Welcome

Welcome to the University of Alaska Southeast! I am thrilled to be one of the advisors at the UAS School of Career Education. Congratulations on embarking on this exciting new chapter of your life!

As you navigate your academic journey, I am here to help you achieve your goals and make the most of your time at UAS. Whether you need guidance on course selection, or career planning, or just want to chat about your progress, I am here to offer support and resources to help you succeed.

Our campus is teeming with incredible resources, from academic support services to student organizations and clubs. I encourage you to take advantage of all that UAS has to offer and get involved in activities that interest you.

Remember to keep track of your academic progress and requirements by regularly checking Degreeworks, accessible through UAOnline. And don't forget to schedule at least one advising appointment with me each semester to ensure that you are on track and making progress toward your goals.

Please do not hesitate to contact me at any time with questions or concerns. You can make an appointment with me by emailing or calling, or by using the booking tool in my signature below.

Once again, welcome to UAS! I am excited to work with you and help you achieve your dreams. Let's make the most of this amazing opportunity together!

Sincerely,
Introduction

Welcome to the University of Alaska Southeast's Student Guidebook! This guidebook provides important information on various aspects of college life, including policies, guidelines, standards, and responsibilities. While we have tried to cover as much as possible, it is not intended to be exhaustive.

Please keep in mind that the University reserves the right to modify, add, or remove any content in this guidebook at any time. This guidebook is not a legally binding contract and the University retains the discretion to make changes as needed. Any updates or amendments to the guidebook during the academic year will be available in
We hope that this guidebook will serve as a useful resource as you navigate college life at UAS. If you have any questions or concerns, please do not hesitate to reach out to your academic advisor or the appropriate University office for assistance.

Best regards,

The UAS Career Ed Advising Team

**Mission Statement**

*Student learning* enhanced by *faculty scholarship, undergraduate research* and *creative activities, community engagement*, and the *cultures and environment of Southeast Alaska.*

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**Quick “Becoming a Student” Checklist**

Please utilize the following checklist upon admission to your program to ensure your course registrations are smoothly completed. Don’t wait to register for the classes you need. They can and do fill up, and missing out on a required class can set you back significantly. Please don’t hesitate to contact an advisor if you have any questions or concerns about any of these steps.
1. Set up your UA username and password within 29 days of admissions

You will receive an email from the Admissions Office assigning you a **UA ID number** soon after applying.

Go to [ELMO](#) to find out your **username** and to create a **password**. This will be your single sign-on information for the university.

**I will complete this task by _________________.**

2. Begin a habit of regularly checking your student email

When you completed step 2 in ELMO, you made a choice about your preferred email account. University communications will be sent to that account. As a University of Alaska student, you have access to [Google Apps @ UA](#).

I encourage you to check this account regularly as the majority of your correspondence with university representatives, like faculty and staff, will be through email. You might also consider creating a Google Calendar to organize your time.

3. Fund your future; file your FAFSA ASAP

Financial aid can come from federal, state, school, and private sources to help you pay for college.

**Cost:** Tuition and fees vary for each course depending on the level (upper division vs lower division), number of credits, and fees for specific courses. Please review the information on the [tuition and fees website](#).

**Federal Student Aid:** Complete the [Free Application for Federal Student Aid (FAFSA)](#) application and include **UAS school code 001065**. Check your email and [UAOnline](#) often for updates, requirements, and status. The [UAS Financial Aid website](#) is a great resource.

**Veteran’s benefits:** Apply for [Veteran’s education benefits online](#). For information on Veteran services at UAS visit the UAS student [Veterans and families website](#).

**Scholarships:** University of Alaska Statewide Foundation Scholarship [applications](#) are due **February 15** for the following school year. Many scholarships require a FAFSA to be filed. Beyond University of Alaska scholarships, resources for identifying scholarships can be found on our [financial aid website](#).

**Financial Path to Graduation:** The CFPB has a [financial path to graduation](#)
tool to help you understand your financial aid offer, planning for remaining costs, estimate how much you'll owe, compare different schools and decide on your next steps.

I will complete these tasks by ________________.

4. Determine the writing and math classes that fit you.

Most students will have to complete the Math and Writing placement assessments.

Math: All new students who have not earned college credit for math or a qualifying AP score must complete the online math placement assessment prior to registering for classes. The UA math placement assessment is through ALEKS. It is a fully automated, adaptive system that covers material from basic math through pre-calculus. Students can take this assessment up to 5 times.

We encourage every student to complete the assessment at least twice

A. Determine when you’re able to complete the initial assessment, set this date at least four weeks before you would like to register for classes.
B. Put your initial exam and final exam dates on your calendar. Allow for 90 minutes for both the initial and final assessment.
C. After the initial assessment, a personalized prep and learning module is available.
D. Set aside 30 minutes each day to study using your learning module.
E. Complete your final math assessment. You can retake the assessment up to four times, making 5 total.

Writing: All new students who have not taken the ACT/SAT, earned college credit for writing, or a qualifying AP score must complete the Writing Directed Self-Placement prior to registering to determine the class that fits them. Allow 20 focused minutes to complete this task.

I will complete these tasks by ________________.

5. Schedule an advising appointment & register for class

You'll meet with an advisor either on the web, phone, or in-person to help plan your class schedule and answer your questions. You'll meet with an advisor either on the phone or in-person to help plan your class schedule and answer your questions.
All new students will meet with their advisor prior to registering. Students are encouraged to register for fall classes by **July 15**, and spring courses by **December 7**.

Educational planning resources including typical programs of study can be found on the [academic advising website](#). A guide to online registration can be found on the [registrar's website](#). Registration is completed on [UAOnline](#).

**I will complete this task by ________________.**

6. **Apply for on-campus student housing**

Details about options, costs, and applications can be found on the [Housing website](#).

**I will complete this task by ________________.**

7. **Make payment arrangements**

You must [pay for your classes](#) in full or have a college-approved financial arrangement in place by the drop for non-payment deadline. Bookmark and review the UAS Academic Calendar for these important deadlines. Payment plans are available.

**I will complete this task by ________________.**

8. **Purchase textbooks at least 3 weeks in advance of class start**

The UAS bookstore is online only. Required books can be found via [MBS Direct](#). Students should purchase books in early August or sooner to ensure they arrive before the start of school. If you are on campus, you can ship directly to housing. Resident mailing addresses can be found on the [Housing website](#).

**I will complete this task by ________________.**

9. **New & Transfer Student Orientation**

All new students registered in 12 or more credits are required to participate in [new student orientation](#).

10. **Attend the first session of each of your classes**

All students registered for a class are required to attend the class's first session or risk being dropped from the course. Don’t let that be you. Be aware of your schedule by logging into [UAonline](#).
YOUR GOALS AT CAREER EDUCATION

What are your goals? Why are you here?

Please use the space below to write out your goals at UAS, and beyond.  
Come back to this when you need a reminder!

A LITTLE ABOUT ADVISING @ UAS

I HOPE AFTER READING THIS GUIDE YOU WILL...

- be able to locate and understand degree requirements
- be able to locate campus resources relevant to your academic goals
- be able to construct an academic plan that works towards degree completion
- understand who to reach out to for assistance and how
ACADEMIC ADVISING AT CAREER EDUCATION

- Academic advising services at the School of Career Education is provided by a combination of faculty and professional staff advisors.
- Staff advisors, are skilled at teaching students how to use academic planning tools, utilize university services, understand university policies, and be a student’s sounding board. Staff advisors typically assist students in their first semester upon admission.
- Faculty advisors are experts in course content, upcoming courses, internship opportunities, and preparation for careers and graduate school. You will work mainly with your faculty advisor throughout your program.
- An advisor will provide you with information and assistance regarding your academic progress, choosing or changing courses, majors, and minors, meeting requirements for graduation, as well as questions related to college in general.

YOUR RESPONSIBILITIES

- Plan and attend regular appointments with your advisor each semester
- Come prepared for advising appointments (e.g. review your DegreeWorks prior to appointment, bring a four-year plan, a list of courses you are considering for the following semester, any questions you may have, etc.)
- Clarify personal goals and values
- Become familiar with college programs, policies and procedures at UAS
- Ask questions – while an advisor may not have the answer, they can point you in the correct direction.
- Take responsibility for exploring career options
- Seek opportunities that are consistent with areas of interest
- Review DegreeWorks audit and graduation requirements frequently for accuracy
- Review academic catalog and course descriptions

“The price of greatness is responsibility.”

—Sir Winston Churchill
FIRST YEAR ADVISING WALKTHROUGH

All new students (freshman and transfer) are required to meet with an advisor each semester until they reach 30 college credits. Mandatory Advising is a key program at UAS to assist students in creating the good habit of connecting with their advisor early and often. UAS welcomes students under the age of 18 who are ready for college-level work to enroll in many of our classes.

While you may see an advisor at any stage in your path to enrolling at UAS, new and transfer students are encouraged to prepare for their first meeting with an advisor by:

- **Applying for admissions** (prior to the first semester of attendance)
- **Take placement tests** (prior to the first semester of attendance)
- Prepare a list of questions, concerns, interests, and goals
- Review the semester course schedule

*Transfer students gain a tremendous amount of information from meeting with advisors early to understand how their credits may apply at UAS.

PRIOR TO THE START OF THE YEAR (AFTER REGISTERING FOR CLASSES)

1. Get familiar with online academic tools, [UAOnline](#), [UAS Online](#), and [Student ID#](#)
2. Review your detailed class schedule via UAOnline - know when your classes are.
3. Purchase your textbooks early - have them by the first week of class.
4. Check your DegreeWorks (found in UAOnline) audit to check that information is correct (AP credits, IB credits, transfer credits, chosen degree)

SEPTEMBER

1. **Make an appointment** to meet your academic advisor to discuss academic and career goals and/or learn about tools to help you identify these goals
2. Review all course syllabi and mark important dates (papers, exams, presentations, etc.) on your calendar
   **Note:** Google Calendar is **SUPER** easy.
3. Learn about, locate and use campus resources ([Learning Center](#), [Writing Center](#), [Egan Library](#), [Student Health Services](#), [Counseling](#), [Disability Support Services](#), [Recreation Center](#), [Native and Rural Student Center](#), [Student Housing](#), etc.)
4. Attend Campus Kickoff. Join a club! You are this university! Check the Campus Calendar for event information

OCTOBER

1. Review your midterm grades. Do you need to utilize additional resources?
2. Predict your GPA for the fall semester
3. Meet with your professors to discuss your current course progress
4. Spring semester courses are available for viewing
5. **Check UAOnline** to make sure you have no holds on your record that prohibit spring registration
6. **Submit your FAFSA** for the next school year if you need federal financial aid
NOVEMBER

1. Make an appointment with your advisor to review courses for the spring semester
2. Register for spring courses online, on UAOnline
3. Prepare for final exams determine when and where they will take place

DECEMBER

1. Continue preparation for finals
2. Review your DegreeWorks degree audit
3. Check your grades, on UAOnline
4. Reflect on your fall semester, and identify goals for the spring semester

JANUARY

1. Review your detailed class schedule
2. Review your DegreeWorks audit
3. Add/drop classes (as needed) to fine-tune your schedule by the drop deadline
4. Order your textbooks
5. Plan how to incorporate activities within your academic schedule
6. Apply for UAS and UA scholarships by February 15

FEBRUARY

1. Explore internship/employment/volunteer opportunities for the summer
2. Attend the job fair
3. Ensure that you have submitted your scholarship applications
4. Meet with your advisor to share any updates
5. Connect with campus academic resources
6. The summer class schedule search is available on UAOnline
7. Register for summer courses as appropriate
8. Study away exchange applications are due

MARCH

1. Review your midterm grades. Do you need to utilize additional resources?
2. Meet with your professors to discuss your current course progress
3. Predict your GPA for spring semester
4. Check UAOnline to make sure you have no holds on your record that prohibit registration
5. Fall class schedule search is available on UAOnline

APRIL

1. Make an appointment with your advisor to review courses for the fall
2. Register for fall semester courses
3. Prepare for final exams determine when and where they will take place

MAY

1. Review your DegreeWorks degree audit
2. Check your grades
3. Reflect on your spring semester, and identify goals for the fall semester

Note that this guide does not cover every instance you may need to meet with your advisor. Please use this as a guide to help keep you on track throughout the year.

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**GENERAL EDUCATION REQUIREMENTS (GER)**

**General Education Requirements**, or **GER**, encompass broad areas of knowledge that support advanced learning in your chosen major and in the concentration requirements of each degree. The aim of General Education Requirements is to **prepare students for lifelong learning**, **to gain research skills**, **to build competence in evaluating information and constructing knowledge in multiple ways**, and **most importantly to foster the ability to think critically**.

**Associate degrees and higher all require the completion of the following GERS.**

Please note that some degree programs require specific GER courses.

<table>
<thead>
<tr>
<th>G.E.R. REQUIREMENTS:</th>
<th>COURSE(S):</th>
<th>CREDITS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Across Contexts</td>
<td>WRTG S111</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Intermediate Composition Writing or Technical Report Writing</td>
<td>WRTG S211 or S212</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>COMM S111, S235, S237, or S241</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>• ART S160, S261, or S262</td>
<td>3 Credits</td>
</tr>
<tr>
<td></td>
<td>• MUS S123</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• THR S111, S211, or S212</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>Refer to the Catalog - many to choose!</td>
<td>3 to 6 Credits</td>
</tr>
<tr>
<td>Social Science, two subject areas required</td>
<td>Refer to the Catalog - many to choose!</td>
<td>6 to 9 Credits</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics</td>
<td>Refer to the Catalog - many to choose!</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Lab Natural Science</td>
<td>Refer to the Catalog - many to choose!</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Non-lab Natural Science</td>
<td>Refer to the Catalog - many to choose!</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

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**Career Education / TEC Center**

If you are enrolled in Career Education courses there is a high-likely possibility that your in-person courses and labs will be completed at the UAS Technical Education Center, also known as TEC Center or more informally, the TEC. The TEC Center is...
located roughly 12 miles away from the Auke Bay campus in downtown Juneau. The building is directly across Egan Highway from Juneau-Douglas High School, near the pedestrian bridge. The TEC is host to classroom and lab spaces for all departments - from Health Science to Diesel - that fall into the school of Career Education. The TEC Center is also home to the UAS Center for Mine Training.

Address: 1415 Harbor Way, Juneau AK, 99801.

Please remember that UAS Student Housing is roughly 12 miles away from your classes at the TEC center so plan accordingly if you do not have your own means of transportation.

For those relying on public transportation, please utilize the closest stop to your residence - in the case of student housing that would be the stops around the Egan Library - to the Federal Building stop in Downtown Juneau.

https://juneaucapitaltransit.org/

Visit Juneau Capital Transit's website for more information on schedules, routes, and fares.

Departments at TEC include:

**Power Technology & Mining**

Power Technology is a practical and direct program designed for students who are interested in solving problems and repairing machinery in the correct way. Courses cover a variety of machine systems as well as diesel engines.

Classes are at least 50% hands-on, which allows students to practice their new skills. The program provides many training aids, including wheel loaders, axle, and off-highway tractors, backhoe loaders, marine gears, engines, transmissions, power generators, refrigeration, and hydraulic units, as well as scanning tools and software to assess onboard electronics.

Students gain valuable skills and can enter fields of employment with good wages, high demand, and advancement potential in as little as two semesters.
Health Sciences

Health Sciences at UAS offers students in Juneau, Ketchikan, Sitka, and online entry-level training courses and preparatory programs for high-demand careers in health care.

Popular courses include those which enable students to sit for state and/or national certifications such as Certified Nurse Aide (CNA), Medical Assistant, and Emergency Medical Technician (EMT) training. Students seeking to enter careers such as nursing and radiologic technology can take all of the pre-and co-requisite courses needed for successful application to either in-state or out-of-state programs.

...interested in nursing at UAA?

Reach out to UAA now to learn more about the School of Nursing’s Requirements!
Phone number: (907)796-6128 Email address: tjmcmichael@alaska.edu

Construction

Construction technology, taught at our downtown Tech Center in Juneau, is dedicated to providing quality learning opportunities in a supportive environment. Students can learn new skills or improve existing skill levels tailored to the residential building market. The program provides the knowledge, tools, and experiences that enable students to attain employment and develop professional opportunities.

Our faculty are experts in what makes construction in Alaska unique, with a specialty curriculum focusing on diagnostics, testing, laws, codes, and standards.

Welding

Skilled, certified welders can find work on construction sites, in petroleum-related industries, and in many jobs where heavy equipment is being used. Their services are needed for shipbuilding, automobile
manufacturing, and repair, aerospace applications, bridges, pipelines, power plants, and refineries.

**Steffen Frazier** - Faculty Advisor  
Assistant Professor, Welding Technology  
Phone: 796-6130 Email: sfrazie9@alaska.edu

**Administration/Staff**

**Cory Ortiz**  
Dean, Career Education; Assistant Professor, Construction Technology  
Phone: 796-6139 Email: ortizc10@alaska.edu

**Tyler McMichael**  
UAS Health Sciences & UAA Nursing Advisor  
Phone: 796-6128 Email: tjmcmichael@alaska.edu

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**Being a Full-Time Student**

*An associate degree typically requires a minimum of 61 credits.* To complete these degrees in two years you need to complete 30 credits an academic year. 30 credits a year over the course of two semesters requires about 15 credits each fall and spring semester. For every one credit hour in which you enroll, you will spend approximately three hours outside of class doing homework. Most classes are between 2 - 4 credits. Learn what credit load is best for you by thinking about your other responsibilities in life as well as your need for financial aid from the federal government which requires a full load (12 credit minimum)

Examples of homework in college:

- **Problem sets** - questions that are assigned and due on a regular basis, typically in math courses. Consider teaming up with other students from your class to work on these.

- **Essays** - rather than lots of short assignments, many classes will require a few essays spaced throughout the semester. Often essays are required in humanities and social science classes and science classes will have you practice scientific writing. You can get help with writing papers from [the Writing Center](#).

- **Discussion posts** - you might be assigned questions to respond to on the [Blackboard site](#) for your class.

- **Reading** - sometimes lots of reading, you may have to read well over 100 pages a week in all of your courses combined. If you want to use your time more efficiently...

- **Projects** - depending on the course you may be required to apply what you are learning in the classroom to a real-world situation, such as conducting interviews on a social science topic or using statistics to determine if price influences what people purchase in the
• **Studying**  – often in college you will have fewer tests than you may have had in high school, making ongoing studying important. To set yourself up for success to be able to study *you must take notes during class*. Write them down! Record them! You will need them.

To determine the course load most appropriate for you, use the formula below:

**One (1) course (3 credits) = 3 hours in the classroom per week & 6-9 hours of homework per week.**

**Five (5) courses (15 credits) = 15 hours in the classroom per week & 30 - 45 hours of homework a week.**

**Things to consider when deciding your course load:**
- Work (it is recommended that students work fewer than 20 hours a week)
- Extracurricular activities
- Adjusting to a new environment
- Personal obligations

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**TROUBLESHOOTING**

Use the guide below to see if your goal/question is listed on the left, then follow along to the right for a solution. Contact advising if your question and answer are not listed here.

**OBJECTIVE/GOAL   HOW   WHERE**

<table>
<thead>
<tr>
<th>Declare/Change a Major/Minor/Certificate Add a degree, Change from pre-major to major</th>
<th>Change of Major form at Registrar’s Office Website. Student signs form.</th>
<th>Registrar’s Office - Novatney 2nd Floor <a href="https://uas.alaska.edu/registrar/">https://uas.alaska.edu/registrar/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop a Course</td>
<td>Students do this via UAOnline before the add/drop deadline, typically the first two weeks of the semester. A short-term and/or summer class will have a different deadline.</td>
<td>UAOnline or Registrar’s Office - Novatney 2nd Floor <a href="https://uas.alaska.edu/registrar/">https://uas.alaska.edu/registrar/</a></td>
</tr>
<tr>
<td>DegreeWorks – resolve an error or answer questions in an audit</td>
<td>Meet with your academic advisor</td>
<td>Email your advisor explaining your questions or concern</td>
</tr>
<tr>
<td>Incomplete requests</td>
<td>Request from INC from instructor. Complete incomplete course contract with instructor.</td>
<td>The instructor will file paperwork with the academic department.</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Register for classes with a time conflict (e.g. field trip)</td>
<td>Seek written (email) permission from professors of all impacted courses</td>
<td>Send permissions in one email to your advisor who will place an override on your account to enable registration via UAOnline.</td>
</tr>
<tr>
<td>Waive a pre- or co-requisite</td>
<td>Obtain written permission (email) from the instructor</td>
<td>Send permissions in one email to your advisor who will place an override on your account to enable registration via UAOnline.</td>
</tr>
<tr>
<td>Withdraw from a course up until the withdrawal deadline, typically week 10, earn a W on your transcript.</td>
<td>Students do this online after consulting with their advisor and financial aid.</td>
<td>UAOnline or Registrar’s Office - Novatney 2nd Floor <a href="https://uas.alaska.edu/registrar/">https://uas.alaska.edu/registrar/</a></td>
</tr>
</tbody>
</table>

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**On-Campus Resources**

**Career Services**
Provides students assistance with identifying a career path, creating/revising their resume and cover letter, tips and strategies for interviews, and connecting students with internships.

[www.uas.alaska.edu/career_services](http://www.uas.alaska.edu/career_services)
Mourant Bldg 1st Floor, Juneau Campus

**Counseling/Disability Services**
Provides individual and group counseling as well as medication management to undergraduate students. Support and services for students with disabilities.

[www.uas.alaska.edu/Juneau/counseling](http://www.uas.alaska.edu/Juneau/counseling)
907-796-6000 (appointments)
Mourant First Floor

**Health Services**
Provides health education and services to enrolled UAS students.

[www.uas.alaska.edu/Juneau/health](http://www.uas.alaska.edu/Juneau/health)
907-796-6000 (appointments)
Mourant First Floor
Learning Center
Provides tutoring services and study tools.

uas.alaska.edu/Juneau/TLC
907-796-6348
Egan Library 1st Floor

Library
Provides one-to-one assistance online or in person regarding research papers and all library resources. Ask a librarian questions you may have about any library service.

uas.alaska.edu/library
907-796-6502
Egan Library

Financial Aid
Provides services for financial aid, work-study, and scholarships

uas.alaska.edu/financial_aid
907-796-6255
finaid@uas.alaska.edu
Novatney 2nd Floor

Native and Rural Student Center
Sponsors programs and services that honor diversity, celebrate cultural traditions and knowledge, and enhances the learning experiences of UAS students.

uas.alaska.edu/Juneau/nrsc
907-796-6454
nrsc@uas.alaska.edu
Mourant Building 1st Floor

Registrar’s Office
Maintains students’ records. Provides assistance with registration, grades, transcripts, evaluation of transfer credits, commencement, preparing the college catalog, and scheduling classes.

uas.alaska.edu/registrar
907-796-6100
registrar@uas.alaska.edu
Novatney 2nd floor
Student Accounts
Provides services for billing and collection of student tuition, fees, and housing charges.

uas.alaska.edu/student-accounts
907-796-62667
cashier@uas.alaska.edu
Novatney, Room 215

Writing Center
Provides one-to-one writing tutoring.

uas.alaska.edu/Juneau/writing-center
907-796-6187 or 907-796-6188
writingcenter@uas.alaska.edu
Egan Library Room 105

Student Activities
Student activities, clubs, and entertainment are essential to a lively on-campus learning community. Opportunities to engage in campus life go even farther, with student newspaper Whalesong, community volunteering, and more. Check out the Student Activities Board or Campus Calendar for a list of active clubs and events.

The official mascot for UAS is Spike, a humpback whale sporting the distinctive brown rubber fishing boots so beloved by Southeast Alaskans.

He is the official “spokeswhale” for Whale Wednesdays—the first Wednesday of every month to wear our love (and UAS logo wear) on our sleeves. Spike loves people and parties: watch for Spike at student events and town parades!

UAS REC Center
The UAS Recreation Center is your source for recreation on the Juneau campus. The REC
offers a weight room, rock climbing wall, studio, and a suspended running track with an assortment of cardio equipment that overlooks a full-court gym. Recreation happens both at the REC and outside in our beautiful Alaska environment. Rent outdoor equipment at the REC, from lake kayaks and paddle boards to x-country skis and snowshoes in the winter. Try a change in venue and study in our lounge before or after exercise. A physically engaged student is a successful student, don't hibernate...recreate!

Phone: (907) 796-6544
12300 Mendenhall Loop Rd. Juneau, AK 99801

Student Housing

UAS Housing strives to be your home away from home. They provide a variety of housing options as well as an engaging Residence Life program that helps you connect to the community, learn life skills, and be academically successful.

**JOHN PUGH HALL**

All traditionally aged first-year students living on-campus (students under the age of 21 with fewer than 24 total credits) are placed in first-year housing in John Pugh Hall. This facility is located directly on-campus, with amazing views of Auke Lake, Mendenhall Glacier, and the numerous mountains, trees, and wildlife that surround the Juneau campus. With 120 bed spaces spread out across four floors of two-bedroom, suite-style units, this building is a hub of activities, social connections, and access to educational services on-campus.

In addition to resident units, this facility offers lounge spaces, study nooks, a seminar classroom, a community kitchen, laundry facilities, student mailboxes, and interior access to garbage and recycling disposal.

**BANFIELD HALL**

Located in the Student Housing Complex near our Housing Lodge and apartment units, Banfield Hall offers residents private rooms at a rate similar to our other comparable shared bedroom unit types. We also have exciting renovations taking place within our Banfield Hall facility. Some of these renovations include a new, larger community kitchen facility, newly created dining, and study areas, and new lounge furniture.
2 & 4 BEDROOM APARTMENTS

Residents occupy one private bedroom within the overall unit. A total of up to four residents may reside in each apartment, sharing a bathroom and common areas that include: a full kitchen with oven/stove range, full-size refrigerator, microwave, and abundant cabinetry storage space; furnished living with couch, loveseat, chair, and coffee/end tables; furnished dining room with kitchen table and chairs; and a large storage room.

Contact Housing to inquire about availability and learn more.

Email: uas.housing@alaska.edu
Phone: 907-796-6443 - Lodge Desk
Web: http://www.uas.alaska.edu/housing/

Tuition and Fees

The 2022-2023 tuition and fee schedule runs from Fall Semester 2022 through Summer Semester 2023. Additional credits are assessed at the appropriate rate per credit.

For Alaska residents (PFD Eligible): all credits are assessed at $234 per credit for lower division, $282 for upper division, and $513 for graduate credit.

For non-residents, these rates are $800 per credit for lower division, $848 for upper division, and $1,079 for graduate credit.

- Non-residents may take up to 4 credits per semester at the resident rate; however, additional credits may cause credits, including the first four, to be re-assessed at the non-resident rate.
- Western Undergraduate Exchange (WUE) program: residents of Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands are eligible for the WUE program. The WUE surcharge is 150% of the lower division resident tuition rate. WUE does not apply to OECs.

Tuition prices vary, based upon the following criteria:

- Lower division (000-299 level), upper division (300-499 level), and graduate (600-699 level) courses.
- Resident - State of Alaska as well as Sister City residents, including Yukon and Northwest Territory residents. For more information on Sister City resident eligibility, see the topic "Sister Cities Agreement" on our International Admissions page.
- Non-resident - Residents of all non-WUE states, International students.
- WUE - residents of the 14 other participating western states and the Commonwealth of the Northern Mariana Islands
- WRGP - Graduate students that are residents of the 14 other participating western states and the Commonwealth of the Northern Mariana Islands

Network Access Fee
Lower Division: $9 per credit  
Upper Division: $11 per credit  
Graduate: $21 per credit  
Non-resident rate: $32 per Lower Division (000-200 level) credit  
Non-resident rate: $34 per Upper Division (300-400 level) credit  
Non-resident rate: $43 per Graduate credit  

The purpose of the network charge is to cover rapidly rising costs, especially in the maintenance and enhancement of our university-wide technology infrastructure. The charge will be applied at a 4% rate on a course-by-course basis to tuition, non-resident surcharges if applicable, and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees less than the lower division credit hour tuition rate will be exempt from the charge. All calculated fees will be rounded to the nearest dollar.

Consolidated Fee – Juneau  
$47 per credit  

The non-refundable consolidated fee is used to provide students with a variety of opportunities and services that enhance the quality of the educational experience and facilitate the delivery of instruction by covering costs associated with the use of various in-class and e-learning instructional materials, supplies, and technologies, as well as learning support resources, facilities, student activities, and recreations. The Juneau campus consolidated fee partially funds these specific student services: student government, student health clinic, the Egan Library, the campus learning, and testing center, the I.T. Helpdesk, Whalesong, the UAS recreation center, and the Juneau campus shuttle system.

Consolidated Fee – Sitka and Ketchikan  
$24 per credit  

The non-refundable consolidated fee is used to provide students with a variety of opportunities and services that enhance the quality of the educational experience and facilitate the delivery of instruction by covering costs associated with the use of various in-class and e-learning instructional materials, supplies, and technologies, as well as learning support resources, facilities, and student activities. The Sitka and Ketchikan campus consolidated fee supports these specific student services: student government, campus learning, and testing center, campus computer lab, I.T. Helpdesk, and the campus library.

Optional Student Alumni Fee (Juneau Only – Applies to Fall Term)  
$15 per year, optional*  

The optional student alumni fee is charged to students taking 6 or more credits during the fall semester. Students must notify the UAS cashier or Alumni Office if they would like to opt out of the fee two weeks following the start of the Fall term. Students starting in the Spring will need to notify the UAS Alumni Office for membership.

Lab/Materials Fees  
A lab/material fee may be charged for certain courses that require the use of special materials, supplies, services, or equipment as noted in course descriptions.

* Fee is refundable if student requests to opt out by the last day to drop classes with a 100% refund. (See Academic Calendar for 100% refund dates.)
Miscellaneous Student Fees

Whale Card ID Replacement

UAS has a one-card system. Go to the Student Accounts Office in the Novatney Building to get your card. The Whale Card serves as your student ID, meal plan, Whale Bucks, and card key access. More information is available on our Whale Card page.

Your first card is free, any replacement cards will cost $20.
Please visit Student Accounts in Novatney 215 to get your card.

Student Housing Vehicle Registration

Student Housing residents may register one vehicle per student at Student Housing without a fee. Limits are one vehicle per single resident (no boats or trailers), and two vehicles for family residents. Students failing to register their vehicle will be assessed a parking fee and may have their vehicle removed from the student housing lot.

Monthly Bus Pass

Students enrolled in 9 credits or more are eligible to purchase bus passes at the discounted rate of $20 (limit one per month) during the semester. Students enrolled in less than 9 credits may purchase bus passes at the standard $40.00 rate. Bus passes are good for unlimited riding all month in Juneau and Douglas. This is a benefit offered by the City and Borough of Juneau to UAS students.

Frequently Asked Questions (FAQ)

Q: Who is my advisor?

A: Visit the Find Your Advisor tool to determine who your advisor is.

Q: Do I have to meet with an advisor?

A: All first-year students under 30 credits are required to work with an advisor prior to registering for classes.

Q: UAOnline shows that I have an academic advising hold. What is it and why do I have one?

A: The Academic Advising hold (AA) limits students from registration functions, including dropping or withdrawing from classes. Advising holds generally apply to first-year students and transfer students with under 30 credits. You may also have this hold if you are placed on academic warning or probation. Anyone with an AA hold needs to make an appointment with his or her advisor.

Q: How should I prepare for my advising appointment?

A: To best prepare for your advising appointment, please complete all required placement tests, review the class schedule, think about your goals, make a list of questions, and prepare any written documents or forms in advance.

Q: I am taking a class online/distance. How can I access advising?

A: Many of our students live outside of our campus communities and are able to work with advisors throughout
Q: What is the difference between part-time and full-time?

A: Part-time means you are taking between 6-11 credits in any one semester. Full-time means you are taking between 12-18 credits in any one semester.

Q: What is a good course load? Should I take 12, 15, or 18 credits?

A: In order to graduate in a timely manner, you should consider 15 credits per semester. Talk with your advisor about what is the right credit load for you.

Q: How do I register?

A: You can register online at UAOnline. All first-year and transfer students with under 30 credits are required to work with an advisor prior to registering for classes.

Q: What is a Short Course?

A: Short courses have prorated drop/withdraw dates that differ from full-term classes. A course drop includes a refund, a course withdrawal does not. Some classes at Career Education are short courses and proper planning should be made to take this into account. Please take into account course start and stop dates when registering.

Short courses drop/withdrawal dates are listed by campus on each semester’s short course listing page.

Q: How do I change my major?

A: You can submit a Change of Major form to the Registrar’s Office to change your major, add a degree or switch advisors. Talk to your advisor about what degree program might be the best match for you.

Q: What is DegreeWorks and how can it help me?

A: DegreeWorks is an effective tool that allows you to identify your current progress towards your degree completion, calculate your projected GPA, make and store academic plans, and explore UAS degree program options with the ‘what-if’ feature.

Q: Where can I find specific information about a class?

A: Course descriptions can be found either by clicking on the Course Registration Number (CRN) on the online course schedule on UAOnline or by reviewing the Academic Catalog on our website. These course descriptions will not only describe the course but also include all co-requisite or prerequisite information. Think of a CRN like a class license plate!

Q: I want to withdraw from a course; what should I consider?

A: Withdrawing from a class can affect GPA calculations, financial aid implications (current and future), housing policies, or staying on track with your academic plan. Meet with your advisor for more information.

Q: I am on academic probation. How do I get off?

A: Withdrawing from a class can affect GPA calculations, financial aid implications (current and future), housing policies, or staying on track with your academic plan. Meet with your advisor for more information.

Q: How can I be successful in school?

A: 1) Show up;
2) Participate;
Students who go to classes, do their homework, ask questions, and apply smart study skills generally do well in school. UAS has a multitude of services available to support students including tutoring, counseling, disability services, career services, college success courses, and more. Advisors can assist in referring you to appropriate resources.

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**Academic Lingo**

**Academic Advisor:**

A staff member whose primary role at the university is to advise students. Advisors can assist with a wide range of needs, including but not limited to:

- Identifying academic and career goals
- Exploring and choosing degree programs
- Helping with course selection, building a schedule, and registration
- Connecting to useful resources
- Navigating university systems

**Academic Calendar:** The official calendar of UAS provides dates and deadlines related to the academic year. [View the academic calendar](#). Sync important dates from the official calendar to your personal calendar

**Academic Catalog (catalog):**

The catalog contains course descriptions and the specific requirements for all majors, minors, and degree programs at UAS. You are held to these requirements and policies during your time at UAS. [View the academic catalog](#). Curious about the endorsements, certificates, associate degrees, bachelor degrees, or minors UAS offers? Visit the catalog to learn more about what is required of each program.

**Academic Department or Program:**

UAS is made up of three schools: [Arts and Sciences](#), [Career Education](#), and [Education](#).
Each of these schools is organized into academic departments or programs. These departments and programs are devoted to a particular academic discipline. For example, the University of Alaska Southeast has a Natural Sciences department, an Accounting program, and a Mining program. Academic majors or programs are housed within these schools. For example, a marine biology major would be housed in the Natural Sciences department within the School of Arts and Sciences.

**Career Services:** A campus department charged with assisting students to obtain internships, job development skills, networking opportunities, and much more.

**Commencement:** The ceremony that celebrates the completion of a degree. UAS holds commencement once a year in May. Participation in the commencement ceremony does not imply that you have officially graduated.

**Course Numbering:**

Course numbers indicate the level of academic preparation required as well as the year of study.

- **050-099** Pre-college level or remedial courses; associate and baccalaureate degree credit not allowed
- **100-199** Undergraduate courses normally taken in the first year
- **200-299** Undergraduate course normally taken in the second year

As a general guideline upper division (300-499) courses require at least junior standing or equivalent experience in addition to any stated prerequisites. Students are expected to have adequate preparation and background to complete courses at this level.

- **300-399** Undergraduate courses normally taken in the third year
- **400-499** Undergraduate courses normally taken in the fourth year

**Associate's Degree students are required to complete a minimum number of 200 level or higher courses.**

**Bachelor's Degree students are required to complete a minimum number of 300 level or higher courses.**

**Credit Hour:**

Every UAS course is assigned a certain number of credit hours or "credits". Credits represent the number of hours of attendance per week for the course. Most undergraduate courses are three to four credits; in a three-credit course (3+0), the class would meet for three hours each week. Students must complete a minimum number of credit hours to earn a certificate, endorsement, or degree. For example, an associate's degree requires 60 credits of approved coursework.

**DegreeWorks:**

This web-based tool tracks your progress to graduation by showing you how every class you take applies to your specific degree requirements in an unofficial degree audit. You can also use the "what if" feature to view how your courses would apply to other majors. Find your DegreeWorks audit on UAOnline under Student Services and Account Information.

**Dropping vs. Withdrawing from a Course:**

There is a difference between dropping a course and withdrawing from a course. When you drop a course,
you get a refund and the class is removed from your transcript. When you withdraw from a class, there is no refund and the class will show up on your transcript with a “W” grade. A “W” grade does not affect your GPA. However, it may affect your financial aid. Review [this webpage](#) for details and dates for courses less than a full semester.

**Dropping:** Via [UAOnline](#) available during the registration period through the first week of the semester. Starting on the second week of the semester students must submit the Add/Drop/Change form to the Registrar's Office. The dropped course will not appear on the transcript.

**Withdrawing:** Via [UAOnline](#) available starting on the 3rd week through the 10th week of the semester or Add/Drop/Change Request form submitted to the Registrar's Office. The course will appear as a 'W' on transcripts and will not affect the Grade Point Average (GPA), but will affect the completion rate, which may negatively impact financial aid eligibility.

**Faculty Advisor:** Faculty member who teaches in the classroom and also serves as an academic advisor to students.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This law prohibits faculty/staff to speak with anyone other than the student about their academic record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Forms:** To access readily used forms visit the UAS Forms page, [uas.alaska.edu/forms](#)

**General/Breadth Elective Courses:**

These courses do not fulfill General Education Requirements, major, minor, or program requirements, but they do count towards the total number of credits required for completion. The credit difference between your total program requirements and the number of credits required for completion (i.e. a bachelor's degree requires 120) are called general electives. General electives consist of courses numbered 100-499 and may be selected from any department.

General electives are a great way to gain job skills, be exposed to new ideas, or take a class for fun.

**General Education Requirements (GER):**

General Education Requirements encompass broad areas of knowledge that support advanced learning in the major and emphasis requirements of each degree. Associate's and Bachelor's degrees at UAS require a minimum amount of general education requirement courses to be completed. Some degree programs require specific courses to be included in the GER. Find additional information on GERs [here](#).

**Graduation:**

Graduation is the completion of all degree requirements as recorded on the official transcript. Students can graduate at the end of any semester; fall, spring, or summer.

**Hold:**

Holds are placed onto a student record as a result of a student needing to attend to something at the university. A hold may prevent a student from registering for classes. Common restrictions new students experience include advising holds or holds placed by accounts receivable. Before you register for classes, you must resolve your holds. Find out if you have any holds by logging into UAOnline, clicking on student services...
and account information, click on registration, and click on check your registration eligibility. If your hold is a financial hold of less than $200, the Registrar’s Office can register you for classes via paper registration.

**Prerequisite:** Course or requirement that must be completed or met before another course or requirement can be started.

**Syllabus:**

A syllabus is an outline and a summary of topics to be covered in a course. Items to consider when reviewing the syllabi for your courses:

- **Workload**
  What type, of course, is this? Exam-based? Heavy reading and discussion with a few papers?

- **Deadlines & Policies**
  When are the exams and major assignments due? Are assignments due in class or electronically by a certain time? What is the late policy? Be sure to check all the deadlines for all your courses to see whether you are committing yourself to four midterms in the same week (and reconsider, if you are).

- **Continued Guidance**
  During the semester the syllabus continues to guide you. The syllabus reflects the way the class is organized. The titles for each class meeting will often identify the main themes of that class and may help you focus your reading for that day in order to prepare for class, as well as guide your studying for exams.

- **Alert**
  In high school, the daily schedule typically listed the homework that you would do after class. In college, a syllabus generally lists the preparation that you would need to do before that day's class.

**Transcript:**

A document that contains a student's complete academic record at a particular school or university.

- An official transcript is issued by the institution and will either come in a sealed envelope or via secure electronic record.
- An unofficial transcript is a copy of the official.
- You can order an official copy of your UAS transcript and/or access your unofficial transcript on UAOnline.

**Withdrawal (W):**

For semester-length courses, students may withdraw after the add/drop period, through the tenth week of the semester. Withdrawing from a class will result in a “W” grade on your transcript. This grade will not affect the Grade Point Average (GPA). No withdrawals from full semester courses are permitted after the 10th week of the semester. Meet with your advisor and financial aid before withdrawing.
Personal Notes

Student ID # ____________________

Degree(s):

Major:

Minor(s):

Who is my advisor?: 
**Where is my advisor?:**

**Advisor contact information?:**

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**Academic Planning Guide:** Use this template to begin planning your degree path by listing needed courses for graduation in the order you should take them. *Hint: Check out the 6-year Course Sequence*

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Education is the passport to the future, for tomorrow belongs to those who prepare for it today

—Malcolm X

UAS School of Career Education

With training labs and facilities in Juneau, Ketchikan, and Sitka, the School of Career Education focuses on workforce development in industries essential to the Alaskan economy. These facilities, including the UAS Maritime Training Center in Ketchikan and the Center for Mine Training in Juneau, specialize in teaching power technology, construction technology, welding, maritime trades, health sciences, fisheries technology, and more.
Welcome to the
University of Alaska Southeast