult students who have been out of high school for 10 years or more may elect not to submit high school transcripts if they wish to attend as associate or certificate seeking students; however, they must complete the Ability to Benefit process through Student Services. After successful completion of 30 semester credits, students may apply, at no additional charge, for a change of admission status from the associate or certificate level to the baccalaureate level. Students will be subject to the baccalaureate degree admission requirements, as well as specific program admission requirements.

NEW STUDENT ORIENTATIONS

KRC, 262,-0330

KBC, 235-1651

All new students are encouraged to participate in a New

Student Orientation session held at the beginning of each semester. Online Orientation is now available for students who are unable to attend the face to face session. Special high school JumpStart (Seniors) and Juniors and below (11th grade and less) Online New Student Orientations are also held online that outlines the procedures these students must follow to attend KPC.

REGISTRATION

Priority registration is given to currently enrolled KPC/UAA degree seeking students and to those completing online New Student Orientation. KPC's open enrollment policy allows students to register for courses in which they have adequate background. However, registration for classes does not imply formal admission to a degree or certificate program.

Students can register for classes online at the KPC Web site, by choosing UAOnline and following the online instructions.

Walk-in registration is also available prior to classes starting each semester at KRC, KBC and the RBES. Registration dates are listed in the Academic Calendar, available at the KPC Web site.

When students register for a course, the University holds them financially responsible for that registration.

PREREQUISITE STATEMENT

Students are responsible for checking to make sure prerequisites have been met. Prerequisites are listed in individual course descriptions in this catalog. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Students are expected to demonstrate learning skills commensurate with the appropriate course level. Students are expected to meet prerequisites for all courses prior to registering. Prerequisites indicate the preparation and/or background necessary to undertake academic study. Courses numbered 001-049 are career development courses intended to fulfill special needs of students or the community and are not designed as preparation for 100-level college work. They are offered for Continuing Education Units (CEU) or for non-credit.

Course Level Expectations

Courses numbered 050-099 do not apply to degree requirements, usually cover basic developmental material and are

intended to help prepare students to enter 100-level college courses; 100-level courses generally require learning basic concepts; 200-, 300- and 400-level courses require increasing sophistication in the ability to extract, summarize, evaluate, and apply relevant class material; 500-level courses are specifically designed for professional development; 600-level courses demand rigorous analysis, synthesis, and research skills.

FULL-TIME/PART-TIME STATUS

An undergraduate student enrolled for 12 or more semester hours of credit will be classified as full-time. An undergraduate who is enrolled for fewer than 12 credits is classified as part-time and must be enrolled in at least 6 credits to be considered half time. Additional designations are considered for financial aid purposes. Audited courses, Continuing Education Units (CEU's), and year-long courses are not included in the computation of study load for full-time or part-time status.

STUDY LOAD

Students may register for a maximum of 19 credits each semester. Students who want to enroll for additional credits must submit a signed petition for overload at registration. The faculty advisor and director must sign overload petitions for degree-seeking students. A student must have a grade point average of 2.75 and be of sophomore standing to be eligible for an overload. For study loads which include non-credit courses, the credit evaluation is based upon credit courses only.

WAITING LIST POLICY

KPC has no official wait list policy and no wait list is maintained by Registration and Records. At KRC students may contact the course instructor to see if there are any openings in a course. Students at KBC are asked to check with Student and Enrollment Services for waitlist information.

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. A faculty member may drop a student from a course if the student fails to attend class by the first class meeting of the second full week of classes or if they fail to meet attendance requirements; however, the faculty member is under no obligation to do so. Students who decide to withdraw from the class, must submit an add/drop form by the deadline. This form is available at the KPC Web site or http://www.uaa.alaska.edu/admissions/index.cfm. Failure to officially withdrawal from a class will result in a failing grade. Add/Drop/Withdrawal forms are available at Student Services and online at the KPC Web site.

Adding a Course

Students may add full semester courses (no fee for adding courses) during the first two weeks of the semester by submitting an Add/Drop form. Instructor permission may be required. Students should check with the campus registration desk for details on late starting class. Students may not add a course two weeks after it has started. Students follow the same procedure for dropping classes; however, a fee is charged for each class dropped.

WITHDRAWAL FROM A COURSE

After the last deadline for dropping a class, students may withdraw from the class through the twelfth week of class, prorated for courses other than the full semester. This will produce a designation of "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 is returned to students who withdraw from a class. Students wishing to withdraw from all courses should follow the procedure for "Withdrawal from the College." A grade of "W" is considered unsuccessful completion of class for financial aid purposes of Satisfactory Academic Progress (See page 30). Students with financial aid are strongly encouraged to speak with an advisor prior to withdrawing.

WITHDRAWAL FROM COLLEGE

Withdrawal from KPC is the official discontinuance of attendance prior to the end of a semester or session. Students withdrawing from courses must process an Add/Drop/Withdrawal form through Student Services. Withdrawal will appear on the student's permanent record as the letter "W," but will be entered without prejudice (having no effect on the student's GPA or any reference to the student's standing in the class). Students withdrawing from all courses at the college are charged a \$3 drop fee for each class dropped. All fines and money due the college must be paid. The official withdrawal is complete when the student has obtained clearance of all debts. Students are strongly encouraged to speak with an advisor prior to a complete withdrawal.

AUDITING A COURSE

Students may audit a course for general information only. Students who audit may be dropped from the course to make room for credit-seeking students. No credit is received for audited courses. The faculty member determines the terms for auditing the course. The faculty member may request that the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading, and participation in lab experiences are at the discretion of the faculty member.

Students who audit classes are required to register and pay tuition and/or fees. Students may not request a change of

registration status from audit-to-credit after week two of the semester. During weeks three through twelve of the semester, students may change their status from credit-to-audit only with the faculty member's signature. Students may not request a change of registration status from credit-to-audit after week twelve. Forms are available from Student Services and can be downloaded online at the KPC Web site. Audited courses are not included in the computation of study load for full-time, part-time, or overload status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

DIRECTED STUDY

Directed study courses are delivered on an individual basis when the course is not offered that semester. The policies are as follows:

- 1. Retroactive registration not permitted.
- 2. Forms not correctly completed will not be processed.
- 3. Deadline for directed study registration will close for that semester with the end of the fourth week of the semester.
- 4. 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.
- 5. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are:
 - a) see that the grades are entered into UAOnline;
 - b) see that the material is presented in full in a timely manner;
 - c) approve the course of study;
 - d) agree to assume responsibility if problems arise.
- 6. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.
- 7. The initiation of directed studies must come from the discipline in charge of the prefix.

INDEPENDENT STUDY

Course numbers ending with 97 are reserved for independent study courses. An Independent Study course consists of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the dean. These courses are not duplications of and must differ significantly from the catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

- 1. Retroactive registration not permitted.
- 2. Independent study courses cannot be used to fulfill General Education Requirements (GER) (not petition able).
- 3. Forms not correctly completed will not be processed.
- 4. The deadline for independent study registration is the end of the ninth week of the fall and spring semesters.
- 5. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to:
 - a) See that the grades are entered in UAOnline;
 - b) See that the material is presented in full in a timely manner;
 - c) Approve the course study;
 - d) Approve the credentials of other faculty involved;
 - e) Agree to assume responsibility if problems arise.
- 6. The initiation of independent study courses must come from the discipline in charge of the prefix.

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. The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with the department before an I grade is assigned. Coursework must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a Change of Grade form to the Office of the Registrar. If coursework is not completed within one 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 coursework is not completed within one year and the faculty member does not submit a Change of Grade form 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.

Repeating Courses

Courses may be repeated for additional credits if this option is stated in the course description. Any course for which a student has received a transcripted grade may be retaken at the student's option, 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 GPA calculation. The Credit/No Credit grading option cannot be selected when courses are repeated for GPA improvement. Students may not repeat a course by correspondence or through work at another college or university for the purpose of raising their grade point average at KPC/UAA. All grades/credits from repeated courses will be included in GPA calculations to determine eligibility for graduation with honors.

CANCELLATION OF CLASSES

KPC reserves the right to cancel; to combine; to change the instructor, time, date, or place of the meeting; and to make other revisions in class offerings which may become necessary, and to do so without incurring obligation. Students can access the cancelled class hotline at KRC 262-0302 or KBC at 235-7743 or by going online at the KPC Web site and clicking on "Cancelled Classes." Postings are made to these venues as soon as cancellation information is received.

INTERNATIONAL STUDENTS

Students who wish to transfer college-level course work from foreign institutions must submit official transcripts and English translations (if necessary) as well as an official statement of educational equivalency from a recommended international credentials evaluation service. Lists of such services may be obtained from the International Student Advisor in Enrollment Services on the UAA campus in Anchorage, 907-786-1573, or contact Diane Taylor in the Learning Center at KRC at 262-0328. Fees depend upon the type and complexity of the evaluation. International students (F-1) who wish to apply for the United States Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do all of the following:

- 1. Meet University admission requirements for degree-seeking students and be accepted to a program.
- 2. Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450 (paper based) or computer based score of 133.
- 3. Submit a statement of financial support for the anticipated period of study at KPC.
- 4. Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.

To be issued an I-20A, international students must be formally admitted, full-time, degree-seeking students, even if their major is undeclared. Contact the Admissions and Records office for details. These requirements apply only

to students who are requesting a Form I-20A Student Visa. Other international students may enroll under the Open Enrollment or Formal Admissions policy. Health insurance is mandatory for international students on student visas.

DISTANCE EDUCATION

KRC, 262-0330 KBC 235-7743

Various distance delivery courses, web-based (synchronous via Elluminate Live and asynchronous, web-based) and live interactive video, are supported at KRC, KBC, AES and RBES. Using distance delivery instruction, a student can take courses that are not taught at the local campus. Distance delivery courses may be applicable to a degree program if they are provided through an accredited institution. An academic advisor should be consulted.

Information regarding distance education can be accessed from the KPC Web site home page by clicking on the Blackboard icon. Information about Blackboard, the course management system that many KPC/UAA instructors use for dynamic learning to occur in the online environment, is available online.

Elluminate Live (ELive) classes are web-based and delivered in a real-time environment so that all students in the class meet simultaneously with their instructor in cyberspace. Find more information at http://www.uaa.alaska.edu/elive/. Students access ELive classes through Blackboard.

The University of Alaska Distance Education Gateway, online at: www.alaska.edu/distance, provides access to current course information for distance delivered classes available all over the University of Alaska system. Details for courses returned from a search can be accessed by clicking a course title. Contact information is also available for each of the University of Alaska campuses around the state to assist in registering for courses. Degree students taking courses outside the UAA system (UAF or UAS) should be aware of deadlines and policies at the institution delivering their course and confirm with their advisor, if and how, the course will be accepted by their program.

The University of Alaska is committed to making education available to the distributed population of the state by extending its reach to students through its diverse offering of distance delivered courses supported by the various UA campuses around the state.

Distance education information can be found in the UA Distance Education Handbook online at: http://distanceeducation.uaa.alaska.edu/handbook/index. html

Students should take the KPC online quiz to find out if distance education is for them at http://www.kpc.alaska.edu/online/DEquiz.cfm

Students should check their UAA e-mail account for important information from instructors as that e-mail account is often how faculty will communicate with their students outside of Blackboard. All billing is also done students UAA e-mail accounts. There is a webmail link on the KPC homepage.

All textbooks for distance classes must be ordered online via the online bookstore MBSDirect (except for AES distance courses which books are available through the UAA Bookstore). Professors expect students to have their books the first week of classes. Enter Kenai Peninsula College as the college name and follow instructions directing students to their particular course. Students must choose the appropriate shipping method to be sure to get books on time. It is critical to student success to have your textbook on time.

Tuition Waiver for Senior Citizens

KRC, 262-0330 KBC 235-1651

Alaska residents 60 years of age or older on September 21, 2005 or who have reached full eligibility age for Social Security may enroll in most KPC classes and have the full tuition waived. Enrollment is permitted only during late registration on a space available basis. Tuition is not waived for noncredit, CEU, or self-support classes. Senior citizens must pay all additional course fees. Tuition waiver forms are available online at the KPC Web site or Student Services at both campuses and must be presented at the time of registration with proof of age and Alaska residency.

HIGH SCHOOL STUDENTS

KRC, 262-0330

KBC 235-1651

High school students must apply for a waiver to university policy to attend KPC. Such students are restricted to a maximum of seven credits per semester and course selection is restricted to 100 or 200 level courses only.

To apply for a High School Student Waiver, students must: At the Kenai River Campus:

- -Complete the High School New Student Orientation online (click the NSO link on the KPC homepage, www.kpc. alaska.edu), print out the certificate of completion and follow the directions in the Orientation
- -Present a copy of SAT/ACT scores, or take the ACC-UPLACER placement test in the Learning Center (262-0327)

- -Fill out the High School Student Waiver Application form with student, parent and high school counselor signatures
- -Bring the Certificate of Completion, the High School Waiver form with the desired classes indicated and with all required signatures completed, and a copy of the SAT/ ACT/ACCUPLACER results, to the correct High School Advising and Signatures session (see the Academic Calendar for dates)
- -Come to KRC to register at the time and date specified for your group (see the course schedule for dates
- -Contact the KRC counseling faculty for questions, or if additional help with the process is needed

At the Kachemak Bay Campus:

-Bring the completed form signed by the student's high school counselor (or principal), parent, and the student along with a completed registration form, to the registration desk at KBC's East campus

JUMPSTART (SENIORS)

High School students that have senior standing may apply for the JumpStart Program- a program sponsored by the Kenai Peninsula Borough that provides discounted tuition for qualifying high school Seniors. Students in home school programs must show evidence of senior standing to be eligible for this program. High school seniors are allowed to take six credits at a discounted rate of \$45 per credit (as of the Spring 2010 semester--check the KPC Web site for the current JumpStart tuition rate), plus any fees and textbooks. Students enrolling in a four credit class may take an additional three credit course for a maximum of seven credits. Regular charges for tuition apply to the additional credit. Students should print the High School Student Waiver form from the High School New Student Orientation online at the KPC Web site and follow the required steps outlined under the Jumpstart section for whichever campus or extension site they are attending.

A KPC counselor will be the last signature required and the counselors will not sign the waiver form unless all other signatures are present.

JUNIORS AND BELOW

High school students in the 11th, 10th, and 9th grades are not eligible for JumpStart. They must print the High School Student Waiver form from the High School New Student Orientation online at the KPC website and complete all of the applicable steps. In addition to the SAT/ACT/ ACC-UPLACER results and signed form, the KPC Counselors may also require a high school transcript and/or additional documentation of academic ability, and may request to meet

with a parent. Students below the 9th grade level are not eligible to take classes at KPC.

WORKFORCE DEVELOPMENT CLASSES

These are KPC/KPBSD (Kenai Peninsula Borough School District) classes that are open to 11th or 12th grade high school students. Classes meet one or two nights a week at the Workforce Development Center (WDC) in Kenai and taught by KPC staff. These are Career and Technical classes that lead to a nationally recognized certification or a degree program. Students must obtain a WDC registration form from their high school counselor and pay a \$15-per-credit-hour fee. The ACCUPLACER test is not required for WDC classes. WDC classes are available for both high school and college credit.

TECH PREP CLASSES

These are dual-credit (KPC and KPBSD high school credit) Career and Technical classes that are taught at the high school by high school instructors. These courses have been reviewed by KPC faculty and determined to be equivalent to college offerings. All Tech Prep classes lead to a degree or certificate program. Students are not required to take the ACCUPLACER test but must complete the class(es) with a B or higher letter grade to receive college credit. They will be assessed a \$25 per-credit fee for the classes. Contact a KPC advisor or a high school counselor for a list of classes.

RESIDENT AND NON-RESIDENT TUITION

Note: Non-resident tuition has been waived at Kenai Peninsula College through summer 2010 semester. This policy is a continuation of a pilot program launched for the 2007-2008 academic year. Check the KPC Web site for the status of this pilot project. This waiver does not apply to students taking distance-delivered courses while residing outside the state of Alaska.

Students eligible for Alaska resident tuition include:

Alaska residents as defined below:

- -Members of the United States military on active duty (stationed in Alaska) and members of the Alaska National Guard, their spouses and dependent children
- -Residents of British Columbia, the Yukon, Northwest or Nunavut Territories
- -Students from other states or provinces whose public universities waive non-resident charges for Alaska residents and students from foreign cities and provinces that have partnerships with Alaska or specific Alaska communities (lists of approved programs are published online in UA Board of Regents regulations)

- -Exchange students attending the UA as part of an approved exchange program
- -Students participating in the UA Scholars Program
- -Students participating in the UA College Savings Plan who meet eligibility criteria as established by the Education Trust of Alaska.

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

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

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

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

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

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

FINANCIAL OBLIGATIONS

When students register for courses, the University holds them financially responsible for that registration. There will NOT be a University-initiated drop for non-payment action. Students who do not plan to attend must drop their courses within the 100% refund period to avoid assessment of tuition and fees. Please be aware of the separate refund policy that applies to non-credit courses.

If a student fails to attend the courses in which he/she has registered, the student is still financially obligated for any tuition and fees due.

FAILURE TO MEET FINANCIAL OBLIGATIONS

University policy requires a financial hold be placed on student records if they fail to meet their financial obligations. This hold will prevent any enrollment, transcript, or graduation activity.

Past due accounts will be sent to a collection agency. Interest, late fees, and/or collection costs will be added to the student's account. The past due debt will be reported to a local credit bureau. The University is authorized to garnish State of Alaska Permanent Fund Dividends (PFDs) for payment of past due accounts.

EZ PAYMENT PLAN

If a student has difficulty in meeting the current semester charges and has a good credit record at the college, he/she has the option of utilizing KPC's EZ Payment Plan. This plan spreads the cost of tuition and fees over a 60 day period at zero percent interest. One third of the total cost is required at registration, one third is due 30 days after classes begin and the remaining one third is due 60 days after classes begin or by the end of the semeser, whichever comes first.

Application forms are available through Student Services and must be submitted prior to the first day of class. A processing fee of \$10 for the initial contract service must be paid at the time of submission.

FINANCIAL AID & AGENCY FUNDING

Students with scholarships or financial aid MUST obtain a "Financial Aid Deferment" from the KPC Financial Aid office prior to the payment deadline.

Students with agency funding or other third party funding MUST coordinate the payment arrangement with the Accounting office, located in the Student Services, prior to the payment deadline.

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TUITION SUMMARY

Please refer to the current semester class schedule or the KPC Web site for current tuition and fees.

REFUND POLICY

CREDIT COURSES

Students who need to drop or withdraw from specific courses or from all their courses must do so officially. Only students who submit a drop or withdrawal form, signed and dated by the student, will qualify for a tuition refund. Refunds are processed according to these policies:

- Through first week of the semester: 100 percent tuition and fees
- 2. Through second week of the semester: 50 percent tuition only
- 3. After the second week of semester: NO REFUND
- 4. Less-than-semester length classes (one week or longer but less than 15 weeks):
 - -Prior to second class meeting: 100 percent tuition and fees
 - -After second class meeting but prior to third class meeting: 50 percent tuition only
- 5. Short courses (less than one week in duration), non-credit, CEU and self-support classes:
 - -100 percent of all charges are refunded if the student officially drops before the first class
 - -After first class: NO REFUND

Refunds are processed only after students have completed the appropriate paperwork. The date of drop/withdrawal as indicated on the official Add/Drop form determines eligibility for a refund. Refunds will be processed and mailed within two weeks after the end of the refund period.

CANCELLED CLASSES

If KPC cancels a course, students may add another course of equal tuition value. If students prefer a refund, they must process a drop form; the drop fee will not be charged and KPC will refund 100 percent of tuition and fees.

FEES EXPLANATION

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Higher Education. The University reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessments are subject to audit and correction, and any adjustments will be made within forty days following the close of late registration or after any change in the student's schedule. Students will

be notified by mail of any adjustment. THESE FEES ARE CHARGED IN ADDITION TO TUITION AND ANY OTHER LAB OR SPECIAL FEES NOTED WITHIN KPC'S COURSE SCHEDULES. The following fees were current as of Fall 2010 semester.

ACCUPLACER Testing Fee: \$15 per testing session

Admission Application Fee: Students pay an application fee of \$40 (non-refundable) when submitting an admission form to KPC.

Audit: Fees are the same as for those enrolled for credit classes.

Credit-by-examination Fee: \$15 per credit hour will be charged for credit-by-examination. Students must complete all application materials.

Credit/No Credit Option Fee: \$3 per form will be charged for CR/NC grading option.

Distance Delivery Fee: \$15 per credit distance fee is charged for all distance delivered courses originating at KPC sites excluding classes delivered via video conferencing.

Drop Fee: \$3 will be paid for each class dropped after start of late registration. This fee will not be charged when changes are necessitated by cancellation or rescheduling of courses by KPC.

Graduation Application Fee: Students applying to graduate from KPC pay an application fee of \$25. This is a non-refundable processing fee. Students applying to graduate from UAA pay an application fee of \$25 directly to UAA enrollment services.

Independent Study Fee: Same as regular tuition rates.

Laboratory or Materials Fee: In addition to the standard course tuition fees, laboratory or material fees may be charged for some courses. These charges are listed in KPC course schedules. Courses that use computer labs, regardless of discipline, have the following lab fees: \$15 for one credit, \$20 for two credits, and \$25 for three credits.

Late Payment Fees: Any student who has not paid all tuition and fees owed (or made arrangements to defer payment) by the published deadline listed in the academic calendar for that semester will have a late payment fee of \$125 assessed. Any student who has still not paid all tuition and fees owed by the next published deadline listed in the academic calendar for that semester will have an additional late payment fee of \$175 assessed.

Late Registration Fee: There is a specified cut-off date for registration each semester. If students register after that date, they pay a late registration fee of \$5. This fee is refundable only if all classes for which they registered are cancelled. Refer to the academic calendar for late registration dates.

Non-Credit Course Fee: Classes numbered 001-049 are non-credit. They do not meet degree requirements and may have fees other than the regular tuition. Such fees follow the course title in the schedule of classes.

Student Activity Fee: \$3.50 per credit hour up to a maximum of \$42 per semester is assessed for students enrolling in one or more credits to support student-related activities. This fee does not apply to distance delivered courses.

Student Health Center Fee: \$5 per credit hour (up to a maximum of 15 credits) for students who are registered for six or more credits. The student health center provides free primary health services, diagnosis and treatment of general health conditions as well as education and support to help maintain a healthy lifestyle. Students taking UA distance courses, with or without face-to-face classes, totaling six or more credits are eligible to use the KRC Health Clinic if they pay the fee. Contact Student Services to pay the fee and sign up.

Technology Fee: \$5 per credit hour up to a maximum of \$75 per semester is charged to provide up-to-date equipment, software, maintenance, training and support. This fee does not apply to distance delivered courses.

Transcript Fee: All official transcript requests must be made using the system that can be accessed through the KPC Web site or directly at www.uaonline.alaska.edu (select "transcript requests" from the menu). If a student requires an immediate official transcript, they should contact UAA Transcript Services at 907-786-1480.

Test Proctoring Fee: Students from a non-University of Alaska school or university will be charged a \$30 fee for up to three hours of test proctoring services.

Two Percent Network Charge: A two percent Network Charge is added to all tuition, non-resident surcharge and fees in lieu of tuition for credit and non-credit courses. The purpose of the Network Charge is to cover rapidly rising costs, especially in the maintenance and enhancement of KPC and university-wide technology infrastructure. It is applied at a two percent rate on a course-by-course basis to tuition, non-resident surcharge (if applicable) and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees less than the lower division credit hour tuition rate (\$147 for academic year 2010-2011) will be exempt from the charge. All calculated fees will be rounded to the

nearest dollar. The network charge for academic year 2010-2011 will be \$3 per credit for lower, upper and professional level courses and \$7 per credit for graduate level courses. This network charge is mandatory for both face-to-face and distance delivered classes.

STUDENT FINANCIAL AID

Grants, Loans, Scholarships, & Student Employment The Financial Aid office (FAO) assists students and prospective students in applying for state and federal aid programs. State and federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amounts of financial aid vary according to State and Federal guidelines, student needs, and availability of funds. Although many programs have specific deadlines, students are encouraged to check with the Financial Aid Help Desk throughout the year.

APPLICATION PROCEDURES

Interested students should contact the Financial Aid office located in Student Services at the Kenai River Campus for information and applications. It is recommended that students submit applications six months before the beginning of the semester for which they are applying. For an upcoming fall semester, the Financial Aid office should receive completed financial aid applications by April 1. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

- Students must apply for admission to KPC or UAA and be officially accepted into a degree or certificate program.
 Forms are available at Student Services or online at the KPC Web site.
- All students interested in receiving federal or state grants and loans must complete the Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov, listing KPC/UAA's Title IV School Code: #011462.
- 3. Students participating in either the UAS of UAF distance education programs must apply for financial aid through either UAS or UAF respectively.
- 4. Students who wish to apply for other assistance, such as the Veteran's Education Benefits, must complete applications available from the Financial Aid office.
- 5. Students who wish to apply for scholarships may find

information and applications at the Financial Aid office, or online at: http://www.kpc.alaska.edu/admissions/financial.html.

6. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA (http://www.oiep.bia.edu/) or their regional native corporation(s).

ELIGIBILITY

To be considered for financial aid a student must:

- 1. Have a high school diploma or its equivalent.
- 2. Be officially admitted in a KPC/UAA degree program.
- Maintain satisfactory academic progress as defined for each program.

FEDERAL VERIFICATION

The U.S. Department of Education selects 30 percent of financial aid applications for verification. The FAO is required to collect and verify the accuracy of reported information on flagged applications, prior to determining financial aid eligibility. An application is considered incomplete, and federal aid cannot be awarded, if requested documents are outstanding.

Copies of the following may be requested:

- 1. Income tax returns.
- 2. Verification of household size.
- 3. Child support payments received or paid out.
- 4. Statements of untaxed income.
- 5. Verification of number of family members in college.
- 6. If military, copies of Leave/Earnings Statements for previous tax year (all 12 months).

SATISFACTORY ACADEMIC PROGRESS

To receive financial aid from any of the Federal aid programs, the State of Alaska loan programs or from institutional funds, a student must be fully admitted to a degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

1. Federal regulations found in 34 CFR 668.16 (e) require, as a condition to participation in federal student aid pro-

gram, that the University have a satisfactory academic progress (SAP) policy that monitors:

- •Quality: This is monitored by the cumulative grade point average (GPA). To maintain eligibility for financial aid students must stay in good academic standing by maintaining a 2.0 cumulative GPA. Since this is monitored by the Registrar's office, it will not be monitored separately by the Financial Aid office.
- •Quantity: this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 75%. Passing grades for this purpose are letter grades of A, B, C, D, or P. This is an ongoing average, and not a semester or annual percentage.
- •Maximum Timeframe: The final component requires that students complete their degree program within 150% of the required credits of the program. For example, if you are in a Bachelor Program that requires 120 credits to graduate, you may receive funding for the first 180 credits attempted.
- 2. Academic progress will be reviewed at the end of each spring semester to ensure that the student has completed 75 percent of attempted credits at the University of Alaska.
- 3. In addition to the annual evaluation, some students may be evaluated on a semester basis. These include but are not limited to students who are on an approved appeal, students who have exceeded 150 percent time frame and been granted an extension, students in a probationary status, and those who do either an official or unofficial total withdrawal.
- 4. If a student's ineligibility is based on academic performance at the University of Alaska that is more than five academic years in the past, then the student will be placed on probation for their first term of re-attendance. If the student is unable to bring the overall percentage to a satisfactory level within one semester the student may continue on probation provided that they complete at least 75 percent of the credits in each semester.
- 5. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one year only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.

- 6. First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
- 7. Satisfactory academic progress must be maintained even during terms in which aid is not received.
- 8. Withdrawal from all courses for any semester will result in suspension of financial aid. Total withdrawal is defined as earning no credits in that semester. This can be either from official withdrawal or unofficial withdrawal which is earning no credits and receiving grades of AU, F,W, NB, NC or NP. Receiving grades of I or DF will not be considered as total withdrawal.
- 9. Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

INCOMPLETE GRADES

Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid office showing satisfactory completion of the incomplete with a passing grade.

REPEAT COURSES

Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester.

REMEDIAL COURSEWORK

Students who enroll in remedial coursework (less than 100 level) may receive financial aid. NOTE: some remedial coursework, such as MATH 054 at UAS, is not considered to be at least secondary level and is NOT fundable by any of the federal aid programs. Consult your Financial Aid office for specific information.

DISTANCE DELIVERED COURSES

These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. Note: Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).

CHALLENGE COURSES AND 500-LEVEL COURSES

These courses are NOT fundable by any type of financial aid.

WITHDRAWALS

Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and may be liable for refunds and/or return of Title IV funds (refer to the Financial Aid section of

your campus's course catalog for information on refunds and return of Title IV funds).

INSTITUTIONAL FUNDS

Students receiving scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt; requirements for scholarships will be stipulated in the UA scholarship information packet.

OTHER SOURCES OF AID

Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid office, in writing, to waive our requirements for these specific funds.

NOTIFICATION

Notifications regarding satisfactory academic progress and appeal decisions will typically be e-mailed to the University assigned e-mail address.

FINANCIAL AID PROBATION

A student in good standing who falls below the minimum percentage of cumulative credits will be placed on probation if, in the most recent semester, he or she has completed at least 75 percent of the credits attempted. Students on probation will be monitored every semester until they are back in good standing.

FINANCIAL AID SUSPENSION

Financial aid suspension will result from:

- 1. Failure to complete the minimum percentage of credits required.
- 2. Academic disqualification, dismissal or removed from program as defined by the catalog.
- 3. Exceeding the maximum number of credits allowed for the student's program prior to graduation.
- 4. Failure to meet the requirements of an appeal approval. A student, who is suspended again after failing to meet these requirements, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see Reinstatement below). Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.

APPEALS

A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid office. Appeal forms are available in the Financial Aid office or under the "Forms" section on the KPC Web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation and evaluated each semester. Continued funding will be based on passing 75 percent of the credits attempted each semester or regaining eligibility under the policy.

REINSTATEMENT

A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) without financial aid. The student will be reinstated once the 75 percent cumulative completion rate has been reached and the student is in good academic standing with the University.

DISBURSEMENTS

Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.

LOANS

ALASKA SUPPLEMENTAL EDUCATION LOAN (ASEL)

To be eligible for an ASEL, students must be one-year residents of the State of Alaska, hold high school diploma or the equivalent, and be officially admitted to a certificate, associate, baccalaureate, or graduate degree program. Full-time and part-time loans are available. Undergraduate students may borrow up to \$8,500 a year for educational expenses. UAA requires the student to first fill out the FAFSA prior to applying for the state program.

STAFFORD LOAN

The Federal Stafford Loan program enables students to borrow directly from banks in order to finance education expenses. Students enrolled at least half-time (six credits) in a degree or certificate program are eligible. Students must complete a FAFSA form.

EMERGENCY LOANS

Short-term loans are available to qualifying KPC students who have a modest and temporary need. A student may borrow up to \$250 for a 60-day period, depending on the availability of funds. Policies, procedures, student's rights and responsibilities are detailed on the back side of the application.

SCHOLARSHIPS

Scholarships may be awarded based on financial need or academic achievement. Students interested in applying for scholarships should contact the Financial Aid office on the Kenai River Campus for guidelines and applications. The KPC campus-based application is posted in October and March. Scholarships are also posted online at: www.uaa. alaska.edu/financialaid/. Check for updates and deadlines!

EMPLOYMENT

Work Study Program

The Federal Work Study Program (FWSP) provides jobs for eligible students as determined through the federal application process. These students may earn money to cover part of their educational expenses. The students work in jobs oncampus, preferably in community service positions. Students must be enrolled with at least 6 credits and may work up to 20 hours per week during the semester. Wages depend on the job responsibilities.

STUDENT EMPLOYMENT PROGRAM

This is a college-funded program available to students who are enrolled in at least six credits. Jobs are on-campus and students may work up to 20 hours per week. For position possibilities, students should check the "Student Jobs" clipboard posted on the financial Aid Bulletin board in Student Services or the KPC Web site under Student Services/ Student Employment. Wages are based on job responsibility and supervision, as defined by UA standards. Most wages are comparable to off-campus, part-time employment wages.

VETERANS ASSISTANCE

KPC provides training to veterans, eligible dependents and service personnel using Veterans Administration educational benefits (G.I. Bill and other V.A. programs). Qualified persons who plan to use V.A. benefits must contact the Financial Aid office. They must also apply for formal admission and be officially accepted into a degree program. For more information, visit: www.gibill.va.gov.

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UAA GRADUATION APPLICATION

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GRADUATION APPLICATION

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TRANSCRIPTS

The system-wide procedure for official transcript requests uses the National Student Clearinghouse as the University of Alaska provider for online transcript request service. All official transcript requests must be made using the system that can be accessed through the KPC Web site or directly at www.uaonline.alaska.edu (select "transcript requests" from the menu). If a student requires an immediate official transcript, one only will be furnished within 24 hours (one business day) of receipt of the Transcript Request Form for a fee of \$25. The request must be submitted by mail or in person and there must be one form per destination. It is the students' responsibility to view their unofficial transcript for accuracy prior to submitting a 24 hour request. If the student has a 'hold' they will not be able to view their unofficial transcript, so they will need to clear the hold before viewing their transcript. By having students look at their own transcript online, no one must spend time explaining to the student or checking for; pending grades, degrees, holds, etc. For more information, contact admissions at KRC Student Services (262-0311) or e-mail: iyinfo@uaa.alaska.edu.

Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission or evaluation of credit become the property of KPC and are not re-issued or copied. These must be sent directly from the institution to:

Kenai Peninsula College Admissions Kenai River Campus 156 College Road Soldotna, AK 99669

COURSE SYLLABUS

Students in each course will be given a syllabus course outline and a list of expectations, including instructor contact information, required prerequisites, expected student outcomes, and evaluation methods. A copy of each faculty member's syllabus will be maintained in the administration offices.

CONTACT HOURS

UAA academic policy has the following minimum contact times: Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom. Other types of classes require 1500 minutes of contact time, 2250 minutes of contact time, or more in order to award one credit.

One contact hour is defined as 50 minutes of contact time. Courses scheduled for less than a full semester may not be offered for more than one credit each week. One continuing education unit (CEU) may be granted for satisfactory completion of ten 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 standards may differ.

GRADING

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

ACADEMIC LETTER GRADES

Letter grades carry grade points used to calculate GPAs.

- A: Honor grade; indicates comprehensive mastery of the 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. Must be repeated with a satisfactory grade to receive credit toward graduation.

Non-Academic Grades

These grades do not carry grade points and are not used to calculate student GPA's. However, CR, NC, P, and NP grades may be used to determine satisfactory academic progress.

- CR: Credit; indicates credit received for course.
- NC: No credit; indicates no credit received for course.
- DF: Deferred; temporary grade which indicates course requirements cannot be completed by end of semester.
- I: Incomplete; grade which indicates additional course work must be completed to receive final grade. An incomplete may be used at the discretion of the faculty member and may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is a grade of "C" or better.
- P: Pass; indicates passing work.
- NP: Indicates work that is not passing.

OTHER DESIGNATIONS

These designations do not carry grade points and are not used to calculate GPA's.

AU: Audit; indicates enrollment for information only, no credit received.

W: Indicates withdrawal from a course.

GRADE CHANGE

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 legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made by the end of the semester following the one in which the grade was originally assigned. A Change of Grade form, available in Student Services or the KPC Web site, must be submitted to Admissions and Records by the appropriate faculty member, not by the student. Grades cannot be changed to audit since the "AU" designation is a registration status. Grades cannot be changed to No Credit since the "NC" designation is a registration status. Incompletes, "I" grades, are submitted for work not completed by the student. Work must be completed and the change submitted within one year from the time the "I" was awarded if the "I" is to be changed to a letter grade on the permanent record. If the "I" is not removed during the one-year period, it will remain as an incomplete on the student's permanent record. Incompletes may be changed to letter grades: A, B, C, D, F, P, or NP. They cannot be changed to a W.

GPA Computation

KPC uses the 4-point system as a measure of scholastic success. The Grade Point Average (GPA) is computed by dividing the total cumulative quality grade points earned (Q pts) at KPC by the total quality hours (Q hrs). Credits accepted in transfer are not used to calculate the student's KPC GPA, however they are used to calculate the students' overall GPA for graduating with honors. Academic letter grades carry the following grade points:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

The number of credits (e.g., 3) is multiplied by the grade-point value of the grade (e.g., A = 4) to give the total grade points (e.g., 12) for each course. The total number of grade

points is then divided by the total number of credits attempted.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, and NP. In addition, AU and W are not grades and are not used in GPA calculations. (See Grade Change.) All grades (original and any repeated courses) will be shown on the transcript. Only the last grade achieved for a course will be computed in the grade point average for graduation certification.

CHANCELLOR'S AND DEAN'S LISTS

To be eligible for the Chancellor's List, a student must be an admitted, undergraduate, degree or certificate-seeking student enrolled in at least 12 credits graded with academic letter grades and must have earned a GPA of 4.0 for the semester.

To be eligible for the Dean's List, a student must be an admitted, undergraduate, degree or certificate-seeking student enrolled in at least 12 credits graded with academic letter grades and must have earned a GPA of at least 3.5 for the semester.

Temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for either the Dean's or Chancellor's Lists until all course work has been completed and the "I" or "DF" has been replaced with a final grade.

CLASS STANDING

Class standing is determined on the basis of total credits earned. Students are classified as Freshman with 0-29 credits, Sophomore with 30-59 credits, Junior with 60-90 credits and Senior with 91 or more. Transfer students will be given class standing on the basis of the number of credits accepted by KPC.

Course Numbering

Each course offered by the University is identified by a department designator and a three-digit course number. The letter preceding the number refers to the MAU (A=UAA, F=UAF and S=UAS). The designator commonly abbreviates the name of a discipline or department. In general, the first number 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 A318 is taken by third-year students. More specifically, course numbers have the following meanings:

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

A050-A099: Courses applicable to some vocational certificates but not to A.A. or A.A.S. degrees, baccalaureate degrees, master's degrees, or professional certificates. These courses provide supplemental preparation for introductory college courses.

A100-A199: Freshman-level, lower-division courses. Applicable to certificates, associate and baccalaureate degrees. These courses introduce a field of knowledge and/or develop basic skills. Generally foundation or survey courses.

A200-A299: Sophomore-level, lower-division courses. Applicable to certificate, associate and baccalaureate degrees. Courses provide more depth than 100 level and/or build upon them. May connect foundation or survey courses with advanced work in a given field, require previous college experiences, or develop advanced skills.

A300-A399: Junior-level, upper-division courses. Applicable to associate and baccalaureate degrees. Courses build upon previous course work and require familiarity with the concepts, methods, and vocabulary of the discipline.

A400-A499: Senior-level, upper-division courses. Applicable to associate and baccalaureate degrees. May also be applied to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. Courses may be applied to only one degree or certificate program. Courses require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course materials to solving complex programs.

A500-A599: Professional development courses. Not applicable to any degree requirements (even by petition). Restricted to Pass/No Pass grading system. (For purposes of tuition, these courses are considered graduate-level.)

A600-A699: Graduate-level, upper-division courses. Applicable to master's degrees with approval of the student's Graduate Study Committee. With prior approval, may also be used to meet graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree. Courses require rigorous analysis, synthesis, and research skills.

AC001-AC-0049: Continuing Education Unit (CEU) courses. CEUs are awarded upon completion of courses intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted 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 participation in a directed learning environment with an

instructor available, or 20 hours of lab or experiential learning where the student's investigation and discovery is largely independent.

The following second and third digits of course numbers are used for specific types of courses:

92: seminars and workshops

93: special topics courses, offered once only

94: trial courses intended to become permanent; may only be offered two semesters before requesting permanent course number

95: practicums, internships, and cooperative educa-

96: directed study

97: independent study

98: individual research

99: thesis

ACADEMIC PETITION

Any deviation from academic requirements or regulations must be approved by academic petition. Petitions will only be accepted for:

- 1. Waiving specific degree or program requirements.
- 2. Substitutions for required courses.
- Permanent record changes allowed: name, grade changes as outlined in the Grade Change policy and erroneous entries.

Academic petitions, available in Student Services, are to be routed through a faculty advisor, division chair of the subject area where the course is being petitioned, and the Director.

TRANSFER CREDIT

Where possible, transfer credit will be equated with KPC courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement (GER.) KPC reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit will be completed after a student has been accepted to degree-seeking status.

- 1. Transfer credit will be accepted only from institutions in the U.S. that are fully accredited by one of the following regional accrediting associations:
 - Middle States Association of Colleges & Schools
 - New England Association of Schools & Colleges
 - North Central Association of Colleges & Schools
 - Northwest Association of Schools & Colleges
 - Southern Association of Colleges & Schools
 - Western Association of Schools & Colleges
- 2. Only courses completed with grades equal to C (2.0) or higher will be considered for transfer.
- 3. Students who plan to transfer credits from foreign in stitutions must provide an official statement of education equivalency from a recommended credentials evaluation service. Addresses are available from Student Services. The fee depends upon the type and complexity of the evaluation.
- 4. Transfer credits are not included in the students KPC grade point average (GPA) computation, except to determine eligibility for graduation with honors.

UNACCREDITED INSTITUTIONS

As a practice, KPC accepts as transfer credit only those credits earned by students at institutions accredited by regional accrediting agencies. Accreditation by such agencies, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions will not normally be accepted. The Director may grant exception to this practice under special and extenuating circumstances. Students who wish to request a review of an unaccredited institution should contact Student Services.

AGE LIMIT OF CREDITS

There is no University-wide undergraduate policy on the age limit of credits. However, to guarantee currentness of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact each department for specific information.

Non-Traditional Credit

Non-traditional credit evaluations are available for accepted degree-seeking UAA/KPC students. Documenting military or occupational training, taking local or national examinations, are some of the methods used. The specific processes are listed below.

Certified Experience Credit

This program allows crediting of certified, but not accredited, institution-sponsored learning. With documentation, the University may award elective credit or specific course credit.

- National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the following:
 - •Federal Aviation Administration
 - •Anchorage Police Department
 - •Alaska State Troopers
 - •Alaska Emergency Medical Services
 - •Federal Wildland Fire Management Training
 - •U.S. DOL: Apprenticeship/Training
 - •Certified Professional Secretary Exam
 - •Certified Professional Legal Secretary Exam
 - •Child Development Certificate
 - National Occupational Competency Exam
 - •Apprenticeship Technologies
 - •U.S. Paramedic Licensure
 - •National Council Licensure Exam
- 2. Business or Industry Credit: Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

Local Credit By Examination

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 exam.

General criteria for local credit by examination includes:

- 1. Courses with numbers below 100 may not be taken through credit by exam.
- 2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by exam.
- 3. When an appropriate exam exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local examination.
- 4. Determination of which courses may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate department.
- 5. Local credit by exam 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 exam. If the exam 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.
- Credit awarded through local credit by examination is considered non-resident credit.
- 8. There is no limit to the number of credits which may be acquired through the local credit by examination process.
- 9. Students have one year from the date of application to take the local examination.
- 10. Students may not request local credit-by-exam for an audited course until the following academic year.

Military Credit

Up to 8 elective credits may be awarded to students who have completed one calendar year of active duty military service. In addition, credits may be granted for formal service schools and the primary MOS/Rating as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits may be applied toward an associate degree and no more than 30 semester credits may be applied toward a baccalaureate degree. Exceptions are granted only to students enrolled in the SOC programs.

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

Eligibility for entrance to these programs requires three semester credits to be completed in residence at UAA for the associate program and six semester credits in residence at UAA for the baccalaureate program. These credits must be 100-level or above with grade(s) of C or higher. To graduate from these programs, the residency requirement is three semester credits for the two-year programs and 24 semester credits for the four-year program and an overall GPA of 2.0.

Contact Student Services at the KRC or KBC Enrollment Services regarding required documentation and forms.

National Credit by Examination

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

A student desiring credit for a national exam must request that an official report of exam scores be sent to Enrollment Services at UAA. Credit may be received for more than one national exam.

ADVANCED PLACEMENT PROGRAM

UAA awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam.

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

College-Level Examination Program (CLEP)

An official CLEP Transcript must be submitted to Admissions and Records. Any student wishing to take a CLEP exam must make an appointment in the Learning Center and receive advising prior to administration of the exam.

Credit awarded for CLEP exams is elective credit or, through agreements with departments, is equated to KPC/UAA courses.

Students must request that an official report of exam scores be sent to the office of Admissions and Records. Examinations may not be repeated for a minimum of 6 months.

The list of CLEP examinations showing the current equivalency to KPC/UAA courses, the number of credits awarded and the required UAA minimum required scores for each examination may be found online at www.uaa.alaska.edu/ admissions/forms.cfm.

Dantes/USAFI Examinations

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

Excelsior College Examinations

Credit may be awarded for successful completion of the Excelsior College Exam. Credit for exams is elective credit DANTES/USAFI transcript must be submitted to Enrollment Services.

International Baccalaureate Examinations

UAA awards credit for satisfactory performance (a score of three or higher), on the International Baccalaureate Examinations.

SOCIAL SECURITY AND STUDENT IDENTIFICATION NUMBERS

The University of Alaska has established student identification numbers and moved away from the practice of using social security numbers as the default identification numbers. Each student is assigned a unique ID number. However, the University is still required to collect a valid social security number from each student for tax, employment, and federal financial aid purposes.

Name Change

A student's name on official records at KPC must be the name under which the student applied for admission, unless a Change of Name form has been processed through the Office of Admission and Records. Name change requests must be supported by legal documentation such as a marriage certificate, dissolution or divorce decree, or a court order.

Address Change

Currently enrolled students who have changed their address should notify the Office of Admission and Records by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts, registration instructions, and information about graduation requirements.

GRADUATION APPLICATION

The responsibility for meeting all KPC graduation requirements rests with the student. It is recommended that all students periodically meet with an advisor to make certain all requirements for their degree are being met. A student must apply for graduation prior to the expected date of his/her graduation. The application deadline for each semester is announced in the academic calendar (in semester schedules), posted on campus and the KPC website.

A student should obtain the "Application for Graduation" form from the Student Services. In order to make sure a planned degree program can be completed, a student should apply for graduation in the semester prior to the estimated graduation date. This insures that the student knows exactly what courses will be needed to complete his/her program before registering for the last semester.

UAA GRADUATION APPLICATION

UAA issues diplomas three times a year: in January following the fall semester, in May following the spring semester and in September following the summer session. The student must submit an Application for Graduation by the following deadlines:

Fall May 1

Spring September 15

Summer March 1

There is a required \$25 fee to be paid to UAA Enrollment with the Application for Graduation. Students are encouraged to check the UAA Web site or the UAA course catalog for further UAA graduation application requirements.

OTHER UA CAMPUS GRADUATION APPLICATIONS

Students are directed to the catalog or website of the UA campus their degree program originates from for applicable deadlines for graduation applications. Each campus is different and it is the responsibility of the student to ascertain deadlines and meet graduation criteria.

GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at KPC/UAA. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades to be eligible to graduate with honors. A transfer student 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 at UAA and at other institutions in order to graduate with honors. Grades and credits earned from all repeated courses are included in determining eligibility to graduate with honors.

Honors for the commencement exercises will be determined by the student's grade point average through the semester prior to graduation. However, a student's total academic history will determine honors on the diploma and official transcript.

Honors will be awarded to associate and baccalaureate degree students with cumulative GPA's as follows:

Cum Laude 3.50 to 3.79

Magna Cum Laude 3.80 to 3.99

Summa Cum Laude 4.00

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STUDENT COMPLAINT RESOLUTION PROCESS

University students have a variety of procedures available to them to process complaints about actions or inaction by members of the University community, which adversely affect them. What process to use will depend on the nature of the complaint. Refer to the specific sections in this catalog that address the issues in question.

For complaints about grades and other actions affecting academic standing, refer to the "Academic Dispute Resolution Procedure;" for complaints about the conduct of another student, refer to the "Student Code of Conduct" and the "Student Judicial Review Procedures;" for complaints of sexual harassment and sexual misconduct, refer to the "Sexual Offenses Policy;" for challenges to the content of your student record, refer to "Access to Student Records."

For complaints of other types of unlawful discrimination based on race, color, religion, national origin, gender, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, contact the Office of Campus Diversity and Compliance.

For complaints about employee misconduct not covered in the procedures described above, contact the employee's supervisor. Upon receipt of a written complaint, the employee's supervisor will investigate the complaint, take such action as deemed appropriate to correct the situation, and respond to the complainant in writing.

For complaints not covered here, file a written complaint with the employee who made the determination, then utilize the administrative appeals process, as appropriate.

ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this procedure which implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or 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.

DEFINITIONS

- Academic Decision Review Committee: An academic decision review committee is an ad hoc committee to formally review a contested final grade assignment or other academic decision. The committee will be composed of faculty, a non-voting committee chair who may be a faculty, and a non-voting student representative. The campus Director or designee will appoint faculty or staff committee members. The campus student government president will appoint the student representative, from a list of students recommended by the campus Director or designee. To be eligible, the student must be currently enrolled in at least three credits, in good disciplinary standing, with a cumulative grade point average of 3.0 or higher.
- 2. Arbitrary and Capricious Grading: Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; the use of standards different from those applied to other students in the same course; or substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria (see also: Grading Error.)
- 3. Class Day: As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.
- 4. Final Grade: The final grade is the grade assigned for a course upon its completion.
- Grading Error: A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also: Arbitrary and Capricious grading.)
- 6. Next Regular Semester: The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

PROCEDURES FOR RESOLVING DISPUTES REGARDING FINAL GRADE ASSIGNMENT

Students may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading. Because grades can affect such things as a student's eligibility for continued financial aid, students must learn their final

grades and initiate a review, where desired, as soon as possible. The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the campus director or designee.

Informal Procedure for Academic Disputes Regarding Final Grade Assignment

Where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or department chair/academic leader. The process must be initiated by the 15th class day of the next regular semester of KPC. The instructor or department chair must respond to the request within five class days of receipt.

If the course instructor's decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student's concerns remain unresolved, the student may notify the department chair/academic leader responsible for the course. Within five class days of such notification, the department chair/ academic leader must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment. If the course instructor is no longer an employee of the University or is otherwise unavailable, the student must notify the department chair/academic leader by the 15th class day of the next regular semester. Within five class days of notification by the student, the department chair/academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

FORMAL PROCEDURE FOR ACADEMIC DISPUTES REGARDING FINAL GRADE ASSIGNMENT

A student formally requesting a review of a final grade assignment must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade.

The request must be filed by the 20th class day of the next regular semester or within five class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any informal review. The campus Director or designee will convene an academic decision review committee.

The written request for a formal review from the student will be forwarded to the academic decision review committee by the campus Director or designee. The committee chair will convene the committee within ten class days of receipt of the student's written request for review. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified in writing at least three class days in advance of the time and place the request will be considered and of the process to be followed.

If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee's decision will be provided in writing by the committee chair to the student, the course instructor, the department chair and the campus Director.

ACADEMIC DECISION REVIEW COMMITTEE HEARINGS

If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal hearing. The committee will consider information provided by the student, the course instructor if available, and others as it sees fit.

Academic dispute hearings will normally be closed. Requests for an open proceeding must be made in writing by a party prior to the start of the hearing to the committee chair. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors. A party may choose an advisor to be present at all times during the proceedings. However, the advisor may not speak on behalf of the party. The committee may direct that witnesses, but not the parties or their advisors, be excluded from hearing except during their testimony. The deliberations of the committee will be closed to the public, the parties and their advisors.

ACADEMIC DECISION REVIEW COMMITTEE DECISIONS

The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

- 1. The request for a grade change is denied.
- 2. The request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade.
- 3. The request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the campus Director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, the department chair and the campus director. The committee chair will be responsible for the preparation of a record of the hearing. Unless an extension has been granted by the campus director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

PROCEDURES FOR RESOLVING DISPUTES REGARDING DENIAL OF ADMISSION TO OR DISMISSAL FROM A PROGRAM OF STUDY FOR ACADEMIC REASONS

A student formally requesting a review of a denial of admission to or dismissal from a program for academic reasons must provide the campus Director or designee a signed, written request for a formal review, indicating the basis for requesting a review.

The request must be filed by the 20th class day of the next regular semester, or within five class days of receipt of notification of the process for filing a formal review by the department chair after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the campus Director or designee.

Formal reviews and hearings of academic decisions regarding denial of admission to or dismissal from a program for academic reasons will be conducted by an academic decision review committee according to the same timelines and procedures for academic disputes regarding arbitrary and capricious grading or a grading error with the following exceptions:

- The academic decision review committee proceedings will result in the preparation of written findings and recommendations to the campus Director or designee and the student. The committee chair will be responsible for the preparation of a record of the hearing.
- 2. The student will be given an opportunity to comment on the findings and recommendations of the committee. Written comments must be submitted to the campus Director or designee within seven days of the committee findings and recommendations are sent to the student.
- 3. The campus Director or designee will review the written findings and recommendations of the academic decision review committee, the record of the hearing and any written comments submitted by the student and make a decision. The campus Director or designee's decision will constitute the final decision of the University on the matter and will be provided, in writing, to the student, the department chair and the committee.
- 4. The provost will make the final decision of the Univer-

sity on the matter if the campus Director or designee is the person who made the academic decision under review. Unless an extension has been granted by the campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial admission to or dismissal from a program for academic reasons.

ACADEMIC STANDING

GOOD STANDING

Undergraduate students are in good standing when they have a UAA 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 KPC/UAA. Students in good standing are academically eligible to re-enroll at KPC/UAA.

ACADEMIC ACTION

Admitted certificate, associate, or baccalaureate degree-seeking students who fail to earn a KPC/UAA 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.

Loss of Certificate or Undergraduate Degree-seeking Status

"Removed from Degree Program" is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students' admission status will be changed to "Non-Degree-seeking." Students who have lost "Certificate or Undergraduate Degree-Seeking" status may continue to attend UAA as non-degree-seeking students. However, those students do not qualify for financial aid and international students will lose their immigration status. Students must apply for reinstatement to UAA (see reinstatement policy).

REINSTATEMENT

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

DEPARTMENTAL PROBATION OR REMOVAL FROM A MAJOR PROGRAM

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

OTHER ACADEMIC DECISIONS

Review procedures for all other academic decisions may be obtained from the department chair/academic leader, the campus Director or the KPC/UAA course catalog. Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 Services for Students with Disabilities.

ELIGIBILITY FOR SERVICES PENDING FINAL DECISION IN THE REVIEW PROCESS

During the review of an academic action or decision by the University, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid, housing, or other University service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

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. 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 which, 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 sanction 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 may be prohibited from re-enrolling in the University until the charges 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.

- 1. Cheating, Plagiarism, & Other Forms of Academic Dishonesty:
 - •using material sources not authorized by the faculty member during an examination or assignment;

- •utilizing devices that are not authorized by the faculty member during an examination or assignment:
- 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;
- presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- •knowingly permitting their works to be submitted by another person without the faculty member's permission;
- •acting as a substitute or utilizing a substitute in any examination or assignment;
- fabricating data in support of laboratory or field work;
- 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;
- altering grade records of their own or another student's work;
- •offering a monetary payment or other remuneration in exchange for a grade.
- 2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
 - •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;
 - •misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
 - •falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University;
 - •trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

- 3. Damage or Destruction of Property:
 - damage or destruction to property owned or controlled by the University;
 - •damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the University; 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 the property not owned or controlled by the University was located on University property.
- 4. Theft of Property or Services:
 - •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;
 - •theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.
- 5. Harassment:
 - physical or verbal abuse;
 - •sexual harassment; intimidation;
 - •other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.
- 6. Endangerment, Assault, or Infliction of Physical Harm:
 - physical assault;
 - •sexual misconduct and assault;
 - •terrorist threats;
 - •hazing or coercion that endangers or threatens the health or safety of any person, including oneself;
 - •conduct which causes personal injury.

- 7. Disruptive or Obstructive Actions:
 - obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
 - •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;
 - •taunting or physically harassing wildlife or other wise 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:
 - •unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or MAU rules and procedures.
- 9. Failure to Comply with University Directives:
 - •failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
 - •failure to identify oneself to University officials when requested;
 - •failure to comply with disciplinary sanctions imposed by University.
- 10. Misuse of Alcohol or Other Intoxicants or Drugs:
 - •use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures;
 - •use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.

- 11. Violation of Regents' Policy, University Regulations or KPC/UAA Rules and Procedures.
- 12. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.

University Judicial Review Procedures

- 1. Definition of terms:
 - •A judicial procedure is a review undertaken by the University to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.
 - Major sanctions are defined as suspension, expulsion, and revocation of a degree.
 - •Minor sanctions are defined as those other than ones specified as major sanctions.
- 2. After an allegation of misconduct is made, judicial procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will:
 - •determine whether to dismiss the charges;
 - •whether the allegations, if true, would likely result in imposition of minor sanctions, in which case the matter continues with an administrative review:
 - •whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.
- 3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students, faculty and staff. In a judicial board hearing the students are afforded the opportunity to be represented by legal counsel.
- 4. An administrative review is conducted by a designated judicial officer and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter

- investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.
- 5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the dean of students or designated appeal reviewer, whose decision on the matter constitutes the final decision for the University.
- 6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose suspension, expulsion, and revocation of a degree proceed to the Chancellor after review by the dean of students. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the Chancellor is the final decision for the University.

RIGHTS AFFORDED STUDENTS IN JUDICIAL PROCEEDINGS

- 1. The University will afford each student, subject to judicial proceedings, due process and the opportunity to appeal appropriate to the alleged violation and the magnitude of the potential sanction.
- 2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.
- A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor's role will be determined by the rules governing the proceedings.
- 4. Students may have copies of the records of their judicial proceedings at their own expense.

RIGHTS AFFORDED INJURED PARTIES DURING THE JUDICIAL PROCESS

- The University will consider the needs and circumstances
 of injured parties, especially victims of personal injury
 and/or sexual assault. The University will take such
 measures as it deems reasonable to prevent the unnecessary
 exposure of victims of personal injury and/or sexual as
 sault.
- An alleged victim of personal injury or sexual assault will be provided such information regarding the judicial process and the University's responses as is required by law.

INITIATION OF A JUDICIAL REVIEW

1. Any University student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in

- writing, signed by the complaining party, and submitted to the Office of Student Affairs.
- 2. The designated judicial officer will review the allegations and conduct an appropriate preliminary investigation to determine:
 - •whether to dismiss the matter because insufficient information exists to support the accusation;
 - •whether sufficient information exists to warrant further judicial proceeding, and, if so,
 - •whether the charges, if substantiated, will subject the student to a major or a minor sanction.
- 3. The designated judicial officer will send the student written notification of:
 - •the allegations of misconduct and the provisions of the Code which allegedly have been violated;
 - •the designated judicial officer's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
 - •whether a major or minor sanction is likely to be imposed, should the charges be substantiated, and if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
 - •should the student fail to schedule a meeting, the meeting will be scheduled by the designated judicial officer.
- 4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the designated judicial officer will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the designated judicial officer will conduct an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.
- 5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.

- •If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
- •If the student chooses a judicial board hearing, the student will be notified in writing that:
 - (1) the names of witnesses, copies of any witnesses' written statements, or other documents on which the University will rely will be made available to the student for review at least three class days prior to the hearing;
 - (2) the student must submit to the designated judicial officer at least three class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
 - (3) the student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

GENERAL RULES AND PROCEDURES FOR ADMINISTRATIVE RE-VIEWS AND JUDICIAL BOARD HEARINGS

- The University judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.
- Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the designated judicial officer.
- 3. A designated judicial officer will conduct an administrative review or chair a review by the judicial board.
- 4. Should a student fail to appear for an administrative review or judicial board hearing, the designated judicial officer may determine to proceed with the review or hearing without the student.
- 5. Reviews or hearings may be conducted by audio confer-

- ence or at an off-campus location, if directed by the designated judicial officer.
- The designated judicial officer will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.
- 7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.
- 8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
 - •charges are dismissed;
 - •a minor sanction is imposed. If a minor sanction is imposed, the designated judicial officer will send the student written notification of the decision and appeal rights within ten class days of the conclusion of an administrative review or judicial board hearing; or
 - •a major sanction is recommended. If a major sanction is recommended, the designated judicial officer will, within ten class days of the conclusion of an administrative review or judicial board hearing:
 - (1) send the student written notification of the decision and of the right to provide comment to the campus Director or designee; and
 - forward the record of the administrative review or judicial board hearing to the campus Director or designee.

ADMINISTRATIVE REVIEW

- At the scheduled meeting, the review officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation.
- 2. Administrative reviews will be closed proceedings and attendance at the review will be limited to the designated judicial officer and the accused student, unless otherwise authorized by the designated judicial officer.
- 3. An advisor for the student may also be present during the

- review, but may not represent the student in the proceedings, nor speak nor ask questions on the student's behalf unless authorized by the designated judicial officer.
- 4. If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student's choice must be indicated in writing. If the student chooses to continue with the administrative review, the student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

JUDICIAL BOARD HEARING

- The Judicial Board will be composed of two currently enrolled students in good academic and disciplinary standing and three University faculty and/or staff members.
 The members of the board must be unbiased and may be selected from another campus or site. Student appointments and alternates will be made by the USUAA president. Faculty/staff appointments and alternates will be made by the dean of students.
- 2. The accused student will be notified, in writing, at least five class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the designated judicial officer, in writing, at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The designated judicial officer will have the discretion to either uphold the appointment or have the board member replaced.
- 3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the designated judicial officer for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the designated judicial officer may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.
- 4. An advisor for a student may be present and may represent the student during the hearing.
- 5. The accused student will have the opportunity to question and hear all witnesses relied upon by the University.

- 6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the designated judicial officer.
- 7. The judicial board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the designated judicial officer.

APPEAL PROCEDURE FOR MINOR SANCTIONS

An accused student may appeal a decision to impose a minor sanction to the dean of students or designated appeal reviewer.

- 1. Appeals may be made on the basis that:
 - •a material procedural error was made during the process which would have changed the outcome of the matter;
 - •the sanction imposed was clearly excessive for the violation committed;
 - •newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
 - •the decision is not supported by substantial information.
- 2. Appeals must be submitted, in writing, within seven class days of the day the decision is sent to the student to the Office of Student Affairs.
- 3. The campus director or designated appeal reviewer will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The campus Director or designated appeal reviewer may:
 - affirm a decision and/or sanction;
 - •dismiss the case;
 - •lessen a sanction:
 - •refer the matter back for further review;

- •authorize a new administrative review or judicial board hearing; or stake such other action as the dean of students or designated appeal reviewer deems appropriate.
- 4. The decision of the campus director or designated appeal reviewer constitutes the University's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

REVIEW PROCEDURES FOR MAJOR SANCTIONS

Review or judicial board hearing is automatically forwarded to the campus director or designee for review.

- The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted, in writing, to the Office of Student Affairs within seven class days of the day the findings, conclusions, and recommendation are sent to the student.
- 2. The campus director or designee will conduct a review of the record within fourteen class days and may:
 - •affirm or modify the recommendation for a major sanction and forward the recommendation to the Chancellor;
 - •dismiss the case:
 - •lessen the sanction;
 - •refer the matter back for further review:
 - •authorize a new administrative review or judicial board hearing; or stake such other action as the campus Director or designee deems appropriate.
- 3. If the campus director or designee has recommended a major sanction, the chancellor will review the record and, ordinarily, render a decision within seven class days of receipt of the recommendation. The Chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the Chancellor deems appropriate.
- 4. The decision of the chancellor constitutes the University's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

SUMMARY RESTRICTIONS

Summary restrictions may be issued in writing by the Chancellor, the dean of students or designee for the purpose of investigating the events in which the student was allegedly involved and/or for the protection of persons or property pending the final outcome of the University judicial process.

SEXUAL OFFENSES POLICY

It is the policy of the University of Alaska Anchorage/Kenai Peninsula College 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. The term sexual assault, as used by the University of Alaska Anchorage, encompasses the legal definitions of sexual assault contained in Alaska State statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to the local police. The Advising and Counseling office may provide initial support services for students on KPC campuses. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services. In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the Student Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the university. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the University of Alaska, Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of, such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Office of Campus Diversity and Compliance, the campus director's offices can provide information and referral on issues of sexual harassment. In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus sponsored prevention programs are offered on an on-going basis throughout the year. Additional information about the above policy and programs offered can be obtained from the Advising and Counseling office. The university catalog, class schedules, and the student handbook contain additional resource information.

Access to Student Records (FERPA)

University of Alaska officials take student privacy seriously. Both state and federal laws protect student privacy. One of the most important is the federal Family Educational Rights and Privacy Act (known as FERPA) of 1974. The University of Alaska protects student privacy with an opt-out system.

FERPA has several important provisions. The first is that students (or their parents, if under 18 years old) have the right to inspect and review their educational records and to request a correction to any errors. The second is that the school may not disclose, without consent, information other than "directory information" to anyone outside the institution. Directory information generally includes such things as a student's name, date and type of degrees earned, dates of attendance, vital statistics on student athletes, etc. For more details on the university's directory information, go to http://www.alaska. edu/studentservices/ferpa/what_is_directory_info.pdf. The third provision of FERPA allows a student to request to withhold directory information. If a student has made such a request, the college cannot release their information to anyone, other than school officials with a legitimate educational interest, without the student's written permission. This third provision has recently been a topic of much debate. People value their privacy more than ever, and many universities, including the University of Alaska, are looking for ways to help protect student information.

Students who request that UA withhold their directory information, also known as a "confidentiality hold," must realize the following:

- The student's name will not be printed in the published university Chancellor's and Dean's lists or commencement program;
- •Employers, insurance companies, etc. cannot obtain verification of the student's attendance and/or degrees earned without the student's expressed written permission;
- The student will only be able to discuss their UA records or accounts (including computer accounts)

in person after presenting a valid governmentissued or UA photo identification.

Students who have requested holds, then call the Registrar's office or business office for something related to their records, will not be able to receive help. Students who have requested a confidential hold may only receive help in person, with ID in hand, or in writing. This includes all information related to student records, financial aid and billing, as well as obtaining help via the phone by a Help Desk. Students who have requested confidential holds and then need a password reset or any special assistance with UAA e-mail, Blackboard, UAOnline or other accounts, must take care of that business in person. Potential employers will not be able to verify students' educational records indicated on job applications and résumés. Family and friends will not be able to contact students using standard directory services.

Students do have the option to go into UAOnline and remove a confidential hold, then go back and add it again later. UAOnline has been modified to display a red text box upon login if a student has the confidentiality field set to "yes."

The University has developed an online tutorial for students, faculty and staff who need to know about FERPA for their jobs, or for those who are just curious to learn more. For instructions on how to get to the tutorial, to update a confidential hold status in UAOnline or for any information on the University of Alaska FERPA policies, go to www.alaska. edu/studentservices/ferpa/.

CHAPTER 8: Student Freedoms, Rights And Responsibilities

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STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

The role of the University of Alaska Anchorage is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. University policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional 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 student conduct regulations are handled through the campus director's office. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing KPC/UAA policies, procedures and deadlines. Policies and regulations may be found in the University catalog, the UAA student handbook, and in the director's office.

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, UAA shall be open to all applicants who are qualified according to current enrollment and admission requirements. The University of Alaska Anchorage does not discriminate on the basis of race, color, religion, national origin, gender, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood in any of its policies,

practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

FREEDOM OF ASSOCIATION

Students are free to associate to promote their common interests. They have the right to seek through official procedures establishment of organizations, so long as they are not in conflict with the educational purposes of 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/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 interrogated and/or arrested by University police officers, that student has the right to remain silent, the right to be free of coercion, and the right to be advised of these rights.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

ACADEMIC RIGHTS OF STUDENTS

The University 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 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.

DISCIPLINARY SANCTIONS

In determining appropriate sanctions, a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The UA reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

- 1. Warning: A written notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.
- Probation: A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified the probationary period.
- 3. Denial of Benefits: Specific benefits may be denied a student for a designated period of time.
- 4. Restitution: A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property, or for reasonable expenses incurred.
- 5. Discretionary Sanction: Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.
- Restricted Access: A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.
- 7. Suspension: The separation of the student from the University for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the UA and may be barred from all property owned or controlled by the University, except as stated on the notification.
- 8. Expulsion: Expulsion is considered to be the permanent separation of the student from the University. The student may be prohibited from participation in any activity authorized by the University and may be barred from property owned or controlled by UA except as stated on the notice of expulsion.
- Revocation of a Degree: Any degree previously conferred by the University may be revoked if the student is found to have committed academic misconduct in pursuit of that degree.

GROUP SANCTIONS

Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned,

which may include loss of University-related benefits and access to University facilities and University-held funds.

REINSTATEMENT OF UNIVERSITY BENEFITS

The conditions, if any, for re-enrollment and reinstatement of University benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction. Before a University benefit lost by sanction at one University of Alaska institution may be reinstated at another, the senior student services officer at the former University of Alaska institution must be consulted. Students seeking reinstatement following suspension or expulsion must submit their requests and supporting documentation to the Office of Student Affairs. After review and recommendation by the campus director, the chancellor will consider students' requests for reinstatement. Any student who is reinstated will be on University disciplinary probation for one year from the date of re-enrollment.

ACADEMIC DISHONESTY

Academic integrity is a basic principle, which requires that 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 which is based on sources prohibited by the faculty member. Academic dishonesty is further defined in the "Student Code of Conduct".

PROCEDURES & PENALTIES FOR DISHONESTY

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 this catalog. Academic actions are reviewable under the Academic Dispute Resolution Procedure contained in this catalog.

ALCOHOL POLICY

The mission of the University is to promote 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 the University community. 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 or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions. The primary objectives of UAA's policy and procedures on alcoholic beverages are; (a) to promote responsible behavior and attitudes among all members of the University community, (b) to educate the university community concerning the use and effects of alcoholic beverages in order to

promote responsible decision-making, (c) to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the designee has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time. The sale of alcoholic beverages at University-sanctioned events on campus may not be approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in University 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.

Drug & Alcohol Counseling Resources

The National Institute on Drug Abuse Hotline (1-800-662-HELP) directs callers to treatment centers in the local community. Additional information and policies, health risks, counseling resources, and State of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools statement available at the UAA Web site: www.uaa.alaska.edu/dos/safety or in hard copy from the UAA Office of Student Affairs, 3211 Providence Drive, Anchorage, AK, 99508.

SMOKE-FREE ENVIRONMENT

The college endorses the Alaska "No Smoking Law" and asks all concerned to respect the individual rights to health and personal privileges of others. Alaska state statute prohibits smoking in public buildings and classrooms.

Smoking is allowed in designated smoking areas only.

At the Kenai River Campus, smoking is not permitted at any of the four major front entrances (facing parking lot); smoking is permitted in designated areas outside at the rear (river side) of the campus.

Pets on Campus

Pets are not permitted in any KPC facilities. Students experiencing disabilities need to contact Disability Support Services at the campus they are attending for the approval process to bring service animals into classrooms, common areas or other KPC inside facilities. Any animals outside the buildings must be on a leash, in a cage or under some form of physical constraint. It is recommended that pets not be left in vehicles due to the potential danger it poses to them. If a pet is left in a pickup or truck bed, they must also be restrained on a leash attached to the truck or in a cage. Excessive barking or other

animal behavior that may be disruptive to students or those using KPC facilities will lead to the owner having to remove the animal from KPC property.

KPC Solicitation on Campus Policy

KPC is a venue where many voices can be heard and many perspectives debated. The college believes the establishment of clear guidelines for working with off-campus groups helps facilitate and maximize the free speech experience and respect of diversity and all it encompasses at KPC. The policy applies to recognized off-campus groups that desire, on KPC property, to advocate a position or provide information on a service or product. Unlike groups that reserve classrooms for meetings, these groups desire to share information about their group, the position they support on an issue(s) or product/service their organization provides. Their goal is to increase support for their group, cause, product, or service and to provide this information through brochures, pamphlets and one-on-one dialogue with students, faculty, staff and campus visitors. These groups include non-profit and for profit groups and businesses. The complete policy is available at the KPC Web site or from the director's office.

CHAPTER 9: Degree and Certificate Programs

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ACADEMIC PROGRAMS

CERTIFICATES AND OCCUPATIONAL ENDORSEMENTS

KPC/UAA offers two types of certificates at the undergraduate level:

- 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.
- Occupational endorsements are certificates requiring 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.

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

ASSOCIATE DEGREES

KPC/UAA 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 the general education areas of 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. The AA degree is administered by the UAA College of Arts and Sciences (CAS).
- 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, while some are designed to provide a foundation for a specific related baccalaureate degree. Students in AAS degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation, and human relations.

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.

POST-BACCALAUREATE PROGRAMS

KPC/UAA offers a post-baccalaureate program in Elementary Education. The program is outlined later in this chapter of the catalog.

GENERAL UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE CERTIFICATES AND ASSOCIATE'S DEGREE PROGRAMS

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

GENERAL UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE CERTIFICATES

- 1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
- 2. When completing the last half of a certificate program, students must earn at least 50 percent of the credits in residence. For example, in a 30-credit certificate program, at least 8 of the last 15 must be resident credits. Additional residency credit requirements, to meet discipline or accreditation standards, may be established.
- 3. Students must earn a cumulative GPA of at least 2.00 (C) at UAA. Some certificate programs require higher GPAs.
- 4. Students must earn a minimum of 30 credits for an undergraduate certificate.
- Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
- 6. If the requirements for a certificate are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
- 7. Students may earn more than one certificate by completing all requirements for each additional program.

8. Undergraduate certificates that share a common core must differ by at least 6 credits.

GENERAL UNIVERSITY REQUIREMENTS FOR OCCUPATIONAL ENDORSEMENT CERTIFICATES

- 1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
- 2. Students must complete at least 30 percent of the program in residence at KPC/UAA. Additional residency credit requirements, to meet discipline or accreditation standards, may be established.
- 3. Students must earn a cumulative GPA of at least 2.00 (C) at KPC/UAA. Some certificate programs require higher GPAs.
- 4. Students must earn a minimum of 9 credits for an occupational endorsement certificate.
- Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
- 6. If the requirements for a certificate are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance. Program requirements may require completion in less than five years.
- 7. Students may earn more than one certificate by completing all requirements for each additional program.
- 8. Occupational endorsement certificates must differ by 3 or more credits.

Note: Not all occupational endorsement certificates are eligible for federal financial aid.

GENERAL UNIVERSITY REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

- 1. Students must be admitted to the program and must complete the degree requirements listed in the program section of this chapter.
- 2. Students must earn a minimum of 60 credits for an Associate of Arts degree.
- 3. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.

- 4. Students must earn a cumulative GPA of at least 2.00 (C) at KPC/UAA.
- 5. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate's degree program or the catalog in effect at the time of graduation.
- 6. If the requirements for an associate's degree are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
- 7. Students must complete a minimum of 60 credits at the 100 level or above, including at least 20 credits at the 200 level or above.
- 8. No more than 15 military credits can be applied to an Associate of Arts degree.

GENERAL UNIVERSITY REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

The following requirements must be met for Associate of Applied Science degrees:

- Students must be admitted to the degree program and complete the General Course Requirements that follow this section.
- 2. Students must complete the major degree requirements listed in the program section of this chapter. Each program is listed under its offering college.
- 3. Students must earn a minimum of 60 credits for an AAS degree.
- 4. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
- 5. Students must earn a cumulative GPA of at least 2.00 (C) at UAA. 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. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate degree program or the catalog in effect at the time of graduation.
- 7. If the requirements for an associate's degree are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission

sion and meet the admission and graduation requirements in effect at the time of formal acceptance.

- 8. All courses for an AAS degree must be at the 100 level or above.
- 9. No more than 15 military credits can be applied to an Associate of Applied Science degree.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

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

- General University Requirements for Associate of Applied Science Degrees;
- 2. General Course Requirements for Associate of Applied Science degrees in oral and written communications (9 credits total, see below).

Advising note for AAS students who plan to pursue a fouryear degree: AAS students who intend to pursue a baccalaureate degree should consult a faculty or academic advisor for appropriate course selections.

A. Oral Communication Skills

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

B. Written Communication Skills

ENGL A111 Methods of Written Communication 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

ENGL A214 Persuasive Writing

3. General Course Requirements in designated 6 disciplines. Choose humanities*, math, natural sciences, or social sciences courses from the General Course Requirement Classification List for Associate of Applied Science Degrees (see below). Courses chosen must be at or above the 100 level.

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

4. Degree-Specific Requirements Varies (See this chapter.)

5. Electives Varies

Total Minimum Credits

All courses must be at the 100 level or above.

GENERAL COURSE REQUIREMENT CLASSIFICATION LIST FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

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

Humanities

Alaska Native Studies

American Sign Language

Art

3

Chinese

Communication

Creative Writing and Literary Arts

Dance

English*

French

German

History

Humanities

Italian

Japanese

Korean

Languages

Latin

Liberal Studies Integrated Core

Linguistics

Music

Philosophy

Political Science (PS A331, A332, and A333 only)

Russian

Spanish

Theatre

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

Mathematics and Natural Sciences

Anthropology (ANTH A205 only)

Astronomy

Biological Sciences

Chemistry

Computer Science

Environmental Studies (ENVI/GEOG A211 only)

Geography (ENVI/GEOG A211/A211L only)

Geology

Liberal Studies Integrated Science

Mathematics

Philosophy (PHIL A101 only)

Physics

Statistics

Social Sciences

Anthropology

Business Administration (BA A151 only)

Counseling

Economics

Environmental Studies (ENVI A212 only)

Geography (except ENVI/GEOG A211/A211L)

Guidance

Health Sciences (HS A220 only)

Human Services (HUMS A106 only)

International Studies

Journalism and Public Communications (JPC A101 only)

Justice (JUST A110 and A330 only)

Liberal Studies Social Sciences

Paralegal Studies (PARL A101 only)

Political Science

Psychology

Social Work (SWK A106 and A243)

Sociology

Women's Studies

MULTIPLE ASSOCIATE DEGREES OR CONCURRENT MAJORS

The Associate of Arts degree (AA) is intended to provide a broad-based 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 the Admissions office in Campus or Enrollment Services or from the KPC Web site.

Students seeking a second associate degree must be admitted to the program and must complete the General University Requirements for that degree and the degree requirements for both programs, and at least 12 resident credits beyond

the total number of credits required for 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 of both degrees.

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

DOUBLE MAJORS FOR AAS PROGRAMS

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

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

Students must apply and be accepted into each major program. Students may request a double major at the time of initial admission to KPC/UAA or add a major at a later date through the Change of Major degree process. Forms are available from the Admissions office in Campus or Enrollment Services or from the KPC Web site. 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's degree from KPC/UAA must:

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

BACCALAUREATE DEGREE REQUIREMENTS

To receive a baccalaureate degree from UAA, students must be admitted* to the program and must satisfy:

- General University Requirements;
- General Education Requirements;
- School/college Requirements, if applicable; and
- major program requirements.

For General Education Requirements, refer to the General Education Requirements (GER) for Baccalaureate Degrees section of this chapter. For school/college and major program Requirements, refer to the appropriate school or college section of this catalog.

* Students may not be admitted to and graduate from a program in the same semester.

GENERAL UNIVERSITY REQUIREMENTS FOR ALL BACCALAUREATE DEGREES

- 1. **Total Credits:** Students must earn at least 120 credits at the 100 level and above. Some degree programs require completion of additional credits.
- 2. **Upper Division Credits:** Students must earn at least 42 upper division credits, including 24 upper division credits in residence. Some degree programs require completion of additional upper division credits.
- 3. Resident Credit: Students must earn at least 30 credits in residence. In addition, transfer students must earn in residence at least 12 credits in each major field and, where applicable, at least 3 credits in each minor field. Additional residency credit requirements, to meet program accreditation standards, may be established.
- 4. Minimum GPA: Students must earn a cumulative GPA of at least 2.00 (C) at KPC/UAA. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major and each minor. Some degree programs may require higher GPAs.

5. Controlling Catalog:

- a. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation.
- b. If the requirements for a baccalaureate degree, as specified in the entry-level catalog, are not met within seven years of formal acceptance into the program, admission

- expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
- c. Students must follow established KPC/UAA procedures for declaring a major and for changing a major or degree. Students who change their major or degree must satisfy the catalog requirements for the new major or degree in effect at the time of the change.
- 6. **Military Credits:** No more than 30 military credits can be applied to a baccalaureate degree.

GENERAL EDUCATION REQUIREMENTS (GER) FOR BACCALAUREATE DEGREES

PREAMBLE

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

TIER 1: BASIC COLLEGE-LEVEL SKILLS 12 CR

The UAA GER begins with basic college-level skills enhancement in written communication, oral communication, and quantitative skills:

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

TIER 2: DISCIPLINARY AREAS

The GER continues with courses in four required disciplinary areas categorized by course content and academic discipline that are designed to guarantee a breadth of academic

22 CR

experience. These are fine arts, humanities, natural science, and social science:

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

TIER 3: INTEGRATIVE CAPSTONE 3 CR

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.

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

GER advising note: 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 General Education classifications has a list of approved courses (see the General Education Classification List in this chapter). 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 can be used to satisfy school/college requirements and/or degree/program requirements, but no course may be counted in more than one General Education category.
- Courses ending with numbers _93 or _94 cannot satisfy a GER, and UAA courses not on the approved GER Classification List cannot be petitioned to meet a GER.

GER STUDENT OUTCOMES

After completing the General Education Requirement, UAA students shall be able to:

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

PETITIONS FOR GENERAL EDUCATION AND/OR UNIVERSITY REQUIREMENTS

Petitions pertaining to General Education Requirements and/or General University Requirements must be processed through the Office of Academic Affairs, with final authority to deny or approve resting with the provost. After the petition has received final approval or denial, the student is notified of the decision. Changes in course level, grading, or number of credits awarded are not petitionable. KPC/UAA courses not on the approved baccalaureate General Education Requirements (GER) list cannot be petitioned to meet a GER.

GENERAL EDUCATION REQUIREMENTS CLASSIFICATION LIST

Courses listed here as satisfying a General Education Requirement are also identified in Chapter 10, Course Descriptions.

TIER 1: BASIC COLLEGE-LEVEL SKILLS

Credits Classification

1. 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 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 KPC/UAA must be selected from the following Oral Communication courses:

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

Classification **Credits**

2. 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 KPC/UAA must be selected from the following Quantitative Skills courses:

MATH A107 College Algebra

MATH A108 Trigonometry

MATH A109 Precalculus

MATH A172 Applied Finite Mathematics

MATH A200 Calculus I

MATH A201 Calculus II

MATH A272 Applied Calculus

STAT A252 Elementary Statistics

STAT A253 Applied Statistics for the Sciences

STAT A307 Probability

Classification

Written communication courses emphasize that writing

Credits 3. Written Communication Skills

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

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

ENGL A111 Methods of Written Communication

ENGL A211 Academic Writing About Literature

ENGL A212 Technical Writing

ENGL A213 Writing in the Social & Natural Sciences

ENGL A214 Persuasive Writing

ENGL A311 Advanced Composition

ENGL A312 Advanced Technical Writing

ENGL A414 Research Writing

TIER 2: DISCIPLINARY AREAS

Classification Credits 3

4. 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 KPC/UAA must be selected from the following Fine Arts courses:

ART A160 Art Appreciation

ART A261 History of Western Art I

ART A262 History of Western Art II

ART A360A History of Non-Western Art I

ART A360B History of Non-Western Art II

DNCE A170 Dance Appreciation

MUS A121 Music Appreciation*

MUS 124 History of Jazz*

MUS A221 History of Music I*

MUS A222 History of Music II*

THR A111 Introduction to the Theatre

THR A311 Representative Plays I

THR A312 Representative Plays II

THR A411 History of the Theatre I

THR A412 History of the Theatre II

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

Classification **Credits**

5. Humanities

6

(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, to place them in the historical context of the discipline, to articulate the central problems they address, and to provide reasoned assessments of their significance. Students who complete a skills-oriented humanities course in logic should be able to identify the premises and conclusions of brief written arguments, to evaluate their soundness or cogency, and to recognize common fallacies. They should also be able to use a formal technique to determine the validity of simple deductive arguments and to evaluate the adequacy of evidence according to appropriate inductive standards. Students who complete a skill-oriented humanities course in a language should demonstrate proficiency in listening, speaking and writing.

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

ART A261 History of Western Art I

ART A262 History of Western Art II

ART A360A History of Non-Western Art I

ART A360B History of Non-Western Art II

ASL A101 Elementary American Sign Language I

ASL A102 Elementary American Sign Language II

ASL A201 Intermediate American Sign Language I

ASL A202 Intermediate American Sign Language II

ENGL A121 Introduction to Literature

ENGL A201 Masterpieces of World Literature I

ENGL A202 Masterpieces of World Literature II

ENGL A301 Literature of Britain I

ENGL A302 Literature of Britain II

ENGL A305 National Literatures in English

ENGL A306 Literature of the United States I

ENGL A307 Literature of the United States II

ENGL A310 Ancient Literature

ENGL A383 Film Interpretation

ENGL A445 Alaska Native Literatures

FREN A101 Elementary French I

FREN A102 Elementary French II

FREN A201 Intermediate French I

FREN A202 Intermediate French II

GER A101 Elementary German I

GER A102 Elementary German II

GER A201 Intermediate German I

GER A202 Intermediate German II

HIST A101 Western Civilization I

HIST A102 Western Civilization II

HIST A121 East Asian Civilization I

HIST A122 East Asian Civilization II

HIST A131 History of United States I

HIST A132 History of United States II

HIST A341 History of Alaska

HNRS A192 Honors Seminar: Enduring Books

HUM A211 Introduction to Humanities I

HUM A212 Introduction to Humanities II

HUM A250 Myths and Contemporary Culture

JPN A101 First Year Japanese I

JPN A102 First Year Japanese II

JPN A201 Second Year Japanese I

JPN A202 Second Year Japanese II

LING A101 The Nature of Language

MUS A221 History of Music I

MUS A222 History of Music II

PHIL A101 Introduction to Logic

PHIL A201 Introduction to Philosophy

PHIL A211 History of Philosophy I

PHIL A212 History of Philosophy II

PHIL A301 Ethics

PHIL A313 Eastern Philosophy and Religion

PHIL A314 Western Religions

PS A331 Political Philosophy

PS A332 History of Political Philosophy I: Classical

PS A333 History of Political Philosophy II: Modern

RUSS A101 Elementary Russian I

RUSS A102 Elementary Russian II

RUSS A201 Intermediate Russian I

RUSS A202 Intermediate Russian II

SPAN A101 Elementary Spanish I

SPAN A102 Elementary Spanish II

SPAN A201 Intermediate Spanish I

SPAN A202 Intermediate Spanish II

THR A311 Representative Plays I THR A312 Representative Plays II THR A411 History of the Theatre I THR A412 History of the Theatre II

Classification Credits

6. 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 KPC/UAA must be selected from the following Natural Sciences courses:

ASTR A103/L Solar System Astronomy

ASTR A104/L Stars, Galaxies and Cosmology

BIOL A102 Introductory Biology

BIOL A103 Introductory Biology Laboratory

BIOL A111 Human Anatomy and Physiology I

BIOL A112 Human Anatomy and Physiology II

BIOL A115 Fundamentals of Biology I

BIOL A116 Fundamentals of Biology II

BIOL A178 Fundamentals of Oceanography

BIOL A179 Fundamentals of Oceanography Laboratory

BIOL/CPLX A200 Introduction to Complexity

CHEM A103/L Survey of Chemistry

CHEM A104/L Introduction to Organic Chemistry and Biochemistry

CHEM A105/L General Chemistry I

CHEM A106/L General Chemistry II

ENVI/GEOG A211 Earth Systems: The Science and

Geography of the Natural Environment

ENVI/GEOG A211/L Earth Systems: The Science and Geography of the Natural Environ-

ment Laboratory

GEOL A111 Physical Geology

GEOL A115/L Environmental Geology

GEOL A178 Fundamentals of Oceanography

GEOL A179 Fundamentals of Oceanography Laboratory

GEOL A221 Historical Geology

LSIS A101 Discoveries in Science

LSIS A102 Origins: Earth-Solar System-Life

LSIS A201 Life on Earth

LSIS A202 Concepts and Processes: Natural Sciences

PHYS A101 Physics for Poets

PHYS A123/L Basic Physics I

PHYS A124/L Basic Physics II

PHYS A211/L General Physics I

PHYS A212/L General Physics II

Classification Credits

7. Social Sciences

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

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

ANTH A101 Introduction to Anthropology ANTH A200 Natives of Alaska

ANTH A202 Cultural Anthropology

ANTH A250 The Rise of Civilization

BA A151 Introduction to Business

CEL A292 Introduction to Civic Engagement

ECON A201 Principles of Macroeconomics

ECON A202 Principles of Microeconomics

ECON A210 Environmental Economics and Policy

EDEC A105 Introduction to the Field of Early Childhood

ENVI A212 Living on Earth: People and the Environment

GEOG/INTL A101 Local Places/Global Regions: An Introduction to Geography

HNRS A292 Honors Seminar in Social Science

HS A220 Core Concepts in the Health Sciences

HUMS/SWK A106 Introduction to Social Welfare

INTL A101 Local Places: Global Regions/Introduction to Geography

JPC A101 Media and Society

JUST A110 Introduction to Justice

JUST/SOC A251 Crime and Delinquency

JUST A330 Justice and Society

LSSS A111 Cultural Foundations of Human Behavior

PARL A101 Introduction to Law

PS A101 Introduction to American Government

PS A102 Introduction to Political Science

PS A311 Comparative Politics

PS/SOC A351 Political Sociology

PSY A111 General Psychology

PSY A150 Lifespan Development

SOC A101 Introduction to Sociology

SOC A110 Introduction to Gerontology:

Multidisciplinary Approach

SOC A201 Social Problems and Solutions

SOC A202 The Social Organization of Society

SWK A243 Cultural Diversity and Community

Service Learning

WS A200 Introduction to Women's and Gender Studies

TIER 3: INTEGRATIVE CAPSTONE Classification

8. Integrative Capstone**

Credits

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

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

ACCT A452 Auditing

ANTH A354 Culture and Ecology

ART A491 Senior Seminar

ATA A492 Air Transportation System Seminar

BIOL A378 Marine Biology

BIOL A452 Human Genome

BIOL/CHEM/PHYS A456 Nonlinear Dynamics and Chaos

BIOL A489 Population Genetics and Evolutionary Processes

CA A495 Hospitality Internship

CE A438 Design of Civil Engineering Systems

CEL A450 Civic Engagement Capstone

CHEM A441 Principles of Biochemistry I

CIS A326 Information Age Literacy

CIS A376 Management Information Systems

CM A422 Sustainability in the Built Environment

CM A450 Construction Management Professional
Practice

CS A470 Applied Software Development Project

CSE A438 Design of Computer Engineering Systems

DN A415 Community Nutrition

DNCE A370 Interdisciplinary Dance Studies: Issues and Methods

ECON A492 Seminar in Economic Research

EDFN A300 Philosophical and Social Context of

American Education

EDFN A304 Comparative Education

EE A438 Design of Electrical Engineering Systems

ENGL A434 History of Rhetoric

ENGL A478 Public Science Writing

ENVI A470 Environmental Planning and Problem Solving

GEO A460 Geomatics Design Project

GEOL A456 Geoarcheology

HIST/INTL/PS A325 Northeast Asia in 21st Century

HIST A390A Themes in World History

HIST A427 Post-Soviet Culture and Society

HNRS A490 Senior Honors Seminar

HS A491 Health Issues in Alaska

HUMS A495B Human Services Practicum IV

INTL A315 Canada: Nation and Identity

JPC A403 Communications and Media Research

JUST A460 Justice in Crisis

LSIC A488A Capstone Project I: Design and Research

LSSS A312 Individuals, Groups, and Institutions

MATH A420 History of Mathematics

ME A438 Design of Mechanical Engineering Systems MEDT A302 Clinical Laboratory Education and

Management

MUS A331 Form and Analysis

NS A411 Health II: Nursing Therapeutics
PEP A384 Cultural and Psychological Aspects of
Health and Physical Activity
PHIL A400 Ethics, Community, and Society
PS A492 Senior Seminar in Politics
PSY A370 Biological Psychology
RUSS A427 Post-Soviet Culture and Society
SOC A488 Capstone Seminar
STAT A308 Intermediate Statistics for the Sciences
SWK A431 Social Work Practice IV: Integrative Capstone
TECH A453 Capstone Project
THR A492 Senior Seminar

KPC DEGREES AND CERTIFICATES

ASSOCIATE OF ARTS

(NOTE: THIS DEGREE IS AVAILABLE ONLINE WITH CAREFUL COURSE SELECTION.)

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

PROGRAM OUTCOMES

Students graduating with an AA degree from KPC/UAA will be able to:

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

evidence-based conclusions about the natural and social world.

Admission Requirements

Complete the Undergraduate Certificate and Associate Degree Program Admission Requirements located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

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

GENERAL DEGREE REQUIREMENTS

All courses must be at the 100 level or above. At least 20 credits of the required 60 credits must be at the 200 level. Students intending to complete the AA degree and then continue on to a baccalaureate degree should consult the Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree below.

General Requirements

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

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2. Written Communication Skills

CIOS A260A Business Communications (3)+
ENGL A111: Methods of Written
Communication (3),
and one of the following:
ENGL A211 Academic Writing About Literature (3)
ENGL A212 Technical Writing (3)

ENGL A213 Writing in the Social and Natural Sciences (3)

ENGL A214 Persuasive Writing (3)

3. Humanities and Fine Arts
Three courses from the GER Classification List. At least one course each from the Humanities and Fine Arts areas.

4. Mathematical and Natural Sciences

MATH A105 Intermediate Algebra (3)+
or one course from the Quantitative Skills area of
GER Classification List (3)
Two natural science courses from the Natural Science
area of GER Classification List (3+3) (6)

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

Degree Completion Requirements

6. Electives	27
Total minimum credits	60

+ Please note: Math A105 and CIOS A260A do not meet the General Education Requirements for the baccalaureate degree.

ADVISING NOTE FOR AA STUDENTS WHO PLAN TO PURSUE A BACCALAUREATE DEGREE:

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

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

 COMM A111 Fundamentals Oral

 Communication (3)

 COMM A235 Small Group Communication (3)

 COMM A237 Interpersonal Communication (3)

2. Written Communication Skills

COMM A241 Public Speaking

ENGL A111	Methods of Written
	Communication (3)
	and one of the following:
ENGL A211	Academic Writing About
	Literature (3)
ENGL A212	Technical Writing (3)
ENGL A213	Writing in the Social and
	Natural Sciences (3)
ENGL A214	Persuasive Writing (3)
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- 3. Humanities and Fine Arts
 One course from the Fine Arts area of GER Classification
 List (3) Two courses from the Humanities area of GER
 Classification List (6)
- Mathematical and Natural Sciences
 One MATH/STAT course from the Quantitative Skills
 area of GER Classification List (3)
 Two natural science courses from the Natural Sciences
 area of GER Classification List, including a lab course (7)
- Social Sciences
 Two social science courses (from two different disciplines)
 from the Social Science area of GER Classification List

Since the AA degree requirements are different from the fouryear degree requirements, AA students who pursue a baccalaureate degree may be required to take additional courses to satisfy the General Education Requirements for the four-year degree after declaring their major.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

ASSOCIATE OF APPLIED SCIENCE, GENERAL BUSINESS

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

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

1. Apply the principles and skills relating to accounting, management, marketing, finance, economics and business law to businesses of all sizes;

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

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

- 1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
- Complete the Associate of Applied Science General Degree Requirements (15 credits) located at the beginning of this chapter. Of the courses needed to satisfy the General Requirements, one MUST be MATH A105 or higher.

COMMUNICATION AND GENERAL REQUIREMENTS

1. Oral Communications Courses
Select 3 credits from the following:
COMM A111 Fundamentals Oral Communication (3)
COMM A235 Small Group Communication (3)

COMM A237 Interpersonal Communication (3)

COMM A241 Public Speaking (3)

2. Written Communication Courses
Select 6 credits from the following:
ENGL A111 Methods of Written

Communication (required) (3) ENGL A212 Technical Writing (3)

ENGL A211 Academic Writing About Literature (3) ENGL A213 Writing in the Academic Disciplines (3)

CIOS A260A Business Communications (3)

Humanities* Social Sciences, Mathematics, Natural Sciences Courses
 Select 6 credits from approved general requirement

courses:

MATH A105 Intermediate Algebra or higher level (required) (3)

and 3 more credits from an approved course

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

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Major Requirement Courses

1. Complete the	following required courses:	
ACCT A101	Principles of Financial Accounting I	3
ACCT A102	Principles of Financial Accounting II	3
ACCT A202	Principles of Managerial Accounting	3
BA A151	Introduction to Business	3
BA A231	Fundamentals of Supervision	3
BA/JUST A24	1 Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3
CIS A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3

Major elective courses: 6 credits
 Advisor approved courses from the following programs:
 ACCT, BA, CIS, CS, ECON

3. Electives: 9 creditsA total of 60 credits is required for the degree.

FACULTY:

Ray Zagorski, Associate Professor (KRC) IFRZ@uaa.alaska.edu Steve Gillon, Associate Professor (KBC) IFRLK@uaa.alaska.edu

ASSOCIATE OF APPLIED SCIENCE, COMPUTER ELECTRONICS

This two-year degree program trains students in maintenance and repair of digital/computer equipment including computer circuitry, hands-on maintenance, electronic fundamentals, and programming. Students are prepared for employment as computer technicians, field service representatives, and other jobs requiring electronic skills.

Graduates of the UAA Computer Electronics program will have the ability to:

- 1. Use all tools common to electronic repair, including hand tools, meters, oscilloscopes and logic probes;
- 2. Analyze/troubleshoot circuits in both analog and digital electronics;

- 3. Program in assembly and high-level languages;
- 4. Enter and print data in a spreadsheet program and enter and edit text using a word processor; and
- 5. Interface microcontrollers used in embedded systems.

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

COMMUNICATION AND GENERAL REQUIREMENTS

Oral Communications Courses
Select 3 credits from the following:
COMM A111 Fundamentals Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A241 Public Speaking (3)

Written Communication Requirements:
 ENGL A111 Methods of Written Communication (3)

ENGL A212 Technical Writing (3)

3. General Requirements:

Math Courses:

MATH A105 Intermediate Algebra (3)

MATH A107 College Algebra (4)

Physical Science Courses PHYS A115/L Physical Science (4) PHYS A123/L Basic Physics I (4)

Natural Science Courses
PHYS A124/L Basic Physics II (4)
CHEM A103/LSurvey of Chemistry (4)
CHEM A105/LGeneral Chemistry I (4)

Major Requirement Courses

1. Complete the following required courses:

CIS A110	Computer Concepts in Business	3
CNT A170	Cisco Academy Network Fundamentals	4
ET A101	Basic Electronics: DC Physics	4
ET A102	Basic Electronics: AC Physics	4
ET A126	Principles of Logic and Gating	4
ET A175	Technical Introduction to	
	Microcomputers	3
ET A240	Application of Integrated Circuits	3
ET A241	Microcomputer Interfacing	3

2. Complete 3 credits from the following:

CS A109	Computer Programming:
	(Languages vary) (3)
CS A110	Java Programming (3)
CS A111	Visual Basic.NET Programming (3)
CS A201	Programming Concepts I (3)
CS A207	C Programming (3)

Applied Technology Electives
 Computer Science, Computer Network Tech,
 or Electronics

4. Electives 1-4

A total of 60 credits is required for the degree.

FACULTY:

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4

Allen Houtz, Professor, IFADH@uaa.alaska.edu Rich Kochis Assistant Professor, IFRLK@uaa.alaska.edu Henry Haney, Assistant Professor, IFHWH@uaa.alaska.edu Program Information: 907-262-0344

ASSOCIATE OF APPLIED SCIENCE, COMPUTER INFORMATION AND OFFICE SYSTEMS

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

Upon completion of this program, students will demonstrate:

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

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University and the General Course

3

Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

2. Complete the Associate of Applied Science General Degree Requirements (15 credits) located at the beginning of this chapter. CIOS A260A, ENGL A212, and PSY A153 recommended.

Advising Note:

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

ACADEMIC PROGRESS NOTE:

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

Major Requirement Courses

1. Complete the 9-credit Office Foundations Occupational Endorsement Certificate required courses (below). All students must take the following basic computer skills courses or possess equivalent knowledge. Students may take challenge examinations or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

CIOS A101A	Keyboarding A: Basic Keyboarding	1
CIOS A113	Operating Systems: MS Windows	1
CIOS A130A	Word Processing I: MS Word	1
CIOS A135A	Spreadsheets I: MS Excel	1
CIOS A146	Internet Concepts and Applications	2
CIOS A161A	Proofreading	2
CNT A165	Customer Service Fundamentals	1

2. Complete the 13-credit Office Support Occupational Endorsement Certificate required courses (below).

CIOS A101B	Varbandina D. Dusinasa	
CIOS ATOTO	7	
	Documents I	1
CIOS A101C	Keyboarding C: Business	
	Documents II	1
CIOS A115	10-Key for Business Calculations	2
CIOS A125A	Electronic Communications:	
	MS Outlook	1
CIOS A140A	Databases I: MS Access	1
CIOS A150A	Presentations: MS PowerPoint	2
CIOS A164	Filing	1
CIOS A165	Office Procedures	3
CIOS A259	Preparing Electronic Documents:	
	Adobe Acrobat	1

Complete the following 15 credits:
 CIOS A102 Keyboarding Skill Building

CIOS A230A	Word Processing II: MS Word	2
CIOS A235A	Spreadsheets II: MS Excel	2
CIOS A240A	Databases II: MS Access	2
CIOS A262A	Professional Development	3
CIOS A264A	Records Management	2
CIOS A265	Office Management	3

4. Complete 3 credits of the following: 3
ACCT A101 Principles of Financial Accounting I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Principles of Financial Accounting (3)

5. Complete 3 credits from the following: 3
CIOS A261A Interpersonal Skills in Organizations (3)
or

HUMS/PSY A153 Human Relations (3)

6. Complete 1-3 credits from the following: 1-3
CIOS A276A Independent Project (1-3)
or
CIOS A295 Office Internship (1-3)

7. Complete a minimum of 1 elective credit.

1

A total of 60 credits is required for this degree.

FACULTY (ALL CIOS CERTIFICATES): Debbie Sonberg, Assistant Professor, IFDGS@uaa.alaska.edu Program information: 907-262-0355

ASSOCIATE OF APPLIED SCIENCE, DIGITAL ART

(NOTE: THIS DEGREE IS AVAILABLE ONLINE)

The Associate of Applied Science in Digital Art is currently only offered at Kenai Peninsula College. Graduates of this two-year program at Kenai Peninsula College will be knowledgeable in digital camera operation and imaging software, quality printing techniques, and available industry services. Students develop skills that are applicable to either the digital arts industry or the creation of fine art.

The program is designed so that graduates:

- 1. Are prepared for entry-level positions, able to advance in their careers, or integrate digital skills for personal artistic expression.
- 2. Can successfully integrate into a more advanced, specialized digital art program.

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- 3. Are well versed in a variety of digital tools and can adapt easily to new technological advances.
- 4. Use judgmental skills to create and edit expressive visual imagery.
- 5. Utilize knowledge of art history as taught in core curriculum to help create and assess effective design.
- 6. Develop unique design solutions and work easily with restrictions of a given job assignment.
- Can contribute in a professional manner within a digital art environment or related field.

Theory will be presented and opportunities for practice will enable students to:

1. Effectively utilize a variety of the following digital resources and art tools to create images for commercial, design, fine art applications or personal use:

Digital/ film cameras Imaging and design software Film and flatbed scanners Printers Service bureaus

- 2. Create expressive imagery and evaluate its effectiveness through the critiquing process.
- 3. Draw on their knowledge of historical and contemporary art in the development of their own work.
- 4. Identify and achieve competence in art and craft appropriate for advancement to a more specialized degree.
- 5. Conceptualize ideas and develop unique solutions to design problems.
- 6. Demonstrate professional skills applicable to the creative arts workplace.

The Digital Art degree graduate will be prepared for entry-level positions in the photographic industry and graphic arts support services. Possibilities include entry-level assistant-ships for commercial or corporate photography studios, professional internships, lab assistants, production assistants or entry-level positions in small businesses. The Associate of Applied Science in Digital Art is a launch pad to a professional application or to further education in a specialized digital art program.* Students wishing to earn a Bachelors of Arts in Art with UAA will need to complete all applicable General Education and College of Arts and Sciences Requirements for Baccalaureate Degrees. The majority of art core

course requirements will be satisfied (see Advising below).
*Credit Transfer Note:

Transfer of credits for institutions outside the UAA system is not guaranteed. Each university and college makes its decision autonomously. The student should have a strong portfolio and be knowledgeable in their areas of concentration.

Advising Note:

It is particularly important for students to meet with their advisor each semester for the purpose of reviewing their academic progress and planning enrollment in future courses. AAS students who intend to pursue a baccalaureate degree should consult a faculty or academic advisor for appropriate course selections.

Many of the Digital Art program courses require students to demonstrate a level of computer competency evidenced by completion of a course using one or more of the following applications: word processing, spreadsheets, databases, and communications, or an introductory course in data processing, microcomputers, or image editing.

It is the student's responsibility to design their course of study with Digital Art faculty in the Department of Art at Kenai Peninsula College to ensure all prerequisites and computer competencies have been met and that the university and major degree requirements are understood and followed.

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

- 1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
- 2. Complete the Associate of Applied Science General Degree Requirements (15 credits) located at the beginning of this chapter.

GRADUATION REQUIREMENTS

In addition to completion of the degree requirements, students are required to make a presentation of portfolio work before the Digital Art Program Advisory Board in their graduating semester.

Major Requirement Courses

1. Complete the following Digital Art core courses (18 credits):

ART A105	Beginning Drawing	3
ART A111	Two-Dimensional Design	3
ART A112	Color Design	3
ART A257	Digital Art and Design I	3

ART A261	History of Western Art I	3	JPC A101 Media and Society (3)
ART A262	History of Western Art II	3	JPC A201 Reporting and Writing News (3) JPC A211 Visual Literacy (3)
2. Digital Arts Si	pecialty: Areas of Concentration		Total Minimum Credits 60
	notography Concentration (27 credits):		31
ART A220	Disital Imaging for Photography	2	Special Note: Program may take longer than two years depending upon scheduling and availability of classes.
ART A225	Digital Imaging for Photography Beginning Photography - Digital	3	pending upon scheduling and availability of classes.
ART A228	Art as a Profession	3	FACULTY:
ART A323	Color Photography	3	Celia Anderson, Associate Professor, IFCRA@uaa.alaska.edu
ART A325	Digital Media for Photography	3	JAYNE JONES, ASSISTANT PROFESSOR, IFJMJ@uaa.alaska.edu
ART A367	History of Photography	3	JAINE JONES, ASSISTANT I ROFESSON, II JIVIJ@UNA.ALASKA.EDU
			ASSOCIATE OF APPLIED SCIENCE,
	graphy Concentration Electives	9	INDUSTRIAL PROCESS INSTRUMENTATION
Suggested elec	ctives (9 credits minimum):		Industrial Process Instrumentation is a specialized techni-
ART A113	Three Dimensional Design (2)		cal degree. Strong math and science skills are emphasized.
ART A205	Three-Dimensional Design (3) Intermediate Drawing (3)		Students must work closely with advisors to complete this
			program in two years. A fifth semester of coursework may be
ART A213 ART A215	Beginning Painting (3)		necessary.
ART A213	Beginning Printmaking (3) Beginning Photography (3)		
ART A295V	Internship/Visual Art (1-3)		Students are prepared for employment as instrument techni-
ART A324	Intermediate Photography (3)		cians. Instrument technicians are responsible for the repair,
BA A166	Small Business Management (3)		maintenance, adjustment, and calibration of automatic
BA A260	Marketing Practices (3)		controls used in refineries, chemical plants, pipelines, oil and
BA A264	Personal Selling (3)		gas production facilities, food processing facilities, and other
JPC A101	Media and Society (3)		industries where automatic control is used.
JPC A201	Reporting and Writing News (3)		TI 1 C1 IIAA I 1 C1 D I C C C C C C C C C C C C C C C C C C
JPC A211	Visual Literacy (3)		The graduates of the UAA Industrial Process Instrumentation
J1 0 11211	or		program will have the ability to:
D D 1	(D) (10 (07 1)		1. Read P & ID drawings and piping isometric drawings;
	/ Digital Concentration (27 credits):		
ART A220	Digital Imaging for Photography	3	2. Enter and print data in a spreadsheet program and enter
ART A224	Beginning Photography	3	and edit text using a word processor;
ART A228	Art as a Profession	3	
ART A323	Color Photography	3	3. Predict the output from a pneumatic or electronic trans-
ART A324	Intermediate Photography	3	mitter for a given process input condition;
ART A325	Digital Media for Photography	3	4 D 1:1
Darkroom/ D	igital Photography Concentration	9	4. Predict the effect of changes in gain or integral time on
	edits minimum):		the dynamic behavior of closed-loop control;
			5. Describe the techniques for troubleshooting an orifice-
ART A113	Three-Dimensional Design (3)		meter and flow control loop using either electronic or
ART A205	Intermediate Drawing (3)		pneumatic equipment;
ART A213	Beginning Painting (3)		
ART A215	Beginning Printmaking (3)		6. Correctly interpret RTD or thermocouple output values
ART A225	Beginning Photography - Digital (3)		as process temperatures;
(Recommende	ed)		7 Correctly predict the voltage draps in a series connected
ART A295V	Internship/Visual Art (1-3)		7. Correctly predict the voltage drops in a series connected
ART A367	History of Photography (3)		current loop or a parallel connected voltage loop;
BA A166	Small Business Management (3)		8. Correctly implement a set-reset function using Boolean
BA A260	Marketing Practices (3)		logic, TTL circuits, or relay logic;
BA A264	Personal Selling (3)		Togic, 1 1 L circuito, Of Iclay Togic,

BA A264

Personal Selling (3)

- 9. Correctly distinguish between data transmitted by analog signals and data transmitted by digital signals;10. Identify typical pumps, compressors, transmitters, and
- similar components;

 11. Communicate technical issues to peers both in writing
- and orally; and
- 12. Will demonstrate punctuality and responsibility suitable to work place employment.

Admission Requirements

- 1. Complete university admissions requirements for associate degrees located at the beginning of this chapter.
- 2. All students are required to take CIS A105 (or CIS A110) or possess equivalent knowledge prior to entering this degree program.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

COMMUNICATION AND GENERAL REQUIREMENTS

Oral Communication Requirements:
 COMM A111 Fundamentals of Oral Communication 3
 or

COMM A235 Small Group Communication (3)

COMM A241 Public Speaking (3)

- Written Communication Requirements:
 ENGL A111 Methods of Written Communication 3
 ENGL A212 Technical Writing 3
- 3. General Requirements:

 MATH A105 Intermediate Algebra (or higher level)
- 4. Natural Science Requirements: PHYS A115/L Physical Science I for Technicians

PHYS A123/L Basic Physics I (4)

CHEM A103/LSurvey of Chemistry (4)

CHEM A105/LGeneral Chemistry I (4)

Major Requirements

ET A101	Basic Electronics: DC Physics	4
ET A102	Basic Electronics: AC Physics	4
ET A126	Principals of Logic and Gating	4
ET A175	Technical Intro. to Microcomputers	3

ET A240	Application of Integrated Circuits	3
ET A241	Microcomputer Interfacing	3
ET A246	Electronic Industrial Instrumentation	3
PETR/PRTA140	Industrial Process Instrumentation I	3
PETR/PRTA144	Industrial Process Instrumentation II	3
PETR A155	Blueprint Reading (3)	3-4
	or	
EDD A288	Computer Aided Drafting (4)	
PETR A240	Industrial Process Instrumentation III	3
PETR A244	Industrial Process Instrumentation IV	3
PRT A130	Process Technology I: Equipment	4

TECHNICAL ELECTIVES

Complete one	of the following:	3-4
CNT A170	Cisco Network Fundamentals (4)	
CS A109	Selected Computer Languages (3)	
ET A243	Programmable Logic Controllers (3)	
PRT A230	Process Technology II: Systems (4)	
PRT A250	Process Troubleshooting (3)	
A total of 66-68 credits is required for the degree.		

FACULTY:

Allen Houtz, Professor, IFADH@uaa.alaska.edu Rich Kochis Assistant Professor, IFRLK@uaa.alaska.edu Henry Haney, Assistant Professor, IFHWH@uaa.alaska.edu Program information: 907-262-0344

ASSOCIATE OF APPLIED SCIENCE, OCCUPATIONAL SAFETY AND HEALTH (NOTE: THIS DEGREE IS AVAILABLE ONLINE)

The Occupational Safety and Health program prepares students for employment as safety professionals in a variety of industries including construction, petroleum, mining and tourism. Employment opportunities are growing for safety professionals. This program provides a thorough background in occupational safety and health, preparing graduates for entry-level safety positions in industry and government agencies throughout Alaska.

The Occupational Safety and Health program is a 62-63 credit Associate of Applied Science degree. Coursework includes hazardous materials, safety training methods, ergonomics, industrial hygiene, injury prevention, epidemiology, OSHA standards, and safety program management and record keeping.

The specific education outcomes of this program are to produce graduates who are able to:

- 1. Define the roles and responsibilities of safety professionals, safety regulations and their applications.
- 2. Develop safety management system programs, evaluate

their effectiveness, and describe methods of implementa-

- 3. Identify and analyze workplace injuries, incidents and hazards and provide methods of correction.
- 4. Identify and analyze needs and methods for safety training and develop safety presentations.

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

- 1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
- 2. Complete the Associate of Applied Science General Degree Requirements (15 credits) located at the beginning of this chapter.
- 3. Demonstrate computer competency evidenced by any of the following:
 - a. A 3-credit course in word processing, spreadsheets, databases, data processing or micro-computers.
 - b. Work-related experience verifying computer competency as approved by the faculty advisor.
 - c. Self-initiated computer competency as approved by the faculty advisor.

Advising Note:

Meet with a faculty advisor to complete advising interview checklist. Students must meet with the OSH advisor prior to registering for Occupational Safety and Health courses. Students in Anchorage should contact the OSH faculty at (907) 786-6421 for an appointment with a faculty advisor. Students on the Kenai Peninsula should call 262-0344 for an appointment with a faculty advisor.

Major Requirement Courses

Complete the f	following required courses:	
BIOL A100	Human Biology	3
CHEM A103	Survey of Chemistry	3
CHEM A103L	Survey of Chemistry Laboratory	1
ENGL A111	Methods of Written Communication	3
ENGL A212	Technical Writing	3
OSH A101	Introduction to Occupational Safety	
	and Health	3
OSH A108	Injury Prevention and	
	Risk Management	4
OSH A110	Program Assessment, Development,	
	and Implementation	4
OSH A112	Introduction to Injury Epidemiology	3

OSH A120	Safety Program Management and	
	Recordkeeping	3
OSH A180	Introduction to Industrial Hygiene	4
OSH A201	Workplace Injury and Incident	
	Evaluation	4
OSH A210	Training Needs and Methods	3
OSH A230	Principles of Ergonomics	3
OSH A240	Workplace Monitoring:	
	Instrumentation and Calibration	3
OSH A250	Hazardous Materials Operation	3
TECH A295*	Technical Internship (1-6)	3

- * An advisor approved elective may be substituted for TECH A295: Technical Internship
- Complete one of the following mathematics courses: 3-4
 MATH A105 Intermediate Algebra (3)
 MATH A107 College Algebra (4)
- 3. Complete one of the following physical science courses: 3
 PHYS A123 Basic Physics (3)
 TECH A101 Intro. to Technological Principles (3)
- 4. Complete one of the following verbal communication courses:

3

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

A total of 62-63 credits is required for the degree.

FACULTY (Anchorage Extension Site) Don G. Weber, Assistant Professor, IFDGW@uaa.alaska.edu Program Information: 907-786-6421

ASSOCIATE OF APPLIED SCIENCE, PARAMEDICAL TECHNOLOGY

Paramedics provide pre-hospital emergency care to acutely ill or injured patients under medical authority of licensed physicians. Individuals interested in pursuing a career as a paramedic should possess significant strength to lift and carry victims, good use of hands and fingers, good coordination, good judgment and emotional stability, as well as the ability to work confidently under pressure. Students successfully completing the degree requirements and the PMED courses meet the U.S. Department of Transportation National Standards for Paramedics are eligible to take the National Registry examination required for licensure.

Two primary requirements of the Paramedic program are

clinical rotations and the field internship. Clinical rotations provide instruction and supervised practice of emergency medical skills in various units of hospitals within the Anchorage and Mat-Su borough areas. The field internship provides experience in advanced life support vehicles such as ambulances, helicopters, and fixed wing aircraft. Student interns are the third member of the medical/ rescue team and work under the direct supervision of a paramedic preceptor. Internship sites are arranged in various U.S. locations. Efforts are made to place students in geographic locations of their choice; however, intern positions may not be available at all approved sites. Length of internship varies depending on the call volume at the location and successful application of paramedic skills.

Graduates of the Paramedical Technology program will have the ability to:

- Understand their roles and responsibilities as a program within an EMS system by applying the basic concepts of development, pathophysiology and pharmacology to assess and manage patients with emergency medical needs;
- 2. Maintain a patient's airway, oxygenate, and ventilate a patient and be able to take a proper history and perform a comprehensive physical examination;
- Properly administer medications and communicate effectively with other healthcare providers including physicians, nurses, and other allied health personnel; and
- 4. Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages.

Admission Requirements

Complete university admissions requirements for associate degrees located at the beginning of this chapter. Admission to the KPC/MSC Paramedic programs is competitive and based on a ranking process. Program applications can be requested through the department or downloaded via the Internet. Application requirements must be completed prior to the May 15 application deadline.

Admission Requirements for Paramedical Degree - Pre Major Kenai Peninsula College and Mat-Su College only.

Students should consider applying for admission as a "premajor" in Paramedical Technology while enrolled in other Paramedical Technology degree prerequisite courses. While being a pre-major is not required, you may be eligible for financial aid since you will be considered a degree-seeking student. Students enrolled as Paramedical Technology premajors are still required to obtain a KPC or 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. Advising Note:

Advising for Kenai Peninsula College (KPC) students for this program is only available from the Paramedic faculty at KPC. Please call (907) 262-0344 for more information. Advising for Mat-Su College (MSC) students for this program is only available from the Paramedic faculty at MSC. Please call (907) 746-9329 for more information.

Formal admission requirements to the Paramedical Technology AAS degree program are:

- 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.
- Student must attend an advising session with the KPC or MSC Paramedic coordinator. Contact your campus (listed above) for an appointment.
- Paramedic Program Application and Confidential Required Information form sent to the Paramedic coordinator:
 - a. Copy of current National Registry EMT-Basic or State of Alaska EMT-1 certificate
 - b. Evidence of current Healthcare Provider or equivalent, CPR Card
 - c. Copies of all current medical certifications or licenses
 - d. Military DD-214 (long form); if applicable
 - e. Complete Anatomy & Physiology I and II (BIOL A111, BIOL A112; 8 credits); with a minimum C grade.
 - f. Take and submit to the program coordinator the scores from the Nurse Entrance Test (NET). It is scheduled through the KPC, MSC, or UAA testing center where you intend to take the examination.
 - g. Resumé 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 20 (KPC) or 25 (MSC) applicants will be notified and invited for oral interviews by a selection committee. The top 15 (KPC) or 16 (MSC) will be accepted into the program. The remaining standby applicants will be ranked and offered a position should

an accepted applicant decline admission. Please contact the department for further details. Students will be contacted in June with their results.

Admission Requirements Before Beginning Coursework:

Once admitted to the Paramedic program, students are required to provide the following before actually beginning coursework:

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

2. Evidence of:

- a. Immunity to rubella and mumps confirmed by titer:
- Immunity to hepatitis A and hepatitis B, confirmed by titer (first semester clinical students maybe 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 KPC/MSC).
- 3. Healthcare Provider or equivalent CPR certificate must be kept current.
- 4. Professional liability insurance in the amount of \$1 million/\$3 million must be maintained throughout the duration of the student's enrollment in the Paramedic program. The policy will be paid out of student lab fees.
- Submit results of a state- and national-level criminal background check. Must be completed prior to the start of courses. This process can take several months to complete.
- Document having been found free of illegal drugs. Tests
 must be taken and results submitted to the Paramedic
 coordinator after being accepted into the program, and
 before the first day of class.

Students enrolled in clinical courses must provide their own transportation to clinical assignments and will be required to

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

ACADEMIC PROGRESS NOTE:

Students are required to earn a grade of 3.00 (B) or higher in each PMED course. Failure to maintain a passing grade of B will result in dismissal from the program. Students MUST complete all General Degree courses (English, communications and math) before they register for or begin their ridealong internship (PMED A295).

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

COMMUNICATION AND GENERAL REQUIREMENTS

1. Oral Communication	3
COMM A111 (recommended) (3)	

2. Written Communication	6
ENGL A111 (required) (3)	
ENGL A212 (recommended) (3)	

3. Natural Sciences	8
BIOL A111 (required) (4)	
BIOL A112 (required) (4)	
NOTE: these are required prerequisites for	
admission into the program and also fulfill	
the general requirements for the AAS degree.	

4. Mathematics

MATH A105 (or higher) (3)	3
---------------------------	---

Major Requirement Courses

PMED A241	Paramedicine I	8		
PMED A242	Clinical Rotation I	4		
PMED A251	Paramedicine II	8		
PMED A252	Clinical Rotation II	4		
PMED A261	Paramedicine III	8		
PMED A262	Clinical Rotation III	4		
PMED A295	Paramedical Internship	12		
A total of 68 credits is required for the degree.				

FACULTY

Paul Perry, Coordinator/Instructor, 262-0378 IFPEP@uaa.alaska.edu Program Info:: 907-262-0344

ASSOCIATE OF APPLIED SCIENCE, PROCESS TECHNOLOGY

The Associate of Applied Science degree in Process Technology is coordinated by Kenai Peninsula College and is delivered collaboratively through UAA and UAF. The Process Technology program is offered only at Kenai Peninsula College's Kenai River Campus (KRC) and Anchorage Extension Site (AES).

This degree is designed to provide education/training that will enable individuals to obtain employment in the industries that use and control mechanical, physical or chemical processes to produce a final product. In Alaska this includes the process industries of oil and gas production; chemical manufacturing; petroleum refining; power generation and utilities; water and wastewater treatment; and seafood and other food processing.

The graduates of the UAA Process Technology program will have the ability to:

- Maintain a safe work area to enforce safety regulations, to follow safe operating procedures, to maintain effective communications with personnel, and to identify work place hazards;
- 2. Monitor area operations to monitor equipment for efficiency and integrity, to identify process problems, and to perform trend analyses;
- 3. Maintain process parameters to perform process adjustments, to start up process equipment, and to shut down process equipment;
- 4. Maintain emergency response preparedness to respond to emergencies, to effectively participate in emergency response drills, and to conduct periodic review of emergency response procedures;
- Maintain regulatory compliance to report recordable incidents, to record discharge reports, to record regulatory data, to maintain current licensing, to participate in internal/external audits, to comply with HAZCOM requirements;
- Coordinate maintenance activities to generate work requests, to develop safe out procedures, to schedule maintenance activities, to prepare equipment for maintenance activity, and to issue work permits;
- 7. Perform administrative activities to produce required reports, to record logbook entries, to perform personal evaluations;

8. Prepare for and understand the need for continued professional development, to participate in job related training, to utilize self-study resources.

ADMISSION REQUIREMENTS

Complete university admissions requirements for associate degrees located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

- 1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
- 2. Placement at the A105 level or above, equivalent course, or appropriate ACT/SAT scores.
- 3. Placement for reading at the ENGL A111 level or above.

ADVISING NOTE:

Advising for this program is only available from the Process Technology faculty at Kenai Peninsula College. For more information, call the Kenai River Campus at (907) 262-0344 or the Anchorage Extension Site, call (907) 786-6413.

COMMUNICATION AND GENERAL REQUIREMENTS

1. Oral Communications	Skills	3
Complete one of	the following courses:	
COMM A111	Fundamentals of Oral	
	Communication (3)	
COMM A235	Small Group	
	Communication (3)	
COMM A237	Interpersonal	
	Communication (3)	
COMM A241	Public Speaking (3)	

2. Written Communication	on Skills	6
ENGL A111	Methods of Written	
	Communication (3)	
and one of the fo	ollowing:	
ENGL A211	Academic Writing About	
	Literature (3)	

	Literature (3)
ENGL A212	Technical Writing (3)
ENGL A213	Writing in the Social and
	Natural Sciences (3)
ENGL A214	Persuasive Writing (3)

3. Support Courses

Math: 3-4

MATH A105 Intermediate Algebra (3)

or

MATH A107 College Algebra (4)

Computer Litera	cy:	3	Petroleum Technology
CIS A105	Introduction to Personal		Process Technology
	Computers		Power Generation
	and Application Software (3)		Technical Internship
	or		Technology
CIS A110	Computer Concepts in		A total of 63 credits is required for the degree.
	Business (3)		
Natural Sciences:		8	FACULTY:
CHEM A103/L	Survey of Chemistry (or higher level) (4) and		Allen Houtz, Professor, IFADH@uaa.alaska.edu Rich Kochis Assistant Professor, IFRLK@uaa.alaska.edu Henry Haney, Assistant Professor, IFHWH@uaa.alaska.edu
PHYS A115	Physical Science I for Technicians (4) or		Program information: 907-262-0344
CHEM A103/L	Survey of Chemistry (or higher level) (4) and		Undergraduate Certificate Programs UNDERGRADUATE CERTIFICATE, SMALL BUSINESS MANAGEMENT
PHYS A123/L	Basic Physics I (4)		Graduates of the KPC/UAA Small Business Management
	•		program will have the ability to:
Social Science:		3	program win have the ability to.
Elective (3)			1. Explain basic accounting reports, cash flow, and budgets;
Major Requirement Courses			2. Demonstrate basic supervision skills and identify impor-
1. Complete the following			tant human behavioral traits;
PRT A101	Introduction to Process		,
PRT A110	Technology Introduction to Occupational Safety, Health, and	3	3. Describe fundamental marketing functions and strategy, basic selling principles, and necessary interpersonal skills for customer relations;
PRT A130	Environmental Awareness Process Technology I:	3	4. List and explain economics terms and concepts from a macro and micro perspective;
DDT/DTTD A1/	Equipment	4	
PRI/PETR AT4	0 Industrial Process	2	5. Use computers for word processing and spreadsheets for
DDT/DTTD A1/	Instrumentation I	3	data analysis;
PKI/PETK A14	4 Industrial Process	3	
PRT A230	Instrumentation II Process Technology II:	3	6. Communicate ideas in a variety of modes; and
	Systems	4	7. Identify the impact of business from ethical, legal, and social responsibility points of view.
PRT A231	Process Technology III:	,	
DD	Operations	4	Admission Requirements
PRT A250	Process Troubleshooting	3	Complete university admissions requirements for undergrad-
PRT A255	Quality Concepts for the Process Industry	1	uate certificates located at the beginning of this chapter.
2 Approved Applied Tool	·	9	GENERAL UNIVERSITY REQUIREMENTS
 Approved Applied Technology Electives All 9 credits must be chosen with advisor approval. 			1. Complete the General University and the General Cours
For example, they may be chosen from:			Requirements for undergraduate certificates located at the beginning of this chapter.
•Electro			
Environmental Technology(Wastewater) Mining TechnologyIndustrial Process			Communication and General Requirements 1. Complete the following communication requirements:
			ENGL A111 Methods of Written
• instru	mentation		Communication (required)

• Instrumentation

• Occupational Safety & Health

Communication (required)

3

Complete one of the fo	ollowing courses:	
ENGL A212*	Technical Writing	
	(recommended) (3)	
ENGL A211	Academic Writing About	
	Literature (3)	
ENGL A213	Writing in the Social and	
	Natural Sciences (3)	
ENGL A214	Persuasive Writing (3)	
CIOS A260A	Business Communications (3)	
*Note: ENGL A212 is required for a UAA		
four-year degree in Business		

Major Requirement Courses

1. Complete the following:

BA A166	Small Business Management	
BA A231	Fundamentals of Supervision	
ACCT A101**	Principles of Financial	
	Accounting I (3)	
	or	
ACCT A120	Bookkeeping for Business I	
	(Not offered at KPC) (3)	
	or	
ACCT A201**	Principles of Financial	
	Accounting	
	(Not offered at KPC) (3)	
ACCT A102**	Principles of Financial	
	Accounting II (3)	
	or	
ACCT A202	Principles of Managerial	
	Accounting (3)	
	or	
ACCT A222	Introduction to Computerized	
	Accounting (3)	
	•	

^{**}Students taking ACCT A101 & ACCT A102 cannot use ACCT A201 for credit toward certificate.

2. Complete 9 credits from the following departments:

ACCT, BA, CIOS, CIS, ECON

ECON A201 Principles of
Macroeconomics (3)
(recommended)

ECON A202 Principles of
Microeconomics (3)
(recommended)

CIOS A101 (A, B or C) Keyboarding (1-3)
(recommended)

3. Complete 3 elective credits.

A total of 30 credits is required for the certificate.

3 | FACULTY:

Ray Zagorski, Associate Professor (KRC) IFRZ@uaa.alaska.edu

STEVE GILLON, ASSOCIATE PROFESSOR (KBC)

IFRLK@uaa.alaska.edu

Program Information: 907-262-0344

UNDERGRADUATE CERTIFICATE, CORRECTIONS

(NOTE: THIS CERTIFICATE IS AVAILABLE ONLINE)

Corrections professionals play important roles in public safety and criminal justice. Correctional Officers provide security and confinement for the nation's criminal offenders. Probation/Parole Officers conduct case management and assist in the movement of prisoners, direct individuals to rehabilitation programs and apprehend violators when public safety is in jeopardy. Criminal Justice Technicians assist institutional and field officers in a variety of duties within the Department of Corrections (DOC). With experience, Criminal Justice Technicians may transition to officer positions. These positions provide secure, rewarding positions with excellent benefits and retirement.

The KPC corrections certificate programs provide the academic background required for success in entry-level corrections positions, including instruction in criminal and restorative justice systems, courses in oral and written communication, and an introduction to theories of criminal behavior. The programs are appropriate for sworn (those with statutory power of arrest or those honorably retired law enforcement officers) and non-sworn personnel (law enforcement personnel without powers to arrest or carry firearms). They prepare new applicants for entry level positions in corrections and provide occupational training for current DOC employees. Graduates will be competitive with non-Alaskans for corrections jobs within Alaska and in other states. These corrections certificate programs have been developed in active collaboration and partnership with the DOC.

In addition to this Undergraduate Certificate in Corrections, KPC also offers an Corrections Occupational Endorsement Certificate (page 88).

This 31-credit hour certificate provides vocational training in the field of corrections, instruction in written and oral communication skills and a foundation in restorative justice, criminology and justice organization and management. The certificate may be extended to more advanced degree with the completion of additional course work.

The specific education outcomes of this program are to produce graduates who are able to:

3

- 1. Describe the criminal justice system as a whole and the organization of criminal justice institutions.
- 2. Demonstrate proficiency in probation, parole and correctional institutional methods.
- Coordinate with human services and other public service entities.
- 4. Manipulate spreadsheets and compute formulas with basic proficiency.
- 5. Communicate effectively in oral and written technical English appropriate for public service.
- 6. Explain theories of criminology.
- 7. Describe adult corrections institutions, community-based programs and restorative justice.
- 8. Explain relevant human services issues (human behavior, substance abuse) and their problem-solving methods.
- 9. Possess competitive entry-level skills for employment and promotion in the field of corrections.

Admission Requirements

Admissions will be based on approval through Kenai Peninsula College. Students must submit the Kenai Peninsula College admissions application and the application for the corrections program. Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter.

Advising Note:

Students are encouraged to contact KPC academic and staff advisors for assistance in planning and reviewing the academic program. Advisors are available prior to enrollment and during the semesters through e-mail, telephone or face-to-face contact. Students interested in the Undergraduate Certificate should consult a faculty advisor in corrections before enrolling, particularly for information concerning employment restriction.

Preparation Note:

Students must meet all KPC requirements to enroll in courses, as listed on the KPC Web site or UAOnline. Kenai Peninsula College offers preparatory courses for students who need to improve their academic and study skills in order to succeed in the college environment.

Course Requirements Note:

Certain courses require prerequisites or faculty permission, as listed in the KPC course catalog. information.

Major Requirement Courses

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

CIOS	A135A	Spreadsheets I: MS Excel	1
HUMS	A101	Introduction to Human	
		Services	3
HUMS	A122	Substance Abuse as a	
		Contemporary Problem	3
JUST	A110	Introduction to Justice	3
JUST	A211	Introduction to Restorative	
		Justice	3
JUST	A221	Justice Organization and	
		Management	3
JUST	A210	Principles of Corrections	3
JUST	A251	Criminology	3

2. Complete the following courses in written English with a minimum grade of C:

ENGL	A111	Methods of Written	
		Communication	3
ENGL	A212	Technical Writing	3

3

3. Complete one of the following courses, with a minimum grade of C:

COMM A237	Interpersonal
	Communication (3)
HUMS A153	Human Relations (3)

A total of 31 credits is required for this certificate.

FACULTY:

Ruben Foster, Instructor, PFRAF@uaa.alaska.edu Randy Rosencrans, Instructor, IFRGR@uaa.alaska.edu Program information: 907-262-0344

UNDERGRADUATE CERTIFICATE, MECHANICAL TECHNOLOGY

The graduates of the UAA Mechanical Technology program will have the ability to:

- 1. Operate basic machine tools at an entry level: lathe, mill, grinder, saws, drill press, sanders, arbor press, radial drill, ovens, precision measuring tools;
- Measure, identify, and apply with real world parts and pieces, pipe, pipe schedules, fittings and related steel structural materials, and produce appropriate blue prints;
- 3. Show proficiency in the use, calibration, repair, maintenance, and care of all precision measuring tools;

- 4. Complete advanced machine shop projects in a variety of materials using standard machine tools and student-created blue prints;
- Plan and complete machining jobs on the CNC (Computer Numerical Control) equipment in a variety of materials including steel, aluminum, brass, cast iron, stainless, nylon, plastics, and hardwood (optional focus);
- 6. Pass entry-level welding certification test (optional focus).

Admission Requirements

Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and the General Course Requirements for undergraduate certificates located at the beginning of this chapter.

Major Requirement Courses

1. Certificate requirements (18 credits):

MATH A105	Intermediate Algebra	3
MECH A101	Introduction to Machine	
	Shop	4
PETR A155	Blueprint Reading	3
PRT A130	Process Technology I:	
	Equipment	4
WELD A101	Gas and Arc Welding	4

2. Choose a minimum of 14 credits from the following electives:

EDD A288	Computer Aided Drafting (4)
ET A101	Basic Electronics: DC
	Physics (4)
MECH A102	Intermediate Machine
	Shop (4)
MECH A115	Gasoline Engine
	Rebuilding (3)
MECH A201	Advanced Machine Shop (4)
MECH A220	Computer Numerical
	Control Mill (4)
WELD A108	Wire Welding (4)
WELD A109	TIG Welding (4)

A total of 32 credits is required for this certificate.

UNDERGRADUATE CERTIFICATE, PETROLEUM TECHNOLOGY

Kenai Peninsula College offers a one-year certificate program in Petroleum Technology. The certificate provides specific

training in petro/chemical plant operations. The graduates of the UAA Petroleum Technology program will have the ability to:

- Maintain a safe work area: To enforce safety regulations, to follow safe operating procedures, to maintain effective communications with personnel, and to identify workplace hazards;
- 2. Monitor area operations: To monitor equipment for efficiency and integrity, to identify process problems, and to perform trend analyses;
- 3. Maintain process parameters: To perform process adjustments, to start up process equipment, and to shut down process equipment;
- Maintain emergency response preparedness: To respond to emergencies, to effectively participate in emergency response drills, and to conduct periodic review of emergency response procedures;
- Maintain regulatory compliance: To report recordable incidents, to record discharge reports, to record regulatory data, to maintain current licensing, to participate in internal/external audits, to comply with HAZCOM requirements;
- Coordinate maintenance activities: To generate work requests, to develop safe out procedures, to schedule maintenance activities, to prepare equipment for maintenance activity, and to issue work permits;
- 7. Perform administrative activities: To produce required reports, to record logbook entries, to perform personal evaluations; and,
- 8. Understand the need for continued professional development, to participate in job related training, to utilize self-study resources;
- 9. Demonstrate English skills: To communicate effectively in entry level technical occupations.

ADMISSION REQUIREMENTS

Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and the General Course Requirements for undergraduate certificates located at the beginning of this chapter.

Major Requirement Cou		
1. Complete the following	1	
PRE A108	Introduction to College	
	Writing (3)	3
	or	
ENGL A111	Methods of Written	
	Communication (3)	
MATH A105	Intermediate Algebra	3
PETR/PRT A140	Industrial Process	
	Instrumentation I	3
PETR/PRT A144	Industrial Process	
	Instrumentation II	3
PRT A101	Introduction to Process	
	Technology	3
PRT A130	Process Technology I:	
	Equipment	4
PRT A160	Oil & Gas Exploration &	
	Production I	3
PRT A230	Process Technology II:	
	Systems	4
PRT A231	Process Tech. III:	
	Operations (4)	4
	or	
ET A101	Basic Electronics:	
	DC Physics (4)	
	or	
ET A126	Principles of Logic and	
	Gating (4)	

A total of 33 credits is required for the certificate.

PRT A250

FACULTY:

Allen Houtz, Professor, IFADH@uaa.alaska.edu Rich Kochis Assistant Professor, IFRLK@uaa.alaska.edu Henry Haney, Assistant Professor, IFHWH@uaa.alaska.edu Program information: 907-262-0344

Process Troubleshooting

UNDERGRADUATE CERTIFICATE, WELDING TECHNOLOGY

The one-year certificate in welding technology provides a student with specific training for structural and pipe welding certification. Students gain comprehensive training in the latest welding technology, blueprint reading, layout, and fabrication.

NOTE: Experienced welders have the option of bypassing the first semester courses by successfully completing written and practical examinations on first semester work.

Admission Requirements

Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and the General Course Requirements for undergraduate certificates located at the beginning of this chapter.

Major Requirement Courses

1. Complete the following	requirements:	
MATH A105	Intermediate Algebra	3
PRPE A108	Introduction to College	
	Writing (3)	3
	or	
ENGL A111	Methods of Written	
	Communication (3)	
	or	
COMM A111	Fundamentals of Oral	
	Communication (3)	
WELD A102	Gas Welding	2
WELD A103	Arc Welding	4
WELD A104	Arc Welding: Low-Hydrogen	
	Electrodes	4
WELD A105	Pipe Welding	4
WELD A106	Pipe Certification	4
PETR A155	Blueprint Reading	3
2. Complete one of the fol	lowing:	4
*	Wire Welding (4)	
	TIG Welding (4)	

3. All students must pass structural and pipe certification tests before receiving a certificate in Welding Technology.

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

FACULTY:

3

Fritz Miller, Assistant Professor, iffwm@uaa.alaska.edu Program information: 907-262-0344

OCCUPATIONAL ENDORSEMENT CERTIFICATE PROGRAMS

OCCUPATIONAL ENDORSEMENT CERTIFICATES, COMPUTER INFORMATION AND OFFICE SYSTEMS

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

The Computer Information and Office Systems (CIOS) Occupational Endorsement Certificates (OECs) 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. OECs are designed to give students skills in a specific occupational field and indicate competence in a technical and professional area. The Occupational Endorsement Certificate areas are articulated with the Associate of Applied Science degree in Computer Information and Office Systems. Students must receive a satisfactory grade (C or higher, or P) in all required CIOS courses to be awarded an OEC.

The CIOS Department offers the following OECs:

Office Foundations Bookkeeping Support Office Digital Media Office Support

Admission Requirements

Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and the General Course Requirements for undergraduate certificates located at the beginning of this chapter.

Advising Note:

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

ACADEMIC PROGRESS NOTE:

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

OCCUPATIONAL ENDORSEMENT CERTIFICATE, CIOS: OFFICE FOUNDATIONS

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

Upon completion of this OEC, students will demonstrate:

- 1. Keystroke skills of 28 net words per minute minimum.
- 2. Entry level skills in word processing and spreadsheets.

- 3. Entry level skills using the Internet to obtain information.
- 4. Customer service skills.
- Knowledge of proper grammar and mechanics used in business documents.
- 6. The ability to create/maintain an electronic file system.

Major Requirement Courses

 All students must take the following basic computer skills courses or possess equivalent knowledge. Students may take challenge examinations or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

CIOS A101A	Keyboarding A: Basic	
	Keyboarding	1
CIOS A113	Operating Systems:	
	MS Windows	1
CIOS A130A	Word Processing I:	
	MS Word	1
CIOS A135A	Spreadsheets I:	
	MS Excel	1
CIOS A146	Internet Concepts and	
	Applications	2
CIOS A161A	Proofreading	2
CNT A165	Customer Service	
	Fundamentals	1

A total of 9 credits is required for this OEC.

OCCUPATIONAL ENDORSEMENT CERTIFI-CATE, CIOS: BOOKKEEPING SUPPORT

Provides essential skills to handle financial transactions and recordkeeping.

Upon completion of this OEC, students will demonstrate:

1. Basic skills in financial transactions, payroll, and book-keeping procedures.

Major Requirement Courses

1. Complete the 9-credit Office Foundations OEC before admission to this program.

2. Complete 1 credit from	the following:	1
CIOS A101B	Keyboarding B: Business	
	Documents I (1)	
CIOS A101C	Keyboarding C: Business	
	Documents II (1)	

3. Complete 3 credits from the following:

ACCT A101	Principles of Financial	
	Accounting I (3)	
ACCT A120	Bookkeeping for Business I (3)	
4. Complete the following	10 credits:	
CIOS A115	10-Key for Business	
	Calculations	2
CIOS A118	Payroll Procedures	2
CIOS A120A	Bookkeeping Software	
	Applications I: QuickBooks	1
CIOS A165	Office Procedures	3
CIOS A220A	Bookkeeping Software	
	Applications II: QuickBooks	2

A total of 14 credits is required for this OEC.

OCCUPATIONAL ENDORSEMENT CERTIFICATE, CIOS: OFFICE DIGITAL MEDIA

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

Upon completion of this OEC, students will demonstrate:

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

Major Requirement Courses

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.

2.	Complete 1 credit from	the following:
	CIOS A101B	Keyboarding B: Business
		Documents I (1)
	CIOS A101C	or Keyboarding C: Business Documents II (1)

3. Complete the following 11 credits:

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CIOS A108	Digital Design	
	Fundamentals	1
CIOS A152A	Digital Imaging Concepts	
	and Applications:	
	Photoshop	3
CIOS A153B	Web site Design:	
	Dreamweaver	3
CIOS A251A	Desktop Publishing	
	Concepts and	
	Applications: InDesign	3

CIOS A259	Preparing Electronic	
	Documents:	
	Adobe Acrobat	1

4. Complete 3 elective credits approved by the CIOS Department:

Suggested Courses:
CIOS A153A Web site Design: HTML (1)
CIOS A156 Web Graphics: Fireworks (1)
Programming or other related courses (1-3)

3

A total of 15 credits is required for this OEC.

OCCUPATIONAL ENDORSEMENT CERTIFICATE, CIOS: OFFICE SUPPORT

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

Upon completion of this OEC, students will demonstrate:

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

Major Requirement Courses

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.

2. Complete the following required courses:

CIOS A101B	Keyboarding B: Business	
	Documents I	1
CIOS A101C	Keyboarding C: Business	
	Documents II	1
CIOS A115	10-Key for Business	
	Calculations	2
CIOS A125A	Electronic Communications:	
	MS Outlook	1
CIOS A140A	Databases I: MS Access	1
CIOS A150A	Presentations: MS PowerPoint	2
CIOS A164	Filing	1
CIOS A165	Office Procedures	3
CIOS A259	Preparing Electronic	
	Documents: Adobe Acrobat	1

A total of 13 credits is required for this OEC.

FACULTY (ALL CIOS CERTIFICATES):
Debbie Sonberg, Assistant Professor,
IFDGS@uaa.alaska.edu information: 907-262-0355

1

OCCUPATIONAL ENDORSEMENT CERTIFICATES, CORRECTIONS (NOTE: THIS OCCUPATIONAL ENDORSEMENT CERTIFICATE IS AVAILABLE ONLINE)

This 16-credit hour certificate provides vocational training for entry level positions in the field of corrections. The certificate can be extended to an Undergraduate Certificate, Corrections with the completion of additional courses.

The specific education outcomes of this program are to produce graduates who are able to:

- 1. Describe the criminal justice system as a whole.
- 2. Demonstrate proficiency in probation, parole and correctional institutional methods.
- 3. Use English language writing skills to communicate and record information appropriately in the corrections field.
- 4. Manipulate spreadsheets and compute formulas with basic proficiency.
- 5. Recognize human services and systems for the helping professions.
- 6. Recognize the addictive process and methods to assist those in addiction.
- 7. Possess competitive entry-level skills for employment and promotion in the field of corrections.

Admission Requirements

Complete the Undergraduate Certificate Admission Requirements located at the beginning of this chapter. Admissions will be based on approval through Kenai Peninsula College. Students must submit the Kenai Peninsula College admissions application and the application for the corrections program. See earlier catalog entry on general requirements for Occupational Endorsement Certificate admissions and visit the KPC Web site or contact KPC academic and staff advisors for more information and admission forms.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and the General Course Requirements for undergraduate certificates located at the beginning of this chapter.

ADVISING NOTE:

Students are encouraged to contact KPC academic and staff advisors for assistance in planning and reviewing their academic program. Advisors are available prior to enrollment and during the semesters through e-mail, telephone or face-to-face contact. See contact information above. Students

interested in the Occupational Endorsement Certificate should consult a faculty advisor in corrections before enrolling, particularly for information concerning employment restriction.

Preparation Note:

Students must meet all KPC requirements to enroll in courses, as listed in the KPC Web site or UAOnline. Kenai Peninsula College offers preparatory courses for students who need to improve their academic and study skills in order to succeed in the college environment.

Major Requirement Courses

- Complete the General University Requirements for Occupational Endorsement Certificate located at the beginning of this chapter.
- 2. Complete the following required courses with a minimum grade of C:

CIOS	A135A	Spreadsheets I: MS	
		Excel	1
ENGL	A111	Methods of Written	
		Communication	3
HUMS	A101	Introduction to Human	
		Services	3
HUMS	A122	Substance Abuse as a	
		Contemporary Problem	3
JUST	A110	Introduction to Justice	3
JUST	A210	Principles of Corrections	3

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

FACULTY:

Ruben Foster, Instructor, PFRAF@uaa.alaska.edu Randy Rosencrans, Instructor, IFRGR@uaa.alaska.edu Program information: 907-262-0344

UAA, UAF AND UAS DEGREES AT KPC

KPC offers courses that lead to completion or near completion of several degrees offered by other campuses of the University of Alaska. As a community campus of UAA, KPC is able to support these program offerings based on student interest and adequate enrollment. It is very important to consult with an advisor to plan a program.

Bachelor programs and Associate programs offered through other UA campuses require students to complete admission and graduation applications through the campus that offers the degree, and will be subject to the admission and graduation application deadlines of that campus.

ASSOCIATE OF APPLIED SCIENCE

- Accounting
- Early Childhood Development
- Human Services
- Nursing
- Radiology Technology

BACHELOR OF ARTS

- Art
- Elementary Education
- Psychology

BACHELOR OF LIBERAL STUDIES

BACHELOR OF SCIENCE

- Biology
- Natural Science
- Psychology

Post-Baccalaureate Certification

• Elementary Education

Many other UAA, UAF and UAS degrees are available via distance while in residence on the Kenai Peninsula. Examples include UAS Business Administraton BBA, UAA Bachelor of Science and Technology, UAA Medical Coding Undergraduate Certificate and UAF Bachelor of Social Work. Please consult with an advisor for more information.

Accounting (AAS)

The AAS in Accounting is a UAA degree program being supported at KPC campuses. It prepares students for entry-level employment in the field of accounting. Additional credits are needed for BA articulation and careful advising is recommended to choose course options which meet both degree requirements. For more information about the Associate of

Applied Science in Accounting, contact Tom Dalrymple at 262-0295 at KRC or Dr. Steve Gillon 235-1612 at KBC.

Early Childhood Development (AAS)

The AAS in Early Childhood Development is a UAA/Anchorage campus degree program being offered at KRC. This degree blends theory and practice in the preparation of early childhood educators who can deliver quality care and education for young children from birth through age eight. The program is developed to meet the National Association for the Education of Young Children's guidelines for personnel preparation, and it prepares students for employment in day care and preschool settings. For more information, contact Dr. Christine Gehrett at 262-0367 at KRC or Kim Frost at 235-1658 at KBC.

Human Services (AAS)

The AAS in Human Services is a UAA/Anchorage campus degree program being supported on KPC campuses to prepare students for entry-level employment with human service agencies. Students acquire knowledge of human behavior and relationships, knowledge of social problem areas, skills in helping approaches and problem-solving skills. This degree, with its extensive practicum and course work in counseling, can be a terminal degree or a foundation to articulate into the BA in Psychology. For more information, contact Bettina Kipp at 262-0334 at KRC or Kim Frost at 235-1658 at KBC.

Nursing (AAS)

The Nursing Department from UAA provides an opportunity for qualified students to complete an Associates of Applied Science Degree (AAS) Registered Nurse program based out of KPC. A program will begin each January with alternating base sites. In January 2011, the program will be based at the Kenai River Campus in Soldotna and in January 2012 the program will again begin at the Kachemak Bay Campus in Homer. Being based at KRC or KBC means that a majority of the required clinical experiences will be done in Soldotna or in Homer. The coursework is done online as well as some sessions via interactive video with instructors in Anchorage. Some clinical rotations will be held in Anchorage since there are limited local opportunities for certain experiences (such as psychiatric nursing and pediatrics). A new cohort of 14 students will begin each year alternating the home base between the two KPC campuses. The competition for these limited seats is vigorous and there is a well-defined ranking system that the Nursing Department uses. Those students with the highest rank will be offered the available seats. Applications must be received by the UAA nursing department office on or before July 1 before the next cohort starts in January. It takes most students one to two full years to acquire the "credentials" for a complete application with a real chance of being accepted. For more information about

the program, contact KRC advisors Lynn Senette, assistant professor of nursing, at 262-0333 or Dr. David Wartinbee, professor of biology, at 262-0377 or at KBC contact Carol Klamser, assistant professor of nursing, at 235-1613.

Radiology Technology (AAS)

The AAS in Early Childhood Development is a UAA/ Anchorage campus degree program being offered at KRC. The Radiologic Technology program prepares students for employment as career entry medical radiographers. Students completing the program receive an AAS degree and are eligible to apply for certification with the American Registry of Radiologic Technologists (ARRT). Graduates are prepared with the technical skills necessary to perform a variety of diagnostic radiographic examinations. The primary role of the radiographer is to provide diagnostic images of the structure and function of anatomy to assist the physician in the treatment of injury and disease. Examples of examinations performed include chest, upper and lower extremities, spine, ribs, skull, gastrointestinal, genitourinary, and reproductive systems. The program of study incorporates didactic instruction, laboratory demonstration, and clinical application in a manner that provides correlation of theory with practice. The inclusion of general university requirements fulfills program goals of developing knowledgeable and competent practitioners who will have opportunities for continued professional growth. Additional expenses include clinical attire, vaccinations, identification badge, and other organization fees. The AAS degree is not contingent upon the students passing any type of external certification or licensure examination. For more information about the program, contact KRC advisor Dr. David Wartinbee, professor of biology, at 262-0377.

Art (BA)

The BA in Art is a UAA/Anchorage campus degree program being offered at KRC. The KPC Art program offers upper division courses in the mediums of drawing, painting, fibers, photography and sculpture. Art students have the opportunity to work toward their Bachelor of Arts or Bachelor of Fine Arts degree in Art by taking the majority of their courses at KPC. For additional information about a BA or BFA degree in Art or selecting Art as a minor area of study, contact Celia Anderson, associate professor of art, at 262-0361 at KRC or Kim Frost at 235-1658 at KBC.

Biology (BA)

The BA in Biology is a UAA/Anchorage campus degree program being offered at KPC. The undergraduate program in the Biological Sciences includes courses that provide students with a broad understanding of both traditional and modern biological sciences. These courses are suitable as preparation for professional degrees, for teaching, or for careers in government or industry. A program of study in the biological sciences requires completion of a basic science core

curriculum in the chemical, physical and mathematical sciences as well as required and elective courses in the biological sciences. . Students are strongly encouraged to consult with an academic advisors to determine which electives best suit their programmatic needs and career requirements. For more information about the program, contact KRC advisor Dr. David Wartinbee, professor of biology, at 262-0377 or at KBC contact Dr. Debbie Boege-Tobin, assistant professor of biology, at 235-1607.

Elementary Education (BAEE)

The BA in Elementary Education is a UAA/Anchorage campus degree program being offered at KPC. A student interested in elementary teacher preparation may obtain either a BA in Elementary Education (BAEE) with elementary teacher certification or an Elementary Teacher Certification only. At this time, both programs are available at KPC's Kenai River Campus. Advising is required. The BAEE is a professional degree. Unique features of the program include a strong liberal studies emphasis, integration of educational technology and a year-long internship that follows the local school district's calendar rather than the Kenai River Campus calendar. Students are encouraged to take ED A101, Introduction to Education (3 credits), to learn more about the profession before declaring the major. Careful course sequencing is necessary in order to meet the requirements. For more information on the BAEE or the Post-Bacculaureate Certificate-only option, contact Jane Pitcock, assistant professor of education, at 262-0357 at KRC or Kim Frost at 235-1658 at KBC.

Natural Science (BS)

The Bachelor of Science in Natural Science is a UAA/Anchorage campus degree program being offered at KPC. The Natural Sciences curriculum emphasizes the interrelationships among the sciences and allows students to obtain a strong background in two or more sciences while meeting the requirements of a single degree program. A minimum of 74 science credits is required for this major, as specified below. For individuals pursuing careers as secondary science educators, it is required by the College of Education that they complete 12 credits in each of the following sciences: Biology, Chemistry, Physics, and Earth and Space Science. Students can complete much of their coursework at KPC and should consult the UAA catalog for complete degree information. Consult with a KPC advisor for suggested course sequencing and to be sure all requirements are being met.

Psychology (BA or BS)

The Bachelor of Arts and the Bachelor of Science programs in Psychology, both UAA/Anchorage campus degree programs, offer students a solid foundation for understanding the complexity of human behavior. The baccalaureate program serves those with a general interest in human behavior, careers in mental health, an interest in personal and profes-

sional enrichment and an interest in admission to higher levels of education. Early and frequent consultation with an advisor facilitates progress through the program. For more information about a major or minor in Psychology, contact Paul Landen, assistant professor of psychology, at 262-0394 at KRC or Kim Frost at 235-1658 or Brian Partridge, assistant professor of psychology, at 235-1604 at KBC.

Bachelor of Liberal Studies

The Bachelor of Liberal Studies (BLS) degree is a UAA/Anchorage campus program being offered at KPC. It is an interdisciplinary program that provides significant breadth across a variety of fields, meaningful depth in a single field, and the interconnections and integration among fields that allow a fuller comprehension of the modern world. It is intended for those students who prefer a broad liberal arts and sciences degree rather than a Bachelor of Arts or Bachelor of Science degree in a single discipline. This may include students with particularly wide or still uncertain personal or career interests. Other students selecting the BLS may, with proper advising, wish to pursue professional graduate education in Law or other fields. While with the proper discipline area concentration a BLS graduate may pursue graduate study in a particular discipline area, students who plan to attend graduate school in a specific area are generally advised to take a disciplinary major. Consult with KRC advisor Dr. Christine Gerhrett, associate professor of ethics, at 262-0367 for suggested course sequencing and to be sure all requirements are being met.

CHAPTER 10: Course

DESCRIPTIONS

PAGE 92 ACCT:

ACCOUNTING

ABE:

ADULT BASIC EDUCATION ADT: AUTOMOTIVE AND DIESEL TECHNOLOGY

AGRI: AGRICULTURE

PAGE 93

ANTHROPOLOGY ANTH:

ART:

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ASL: AMERICAN SIGN LANGUAGE

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ASTR: **ASTRONOMY**

AT: AVIATION TECHNOLOGY BA: **BUSINESS ADMINISTRATION**

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BIOL: **BIOLOGICAL SCIENCES**

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COMMUNITY EDUCATION CED:

PAGE 100

CHEMISTRY CHEM:

PAGE 101

CIOS: COMPUTER INFORMATION AND

OFFICE SYSTEMS

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COMPUTER INFORMATION SYSTEMS CIS: CNT: COMPUTER AND NETWORK TECHNOLOGY

COMM: COMMUNICATION (SPEECH)

CS: COMPUTER SCIENCE

CREATIVE WRITING AND LITERARY ARTS CWLA:

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DIETETICS AND NUTRITION DN

ECON: **ECONOMICS EDUCATION** ED:

ENGINEERING DESIGN AND DRAFTING EDD: EDUCATION: EARLY CHILDHOOD EDEC:

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EDUCATION: ELEMENTARY EDUCATION EDEL:

EDFN-**EDUCATION: FOUNDATIONS**

EDSE: **EDUCATION: SPECIAL EDUCATION**

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EMT: EMERGENCY MEDICAL TECHNOLOGY

ENGL: **ENGLISH**

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ENVIRONMENTAL STUDIES ENVI: ENGLISH AS A SECOND LANGUAGE ESL: FΤ **ELECTRONICS TECHNOLOGY**

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FIRE: FIRE SCIENCE **GEOLOGY** GEOL:

GUID: **GUIDANCE** PAGE 109

HEALTH CARE ASSISTING HCA:

HIST: HISTORY

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HUMANITIES HUM: HUMS: **HUMAN SERVICES**

PAGE 111

JPC: JOURNALISM AND

PUBLIC COMMUNICATION

JPN: **JAPANESE** JUST: JUSTICE

PAGE 112

LIBRARY SCIENCE LS-

LSIC: LIBERAL STUDIES INTEGRATED CORE

LSIS: LIBERAL STUDIES AND

INTEGRATED SCIENCES

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LSSS: LIBERAL STUDIES SOCIAL SCIENCES

MEDICAL ASSISTING MA· MATH: **MATHEMATICS**

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MECHANICAL TECHNOLOGY MECH:

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MT: MARINE TECHNOLOGY

MUS: MUSIC NURS: NURSING

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OCCUPATIONAL SAFETY AND HEALTH OSH:

PAGE 119

PHYSICAL EDUCATION PROFESSIONAL PEP. PHYSICAL EDUCATION AND RECREATION PER:

PETR: PETROLEUM TECHNOLOGY

PHIL: PHILOSOPHY

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PHYS: **PHYSICS**

PARAMEDICAL TECHNOLOGY PMED:

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PRPR: PREPARATORY ENGLISH PRT: PROCESS TECHNOLOGY

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POLITICAL SCIENCE PS: PSY: **PSYCHOLOGY**

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RADT: RADIOLOGIC TECHNOLOGY

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RUSS: RUSSIAN SOC: SOCIOLOGY

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SPAN: **SPANISH** STAT: STATISTICS SWK: SOCIAL WORK TECH: **TECHNOLOGY**

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WELDING TECHNOLOGY WELD:

This course list is not inclusive. Courses are being added and deleted all the time. Please check the semester schedule on the KPC Web site.

ACCT - ACCOUNTING

ACCT A101 Principles of Financial Accounting I 3 CR Contact Hours: 3 + 0

Registration Restrictions: MATH A055 with minimum grade of C or approved UAA mathematics placement test score. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102. First semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions. Includes discussion of the following asset categories: cash, accounts receivable, and inventory. Taught from the perspective of the accountant or bookkeeper who is responsible for recording accounting transactions.

ACCT A102 Principles of Financial Accounting II 3 CR Contact Hours: 3 + 0

Prerequisites: ACCT A101 with minimum grade of C. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102. Second semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions dealing with long-term assets, current and long-term liabilities, as well as stockholder and partnership equity transactions, and the statement of cash flows. Taught from the perspective of the accountant/bookkeeper who is responsible for recording accounting transactions.

ACCT A202 Principles of Managerial Accounting 3 CR Contact Hours: 3 + 0

Prerequisites: CIS A110 and [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C. Studies the generation and analysis of accounting information and its use by managers as they engage in planning, control, and decision-making activities in business and non-business organizations. Topics include product costing, cost-volume-profit analysis, profit planning, variance analysis, and relevant costs for decision making.

ACCT A210 Income Tax Preparation 3 CR Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110. Preparation of individual income tax returns, manually and computerized (using the latest in tax preparation software). Tax research and tax planning with emphasis on primary and administrative sources of income tax law. Emphasis is on the sources and interpretation of the tax laws and principles as well as how they apply to individuals.

ACCT A222 Introduction to Computerized Accounting 3 CR Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110. Special Fees. Introduction to processing accounting information using commercial accounting software. Illustrates conversion from manual to computerized accounting system; includes

maintenance of chart of accounts and all master files; processing sales, receivables, and cash receipts, purchases, payables, and cash payments; preparation of financial statements and other reports. Includes only minimal coverage of the payroll function.

ACCT A230 Workpaper Preparation and Presentation 3 CR Contact Hours: 3+0

Prerequisites: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] and ACCT A222 with minimum grade of C and CIS A110 with minimum grade of C. Emphasizes preparation and analysis of workpapers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.

ACCT A310 Income Tax 3 CR Contact Hours: 3 + 0

Prerequisites: ACCT A202 with minimum grade of C and ACCT A216 with minimum grade of C. Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Special Fees. A study of the federal income tax law as it applies to individuals, sole proprietors, and property transactions. Emphasis is on research, theory, application, and tax planning.

ABE- ADULT BASIC EDUCATION

ABE A001 Adult Basic Education 0 CR Adult Basic Education is a program of individualized instruction in mathematics, English, and reading comprehension as well as English as a second language. This instruction also can prepare the student for the GED High School Equivalency test. Upon successful completion of the GED test, students receive a High School Equivalency Diploma from the State Department of Labor and Workforce Development. All ABE classes are non-graded. Class exercises are scored only to provide students and teachers with information on progress and areas of difficulty.

ADT - AUTOMOTIVE & DIESEL TECHNOLOGY

ADT A122 Engine Theory and Diagnosis 3 CR Contact Hours: 2 + 2

Prerequisites: ADT 102. Special Fees. Introduces students to fundamental aspects of engine design, general diagnosis, and engine-related service. Includes combustion process, engine noise, basics of exhaust emissions, vacuum/pressure, compression, intake and exhaust systems, and valve and ignition timing.

AGRI - AGRICULTURE

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

Contact Hours: 1 + 0

Registration Restrictions: AGRI A136 or AGRI A139 recommended. Grade Mode: Pass/No Pass. Designed for the beginning home landscaper. Covers the first phases of landscape design including site inventory, site analysis, conceptual design, and preliminary

design. Construction phasing, final design components, and additional resources will be discussed briefly.

AGRI A245 Master Gardener

Contact Hours: 3 + 0

Registration Restrictions: Experienced gardeners in Alaska, plus a commitment to volunteer 40 hours to CES in gardening subject areas. Offered only at Kenai Peninsula College. Course will teach volunteers (master gardeners) to extend the gardening information and resources of cooperative extension service to area gardeners.

ANTH - ANTHROPOLOGY

ANTH A200 Natives of Alaska

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-Native groups, and contemporary issues, including education, politics, and law.

ANTH A202 Cultural Anthropology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Introduction to the methods, theories, and fundamental concepts in the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs, and issues related to gender, power, world systems and colonialism, and the social construction of human lives.

ANTH A210 Introduction to 3 CR
Anthropological Linguistics

Contact Hours: 3 + 0

Special Note: Offered as Demand Warrants. Introduction to concepts in anthropological linguistics. This course examines approaches to representing structures of the language of the world and such topics as folk taxonomies, typologies, kinship, communicative interaction, and language change and variation, all in relation to cultures and societies.

ANTH A250 The Rise of Civilization 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Survey of the emergence of civilization in human cultural development. A foundation course covering biological emergence of modern humans, appearance of complex symbolic culture, domestication, urbanization, trade, ritual and ideology, and state formation. A comparative framework is used covering primary areas of civilization—Sumeria, Egypt, China, Indus River, Mesoamerica, South America—and secondary areas, including Southeast Asia, Japan, Africa, and North America.

ANTH A270 Cross-Cultural Perspectives on Women 3 CR Contact Hours: 3 + 0

Special Note: Offered as Demand Warrants. Surveys women crossculturally exploring the nature of the relationship between gender and sex roles. Factors determining the status of women are sought in subsistence, mobility and access to power. Follows the female from subhuman primate, to the roles they've played as gatherers and goddesses, to movements such as the Chinese revolution and Western feminism.

ANTH A290 Special Topics in Anthropology 1-3 CR Contact Hours: 1-3 + 0

Special Note: May be repeated once for credit with a change in subtitle. Special topics course of general interest in anthropology.

ANTH A325 Cook Inlet Anthropology 3 CR

Contact Hours: 3 + 0

3 CR

3 CR

Special Note: Offered Alternate Fall Semesters. Study of the peoples and cultures of the Native, Russian and American periods of the Cook Inlet region. Includes original archaeological studies and ethnohistoric documents.

ANTH A354 Culture and Ecology 3 CR

Contact Hours: 3 + 0

Prerequisites: ANTH A202 and ENVI A201. Registration Restrictions: Completion of GER Tier 1 (basic college-level skills) courses and junior standing. Course Attributes: UAA GER Integrative Capstone. Anthropological approaches to the relationships between cultural and ecological systems. Culture as an adaptive system and the role of various cultural subsystems in different adaptations. Application of ecological concepts to human societies; impacts of environmental change on human societies, and impacts of human societies on environments; ethnoecology and traditional ecological knowledge of indigenous communities; values of nature among Western and non-Western societies; and political ecology in relation to the juxtaposition of indigenous peoples within contemporary nation-states.

ANTH A400 Anthropology of Religion 3 CR Contact Hours: 3 + 0

Registration Restrictions: ANTH A202 recommended. Special Note: Offered as Demand Warrants. Descriptive and comparative study of religious phenomena in traditional societies including myth, ritual, magic, witchcraft, and shamanism.

ANTH A437 Eskimo Adaptations 3 CR

Contact Hours: 3 + 0

Prerequisites: ANTH A200. Special Note: Offered as Demand Warrants. Eskimo peoples of the circumpolar north devoted primarily to Alaskan groups including Inupiaq, Alutiiq, and Yup'ik (including Siberian Yup'ik). Includes environment, language, social organization, subsistence patterns, contact with non-Native peoples, art and architecture, and contemporary issues.

ART - ART

ART A100 Two-Dimensional Activities 1-3 CR (Topics in Drawing, Design, or Painting)

Contact Hours: 0 + 2-6

Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in drawing, painting, or design may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A101 Three Dimensional Activities 1-3 CR (3-D Materials and Techniques)

Contact Hours: 0 + 2-6

Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in sculpture, ceramics, or metalsmithing may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A102 1-3 CR Paper to Books to Print (Topics in Fibers, Basketry, Weaving or Papermaking) Contact Hours: 0 + 2-6

Special Fees. Special Note: Does not satisfy BA or BFA requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in fibers, basketry, weaving, or papermaking may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A103 Understanding Light: Digital Photography 1-3 CR (Topics in Printmaking, Photography, & Digital Arts) Contact Hours: 0 + 2-6

Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in printmaking, photography, and digital arts may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A105 Beginning Drawing 3 CR

Contact Hours: 0 + 6

May be stacked with: ART A205, A305, and A405. Special Fees. Introduction to elements of drawing based on development of skill using wet and dry media such as pencil, charcoal, conte, ink, and brush. Class and homework assignments in drawing and composition of objects, still lifes, perspective effects, and the human figure.

Two-Dimensional Design Contact Hours: 0 + 6

Special Fees. Study of the organization, structure, and composition of form through the use of the basic design elements including color. Emphasis on development of design as related to two-dimensional art.

ART A112 3 CR Color Design

Contact Hours: 0 + 6

Special Fees. Study of fundamentals of color and two-dimensional visual perception. Projects will emphasize evaluation and mixing of color.

ART A113 Three-Dimensional Design 3 CR

Contact Hours: 0 + 6

Special Fees. Exploration of three-dimensional design. Focus on terminology, exploration of materials, and appropriate use of hand and power tools. Development of problem-solving skills and methods of self-evaluation.

ART A160 Art Appreciation 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Fine Arts Requirement. Special Fees.

Development of an appreciation of all the visual arts. Emphasis is on the theories, practice, materials and techniques of the visual arts.

ART A201 Beginning Handbuilt Ceramics 3 CR Contact Hours: 0 + 6

May be stacked with: ART A301 and A401. Special Fees. Introduction to ceramic materials and processes. Emphasis on handbuilt forming methods and earthenware temperature range. Includes clays, clay bodies, slips, glazes, and firing process. Introduces ceramic history, idea development and creative problem solving.

ART A202 Beginning Wheelthrown Ceramics 3 CR Contact Hours: 0 + 6

Prerequisites: ART A201. May be stacked with: ART A302 and A402. Special Fees. Introduction to ceramic materials and processes. Emphasis on wheelthrowing methods and stoneware temperature range. Includes clays, clay bodies, slips, glazes, and firing process. Introduces ceramic history, idea development and creative problem solving.

ART A205 Intermediate Drawing 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105. May be stacked with: ART A105, A305, and A405. Special Fees. Expands visual awareness, technical ability and creative/conceptual input. Complex technical and intuitive/ creative approaches to drawing will be investigated. Class and homework assignments in drawing objects, still life, perspective effects, and human forms.

ART A211 Beginning Sculpture 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A105 and ART A113. May be stacked with: ART A311 and A411. Special Fees. Exploration of fundamental elements of sculpture: form, mass, volume, scale, material, and surface. Introduction to aesthetics and history of modern sculpture. Includes tools, techniques, and materials available to the sculptor.

ART A212 Beginning Watercolor Contact Hours: 0 + 6

May be stacked with: ART A312 and A412. Special Fees. Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.

ART A213 Beginning Painting 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105. May be stacked with: ART A313, A413, and A414. Special Fees. Special Note: May be repeated once for credit with substantive changes in media or emphasis. Introduction to materials and traditional techniques as applied to painting as a fine art. Focus on visual awareness, technical ability and conceptual input with investigation of intuitive and creative approaches. Subject matter drawn from still life, landscape/nature, interior spaces and the human form.

ART A220 Digital Imaging for Photography 3 CR Contact Hours: 0 + 6

Registration Restrictions: Demonstrated computer competency or ART A103 Selected Topic: Creative Digital Darkroom. Special Note: May be taken concurrently with ART A225. Post-processing and editing in the digital darkroom for artistic expression and commercial creation of digital photographs.

ART A224 Beginning Photography 3 CR Contact Hours: 0 + 6

Special Fees. Basic principles including camera functions for artistic expression through the processing and printing of black and white film. Special Note: Course includes an introduction to Digital Photography; no digital camera required.

ART A225 Beginning Photography - Digital 3 CR Contact Hours: 0 + 6

Prerequisites: (ART A220 or concurrent enrollment). Basic principles and essential expertise for artistic and commercial expression in the creation of black and white photographic images with digital single lens reflex cameras.

ART A228 Art as a Profession 3 CR Contact Hours: 3 + 0

Prerequisites: ART A105 and ART A111 and ART A112 and [ART A205 or ART A257] and ART A261 and ART A262.

Registration Restrictions: At least one Art Studio or Digital Art Program concentration course must be taken in addition to prerequisite list. Develops awareness of professional presentations and career paths in art disciplines. Students will create a preliminary presentation and working portfolio.

ART A252 Beginning Graphic Design and Illustration 3 CR Contact Hours: 0+6

Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Special Fees. Special Note: May be repeated for credit. Idea development and problem solving skills for the commercial market. Introduction to client identity, printing, and production process. Survey of industry history.

ART A257 Digital Art and Design I 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105 and ART A111. Registration Restrictions: Instructor permission. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis with instructor approval. Introduces basic 2-D digital tools and techniques for creative expression, including vector and raster graphics.

ART A261 History of Western Art I 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.

Special Fees. Origins and development of painting, sculpture, and architecture. Covers the history of art from prehistory through the Medieval Period of the Western World.

ART A262 History of Western Art II 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement. Special Fees. Origins and development of painting, sculpture, and architecture. Covers the history of art from the Renaissance through the modern period with an emphasis on the art of the Western World.

ART A271 Beginning Surface Design 3 CR Contact Hours: 0 + 6

May be stacked with: ART A371 and A471. Introduction to resist-dyeing processes using directly applied resists (wax, rice paste) in designing and patterning the art fabric surface.

ART A272 Beginning Fiber Structures 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105. May be stacked with: ART A372 and A472. Special Fees. Introduction to hand-constructed textiles and structural forms adapting traditional methodology to the production of contemporary art.

ART A294G Virtual 3D Modeling 3 CR Contact Hours: 0 + 6

Special Fees. Exploration of the fundamentals of virtual 3D modeling using Pixologic™ ZBrush® polygon modeling software including: alphas, masks, stencils, Projection Master, texturing and modeling, sub-tools, topology, polygon painting and UV's, creating a turntable and virtual movie presentation of final work. Requires: Pixologic™ ZBrush® software.

ART A295 Internship Digital Art 1-3 CR Contact Hours: 0 + 2-6

Registration Restrictions: Admitted to program and completed eight program core courses, and three program concentration courses. Special Note: Offered only at Kenai Peninsula College. May be repeated for a total of six credits. Internship position. Placement is dependent upon interest, expertise, prerequisites, and appropriateness to the position.

ART A301 Intermediate Handbuilt Ceramics 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105 and ART A113 and ART A201. Registration Restrictions: Instructor permission. May be stacked with: ART A201 and A401. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of handbuilt forming methods with emphasis on form, content, and creative problem solving. Focus on the ceramic process as a vehicle for personal creative expression.

ART A302 Intermediate Wheelthrown Ceramics 3 CR Contact Hours: 0 + 6

Prerequisites: ART A105 and ART A113 and ART A201 and ART A202. Registration Restrictions: Instructor permission. May be stacked with: ART A202 and A402. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of wheelthrowing techniques with emphasis on the history, aesthetics, and porcelain temperature range of functional pottery. Focus is on the ceramic process as a vehicle for personal creative expression.

ART A305 Advanced Drawing 3 CR Contact Hours: 0 + 6

Prerequisites: ART A205. Registration Restrictions: Instructor permission. May be stacked with: ART A105, A205, and A405. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Refinement of advanced drawing and conceptual skills by examining contemporary techniques and materials.

ART A307 Life Drawing and Composition I 3 CR Contact Hours: 0 + 6

Prerequisites: ART A205. Registration Restrictions: Instructor permission. May be stacked with: ART A407. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Drawing from live models to explore possibilities in design, composition and media. Emphasis on form and space using wet and dry media including charcoal, graphite, pen, and brush.

ART A311 3 CR Intermediate Sculpture Contact Hours: 0 + 6

Prerequisites: ART A211. Registration Restrictions: Instructor permission. May be stacked with: ART A211 and A411. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Exploration of sculptural concepts and processes with emphasizing aesthetics and history of modern sculpture. Focus on development of construction skills with access to advanced machines and tools and their applications.

ART A312 Intermediate Watercolor Painting 3 CR Contact Hours: 0 + 6

Prerequisites: ART A212. Registration Restrictions: Instructor permission. May be stacked with: ART A212 and A412. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of expressive skills including watercolor painting techniques and refines material uses with the emphasis on individual approaches to traditional and non-traditional pictorial and conceptual problems.

ART A313 3 CR Intermediate Painting Contact Hours: 0 + 6

Prerequisites: ART A213. Registration Restrictions: Instructor permission. May be stacked with: ART A213, A413, and A414. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of expressive skills in painting. Reviews beginning painting techniques and refines material uses with emphasis on individual approaches to pictorial and conceptual problems.

ART A323 Color Photography 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A224. Registration Restrictions: Instructor permission. Special Fees. Special Note: May be repeated once for credit with a substantive change in medium or emphasis. Investigates techniques and conceptual approaches to color photography. Encourages exploration of diverse approaches to color processes in photography.

ART A325 Digital Media for Photography 3 CR Contact Hours: 0 + 6

Prerequisites: ART A323 and [ART A225 or ART A324]. Registration Restrictions: If Art A324 is used as a prerequisite, it must have integrated darkroom/digital content. Special Note: Offered only at Kenai Peninsula College. Encourages different creative points of view using digital photographic technology for artistic expression. Includes digital image acquisition with a digital or film camera and film scanner while further developing studio lighting, commercial digital approaches, digital darkroom techniques, and printing digital images.

ART A367 History of Photography 3 CR

Contact Hours: 3 + 0

Prerequisites: ART A262. Special Fees.

Investigates the history of photography; its origins, chronology, culture context, and the significant contributions of individual photographers.

ART A371 3 CR Intermediate Surface Design Contact Hours: 0 + 6

Prerequisites: ART A271. Registration Restrictions: Instructor permission. May be stacked with: ART A271 and A471. Special Note: May be repeated once for credit with substantive change in media or emphasis. Continued examination of resist dyeing as a culture-rooted art and its place in the contemporary fiber movement. Bound resists (Shibori, fold dyeing, Plangi and Tritik) are utilized as the basis for individual expression and design purposes.

ART A401 Advanced Handbuilt Ceramics 3 CR Contact Hours: 0 + 6

Prerequisites: ART A111 and ART A211 and ART A301. Registration Restrictions: Instructor permission. May be stacked with: ART A201 and A301. Special Fees. Special Note: May be repeated once for credit. Covers functional ceramics, vessel forms and sculptural ceramics. Focus is on the ceramic process as a vehicle for personal creative expression.

ART A412 Advanced Watercolor Painting 3 CR Contact Hours: 0 + 6

Prerequisites: ART A312. Registration Restrictions: Instructor permission. May be stacked with: ART A212 and A312. Special Fees. Special Note: May be repeated once for credit. Continued investigation of more advanced watercolor techniques and approaches regarding conceptual/pictorial constructions. Encourages experimentation, research and technical approaches.

ART A413 Advanced Painting 3 CR Contact Hours: 0 + 6

Prerequisites: ART A313. Registration Restrictions: Instructor permission. May be stacked with: ART A213, A313, and A414. Special Fees. Special Note: May be repeated once for credit. Development of advanced painting techniques. Focus on complex concepts and pictorial constructions including research and experimentation in various media.

ART A471 Advanced Surface Design 3 CR Contact Hours: 0 + 6

Prerequisites: ART A371. Registration Restrictions: Instructor permission. May be stacked with: ART A271 and A371. Special Note: May be repeated once for credit. Development and refinement of individual problems in resist-dyeing using fluid, bound and print/ transfer techniques.

ASL - AMERICAN SIGN LANGUAGE

ASL A101 Elementary American Sign Language I 3 CR Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. Special

Fees. Introductory course for students with no previous knowledge of ASL. Develops receptive and expressive signing skills in ASL for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in American Sign Language.

ASL A102 Elementary American Sign Language II $\,\,$ 3 CR Contact Hours: $\,$ 3 + 0

Prerequisites: ASL A101. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuation of introductory course. Further develops elementary receptive and expressive signing skills in ASL for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in American Sign Language.

ASL A201 Intermediate American Sign Language I 3 CR Contact Hours: 3 + 0

Prerequisites: ASL A102. Course Attributes: UAA GER Humanities Requirement. Special Fees. Intermediate course for students with basic knowledge of ASL. Enhances receptive and expressive signing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in American Sign Language.

ASL A202 Intermediate American Sign Language II 3 CR Contact Hours: 3 + 0

Prerequisites: ASL A201. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuation of first semester in intermediate ASL. Further develops receptive and expressive signing proficiency for effective communication and in preparation for advanced study of ASL. Students interpret diverse cultural perspectives. Course conducted in American Sign Language.

ASTR - ASTRONOMY

ASTR A103 Solar System Astronomy 3 CR Contact Hours: 3 + 0

Registration Restrictions: High school algebra and trigonometry or equivalent. Corequisite: ASTR A103L. Course Attributes: UAA GER Natural Sciences Requirement. Special Fees. Introduction to solar system astronomy; emphasis on most recent results from space research. History of astronomy, instruments, planetary motion, physical properties of planets, satellites, comets, and solar system evolution.

ASTR A103L Solar System Astronomy Laboratory 1 CR Contact Hours: 0 + 3

Registration Restrictions: High school algebra and trigonometry or equivalent. Corequisite: ASTR A103. Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Introductory astronomy laboratory with experiments in basic observational methods and data analysis applicable to the study of the solar system.

ASTR A104 Stars, Galaxies and Cosmology 3 CR Contact Hours: 3 + 0

Registration Restrictions: High school algebra and trigonometry or equivalent. Corequisite: ASTR A104L. Course Attributes: UAA GER Natural Sciences Requirement. Special Fees. Introduction to

solar, stellar, galactic, extragalactic astronomy. Stars, clusters, galaxies, stellar evolution, the universe as a whole, and cosmology.

ASTR A104L $\,$ Stars, Galaxies and Cosmology Laboratory $\,$ 1 CR Contact Hours: $\,$ 0 + 3

Registration Restrictions: High school algebra and trigonometry or equivalent. Corequisite: ASTR A104. Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Introductory astronomy laboratory with experiments in basic observational methods and data analysis applicable to the study of the Sun, stellar, galactic, and extragalactic astronomy.

AT - AVIATION TECHNOLOGY

AT A100 Private Pilot Ground School 3 CR

Contact Hours: 3 + 0

Special Fees. Prepares students for FAA Private Pilot Knowledge Test. Includes basic aerodynamics, aircraft engine operation and flight instruments, navigation, weather information, and dissemination services. Covers FAA regulations, the Aeronautical Information Manual, radio communication, and navigation are also covered.

BA - BUSINESS ADMINISTRATION

BA A151 Introduction to Business 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Introduces students to the fundamentals of business. Explores strategies that allow companies to compete in today's interactive, global marketplace. Covers each of the functional areas of business: management, marketing, finance, and accounting. Students gain some valuable critical-thinking, problem-solving, team-building, and communication skills required in modern business environments.

BA A155 Personal Investments 3 CR

Contact Hours: 3 + 0

An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking, annuities, insurance, real estate, estate planning, and taxes.

BA A166 Small Business Management 3 CR

Contact Hours: 3 + 0

Business planning as key to successful small business management. Examines practical aspects of management for starting and operating a small businesses. Assists students in furthering their understanding of personal finance, business planning, marketing, production, and business finance.

BA A231 Fundamentals of Supervision 3 CR Contact Hours: 3 + 0

Introduces students to the supervisor's role in organizations. Emphasizes development of the insights and skills necessary to achieve organizational objectives through others by effectively using the managerial functions of planning, organizing, leading, and control-

organizational objectives through others by effectively using the managerial functions of planning, organizing, leading, and controlling. Offers practical experience in decision making in contemporary and relevant situations facing today's supervisors.

BA A241 Business Law I

Contact Hours: 3 + 0

Crosslisted with: JUST A241. Special Note: Offered Fall and Spring Semesters. Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

BA A242 Business Law II 3 CR

Contact Hours: 3 + 0

Prerequisites: BA A241 or JUST A241. Crosslisted with: JUST A242. Special Note: Offered as Demand Warrants. Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

BA A260 Marketing Practices

3 CR

Contact Hours: 3 + 0

Prerequisites: BA A151. Examines the tools, techniques, and principles of marketing and how to apply them. Identifies the significance of connecting with customers. Examines and identifies market factors which create the greatest customer satisfaction possible in the highly competitive environments of the 21st century.

BA A264 Personal Selling 3 CR

Contact Hours: 3 + 0

Designed for people with or without sales experience. Explores skills all individuals use to sell themselves, products, services, and ideas. Offers opportunities for students to practice selling skills that will help them become better communicators throughout life.

BA A343 Principles of Marketing 3 CR

Contact Hours: 3 + 0

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Examines the present role and evolving scope of marketing in organizations and the global economy. Provides a comprehensive delineation of the key marketing terms, concepts, and decision paradigms; offers an overview of the requisite steps, strategic considerations, and essential elements involved in planning, implementing, and evaluating marketing activities and campaigns.

BIOL - BIOLOGICAL SCIENCES

BIOL A102 Introductory Biology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Natural Sciences Requirement. Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements. Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment.

BIOL A103 Introductory Biology Laboratory

Contact Hours: 0 + 3

Prerequisites: (BIOL A102 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees.

Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements. Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment. Laboratory supplement of BIOL A102. Exercises are designed to illustrate principles and concepts developed in BIOL A102.

BIOL A111 Human Anatomy and Physiology I

4 CR

Contact Hours: 3 + 3

Corequisite: BIOL A111L. May be stacked with: BIOL A113. Course Attributes: UAA GER Natural Science w/ Lab. Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week. An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.

BIOL A112 Human Anatomy and Physiology II 4 CR Contact Hours: 3 + 3

Prerequisites: BIOL A111. Corequisite: BIOL A112L. May be stacked with: BIOL A114. Course Attributes: UAA GER Natural Science w/ Lab. Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week. A continuation of BIOL A111. The circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems are considered.

BIOL A115 Fundamentals of Biology I 4 CR

Contact Hours: 3 + 3

Prerequisites: (CHEM A105 or concurrent enrollment) and (CHEM A105L or concurrent enrollment). Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system. Corequisite: BIOL A115L. Course Attributes: UAA GER Natural Science w/ Lab. Special Note: One 3-hour lab per week. BIOL A115 and A116 are core courses in biology and are prerequisites to further course in biological sciences. A survey of molecular biology, genetics, and homeostasis in the context of evolution.

BIOL A116 Fundamentals of Biology II 4 CR

1-4 CR

Contact Hours: 3 + 3

Prerequisites: BIOL A115 and CHEM A105 and CHEM A105L and (CHEM A106 or concurrent enrollment) and (CHEM A106L or concurrent enrollment). Corequisite: BIOL A116L. Course Attributes: UAA GER Natural Science w/ Lab. Special Note: One 3-hour lab per week. BIOL A115 and A116 are core courses in biology and are prerequisites to further courses in biological sciences. Continuation of topics addressed in BIOL A115, with emphasis on biodiversity, ecology, and survey of life, relating structure to function in the context of evolution.

BIOL A124 Biota of Alaska: Selected Topics Contact Hours: 1-4 + 0

Special Fees. Special Note: Community service course. Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology and behavior.

1 CR

BIOL A126 Birds in Field and Laboratory

Contact Hours: 1 + 3

Special Note: Community service course. Field trips, study projects, lectures and laboratories form a beginning course in bird study. General biology, ecology and behavior of birds. Emphasis on characteristics, observation, and recording information about birds in Alaska and other areas.

BIOL A178 Fundamentals of Oceanography 3 CR Contact Hours: 3 + 0

Registration Restrictions: Placement into MATH A105 or higher. Crosslisted with: GEOL A178. Course Attributes: UAA GER Natural Sciences Requirement. Principles of oceanography, with emphasis on the ocean's biological, physical, chemical, and geological processes, and how ocean processes affect the atmosphere.

BIOL A179 Fundamentals of Oceanography 1 CR Laboratory

Contact Hours: 0 + 3

Registration Restrictions: Placement into MATH A105 or higher. Crosslisted with: GEOL A179. Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Laboratory exercises designed to illustrate principles and concepts developed in BIOL A178/GEOL A178.

BIOL A240 Introductory Microbiology 4 CR for Health Sciences

Contact Hours: 3 + 3

Registration Restrictions: Concurrent enrollment in BIOL A112 or 8 hours in biology or chemistry. Corequisite: BIOL A240L. May be stacked with: BIOL A241. Special Note: Recommended for associate and baccalaureate health science programs. Laboratory exercises generally require students to return to the lab to record experimental results after 24 hours throughout the semester. Not accepted for Biology degree credit. Students must attend lab the first week of class or they may be administratively dropped. General introductory microbiology covering bacterial metabolism and genetics, virology, host parasite interactions, host defense mechanisms and epidemiology.

BIOL A378 Marine Biology 3 CR

Contact Hours: 3 + 0

Prerequisites: BIOL A271 or ENVI A202. Class Standing Restriction: Must be Junior. Registration Restrictions: Junior standing; completion of all GER Tier 1 courses (basic college-level skills) is required for GER Tier 3 credit. Course Attributes: UAA GER Integrative Capstone. An introduction to the marine habitat, with a focus on understanding the biological basis behind modern conservation and management issues, particularly in Alaska. The ocean as physical habitat, marine food webs and trophic dynamics, coastal, benthic, and pelagic ecosystem structure, and changes in physical and biological systems due to human impacts and climate regimes.

CED - COMMUNITY EDUCATION

Oil Painting Workshop CED A049 0 CR Community interest painting course emphasizing materials and techniques. Subject matter: Alaskan scenes and other selections.

CED A125 Yoga: Study and Practice

Contact Hours: .5 + 1

2 CR

Grade Mode: Pass/No Pass. A study of the health benefits of Hatha Yoga. Students practice the basic breathing, stretching, and relaxation techniques of yoga while learning of the effectiveness of this discipline in treating various health problems.

1 CR

1 CR

CED A126W Yoga for Educators

Contact Hours: 1 + 0

Integrates Yoga techniques and strategies into the P-12 curriculum and applies yoga-based practices for enhanced learning/productivity and personal health/wellness.

CED A133 Beginning Fly Fishing 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass. Introduces the basics of fly fishing, including selection of equipment, types of line, flies, and techniques geared toward local lakes and streams.

CED A150 1 CR Basic Japanese Cooking

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass. An introduction to the foods, utensils, and techniques used in Japanese cooking.

1 CR CED A157 The Art and History of Brewing

Contact Hours: 1 + 0

Registration Restrictions: Must be 21 or older to enroll. Grade Mode: Pass/No Pass. Introduces the basic brewing process, the styles of beer, their historical and regional origins, and their presentation and pairing with food. Includes field trips to local breweries.

CED A160 1 CR Appreciating Opera

Contact Hours: 1 + 0

Introduces the major eras, composers, and styles of opera.

CED A180 Oil Painting Workshop 3 CR

Contact Hours: 0 + 6

Grade Mode: Pass/No Pass. Community interest painting course emphasizing materials and techniques. Subject matter includes Alaskan scenes and other selections.

CED A185 Presenting Art Lessons in K-12 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass. Focuses on methods for effective delivery of art concepts to school children using the Discipline-Based approach to arts education. Each student presents an art lesson in a K-12 classroom (Service Learning component).

CED A194A 3 CR Conversational Spanish I Contact Hours: 3+0

Emphasis on listening, reading and speaking basic Spanish by participating in language activities. Focus on daily expressions, usage, and vocabulary for effective communication.

CED A194Q Introduction to Digital Imaging 1 CR Contact Hours: 1+0

Introduction to choosing and using digital cameras and image editing software. Includes how to output for the web and print formats. CED A194Q Introduction to Digital Printing Contact Hours: 1 + 0

Introduces digital darkroom tools and techniques for the creation of photographic prints from digital camera images. Develops skills for artistic expression. Students will need access to a basic image editing program.

CED A210 Crime Scene Investigation 2 CR

Contact Hours: 2 + 0

Offered only at Kenai Peninsula College. Covers the fundamentals of investigation. Includes crime scene search and recording, collection and presentation of physical evidence, scientific aids, modus operandi, sources of information, interview and interrogations, follow-up and case preparation.

CED A294 Arabic Culture and 3 CR Iragi History

Contact Hours: 3+0

Introduces students to the Arabic culture and Iraqi history, including the pre and post 9-11 world, giving attention to historical underpinnings of the Iraq war, examining the conflict's relationship to the Middle East, and exploring its impact on the United States. Study incorporates multiple perspectives and encourages dialogue.

CHEM - CHEMISTRY

CHEM A055 Contemporary Chemistry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055. Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidationreduction, solutions, calculations, and problem solving.

CHEM A055L Contemporary Chemistry Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: (CHEM A055 or concurrent enrollment). Special Fees. Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A103 3 CR Survey of Chemistry

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: CHEM A055 with a minimum grade of C or college preparatory high school chemistry with a minimum grade of C. If the MATH A105 prerequisite is not satisfied, appropriate scores on the SAT or ACT tests or appropriate scores on a UAA-approved placement test such as the Accuplacer Placement test. Course Attributes: UAA GER Natural Sciences Requirement. Special Note: This is an introductory course designed for health science majors and assumes prior knowledge of college preparatory high school chemistry and algebra. CHEM A103L is the laboratory component of this course and requires a separate registration. Survey of topics including: matter, energy, units of measurement, the periodic table, atomic and molecular structure, chemical bonding, radioactivity, oxidationreduction reactions, solutions involving acids, bases and buffers; and an introduction to organic chemistry with units on functional groups and the chemistry of alkanes, alkenes, and alkynes.

CHEM A103L Survey of Chemistry Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: (CHEM A103 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Special Notes: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. Web courses include two days of face-to-face labs held either in Soldotna or Mat-Su An introductory chemistry laboratory course with experiments designed to introduce students to the basics of laboratory equipment, data collection, data analysis, and reporting; and to illustrate, augment and apply concepts covered in CHEM A103.

CHEM A104 Introduction to Organic 3 CR Chemistry and Biochemistry

Contact Hours: 3 + 0

1 CR

Prerequisites: CHEM A103 with minimum grade of C. Course Attributes: UAA GER Natural Sciences Requirement. Special Note: CHEM A104L is the lab component of this course and requires a separate registration. This is the second semester course in the sequence for health science majors. The course content includes: common nomenclature of organic compounds, organic functional group reactions, biochemical processes and pathways, biological macromolecules and metabolites.

CHEM A104L Introduction to Organic 1 CR Chemistry and Biochemistry Laboratory

Contact Hours: 0 + 3

Prerequisites: CHEM A103 with minimum grade of C and (CHEM A104 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Special Note: CHEM A103L is highly recommended. Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. Second semester introductory chemistry laboratory course. Experiments are designed to reinforce concepts students have been exposed to regarding the basics of laboratory equipment, data collection, data analysis, and reporting. This course illustrates, augments, and applies concepts covered in CHEM A104.

CHEM A105 3 CR General Chemistry I

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: CHEM A055 with a minimum grade of C or college preparatory high school chemistry with a minimum grade of C. If the MATH A105 prerequisite is not satisfied, appropriate scores on the SAT or ACT tests or appropriate scores on a UAA-approved placement test such as the Accuplacer placement test. Course

Attributes: UAA GER Natural Sciences Requirement. Special Note: Assumes prior knowledge of college preparatory high school chemistry and algebra. CHEM A105L is the lab component of this course and requires a separate registration. Introduction to general chemistry for science majors which includes topics in elements and compounds, the periodic table, atomic and subatomic theory and spectroscopy, bonding, various chemical reactions, thermodynamics, atomic and molecular interactions in gases, liquids, solids and solution chemistry.

CHEM A105L General Chemistry I Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: (CHEM A105 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. An introductory chemistry laboratory course with experiments designed to introduce students to the basics of laboratory equipment, data collection, data analysis, and reporting; and to illustrate, augment and apply concepts covered in CHEM A105.

CHEM A106 General Chemistry II 3 CR Contact Hours: 3 + 0

Prerequisites: CHEM A105 with minimum grade of C. Course Attributes: UAA GER Natural Sciences Requirement. Special Note: CHEM A106L is the laboratory component of this course and requires a separate registration. The second semester in the general chemistry sequence for science majors. Topics include kinetics, equilibrium chemistry, acid-base chemistry, oxidation-reduction reactions, electrochemical cell chemistry, thermodynamics, nuclear chemistry, and chemical analysis methods.

CHEM A106L General Chemistry II Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: CHEM A105L and (CHEM A106 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Special Note: Students who do not meet the prerequisites for this course may be administratively dropped at the discretion of the faculty. Attendance is mandatory for all chemistry laboratory courses the first week of class. Unless prior arrangements are made with the instructor, any student who does not attend the first scheduled meeting for this lab may be administratively dropped and a student on a waiting list will be added in their place. Any fees resulting from either of these drop procedures or any late registration procedure will be the responsibility of the student. The second semester of this introductory chemistry laboratory course sequence. Experiments are designed to reinforce concepts students have been exposed to regarding the basics of laboratory equipment, data collection, data analysis, and reporting. This course illustrates, augments, and applies concepts covered in CHEM A106.

CIOS - COMPUTER INFORMATION & OFFICE SYSTEMS

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

Special Fees. Special Note: Credit will not be counted for both CIOS A101 & (CIOS A101A and CIOS A101B and CIOS A101C) Introduces keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

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

Prerequisites: CIOS A101A. Special Fees. Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C). Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS A101C Keyboarding C: Business Documents II 1 CR Contact Hours: 1 + 0 or 0 + 3

Prerequisites: CIOS A101B. Special Fees. Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C). Introduces keyboarding of simple reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS A102 Keyboarding Skill Building 1 CR Contact Hours: 0 + 3

Prerequisites: CIOS A101A. Grade Mode: Pass/No Pass. Special Fees. Special Note: May be repeated with only 1 credit in each semester. Emphasizes development of keyboarding speed and accuracy.

CIOS A113 Operating Systems: MS Windows 1 CR Contact Hours: 1 + 0 or 0 + 3

Special Fees. Introduces the MS Windows operating system. ncludes file and disk management, the control panel, desktop, utilities, MS Windows setup, and maintenance.

CIOS A115 10-Key for Business Calculations 2 CR Contact Hours: 0 + 6

Registration Restrictions: Proof of placement into MATH A055. Special Fees. Introduces the 10-key touch control method to solve business-related calculations while developing speed and accuracy.

CIOS A120A Bookkeeping Software Applications I: 1 CR
QuickBooks

Contact Hours: 1 + 0 or 0 + 3

Prerequisites: CIOS A101A and CIOS A113. Special Fees. Special Note: Knowledge of bookkeeping principles is recommended. Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.

CIOS A125A Electronic Communications I: MS Outlook

Contact Hours: 1 + 0 or 0 + 3

Prerequisites: CIOS A101A and CIOS A113. Special Fees. Introduces electronic communication and time management features of Microsoft Outlook.

CIOS A130A 1 CR Word Processing I: MS Word Contact Hours: 1 + 0 or 0 + 3

Prerequisites: (CIOS A101A or concurrent enrollment). Special Fees. Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.

CIOS A135A Spreadsheets I: MS Excel 1 CR Contact Hours: 1 + 0 or 0 + 3

Prerequisites: (CIOS A101A or concurrent enrollment) and (CIOS A113 or concurrent enrollment). Special Fees. Introduces fundamental concepts in the design and use of spreadsheets. Includes basic commands, formulas and functions, and inserting of charts, objects, and hyperlinks.

CIOS A140A Databases I: MS Access 1 CR

Contact Hours: 1 + 0 or 0 + 3

Prerequisites: CIOS A101A and CIOS A113. Special Fees. Introduces the fundamentals and concepts of creating a relational database including tables, queries, forms, and reports.

CIOS A146 Internet Concepts and Applications 2 CR Contact Hours: 1 + 2 or 0 + 4

Prerequisites: CIOS A101A and CIOS A113. Special Fees. Introduces and applies Internet concepts, tools, and applications. Includes use of electronic mail, search strategies for research, academic, and personal use, the study of security and ethics issues, and new Internet technologies.

CIOS A150A Presentations: MS PowerPoint 2 CR Contact Hours: 1 + 2 or 0 + 4

Prerequisites: CIOS A101A and CIOS A113. Special Fees. Covers presentation software and design techniques for creating professional presentations. Incorporates tools for enhancing presentations with various objects.

CIOS A152A Digital Imaging Concepts 3 CR and Applications: Photoshop

Contact Hours: 3 + 0

Prerequisites: (CIOS A108 or concurrent enrollment) and (CIOS A130A or concurrent enrollment) and (CIOS A146 or concurrent enrollment). Special Fees. Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic digital design fundamentals, enhancing images, and creating images for use in print or on the web.

CIOS A153B 3 CR Website Design: Dreamweaver Contact Hours: 3 + 0

Prerequisites: CIOS A130A and CIOS A146 and [(CIOS A152A or concurrent enrollment) or (CIOS A156 or concurrent enrollment)]. Special Fees. Introduces fundamentals of web design using the Dreamweaver application. Emphasizes sound design principles and the use of CSS for formatting and layout.

CIOS A161A Proofreading Contact Hours: 2 + 0 or 0 + 4

1 CR

Registration Restrictions: Proof of placement into ENGL A111 and keyboarding skills of 30 net words per minute or higher. Special Fees. Introduces proofreading techniques applied to business communication. Develops skills in proofreading for content, usage, grammar, punctuation, and spelling.

2 CR

CIOS A164 Filing 1 CR Contact Hours: 1 + 0 or 0 + 3

Special Fees. Introduces filing terminology, techniques, and ARMA (American Records Management Association) filing rules as they apply to alphabetic, numeric, subject, and geographic filing systems.

CIOS A220A Bookkeeping Software Applications II: QuickBooks

Contact Hours: 2 + 0 or 0 + 6

Prerequisites: CIOS A120A. Special Fees. Applies skills learned in CIOS A120A to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.

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

Prerequisites: CIOS A130A. Special Fees. Presents intermediate and advanced word processing and desktop publishing. Includes styles, graphics, merging documents, object linking and embedding, publishing as a web page, working with master documents, indexes, table of contents, on-screen business forms and macros.

CIOS A235A Spreadsheets II: MS Excel 2 CR

Contact Hours: 2 + 0 or 0 + 6

Prerequisites: CIOS A135A. Special Fees. Presents concepts and techniques for using Excel to solve problems and make decisions. Topics include design and construction of spreadsheets and templates, macros, data exchange, database features, enhancing charts, and other advanced functions.

CIOS A240A Databases II: MS Access 2 CR Contact Hours: 2 + 0 or 0 + 6

Prerequisites: CIOS A140A. Special Fees. Presents concepts and techniques for using Access databases to solve problems and make decisions. Includes advanced features of queries, forms, filters, relationships, and integration with other applications.

CIOS A260A **Business Communications** 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Registration Restrictions: Keyboarding and word processing skills, knowledge of document formats, or instructor permission. Special Fees. Applies communication principles to creating business messages that involve problem solving and human relations issues. Topics include communications foundations, the writing process, workplace correspondence and reporting data, and communicating both personally and digitally.

CIOS A295 Office Internship 1-3 CR Contact Hours: 0 + 3-9

Prerequisites: CIOS A165. Registration Restrictions: Minimum of 12 CIOS credits and instructor permission. Grade Mode: Pass/ No Pass. Special Fees. Special Note: Requires 45 hours of work experience for each credit. Places students in business offices related to their educational program and occupational objectives. Includes conference with faculty coordinator.

CIS - COMPUTER INFORMATION SYSTEMS

CIS A105 Introduction to Personal Computers 3 CR and Application Software

Contact Hours: 3 + 0

Registration Restrictions: Keyboarding skill of 30 wpm or better is recommended. Introduction to computer literacy emphasizing basic hands-on use of personal computers, operating systems, and application software to include word processing, spreadsheets, databases, presentation graphics, and the Internet.

CIS A110 Computer Concepts in Business 3 CR Contact Hours: 3 + 0

Registration Restrictions: Recommended: MATH A105, CIS A105, familiarity with personal computers and basic software applications, and keyboarding of at least 30 wpm. Introduction to computing concepts and productivity software from an end user's perspective. Course covers hardware, software, the information processing cycle, beginning programming concepts, and personal computer software packages. The course emphasizes solving business problems using spreadsheet and database applications.

CNT - COMPUTER AND NETWORK TECHNOLOGY

CNT A165 Customer Service Fundamentals 1 CR Contact Hours: 1 + 0

Special Fees. Introduces basic customer service principles, including relationships, perceptions, telephone techniques, quality, ethics, record keeping, interpersonal relationships, and teamwork.

CNT A210 PC Technician Fundamentals 3 CR

Contact Hours: 3 + 0

Prerequisites: CIS A105. Introduction to the principles of personal computer hardware/software maintenance and troubleshooting. The course is designed to give the student equivalent experience of a PC technician that has been working for six months.

CNT A212 Network Technician Fundamentals 3 CR Contact Hours: 1 + 2

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

COMM - COMMUNICATION

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

Course Attributes: UAA GER Oral Communication Requirement. Special Fees. A survey of communication principles, theories, and skills including interpersonal communication, small group communication, and public speaking. Students develop oral communication skills through practice in a variety of individual activities, group activities, and individual and group presentations.

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

Course Attributes: UAA GER Oral Communication Requirement. Special Fees. Study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, rules, and context. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group presentations.

CS - COMPUTER SCIENCE

CS A110 Java Programming 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA placement test required. Special Fees. Introduction to the syntax of the Java language and object-orientation with an emphasis on writing programs to solve problems.

CS A111 Visual Basic .NET Programming 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA placement test required. Special Fees. Introduction to the syntax and semantics of the Visual Basic .NET programming language with an emphasis on writing programs to solve problems.

CWLA - CREATIVE WRITING & LITERARY ARTS

CWLA A260A Introduction to Creative Writing: 3 CR
Multiple Forms

Contact Hours: 3 + 0

Special Fees. Special Note: This course may be taken twice for credit. Introduction to two or more types of creative writing, with close analysis of each student's work.

CWLA A260B Introduction to Creative Writing: 3 CR
Poetry

Contact Hours: 3 + 0

Special Fees. Special Note: This course may be taken twice for credit. Introduction to techniques of writing poetry, with close analysis of each student's work.

CWLA A260C Introduction to Creative Writing:

Fiction

Contact Hours: 3 + 0

Special Fees. Special Note: May be taken twice for credit. Introduction to techniques of writing fiction, with close analysis of each student's work.

CWLA A260E Introduction to Creative Writing: 3 CR Nonfiction

Contact Hours: 3 + 0

Special Fees. Special Note: This course may be taken twice for credit. Introduction to techniques of writing nonfiction, with close analysis of each student's work.

DN - DIETETICS & NUTRITION

DN A203 Nutrition for Health Sciences 3 CR

Contact Hours: 3 + 0

Prerequisites: [(BIOL A112 or concurrent enrollment) and (BIOL A112L or concurrent enrollment)] or (CHEM A104 or concurrent enrollment). Studies nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function. Reviews disease states, food selection, cultural and contemporary issues of concern to health professionals.

ECON - ECONOMICS

ECON A201 3 CR Principles of Macroeconomics

Contact Hours: 3 + 0

Prerequisites: MATH A105 or MATH A107 or MATH A172. Registration Restrictions: If prerequisite is not satisfied, suitable SAT score, ACT score, or UAA-approved Math Placement Test is required. Course Attributes: UAA GER Social Sciences Requirement. Introduction to economics including analysis and theory of national income, money and banking, public finance and taxation, economic growth, and international finance. Primary concentration on the capitalist system and the United States economy.

ECON A202 Principles of Microeconomics 3 CR

Contact Hours: 3 + 0

Prerequisites: ECON A201. Course Attributes: UAA GER Social Sciences Requirement. Theory of prices and markets, industrial organization, public policy, income distribution, contemporary problems of labor and business, and international trade.

ED - EDUCATION

ED A200 Tutoring Lab 1-3 CR

Contact Hours: 0 + 2-6

Prerequisites: ED A200A. Offered only at Kenai Peninsula College. The goal of this course is to successfully tutor students. Introduction to tutoring lab serves as the practical experience for ED A200A, ED A200B, and ED A200C.

ED A200A Beginning Tutor Training Seminar 1 CR Contact Hours: 1 + 0

Registration Restrictions: Faculty permission. Offered only at Kenai Peninsula College. Students new to the tutor program develop skills for successfully helping students with their course work. Tutors learn and practice techniques for handling a variety of situations before tutoring begins. The framework for each semester tutor program is established during the course.

ED A200B 1 CR Advanced Tutor Training Seminar

Contact Hours: 1 + 0

3 CR

Prerequisites: ED A200A. Offered only at Kenai Peninsula College. Advanced tutors will hone their skills through seminars, workshops and projects. Tutors may qualify for assisting their peers in academic courses, adult basic education, and English-as-a-Second-Language, or in public schools.

ED A200C Master Tutor Training Seminar 1 CR

Contact Hours: 1 + 0

Prerequisites: ED A200A and ED A200B. Registration Restrictions: 2 credits of ED A200 and faculty permission. Specific tutoring assignments may have other requirements. Offered only at Kenai Peninsula College. Master tutors will hone their skills through seminars, workshops, and projects. Tutors may qualify for assisting their peers in academic courses, adult basic education, English-as-a-Second-Language, or in the public schools.

EDD - ENGINEERING DESIGN AND DRAFTING

EDD A288 4 CR Computer Aided Drafting

Contact Hours: 3 + 2

Registration Restrictions: Completion of a high school or college drafting course. Offered only at Kenai Peninsula College. Introduction to computer aided drafting, instruction, and hands-on application using AutoCAD menu driven systems for data manipulation. Drawing production and drawing plotting.

EDEC - EDUCATION - EARLY CHILDHOOD

EDEC A105 3 CR Introduction to the Field of Early Childhood

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Special Note: This course requires a field experience and background check clearance. Survey of historical, social, and philosophical foundations of the field of early childhood. Core topics include ethics, developmentally appropriate practices, observation and documentation, survey of types of early childhood settings, and professionalism in the field of early childhood.

EDEC A106 Creativity and the Arts in Early Childhood 3 CR Contact Hours: 2 + 2

Special Fees. Explores creativity and importance of the arts in early childhood education.

EDEC A201 Early Childhood Practitioner Roles and Responsibilities

Contact Hours: 2 + 0

Focuses on the diverse roles of the early childhood practitioner, with an emphasis on self-analysis, ethical conduct, reflection and ongoing professional growth.

EDEC A206 Integrated Curriculum for Young Children 3 CR Contact Hours: 2 + 2

Prerequisites: EDEC A105. Examines early childhood curriculum models to organize, integrate, and implement with young children. Explores interest-based, developmentally appropriate, and standards-based curriculum ideas.

EDEC A210 Guiding Young Children 3 CR Contact Hours: 3 + 0

Prerequisites: EDEC A105. Examination of the learning principles relevant to guidance of young children. The course introduces the social, emotional, and intellectual development of young children and the implications for effective child guidance and motivation in the classroom.

EDEC A303 Young Children in Inclusive Settings 3 CR Contact Hours: 3 + 0

Prerequisites: EDEC A301. Registration Restrictions: Departmental approval required: admission to College of Education, pre-major status or admission to Associate of Applied Sciences in Early Childhood. Special Note: Field experience is required. Examines the principles, issues, concepts, and teaching practices to support young children with disabilities in community child care settings and primary classrooms.

EDEL - EDUCATION - ELEMENTARY EDUCATION

EDEL A495A Internship I 3 CR Contact Hours: 0 + 9

Prerequisites: EDFN A300 and EDFN A301 and EDFN A303 and EDSE A482. Registration Restrictions: Departmental approval required; Admission to Internship. Grade Mode: Pass/No Pass. Special Fees. Special Note: Course begins in accordance with the K-12 school year calendar, not the university academic year calendar. Supervised internship in an educational facility. Interns work with mentor teachers and demonstrate development of their teaching proficiency. Weekly internship seminar required.

EDEL A495B Internship II 6 CR Contact Hours: 0 + 18

Prerequisites: EDEL A495A. Registration Restrictions: Departmental approval required; Admission to Internship. Grade Mode: Pass/ No Pass. Special Fees. Special Note: Course begins in accordance with the K-12 school year calendar, not the university academic year calendar. Supervised internship in an educational facility. Internship II will continue the experiences begun in Internship I, students continuing to work with their mentor teachers and demonstrating continued development of their teaching proficiency. All students will teach an extended unit during this course and will be expected to assume complete responsibility for the classroom for an extended period. Weekly internship seminar is required.

EDFN - EDUCATION - FOUNDATIONS

EDFN A101 Introduction to Education 3 CR

Contact Hours: 3 + 0

2 CR

Introductory course for students exploring education as a possible career choice. Covers the history of American education, an examination of contemporary issues in education, and basic classroom observational techniques. Students self-assess personal profile against characteristics of effective teachers. Course includes field experience.

EDFN A300 Philosophical and Social Context 3 CR of American Education

Contact Hours: 3 + 0

Prerequisites: (EDSE A212 or concurrent enrollment) or (PSY A245 or concurrent enrollment). Registration Restrictions: Completion of GER Tier 1 (basic college-level skills) courses and junior standing. Departmental approval. Course Attributes: UAA GER Integrative Capstone. Special Fees. Explores significant educational movements, theories, and research related to educational philosophy, sociology, and history to develop a framework for professional educational practice. Course emphasizes the importance of developing a coherent philosophy to guide teaching practice in a culturally diverse and inclusive classroom.

EDSE - EDUCATION - SPECIAL EDUCATION

EDSE A212 Human Development and Learning 3 CR Contact Hours: 3 + 0

Registration Restrictions: Department approval. Corequisite: EDSE A212L. Special Fees. Emphasizes cognitive, physical, emotional, social, and communicative development of children and youth. Patterns and sequences of development are explored in terms of learning that is occurring in the home, school, or neighborhood. Students will become familiar with the major categories of disability. The information provided will be reviewed in relation to formal and informal school learning, including the need for accommodations, teaching, and curricular requirements and modifications.

EDSE A212L Human Development 1 CR and Learning Lab

Contact Hours: 0 + 2

Registration Restrictions: Departmental approval. Corequisite: EDSE A212. Grade Mode: Pass/No Pass. Special Fees. Laboratory experience that extends the understanding of linguistic, cognitive, affective, social, and physical development of children gained from EDSE A212, Human Development and Learning. Includes observations in settings such as early intervention sites, pre-schools, elementary schools, and private and public agencies delivering to young children.

EDSE A482 Inclusive Classrooms for All Children 3 CR Contact Hours: 3 + 0

Special Fees. Provides an in-depth understanding of concepts, strategies, and issues that surround supporting the needs of students who experience disabilities in the general education classroom. Course includes field experience.

EMT - EMERGENCY MEDICAL TECHNOLOGY

EMT A130 Emergency Medical Technician I 6 CR Contact Hours: 4 + 4

Registration Restrictions: Provide evidence of professional CPR training and certification that includes adult, child, and infant CPR and airways obstruction relief maneuvers, including two rescuer CPR and barrier devices. Special Fees. Special Note: Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures. Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Presents skills for proficiency in victim assessment, recognition, and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, or other sites.

EMT A230 Emergency Medical Technician II 3 CR Contact Hours: 2 + 2

Prerequisites: EMT A130. Registration Restrictions: Must be certified as a State of Alaska EMT I or Nationally Registered EMT-Basic (comity is required). Current healthcare provider CPR card; Documentation of 10 patient contacts since becoming a certified EMT and a DHSS-approved sponsoring physician. Special Fees. Special Note: Students desiring Alaska certification must pass, within one year after completing the education program, the written and practical examination for Emergency Medical Technician II administered by Community Health and Emergency Medical Services (CHEMS). In order to obtain a State of Alaska EMT II certification, the student must obtain a CHEMS-approved physician sponsor. Provides the EMT I with added skills of advanced airway, specialized tourniquets, and intravenous treatment.

ENGL - ENGLISH

ENGL A111 Methods of Written Communication 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530. Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite. Course Attributes: UAA GER Written Communication. Special Fees. Special Note: Offered Fall and Spring Semesters. Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Readings in some sections may be coordinated with another discipline.

ENGL A120 Critical/Creative Thinking 3 CR Contact Hours: 3 + 0

Registration Restrictions: Average reading skills recommended. Introductory course emphasizing principles and techniques of think-

ing better. Focuses on critical and creative thinking and problem solving strategies.

ENGL A121 Introduction to Literature 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. Course for non-majors. Introduction to analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

ENGL A201 Masterpieces of World Literature I 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Course Attributes: UAA GER Humanities Requirement. Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing critical judgment. Selected masterpieces from ancient times through the Renaissance.

ENGL A202 Masterpieces of World Literature II 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Course Attributes: UAA GER Humanities Requirement. Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing critical judgment. Selected masterpieces from the Renaissance to the present.

ENGL A212 Technical Writing 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required. Course Attributes: UAA GER Written Communication. Special Fees. Instruction in basic communicative purposes, forms, styles, and visual elements commonly used by professionals who write and edit technical documents. Provides experience in writing and editing in a collaborative environment. Requires a research report and APA documentation style.

ENGL A213 Writing in the Social and Natural Sciences 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C or ENGL A1W with minimum grade of C or ENGL A2W with minimum grade of C or ENGL A3W with minimum grade of C or SAT Critical Reading Score with score of 620 or SAT Verbal Score with score of 620 or Enhanced ACT English with score of 30 or Original ACT English with score of 30. Course Attributes: UAA GER Written Communication. Special Fees. Instruction in academic writing based on close analysis of readings in various disciplines, primarily the social and natural sciences. Develops a broad range of expository writing skills, including composition of the empirical report. APA research paper required.

ENGL A305 National Literatures in English 3 CR Contact Hours: 3 + 0

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

grade of C or ENGL A214 with minimum grade of C. Course Attributes: UAA GER Humanities Requirement. Special Note: Applies once toward national literatures requirements for English majors; may be repeated once for elective credit with a change of subtitle. ENGL A201 and A202 recommended. Study of selected national literatures composed in English, excluding the literature of England and the United States. Each offering examines the literature of a particular "nation"—a group of people or peoples united by multiple factors such as common descent, language, culture, government, history, geographical location—in which publication is largely in the English language. Examples include literature of Canada, Ireland, Scotland, Australia, New Zealand, Nigeria, or the Caribbean. The selected focus of each course offering is identified in the subtitle.

ENVI - ENVIRONMENTAL STUDIES

ENVI A303 Environmental Ethics 3 CR Contact Hours: 3 + 0

Crosslisted with: PHIL A303. Historical and comparative analysis of Western, non-Western, indigenous and Native American philosophies, concerning the intrinsic, aesthetic and use values of nature and the land. Contemporary environmental ethics, including deep ecology, the land ethic, ecofeminism, and animal rights theories will be examined in detail. There will also be a focus on the ethical issues surrounding contemporary environmental controversies, such as land management, wildlife management, wilderness designation, sustainability, biodiversity and species preservation, private property and public commons, environmental racism, human overpopulation, development versus preservation, laboratory use of animals, vivisection, animal farming, subsistence, and sports hunting.

ESL - ENGLISH-AS-A-SECOND LANGUAGE

ESL A066 ESL Through Newspapers 1-4 CR Contact Hours: 1-4 + 0

Special Fees. Special Note: May be taken for up to 4 credits in one semester and for up to 12 credits altogether. For ESL students of varied skill levels. Using newspapers to practice listening, speaking, reading, writing, and other skills. Some individual instruction.

ET - ELECTRONICS TECHNOLOGY

ET A101 Basic Electronics: DC Physics 4 CR Contact Hours: 3 + 3

Prerequisites: MATH A055. Offered only at Kenai Peninsula College. Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are basic physics of electricity, direct current and practices, magnetism, and use of test equipment. Two hours lab per week.

ET A102 Basic Electronics: AC Physics 4 CR Contact Hours: 3 + 3

Prerequisites: ET A101. Offered only at Kenai Peninsula College. Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis,

series and parallel resonant circuits, transformers, and network analysis. Two hours lab per week.

ET A126 Principles of Logic and Gating 4 CR Contact Hours: 3 + 2

Registration Restrictions: High school math and reading skills. Special Fees. Introduces concepts of digital logic circuitry including, but not limited to, number systems, logic gates, switches, displays, counters, registers, decoders, mux and demux circuits, and converters

ET A175 Technical Introduction to Microcomputers 3 CR Contact Hours: 3 + 0

Offered only at Kenai Peninsula College. Provides the student with a survey of the field of microcomputers from a technical viewpoint. Coverage includes terminology, number systems, basic microcomputer architecture, assembly language programming, and MS/DOS operating system.

ET A240 Application of Integrated Circuits 3 CR Contact Hours: 3+0

Prerequisites: ET A126. Offered only at Kenai Peninsula College. Coverage includes characteristics and interfacing information on DTL, TTL, and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing conversion will be covered.

ET A241 Microcomputer Interfacing 3 CR Contact Hours: 3 + 0

Prerequisites: ET A175 and ET A240. Offered only at Kenai Peninsula College. Deals with the problems of communication between the computer operating system environment and the real-time, outside world. Specifically includes serial communication, analog/digital and digital/analog conversions, discrete input/output multiplexing, and bus architecture.

ET A243 Programmable Logic Controllers 3 CR Contact Hours: 3 + 0

Prerequisites: ET A126. Offered only at Kenai Peninsula College. Introduction of discrete input/output control including ladder diagrams and electromechanical relays. The use of programmable logic controllers to monitor and control discrete devices is the primary focus.

ET A246 Electronic Industrial Instrumentation 3 CR Contact Hours: 3 + 0

Prerequisites: ET A245 and (MATH A101 or concurrent enrollment) and (MATH A105 or concurrent enrollment). Offered only at Kenai Peninsula College. Explains the methods of analog electronic signal transmission. In addition, discusses the details of several actual pieces of equipment in-depth providing practice in establishing correct interconnectors. Basic concepts used in trouble-shooting this type of equipment are also introduced.

FIRE - FIRE SCIENCE

FIRE A131 Firefighter I, Series I 3 CR

Contact Hours: 3 + 0

Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Presents fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes orientation, safety, fire behavior, building construction, protective clothing, and self-contained breathing apparatus (SCBA).

3 CR FIRE A133 Firefighter I, Series II Contact Hours: 2 + 2

Prerequisites: FIRE A131. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Introduces the fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency services processes and methods of their use. Includes portable extinguishers, ropes and knots, building search, victim removal, forcible entry tools, construction, techniques, and ground ladders.

FIRE A135 3 CR Firefighter I, Series III Contact Hours: 2 + 2

Prerequisites: FIRE A133. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Provides fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes ventilation, water supply, hose rolling, coupling, loading, carrying, advancing, laying, and water fire streams.

FIRE A137 Firefighter I, Series IV 3 CR Contact Hours: 3 + 1

Prerequisites: FIRE A135. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Provides fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes wildland fire control, classes of fire, vehicle fires, sprinkler systems, salvage, overhaul, fire cause, communications equipment and techniques, fire prevention, and public fire education.

GEOL - GEOLOGY

GEOL A111 Physical Geology 4 CR

Contact Hours: 3 + 3

Registration Restrictions: MATH A055 or higher. Course Attributes: UAA GER Natural Science w/ Lab. Special Fees. Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within. Laboratory training in use of topographic maps, and recognition of common rocks and minerals. GEOL A115 Environmental Geology 3 CR

Contact Hours: 3 + 0

Registration Restrictions: MATH A055 or higher. Course Attributes: UAA GER Natural Sciences Requirement. An introduction to the study of applied environmental geology with a focus on geologic processes and linkages to how humans interact with the geologic environment. Both internal and external Earth processes and related topics such as earthquakes and volcanic eruptions as well as coastal processes and mineral and energy resources will be included.

GEOL A115L Environmental Geology Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: (GEOL A115 or concurrent enrollment). Registration Restrictions: MATH A055 or higher. Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Investigation of problems in environmental geology related to volcanic and earthquake hazards, surface and groundwater pollution, landslides, coastal processes, and waste disposal with emphasis on the local areas in Alaska. Several local field trips are included.

GEOL A190 Introductory Topics in Geology 1-3 CR Contact Hours: 1-3 + 0

Special Note: May be repeated with change of topic. Introductory

study of a selected topic in geology.

GUID - GUIDANCE

GUID A150 Survival Skills for College Students 3 CR Contact Hours: 3 + 0

Special Fees. Designed to increase student skills needed to reach educational objectives. Includes memory techniques, time management, library skills, lecture notes, goal setting and test taking. Techniques, skills, hints, aids, resources, ideas, methods and suggestions for student survival in college.

GUID A150A Survival Skills/College 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass. Offered only at Kenai Peninsula College. Participation in a variety of activities including, reading, notetaking and follow-up, large and small group discussions and activities, short written assignments and/or quizzes.

HCA - HEALTH CARE ASSISTING

HCA A105 Certified Nurse Aide 6-8 CR

Contact Hours: 4 + 6-8

Registration Restrictions: Prerequisite ACCUPLACER English

placement: PRPE A086 or higher; Math placement: MATH A055 or higher. Special Fees. Prepares the student to be an Alaska State Certified Nurse Aide. Includes CPR training, medical terminology, basic anatomy, first aid and skills labs. Students receive on-site clinical training at local health care facilities. Special Note: Certified Nurse Aides in the State of Alaska will be required to undergo a criminal background check and be fingerprinted per Alaska statute 12AAC 44.700. The State of Alaska collects a \$269 fee for background check and certification testing. Students who test positive for drugs and/or are found to have any infractions in the background check will be excused from class and no tuition refunds will be given. Current immunizations and TB tests are required to participate in course clinical experiences. Some clinical sites impose other requirements, including mandatory drug screening tests.

HIST - HISTORY

HIST A101 Western Civilization I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. A survey of the developments in Western Civilization from its origins in the ancient Near East to 1650. The major social, political, economic, intellectual and cultural characteristics will be emphasized.

HIST A102 Western Civilization II 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. A survey of the developments in Western Civilization from 1650 to the present. The major social, political, economic, intellectual and cultural characteristics will be emphasized.

3 CR HIST A131 History of United States I

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. A chronological overview of United States history from ancient America through the Civil War. Examines social, political, and economic forces that have shaped the country during the period. Students will be introduced to primary sources and interpretations in American history.

HIST A132 History of United States II 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. A chronological overview of United States history from Reconstruction to the present. Examines social, political, and economic forces that have shaped the country during the period. Students will be introduced to primary sources and interpretations in American history.

HIST A237 American Civil War 3 CR

Contact Hours: 3 + 0

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

3 CR HIST A316 Twentieth Century Europe

Contact Hours: 3 + 0

Prerequisites: HIST A102. Examines the key political, social, economic, intellectual and cultural developments in 20th century Europe. Special emphasis will be placed on the broad historical forces at work during the 20th century—such as war, revolution, fascism, communism, democracy, modernization, decolonization and globalism - and how both elites and ordinary people responded to a changing world.

HIST A341 History of Alaska 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A132. Registration Restrictions: HIST A132 equivalent accepted with instructor permission. Course Attributes: UAA GER Humanities Requirement. An introduction to Alaska and its relationship to America and the world, including Alaska geography, Alaska Native anthropology, and a detailed chronological history of the 49th state. Topics include Russian exploration, occupation, and management; Native-Russian relations; the Alaska Purchase; U.S. military; missionaries; gold rushes; territorial era; statehood; Native land claims and corporations; oil development and the disposition and management of Alaska lands.

HIST A355 Major Themes in US History 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132. Examines major themes that have shaped and impacted American history and contemporary society. Such themes may include, but are not limited to, democracy, global relations, and multiculturalism. Course emphasizes reading and analysis of primary sources to discern and evaluate the human experience.

HIST A377 Historiography: The Uses 3 CR and Abuses of History

Contact Hours: 3 + 0

Prerequisites: [HIST A101 and HIST A102] or [HIST A131 and HIST A132]. Explores how historians "do" history by examining the various historical methods, theories, and approaches used to interpret and to understand the human past and its significance. Investigates the relationships between experiencing, remembering, and reconstructing the past.

HIST A390A Themes in World History 3 CR Contact Hours: 3 + 0

Prerequisites: GEOG A101 and [HIST A101 or HIST A102 or HIST A121 or HIST A122 or HIST A131 or HIST A132]. Registration Restrictions: Completion of GER Tier 1 (basic collegelevel skills) courses and junior standing. Course Attributes: UAA GER Integrative Capstone. Special Note: May be repeated once for credit with a change of subtitle. Provides students with opportunities to analyze patterns of meaning in the accumulated record of the human experience from prehistory to the present, contemplated on the most inclusive scale, that of the entire world. The course is comparative and interdisciplinary.

HIST A440 The American West Since 1850 3 CR Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132. Study of major themes in Western American history, including economic, social and ideological change, and the historiography of the American West.

HUM - HUMANITIES

HUM A211 Introduction to Humanities I 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A111. Registration Restrictions: 3 credits of Fine Arts GER Course Attributes: UAA GER Humanities Requirement. Uses humanities-based methods of inquiry and analysis to interpret art works representative of diverse media, world cultures, and historical eras. Approaches different systems of aesthetic representation through investigations of form, meaning, and values. Places the contributions of individual artists in historical and cultural context.

HUM A212 Introduction to Humanities II 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214. Registration Restrictions: 3 credits of Fine Arts GER Course Attributes: UAA GER Humanities Requirement. Uses methods of contemporary humanities-based inquiry to explore major intellectual and aesthetic trends in the world's heritage of arts and ideas. Examines ideas and examples of the arts in the historical and cultural context of their development. Considers how the world's heritage of arts and ideas relates to the aesthetic and intellectual products of a specific world culture or historical era.

HUM A220 Film as/and Literature 3 CR Contact Hours: 3 + 0

An exploration of what makes good literature and good film, and the relationship between the two genres. Focuses on how literary and cinematic expression differs, and how—or if—the former translates into the latter. Students learn to read novels, plays, and short stories critically and to watch films critically. Two critical essays required; readings are numerous.

HUMS - HUMAN SERVICES

HUMS A101 Introduction to Human Services 3 CR Contact Hours: 3 + 0

Special Fees. Special Note: Offered Fall and Spring Semesters. Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.

HUMS A106 Introduction to Social Welfare 3 CR Contact Hours: 3 + 0

Prerequisites: SOC A101. Crosslisted with: SWK A106. Course Attributes: UAA GER Social Sciences Requirement. Analyzes social inequality and the American social welfare state. Traces historical evolution of government and non-government response to the provision of basic needs, opportunities, and rights for its citizenry, especially vulnerable populations. Investigates historical and persisting dilemmas—ethical, political, cultural, and economic—explicit and implicit, in achieving social justice. Assists in understanding of social welfare problems and solutions.

HUMS A122 Substance Abuse as a Contemporary Problem 3 CR Contact Hours: 3 + 0

Introduction to current issues in addictions with emphasis on understanding alcohol and other drug use in historical, social, cultural, legal, and public health/policy contexts.

HUMS A153 Human Relations 3 CR

Contact Hours: 3 + 0

Crosslisted with: PSY A153. Special Fees. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

HUMS A223 Introduction to Paraprofessional 3 CR Counseling I

Contact Hours: 3 + 0

Special Fees. Special Note: Offered Fall and Spring Semesters. Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

HUMS A295A Human Services Practicum I 3 CR Contact Hours: 1 + 9

Prerequisites: (ENGL A111 or concurrent enrollment) and HUMS A101 and HUMS A223. Registration Restrictions: GER Oral Communication. Special Fees. Students placed in a community Human Services agency will examine agency structure and functioning, professional relationships, and interagency networks to apply their knowledge of entry level helping skills with agency clientele while participating in a weekly class seminar to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A295B Human Services Practicum II 3 CR Contact Hours: 1 + 9

Prerequisites: [(ENGL A211 or concurrent enrollment) or (ENGL A212 or concurrent enrollment) or (ENGL A214 or concurrent enrollment)] and HUMS A295A. Special Fees. Emphasizes increasing responsibilities for providing direct client services. Students will access problems and plan interventions within the placement agency, while participating in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A321 Diversity Issues in Human Services Practice 3 CR Contact Hours: 3 + 0

Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A. Using a framework of self-awareness, this course will focus on the range of human diversity and the historical and current responses to it. It will help students incorporate the relevant needs of diverse groups in their professional practice.

HUMS A324 Introduction to Paraprofessional 3 CR Counseling II

Contact Hours: 3 + 0

Prerequisites: HUMS A223. Special Fees. Special Note: Offered Fall and Spring Semesters. Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

HUMS A350 Men and Masculinity

Contact Hours: 3 + 0

Prerequisites: SOC A101 or PSY A111. Special Fees. Special Note: Offered Fall Semesters. Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.

HUMS A412 Ethical Issues 3 CR in Human Services Practice

Contact Hours: 3 + 0

Prerequisites: HUMS A101 and HUMS A223. Special Fees. Special Note: Offered Fall Semesters. Overview of ethics in human service practice. Clients' rights and confidentiality, worker responsibility for ethical behavior in the areas of confidentiality, multicultural counseling, professional responsibility, and practitioner competency.

HUMS A424 Advanced Counseling 3 CR for Human Service Professionals

Contact Hours: 3 + 0

Prerequisites: HUMS A223 and HUMS A324. Special Fees. Special Note: Offered Spring Semesters. Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.

HUMS A434 Group Facilitation for 3 CR Human Service Professionals

Contact Hours: 3 + 0

Prerequisites: HUMS A223 and HUMS A324. Special Fees. Advanced facilitation skills appropriate for group work to include goal setting, reciprocation, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

HUMS A495A Human Services Practicum III 3 CR Contact Hours: 1 + 9

Prerequisites: HUMS A295A with minimum grade of C and HUMS A295B with minimum grade of C. Registration Restrictions: Admission to Human Services Bachelor Degree Program. Special Fees. Placement in an agency will provide students with advancing levels of responsibility in direct client services and/or specialized activities/projects while increasing their professional development. Weekly concurrent classroom seminars required.

HUMS A495B Human Services Practicum IV 3 CR Contact Hours: 1 + 9

Prerequisites: HUMS A495A with minimum grade of C. Registration Restrictions: Declared Human Services major, admission to Bachelor of Human Services Degree, Practicum IV status approval. Course Attributes: UAA GER Integrative Capstone. Special Fees. This is the Integrative Capstone course for the Bachelor's of Human Services degree. The course builds and expands upon material presented in Human Services Practica I-III using theoretical frameworks from other required Human Service coursework. Students

gain increasing levels of responsibility in the provision of direct client services in community-based settings.

JPC - JOURNALISM AND PUBLIC COMMUNICATIONS

JPC A101 Media and Society

3 CR

Contact Hours: 3 + 0

3 CR

Course Attributes: UAA GER Social Sciences Requirement. Describes the evolution of newspapers, magazines, photography, film, radio, television, Internet, and development of telecommunications and information technologies in the last 100 years. Emphasis on social, cultural, political, and economic effects of media.

JPN - JAPANESE

JPN A101 First Year Japanese I

4 CR

Contact Hours: 4 + 0

Course Attributes: UAA GER Humanities Requirement. Special Fees. Introductory course for students with no previous knowledge of the Japanese language. Develops listening, speaking, reading, and writing skills in Japanese for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Japanese.

JPN A102 First Year Japanese II 4 CR Contact Hours: 4 + 0

Prerequisites: JPN A101. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Japanese for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Japanese.

JUST - JUSTICE

JUST A110 Introduction to Justice 3 CR Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Special Note: This course is a prerequisite to most Justice courses. Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration—police, courts, and correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.

JUST A210 Principles of Corrections 3 CR

Contact Hours: 3 + 0

Prerequisites: JUST A110 or JUST A251. An introduction to the basic concepts of probation and parole; the use of authority in corrective services; institutional methods; a study of popular and professional concepts in corrections.

JUST A211 Introduction to Restorative Justice 3 CR

Contact Hours: 3 + 0

Prerequisites: JUST A110. Introduces the development of community and government responses to crime that encourage healing,

accountability, competency, and citizen involvement while holding offenders and communities accountable. Includes theoretical and cultural roots, as well as an overview of restorative justice practices in the U.S. criminal system.

JUST A241 Business Law I 3 CR Contact Hours: 3 + 0

Crosslisted with: BA A241. Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate and insurance.

JUST A242 Business Law II 3 CR Contact Hours: 3 + 0

Prerequisites: JUST A241 or BA A241. Crosslisted with: BA A242. Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

JUST A251 Crime and Delinquency 3 CR Contact Hours: 3 + 0

Prerequisites: JUST A110 or SOC A101. Crosslisted with: SOC A251. Course Attributes: UAA GER Social Sciences Requirement. Theoretical perspectives on the causes, consequences, and control of crime and delinquency. Survey of the major theoretical perspectives in the study of crime and delinquency with special attention to the application of empirical research methods to important theoretical issues.

JUST A255 Criminal Investigation 3 CR Contact Hours: 3 + 0

Prerequisites: JUST A110. Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

LS - LIBRARY SCIENCE

LS A101 Library Resources and Information Retrieval 1 CR Contact Hours: 1 + 0

An introduction to academic library research with an emphasis on electronic resources. Special Note: No formal class sessions scheduled after initial orientation. Course to be completed according to schedule set by student and approved by instructor.

LSIC - LIBERAL STUDIES INTEGRATED CORE

LSIC A231 Truth, Beauty, and Goodness 3 CR Contact Hours: 3 + 0

Prerequisites: (ENGL A111 or concurrent enrollment). Crosslisted with: PHIL A231. Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

LSIC A331 Power, Authority, and Governance 3 CR Contact Hours: 3 + 0

Prerequisites: LSSS A111. An interdisciplinary examination of the origins, nature, and structures of power, authority, and governance; the nature of sovereignty; and the processes of reform and revolu-

tion. Various disciplinary perspectives are employed in three to four major case studies. Examples may include the Russian Revolution, the American Civil War, the French Revolution, Globalization and Democracy, the Taiping Revolt, the Meiji Restoration, the American Civil Rights Movement, and the Alaska Native Sovereignty Movement.

LSIC A332 Science, Technology, and Culture 3 CR Contact Hours: 3 + 0

Prerequisites: LSIS A202 and LSSS A111 and LSIC A231 and (LSSS A311 or concurrent enrollment). Special Note: Offered as a hybrid of ELive and web-based. Explores the interplay of scientific discovery, technological advancement, and the transformation of human societies. It does so by examining key ethical, social, economic, cultural, and policy issues associated with modern science and technology. A speaking intensive course.

LSIS - LIBERAL STUDIES INTEGRATED SCIENCES

LSIS A101 Discoveries in Science 1 CR

Contact Hours: 1 + 0

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

LSIS A102 Origins: Earth-Solar System-Life 5 CR Contact Hours: 3 + 6

Prerequisites: (LSIS A101 or concurrent enrollment) and MATH A105. Course Attributes: UAA GER Natural Science w/ Lab. Special Fees. Origins of earth including its formation, its place in the universe, and the life on this planet. Processes that shape the earth, reasons that earth contains life, and the varieties of past and present forms of life.

LSIS A201 Life on Earth 5 CR Contact Hours: 3 + 6

Prerequisites: LSIS A102 and (MATH A107 or concurrent enrollment). Course Attributes: UAA GER Natural Science w/ Lab. Special Fees. Examines the biodiversity of life on earth, in the context of chemistry, cell biology, genetics, physiology, ecology, and evolution. Laboratory sessions are designed to increase the student's understanding of the process of science, hypothesis testing, experimental design, classification, and content knowledge. A writing and speaking intensive course.

LSIS A202 Concepts and Processes: Natural Sciences 5 CR Contact Hours: 3 + 6

Prerequisites: LSIS A201 and MATH A107. Course Attributes: UAA GER Natural Science w/ Lab. Special Fees. Fundamental concepts in physics and chemistry. Emphasizes logical connections between quantum mechanical view of matter and major themes of modern chemistry and biochemistry. A writing and speaking intensive course.

LSSS - LIBERAL STUDIES SOCIAL SCIENCES

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

Course Attributes: UAA GER Social Sciences Requirement. Addresses culture as a concept and phenomenon, including its origins, variety, utility, subtlety and complexity, issues of identity, and cultural aspects of human lives from various social science perspectives.

MA - MEDICAL ASSISTING

MA A101 Medical Terminology I 3 CR

Contact Hours: 3 + 0

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

MA A104 Essentials of Human Disease 3 CR Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequi-

sites: MA A101 with minimum grade of C. Presents a systematic approach to the study of human diseases with an emphasis on signs and symptoms, etiology, and treatment of the more common diseases and clinical disorders. Includes the application of advanced medical terminology in the study of human diseases and pathology.

3 CR MA A220 Coding for the Medical Office Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: MA A101 and BIOL A100 or [BIOL A111 and BIOL A112]. Special Fees. Presents procedural and diagnostic coding in the ambulatory health care setting. Includes principles of medical coding, conventions and guidelines, importance of accuracy in coding, and an understanding of legal and ethical issues. Emphasis on application of knowledge demonstrated through performance of procedural and diagnostic coding activities.

Billing and Insurance 3 CR MA A230 for the Medical Office

Contact Hours: 2 + 2

At KPC via interactive video from Anchorage campus. Prerequisites: CIS A105 and MA A220. Special Fees. Examines health care reimbursement issues including the fundamentals of medical billing and the reimbursement process, computerized patient accounting, and the submission and management of medical insurance claims.

MA A320 Advanced Case Studies in Medical Coding 2 CR Contact Hours: 2 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: MA A220. Grade Mode: Pass/No Pass. Special Fees. Presents indepth practice with procedural and diagnostic coding as it applies to the ambulatory care setting through the analysis of case studies. Strengthens and improves coding skills by comprehensively coding both diagnoses and procedures for the same medical record.

MATH - MATHEMATICS

MATH A050A Basic Mathematics 1 CR

Contact Hours: 1 + 0

Special Fees. Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054. Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions and decimals, and a discussion of order of operations. Computation involving ratios, proportion, and percent is also included. The topic of math anxiety is dealt with throughout the course.

MATH A050B Review of Mathematical Concepts 1 CR Contact Hours: 1 + 0

Registration Restrictions: MATH A050A or Placement Test. Special Fees. Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054. Includes a review of elementary geometry (area, perimeter, and volume calculations), the Pythagorean Theorem, similar and congruent triangles, order of operations, and an introduction to mathematical expressions using variables.

MATH A050C 1 CR Introduction to Equations Contact Hours: 1 + 0

Registration Restrictions: MATH A050B or Placement Test. Special Fees. Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054. Explores mathematical expressions using real numbers, exponents, and radicals. Also included is an overview of properties of equalities, solving equations, inequalities, elementary word problems, and the four operations on polynomials.

MATH A054 Prealgebra 3 CR

Contact Hours: 3 + 0

Special Fees. Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054. Basic concepts of prealgebra mathematics. Includes arithmetic operations and applications, whole numbers, integers, fractions, decimals, ratio and proportion, percent, geometry and measures, exponents, algebraic expressions, polynomials, solution of simple equations, and introduction to graphing and statistics.

MATH A055 Elementary Algebra 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A054 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT score or approved UAA Placement Test required. Special Fees. Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

Intermediate Algebra 3 CR MATH A105

Contact Hours: 3 + 0

Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required. Special Fees. Special Note: Presumes a solid foundation in elementary algebra. Covers sets, properties of real numbers, exponents and radicals, solution of first and second-degree equations and inequalities. Also covers word

problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, Cartesian graphing of first and second-degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions.

MATH A107 College Algebra 4 CR Contact Hours: 4 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required. Course Attributes: UAA GER Quantitative Skill Requirement. Special Fees. Special Note: A student may apply no more than 7 credits from any combination of MATH A107, A108, and A109 toward the graduation requirements for any baccalaureate degree. Covers equations and inequalities, function theory, solution of equations greater than second degree, determinants and matrices, systems of equations and inequalities, exponential and logarithmic function, graphs and equations of conic sections, including applications of all these topics; binomial theorem; sequences and series; mathematical induction and combinatoric notation.

MATH A108 Trigonometry 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A107 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required. Course Attributes: UAA GER Quantitative Skill Requirement. Special Fees. Special Note: A student may apply no more than 7 credits from any combination of MATH A107, A108 and A109 toward the graduation requirements for any baccalaureate degree. Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses.

MATH A200 Calculus I 4 CR Contact Hours: 4 + 0

Prerequisites: [MATH A107 with minimum grade of C and MATH A108 with minimum grade of C] or [MATH A109 with minimum grade of C]. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA Placement Test required. Course Attributes: UAA GER Quantitative Skill Requirement. Special Fees. A first course in calculus covering limits, including those with indeterminate form; and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution.

MATH A201 Calculus II 4 CR Contact Hours: 4 + 0

Prerequisites: MATH A200 with minimum grade of C. Course Attributes: UAA GER Quantitative Skill Requirement. Special Fees. Covers integration techniques and applications; sequences and series, including convergence tests; curves in the plane and polar coordinates.

MATH A202 Calculus III

Contact Hours: 4 + 0

Prerequisites: MATH A201 with minimum grade of C. Special Fees. Vectors, partial differentiation and multiple integration. Green's Theorem, Stokes' Theorem and the Divergence Theorem.

4 CR

MATH A205 Communicating Mathematical Ideas 3 CR Contact Hours: 3 + 0

Prerequisites: EDSE A212 with minimum grade of C or PSY A245 with minimum grade of C. Registration Restrictions: Department Approval. Minimum grade of C in GER Quantitative Skills course. Special Fees. Special Note: MATH A205 with a minimum grade of C is required to meet State of Alaska Teacher Certification standards. MATH A205 does not satisfy the General Education Quantitative Skills requirement. Elementary set theory, numeration systems, basic number theory and divisibility, problem-solving strategies, topics from geometry, including the properties of two-and three-dimensional geometric objects. Field experience in the classroom may be required.

MATH A302 Ordinary Differential Equations 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A202. Special Fees. Nature and origin of differential equations, first order equations and solutions, linear differential equations with constant coefficients, systems of equations, power series solutions, operational methods, Laplace Transform methods and applications.

MATH A314 Linear Algebra 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A202. Special Fees. Linear equations, finite dimensional vector spaces, matrices, determinants, linear transformations, and characteristic values. Inner product spaces.

MECH - MECHANICAL TECHNOLOGY

MECH A101 Introduction to Machine Shop 4 CR Contact Hours: 2 + 4

Offered only at Kenai Peninsula College. The fundamentals of safe machine shop practice including the operation of the lathe, vertical mill, bandsaw, drill press, grinders, cut-off saw, and radial drill. Precision measurement, single point threading and off-hand drill sharpening are taught with emphasis on repair work.

MECH A115 Gasoline Engine Rebuilding 3 CR Contact Hours: 2 + 2

Offered only at Kenai Peninsula College. Discusses in detail the operating principles of aspirated, non-computerized automotive engines. Includes hands-on practice in rebuilding procedures including valve grinding, bearing fitting, and cylinder boring.

MECH A201 Advanced Machine Shop 4 CR Contact Hours: 2 + 4

Prerequisites: MECH A101. Registration Restrictions: The student should have fundamental skills with the lathe, mill, drill press, saws, and hand tools. Offered only at Kenai Peninsula College. Advanced projects will be completed by students to include surface grinding, heat treatment of metals, hardness testing, shaft straight-

enings, and machining couplings. Other topics will be lapping, magna-flux, boring operations, effects of welding on machining, keyed assemblies, collets and torque.

MECH A220 Computer Numerical Control Mill 4 CR Contact Hours: 2 + 4

Prerequisites: MECH A201 or MECH A202. Registration Restrictions: If prerequisite is not met, five years repair shop experience or instructor permission. Programming, operating, and producing mill parts on the computer numerical control mill (3-axis). Includes the history of computer numerical control mill, programming conventions, standards, format, cutting tools, tool changing, tool offsets, feedback systems, adaptive control, computer to machine, and mill practice.

MT - MARINE TECHNOLOGY

MT A101 Boating Safety and Essential Navigation $\,$ 1 CR Contact Hours: $\,$ 1 + 0

Grade Mode: Pass/No Pass. Special Note: Swimming attire or change of clothing is needed. Encouraged to bring Personal Floatation Device and immersion suit. Entry-level course that fosters safe operation of boats in compliance with boating laws. Addresses Alaska-specific issues, topics, and the essentials of coastal navigation. Includes pool time relating to cold water safety and survival techniques. Students will receive a certificate from the National Association of Boating Law Administrators (NASBLA).

MT A231 Vessel Commercial License Preparation 3 CR Contact Hours: 3+0

Grade Mode: Pass/No Pass. Offered only at Kenai Peninsula College. Preparation for passing the USCG license exam for motor boat operator of uninspected passenger vessels, and master, inland and near coastal.

MUS - MUSIC

MUS A111 Fundamentals of Music 3 CR Contact Hours: 3 + 0

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

MUS A121 Music Appreciation 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Fine Arts Requirement. Special Note: Music majors may not use this course towards their GER-Fine Arts requirement. Basic elements of the physics of musical sound and music notation, followed by a survey of the history and development of Western music from the early Middle Ages to the present.

MUS A124 History of Jazz 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Fine Arts Requirement. History and development of jazz from its early heritage to the present, emphasizing representative styles and individual or group contributors.

Recordings, guest artists, and possible field trips enhance regular classroom activities.

MUS A140 Fingerstyle Guitar I 2 CR Contact Hours: 2 + 0

Special Note: Students must furnish their own 6-string acoustic or classical guitar. Beginning course for those who do not read music or who have limited experience with the guitar. Reading and performing melodies, solos, and accompaniment on the guitar from standard treble staff notation. Use of traditional and contemporary musical examples to teach at least 13 basic chords in the first position, alternating bass technique, and six fingerstyle patterns.

MUS A142

Guitar Chord Theory

2 CR

Contact Hours: 2 + 0

Registration Restrictions: Ability to read music on the treble staff. May be taken concurrently with MUS A141. Special Note: Instrument required. One-semester theory course for guitar students. Includes analysis and construction of scales, intervals, chords, and key centers. Develops transcription skills, assignment of chords to melodies, harmonization, and eartraining. Hands-on exercises focus on practical application to the instrument.

NURS - NURSING

NURS A120 Nursing Fundamentals 3 CR Contact Hours: 3 + 0

Prerequisites: (BIOL A111 with minimum grade of C or concurrent enrollment) and (ENGL A111 with minimum grade of C or concurrent enrollment) and (PSY A150 with minimum grade of C or concurrent enrollment). Major Restriction: Must be Nursing major. Registration Restrictions: Acceptance to first semester of Associate of Applied Science Nursing Program. Corequisite: NURS A120L. Focuses on foundational nursing interventions principles and skills. Explores and utilizes nursing process as a method to identify and meet basic nursing care needs. Examines human responses in the healthy state and introduces concepts related to health disruptions. Emphasizes assessment based on developmental and cultural influences and prioritization of needs and interventions according to Maslow's Hierarchy of Needs.

NURS A120L Nursing Fundamentals Laboratory 4 CR Contact Hours: 0 + 12

At KPC via interactive video from Anchorage campus. Prerequisites: (BIOL A111 with minimum grade of C or concurrent enrollment) and (ENGL A111 with minimum grade of C or concurrent enrollment) and (PSY A150 with minimum grade of C or concurrent enrollment). Major Restriction: Must be Nursing major. Registration Restrictions: Acceptance to Associate of Applied Science Nursing Program. Corequisite: NURS A120. Grade Mode: Pass/No Pass. Special Fees. Students practice and develop nursing interventions and skills utilizing fundamental nursing principles from NURS A120. Nursing process is applied in campus lab and clinical settings as the method for identifying individual health needs and prioritizing needs and nursing care according to Maslow's Hierarchy of Needs. Students assess, diagnose, plan, implement and evaluate nursing care with emphasis on developmentally appropriate and culturally sensitive nursing intervention. Focus is on predicted responses during a healthy state as well as beginning concepts related to health disruptions, and assisting patients toward health on the health-illness continuum.

NURS A125 Adult Nursing I

Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: BIOL A111 with minimum grade of C and (BIOL A112 with minimum grade of C or concurrent enrollment) and (BIOL A240 with minimum grade of C or concurrent enrollment) and ENGL A111 with minimum grade of C and NURS A120 with minimum grade of C and NURS A120L with minimum grade of P and PSY A150 with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to second semester AAS nursing program. Corequisite: NURS A125L and NURS A180. Focuses on use of nursing process in providing care for adult patients experiencing chronic health disruptions that respond predictably to established nursing and healthcare regimens. Emphasizes the patho-physiologic basis of disease, treatment options and nursing care for patients based on stages of adult development, and prioritized using Maslow's Hierarchy of Needs. Includes specific focus on health needs and care of the aging adult.

3 CR

NURS A180 Basic Nursing Pharmacology 3 CR Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: NURS A120 with minimum grade of C and NURS A120L with minimum grade of C and BIOL A111 with minimum grade of C and (BIOL A112 with minimum grade of C or concurrent enrollment) and (BIOL A240 with minimum grade of C or concurrent enrollment) and ENGL A111 with minimum grade of C and PSY A150 with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to second semester of Associate of Applied Science Nursing Program. Corequisite: NURS A125 and NURS A125L.

Special Fees. Provides an introduction to drug therapy with an emphasis on basic pharmacology principles, drug classifications and actions, correct dosages, methods of administration, and evaluation of patient responses across the lifespan. Nursing process is used to determine appropriate pharmacologic intervention and Maslow's Hierarchy of Needs is applied to identify priorities for care of patients receiving medications.

NURS A220 Perinatal Nursing 3 CR Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: BIOL A112 with minimum grade of C and BIOL A240 with minimum grade of C and (DN A203 with minimum grade of C or concurrent enrollment) and [(ENGL A211 with minimum grade of C or concurrent enrollment) or (ENGL A212 with minimum grade of C or concurrent enrollment) or (ENGL A213 with minimum grade of C or concurrent enrollment)] and NURS A125 with minimum grade of C and NURS A125L with minimum grade of C and NURS A180 with minimum grade of C.

Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to third semester AAS nursing program. Completion of one social science elective with a minimum grade of C or concurrent enrollment. Corequisite: NURS A220L, NURS A221, NURS A222 and NURS A222L. Focuses on use of nursing process to provide healthcare for the childbearing woman, newborn, and family along the health-illness continuum. Content ranges from normal, low-risk perinatal care through nursing care for selected high-risk perinatal complications. Includes antepartum, intrapartum, postpartum, and low-risk neonatal nursing care with emphasis

on developmental and cultural influences upon the health needs of the childbearing family and prioritizing using Maslow's Hierarchy of Needs.

NURS A220L Perinatal Nursing Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: BIOL A112 with minimum grade of C and BIOL A240 with minimum grade of C and (DN A203 with minimum grade of C or concurrent enrollment) and [(ENGL A211 with minimum grade of C or concurrent enrollment) or (ENGL A212 with minimum grade of C or concurrent enrollment) or (ENGL A213 with minimum grade of C or concurrent enrollment)] and NURS A125 with minimum grade of C and NURS A125L with minimum grade of C and NURS A180 with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission as third semester AAS Nursing student. Completion of one social science elective with a minimum grade of C or concurrent enrollment. Corequisite: NURS A220, NURS A221, NURS A222 and NURS A222L. Grade Mode: Pass/No Pass. Special Fees. Provides clinical experiences to reinforce learning in NURS A220. Students use nursing process as they provide care for the childbearing women, newborn, and family along the health-illness continuum and prioritize using Maslow's Hierarchy of Needs. Clinical experiences occur in selected acute and ambulatory perinatal care settings with focus on providing developmentally and culturally sensitive nursing care for low-risk and selected high-risk perinatal patients and their families. Students are expected to demonstrate competence in performance of psychomotor and critical thinking skills while providing care for two or more patients, including discharge planning.

NURS A221 Advanced Parenteral Therapy Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: BIOL A112 with minimum grade of C and BIOL A240 with minimum grade of C and (DN A203 with minimum grade of C or concurrent enrollment) and [(ENGL A211 with minimum grade of C or concurrent enrollment) or (ENGL A212 with minimum grade of C or concurrent enrollment) or (ENGL A213 with minimum grade of C or concurrent enrollment)] and NURS A125 with minimum grade of C and NURS A125L with minimum grade of C and NURS A180 with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to third semester AAS nursing program. Completion of one social science elective with a minimum grade of C or concurrent enrollment. Corequisite: NURS A220, NURS A220L, NURS A222 and NURS A222L. Grade Mode: Pass/No Pass. Special Fees. Lab-based course where students apply nursing process and knowledge of intravenous (IV) therapy, nutritional support, and pain management learned in previous nursing courses, to advanced concepts in the management of therapeutic interventions administered via the parenteral route. Emphasizes theoretical content and psychomotor skills related to advanced intravenous and parenteral therapies along the health-illness continuum, across the lifespan and applicable in multiple healthcare settings. Utilizes presentation, seminar, demonstration, supervised practice, return demonstration, and directed self-learning.

NURS A222 Pediatric Nursing 3 CR
Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequi-

sites: BIOL A112 with minimum grade of C and BIOL A240 with minimum grade of C and (DN A203 with minimum grade of C or concurrent enrollment) and [(ENGL A211 with minimum grade of C or concurrent enrollment) or (ENGL A212 with minimum grade of C or concurrent enrollment) or (ENGL A213 with minimum grade of C or concurrent enrollment)] and NURS A125 with minimum grade of C and NURS A125L with minimum grade of C and NURS A180 with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to third semester AAS nursing program. Completion of one social science elective with a minimum grade of C or concurrent enrollment. Corequisite: NURS A220, NURS A220L, NURS A221 and NURS A222L. Focuses on the use of the critical thinking and nursing process in providing developmentally and culturally appropriate nursing care for children, along with their families, from birth through adolescence. Emphasizes normal growth and development as well as acute and chronic alterations in health and development along the health-illness continuum and prioritized according to Maslow's Hierarchy of Needs.

NURS A222L Pediatric Nursing Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: BIOL A112 with minimum grade of C and BIOL A240 with minimum grade of C and (DN A203 with minimum grade of C or concurrent enrollment) and [(ENGL A211 with minimum grade of C or concurrent enrollment) or (ENGL A212 with minimum grade of C or concurrent enrollment) or (ENGL A213 with minimum grade of C or concurrent enrollment)] and NURS A125 with minimum grade of C and NURS A125L with minimum grade of C and NURS A180 with minimum grade of C. Major Restriction: Must be Nursing Science major. Registration Restrictions: Current admission to third semester AAS Nursing Program. Completion of one social science elective with a minimum grade of C or concurrent enrollment. Corequisite: NURS A220, NURS A220L, NURS A221 and NURS A222. Grade Mode: Pass/ No Pass. Special Fees. Provides lab/clinical experiences to reinforce learning in NURS A222. Focuses on use of nursing process in providing developmentally and culturally appropriate nursing care for children and their families along the health-illness continuum and prioritized using Maslow's Hierarchy of Needs. Clinical experiences occur in selected acute and ambulatory pediatric care settings as well as in selected well-child settings. Students are expected to demonstrate competence in the performance of psychomotor skills as well as critical thinking in providing nursing care for children and families from birth through adolescence.

NURS A225 Adult Nursing II 3 CR Contact Hours: 3 + 0

Prerequisites: NURS A220 with minimum grade of C and NURS A220L with minimum grade of C and NURS A221 with minimum grade of C and NURS A222 with minimum grade of C and NURS A222L with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to fourth semester AAS Nursing Program. Complete one oral communication elective and one GER elective with minimum grade of C (may be concurrent). Complete one social science elective with minimum grade of C (prerequisite). Corequisite: NURS A225L, NURS A250, NURS A250L and NURS A255. Focuses on nursing process and care of the adult medical-surgical patient with acute, complex and life-threatening disorders along the health-illness con-

tinuum and based on adult developmental considerations. Emphasis continues on the prioritization of healthcare needs and nursing interventions utilizing critical thinking and Maslow's Hierarchy of Needs.

NURS A225L Adult Nursing II Laboratory 3 CR Contact Hours: 0 + 9

Prerequisites: NURS A220 with minimum grade of C and NURS A220L with minimum grade of C and NURS A221 with minimum grade of C and NURS A222 with minimum grade of C and NURS A222L with minimum grade of C. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to fourth semester AAS Nursing Program. Complete one oral communication elective and one GER elective with minimum grade of C (may be concurrent). Complete one social science elective with minimum grade of C (prerequisite). Corequisite: NURS A225, NURS A250, NURS A250L and NURS A255.

Grade Mode: Pass/No Pass. Special Fees. Provides clinical learning experiences in care of the adult medical-surgical patient with acute, complex and life-threatening disorders along the health-illness continuum. Includes experiences in delegation and management of nursing care for small groups of patients.

NURS A250 Psychiatric Nursing 3 CR Contact Hours: 2 + 2

Prerequisites: DN A203 with minimum grade of C and [ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C] and NURS A220 with minimum grade of C and NURS A220L with minimum grade of P and NURS A221 with minimum grade of C and NURS A222 with minimum grade of C and NURS A222L with minimum grade of P. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to fourth semester of AAS nursing program. Completion of one social science elective with a minimum grade of C, plus completion of one oral communication course and one additional GER course with minimum grade of C or concurrent enrollment. Corequisite: NURS A225, NURS A225L, NURS A250L and NURS A255. Focuses on the psychodynamics of the major mental illnesses and principles of psychiatric nursing across the lifespan. Seminar emphasizes the application of nursing process and Maslow's Hierarchy of Needs along with adapting communication strategies to facilitate therapeutic intervention with patients who are experiencing mental health needs across the health-illness continuum and at varying developmental stages.

NURS A250L Psychiatric Nursing Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: DN A203 with minimum grade of C and [ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C] and NURS A220 with minimum grade of C and NURS A220L with minimum grade of P and NURS A221 with minimum grade of C and NURS A222L with minimum grade of P. Major Restriction: Must be Nursing major. Registration Restrictions: Current admission to fourth semester of AAS nursing program. Completion of one social science elective with a minimum grade of C. Completion of one oral communication course and one additional GER course with minimum grade of C or concurrent enrollment. Corequisite: NURS A225, NURS A225L, NURS A250 and NURS A255. Grade Mode: Pass/No Pass. Special Fees.

Clinical practicum concurrent with NURS A250. Provides clinical experiences in care of the inpatient and outpatient psychiatric patients. Focuses on the application of nursing process and adapting communication strategies to facilitate therapeutic interventions with patients who are experiencing mental health needs across the healthillness continuum and at varying developmental stages. Maslow's Hierarchy of Needs is used in prioritizing nursing care.

NURS A255 Staff Nurse: Legal, Ethical, and Organizational Issues

1 CR

Contact Hours: 2 + 0

Prerequisites: NURS A220 with minimum grade of C and NURS A220L with minimum grade of C and NURS A221 with minimum grade of C and NURS A222 with minimum grade of C and NURS A222L with minimum grade of C. Major Restriction: Must be nursing major. Registration Restrictions: Current admission as fourth semester AAS Nursing student. Must have completed one oral communication elective and one GER elective (or be concurrently enrolled). Complete one social science elective as a prerequisite. Corequisite: NURS A225, NURS A225L, NURS A250 and NURS A250L. Special Fees. Seminar course which examines the legal, ethical, and professional issues encountered in the practice of a registered nurse. Explores the role of the staff nurse within health care organizations. Examines professional nursing issues and knowledge necessary to function effectively in the staff nurse role and on health care teams. Includes legal limits and regulation of nursing practice along with trends in nursing.

NURS A295 Intensive Clinical Practicum 2 CR Contact Hours: 4 + 64

Prerequisites: NURS A220 with minimum grade of C and NURS A220L with minimum grade of C and NURS A221 with minimum grade of C and NURS A222 with minimum grade of C and NURS A222L with minimum grade of C. Registration Restrictions: Good physical health. Grade Mode: Pass/No Pass. Special Fees. Special Note: Two-week duration. 32 hours per week with preceptor and 2 hours per week in seminar. Some lifting may be required. Concentrated clinical work to familiarize graduating nurses with clinical registered nurse responsibilities.

OSH - OCCUPATIONAL SAFETY & HEALTH

3 CR OSH A101 Introduction to Occupational Safety and Health

Contact Hours: 3 + 0

Introduces regulatory, consensus, environmental and industrial standards applicable to the occupational safety and health profession. Examines the role of the safety professional and the philosophy of safety and health in the workplace.

OSH A108 Injury Prevention 4 CR and Risk Management

Contact Hours: 3 + 2

Identifies safety, health management, and incident prevention in the workplace. Emphasizes materials handling, electrical and machine safety, first response to fire and medical emergencies, safety and health hazards, and accident prevention.

OSH A110 Program Assessment, Development, 4 CR and Implementation

Contact Hours: 4 + 0

Prerequisites: OSH A108. Examines the role of a safety program in the workplace. Emphasizes program assessment, design, development, implementation, and evaluation of safety programs.

OSH A120 Safety Program Management 3 CR and Recordkeeping

Contact Hours: 3 + 0

Prerequisites: (OSH A101 or concurrent enrollment) and OSH A108. Discusses the role of safety in business and government. Emphasizes the philosophy of safety and health efforts by management. Examines the role of the safety professional, the types of safety management systems utilized in the workplace, and the need for accurate recordkeeping.

OSH A180 Introduction to Industrial Hygiene 4 CR Contact Hours: 3 + 2

Prerequisites: OSH A101. Identifies acute and chronic health effects of exposures to chemical, physical, and biological agents in the workplace. Emphasizes types of exposures and biological effects, exposure guidelines, and basic workplace monitoring.

OSH A201 Workplace Injury and Incident Evaluations 4 CR Contact Hours: 4+0

Prerequisites: OSH A108. Assesses and evaluates workplace hazards. Investigates worker complaints and actual health and safety incidents. Includes practical applications and basic accident investigation.

OSH A210 3 CR Training Needs and Methods Contact Hours: 3 + 0

Prerequisites: OSH A110. Evaluates safety and health training needs in the workplace. Emphasizes safety and health training needs and regulatory compliance.

OSH A230 3 CR Principles of Ergonomics

Contact Hours: 2 + 2

Prerequisites: BIOL A100 and OSH A201. Examines workplace ergonomics, emphasizing types and sources of physiological stressors and their mitigation.

OSH A240 3 CR Workplace Monitoring: Instrumentation and Calibration

Contact Hours: 2 + 2

Prerequisites: OSH A180. Examines the equipment used in performing measurements of environmental factors in the workplace, including noise, lighting, vibration, chemicals, and heat stress. Emphasizes equipment and methods, equipment calibration, and evaluation of environmental factors found in Alaskan workplaces.

OSH A250 3 CR Hazardous Material Operation Contact Hours: 2 + 2

Prerequisites: OSH A180. Identifies the policies, procedures and equipment needed to deal with hazardous material. Emphasizes the types of hazards, planning, organization, and training needed to work safely with hazardous material.

PEP - PHYSICAL EDUCATION PROFESSIONAL

PEP A145 Principles of Health and 3 CR Physical Activity

Contact Hours: 1 + 2

Special Fees. Examines key concepts associated with health and physical activity. Presents a variety of toopics and activities for evaluation of personal health and wellness and strategies for making positive behavior changes. Combines lecture and lab activities.

PER - PHYSICAL EDUCATION & RECREATION

PER A120 1 CR Beginning Yoga

Contact Hours: .5 + 1

Special Fees. Introduces yoga physical exercises, breathing, relaxation and concentration techniques as an approach to wellness.

PER A123 Beginning Tai Chi 1 CR

Contact Hours: .5 + 1

Special Fees. Introduces Chen Style Tai Chi exercises designed for improved health, tranquility, energy, and strength.

1 CR PER A124 Beginning Karate

Contact Hours: .5 + 1

Special Fees. Introduces karate philosophy, principles, and applications. Training and discipline on the physical, mental, and spiritual levels will be covered.

PER A172 Fishing Academy 2 CR

Contact Hours: 1 + 2

Registration Restrictions: Must be 18 years of age or older to enroll. Grade Mode: Pass/No Pass. Special Note: Students must be 18 or older to enroll and must abide by all University and course safety rules. A practical introduction to the basics of fishing, including equipment selection, types of line, lures, and files, and techniques geared toward Alaska lakes and streams. Includes wildlife safety, basic biology, and "caring for your catch." Emphasizes risk assessment and safety skills.

Intermediate Tai Chi PER A223 1 CR

Contact Hours: .5 + 1

Prerequisites: PER A123. Special Fees. Presents intermediate level Chen Style Tai Chi exercises designed for improved health, tranquility, energy, and strength.

Advanced T'ai Chi 1 CR PER A275

Contact Hours: .5 + 1

Prerequisites: PER A123 and PER A223. Instruction and guided practice in advanced T'ai Chi Ch'uan Yang Long form. Focuses on exercises for the improvement of health, muscle endurance, energy, and relaxation.

PETR - PETROLEUM TECHNOLOGY

PETR A155 Blueprint Reading 3 CR

Contact Hours: 3 + 0

Offered only at Kenai Peninsula College. Covers basics of read-

ing machine, welding, architectural, instrumentation, hydraulic, and process flow drawings. Includes freehand sketching of simple mechanical and flow diagrams.

PETR A240 Industrial Process Instrumentation III Contact Hours: 3 + 0

Prerequisites: PETR A144. Offered only at Kenai Peninsula College. Study of methods, installation, and identification of proper instruments for use with particular industrial processes, and operation of instrumentation under live load conditions through use of sophisticated process simulators.

PETR A244 Industrial Process Instrumentation IV Contact Hours: 3 + 0

Prerequisites: PETR A240. Offered only at Kenai Peninsula College. Explores techniques used in designing and developing control loops. Control loop engineering and developments of loops for maximum efficiency and energy control. Program will develop basic engineering skills.

PHIL - PHILOSOPHY

PHIL A201 Introduction to Philosophy 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. Introduces works of major influential thinkers, both ancient and modern, focusing on the Western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.

PHIL A211 History of Philosophy I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement. Survey of primarily Western philosophy from the pre-Socratic era through the late Middle Ages. Traces development of scientific, metaphysical, epistemological and ethical thought with emphasis on pivotal historical figures and debates.

PHIL A231 Truth, Beauty, and Goodness 3 CR Contact Hours: 3 + 0

Prerequisites: (ENGL A111 or concurrent enrollment). Crosslisted with: LSIC A231.

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

PHIL A301 **Ethics** 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A214 with minimum grade of C. Course Attributes: UAA GER Humanities Requirement. An introduction to major theories in normative ethics and metaethics, and the arguments of important moral philosophers. Emphasis on critical reasoning, as well as evaluation and analysis of arguments. Includes the application of ethical theory to contemporary moral issues, such as rights and distributive justice, environmental and animal issues, abortion, terrorism, and euthanasia.

PHIL A303 **Environmental Ethics**

Contact Hours: 3 + 0

Crosslisted with: ENVI A303. Historical and comparative analysis of Western, non-Western, indigenous and Native American philosophies, concerning the intrinsic, aesthetic and use values of nature and the land. Contemporary environmental ethics, including deep ecology, the land ethic, ecofeminism, and animal rights theories will be examined in detail. There will also be a focus on the ethical issues surrounding contemporary environmental controversies, such as land management, wildlife management, wilderness designation, sustainability, biodiversity and species preservation, private property and public commons, environmental racism, human overpopulation, development versus preservation, laboratory use of animals, vivisection, animal farming, subsistence, and sports hunting.

3 CR

PHIL A313 Eastern Philosophy and Religion 3 CR Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A214 with minimum grade of C. Course Attributes: UAA GER Humanities Requirement. Study of Eastern philosophical and religious traditions, particularly Hinduism, Buddhism, Daoism and Confucianism. Includes studying basic concepts, tenets and practices of these traditions and related modern developments.

PHIL A390 Selected Topics in Philosophy 3 CR Contact Hours: 3 + 0

Registration Restrictions: Upper-division standing. Special Note: Course can be repeated for credit with a different subtitle. Detailed study of a selected topic in philosophy.

PHIL A401 3 CR Aesthetics Contact Hours: 3 + 0

An investigation into the nature of art and the creative process from both an historical and theoretical perspective, utilizing especially the philosophy of the ancient Greeks, the Romantic thinkers and contemporary semiotics.

PHYS - PHYSICS

PHYS A115 Physical Science 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Placement into MATH A105 or higher. Exposes students to basic concepts in physics. Presents general knowledge of science rather than an in-depth study of any one field.

PHYS A115L Physical Science Lab 1 CR Contact Hours: 0 + 3

Prerequisites: (PHYS A115 or concurrent enrollment). Exposes students to basic concepts in physics labs. Presents general knowledge of science rather than an in-depth study of any one field.

PHYS A123 Basic Physics I 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105. Registration Restrictions: High school trigonometry. Course Attributes: UAA GER Natural Sciences Requirement. Non-calculus introduction to mechanics, fluids, and

thermodynamics. Emphasizes motion, forces, gravitation, fluid motion, and laws of thermodynamics. Limited emphasis on historical development of physics.

PHYS A123L Basic Physics I Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: MATH A105 and (PHYS A123 or concurrent enrollment). Registration Restrictions: High school trigonometry. Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Introductory physics laboratory, with experiments in mechanics, fluids, and thermodynamics.

PHYS A124 Basic Physics II 3 CR Contact Hours: 3 + 0

Prerequisites: PHYS A123 with minimum grade of C. Course Attributes: UAA GER Natural Sciences Requirement. Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.

PHYS A124L Basic Physics II Laboratory 1 CR Contact Hours: 0 + 3

Prerequisites: PHYS A123 with minimum grade of C and PHYS A123L with minimum grade of C and (PHYS A124 or concurrent enrollment). Course Attributes: UAA GER Natural Sciences Lab Only. Special Fees. Introductory physics laboratory, with experiments in electricity and magnetism, waves, and optics.

PMED - PARAMEDICAL TECHNOLOGY

PMED A241 Paramedicine I 8 CR

Contact Hours: 7 + 2

Prerequisites: BIOL A111 with minimum grade of C and BIOL A111L and BIOL A112 with minimum grade of C and BIOL A112L. Registration Restrictions: Current Alaska EMT-1 or National Registry EMT-Basic; Acceptance into the PMED Program. Corequisite: PMED A242. Applies the knowledge and skills of airway management and ventilation while integrating pathophysiological principles and assessment findings to formulate impressions and implement treatment plans needed while caring for patients who have suffered an acute injury or illness.

PMED A242 Clinical Rotation I 4 CR

Contact Hours: 0 + 8

Prerequisites: BIOL A111 with minimum grade of C and BIOL A111L and BIOL A112 with minimum grade of C and BIOL A112L. Registration Restrictions: Current Alaska EMT-1 or National Registry EMT-Basic; Acceptance into the PMED Program. Corequisite: PMED A241. Grade Mode: Pass/No Pass. Paramedic skills are performed in acute care settings.

PMED A251 Paramedicine II 8 CR Contact Hours: 7 + 2

Prerequisites: PMED A241 and PMED A242. Corequisite: PMED A252. Integrates pathophysiological principles and assessment findings to formulate impressions and implement treatment plans needed when caring for trauma patients, and patients with special needs.

PMED A252 Clinical Rotation II

Contact Hours: 0 + 8

Prerequisites: PMED A241 and PMED A242. Corequisite: PMED A251. Grade Mode: Pass/No Pass. Paramedic skills are performed in hospital settings, specifically in emergency departments, operating rooms, intensive care/critical care units, labor and delivery units, pediatric units, and psychiatric wards.

PMED A295 Paramedic Internship 12 CR

Contact Hours: 0 + 36

Prerequisites: PMED A261 and PMED A262. Registration Restrictions: All PMED Major and AAS General Degree Education Requirements must be completed prior to registration. Grade Mode: Pass/No Pass. Pre-hospital field experience under the guidance of a paramedic preceptor on an advanced life support ambulance. Interns perform all aspects of paramedic care.

PRPE - PREPARATORY ENGLISH

PRPE A084 Sentence Skills 1-3 CR

Contact Hours: 1-3 + 0

Registration Restrictions: Appropriate score on English placeent test. Special Fees. Supports students in composition courses. Provides tools for improving sentences that conform to Standard American English. Focuses on common sentence errors for accuracy in drafting and editing.

PRPE A086 Writing Strategies 3 CR Contact Hours: 3 + 0

Prerequisites: [COMPASS E-Write (1-12 scale) with score of 06 and COMPASS Reading Skills with score of 50] or [Accuplacer-Reading Comp with score of 055 and Accuplacer-Sentence Skills with score of 060]. Registration Restrictions: Appropriate score on English placement test. Special Fees. Introduces composition of paragraphs and short essays that conform to Standard American English for college writing. Emphasizes basic reading skills to enhance students' writing. Reviews the basics of grammar, effective sentences, and sentence combining.

PRPE A108 Introduction to College Writing 3 CR Contact Hours: 3 + 0

Prerequisites: [PRPE A076 with minimum grade of C and PRPE A086 with minimum grade of C] or [COMPASS E-Write (1-12 scale) with score of 08 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 070 and Accuplacer-Sentence Skills with score of 080]. Registration Restrictions: If prerequisite is not satisfied, then appropriate scores on reading and writing placement tests required. Special Fees. Preparation for ENGL A111 and alternative to ENGL A109. Introduces composition of multi-paragraph essays that conform to Standard American English for college writing. Includes critical reading skills to enhance students' writing. Continues intensive practice in punctuation, sentence combining, revising, and editing.

PRT - PROCESS TECHNOLOGY

PRT A101 Introduction to Process Technology 3 CR Contact Hours: 3 + 0

Introduction to process operations in industry through an overview of general information, processes, procedures, and equipment.

PRT A110 Introduction to Occupational Safety,
Health, and Environmental Awareness 3 CR

Contact Hours: 3 + 0

4 CR

Introduction to the field of safety, health, and environment within the process industry. Covers various types of plant hazards, safety and environmental systems equipment, and applicable government regulations, and industry standards.

PRT A130 Process Technology I: Equipment 4 CR Contact Hours: 4 + 0

Prerequisites: PRT A101. In-depth treatment of selected process equipment including rotating machinery and process units. Equipment components, construction, preventive maintenance, and safety will be emphasized.

PRT A140 Industrial Process Instrumentation I 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A055. Crosslisted with: PETR A140. Covers physics of pressure, temperature, level, and flow measurement; mechanical and electrical aspects of instruments used to control dynamics of processes. Also covers dynamics of automatic control including proportional control, automatic reset, derivative action, and integral timing.

PRT A144 Industrial Process Instrumentation II 3 CR Contact Hours: 3 + 0

Prerequisites: PETR A140 with minimum grade of C or PRT A140 with minimum grade of C. Crosslisted with: PETR A144. A continuation of PETR/PRT A140. Subjects covered will be the repair, maintenance, and calibration of a wide range of industrial process instruments. Hands-on training will be emphasized.

PRT A160 Oil and Gas Exploration and Production I 3 CR Contact Hours: 3 + 0

Registration Restrictions: Admission to Process Technology degree program. Surveys oil and gas exploration and production issues including marketing, geology, reservoir economics, legal aspects of resource ownership, drilling and production technologies, product separation, safety, and environmental issues.

PRT A230 Process Technology II: Systems 4 CR Contact Hours: 3 + 2

Prerequisites: PRT A130. Covers how the individual components interact as part of a system and how each system works within an entire processing facility. Special attention is given to the common systems found in each Alaskan process industry. Some topics include upstream oil and gas production, petrochemicals and refinery processes, refrigeration, power generation, milling, boilers and heaters, coolers, and heat exchangers.

PRT A231 Process Technology III: Operations 4 CR Contact Hours: 3 + 2

Prerequisites: PRT A230. Analyzes duties and responsibilities of the process, operator on the job. Includes normal operation, upset conditions, emergency action plans, startups, shutdowns, operating modes, turnarounds, and routine maintenance activities.

PRT A250 Process Troubleshooting

Contact Hours: 3 + 0

Prerequisites: PRT A231. Analyzes the troubleshooting process and studies the use of indicators, variables, and controllers to troubleshoot problems current to the process industries.

PRT A255 Quality Concepts for the Process Industry 1 CR Contact Hours: 1 + 0

Prerequisites: PRT A231. Introduction and application of current quality concepts used by the process technician. Discusses the role of statistical processes used by the operator in achieving quality.

PS - POLITICAL SCIENCE

PS A101 Introduction to American Government 3 CR Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

PS A102 Introduction to Political Science 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. The exploration of basic principles and processes of major branches of the discipline of political science, including American government, comparative politics, international relations and political philosophy.

PSY - PSYCHOLOGY

PSY A111 General Psychology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Introduces methods, theories, and research in the psychological sciences. Core topics include psychological research methods, biopsychology, learning, cognition, lifespan development, personality, psychological disorders, and social psychology.

PSY A143 Death and Dying 3 CR

Contact Hours: 3 + 0

Special Fees. An examination of the event of death and the process of dying in contemporary society. Psychological aspects of loss, grieving, and acceptance of one's own mortality are presented along with an exploration of helping services available in the local community. Social issues involving death are discussed.

PSY A150 Lifespan Development 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Reviews physical, cognitive, and socioemotional aspects of human growth, maturation, and development across the lifespan. Special attention is given to the effects of broader sociocultural influences on development. Classical and contemporary theories relating to development across the lifespan are considered.

3 CR

PSY A153 Human Relations

Contact Hours: 3 + 0

3 CR

Crosslisted with: HUMS A153. Special Fees. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

PSY A260 Statistics for Psychology 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105 and PSY A111. Registration Restrictions: Concurrent enrollment in PSY A260L is strongly recommended. Special Note: Does not satisfy the General Education Quantitative Skills requirement. Presents basic descriptive and inferential statistical techniques used in psychology. Covers scales of measurement, central tendency, variability, normal distributions, standard scores, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, one- and two-way analysis of variance.

PSY A260L Statistics for Psychology Lab 1 CR

Contact Hours: 0 + 2

Prerequisites: MATH A105 and PSY A111. Registration Restrictions: Concurrent enrollment in PSY A260 is strongly recommended. Special Fees. Laboratory that builds on the material covered in PSY A260, giving hands-on experience with data-analysis software. Includes the use of software for graphing, descriptive statistics, correlation, simple regression, t-tests, analysis of variance, and chisquare.

PSY A261 Research Methods in Psychology 4 CR

Contact Hours: 3 + 3

Prerequisites: ENGL A111 and PSY A111. Special Fees. Introduces a scientific approach to studying behavior; overviews experimental and non-experimental methodologies, ethical principles and practices, data collection and analysis, and APA style writing. The laboratory component provides applied experience with data collection, analysis, and interpretation.

PSY A313 Psychology of Women 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Junior level standing, or 6 credits of psychology. Examines how women behave, think, and feel. Major topics are sex-role development, the effects of sexism, pornography, and violence against women, gender differences, female sexuality and health issues, love relationships, femininity, masculinity, and androgyny, and adjustment and mental disorders.

PSY A345 Abnormal Psychology 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111. Introduces the psychology of abnormal behavior through research and clinical applications using a biopsychosocial model. Psychological disorders are presented within their multicultural, gender, and developmental contexts. Topics also include history, assessment, suicide, psychopharmacology, mental institutions, psychotherapy, and prevention as well as contemporary legal issues.

PSY A355 Learning and Cognition

Contact Hours: 3 + 3

Prerequisites: PSY A260 and PSY A261. Special Fees. Special Note: Laboratory work requires that students be familiar with research designs and statistical calculations. Special Note: Offered Fall and Spring Semesters. Overview of major learning principles including classical conditioning and operant conditioning. Also includes a contemporary review of the memory system, the representation of knowledge, skill acquisition, memory retrieval, forgetting, and aspects of language processing.

PSY A366 Perception

3 CR

4 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 and PSY A261. Special Fees. Presents current theories and phenomena which effect how we perceive the world around us. Explores the capacities and limitations of the sensory apparatus, particularly vision. Considers implications of the human tendency to "Misperceive" situations.

PSY A368 Personality

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 or PSY A150. Special Note: Offered Fall and Spring Semesters. Survey of contemporary and modern theories of personality, emphasizing relevant research findings. Develops student competencies in the understanding and prediction of human behavior, thought, and feeling.

PSY A370 Biological Psychology

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A261 and [PSY A260 or STAT A252 or STAT A253] and [BIOL A102 or BIOL A111 or BIOL A115]. Registration Restrictions: Completion of GER Tier 1 (basic college-level skills) courses and junior standing. Course Attributes: UAA GER Integrative Capstone. Special Note: This course does not meet the Psychology major capstone requirement. Examines how behavior and cognition are mediated by biological processes. The course overviews neural activity, the organization of the nervous system, psychopharmacology, and biological basis of normal and abnormal behaviors.

PSY A372 Community Psychology

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111. Registration Restrictions: One other three (3) credit psychology course. Focus on the impact of social and environmental factors on behaviors. Emphasis on interaction theories and research and the application to communications, dynamics of power, confrontation and conflict, and creative problem solving.

PSY A375 Social Psychology

3 CR

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 or PSY A150. Focuses on individuals in social situations and the scientific study of how individuals think about, influence, and relate to one another. Includes theory and research on subjective beliefs about the self and the social world; attitudes and behaviors; genes and culture; conformity; persuasion; group dynamics; prejudice; aggression; attraction; and altruism.

PSY A412 Foundations of Modern Psychology

Contact Hours: 3 + 0

Prerequisites: PSY A260 and PSY A261. Special Note: Course meets

the capstone requirement for the psychology major. Recommended for seniors. Seminar format. Provides an overview of psychology's history that leads up to a discussion of the most significant issues in contemporary psychology. The course provides a historical perspective that is used to understand key issues in current psychological theory and research.

PSY A425 Clinical Psychology

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 and PSY A345. Historical developments and contemporary applications of clinical psychology. Survey of major counseling and psychotherapy approaches, including basic assumptions, techniques, and related research findings.

PSY A465 Cross-Cultural Psychology

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 and PSY F380. Registration Restrictions: Three other psychology courses; PSY A425 recommended. May be stacked with: PSY A654. Explores ethnic-cultural values, attitudes and beliefs as they relate to interpersonal relationships and human behavior. Examines how behavioral styles, manifestations of psychopathology and effective psychotherapy methods are affected by ethnic-cultural factors.

PSY A485 Health Psychology

3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 and PSY A370. Course examines psychological, physical, and environmental factors that influence mental and physical health. Topics include: epidemiology, stress theories, brain anatomy, psychophysiology, psychoneuroimmunology, chronic pain, tobacco/alcohol abuse, diet, exercise, terminal illness, and how doctor/patient communication affects basic health care delivery. The biopsychosocial orientation is presented from both disease and prevention strategies.

RADT - RADIOLOGIC TECHNOLOGY

RADT A111 Introduction to Radiologic Technology 3 CR and Patient Care

Contact Hours: 2.5 + 1

At KPC via interactive video from Anchorage campus. Registration Restrictions: Department approval. Special Fees. Provides an overview of radiography and the practitioner's role in the health care delivery system. Examines principles, practices, and policies of health care organizations, basic concepts of patient care, occupational safety, patient consent, and medical ethics and law as it relates to the profession.

RADT A131 Radiographic Procedures I

3 CR

Contact Hours: 2 + 3

At KPC via interactive video from Anchorage campus. Registration Restrictions: Department approval. Provides instruction regarding basic principles of radiographic procedures in performing examinations of the chest, abdomen, skeleton, and pelvic girdle. Introduces the principles of radiation protection. Incorporates radiographic terminology and anatomy and allows for demonstration, practice, and evaluation of techniques in a laboratory environment.

RADT A132 Radiographic Procedures II Contact Hours: 2 + 3

3 CR

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A131. Registration Restrictions: Department approval. Special Fees. Provides instruction regarding basic principles of radiographic procedures in performing examinations of the spine, bony thorax, alimentary tract, genitourinary system, and associated specialized procedures. Incorporates radiographic terminology and anatomy and allows for demonstration, practice, simulation, and evaluation of techniques in a laboratory environment.

RADT A161 3 CR Fundamentals of Medical Imaging Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A131 and RADT A151. Provides knowledge of equipment requirements and design for radiographic, fluoroscopic, mobile, and conventional tomographic units. Includes introduction to electronic imaging concepts, applications, imaging standards, and computer usage with imaging equipment. Includes an understanding of the development and use of radiographic techniques.

RADT A171 Fundamentals of Medical Imaging II 3 CR Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A161. Introduces principles regarding factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Provides concepts that emphasize the importance of imaging standards, discussion of problem solving techniques for image evaluation, and factors that affect image quality.

RADT A211 1 CR Radiologic Pharmacology and Drug Administration

Contact Hours: 1 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A195C. Provides practical concepts of pharmacology. Explains theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications. Emphasis is placed on appropriate delivery of patient care during procedures.

RADT A251 Radiobiology and Protection 2 CR Contact Hours: 2 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A171. Provides a comprehensive overview of the principles of radiation protection as they pertain to the interaction of radiation with living systems. Discusses effects of radiation on molecules, cells, tissues, and the body systems. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RADT A272 2 CR Quality Control in Medical Imaging Contact Hours: 2 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A171. Registration Restrictions: Prerequisite or Registered Radiologic Technologist. Provides introduction to principles and practices governing quality control programs in medical imaging. Demonstrates the interrelatedness of accreditation, certification, licensure, and service delivery standards. Discusses the operational and administrative aspects of quality control as it relates to quality management.

RADT A280 Medical Imaging Pathology 3 CR Contact Hours: 3 + 0

At KPC via interactive video from Anchorage campus. Prerequisites: RADT A133. Registration Restrictions: Prerequisite or Registered Radiologic Technologist. Provides an introduction to the theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems are presented. Multiple imaging modalities for pathologic correlation are included.

RUSS - RUSSIAN

RUSS A101 Elementary Russian I 4 CR

Contact Hours: 4+0

Course Attributes: UAA GER Humanities Requirement. Special Fees. Introductory course for students with no previous knowledge of the Russian language. Develops listening, speaking, reading, and writing skills in Russian for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Russian.

RUSS A102 Elementary Russian II 4 CR

Contact Hours: 4+0

Prerequisites: RUSS A101. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Russian for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Russian.

SOC - SOCIOLOGY

SOC A101 Introduction to Sociology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Special Note: Offered Fall and Spring Semesters. Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC A202 The Social Organization of Society 3 CR Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement. Special Note: Offered Alternate Fall Semesters. Examination of various ways in which societies develop social structures such as belief, value, symbol, and normative systems to lend predictability to human interactions. Explores why such structures are needed by human societies and implications of varying structures.

SOC A242 An Introduction to Marriage, Family and Intimate Relationships

Contact Hours: 3 + 0

Registration Restrictions: A social science course recommended. Special Fees. Special Note: Offered Fall and Spring Semesters. Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.

SOC A280 Seminar in Contemporary Issues 3 CR Contact Hours: 3 + 0

Special Note: Subtitle varies; may be repeated for credit with a different subtitle. Analyzes contemporary issues from a variety of social science perspectives.

SPAN - SPANISH

SPAN A101 Elementary Spanish I 4 CR Contact Hours: 4 + 0

Course Attributes: UAA GER Humanities Requirement. Special Fees. Introductory course for students with no previous knowledge of the Spanish language. Develops listening, speaking, reading, and writing skills in Spanish for effective communication at the

elementary level. Students gain understanding of basic cross-cultural perspectives. Course conducted in Spanish.

SPAN A102 Elementary Spanish II 4 CR Contact Hours: 4 + 0

Prerequisites: SPAN A101. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuation of introductory course. Further develops elementary listening, speaking, reading, and writing skills in Spanish for effective communication. Enhances appreciation of cross-cultural perspectives. Course conducted in Spanish.

SPAN A201 Intermediate Spanish I 4 CR Contact Hours: 4 + 0

Prerequisites: SPAN A102. Course Attributes: UAA GER Humanities Requirement. Special Fees. Intermediate course for students with basic knowledge of Spanish. Enhances listening, speaking, reading, and writing skills for effective communication at the intermediate level. Students critically examine diverse cultural perspectives. Course conducted in Spanish.

STAT - STATISTICS

STAT A252 Elementary Statistics 3 CR Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C. Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required. Course Attributes: UAA GER Quantitative Skill Requirement. Special Fees. Special Note: A student may apply no more than 3 credits from STAT A252 or BA A273 toward the graduation requirements for a baccalaureate degree. Introduction to statistical reasoning. Emphasis on concepts rather than in-depth coverage of traditional statistical methods. Topics include sampling and experimentation,

descriptive statistics, probability, binomial and normal distributions, estimation, single-sample and two-sample hypothesis tests. Additional topics will be selected from descriptive methods in regression and correlation, or contingency table analysis.

SWK - SOCIAL WORK

3 CR

SWK A106 Introduction to Social Welfare 3 CR Contact Hours: 3 + 0

Prerequisites: SOC A101. Crosslisted with: HUMS A106. Course Attributes: UAA GER Social Sciences Requirement. Analyzes social inequality and the American social welfare state. Traces historical evolution of government and non-government response to the provision of basic needs, opportunities, and rights for its citizenry, especially vulnerable populations. Investigates historical and persisting dilemmas—ethical, political, cultural, and economic—explicit and implicit, in achieving social justice. Assists in understanding of social welfare problems and solutions.

TECH - TECHNOLOGY

TECH A101 Introduction to Technological Principles 3 CR Contact Hours: 2 + 2

Prerequisites: (MATH A105 or concurrent enrollment). Introduces basic physical properties commonly found in a technical field. Emphasizes data collection and test equipment procedures.

TECH A295 Technical Internship 1-6 CR Contact Hours: 0 + 3-18

Registration Restrictions: Instructor permission required. Grade Mode: Pass/No Pass. Special Fees. Provides work experience, familiarization with technical operations and equipment and insight to management practices closely related with technology-rich career fields. Work for the internship is supervised by industry and faculty members.

WELD - WELDING TECHNOLOGY

WELD A101 Gas and Arc Welding 4 CR

Contact Hours: 2 + 6

Special Fees. Introduces basic principles of welding. Covers oxyacetylene welding, brazing, silver soldering and oxyacetylene flame cutting in the first half of the course. Covers shielded metal arc welding the second.

WELD A102 Gas Welding 2 CR

Contact Hours: 1 + 3

Offered only at Kenai Peninsula College. Covers oxyacetylene welding, brazing, silver solder, and cast iron welding.

WELD A103 Arc Welding 4 CR

Contact Hours: 2 + 6

Offered only at Kenai Peninsula College. Emphasizes welder certification on open root welding of plate. Open to beginner as well as experienced welder. Students certify on .375 inch plate, open root or with backing, to ASME or AWS code standards.

WELD A104 Arc Welding: Low-Hydrogen Electrodes 4 CR Contact Hours: 2 + 6

Registration Restrictions: WELD A101 or WELD A103 or arc welding experience. Offered only at Kenai Peninsula College. Emphasis on welder certification with low-hydrogen electrodes. Students certify on .500 inch plate with backing to AWS code standards.

WELD A105 Pipe Welding

4 CR

Contact Hours: 2 + 6

Registration Restrictions: Current certification of plate, open root, vertically upward, or pre-test given during registration. Offered only at Kenai Peninsula College. Covers welding of pipe in all positions, open root, uphill and downhill. Pipe sizes of 4-6 inch schedule 40.

WELD A106 Pipe Certification

4 CR

Contact Hours: 2 + 6

Prerequisites: WELD A105. Offered only at Kenai Peninsula College. Involves welding of pipe in all positions, open root, uphill and downhill. Pipe size: 6 inch schedule 80. Students certify on 6 inch schedule 80 uphill procedure to ANSI B31.3 code standard.

WELD A108 Wire Welding

4 CR

Contact Hours: 2 + 6

Offered only at Kenai Peninsula College. Basic welding of mild steel, stainless steel and aluminum with wire processes. Students use all wires on the current market in class.

WELD A109 TIG Welding

4 CR

Contact Hours: 2 + 6

Prerequisites: WELD A101 and WELD A102. Offered only at Kenai Peninsula College. Covers welding of aluminum, zinc alloys, copper, magnesium, mild steel and stainless steel.

WELD A207 Industrial Welding Qualification 2 CR

Contact Hours: 1 + 3

Registration Restrictions: Pre-qualification test. Grade Mode: Pass/ No Pass. Offered only at Kenai Peninsula College. Inform, upgrade and qualify current welders in the field. New processes and testing methods will be demonstrated and then used by the student.

Kenai Peninsula College Council

The Kenai Peninsula College Council serves as the public advisory body for the college. Members are chosen to provide representation from all sectors of the Kenai Peninsula. Community members who may be interested in serving on the KPC College Council can submit letters of interest and a resume to:

KPC Director 156 College Road Soldotna, AK 99669

Ammerman, Gail 2nd Term Exp. 6/11 (reappointed: 6/08)

Briggs, Amber L. Central Peninsula At-Large 2nd Term Exp. 6/12 (Reappointed: 6/09)

Downing, Liz Southern Peninsula At-Large 1st Term Exp. 6/11 (appointed: 6/08)

Duncan, James Central Peninsula At-Large 2nd Term Exp. 6/10 (reappointed: 6/07)

Araoz-Fraser, M.D., Gonzalo Central Peninsula At-Large 1st Term Exp. 6/12 (appointed: 10/09)

Hays, Marge- Vice Chair Central Peninsula At-Large 1st Term Exp. 6/10 (appointed: 9/07)

Kashi, Joseph Central Peninsula At-Large 2nd Term Exp. 6/10 (reappointed: 6/07)

Kebschull, Marilyn Central Peninsula At-Large 2nd Term Exp. 6/10 (reappointed: 6/07) Miller, Sherril Central Peninsula At-Large 1st Term Exp. 6/11 (Appointed 6/08)

Morton, John M. (Central Peninsula At-Large) 1st Term Exp. 6/12 (Appointed 6/09)

Norbeck, Barbara Central Peninsula At-Large 1st Term Exp. 6//11 (Appointed 6/08)

Reasner, Pollyanne Central Peninsula At-Large 1st Term Exp. 6/11 (Appointed 6/08)

Sprague, Pete: Chair KP Borough Assembly Rep. 4th Term Exp. 6/11 (reappointed: 6/08)

Kenai Peninsula College Kachemak Bay Campus Advisory Board

Ammerman, Gail

Bauer, Katie (Student Representative)

Epperson, Mary

Fenske, John (Chair)

Marion, Dina (Secretary)

Marley, Erica

Meeker, George

Moore, Bob

Needham, Jan B.

Smith, Bill

Thompson, Terry (Vice Chair)

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