This online version of the UAS academic catalog is the official catalog of the institution. Instead of a static document, this medium allows UAS to make changes as necessary. This will ensure that users have the most up-to-date information.

Changes to the academic catalog are subject to approval by the Provost and must be routed through the Provost’s Office.

All changes that are made during the course of the year will be posted on this page. Affected text (located in the body of the document) will be highlighted in yellow. Changes can be accessed two ways:

1. By clicking on the highlighted text, users will automatically be brought to the specific location on this page that explains the change, or

2. By clicking on a specific change listed on this page, users will automatically be brought to the page where the affected text is located. Please report any problems with the online academic catalog to the Provost’s Office, (907) 796-6486.

Please report any problems with the online catalog to the Provost Office, (907) 796-6486.

**CHANGES 2008-2009 EDITION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/5/08</td>
<td>58</td>
<td>GER requirements for Humanities are 3-6 credits, not 6-9 as printed.</td>
</tr>
<tr>
<td>11/5/08</td>
<td>157</td>
<td>BA S241 class title is Introduction to Business Law, not Business Administration as printed.</td>
</tr>
</tbody>
</table>
The University of Alaska Southeast is surrounded by the Tongass National Forest, the largest expanse of pristine temperate rainforest in the world along the Inside Passage. UAS academic programs utilize our spectacular location near the Mendenhall Glacier. UAS small class sizes and liberal arts emphasis help to produce graduates who are well-rounded communicators and thinkers.

The University of Alaska dates from July 4, 1917, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone for the campus on land near Fairbanks. Since that time, the university has evolved into a statewide system of higher education with campuses and sites throughout Alaska.

UAS, as a part of that statewide system, is a regional university with campuses in Juneau, Ketchikan, and Sitka, and outreach locations throughout the region.

UAS is a place to study environmental science in a glacial laboratory, marine biology in a global model for fisheries management, English literature in the footsteps of John Muir or train for careers in construction, education, or business in the nexus of Alaska state government.

UAS is a university with a proud tradition of academic and vocational/technical excellence. It is a university with a warm and friendly atmosphere where individual students receive personalized attention. It is a university set in both a cosmopolitan atmosphere and an unparalleled natural setting. We hope any questions about the University of Alaska Southeast can be answered by the information contained in this catalog. If not, we are always available to answer questions personally. Welcome to the University of Alaska Southeast. Begin your life adventure. Learn. Engage. Change.
The University of Alaska Southeast is an open-enrollment public university that provides postsecondary education for a diverse student body. UAS promotes student achievement and faculty scholarship, lifelong learning opportunities, and quality academic programs.

The University of Alaska Southeast dedicates itself to the following:

- Achieving distinction as a learning community.
- Developing programs and services rooted in its unique natural setting.
- Developing educated citizens with a sense of personal ethics.
- Serving as a center for culture and arts with a focus on Alaska Native traditions.
- Contributing to the economic development of the region and the state through basic and applied research and public service.
- Using technology effectively in all programs and services.
Policy Statement

This catalog is designed to provide current and accurate information for guidance of prospective students, for faculty and administrative officers, for students currently enrolled, and for other education or allied agencies. It is published for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Southeast.

The offering of course work and/or certificate and degree programs by the University of Alaska Southeast is governed by the availability of resources. Every effort is made to provide information that is accurate at the time the catalog is prepared. Information concerning regulations, programs, faculty, and other matters is, however, subject to change at any time during the period for which the catalog is in effect. The university reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

Equal Education and Employment Policy Statement

It is the policy of the University 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, sex, age, disability, or status as a Vietnam-era or disabled veteran. 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’s Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, D.C.), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, D.C.).

For information, contact Kirk McAllister Coordinator, Section 504 and Title IX University of Alaska Southeast, Personnel Services 11120 Glacier Highway, Juneau, AK 99801–8675 Telephone: (907) 796–6473.

It is the responsibility of the individual student to become familiar with the policies and regulations printed in this catalog. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this catalog. However, the University of Alaska Southeast catalog is not a contract but rather a guide for the convenience of students. The University reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

Affirmative Action

Through the Affirmative Action Plan, which is updated annually, the University of Alaska Southeast recognizes its responsibility to provide education and employment opportunities for all qualified individuals. The Director of Personnel Services acts as the Affirmative Action Officer for the campus and is responsible for implementing state and federal laws, orders, decisions, and university policies to prevent illegal discrimination or institutional exclusion.

It is the policy of the University of Alaska Southeast to provide equal education and employment opportunities and to provide service and benefits (such as admission decisions, financial aid, access to academic programs, employment, and health and counseling services) to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era or disabled veteran.

If students, prospective students, or employees feel they have been discriminated against, they have the right to contact the appropriate supervisor for assistance and follow the resolution process outlined in University Regulation 04.02.020. They can contact the campus Affirmative Action Officer, Dean of Student Services, or the regional personnel office. Information is also available from the Alaska State Commission for Human Rights, the Federal Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, the Department of Labor, or
the Office of Civil Rights in the Federal Department of Education.

For further information on the campus level, contact Kirk McAllister in the regional personnel office.

**Sexual Harassment**

While the University of Alaska Southeast fully supports the free exchange of ideas, it seeks to provide a working and learning environment that is free from sexual harassment of any kind. Sexual harassment is a form of employee or student misconduct that will not be condoned or tolerated by the campus community. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title 18 of Alaska state law and is prohibited by University Regulation 04.02.020. Anyone who believes he or she has been sexually harassed should report the incident immediately to the appropriate dean, director, or supervisor or directly to the Affirmative Action Officer. There are formal and informal remedies available under University Regulation 04.02.02 to resolve sexual harassment complaints.

**Regional Accreditation**

The University of Alaska Southeast is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education (8060 165th Avenue NE, Suite 100, Redmond, Washington 98052; phone (425) 558-4224). www.nwccu.org.

**Specialized Accreditations**

**Teacher Education**

The School of Education at the University of Alaska Southeast is accredited by the National Council for Accreditation of Teacher Education (NCATE), a performance-based teacher accrediting body for schools, colleges, and the Federal Department of Education (2010 Massachusetts Ave., NW, suite 500, Washington, DC 20036; phone (202) 466-7496). This accreditation covers initial and advanced teacher preparation programs. NCATE is recognized by the Alaska Department of Education and Early Development, the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

**Health Information Management**

The Health Information Management programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHIP) in collaboration with the American Medical Association and the American Health Information Management Association’s Council on Accreditation. www.caahep.org.

**Automotive Technician**

The instruction, course of study, facilities, and equipment of this institution, have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meet the National Institute for Automotive Service Excellence Standards of Quality for the Training of Automotive Technicians in each of the following areas: brakes, engine performance, automatic transmissions and transaxles, heating and air conditioning, electrical/electronic systems, suspensions and steering, engine repair, and manual drive train and axles. www.natef.org.

**Online Catalog Updates**

Printing of this catalog will take place only once a year. An online version is available at www.uas.alaska.edu/catalog. Updates will be made to the on-line version, as necessary. Readers are encouraged to check the on-line catalog for the most up-to-date information. It is considered the official academic catalog of the institution.
**Summer 2008**

- **May 19**: First day of instruction (courses are staggered throughout the summer)
- **May 26**: Memorial Day holiday
- **July 1**: Graduation application deadline for summer
- **July 3–4**: Independence Day holiday (campus closed except Housing)
- **Aug. 9**: Last day of instruction for summer courses
- **Aug. 14**: (noon) Grades are due for courses that are completed

**Fall 2008**

- **Aug. 21**: Tuition & fees due for fall semester (registration after requires full payment)
- **Aug. 25**: Housing move-in
- **Aug. 26–27**: New & transfer student orientation
- **Aug. 28**: First day of instruction
- **Sept. 1**: Labor Day holiday (campus closed)
- **Sept. 4**: Last day to drop with 100% refund for full-term classes
- **Sept. 4**: Web registration ends
- **Sept. 11**: Last day to drop with 50% refund for full-term classes
- **Sept. 11**: Last day to change credit or audit status for full-term classes
- **Sept. 11**: Last day to return fall textbooks
- **Sept. 12**: Withdraw period begins for full-term classes
- **Oct. 1**: Graduation application deadline for fall
- **Nov. 10**: Spring 2009 registration begins (program students)
- **Nov. 20**: Last day to withdraw from full-term classes
- **Nov. 24**: Spring 2009 registration begins (all students)
- **Nov. 27–30**: Thanksgiving closure (except Housing & Food Service; Library and Computing Lab open during posted hours)
- **Dec. 8–13**: Bookstore: Used book buy-back (Juneau)
- **Dec. 8–13**: Final exam week
- **Dec. 16**: (noon) Grades due to Registrar’s Office or posted online
- **Dec. 24–Jan. 4**: Holiday break (all buildings on campus are closed except Housing)

**Spring 2009**

- **Jan. 5**: Campus open
- **Jan. 6**: Tuition & fees due for spring semester (registration after requires full payment)
- **Jan. 8**: Housing move in (new students)
- **Jan. 9**: New & transfer student orientation
- **Jan. 10**: Housing move in (returning students)
- **Jan. 12**: First day of instruction
- **Jan. 19**: Alaska Civil Rights Day holiday (campus closed except Housing)
- **Jan. 20**: Last day to drop with 100% refund for full-term classes
- **Jan. 20**: Web registration ends
- **Jan. 26**: Last day to return spring textbooks
- **Jan. 27**: Last day to drop with 50% refund for full-term classes
- **Jan. 27**: Last day to change credit or audit for full-term classes
- **Jan. 28**: Withdraw period begins for full-term classes
- **Feb. 1**: Graduation application deadline for spring
- **Mar. 16–21**: Spring break for students
- **Mar. 20**: Campus Closed
- **Apr. 6**: Fall 2009 registration begins (program students only)
- **Apr. 6**: Summer 2009 registration open to all students
- **Apr. 13**: Last day to withdraw from full-term classes
- **Apr. 20**: Fall 2009 registration opens (all students)
- **Apr. 27–May 2**: Bookstore: Used book buy-back (Juneau)
- **Apr. 27–May 3**: Final exam week
- **May 1**: Commencement: Sitka
- **May 2**: Commencement: Ketchikan
- **May 3**: Commencement: Juneau
- **May 5**: (noon) Grades due to Registrar’s Office or posted online

This calendar represents the framework of the academic year. Specific courses or programs may start or end on different dates. Please consult a current UAS Course Schedule for more specific information.
<table>
<thead>
<tr>
<th>OCCUPATIONAL ENDORSEMENTS</th>
<th>70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office Support</td>
<td>71</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>71</td>
</tr>
<tr>
<td>Child Development Associate (CDA)</td>
<td>71</td>
</tr>
<tr>
<td>Community Wellness Advocate</td>
<td>73</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>71</td>
</tr>
<tr>
<td>Diesel/Heavy Duty Technology</td>
<td>74</td>
</tr>
<tr>
<td>Diesel/Marine Technology</td>
<td>74</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>73</td>
</tr>
<tr>
<td>Introductory Network Administration</td>
<td>72</td>
</tr>
<tr>
<td>Marine Engine Room Preparation</td>
<td>74</td>
</tr>
<tr>
<td>Marine Transportation</td>
<td>74</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>72</td>
</tr>
<tr>
<td>Networking Essentials</td>
<td>72</td>
</tr>
<tr>
<td>Northwest Coast Art</td>
<td>74</td>
</tr>
<tr>
<td>Power Technology</td>
<td>74</td>
</tr>
<tr>
<td>Programming Foundations</td>
<td>72</td>
</tr>
<tr>
<td>Residential/Light Construction</td>
<td>73</td>
</tr>
<tr>
<td>Residential Building Science</td>
<td>73</td>
</tr>
<tr>
<td>Water or Wastewater Operations</td>
<td>73</td>
</tr>
<tr>
<td>Web Authoring or Web Foundations</td>
<td>72</td>
</tr>
<tr>
<td>Welding</td>
<td>74</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CERTIFICATES</th>
<th>76</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technician</td>
<td>76</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>76</td>
</tr>
<tr>
<td>Community Wellness Advocate</td>
<td>76</td>
</tr>
<tr>
<td>Computer Information &amp; Office Systems</td>
<td>76</td>
</tr>
<tr>
<td>Drafting Technology</td>
<td>77</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>78</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>78</td>
</tr>
<tr>
<td>Fisheries Technology</td>
<td>79</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>79</td>
</tr>
<tr>
<td>Coding Specialist</td>
<td>79</td>
</tr>
<tr>
<td>Healthcare Privacy</td>
<td>80</td>
</tr>
<tr>
<td>Outdoor Skills and Leadership</td>
<td>80</td>
</tr>
<tr>
<td>Pre-Engineering</td>
<td>81</td>
</tr>
<tr>
<td>Pre-Nursing Qualifications</td>
<td>81</td>
</tr>
<tr>
<td>Pre-Radiologic Technology Qualifications</td>
<td>82</td>
</tr>
<tr>
<td>Residential Building Science</td>
<td>82</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>83</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSOCIATE OF ARTS DEGREE</th>
<th>84</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>84</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSOCIATE OF BUSINESS DEGREE</th>
<th>84</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ASSOCIATE OF APPLIED SCIENCE DEGREES</th>
<th>84</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship Technology</td>
<td>84</td>
</tr>
<tr>
<td>Business Administration</td>
<td>85</td>
</tr>
<tr>
<td>Computer Information &amp; Office Systems</td>
<td>85</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>87</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>87</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>88</td>
</tr>
<tr>
<td>Fisheries Technology</td>
<td>88</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>89</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>89</td>
</tr>
<tr>
<td>Nursing through UAA</td>
<td>90</td>
</tr>
<tr>
<td>Power Technology</td>
<td>91</td>
</tr>
<tr>
<td>3 emphasis areas: Automotive, Diesel, or USCG Marine Oiler</td>
<td>91-92</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACHELOR'S DEGREES</th>
<th>93</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts (B.A.)</td>
<td>94</td>
</tr>
<tr>
<td>Art</td>
<td>93</td>
</tr>
<tr>
<td>Biology</td>
<td>94</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English 3 emphasis areas</th>
<th>99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science 6 emphasis areas</td>
<td>105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor of Liberal Arts (B.L.A.)</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 emphasis areas:</td>
<td>102</td>
</tr>
<tr>
<td>Art</td>
<td>102</td>
</tr>
<tr>
<td>General Studies</td>
<td>103</td>
</tr>
<tr>
<td>Human Communication</td>
<td>104</td>
</tr>
<tr>
<td>Language Arts &amp; Communications</td>
<td>104</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor of Business Administration (B.B.A.)</th>
<th>96</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 emphasis areas: Accounting</td>
<td>96</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>97</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td>97</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>97</td>
</tr>
<tr>
<td>Marketing</td>
<td>97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor of Science (B.S.)</th>
<th>107</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 majors available:</td>
<td>108</td>
</tr>
<tr>
<td>Biology</td>
<td>94</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>100</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>104</td>
</tr>
<tr>
<td>Mathematics</td>
<td>105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MINORS</th>
<th>110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska Native Studies</td>
<td>110</td>
</tr>
<tr>
<td>Anthropology</td>
<td>110</td>
</tr>
<tr>
<td>Art</td>
<td>111</td>
</tr>
<tr>
<td>Biology</td>
<td>111</td>
</tr>
<tr>
<td>Business</td>
<td>111</td>
</tr>
<tr>
<td>Computer Information &amp; Office Systems</td>
<td>112</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>112</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>112</td>
</tr>
<tr>
<td>English Literature</td>
<td>112</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>112</td>
</tr>
<tr>
<td>French</td>
<td>113</td>
</tr>
<tr>
<td>History</td>
<td>113</td>
</tr>
<tr>
<td>Human Communication</td>
<td>113</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>114</td>
</tr>
<tr>
<td>Mathematics</td>
<td>114</td>
</tr>
<tr>
<td>Northwest Coast Art</td>
<td>114</td>
</tr>
<tr>
<td>Philosophy</td>
<td>114</td>
</tr>
<tr>
<td>Professional Communication</td>
<td>114</td>
</tr>
<tr>
<td>Spanish</td>
<td>115</td>
</tr>
<tr>
<td>Theatre</td>
<td>115</td>
</tr>
<tr>
<td>Tlingit Language</td>
<td>115</td>
</tr>
<tr>
<td>Women's and Gender Studies</td>
<td>116</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MASTER'S DEGREES</th>
<th>121</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration (M.B.A.)</td>
<td>121</td>
</tr>
<tr>
<td>Education</td>
<td>125</td>
</tr>
<tr>
<td>Elementary (M.A.T.)</td>
<td>126</td>
</tr>
<tr>
<td>Secondary (M.A.T.)</td>
<td>128</td>
</tr>
<tr>
<td>Early Childhood (M.A.T.)</td>
<td>127</td>
</tr>
<tr>
<td>Early Childhood (M.Ed.)</td>
<td>129</td>
</tr>
<tr>
<td>Educational Leadership (M.Ed.)</td>
<td>129</td>
</tr>
<tr>
<td>Educational Technology (M.Ed.)</td>
<td>130</td>
</tr>
<tr>
<td>Mathematics Education (K-8/ M.Ed.)</td>
<td>130</td>
</tr>
<tr>
<td>Reading (M.Ed.)</td>
<td>131</td>
</tr>
<tr>
<td>Special Education (M.Ed.)</td>
<td>131</td>
</tr>
<tr>
<td>Public Administration (M.P.A.)</td>
<td>121</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE CERTIFICATES AND CERTIFICATION</th>
<th>133</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>133</td>
</tr>
<tr>
<td>Educational Technology</td>
<td>134</td>
</tr>
<tr>
<td>K-8 Elementary</td>
<td>134</td>
</tr>
<tr>
<td>Mathematics Education K-8</td>
<td>135</td>
</tr>
<tr>
<td>Reading</td>
<td>135</td>
</tr>
<tr>
<td>Special Education</td>
<td>136</td>
</tr>
</tbody>
</table>
## INFORMATION DIRECTORY

### ADMINISTRATION

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAS Chancellor</td>
<td>796-6568</td>
</tr>
<tr>
<td>Provost</td>
<td>796-6486</td>
</tr>
<tr>
<td>Vice Chancellor for</td>
<td>796-6426</td>
</tr>
<tr>
<td>Administrative Services</td>
<td></td>
</tr>
<tr>
<td>Bruce Gifford</td>
<td></td>
</tr>
<tr>
<td>Dean of Arts &amp; Sciences</td>
<td>796-6531</td>
</tr>
<tr>
<td>Patrick W. Brown</td>
<td></td>
</tr>
<tr>
<td>Dean of School of Management</td>
<td>796-6369</td>
</tr>
<tr>
<td>Karen Schmitt</td>
<td></td>
</tr>
<tr>
<td>Dean of School of</td>
<td>796-6123</td>
</tr>
<tr>
<td>Career Education</td>
<td></td>
</tr>
<tr>
<td>Karen Schmitt</td>
<td></td>
</tr>
<tr>
<td>Dean of School of</td>
<td>796-6551</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Larry B. Harris</td>
<td></td>
</tr>
<tr>
<td>Director Ketchikan Campus</td>
<td>228-4518</td>
</tr>
<tr>
<td>Cathy LeCompte</td>
<td></td>
</tr>
</tbody>
</table>

### DEPARTMENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juneau Academic Programs</td>
<td></td>
</tr>
<tr>
<td>Business/Admin.</td>
<td>796-6402</td>
</tr>
<tr>
<td>Career Education</td>
<td>796-6120</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>796-6424</td>
</tr>
<tr>
<td>Education</td>
<td>796-6424</td>
</tr>
<tr>
<td>Humanities</td>
<td>796-6405</td>
</tr>
<tr>
<td>Information Systems</td>
<td>796-6402</td>
</tr>
<tr>
<td>Prof. Education Ctr.</td>
<td>796-6045</td>
</tr>
<tr>
<td>Mathematics</td>
<td>796-6200</td>
</tr>
<tr>
<td>Public Administration</td>
<td>796-6402</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>796-6200</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>796-6163</td>
</tr>
<tr>
<td>UAF Juneau, SFOS</td>
<td>796-6441</td>
</tr>
<tr>
<td>Ketchikan Campus</td>
<td>225-6177</td>
</tr>
<tr>
<td>Sitka Campus</td>
<td>747-6653</td>
</tr>
<tr>
<td>Business Services</td>
<td>796-6267</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4530</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7708</td>
</tr>
<tr>
<td>Computing Services</td>
<td>796-6452</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td></td>
</tr>
<tr>
<td>Sitka</td>
<td></td>
</tr>
<tr>
<td>Help Desk: Student Services</td>
<td>796-6400</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4560</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7727</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>747-7733</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td></td>
</tr>
<tr>
<td>Sitka</td>
<td></td>
</tr>
<tr>
<td>Learning Centers &amp; Testing Services</td>
<td>796-6348</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4560</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7716</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>228-4523</td>
</tr>
<tr>
<td>Ketchikan</td>
<td></td>
</tr>
<tr>
<td>Distance Education Information</td>
<td>796-6409</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4590</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7701</td>
</tr>
<tr>
<td>Library Services</td>
<td>796-6300</td>
</tr>
<tr>
<td>Egan Library, Juneau</td>
<td>228-4567</td>
</tr>
<tr>
<td>Ketchikan Library</td>
<td></td>
</tr>
<tr>
<td>Media Services</td>
<td>796-6514</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td></td>
</tr>
<tr>
<td>Office of Outreach</td>
<td>747-7714</td>
</tr>
<tr>
<td>Sitka</td>
<td></td>
</tr>
<tr>
<td>Public Information Office</td>
<td>796-6530</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4555</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7706</td>
</tr>
<tr>
<td>Personnel/ Human Resources</td>
<td>796-6263</td>
</tr>
<tr>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td>Ketchikan</td>
<td>228-4509</td>
</tr>
<tr>
<td>Sitka</td>
<td>747-7706</td>
</tr>
</tbody>
</table>

---

All phone numbers are area code (907) unless otherwise noted.
University of Alaska Southeast Campuses

The University of Alaska Southeast is a regional unit of the University of Alaska statewide system of higher education. Established on July 1, 1987 with the restructuring of the former University of Alaska Juneau, Ketchikan Community College, and Islands Community College (Sitka), the University of Alaska Southeast serves the residents of southeastern Alaska with campuses in Juneau, Ketchikan, and Sitka.

Juneau Campus

**History** The University of Alaska Southeast’s Juneau campus is located in Alaska’s beautiful capital city with the world famous Mendenhall Glacier in clear view of the main campus. The Juneau–Douglas Community College, founded in 1956, and the Southeastern Senior College, established in 1972, were merged in 1980 forming the University of Alaska Juneau. Since restructuring in 1987 as the University of Alaska Southeast to include the Ketchikan and Sitka campuses, the Juneau campus continues to be the center for baccalaureate and graduate education for the region.

**Location** Juneau is on the mainland of Southeast Alaska at the heart of the Inside Passage along the Gastineau Channel. It lies 900 air miles northwest of Seattle and 600 air miles southeast of Anchorage.

**Economy** Juneau has a population of about 31,000. The State, City & Borough of Juneau, and federal agencies provide nearly 45% of the employment in the community. As the state capital, Juneau is home to legislators and their staff during the legislative session between January and May. Tourism is a significant contributor to the private sector economy during the summer months.

**Climate** Juneau has a mild, maritime climate. Average summer temperatures range from 44 to 65; winter temperatures range from 25 to 35. It is in the mildest climate zone in Alaska. Annual precipitation is 92 inches in downtown Juneau, and 54 inches ten miles north at the airport, which is near the campus. Snowfall averages 101 inches.

Ketchikan Campus

**History** The Ketchikan campus, the oldest campus in the region, was originally established as Ketchikan Community College in 1954. It is located in Alaska’s First City, which regards itself as the salmon capital of the world. The campus awards both certificates and associate degrees. Business and industry programs are delivered on this campus, as well as a core of technical, maritime studies and other vocational courses.

**Location** Ketchikan is located on the western coast of Revillagigedo Island, near the southernmost boundary of Alaska. It is 679 miles north of Seattle and 235 miles south of Juneau. The 2.2 million-acre Misty Fiords National Monument lies east of town. Ketchikan is the first Alaska port of call for northbound cruise ships and State ferries.

**Economy** Ketchikan, with a population of about 13,000, is an industrial center and a major port of entry in Southeast Alaska, with a diverse economy. Ketchikan is supported by tourism, a large fishing fleet, fish processing facilities, and timber and wood products manufacturing.

**Climate** The area lies in the maritime climate zone noted for its warm winters, cool summers, and heavy precipitation. Summer temperatures range from 51 to 65; winter temperatures range from 29 to 39. Ketchikan averages 156 inches of annual precipitation, including 32 inches of snow.

Sitka Campus

**History** The Sitka campus (founded as Sitka Community College in 1962) shares in Sitka’s heritage of being the former capital of Russian America. Sitka is rich in history and a popular tourist destination. Mount Edgecumbe, known as Alaska’s Mount Fuji, dominates the horizon across the water from the city. The Sitka campus awards both certificates and associate degrees.

**Location** Sitka is located on the west coast of Baranof Island fronting the Pacific Ocean on Sitka Sound. It is 95 air miles southwest of Juneau, and 185 miles northwest of Ketchikan. An extinct volcano, Mount Edgecumbe rises 3,200 feet above the community.

**Economy** Sitka, with an estimated population of 8,835, is diversified with fishing, fish processing, tourism, government, transportation, retail, and health care services. Sitka is a port of call for many cruise ships each summer. Regional health care services provide approximately 675 jobs. The U.S. Forest Service and U.S. Coast Guard are significant federal employers.

**Climate** January temperatures average 23 to 35; summers vary from 48 to 61. Average annual precipitation is 94 inches.
Undergraduate Admission

The Office of Admissions provides information about the University of Alaska Southeast to prospective students and their families. Through high school visits, campus tours and special on-campus events, prospective freshman and transfer students can have the opportunity to learn first-hand about an education at the University of Alaska Southeast.

Individual Campus Visits

Prospective students and their families are encouraged to visit our campuses. Campus visits enable students to become acquainted with on-campus living options, academics, extracurricular activities, faculty, staff, and other students. Guided campus tours, individual appointments, and visits to classes are available by request. Please refer to our toll free and online resources in order to set up a campus visit.

Toll Free and Online Resources

In addition to a campus visit or when campus visits are not possible, feel free to call us or visit our web sites for more information about UAS.

Juneau toll free 877-465-4827
www.uas.alaska.edu

Ketchikan toll free 888-550-6177
(In Alaska) www.uas.alaska.edu/ketchikan

Sitka toll free 800-478-6653
(In Alaska) www.uas.alaska.edu/sitka

How to Apply

Degree seeking students may request an application for admission from the Admissions & Records Office or apply online at http://uaonline.alaska.edu. Students applying to either the Juneau or Sitka campus should send all materials to the Juneau campus for processing. Students applying to the Ketchikan campus forward all application materials to UAS - Ketchikan.

1. Application for Admission

The Admissions Office must receive your completed application, along with a nonrefundable application fee. Occupational Endorsement Certificates, Certificates, Associate level: $40 fee. Bachelor level: $50 fee.

2. Transcripts

High school transcripts/General Education Development (GED) Certificate: All bachelor’s degree applicants with fewer than 30 semester credit hours must submit official high school transcripts or proof of GED. Applicants to certificate and associate degree programs must have graduated from high school or earned a GED and are required to provide proof of graduation. To earn a high school diploma in Alaska, you must fulfill all curriculum requirements and satisfactorily complete all three competency areas of the High School Qualifying Exam.

College transcripts: All certificate and degree-seeking applicants who have attended one or more postsecondary institutions must arrange for their official college or university transcripts to be sent directly to UAS from their original institution(s).

3. Test Results

Students are encouraged to submit the test results from ACT or SAT I examinations.

When to Apply

Students are encouraged to apply six to nine months prior the beginning of the intended semester of enrollment. The priority deadline for Fall semester is August 1st. The priority deadline for Spring semester is December 1st; and the priority deadline for summer semester is April 1st. Completing admissions by the priority deadlines facilitates financial aid disbursement, timely credentials evaluation for transfer students, and academic advising and registration prior to the start of the semester.

Late Applicants

Students who apply after the first week of classes of the current term will be admitted under the next semester.
Admission Requirements

Admission to Occupational Endorsement

To qualify for admission to an occupational endorsement a student must have a high school diploma or GED; or at least 30 college-level semester credits; or be 18 years of age or older and have participated in the UAS Ability to Benefit process as described below.

Occupational endorsement-seeking students must submit a UAS application for admission indicating their intended educational program and their level of academic preparation. Some occupational endorsement programs have additional requirements, selective admission criteria or limited space (see an advisor). Students seeking occupational endorsements are not required to submit transcripts or test scores except as required for placement in certain courses or programs.

Certificate Programs and Associate Degrees

To qualify for initial admission to certificate or associate degree programs, a student must have a high school diploma or GED. Certain programs have additional admissions requirements. Please see program listings for specific requirements.

Bachelor’s Degrees

To qualify for initial admission to a bachelor’s degree program, applicants must satisfy at least one of the following:

1. Have graduated from an accredited high school or state certified home school program with a grade point average of at least 2.0 (C), or
2. Have successfully completed the GED, or
3. Have completed at least 30 college semester credits with a grade point average of at least 2.0 (C).

Applicants who graduated three or more years prior to the semester in which they are seeking admission are not required to submit test results.

Admission Status

1. Applicants who submit all required paperwork for admissions and meet admissions requirements will be admitted in good standing.
2. Applicants who meet the requirements for admission but are unable to submit official documents prior to registration may be granted conditional admission status for one semester only. UAS will accept partial transcripts or grade reports for conditional admission. However, the student must submit official final transcripts within the semester of his or her conditional admission to be admitted to the degree program. Should the student not complete the admission process within one semester, the application for admission will be inactivated and the student must reapply.

Conditional admission status will facilitate transfer evaluation of previous college transcripts but will not be sufficient to release some types of financial aid. International applicants are not eligible for conditional admission status.

3. Applicants who do not meet the minimum GPA requirements for regular admission to undergraduate study but who show potential for college work may be considered for probationary admission. The conditions for probationary admission may include successful completion of specific course work, a minimum GPA, and a specified length of probationary status. Probation requirements, as specified in the letter of admission, must be satisfied before admission in good standing is granted.

4. Students not admitted to UAS but enrolled in classes are placed in a non-degree seeking status. Non-degree seeking students are not eligible for financial aid and cannot graduate with a certificate/degree without meeting regular admission requirements. Non-degree seeking students are not eligible for priority registration privileges.

Ability to Benefit

Degree seeking students who are at least 18 years old but have not earned a high school diploma, GED, or at least 30 college-level semester credits, must demonstrate that they have the ability to benefit from higher education by achieving federally determined scores on an approved exam administered by UAS Learning Centers.

After taking the exam, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign and return the Ability to Benefit form to Admissions and Records before admission can be completed. Students should contact the Student Resource center at their local campus for schedules and appointments.

Returning Students

Degree seeking students who have enrolled in classes for at least one semester and have not attended another institution outside of the University of Alaska system may remain in their degree programs for up to two years without attending UAS. If the student attends another institution or is absent for more than two years, the student needs to reapply for admission.

Postponement

An admitted degree seeking student who did not enroll at UAS after admission may defer his/her enrollment term for up to one year. All students must request deferment in writing and submit request to the Admissions and Records office. Those students who do
not submit a written request for deferment will be inactivated and required to reapply (including paying a reapplication fee).

**Students Admitted on Probation**

In some circumstances, students may be admitted into degree programs on probation. This condition is for students coming in with a GPA below a 2.0. Students admitted on probation will have one semester to demonstrate their ability to succeed at UAS. To remain in a degree program the student must have a GPA above 2.0 at the end of the first semester.

**Fresh Start Policy**

Effective May 1, 2003, a former University of Alaska Southeast undergraduate who returns to the University after a minimum of three years will have the opportunity to petition to begin a new cumulative (or Fresh Start) GPA as follows:

Petitions for a Fresh Start must be completed as part of the admissions process. The Fresh Start is declared provisionally at the point of admission, but not awarded permanently until the student has started and completed 12 credits of academic study with a cumulative GPA for those 12 credits of 2.5 or higher.

When the Fresh Start is permanently declared, all previous grades and credits earned more than three years prior to the current admission date at the University of Alaska Southeast are excluded from consideration for degree requirements. It is not possible to select some grades and credits to exclude while retaining others. Only University of Alaska Southeast grades and credits will be excluded.

When the Fresh Start is permanently declared, the transcript will state that the cumulative GPA shown is a Fresh Start GPA. The old grades will remain on the transcript, but are not used to calculate the cumulative GPA. Courses passed but excluded by the Fresh Start GPA may not be used to meet university graduation requirements. A student may be allowed advanced standing or a waiver of requirements just as any non-Fresh Start student, but won’t be allowed credit by examination for courses lost through use of the Fresh Start GPA program.

Students who elect to use the Fresh Start GPA do not qualify for certificate or degree-based honors but would qualify for semester-based awards for grade point average.

A student may begin a Fresh Start GPA only once. Students wishing to petition for a Fresh Start GPA should contact the Registrar’s Office to initiate the process.

---

**Transfer Admission Requirements**

Generally, a transfer applicant who has attended another accredited institution is eligible for admission provided the applicant has earned a 2.0 (C) cumulative grade point average in previous college work. UAS reserves the right to reject work of doubtful quality, to require an examination before credit is allowed, or to determine applicability to GERs and program requirements.

**Transfer Credit Policies**

The following regulations apply to transfer of credit:

1. UAS will perform an official evaluation of transfer credit only after students have been admitted to undergraduate degree/certificate programs.

2. College level (100 level or above) credits earned with grades of C or higher at other regionally accredited institutions normally will be accepted for transfer.

3. Transfer students from University of Alaska institutions having earned an A.A. degree will be deemed to have met General Education Requirements (GERs) at UAS. However, some bachelor’s degrees require specific GER courses in addition to the A.A. program requirements.

4. A minimum of 34 semester credit hours are required for the GERs in both the A.A. and the Bachelor’s degrees. Students transferring degree programs from the University of Alaska Anchorage or the University of Alaska Fairbanks should consult University of Alaska General Education Transfer Guide for comparison of courses that will fulfill the GERs at UAS.

5. Transfer courses retain the course level of upper or lower division credit established at the original college. Graduate-level coursework can only apply to undergraduate degree programs under special circumstances with prior permission.

6. Acceptance of transfer credit toward program major requirements is based upon departmental approval.

7. College credit is not awarded for completion of the General Education Development tests.

8. All grades from all schools attended will be used when determining eligibility for graduation with institutional honors.

9. Life/work experience is not accepted for evaluation as academic credit; however, the student has the option of credit by exam.
10. Credits may be awarded for Military Experience (MOS) according to American Council on Education (ACE) recommendations. Please contact the Admissions and Records department for specific details regarding official transcripts/documents required. Copies of military personnel records can be requested from National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

11. The maximum number of semester hours awarded for military training and experience applicable to degrees is equal to 8 semester hours for undergraduate certificates, 15 semester hours toward the associate degree, and 30 semester hours toward the bachelor’s degree.

12. Students who have attended foreign institutions and plan to transfer these credits to UAS must provide an official statement of educational equivalency (official transcript evaluation in English). See International Admissions Requirements for more information.

### Transfer within Southeast Campuses

Students admitted to one of the UAS campuses (Juneau, Sitka, or Ketchikan) may transfer to another UAS campus to attain their degrees without reapplying for admission. However, admissions requirements for the new program must be met in full. Formal notification of the transfer must be submitted to the Admissions Department where the student is enrolled by completing a Change of Degree form.

### Transfer within the UA System

In order to serve students who transfer between UAS, UAA, and UAF, the three main institutions have identified common transferable general education requirements for their baccalaureate degrees. These include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/Humanities/Social Science</td>
<td>15</td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10</td>
</tr>
<tr>
<td><strong>Minimum</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Credit for coursework successfully completed at one University of Alaska (UA) institution toward fulfillment of the general education requirements at that institution shall transfer toward fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching coursework at the institution to which the student transfers.

NOTE: Students who are admitted to UAS may enroll in courses at any of the other University of Alaska campuses without applying for admission to the other campus.

### International Student Admission Requirements

International students must meet all requirements for admission to the university and their selected degree program. In addition, international students must possess a sufficient command of English to meet the requirements for their field. To verify competency in English, all international students for whom English is not their first language must have their TOEFL (Test of English as Foreign Language) scores submitted as part of their application. UAS requires a minimum of 80 on the internet based TOEFL, 550 for the paper test, and 213 for the computer test. In addition we accept a minimum of 6.5 out of 8 for the IELTS test.

International students who are already inside the U.S. or who have studied English abroad and are applying for admission into a degree program will also have to meet specific requirements for English proficiency. TOEFL, UAS placement test scores, high school or college grades, or a combination of these may be considered.

The UAS Designated School Official (DSO) will send the international student I-20-A-B forms (required for entrance into the U.S.) once the student has been formally admitted. To issue the I-20-A-B form that is necessary to obtain an F-1 student visa (a J-visa may be more appropriate for graduate students), the University must certify to the Immigration and Naturalization Service that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for the full period of study. Therefore, all international students must provide a detailed statement of documented sources of sufficient funds to pay all expenses while attending UAS. All international students must have the ability to pay for the return trip home in the event of an emergency or at the termination of enrollment.

NOTE: F1 students are not eligible for distance programs such as the Bachelor of Business Administration and Bachelor of Arts in Education.

The current minimum cost of living in university housing at the Juneau or Sitka campus for one calendar year and attending the University of Alaska Southeast as a full-time student for two semesters and the summer session is approximately $18,500 for both undergraduate and graduate students. This amount includes university tuition and fees, a reasonable estimate for room and board, local transportation, required health insurance, and personal expenses. Estimated costs do
not include transportation to and from the United States from the international student’s home country.

Foreign student applications are evaluated on an individual basis. Admission or denial will be based on the total evidence indicating the student’s potential for success in an academic program at UAS and financial capability.

Students are encouraged to apply six to nine months prior to the beginning of the intended semester of enrollment to ensure adequate time for processing documents.

Students who have attended foreign institutions and plan to transfer these credits to UAS will need to provide an official statement of educational equivalency written in English. Below is a list of addresses for credential evaluation services. It is the responsibility of the student to arrange and pay for the evaluation. The fee depends upon the type and complexity of the evaluation.

**International Education Research Foundation, Inc.**
Credentials Evaluation Service
P.O. Box 66940,
Los Angeles, CA 90066
TEL (310) 390-6276 • FAX (310) 397–7686

**Educational Credential Evaluators, Inc.**
P.O. Box 92970
Milwaukee, WI 53202–0970
TEL (414) 289–3400 • FAX (414) 289–3411

**International Consultants of Delaware, Inc.**
109 Barksdale Professional Center
Newark, DE 19711
TEL (302) 737-8715 • FAX (302) 737–8756

**Foundation for International Services**
Queen Anne Square, Suite 503
200 West Mercer Street
Seattle, WA 98102-3875
TEL (206) 298–0171 • FAX (206) 298–0173

**World Education Services, Inc.**
P.O. Box 745, Old Chelsea Station
New York, NY 10113-0745
TEL (212) 966–6311 • FAX (212) 966–6395

**SOC (Service Members Opportunity College)**
Admission Requirements

Active duty service members and their spouses are eligible to apply for the SOC program once they have been officially admitted to the Bachelor of Business Administration BBA. Currently there are no bachelor degrees available for SOC -AD ARMY, however the Associate of Applied Science Business Administration is available. For SOC -Coast in addition to the Associate of Applied Science Business degree the emphasis available for the BBA are Accounting and Marketing. High school students interested in the ConAP (U.S. Army Concurrent Application) Program, should contact their local Army Recruiter. For more information about the SOC degree programs, contact the SOC Advisor in Admissions and Records on the Juneau campus.

**Dual Enrollment**

**Dual Enrollment Program**

Qualified high school students 16 years of age and older may enroll in one or two UAS courses per semester while still in high school. Students are not required to apply for admissions. To enroll, students must submit the following:

1. Signature of approval from a high school representative (high school counselor or registrar).
   A signature form will be provided by UAS upon request.

2. UAS course registration form with parental and UAS Dual Enrollment Advisor signature.

3. Official high school transcript (showing a 3.0 GPA or higher).

4. Placement test results from the UAS Learning Center for English, mathematics and/or computer courses.

Students may continue to take UAS courses as long as high school and college grades are satisfactory (3.0 high school and 2.0 UAS) and with the above stated permissions each semester. Compliance with the UAS Underage Enrollment policy is expected.

Select high school (and rare middle school) students under the age of 16 may enroll in courses at UAS by providing the above documentation and with approval from the listed representatives from the academic department (Instructor, Dean/Campus Director, and Department Chair). The student will be required to meet with all representatives and obtain their signatures before registering for the course.

All documentation must be on file at UAS before the registration can occur. Web registration is not in compliance with the dual enrollment program. No exceptions can be made. Due to the rigor and potential adult themes of university level work, UAS reserves the right to deny or discontinue the enrollment of a high school student in a course or courses if the university determines that the student lacks the maturity or the legal or intellectual ability to participate on an equal footing with other students, or it is otherwise not in the legitimate interest of the university for the student to participate. A list of reasons for denial or discontinuation of enrollment is available through Student Services.
Questions regarding the program should be directed to the Dual Enrollment Advisor.

Tech Prep

The Tech Prep Program is a partnership between UAS and a local school district. The majority of secondary districts in Southeast Alaska are current partners. The purpose of the Tech Prep Program is to offer students in a technical field of study an opportunity to receive lower-division college credit toward a UAS certificate or undergraduate degree. Tech Prep Program articulation agreements use the university’s curriculum standards and measures for articulating course work from secondary school districts and other partnerships into UAS credit. Motivated, able learners will greatly benefit from this outcomes-based program. Students who complete coursework through the Tech Prep Program will be better prepared to:

1. Go directly to work or into a training program requiring an entry-level technical base,
2. Continue to work toward a university certificate or degree while using technical skills in the workplace,
3. Attend UAS with a head start toward a certificate or degree, or transfer credits from UAS to another university or college.

As part of a university-wide Tech Prep Program, the Regional Coordinator for Southeast Alaska can be contacted at the e-mail address: cjacobsen@uaa.alaska.edu or call (907) 796-6121 for further information.

The College Connection

The Juneau School District (JSD) sponsors the College Connection Scholarship portion. Students must meet all eligibility requirements including the application deadline. See a program advisor at JDHS, (907) 523-1624 for application or E-mail: coenraaf@jsd.k12.ak.us for more information.

Ketchikan’s Dual Enrollment Program

The Ketchikan campus offers dual enrollment options for students under 18 years of age. Compliance with the University’s Underage Enrollment policy is expected. For more information contact the Ketchikan campus at (907) 228-4508 or (907) 228-4505.

Sitka’s Dual Enrollment Program

The Sitka campus offers dual enrollment options at the Sitka campus and throughout Southeast Alaska. For more information contact the Sitka Campus at (907) 747-7705.

College Connection–Other School Districts

UAS also offers a dual-enrollment option for qualified students from some other districts. In general, UAS procedures for these other districts are similar to those for the JSD College Connection. For information, call Galena (789–6106) or Nenana (832–5464) school systems. These districts often pay for tuition, fees, and books of identified students. To register for UAS courses, all dual-enrollment students must have the signed approval of the College Connection advisor (907) 796–6100.
Financial Aid

Financial aid helps make college affordable. It can help pay for tuition and fees, books and supplies, and living expenses. The Financial Aid Office assists students in applying for funds, if necessary, to attend any of the UAS campuses. 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. Type and amount of financial aid varies according to state and federal guidelines, student need, and availability of funds. All applications for financial aid for students at all UAS campuses are processed in Juneau.

Types of Available Aid

Grants

Grants are awards that do not need to be repaid as long as the student meets the academic progress requirements of the granting agency.

AlaskAdvantage Education Grant: The AlaskAdvantage Education Grant is a need-based program, with awards ranging from a minimum of $500 to a maximum of $2,000 per academic year for students who have qualifying unmet financial need. All Alaska residents who complete the Free Application for Federal Student Aid (FAFSA) by April 15th of each year, and who list at least one qualifying Alaska institution of higher education on their FAFSA will be considered for this grant program. Qualifying applications will be prioritized based on need. Those students with the highest need will be awarded in order of need until funds are exhausted. All applicants must complete a new FAFSA each year. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

Bureau of Indian Affairs (BIA): The Bureau of Indian Affairs makes grants available to eligible full-time students who are Alaska Native or American Indian. For further information and application materials, contact the local BIA area office or your regional Native Regional Corporation.

Federal Pell Grant: The Federal Pell Grant program funds eligible students with financial need as determined by the Free Application for Federal Student Aid (FAFSA). To receive a Pell Grant, a student must be working toward his or her first bachelor’s degree and may be attending on a less than half-time basis.

Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant (FSEOG) program is similar to the Pell Grant program and can provide additional assistance to students with financial need. A student must be working toward his or her first bachelor’s degree, may be attending on less than half-time basis, and must have financial need as determined by the Free Application for Federal Student Aid (FAFSA). Funds for the FSEOG program are limited. The priority deadline is April 15 for the next school year. Applications received after that date may be considered throughout the school year if funding is available.

Academic Competitiveness Grant: This grant is available for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. This grant is in addition to the student’s Federal Pell Grant. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

National SMART Grant: The National SMART Grant is available during the third and fourth years of undergraduate study to full-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative GPA of at least 3.0 in coursework required for the major. This grant is in addition to the student’s Federal Pell Grant award. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

Scholarships

Scholarships are awarded for academic achievement, leadership potential, extracurricular involvement, and/or financial need. Students interested in applying for scholarships should contact the Campus Financial Aid Office for guidelines and applications. In Sitka and Ketchikan applications are available through the Student Services Office.

UA Scholars Program

The purpose of the University of Alaska Scholars Program is to give Alaska’s middle and high school students an incentive to achieve excellence, to nourish efforts by the school district to provide high quality
education and to encourage Alaska’s top high school graduates to stay in Alaska for college.

The UA Scholars Award is a four-year scholarship to the University of Alaska. The Board of Regents sets the award amount. Award recipients will receive $1,375 per semester for eight semesters, a total value of $11,000.

The UA Scholars Award is offered to students in the top 10 percent of their graduating class as determined by qualifying high schools. The determination is based on the student’s class standing at the end of his/her junior year. Each qualified school is allowed to set its own selection criteria. For more information about the UA Scholars Program call the Program Administrator at 1–877–257–2465 (toll free), or send the program a message via E-mail at: scholars@alaska.edu.

**Loans**

Loans for college costs are monies that must be repaid. Educational loans generally have long-term repayment schedules, offer low interest rates, and often have provisions for deferring payments. Some loans are based on financial need. Prior to applying for a loan, students should consult with the Financial Aid Officer regarding interest rates, repayment requirements and incentives and payback periods.

Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need as determined by the analysis of the Free Application for Federal Student Aid (FAFSA). Interest is not charged until the borrower enters repayment or during authorized periods of deferment. Eligibility for an unsubsidized loan is not related to financial need. Interest on unsubsidized loans is charged from the time the loan is disbursed until it is paid in full (the borrower may elect to accumulate and capitalize the interest while s/he is in school). A student may be eligible to receive both a subsidized and an unsubsidized loan for the same enrollment period. Students interested in obtaining a Stafford loan should contact the Financial Aid Office on the Juneau campus for information on eligibility requirements, interest rates, deducted fees, and payback requirements. Additional information can also be obtained from the Federal Student Aid program’s website at: http://studentaid.ed.gov and on the UAS Financial Aid Web site: www.uas.alaska.edu/financial_aid.

An “entrance interview” is required for all Federal loan recipients. Students may fulfill this requirement by accessing the following website: http://mapping–your–future.org/student and completing the on-line entrance counseling session.

**Alaska Supplemental Education Loan (ASEL):** The Alaska Supplemental Education Loan is one of many higher-cost alternative loans available to students. To be eligible for an Alaska Supplemental Education Loan, a student must be either an Alaska resident or a resident of any state attending school in Alaska, must be a US citizen or eligible non-citizen, must be admitted to a degree or certificate program enrolled in courses on at least a half-time basis and maintain satisfactory academic progress (SAP). In addition, the student must have an absence of bad credit, an apparent ability to repay the loan, no previous defaults and no Child Support Enforcement Division holds for past due child support payments. This alternative loan can be used toward tuition and fees, room and board, books and supplies (including computer), transportation, child care and other approved costs. This loan is unsubsidized, though the interest can be deferred and capitalized at the end of the six-month grace period, and has a higher interest rate than do the Federal Stafford Loan programs. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): http://alaskaadvantage.state.ak.us.

**A.W. “Winn” Brindle Memorial Scholarship Loan:** This loan may be used to pursue a certificate or degree program in fisheries, fishery science, fishery management, seafood processing, food technology, or closely related fields. Applicants must be at least one-year residents of Alaska, enrolled full-time, and may be pursuing either undergraduate or graduate study. Recipients have up to 15 years to repay and are eligible for up to 50% forgiveness conditioned upon graduation, return to Alaska and employment in a fisheries-related field. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): www.state.ak.us/acpe.

**Alaska Teacher Scholarship/Loan Program:** This program is intended to encourage Alaska high school graduates to pursue teaching careers and to teach in rural elementary and secondary schools in the state. Applicants must have graduated from an Alaska high school and must be nominated by a rural Alaska school board. Recipients are eligible for up to 50% forgiveness conditioned upon graduation and employment in a rural Alaska school district. For more information, contact a rural Alaska school board or the Special Programs Division of the Alaska Commission on Postsecondary Education (ACPE) at 907-465-6741.

**PLUS Loans (loans for parents):** PLUS loans enable parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half time. Parents interested in obtaining a PLUS loan should contact the Financial Aid Office on the Juneau campus for information on eligibility requirements, interest rates, deducted fees, and payback requirements. Additional information can also be obtained from the Federal...

**Alaska Family Education Loan Program:** A full-time admitted student in good academic standing whose parent or guardian has been a resident of Alaska for the one year prior to applying may be eligible to receive assistance through the Alaska Family Education Loan program. The parent is responsible for repayment of the loan, which begins within 45 days of each loan disbursement. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): http://alaskaadvantage.state.ak.us.

**Student Employment**

**Federal Work Study Program:** The Federal Work Study (FWS) program provides a limited number of jobs for eligible students as determined by the application for Federal Student Aid (FAFSA). Most of the FWS opportunities are on campus and in the local elementary schools, where UAS has a large number of community service Reader Buddy and math tutor positions available. Students may work up to twenty (20) hours per week during the semester and up to forty (40) hours per week during semester break periods. Wages depend on the job responsibilities and the student’s qualifications. Eligible applicants should contact the Financial Aid Office on each campus for information on available FWS positions.

**Part–Time Employment:** Students who are not eligible for the Federal Work Study program may still find part-time employment on or off campus. Information on position openings is available through the Personnel Office and the Career Counseling Office on the Juneau campus, and through the Student Services Offices on the Ketchikan and Sitka campuses.

**Veterans Assistance**

The University of Alaska Southeast is approved to provide training to veterans, eligible dependents, and service personnel who are using Veterans Administration (VA) educational benefits and who are attending the Juneau, Ketchikan or Sitka campus of UAS or the Eielson Air Force Base, Fort Greeley, Fort Wainwright or extended sites.

Before registering for courses, students eligible for VA educational benefits must apply for formal admission into a VA approved degree program. In addition, federal law requires that schools approved for veterans training report attendance and progress of all students who receive benefits.

The following requirements must be met by all students receiving benefits from the Veterans Administration:

**Satisfactory Academic Progress:** Students may receive VA benefits only for courses that are required for completion of their degree program. In addition, students must maintain a grade point average (GPA) of at least 2.0 in each semester in which they are receiving benefits. Failure to do so is reported to the Veterans Administration and may terminate educational benefits.

**Adds, Drops and Other Changes:** Students must inform the VA Certifying Official in the Financial Aid Office whenever they add or drop courses, withdraw from the university, change address or dependents, or make other status changes. Students who drop or withdraw may be required by the VA to reimburse a portion of their veterans benefits.

**Eligibility**

To be considered for financial aid, including Federal grants and loans, Alaska Student Loans, and institutional grants and scholarships, a student must:

1. Have graduated from high school or earned a GED or demonstrate the Ability to Benefit.
2. Be unconditionally admitted to a program leading to a degree or certificate at UAS
3. If applying for federal need-based assistance, demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA)
4. Maintain satisfactory academic progress in his/her course of study
5. Not be in default on any federal Title IV loan (Stafford, FSLS or Perkins) or owe a refund on any federal Title IV grant or loan (Pell, FSEOG, SSIG or Perkins)

**Deadlines**

<table>
<thead>
<tr>
<th>UAS Scholarships</th>
<th>February 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA Foundation Scholarships</td>
<td>February 15</td>
</tr>
<tr>
<td>AlaskAdvantage Education Grant</td>
<td>April 15</td>
</tr>
<tr>
<td>FSEOG Priority Deadline</td>
<td>April 15</td>
</tr>
<tr>
<td>Bureau of Indian Affairs Funding</td>
<td>Check with agency</td>
</tr>
<tr>
<td>Federal Pell Grant and Federal Loans</td>
<td>Anytime during the academic year</td>
</tr>
</tbody>
</table>

**Application Procedures**

Students must apply each year for financial aid. Students should contact the Financial Aid Office for a UAS
Financial Aid information packet and application materials. Send requests for information to 11120 Glacier Hwy, Juneau, AK 99801–8680, or phone (907) 796–6255 or (877) 465–4827 (toll–free). Application deadlines vary, so apply early.

Specific procedures are as follows:

1. All students must be unconditionally admitted to a degree or certificate program at the University of Alaska Southeast before most types of financial aid can be disbursed (refer to the “Admission” sections of this catalog for information on procedures and deadlines). Graduate and Credential students who are admitted “conditionally” may be eligible to receive aid only if their admission status is the result of departmental provisions.

2. All students should complete the Free Application for Federal Student Aid (FAFSA), listing the University of Alaska Southeast, code # 001065, in the school section. For the 2008-2009 academic year, the FAFSA must be received by the Federal processor by June 30, 2009, or by the end of the term in which the student is enrolled, whichever is earlier. Students are encouraged to complete the FAFSA on the Web (www.fafsa.ed.gov).

3. The student will receive a Student Aid Report (SAR) acknowledgment letter two to four weeks after the FAFSA has been submitted, and the Financial Aid Office on the Juneau campus will receive an Institutional Student Information Record (ISIR) within approximately three days of processing the FAFSA. All students should review the SAR acknowledgment letter, or the ISIR, confirm that all information is correct, and submit it to the Financial Aid Office on the Juneau Campus. Note: Students may be required to provide additional information and documents (refer to the “Verification of Information” section).

4. Students who wish to apply for UAS or UA Foundation scholarships may obtain the application packet from the financial aid representative on each campus or from the Financial Aid Office’s website. Please note that the deadline for applications for UAS and UA Foundation Scholarships is the February preceding the academic year (e.g., February 15, 2008 for the 2008-2009 academic year for UAS scholarships).

5. Students who wish to apply for other scholarships may request applications, if available, from the financial aid representative on each campus.

6. Students who wish to apply for the AlaskAdvantage Education Grant must submit their FAFSA by April 15 preceding the academic year.

7. Students interested in the Stafford, the Alaska Supplemental Education Loan program or other alternative loan programs are encouraged to apply on-line (please refer to the Financial Aid Office’s website for links to lender’s on-line applications).

8. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

Verification of Information

The U.S. Department of Education reviews financial aid applications to determine that information has been reported accurately and that aid is distributed fairly. The Financial Aid Office also verifies information on selected applications before students can receive financial aid awards. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of untaxed income
3. Verification of household size
4. Verification of child support payments
5. Verification of number of family members in college
6. Verification of dependency status
7. Verification of non-citizen status
8. Verification of social security number
9. Verification of registration status with the Selective Service
10. Verification of status of defaulted student loans
11. If military, copies of Leave/Earning Statements (preferably all 12 months) for previous tax year

If documentation is requested by the UAS Financial Aid Office and is not received within 14 days of the date of the request, the student will lose his or her application priority date. If changes have occurred in any of the information (other than marital status) supplied on the FAFSA, students must correct the SAR or ISIR and resubmit it for reprocessing. For more information about the Federal Student Aid programs and the application procedures, visit their website at: http://studentaid.ed.gov.

Verification of Academic Progress

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan and grant programs or from institutional funds, a student must be fully admitted to an eligible degree or certificate pro-
gram. In addition, the student must maintain satisfac-
tory 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 program, that the University have a satisfactory academic progress (SAP) policy that monitors.

   a. 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.

   b. 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, not a semester or annual percentage.

   c. 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% 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% 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% 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.

**Telecourses and 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.

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 Makeup). Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.

Reinstatement:
1. Probation: A student of 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% of the credits attempted. Students on probation will be monitored every semester until they are back in good standing.
2. 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 each campus's 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% of the credits attempted each semester or regaining eligibility under the policy.
3. Makeup: A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) during a subsequent term, at the student’s expense. The student will be reinstated once the 75% 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.

Concurrent Enrollment
If a student plans to enroll at UAS and at another branch of the University of Alaska during the same semester, it may be possible to consider the credits together when determining a student’s status for financial aid funding. Aid cannot be received at both institutions simultaneously. The institution at which the student is admitted is the institution that must disburse the student’s aid. At this time the University of Alaska Southeast does not have consortium agreements with any institution outside the University of Alaska system.

Disbursement of Funds
All financial aid is received at the Financial Aid Office and released to students through their respective campus business office. Disbursement is usually in equal amounts, one-half of total award at the beginning of each semester. Proceeds of any financial aid will be used to pay tuition, fees, and all other amounts due UAS. Any remaining balance will be issued to the student in the form of a refund check. The amounts of financial aid fund disbursed may be adjusted if students make changes to their schedules during the add/drop period.

Tax Issues
According to the Tax Reform Act of 1986, all scholarships, fellowships, and federal financial aid grants are counted as taxable income to the extent that these awards, either individually or together, exceed the cost of tuition, fees, required books, and supplies. It is the student’s responsibility to report all such aid on his or her tax return.

Tax Credits: The Hope Scholarship Credit is a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. It is available only for the first two years of post-secondary education if the student is enrolled at least half-time in a program leading to a degree or certificate and if the taxpayer’s adjusted gross income is below a specified amount.
The Lifetime Learning Credit is also a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. However, to receive this credit students are not required to be enrolled at least half-time in one of the first two years of post-secondary education, and there is no limit on the number of years in which the credit may be claimed for each student. The Lifetime Learning Credit is available for students taking only one course and for graduate level education. Unlike the Hope Scholarship Credit, the Lifetime Learning Credit is calculated on a per-family, rather than a per-student, basis. More than one family member’s expenses may apply, but the credit is capped at a per-family limit based on family income. For additional information, consult a tax advisor or contact the IRS.

**Return of Title IV Funds Policy**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes before completing at least 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who totally withdraws after completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages the student to read this policy carefully. If he/she is thinking about withdrawing from all classes prior to completing 60% of the semester, he/she should contact the Financial Aid Office to see how withdrawal will affect financial aid.

1. This policy applies to all students who withdraw, drop out, are expelled from the University of Alaska Southeast, or otherwise fail to complete the period of enrollment for which they were charged, and who receive financial aid from Title IV funds:
   a. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG Grants.
   b. A student’s withdrawal date is:
      i. the date the student completed the course withdrawal form, or the date the student officially notified the Financial Aid Office or the Student Resource Center on the Juneau campus or the Student Services Coordinator on the Ketchikan or Sitka campus of his or her intent to withdraw (This notification may take place via e-mail, letter, phone or personal contact); or
      ii. the midpoint of the period for a student who leaves without notifying the institution; or
      iii. the student’s last date of attendance at a documented academically related activity.
   c. The term “period of enrollment” includes every day, including weekends that the student is enrolled, excluding breaks of at least five consecutive days (The length of the break is determined by counting the first day of the break through the last day before classes resume.)

2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.
   a. The percentage of Title IV aid earned shall be calculated as follows: Number of days completed by student divided by total number of days in term completed. The total number of days in term excludes any scheduled breaks of more than five days.
   b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percentage earned.
   c. UAS will return unearned aid first from the student’s account. Unearned aid is calculated as follows: Total institutional charges X percent of unearned aid = amount returned to program(s). Unearned Title IV aid shall be returned to the following programs in the following order: Unsubsidized Stafford Loan; Subsidized Stafford Loan; Parent Loans to Undergraduate Students (PLUS); Federal Pell Grant; Federal SEOG; other Title IV grant programs. No program can receive a refund if the student did not receive aid from that program.
   d. When the total amount of unearned aid is greater than the amount returned by UAS from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows: Unsubsidized Stafford Loan*, Subsidized Stafford Loan*, Parent Loans to Undergraduate Students (PLUS)*, Federal Pell Grant*, Federal SEOG, other Title IV grant programs.

* Loan amounts are returned according to the terms of the promissory note. **Students are not required to return the 50 percent of the grant assistance that is their responsibility to repay.
e. If a withdrawing student is determined to have earned more aid than was actually disbursed by the official withdrawal date, UAS may apply “post-withdrawal disbursements” to current year charges and to minor (less than $100) prior year charges that the student owes without specific permission of the withdrawing student, providing the student would have otherwise been fully eligible for the disbursement on the date of withdrawal.

f. If amounts earned but not disbursed remain after a “post-withdrawal disbursement” is applied to outstanding eligible institutional charges, withdrawing students (or their respective PLUS borrower) will be offered, in writing, a post-withdrawal disbursement of the remaining balance within 30 days of the date of UAS’ determination that the student withdrew. The withdrawing student or his/her parent must accept the offer of the balance of the post-withdrawal disbursement within 14 days of being notified. If the student or parent accepts the offer of the balance of a post-withdrawal disbursement within the time frame, UAS must provide the funds within 90 days of the date on which UAS became aware of the withdrawal. If the student or parent does not respond within the 14-day window, UAS is not required to make the disbursement, but may do so at its discretion.

g. Written offers of post-withdrawal disbursements, refunds and adjusted bills will be sent to the student’s home address on file in the Office of Admissions and Records following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

3. A student may rescind his/her official notification of withdrawal by filing a written statement with the Office of Admissions and Records that he/she is continuing to participate in academically related activities and intends to complete the period of enrollment. If the student subsequently ceases to attend UAS prior to the end of the period of enrollment, the student’s rescission is negated and the withdrawal date is the student’s original date or the student’s documented last date of attendance at an academically related activity.

4. UAS’s responsibilities concerning the return of Title IV funds include:

   a. providing each student with the information given in this policy;

   b. identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; and

   c. returning any Title IV funds that are due the Title IV programs.

5. The student’s responsibilities in regard to the return of Title IV funds include:

   a. becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and

   b. returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

6. The procedures and policies listed above supersede those published previously and are subject to change at any time.

7. Refunds of institutional charges for students who do not totally withdraw will be calculated using the UAS refund policy published in the UAS Class Schedule and Academic Catalog.

Students who would like more information on the Refund policy or the Return of Title IV Funds policy may contact the Financial Aid Office.
**Technology Fees**

**Campus Technology Fee**
$5 per credit hour, capped at $60 per semester. The technology fee funds improvements to instructional technology and services at each campus. Examples include computers in open labs, digitized library materials, staffing for labs and support services. Each campus consults with representatives of the student body as well as staff and faculty in prioritizing the use of the fee.

**Network Access Fee**
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 2% 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 ($134 for Academic Year 2008–2009) will be exempt for the charge. All calculated fees will be rounded to the nearest dollar.

---

**Student Fees**

All students residing within the City and Borough of Juneau will be assessed all applicable fees based on the number of credits.

**Whalesong Publishing Fee**
1 credit and up $4
(Juneau only, non-refundable)

**Student Governance Fees**
Juneau $3 per credit, capped at $45
Ketchikan $1 per credit
Sitka $1 per credit

Student Governance Fees are non-refundable unless classes are cancelled by the University.

**Student Health Fee**
6 credits or more: $25
(Juneau only, non-refundable)

**Student Recreation Facility Fee**
Spring, Fall & Summer, 5 credits or more: $130
(Juneau only, mandatory and non-refundable)
1–4 credits: Students must pay a fee to use facility.

**Student Alumni Fee**
6 credits or more: $15 (Juneau fall term only, optional)

**Other Fees**

**Occupational Endorsement, Certificate and Associate Level Admission Processing Fee:** $40, remit with application ($10 fee to change from Associate-level to Bachelor-level admission.)

**Bachelor Level Admission Processing Fee:** $50

**Graduate Level Admission Processing Fee:** $60, remit with application

**Graduation Fee:** $10 for certificate candidates, $25 all other degree candidates (remit with application)

**Graduate Certificate Fee:** $10

**Housing Parking Fee:** $50 per car each semester (Juneau)

**Transcript Requests**
Regular Processing: $7 each transcript (7-14 business days to process)
Priority processing: add one $5 fee to entire order. (1-3 business days to process)

In order to process a transcript request, the following information must be provided: name(s), signature, social security number, and dates of attendance. Fax requests with signature will be accepted.

**Credit–by–Examination Fees:** $45 per credit

**Music Private Lesson:** $65 per credit

**Distance Fee**
Lower division: $40 per course
Upper division & Graduate: $75 per course

**Student Health Insurance**
Rates vary according to coverage selected.

**Lab/Material Fees**
A lab/material fee, in addition to the normal credit-hour charge, may be charged for certain courses that require the use of special materials, supplies, or services. Amounts are noted in class schedules.

**Fees and Fee Changes**

All fees are approved by the University of Alaska Board of Regents. The University reserves the right to change or add to its fees at any time. Fee assessments are subject to audit and correction, and any such adjustments will be made within 30 days following the close of late registration. Students will be notified by mail of any such adjustments.
### UAS Academic Year 2008-2009 Fee Schedule

<table>
<thead>
<tr>
<th>Refund</th>
<th>Fee</th>
<th>Amount</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonrefundable</td>
<td>Whalesong Publishing*</td>
<td>$4 per semester</td>
<td>fall &amp; spring terms</td>
</tr>
<tr>
<td>Nonrefundable</td>
<td>Student Rec Center*</td>
<td>$130 per semester (5 or more credits)</td>
<td>all terms</td>
</tr>
<tr>
<td>Nonrefundable</td>
<td>Health Services*</td>
<td>$25 per semester (6 or more credits)</td>
<td>fall &amp; spring terms</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Student Alumni*</td>
<td>$15 flat fee</td>
<td>fall term</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Campus Network Charge</td>
<td>Lower Division: $3 per credit</td>
<td>all terms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upper Division: $3 per credit</td>
<td>all terms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate School: $6 per credit</td>
<td>all terms</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Campus Technology Fee</td>
<td>$5 per credit, $60 maximum</td>
<td>all terms</td>
</tr>
</tbody>
</table>

* Juneau classes only

** Fee is refundable if student requests to opt out by the last day to drop classes with 100% refund. (See Academic Calendar on page 6 100% refund dates.)

### Tuition Schedule 2008-2009

The Tuition Schedule is subject to change.

#### Resident Tuition

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lower Division (000–299)</th>
<th>Upper Division (300–499)</th>
<th>Graduate (600–699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$134</td>
<td>$151</td>
<td>$301</td>
</tr>
<tr>
<td>2</td>
<td>268</td>
<td>302</td>
<td>602</td>
</tr>
<tr>
<td>3</td>
<td>402</td>
<td>453</td>
<td>903</td>
</tr>
<tr>
<td>4</td>
<td>536</td>
<td>604</td>
<td>1,204</td>
</tr>
<tr>
<td>5</td>
<td>670</td>
<td>755</td>
<td>1,505</td>
</tr>
<tr>
<td>6</td>
<td>804</td>
<td>906</td>
<td>1,806</td>
</tr>
<tr>
<td>7</td>
<td>938</td>
<td>1,057</td>
<td>2,107</td>
</tr>
<tr>
<td>8</td>
<td>1,072</td>
<td>1,208</td>
<td>2,408</td>
</tr>
<tr>
<td>9</td>
<td>1,206</td>
<td>1,359</td>
<td>2,709</td>
</tr>
<tr>
<td>10</td>
<td>1,340</td>
<td>1,510</td>
<td>3,010</td>
</tr>
<tr>
<td>11</td>
<td>1,474</td>
<td>1,661</td>
<td>3,311</td>
</tr>
<tr>
<td>12</td>
<td>1,608</td>
<td>1,812</td>
<td>3,612</td>
</tr>
<tr>
<td>13</td>
<td>1,742</td>
<td>1,963</td>
<td>3,913</td>
</tr>
<tr>
<td>14</td>
<td>1,876</td>
<td>2,114</td>
<td>4,214</td>
</tr>
</tbody>
</table>

Additional credits are assessed at $134 per credit for lower division, $151 for upper division, and $301 for graduate credit. WUE is 150% of residential tuition.

#### Nonresident Tuition

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lower Division (000–299)</th>
<th>Upper Division (300–499)</th>
<th>Graduate (600–699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$151</td>
<td>$151</td>
<td>$301</td>
</tr>
<tr>
<td>2</td>
<td>268</td>
<td>302</td>
<td>602</td>
</tr>
<tr>
<td>3</td>
<td>402</td>
<td>453</td>
<td>903</td>
</tr>
<tr>
<td>4</td>
<td>536</td>
<td>604</td>
<td>1,204</td>
</tr>
<tr>
<td>5</td>
<td>670</td>
<td>755</td>
<td>1,505</td>
</tr>
<tr>
<td>6</td>
<td>804</td>
<td>906</td>
<td>1,806</td>
</tr>
<tr>
<td>7</td>
<td>938</td>
<td>1,057</td>
<td>2,107</td>
</tr>
<tr>
<td>8</td>
<td>1,072</td>
<td>1,208</td>
<td>2,408</td>
</tr>
<tr>
<td>9</td>
<td>1,206</td>
<td>1,359</td>
<td>2,709</td>
</tr>
<tr>
<td>10</td>
<td>1,340</td>
<td>1,510</td>
<td>3,010</td>
</tr>
<tr>
<td>11</td>
<td>1,474</td>
<td>1,661</td>
<td>3,311</td>
</tr>
<tr>
<td>12</td>
<td>1,608</td>
<td>1,812</td>
<td>3,612</td>
</tr>
<tr>
<td>13</td>
<td>1,742</td>
<td>1,963</td>
<td>3,913</td>
</tr>
<tr>
<td>14</td>
<td>1,876</td>
<td>2,114</td>
<td>4,214</td>
</tr>
</tbody>
</table>

Additional credits for non-residents are assessed at $448 per credit for lower division, $465 for upper division, and $615 for graduate classes. Non-residents may take up to 4 credits per semester at the resident rate; however, additional credits will cause all credits, including the first four, to be reassessed at the non-resident rate.
Nonacademic Course Fees

Fees for nonacademic, vocational/technical and special courses vary with individual programs and communities.

Community Education and Self Support Course Fees

Tuition waivers do not apply to these sponsored, community education, or special interest courses. There are no refunds unless the University cancels the course, or unless the student officially drops the course 7 days in advance.

Senior Citizen Tuition Waiver

The University of Alaska Board of Regents has approved a waiver of tuition only for Alaska residents 65 years and older. A resident is any person who has been physically present in Alaska for one year, excepting only vacations or other absence for temporary purposes with the intent to return. Such students may receive tuition waivers to enroll in any classes offered by UAS for which they are qualified, except those classes in which student work spaces may not be available and except for self-support classes. Self-support courses include Community Education and certain other identified classes.

Senior citizens using tuition waivers must register on or after the first day of the semester for semester-based classes, or on or after the first day of the class for non-semester-based classes. Senior citizens who register before these times are not eligible for the tuition waiver. Also, senior citizens who paid normal tuition to register early will not be allowed to drop and later re-add the class to take advantage of the waiver. The waiver is for tuition only and does not cover lab or material fees, the general technology fee, or the Student Governance fee.

Refunds

Students who drop courses must process drop forms through the Office of Admissions and Records. Student fees are non-refundable. Any debts owed to the University (any campus) by the student will be subtracted from the refund before issuance of a check or direct deposit to the student or the source of financial aid. Full or partial refund of tuition and fees will be made according to the schedule on this page.

Non-Credit Course Refunds

All non-credit courses are self-support; minimum enrollment is required. To be eligible for a refund, students must drop seven days prior to the course start date.

Student Financial Assistance (SFA) Refunds

Federal regulations stipulate that UAS students who are receiving Federal Student Financial Assistance (SFA) and who totally withdraw may be eligible to receive a refund of tuition and fees, which is to be repaid to the appropriate SFA program(s). Consult the Financial Aid or Business Office for details.

Refund Schedule

<table>
<thead>
<tr>
<th>Course Length</th>
<th>100% Refund Tuition &amp; Fees</th>
<th>50% Refund Tuition Only</th>
<th>No Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester-length courses</td>
<td>Prior to and during the first 5 days of instruction for the semester</td>
<td>6th through 10th days of instruction for the semester</td>
<td>On or after the 11th day of instruction for the semester</td>
</tr>
<tr>
<td>Credit courses meeting 12 or more times but less than a semester</td>
<td>Prior to the day of the 3rd class meeting</td>
<td>Prior to the day of the 5th class meeting</td>
<td>On or after the day of the 5th class meeting</td>
</tr>
<tr>
<td>Credit courses meeting 6–11 times</td>
<td>Prior to the day of the 2nd class meeting</td>
<td>Prior to the day of the 3rd class meeting</td>
<td>On or after the day of the 3rd class meeting</td>
</tr>
<tr>
<td>Credit courses meeting less than 6 times</td>
<td>On or before the first day of the course</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Web courses with no designated class meetings, to be determined by campus.</td>
<td>Within 7 calendar days from the later of student’s registration date or the first day of instruction for the semester.</td>
<td>7 to 14 calendar days from the later of student’s registration date or the first day of instruction for the semester.</td>
<td></td>
</tr>
</tbody>
</table>
Self–support courses, correspondence courses, and sponsored courses offered primarily by the Professional Education Center may have different refund policies than those indicated here. Please check with the Professional Education Center at (907) 796–6050 for information concerning refund policies for these classes.

The first day of instruction for semester–length courses is the first day of instruction listed in the official academic calendar.

1. If the courses registered for are cancelled by UAS, tuition and fees will be refunded in full.
2. The date of the drop transaction determines eligibility for a refund.
3. If registration is cancelled as a result of disciplinary action, students forfeit all rights to a refund of any portion of tuition and fees.
4. Vocational/technical course fees are subject to this refund schedule.
5. In case the operations of UAS are adversely affected by war, riot, natural act, action of civil authority, strike or other emergency or condition, the University reserves the right to take action to curtail part of 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 UAS, the University’s liability is limited to (at most) a refund of tuition and fees.
6. There is an abbreviated version of the Refund Schedule published in the summer schedule to accommodate summer term’s shorter class lengths.
7. Housing refunds: See Student Services section in this catalog or contact Student Activities.

Refund Petitions

The UAS Business Office may grant exceptions to financial obligations. The Business Office considers petitions only when a student has been medically disabled, has experienced a death in the family, or has a change in employment hours or location beyond the student’s control.

- Written documentation of these conditions is required.
- Petitions are not reviewed unless documentation of circumstances is provided.
- Petitions are not reviewed unless the student has officially dropped or withdrawn from course(s).
- Exceptions are not considered for a student’s failure to comply with published deadlines, or changes in employment under the student’s control.
- Petitions will not be considered for semesters beyond one year.

Refund processing begins after the first day of class and takes ten working days. Students who paid by credit card will have their card credited. If the student paid by cash or check, a refund check will be mailed to the address of record. Refunds will not be issued for amount of less than $1. For general information please call 796-6267.

Resident and Non-Resident Tuition

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 University of Alaska Board of Regents regulations)
- Students participating in the UA Scholars Program
- Students participating in the University of Alaska College Savings Program 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/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)
- And declares the intention to remain in Alaska indefinitely.

A dependent child (one who is unmarried, younger than age 24, and financially dependent on his/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/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.

A student who has initially registered as a non-resident may apply for resident status after residing in the state for one year under the University’s “bona fide resident” provision. Bona fide resident status can be based on either:

• Eligibility to receive the Alaska Permanent Fund Dividend

Or satisfying five (5) of the following conditions:

• Voter registration in Alaska
• Vehicle registration in Alaska for at least nine months
• Motor vehicle operator’s license in Alaska for at least nine months
• Evidence of one or more years of physical presence in Alaska within the past three years -- you may not have enrolled in more than six credit hours at a college or university during the three-year time frame
• Ownership of real property in Alaska
• Active checking or saving accounts in Alaska
• Other evidence of residence deemed satisfactory by the University’s chief enrollment officer or designee

Students who want to apply for resident status should file an application for residency with required documentation at the appropriate university office prior to the published first day of instruction at his/her home campus.

For additional information and applications, students should contact the Office of Admissions and Records.

**Western Undergraduate Exchange (WUE)**

Alaska is one of twelve participating western states in the Western Undergraduate Exchange (WUE) program. The following states participate in WUE: Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. In addition, Washington, Arizona and California are treated like WUE states by Board of Regents policy. Residents of the 14 states listed above pay at 150% of the in-state credit hour rate.

To be admitted as a WUE student, an eligible applicant must attach a written statement to his or her application for admission requesting to be admitted under the WUE program. Programs available to WUE students on a space-available basis:

**UAS Programs**

**Associate of Arts**

**Associate of Applied Sciences**

Business Administration
Computer Information and Office Systems
Construction Technology
Early Childhood Education
Environmental Technology
Fisheries Technology
Health Information Management
Health Science
Power Technology

**Associate of Business**

**Bachelor of Art**

**Bachelor of Art in Biology**

**Bachelor of Art in Elementary Education**

**Bachelor of Art in English**

**Bachelor of Art in Social Science**

**Bachelor of Liberal Arts**

Art
General Studies
Human Communication
Language Arts and Communications

**Bachelor of Business Administration**

**Bachelor of Science in Biology**

**Bachelor of Science in Environmental Science**

**Bachelor of Science in Marine Biology**

**Bachelor of Science in Mathematics**

**Payment Plan Option (Juneau, Ketchikan, and Sitka)**

The University of Alaska Southeast offers Tuition Management Systems’ Interest-Free Monthly Payment Option as a way to spread your education expenses over time instead of one large semester payment. For a one time enrollment fee, you will be billed monthly or automatic monthly deductions from checking or savings are available at no additional cost. For more information, or to enroll, call 1-800-722-4867 and speak with an education payment counselor or go to www. afford.com/uas.

The plans offered include 3 or 4 payments for a single term or 8, 9 or 10 payments for the whole academic year. Monthly payments are based on estimated expenses divided by the number of payments to be made. Once the account has been activated, the student will
be billed for monthly payments as they become due. Students enrolling after the term has started will need to make up the back payments to bring the account current.

Tuition Managements Systems will work with families to understand all the options available and provided financial counseling to determine the best payment solution for each student.

**Student Expenses**

Because student living arrangements and personal spending habits vary widely, there is no single figure that can be used to represent the cost of attending UAS. Therefore, the following estimated costs are offered only as a guide in budget planning.

**Tuition and Fees:** These costs vary with the student’s educational level (graduate or undergraduate), enrollment status (full or part-time) and residency (instate or out-of-state). Refer to the fee schedule.

**Books and Supplies:** These costs average $1,229 per year for a full–time student but can vary with student course load.

**Food:** An allowance of about $3,600 seems to be sufficient for most students for two semesters.

**Campus Housing:** In Juneau, cost range is from $1,830 per person for a double occupancy study/bedroom, to $4,400 per family for family housing.

**Off–Campus Housing:** The average cost of an off-campus apartment is approximately $767 per month per person.

**Campus Recreation:** $130 per semester

**Transportation:** An allowance of about $745 is sufficient to meet most needs for two semesters; cost depends on how close a student lives to campus and whether there are car expenses. Students should also allow for airfare if they plan to return to their hometown during the school year.

**Personal Expenses:** A student should budget for clothing, laundry, medical and dental expenses, recreation, personal supplies, and other items. An allowance of $1,427 per academic year is usually sufficient.

**Debts to the University**

Deferred payment agreements of any type and debts arising from contractual agreements such as housing contracts are legal obligations to UAS. It is important to read any contract thoroughly and to ask any questions before signing any form.

It is the student’s responsibility to make payments by the date due. Debts arising from a contractual agreement such as cleaning and repairs under a housing contract are immediately due unless otherwise stated in the contract. Statements will be emailed to student’s official UA e-mail account. Students who do not repay amounts by the designated due date will receive one additional notice. If the payment is not received by the date specified on the notice, collection proceedings which may include garnishment of student’s Alaska PFD, will be instituted to collect the debt.

A fee of $30 will be collected from each person who has given the university a check that has been dishonored. Students who do not repay such checks will receive notice. If payment is not made by the date specified, collection proceedings will be instituted. Note: Grades, diplomas, and transcripts will not be released until all debts to the University (any campus) are paid.
## Alaska Resident: Fall 2008/Spring 2009 Estimated Expenses

<table>
<thead>
<tr>
<th></th>
<th>Students without dependents</th>
<th>All other students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living at home with parents</td>
<td>Living in on-campus housing</td>
</tr>
<tr>
<td></td>
<td><em>with dependents in ANY housing</em></td>
<td></td>
</tr>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Based on 12 credit hours/semester</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>$0</td>
<td>$3,983</td>
</tr>
<tr>
<td>Board</td>
<td>3,600</td>
<td>3,600</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>(1) 3,420</td>
<td>(1) 3,420</td>
</tr>
<tr>
<td>Student/Course Fees</td>
<td>783</td>
<td>883</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,229</td>
<td>1,229</td>
</tr>
<tr>
<td>Transportation</td>
<td>745</td>
<td>180</td>
</tr>
<tr>
<td>Misc. Living Expenses</td>
<td>1,427</td>
<td>1,427</td>
</tr>
<tr>
<td>Resident undergraduate COA</td>
<td>$11,204</td>
<td>$14,722</td>
</tr>
</tbody>
</table>

**Graduate**

*Based on 9 credit hours/semester*

|                      |                             |                     |
| Room                 | —                           | $4,260              | $6,903 |
| Board                | —                           | 3,600               | 3,824  |
| Graduate Tuition     | —                           | (2) 5,418           | (2) 5,418 |
| Student/Course Fees  | —                           | 687                 | 587    |
| Books & Supplies     | —                           | 922                 | 922    |
| Transportation       | —                           | 180                 | 559    |
| Misc. Living Expenses| —                           | 1,070               | 1,070  |
| Resident graduate COA| —                           | $16,137             | (3) $19,283 |

1) The budget allowance for undergraduate tuition is based on an average cost of $142.50/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

2) The budget allowance for graduate tuition is based on an average cost of $301/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

3) An independent student's budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance Budgets.
# Alaska Non-Resident: Fall 2008/Spring 2009 Estimated Expenses

<table>
<thead>
<tr>
<th>Students without dependents</th>
<th>All other students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living at home with parents</td>
<td>Living in on-campus housing</td>
</tr>
<tr>
<td>• with dependents living in ANY housing</td>
<td></td>
</tr>
</tbody>
</table>

## Undergraduate

*Based on 12 credit hours/semester*

- **Room**: $0, $3,983, $6,903
- **Board**: 3,600, 3,600, 3,824
- **Undergraduate Tuition**: (1) 10,956, (1) 10,956, (1) 10,956
- **Student/Course Fees**: 783, 883, 783
- **Books & Supplies**: 1,229, 1,229, 1,229
- **Transportation**: 745, 180, 745
- **Misc. Living Expenses**: 1,427, 1,427, 1,427
- **Non-Resident undergraduate COA**: $18,740, $22,258, (3) $25,867

## Graduate

*Based on 9 credit hours/semester*

- **Room**: —, $4,260, $6,903
- **Board**: —, 3,600, 3,824
- **Graduate Tuition**: —, (2) 11,070, (2) 11,070
- **Student/Course Fees**: —, 687, 587
- **Books & Supplies**: —, 922, 922
- **Transportation**: —, 180, 559
- **Misc. Living Expenses**: —, 1,070, 1,070
- **Non-Resident graduate COA**: —, $21,789, (3) $24,935

1) The budget allowance for undergraduate tuition is based on an average cost of $456.50/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

2) The budget allowance for graduate tuition is based on an average cost of $615/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

3) An independent student’s budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets.
### Western Undergraduate Exchange (WUE):
Fall 2008/Spring 2009 Estimated Expenses

<table>
<thead>
<tr>
<th></th>
<th>Students without dependents</th>
<th>All other students:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living at home with parents</td>
<td>Living in on-campus housing</td>
<td>*without dependents living away from parents</td>
</tr>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Based on 12 credit hours/semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>$0</td>
<td>$3,983</td>
<td>$6,903</td>
</tr>
<tr>
<td>Board</td>
<td>3,600</td>
<td>3,600</td>
<td>3,824</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>(1) 5,028</td>
<td>(1) 4,800</td>
<td>(1) 4,800</td>
</tr>
<tr>
<td>Student/Course Fees</td>
<td>783</td>
<td>883</td>
<td>783</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,229</td>
<td>1,229</td>
<td>1,229</td>
</tr>
<tr>
<td>Transportation</td>
<td>745</td>
<td>180</td>
<td>745</td>
</tr>
<tr>
<td>Misc. Living Expenses</td>
<td>1,427</td>
<td>1,427</td>
<td>1,427</td>
</tr>
<tr>
<td>WUE undergraduate COA</td>
<td>$12,812</td>
<td>$16,330</td>
<td>(3) $19,939</td>
</tr>
</tbody>
</table>

*Western Undergraduate Exchange program: residents of Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming and are eligible to pay the resident tuition rate plus $67/credit at UAS if they apply and are accepted for admission under the WUE program.

1) The budget allowance for undergraduate tuition is based on an average cost of $209.50/credit. The allowance may be increased if the total tuition charge exceeds this allowance.
2) An independent student’s budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets.
Housing

Choosing a college is a very important decision, but deciding whether to live on or off campus can be just as important. College experiences can be greatly enhanced by living on campus. But it is not just about living. It is about living and learning, about being a part of a community that can foster close friendships and academic achievement not found in off campus living situations. UAS offers residence-hall, apartment-style housing, single rooms, substance-free environments, quiet lifestyle environments, academic honors living and learning centers.

JUNEAU CAMPUS HOUSING

Eligibility

Students residing in on–campus housing must maintain full time enrollment (12 credits) and a minimum 2.0 GPA and show record of current immunizations. Students may petition to the Residence Life Manager to have fewer credits.

Housing Details

Banfield Hall: First time freshman enrolling at the Juneau campus will live in Banfield Hall. This coed residence hall has 42 rooms with two students assigned to each room. Two rooms are joined into a suite, which allows four, same sex students to share a common entry area and bathroom. The entry contains a small refrigerator and microwave and each room has a phone and data line.

Banfield Hall also has two lounges including one lounge with three–story, full-length windows overlooking the forest. There’s also a computer room with 24-hour access, coin-operated laundry, kitchenette, and trunk storage area.

Students assigned to Banfield (or first-time freshman placed in apartments) will be required to purchase a meal plan in the Mourant cafeteria.

Apartment Living: Modern apartment style units, for both single students and students with families, are available. Six apartment buildings provide housing for 10 families and 156 students. Single student apartments consist of four single–occupant bedrooms while family units contain two bedrooms. Common areas include a full kitchen, living room, dining room and bathroom. Each apartment also has a shared storage room and one phone line with a phone, which can be used for local calls. Internet access is available if your computer has wireless capability. You will need to provide your own wireless card.

All students living in the apartments, except for family units are required to purchase a reduced meal plan from the Mourant Cafeteria.

Location: The housing facilities are located within a short 10-minute walk to campus.

Staffing: The student housing complex is staffed by a full-time residence life manager, a residence hall coordinator, as well as student community advisors (CA’s). The CA’s act as peer advisors to help residents adjust to the every day tasks associated with starting a university education. All housing staff members live in student housing.

Community Facilities: Residents of the student housing complex share the Student Housing Lodge, the community center. The facility provides a large fireplace lounge/recreation room, meeting rooms, a quiet study room, exercise room, computer room, convenience store and game room in addition to a laundry facility and secured gun storage area. This Lodge is the site for many social and educational activities. A barbecue shelter, basketball court, and two children’s play areas are located outside of the Lodge. Parking is available. Single students are allowed one car, and families are allowed two cars. There is a $50 parking fee per semester per car.

Application Procedure

Applications may be picked up from the Student Housing Office, located in the Mourant Building at the Juneau campus or by writing to the University of Alaska Southeast Housing Office, 11120 Glacier Highway, Juneau, AK 99801. The housing application and information is also available upon request by e-mail to housing.activities@uas.alaska.edu or download housing application.pdf from www.uas.alaska.edu/housing.

Applications for fall should be completed by April 1 for priority consideration. Applications for spring are due by December 1. Students are encouraged to apply early, as housing facilities fill quickly. An application is not considered complete until the $200 deposit is received, signed housing agreement is returned, proof of immunization has been verified, and Student Housing Placement Profile provided.
Assignments

Assignments to student housing are made prior to the start of each semester. Students will be informed, in writing, of the details of their assignment before they arrive. Priority is given on a first come, first serve basis once an application and deposit have been received. Assignments will not be made unless an application is complete. This means that a signed housing agreement and proof of current immunizations have been received. All efforts will be made to honor special housing requests such as roommate preferences, however last minute applications with special requests may not be able to be accommodated.

2008-2009 Housing Rates

**Banfield Residence Hall**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>$1,830</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$1,300</td>
</tr>
<tr>
<td>Combined</td>
<td>$3,130</td>
</tr>
<tr>
<td>Single/Double Apt.*</td>
<td>$2,715</td>
</tr>
</tbody>
</table>

*Single/double rooms are only available if the residence hall is not full. These rooms cannot be guaranteed until after the first week of classes.

**Apartment Style**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>$2,130</td>
</tr>
<tr>
<td>(This is single room in 4-bedroom apartment)</td>
<td></td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$250</td>
</tr>
<tr>
<td>Double Apartment</td>
<td>$2,015</td>
</tr>
</tbody>
</table>

**Family Style**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-bedroom</td>
<td>$4,400</td>
</tr>
<tr>
<td>(Up to four residents in each unit)</td>
<td></td>
</tr>
</tbody>
</table>

All utilities, except cable television, are included in the rental charge. Single student rent is due in advance for each semester upon or before moving in; family residents may pay in four equal installments, unless receiving Financial Aid. Any balance due after financial aid is applied can be paid in four equal parts. Rental rates and fees are subject to change.

**Penalties**

Students may not check out of the apartments mid-semester without incurring a substantial financial penalty. The Housing agreement is for a full academic year and includes the meal plan for Banfield Hall students.

**SITKA CAMPUS HOUSING**

At this time, UAS-Sitka does not offer student housing. Please address all questions to: Coordinator of Student Services, (907) 747-7703 or 1-800-478-6653.

**Food Service**

UAS Dining Services is available only on the Juneau campus. The Mourant Café is located in the Mourant Building, with meal service available Monday-Friday. Coffee, snacks, breakfast, lunch and dinner are available. Spike’s Espresso Bar is located in the Egan Classroom building. A $1,300 declining balance meal plan is mandatory for Banfield Hall residents. A $250 declining meal plan balance is required for residents in non-family apartments. Housing students can use their declining balance meal plan at any of the food service areas on campus as well as at the Student Housing Lodge Bear’s Pantry. For students, faculty, and staff who do not have a meal plan, a declining balance convenience card, called Whalebucks is available. See Student Accounts or Housing office for more details.
Registration

The University of Alaska Southeast is an open enrollment institution. In addition to providing courses for degree-seeking students, UAS offers a variety of special interest courses for personal enrichment.

Preparing to Register

Placement Testing: Most English and mathematics classes have specific prerequisites. Newly admitted students and those who have not previously met those requirements will need to take placement tests. Placement testing is available through the Learning Center. Placement tests can be administered to distance students. Placement tests may also be required for certain computer classes. Non-degree-seeking students wishing to take mathematics and English classes must also meet prerequisites, which require completion of the UAS placement tests. Test results are shared with the advisors in Student Resource Center or Advising Center after the tests are completed.

UAS Ketchikan Testing Policy: The University of Alaska Southeast requires that all new students who are degree seeking or planning to enroll in six credits or more take our placement assessments before enrolling in any UAS course work. The testing requirement will be waived for transfer students who provide transcripts from their previous college work. Placement results will indicate the starting level for students and may require specific course(s) as a prerequisite to college level work.

Academic Advising: In order to determine placement, course options and applicability of courses to degree programs, students are encouraged to meet regularly with their academic advisor. Academic advisors are assigned at the point of admissions. Non-degree seeking students are invited to meet with general academic advisors in the Student Resource Center or Advising Center.

Undeclared Major: Bachelor degree-seeking students applying to the Juneau campus who are unsure of which bachelor’s degree program they would like to pursue should choose the BLA Undeclared option at the point of admission. The Student Resource Center advisors will help to transition Undeclared students into a formal degree program prior to graduation.

Advisor Signatures: All degree-seeking students are encouraged to meet regularly with their academic advisor. Students not in good academic standing must obtain an advisor’s signature prior to registering for classes. Non-degree seeking students may register for courses without seeing an academic advisor.

General Registration Information: Registration and payment or payment arrangement of tuition and fees are required to attend class and earn credit. Degree-seeking students are encouraged to register early, once registration opens for each semester. Registration for special programs, short courses, seminars and other classes that are not part of the semester academic offerings will be announced prior to the beginning of the start dates.

Course Prerequisites

Prerequisites indicate the preparation students must have to enter a course. Instructors will drop students from a course who have not met the course prerequisites. Students must have achieved upper division standing to take courses at the 300 and 400 level. A student may be signed into a class with the instructor’s signature.

Study Load, Fall and Spring Semesters

Typical undergraduate students register for 15 credits each semester. Students registering for 19 or more semester credit hours need approval from the student’s academic advisor and campus director or Registrar. The typical course load for graduate students is nine graduate semester credit hours.

Study Load, Summer Session

During summer sessions, students may not exceed a total of 12 credits for any combination of summer sessions without prior approval of the student’s advisor and campus director or Registrar. For sessions of one week, students may not exceed one credit hour.

Registration Options

Credit/No Credit

The credit/no-credit option encourages degree-seeking students to explore areas of interest not related to their academic major. One elective may be taken under this option each semester. Major or minor requirements as well as general education courses are not allowed under this option. The instructor will not be informed if the student has chosen this option. The student will be given credit toward graduation if the student performs at a level of C or above. If performance falls below that level, the course will not be recorded on the student’s transcript. In either case, the course
will not be included in any grade point calculation. A passing grade will appear as CR on the transcript. If the student changes majors and the course subsequently becomes a requirement, the course will be accepted in the new major.

The student may change from credit/no-credit to regular status or from regular to credit/no-credit status during the first two weeks of any regular semester course or for a prorated length of time for short courses or summer session.

**Auditing**

A student who meets the course prerequisites and wishes to “sit in on a class” but not be graded or receive credit may do so by registering as an audit student. Auditors must formally register during the designated registration dates and pay normal tuition and fees. Auditors are not graded by instructors, do not receive credit, and are not required to take exams; nor are instructors required to grade auditors’ papers or exams. An “AU” is designated on the transcript at the end of the course. Audited courses do not apply toward degree requirements, nor will they transfer to other institutions.

A student may change registration status from “audit” to “credit” during the first two weeks of classes in any regular semester. Likewise, a student may change registration status from “credit” to “audit” up through the second week of classes in any regular semester course or for a prorated length of time in the summer session or short course. Credit by examination for an audited course can only take place after one year has passed.

**Credit by Examination**

UAS offers and accepts a number of credit-by-exam options. These exams are accepted or offered based upon academic policy and accreditation standards. A maximum of 30 semester credit hours taken through standardized exams will be accepted by UAS toward a bachelor’s degree, 15 semester credit hours will be accepted toward an associate’s degree, and 9 semester credit hours will be accepted toward an undergraduate certificate.

**Advanced Placement Credit through College Entrance Examination Board (CEEB):** The University of Alaska grants transfer credit for satisfactory performance (a grade of 3 or higher) on the College Board Advanced Placement Tests. Students would normally complete this test during their senior year in high school. An individual wanting CEEB advanced placement credit must request an official report of scores obtained on the exam to be sent to the Office of Admissions and Records. Upon admission, appropriate credit will be awarded. Individuals may receive credit for more than one examination.

---

**CEEB Advanced Placement Exams**

<table>
<thead>
<tr>
<th>Exams Accepted</th>
<th>UAS Course</th>
<th>Credits</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History</td>
<td>ART S261 &amp; S262</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Art: Drawing</td>
<td>ART S105</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL S105 &amp; S106</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM S105 &amp; S106</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Classics: Latin Lyric</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Classics: Virgil (Level 3)</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>GOVT S201</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIOS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CIOS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>ECON S201</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>ECON S202</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>ENGL S111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>ENGL S111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENVS S101</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>HIST Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>FREN S101 &amp; S102</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>German Language</td>
<td>LANG GER</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>German Literature</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>MATH S200</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>MATH S200 &amp; S201</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Music: Listening &amp; Literature</td>
<td>MUS S123</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS S103 &amp; S104</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>PHYS S211</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>PHYS S212</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY S101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN S101 &amp; S102</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPAN Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT S107</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>GOVT S101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST S131 &amp; S132</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>HIST S105 &amp; S106</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

**Placement for ACT (English) or SAT (Verbal):** Students who pass the ACT or SAT exam will have the opportunity to waive English S111. Test scores will be evaluated upon admission to UAS. Student’s test results must reflect one of the following:
- ACT English score of 30 or higher (English Competent)
- SAT Critical Reading Score of 680 or higher

**College-Level Examination Program (CLEP):** The College Level Examination Program (CLEP) provides an opportunity for students admitted to UAS degree programs to test out of coursework in fine arts, humanities, social science, foreign language, English, mathematics, and natural science. With the 2001 transition from paper-and-pencil exams to a computer-delivered system, ACE (American Council on Education) recommends that a minimum score of “50” must be attained to earn college credit.

Students who take the CLEP English Composition with Essay and score 500 points or higher will receive 3 semester hours of credit for English 111. **NOTE: The CLEP General Exam in English Composition without Essay will be transferred as elective credit only. Students cannot challenge English 211 or 212.**

Contact: CLEP, P.O. Box 660. Princeton, NJ 08541-6600 Ph: 1-800-257-9558

**CLEP Exams Currently Accepted**

<table>
<thead>
<tr>
<th>Test Name</th>
<th>UAS Course</th>
<th>Credits</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra (College)</td>
<td>MATH S107</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Pre-Calculus (College)</td>
<td>MATH S107 &amp; S108</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>American Government</td>
<td>GOVT S101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Biology, General</td>
<td>BIOL S105 &amp; S106</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>Business Law (Introduction)</td>
<td>Level 2 Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>MATH S200</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>CHEM S105 &amp; S106</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>College, Mathematics</td>
<td>MATH S105</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>ENGL S111</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>French (College Level)*</td>
<td>FREN S101 &amp; S102</td>
<td>8</td>
<td>59</td>
</tr>
<tr>
<td>German (College Level)*</td>
<td>LANG 1GER</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>HIST S131</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>HIST S132</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>PSY S250</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>SCI Elective</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>MATH 1GER</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Level 2 Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECON S201</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON S202</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Psychology (Introductory)</td>
<td>PSY S101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Social Sciences/History</td>
<td>SOC/HIST Elective</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Sociology (Introductory)</td>
<td>SOC S101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Spanish (College Level)*</td>
<td>SPAN S101 &amp; S102</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MATH S109</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIST Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIST Elective</td>
<td>3</td>
<td>50</td>
</tr>
</tbody>
</table>

*Two to four language semesters approved. Total score determines credit award.

**DANTES Subject Standardized Tests:** Credit for non-traditional education can be earned through the DANTES Subject Standardized Tests program (DSST). Credits will be awarded only if students are admitted to degree and certificate programs and have taken courses at UAS. American Council on Education (ACE) recommendations for minimum test scores will be accepted. Exams may be repeated after an interval of one year. Auditing a course does not preclude obtaining credit for the course by taking the DSST subject standardized test. Credit will not be given for any course for which credit has previously been earned.

**Credit by Examination-UAS:** Students admitted to a degree program and currently enrolled at UAS are eligible to request credit by examination. The first step is to check with the instructor of the course that an individual would like to challenge, or with the chair of the department under which the course is offered. Final approval to challenge a course comes from the appropriate Academic Dean or Campus Director.

**Students may not receive credit by examination for a course that is a prerequisite to another course in which they are currently enrolled or have completed.** A course challenged for credit must not duplicate a course for which credit has already been given. If a student has audited or previously enrolled in a class, he or she may not request credit via departmental examination for the class until the subsequent academic year. Departmental exams will be graded pass/fail and do not carry grade points. Exams may not be repeated earlier than one year from the previous test date. Cost is $45 per semester credit.
International Baccalaureate Diploma

The International Baccalaureate Diploma Program is a two-year curriculum for student aged 16-19 and is similar to the final year of secondary school in Europe. UAS awards credit for IB higher-level exams on which student shave earned a score of 4 or better. Students should submit an official record of their IB certificate(s) or diploma for review by UAS.

Registration Actions

Adding a Class

Courses may be added based on the published dates in the semester schedule. Instructor/advisor signatures may be required. If a class is filled, students may add their name to a wait list. This does not assure a space in class; students should make an alternative selection.

Dropping a Class

Students may drop full semester classes through the second week of the semester. Classes less than a full semester in length have prorated drop dates, available at Admissions and Records. Refer to www.uas.alaska.edu/schedule “academic course changes” for drop dates and related refund policies. Dropped courses do not appear on academic transcripts.

Withdrawing From a Course

The withdrawal period starts after the second week of class for full semester courses (prorated for courses less than a semester in length). A grade of “W” will appear on transcripts. This grade will not affect the Grade Point Average (GPA). No withdrawals from full semester courses are permitted after the 12th week of each semester.

Refer to the academic calendar located in the catalog for specific dates. Degree-seeking students are highly encouraged to speak with their academic advisor before withdrawing from any class, as it may affect financial aid eligibility as well as the length of time it may take to complete the degree. International students may not drop below full-time without speaking with the international student coordinator.

Faculty Initiated Withdrawals

A faculty member may initiate a drop/withdrawal for students or auditors who fail to meet specified course attendance requirements; however, the faculty member is under no obligation to do so.

At the beginning of the semester, faculty may initiate a drop for students who fail to attend class by the 7th calendar day of the semester. Faculty-initiated drops/withdrawals may also be initiated for students or auditors who enroll in courses without the required prerequisites.

Faculty must follow the same drop/withdrawal deadlines specified for students in either full semester courses or courses of less than a full semester in length.

Use of Social Security Numbers

To protect your privacy, the University of Alaska will assign you a student ID (SID) number that is different from your social security number (SSN). Your SID, rather than your SSN, will be used to identify your educational records.

However, UA is required to obtain your SSN for federal financial aid and tax reporting purposes. Privacy Act Notice, Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

To use the secure web admissions application your SSN is required. (This will assist us in avoiding duplication of student records.) If you do not wish to provide your SSN using the web application, you may download, complete, and mail in an undergraduate or graduate student application.

UAS Communication Via E-mail

Student E-mail Account

UAS now uses e-mail to communicate with students on many important matters including all official communication regarding student account statements and direct deposit notices. The university automatically assigns each student an official UAS e-mail account after the student registers for class. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your official UAS e-mail account. If you want to receive university communication at a different e-mail address, you must forward e-mail from your assigned UAS account to the e-mail address of your choice. To access or forward your UAS assigned e-mail address please visit the following Web site for instructions: www.uas.alaska.edu/helpdesk/email.

Information Release

Access to Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records. Those wishing to review academic records at UAS should make an appointment with the UAS Registrar for review. Records must be reviewed in the Admissions and Records office.

Use of Social Security Numbers

To protect your privacy, the University of Alaska will assign you a student ID (SID) number that is different from your social security number (SSN). Your SID, rather than your SSN, will be used to identify your educational records.

However, UA is required to obtain your SSN for federal financial aid and tax reporting purposes. Privacy Act Notice, Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

To use the secure web admissions application your SSN is required. (This will assist us in avoiding duplication of student records.) If you do not wish to provide your SSN using the web application, you may download, complete, and mail in an undergraduate or graduate student application.

UAS Communication Via E-mail

Student E-mail Account

UAS now uses e-mail to communicate with students on many important matters including all official communication regarding student account statements and direct deposit notices. The university automatically assigns each student an official UAS e-mail account after the student registers for class. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your official UAS e-mail account. If you want to receive university communication at a different e-mail address, you must forward e-mail from your assigned UAS account to the e-mail address of your choice. To access or forward your UAS assigned e-mail address please visit the following Web site for instructions: www.uas.alaska.edu/helpdesk/email.

Information Release

Access to Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records. Those wishing to review academic records at UAS should make an appointment with the UAS Registrar for review. Records must be reviewed in the Admissions and Records office.

Use of Social Security Numbers

To protect your privacy, the University of Alaska will assign you a student ID (SID) number that is different from your social security number (SSN). Your SID, rather than your SSN, will be used to identify your educational records.

However, UA is required to obtain your SSN for federal financial aid and tax reporting purposes. Privacy Act Notice, Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

To use the secure web admissions application your SSN is required. (This will assist us in avoiding duplication of student records.) If you do not wish to provide your SSN using the web application, you may download, complete, and mail in an undergraduate or graduate student application.

UAS Communication Via E-mail

Student E-mail Account

UAS now uses e-mail to communicate with students on many important matters including all official communication regarding student account statements and direct deposit notices. The university automatically assigns each student an official UAS e-mail account after the student registers for class. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your official UAS e-mail account. If you want to receive university communication at a different e-mail address, you must forward e-mail from your assigned UAS account to the e-mail address of your choice. To access or forward your UAS assigned e-mail address please visit the following Web site for instructions: www.uas.alaska.edu/helpdesk/email.

Information Release

Access to Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records. Those wishing to review academic records at UAS should make an appointment with the UAS Registrar for review. Records must be reviewed in the Admissions and Records office.
with the Registrar present. Records cannot be reviewed without a prior appointment.

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA.

Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student’s education records to perform work appropriate to their position.

No other information from a student’s education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

Directory Information
Directory information may be disclosed on a routine basis to the public unless the student requests that such information not be released. The following is considered directory information:

1. Name
2. E-mail
3. Home city and state
4. Dates of attendance at UAS
5. Program/major field(s) of study
6. Degrees and certificates received, including dates
7. Participation in officially recognized university activities
8. Chancellor’s List and Dean’s List recognition
9. Academic and co-curricular honors, awards, and scholarships, including dates received.

Transcripts (UAS)
Official transcripts are available for a fee. Regular processing (allow 7–10 days) is $7 per copy. Priority processing, available at the Admissions and Records office only, (allow 1 to 3 days) is an additional $5 fee. Students who have taken classes at other University of Alaska institutions may obtain those transcripts as well at no additional charge by indicating their attendance when requesting official transcripts.

Students may request a copy of their transcript via the internet at: www.getmytranscript.com.

Enrolled students may obtain unofficial copies of transcripts at the following Web site: http://myua.alaska.edu.

1. Click on Login
2. Enter your User ID (student ID number 30XX XXXX) and your password
3. In the MyUA tab Click on UA Online Secured Area
4. Click on Student Services, Financial Aid & Account Information
5. Click on Student Records
6. Click on Academic Transcript
7. Select a Transcript Level (undergraduate, graduate, etc) and click on Submit

*Please note: if you have multiple levels you will need to repeat Step 7 for each level.
Graduation

Students are responsible for meeting all requirements for graduation. It is important that students meet regularly with their academic advisor to review degree status and anticipated graduation date.

Occupational endorsements are awarded by the offering academic unit. Students should check with their advisors to determine what arrangements are followed.

Application for Graduation

1. A student must be admitted to a degree program before he or she can apply for graduation. Students cannot graduate the same term they apply for admissions. If the student is a bachelor’s degree student intending to graduate with an associate’s degree prior to graduation with a bachelor’s degree, he or she should check with the advisor to be admitted to the selected associate degree.

2. A student must be enrolled during the term of graduation for which he or she is applying.

3. Once a student has clarified admissions status, he or she must formally apply for graduation and pay a $25 fee. The application for graduation must be filed with the Admissions and Records office on the campus attended during the semester in which he or she plans to graduate.

   Fall completion deadline, October 1
   Spring completion deadline, February 15
   Summer completion deadline, July 1.

4. If a student would like to graduate with a minor in a four-year degree program, he or she must declare the minor by the graduation application deadline. Minors will not be awarded after a degree is posted to the transcript. The Registrar will not award a minor without a formal request in writing on the application for graduation.

5. The request for graduation will be processed and the student will receive written notification from the Admissions and Records office regarding graduation status.

NOTE: If program requirements are not completed the semester for which the student has applied for graduation, the Registrar will roll the application for up to one year. However, it is the student’s responsibility to notify the Registrar when completion is expected, and meet their deadlines.

Diplomas and Commencement

UAS issues diplomas three times yearly: in late September following the summer session, in February following the fall semester and in June following the spring semester. Commencement ceremonies are only held once a year, in May. Students who complete degree requirements during the academic year are invited to participate in the May ceremony.

Graduation with Honors

Students earning associate or baccalaureate degrees who obtain a cumulative grade point average of 3.5 will graduate cum laude, 3.8 magna cum laude and 4.0 summa cum laude. In addition to the general residency requirements, students must have been in attendance at UAS for at least 24 credit hours for an associate degree and 42–48 credit hours for a bachelor’s degree to graduate with honors. All college work attempted, including that attempted at other institutions and grades earned from repeated courses, is considered in the determination of a student’s eligibility for graduation with honors. Honors are not awarded to occupational endorsement certificates, certificate and graduate degree students.

For transfer students to be considered for graduation with honors they must have a 3.5 cumulative GPA in all attempted UAS credits and 24 resident credits for an associate and 48 resident credits for a bachelor's degree. Once those requirements are met, cumulative GPA is calculated combining all college work attempted at UAF, as well as all college work attempted at any other institutions you’ve attended, including repeated credits and any credits that may not have been accepted for transfer.

Occupational Endorsement Completion

Certificate candidates must formally apply for completion. A $10 fee is required. The application must be filed with Admissions & Records by October 1 for fall, February 1 for spring and July 1 for summer completion. Students completing Occupational Endorsements are not eligible for honors or to participate in the commencement ceremony.
Student Activities

UAS offers a variety of social, cultural, and recreational activities to students in Juneau, Ketchikan, and Sitka. These communities are rich in opportunities for extra curricular participation. UAS prides itself in listening to student’s suggestions for both indoor and outdoor activities and then designing programs to meet those wishes.

In addition to outdoor activities such as hiking, cross country and downhill skiing, kayaking, canoeing, camping and fishing, UAS provides a wide variety of student events each semester. Traditions include the Polar Bear Plunge, Banff Festival of Mountain Films and the Welcome Picnic.

In Juneau:
Student Activities Office (907) 796-6528
housing.activities@uas.alaska.edu

In Ketchikan:
Student Services Manager (907) 228-4508 or (907) 228-4505 ketch.info@uas.alaska.edu

In Sitka:
Student Services Coordinator (907) 747-7703 student.info@uas.alaska.edu

Bookstores

The Juneau and Ketchikan bookstores carry school supplies, study aids, reference books, insignia gift items, and clothing as well as textbooks. The purchase of textbooks is easily facilitated when registration schedules are presented. The bookstores are open to all students and the general public during posted hours.

UAS students, faculty, and staff can purchase computer software at a discount. Textbook returns for add/drop courses may be made one week prior to, and two weeks after, the first day of instruction during regular semesters. Check bookstore for policy. Return policy on shorter classes vary. Students should keep receipts as they are required for refunds.

Orders for graduation apparel and invitations are available through the bookstores. Check early each semester for graduation deadlines.

Distance students should follow the directions for textbook purchases in the semester schedule for each distance delivered course.

New Student Orientation

New Student Orientation is provided at the start of each fall at all three campuses and prior to the spring semester at the Juneau campus. Orientation is an excellent opportunity for all new students to learn about the campus facilities, services, and resources as well as getting to know your new classmates. The University of Alaska Southeast believes that New Student Orientation assists all new students in their transition to UAS and increases their chances for meeting their academic goals.

On the Juneau campus, New Student Orientation is required for all new, full-time students (registered for 12 credits or more) under the age of 24. The orientation fee of $75 will automatically be billed to your student account and is used to cover meals and activities for the three days. Students 24 years of age and older who are registering for 12 credits or more are required to attend the first day of Orientation (August 26th) and will automatically be billed $26 for this session.

For details on upcoming orientation, contact:

In Juneau:
Student Resource Center (907) 796-6000
uas.info@uas.alaska.edu

In Ketchikan:
Student Services Manager (907) 228-4508 or (907) 228-4505 ketch.info@uas.alaska.edu

In Sitka:
Student Services Coordinator (907) 747-7703 student.info@uas.alaska.edu

Student Government

Student government on all UAS campuses plays an important role in the development of university policies, academic programs, and student services. In addition, student government organizes and promotes many activities on campus and nominates students to faculty and administrative committees. Although student government is comprised of elected officers, it encourages all students to get involved. A student government fee is collected from all students at the time of registration, which supports the work that the elected representatives do on each campus.
In Juneau:
Student Activities Office (907) 796-6528
uas.info@uas.alaska.edu

In Ketchikan:
Student Services Manager (907) 228-4508
ketch.info@uas.alaska.edu

In Sitka:
Student Services Coordinator (907) 747-7703
student.info@uas.alaska.edu

Student Recreation Center (REC) (Juneau)

The Student Recreation Center facility is shared with the Alaska Army National Guard (AANG). All students who register for 5 credits or more will be assessed a mandatory $130 membership fee each semester for the use of the facilities. Faculty, staff, and students with less than 5 credits are encouraged to purchase memberships in order to have access to the many opportunities for recreation and exercise.

This shared facility includes basketball and volleyball courts, suspended running/walking track, cardio theater area, thirty-foot climbing wall, weight training room and dance and cardio studio. Exclusive for UAS is the Student Activity Center which features a student lounge, stage and dance floor, pool tables, flat screen television and a 21-foot movie screen. Many activities and intramural sports will be available to Student Recreation Center’s members.

Equipment for outdoor activities can be checked out from the Outdoor Recreation Center (ORC) at the front desk. The ORC rents equipment to faculty, staff, and students including: kayaks, canoes, backpacks, tents, sleeping bags, cross country skis, snow shoes, and more.

The UAS Student Recreation Center is a membership-only facility and all members must show a valid university ID to access the facility at each visit.

In the event of a US Homeland Security Red Alert the recreation facility access may be curtailed at the request of the AANG. Members must show UAS Recreation Center ID to access the facility each time they use the facility for security requirements. The facility is for the exclusive use of AANG and UAS and will not be open to the general public.

Student recreation center can be reached at (907) 796-6544.

The Student Resource Center (SRC)

The SRC guides students in developing a lifelong quest for knowledge, a commitment to personal wellness and an enriched life of broad experiences. The SRC provides a framework that enhances success and achievement in the following areas:

Academic Advising provides navigation of higher education; condenses and refines student goals and clarifies vision for effective academic progress.

Peer Advising and guidance are supplied by trained and enthusiastic student staff.

Native and Rural Student Center promotes the academic success and personal development of Alaska Native and Rural students, as well as advance cultural appreciation within the UAS campus and the Juneau community.

Health Services provides resources to optimize and improve health and wellbeing.

Counseling Services supports mental health by providing individual counseling and community referrals as needed.

Disability Services coordinates creating and implementing accommodations for students with disabilities.

Academic Exchange and Study Abroad Programs enrich student’s knowledge by providing educational opportunities beyond the local campus.

Career Services assists students in all aspects of career development, from self-exploration, occupational research and learning job search skills, to applying for on and off campus internships and employment.

Together the SRC embodies a team of professionals dedicated to the Tlingit concept of “Latseen” which means “Strength of Mind, Body & Spirit”

Appointments for any of the SRC programs can be made by calling (907) 796-6000

Academic Advising

Each University of Alaska Southeast campus provides academic advising for new, returning and transfer students. Academic advisors are available to help students plan their program of study, and make informed choices about courses. Although students are fully responsible for their academic decisions, they should recognize the advantages of close cooperation and understanding between themselves and their advisors. Advisors assist students in selecting semester courses, planning their academic program and explaining University requirements and policies.
Academic advisors are assigned at the time of admission. Students will be assigned to an advisor in the Student Resource Center (for their first semester or more) or to a faculty advisor within their degree program. The Student Resource Center advisors work collaboratively with faculty to help new students experience a successful and satisfying first year. Degree-seeking students are transitioned to a faculty advisor in their selected program after certain sequences of courses are passed successfully, per that program’s specific requirements.

Bachelor degree-seeking students entering the Juneau campus who are unsure what degree they would like to pursue should choose the Undeclared option on the application for admission. The advisors in the Student Resource Center are trained to assist in transitioning undeclared students to a degree program within their first 60 credits at UAS.

In Juneau:
Student Resource Center  
(907) 796-6000  
uas.info@uas.alaska.edu

In Ketchikan:
Student Services Manager  
(907) 228-4508  
ketch.info@uas.alaska.edu

In Sitka:
Student Services Coordinator  
(907) 747-7703  
student.info@uas.alaska.edu

Distance Education Services:  
1-800-478-6653

Career Services

The Juneau campus Career Services Office is located in the lower level of the Mourant Building. Our Career Services Specialist can assist students in their search for jobs and internships, and can offer career assessments to help those who are undecided on a career path or program of study.

Career Services provides access to the latest labor market information and a wealth of resources to help students choose their direction. One-on-one career counseling is also available to assist students with resume development, interviewing skills, and other job search techniques. The office also maintains a database of internship opportunities, an up-to-date job board, and an online job bank of current job offerings and internships. Visit the Career Services Web site at: www.uas.alaska.edu/career_services.

In Juneau:  
Career Services  
(907) 796-6368  
steve.laing@uas.alaska.edu

In Ketchikan:
Student Services Manager (907) 228-4508  
ketch.info@uas.alaska.edu

In Sitka:
Student Services Coordinator (907) 747-7703  
student.info@uas.alaska.edu

Counseling Services (Juneau)

Counseling services are available to provide support to students who are experiencing stress, personal problems, or who are seeking to better understand themselves. A professional clinical counselor can also provide screening for mental illness, along with follow up support. Mental health crisis intervention is available for students Monday through Friday from 8 AM-5PM. For crises after hours and on weekends services are available by calling 911 or Bartlett Regional Hospital Emergency Services, 796-8427.

There is also a 24 hour crisis/suicide prevention number, 1-877-597-4357.

Counseling services are offered to students enrolled in 6 or more credits. Students may have up to 6 counseling sessions per semester. If specialized or additional sessions are needed, community referrals will be provided.

For further information please visit the Counseling Web site at www.uas.alaska.edu/counseling or contact Susan Wylie, M.S., LPC, Counseling and Disability Support Services Coordinator, 796-6000. Call this same number to schedule a confidential appointment.

Disability Support Services (DSS)

The University of Alaska Southeast provides services to aid college students who experience a documented physical, cognitive, and/or psychiatric disability. Disability Support Services are available on all UAS campuses. The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities (See University of Alaska Regents Policy: www.alaska.edu/bor/policy/policy.xml).

For further information on disability support services and guidelines about documentation please visit our Web site at www.uas.alaska.edu/dss or:

In Juneau:  
(907)796-6000
In Ketchikan:  
(907) 228-4505
In Sitka:  
(907) 747-7716

Early contact at least one month before the start of classes with this program is essential to a positive educational experience.
Exchange and Study Abroad Opportunities

Imagine living and studying elsewhere while earning credit toward your UAS degree! An academic exchange or study abroad experience allows you to do just that! There are hundreds of universities and program sites to consider for an academic year or semester. Opportunities are available throughout the United States, its territories, Canada, and another 35 countries around the world.

Interested students should begin the process in the fall for a placement the following academic year. There are spring and summer opportunities as well but there may be some limitations. As a freshmen, it’s not too early to start asking questions when you arrive at UAS. Sophomores and juniors, you are in the ideal position for most programs, and seniors - quick, come in to discuss your options.

Participants must be full-time, degree-seeking students with a cumulative GPA of 2.5. Program costs are very affordable. In the case of exchanges, the cost is comparable to UAS tuition. Financial aid is available, and Alaska residents can maintain their residency and obtain their PFD.

For more information on exchange and study abroad opportunities, contact the Academic Exchange Office (907) 796-6455, or on the web: www.uas.alaska.edu/exchanges, or email marsha.squires@uas.alaska.edu.

Health Services (Juneau)

The UAS Heath Services clinic is located in the Mourant building on the ground level. The health care provider is a nationally certified mid-level practitioner. Available services include physical examinations, reproduction health, STI testing and contraceptive options. We can treat minor injuries and illnesses, prescribe medications when necessary and work closely with the community health care resources, to extend your care options. For appointments or information: (907) 796-6000.

Native and Rural Student Center (Juneau)

UAS is committed to building on the strengths of its many Native and rural students. Toward that end, UAS has established the Native and Rural Student Center (NRSC). The Center emphasizes the development of programs and services to meet the diverse needs of Alaska Native college students at UAS.

The NRSC helps to explain academic requirements and UAS resource information and assists students in adjusting to college requirements and campus life. The Center provides a space for gatherings with an Alaska Native cultural focus. The NRSC provides a variety of academic support services such as peer mentoring through which experienced students offer guidance and encouragement in successful development of new students. NRSC also provides information about those scholarships and grants that are most relevant for Alaska Natives. The NRSC serves as a drop-in center for connecting and getting involved in campus activities.

Wooch.een: UAS sponsors an Alaska Native cultures club, Wooch.een, which means Working Together to raise our hopes and our dreams. Wooch.een is open to all students and helps to bridge the gap between academic and cultural education.

For information about NRSC or other issues that affect Native and rural students, drop in to the Center located on the Juneau campus or call (907) 796-6454.
TRiO Student Support Services (SSS)

What we offer: TRiO offers one-on-one tutoring services for any course and one-on-one help with scholarship or financial aid applications. TRiO staff is available everyday by appointment or walk-in, is very user-friendly and will advocate for you. TRiO lends students laptops, graphing calculators, USB drives, and books. TRiO awards TRiO scholarships twice a year and presents academic or cultural workshops and events once a month. TRiO even provides free tickets to cultural events.

Who is eligible? Students enrolled in a degree program at UAS that are first generation to college (neither parent completed a four-year degree), low income, or have a disability are eligible for the program. The student must be a U.S. citizen or permanent resident.

For more information call (907) 796-6306 or (907) 796-6325 or E-mail trio@uas.alaska.edu.

The UAS TRiO Student Support Services Program is 100% federally funded by the United States Department of Education at $220,000 annually.

Information Technology Services

New students are frequently astounded at the quality of the technology and related services at UAS. UAS has long been a leader in the innovative use of technology in education, and students are encouraged to use advanced technology effectively in all classes and all degree programs.

Technology Highlights:

Wireless in the Wilderness-UAS was the first in the state to extend high-speed wireless access to all campus buildings. In addition to our dedicated computer classrooms and open computing labs, UAS has multiple mobile laptop carts and mobile printers that can be set up in most classrooms. Students can take laptops anywhere on campus and access campus services or surf the web. If you do not already have a wireless card for your laptop, you can check out a WiFi-card for the semester at no cost.

Media/Broadcasting: Students can earn money while receiving on-the-job training in television broadcasting. A fully-equipped broadcast television facility is located in the Egan Library in Juneau. UAS broadcasts live courses via satellite and coordinates the University of Alaska Television Network for the UA system. In addition, scanners, video-editing equipment, DVD and CD burners are all available for student use. Color as well as black and white printing is available to students from a number of locations around campus.

MyUA Portal

My Courses: My courses is an available channel on the student tab at http://MyUA.alaska.edu. From Basic Marksmanship to Advanced Mathematics, an individual website is automatically created for every class - no exceptions! Students are able to use UAS Online to access course materials, submit homework, and chat with other students. Student ratings of courses are collected for every course via the UAS online course sites.

ePortfolios and Weblogs: UAS Online! can be added as a new tab at http://MyUA.alaska.edu. Student are able to use the UAS Online system to create electronic portfolios and weblogs (or “blogs”). A page is automatically created for every course, and students can create additional pages for academic work and personal expression.

UASHome/E-mail: Every student is provided fifty megabytes of storage space to store documents and support a personal web site. In addition, every student automatically receives an individual E-mail account with 25 megabytes of storage.

UA Online: Why wait in line? Students can register and pay for classes, check grades or transcripts, and update their personal information online at any time. (The UA Online for students or the UA Online personal menu channels are on the student tab at http://MyUA.alaska.edu)

Lights, Camera, Action! A wide variety of equipment is available for checkout on the campuses. Digital cameras, video cameras, laptops, and more are available at no cost.

Help is on the way: A technology helpdesk is staffed seven days a week. The helpdesk can provide assistance in-person, through e-mail, or over the telephone. Students outside of Juneau may call toll-free 1-877-465-6400.

Student Involvement

UAS encourages students to become involved. Students contribute directly to the continuing success of
the campus. Students help guide technology decisions through the Teaching, Learning & Technology Roundtable (TLTR). In addition, students are encouraged to work directly in the IT department. IT Services provides many paid positions for students. On-the-job training is provided in computer repair, customer service, video production, server and network administration. The IT Services staff enjoy taking part in campus activities and helping make UAS an exceptional place to learn, work, and live.

Distance Education Services

Distance education opportunities are consistent with the UAS mission to provide students access to a variety of academic and vocational programs and courses. Admission requirements to distance-delivered programs are the same as admission requirements to the programs delivered on campus. Since all courses are approved by appropriate academic departments and faculty groups and meet standards of accreditation, no distinction is made among the various delivery modes in terms of a course’s acceptability for meeting degree program requirements.

Distance education is instruction that occurs when the instructor and student are separated by distance or time or both. Delivery may be by one or more of the following methods and technologies: traditional correspondence, audioconference, videoconference, multimedia (includes video and audio tapes, CD-ROM), Web (online), and live interactive television broadcasts (UATV Programming). It is the responsibility of students to familiarize themselves with the technologies that are required for each course and prepare themselves accordingly before registering for classes.

It is the student’s responsibility to obtain advice regarding the applicability of any particular course to meet a specific degree requirement. Student services available for distance students include toll-free voice and fax telephone, admission counseling, faculty advising, UA site coordinators throughout the state, financial aid/scholarships application and awards, placement testing, tutoring resources, online library resources, computing services, and online services such as registration, grade reports, and unofficial transcripts.

Certificate and degree programs available through distance delivery may include some on-campus and/or practicum/internship requirements at specific locations.

The following certificate and degree programs are available by distance delivery to students within the state of Alaska: (unless otherwise noted below)

Certificates
- Accounting
- Community Wellness Advocate
- Computer Information and Office Systems
  (Cisco Networking and Networking Essentials not distance delivered)
- Early Childhood Education
- Environmental Technology
- Fisheries Technology
- Health Information Management Coding Specialist
- Healthcare Privacy
- Small Business Management

Associate Degrees
- Associate of Arts
- Associate of Business
- AAS in Business Administration
- AAS in Computer Information Office Systems*
  (Cisco Networking and Networking Essentials not distance delivered)
- AAS in Early Childhood Education
- AAS in Environmental Technology
- AAS in Fisheries Technology
- AAS in Health Information Management

Bachelor Degrees
- Bachelor of Arts in Elementary Education
- Bachelor of Business Administration with emphasis in: Accounting, Entrepreneurship, Healthcare Administration, Human Resources Management, or Marketing*
- Bachelor of Liberal Arts, emphasis in General Studies

Master’s Degrees
- Master of Arts in Teaching (Elementary)
- Master of Arts in Teaching (Secondary)
- Master of Arts in Teaching (Early Childhood Education)
- Master of Business Administration*
- Master of Education in Early Childhood Education
- Master of Education in Educational Leadership
• Master of Education in Educational Technology
• Master of Education in Mathematics Education (K-8)
• Master of Education in Reading Specialist
• Master of Education in Special Education
• Master of Public Administration* (also available in Whitehorse, YT Canada)

Graduate Certificates
• Early Childhood Education
• Educational Technology
• Elementary Education
• Reading Specialist
• Mathematics Education
• Special Education
• Secondary Education

UAS facilitates the delivery of the following University of Alaska academic degree programs:
• Associate of Applied Science in Human Service Technology (UAF)
• Associate of Applied Science in Nursing (UAA)
• Associate of Applied Science in Radiologic Technology (UAA)
• Bachelor of Arts in Social Work (UAF)

For specific information about UAS programs and courses offered by distance delivery and the semester schedule of classes, log on to the UAS Distance Education website www.uas.alaska.edu/distance, or call 1-800-478-9069.

* Indicates program is offered distance to out of state students. Non-resident surcharges will apply.

LIBRARIES

William A. Egan Library (Juneau)

The William A. Egan Library develops physical and electronic collections in support of the programs and services provided by the University of Alaska Southeast to its diverse student body, the UAS community, and the residents of Juneau. The Library provides access to these collections as well as assistance and instruction for using them effectively in order to promote student achievement, faculty scholarship, and lifelong learning.

Facility: Completed in January 1990, Egan Library is an architecturally impressive structure that houses the collections, Learning Center, Media Services department, and a significant collection of Southeastern Alaska Native Art.

Collections: Egan Library’s current collection includes more than 134,500 volumes, 268 serial titles in print, and 22,500 electronic book titles, as well as access to over 100 electronic databases with approximately 18,300 online journals and newspapers. The UAS community also has access to local and regional resources via a local online catalog and global resources through databases such as OCLC FirstSearch WorldCat, a catalog of national and international library holdings. The catalog and online resources are available from the Library Web site at: www.uas.alaska.edu/library. As a federal depository library, Egan Library receives a broad range of U.S. Government documents.

The Library shares an online catalog and circulation system with members of the Capital City Libraries (CCL), a consortium that includes the Juneau Public Libraries, the Alaska State Library, and the Juneau-Douglas High School Library. UAS students, faculty and staff, as well as members of the community, may borrow materials from all of these libraries and a daily courier delivers requested materials to the library of their choice.

Services: Library staff ensures that the UAS community has access to materials whether or not these materials are physically housed in Juneau-area libraries. An efficient interlibrary loan service brings materials from other state, national, and international libraries to library users in either electronic or print formats. Staff answer e-mail inquiries and offer personalized reference services during all hours the library is open. In addition, library faculty offers instruction in information literacy to individuals, classes, and community groups in an effort to develop critical thinking skills and foster independent learning.

The Library seeks out and facilitates cooperative relationships locally, regionally, and statewide to build its collections and to provide additional services.

Hours: Egan Library is open seven days a week, including evening and weekend hours, during fall and spring semesters, with more limited summer hours. The library is open for extended hours in the two weeks prior to finals.

Monday-Thursday 8:00 a.m. to 10:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday 11:00 a.m. to 5:00 p.m.
Sunday 11:00 a.m. to 8:00 p.m.
The Library is also open during Intersession, Spring Break, and Summer Session, although hours vary. The telephone number of the library is (907) 796–6300 or (877) 465-4827 X6502; the fax number is (907) 796–6302.

Ketchikan Campus Library

The Ketchikan Campus Library is located on the second floor of the A.H. Ziegler Building at the upper campus on Seventh Avenue. The library contains approximately 36,000 volumes, 120 periodicals in print, and a collection of federal government documents.

The library is a member of the First City Libraries Consortium, a cooperative effort among the Ketchikan Campus Library, the Ketchikan Public Library, and the libraries of the Ketchikan Gateway Borough School District, to provide a shared catalog of items to any holder of a First City Libraries card. The collections of the Ketchikan Campus Library are chosen and maintained primarily to meet the needs of UAS Ketchikan faculty and staff; however, First City Libraries participants encourage the use of their collections as shared resources in the Ketchikan community and engage in cooperative collection development. Library cardholders may place holds on items owned by a First City Libraries member library and request that those items be delivered to any library location in Ketchikan. The First City Libraries’ online catalog address is: www.firstcitylibraries.org.

The Ketchikan Campus Library provides faculty and students with access to the internet and electronic resources to which UAS subscribes. The Campus Library’s web site may be found at: www.ketch.alaska.edu/library. Library instruction is offered to classes and individuals.

The Ketchikan Campus Library participates in an active interlibrary loan program and is an OCLC member library. The library has been designated as a limited depository for United States Government documents since 1970. USGS maps are collected by the depository and are located at the Ketchikan Public Library as part of the federal documents program.

The Ketchikan Campus Library is open during the academic year between the following hours:

Monday–Thursday 10:00 a.m.-7 p.m.
Friday 10:00 a.m.-6 p.m.
Saturday 9:00 a.m.-1 p.m.

The telephone number of the library is (907) 228-4567 or (888) 550–6177 within Alaska, and the fax number is (907) 228–4520.

Sitka Campus Library Services

Sitka students, faculty and staff receive library services from the UAS Egan Library in Juneau. Computer labs on campus facilitate access to online resources and reference assistance. The Sitka Campus homepage has a direct link to the Egan Library homepage where students have access to the library’s catalog, all UAS-licensed databases of indexed and full-text resources, interlibrary loan services, as well as reference and instruction support services. The Outreach Services Librarian at the Juneau Campus provides library instruction and information resource support for the UAS Sitka Campus community, both on-site and at a distance. Students residing in Sitka have access to the physical collections at the Kettleson Memorial Public Library with a collection of 50,000 titles, resources in various other formats and workstations for access to online databases.

LEARNING CENTERS

Juneau Campus Learning Center and Testing Center

Learning Center

As a primary hub of academic support services on the Juneau campus, the Learning Center serves the following functions for UAS students:

Math Tutoring: Tutors offer drop-in help for all levels of UAS math courses at all times the Learning Center is open. Students only need to raise their hand to ask for assistance. Tutors focus on developing problem-solving techniques and critical thinking.

Writing Consultation: Writing tutors offer feedback on student essays and papers in individually scheduled meetings. Consultations focus on helping guide students through the writing process, from brainstorming topics to developing arguments to revising the final draft. In the same spirit as writing revision, multiple appointments are encouraged.

Subject Tutoring: Departments sponsor tutors in subjects such as Physics, Accounting, Chemistry, Biology, Economics, Foreign Languages, and more. Subject tutors post scheduled hours near the beginning of each semester.

Study Strategies Coaching: We offer one-on-one help with study strategies such as note-taking, test-taking, reading strategies, time management, and stress management.

In-house library: Current copies of Math textbooks are available for in-room use. Students can also check-out a wide variety of extra textbooks for reference use or for placement test preparation.

Study Space: Even if students do not use the services listed above, the Learning Center is a great study space to work on homework alone or with a group!
Testing Center

The following testing services are available for UAS faculty and students, as well as to the Juneau & regional community at large:

Placement Testing: Generally, no appointment is needed to take a UAS placement test on campus. We offer the ACCUPLACER placement test for incoming UAS students and placement tests for UA Anchorage and UA Fairbanks. By special arrangement, the Testing Center can also proctor the COMPASS or Accuplacer test for entrance into other universities for a $30 fee. Incoming UAS students who want to take placement tests before arriving in Juneau can arrange for a remote proctor in their community by visiting our website. E-mail testing@uas.alaska.edu for more information.

UAS Academic Testing: Arts & Sciences faculty may schedule class-wide exams in advance on a space-available basis, or make-up exams as needed. Instructors dictate the constraints of the test such as time limits and materials allowed, and our proctors oversee the integrity of the exam environment. To schedule exam dates, contact learningcenter@uas.alaska.edu or drop by our offices.

Distance Education Proctoring: Distance students within the UA umbrella (UAS, UAA, UAF) can take their distance exams at the testing center free of charge. Exam proctoring for other universities can also be arranged for a $30 fee per test. To arrange for our center to be your designated proctor site, email testing@uas.alaska.edu.

Standardized Tests & Professional Certification Exams: The UAS-Juneau Testing Center offers exams such as the GRE, PRAXIS, LSAT, MCAT, CLEP, and many others from various testing corporations. New offerings: FAA (aviation) written exams and various PearsonVUE tests (IT, gov’t, finance) are now available in Juneau. To find out if and when an exam is offered here, consult the testing company’s website or contact learningcenter@uas.alaska.edu.

Juneau Campus Learning Center & Testing Center
Egan Library Building, First Floor
www.uas.alaska.edu/TLC
learningcenter@uas.alaska.edu
(907) 796-6348
(907) 796-6225 Fax

Ketchikan Campus Learning Center

The Learning Center, located on the second floor of the Ziegler Building, provides academic support services to students and faculty of the UAS Ketchikan campus and to other community members. We welcome and assist individuals and study groups.

Tutoring: Math and writing tutoring is available during scheduled hours to assist students with college courses. Tutors provide feedback on writing during individualized sessions. Tutoring scheduled in advance is given priority, and drop-ins are welcome.

Computer, Study, and Reference Areas: The Learning Center computer area is connected with the main campus network and offers access to network software and Internet services. An auxiliary computer lab is also available to students in the Paul Building, Room 105. All computers have headsets. Several study areas are available within the Learning Center. A television with a VCR and DVD player is available for course assignments. The Learning Center houses current math and English texts and many reference materials.

Testing: English, math, and computer placement testing for university courses is available on a scheduled basis to provide appropriate class placement. With prior arrangements, the Learning Center proctors both UA and non-UA exams. In addition, the Learning Center is a designated site for several standardized exams, including CLEP, PRAXIS, MAT, DANTES, and GED, as well as private exams for the FAA, FCC, ASI, and the State of Alaska. Preparation for GED testing is provided during fall and spring semesters in the Robertson Building, Room 116.

Ketchikan Campus Learning Center
Ziegler Building, Room 203
www.ketch.alaska.edu/learning-center
ktn.lc@uas.alaska.edu
(907) 228-4560
(907) 228-4542 Fax

Sitka Campus Learning Center

The Learning Center on the Sitka Campus is located on the second floor above the new science wing. The Learning Center offers a full-range of services.

Tutoring Services: Math and writing tutors are available during scheduled day and evening hours to assist students with college class assignments. Math tutors can assist students who are enrolled in UAS classes or who are preparing for college placement tests. Writing tutors can help students with organization and theme development, proofreading, grammar concepts, documentation, and online research questions.

Testing Services: Placement tests for University programs are given on a scheduled basis in the Learning Center. The Learning Center also provides proctoring services for students taking correspondence or distance courses as well as State employment and certification exams. Many instructors use the Learning Center to proctor class exams and quizzes. Computerized testing is available. The following national tests are proctored in the Learning Center: Graduate Record Exam (GRE),
Quiet Study, Computer, and Reference Areas: The Learning Center provides study areas for UAS students while on campus as well as course-specific and general reference materials. The Learning Center Computer area is connected with the main campus network and offers access to network software and Internet services. An audio-visual room provides access to VHS, DVD, and audio materials, as well as an audio conference connection.

Assistance for Students with Disabilities: The Learning Center has specific computer programs for students with visual disabilities as well as software to assist students with reading and writing. A TDD/TTY phone is available for students needing audio services. Students needing special accommodations are encouraged to work with Learning Center staff while completing college classes.

Adult Education Services: The UAS Learning Center provides a full range of Adult Education Services for all adults in Sitka. These services are offered at no charge through a contract with the Alaska Department of Labor and the Southeast Regional Resource Center. Adults may request diagnostic services as well as individual or small group instruction in reading, mathematics, English or GED preparation. Outreach classes are held each week at the Sitka Employment Center. Adults may also request assistance with job search, resume writing, and other aspects of employment.

English as a Second Language Classes: The Learning Center provides daily ESL classes during the fall and spring semesters for adults who are learning English as a second language. Citizenship information is also available. There are no charges for ESL classes.

GED Testing: The UAS Learning Center is the GED Test Center for Sitka. GED pre-testing, instruction, and official tests are offered on a scheduled basis throughout the year. There are no fees for pre-tests, study materials, or classes. There is a $25 fee for GED test administration. For additional information about Learning Center services on the Sitka Campus, call (907) 747-7717 or (907) 747-7785. Fax 747-7737. lynne.davis@uas.alaska.edu
Class Standing

Based on total credits earned, students are classified as:

- Freshman: 0 to 29 credits
- Sophomore: 30 to 59 credits
- Junior: 60 to 94 credits
- Senior: 95 credits and above

Only students who are officially admitted to degree programs have class standing. Incoming transfer students will be given initial class standing based on the number of transfer credits accepted by UAS.

Attendance

Regular attendance is expected in all classes; unexcused absences may result in a failing grade. It is the student’s responsibility to confer with instructors about absences and the possibility of arranging to make up missed work.

Full–Time/Part–Time Status

An undergraduate or teaching certification/endorsement student who registers for 12 or more semester credit hours will be classified as full–time. However, in order to complete an undergraduate degree in four years, it is necessary for undergraduates to take at least 15 credits per semester. Undergraduates may enroll in up to 18 credits without special permission. To enroll in 19 credits or more, a student will need the approval of the academic advisor and registrar or campus director. A graduate student enrolled in nine or more graduate semester credit hours or its equivalent will also be classified as full–time.

Courses that are audited or challenged through University credit-by-exam are not included in the full- and part-time status computation for UAS students. Students receiving financial aid should consult the Financial Aid Office before registering for correspondence courses.

Academic Standings

UAS assesses academic standing only for students admitted to a degree program. Below are descriptions for four levels of academic standing. Students who fall below “good standing” will be notified and directed to seek assistance from an academic advisor.

Good Standing: Students are in academic good standing when they have a cumulative grade point average of 2.0 or higher (3.0 or higher for graduate students) and a recent semester grade point average of 2.0 or higher (3.0 or higher for graduate students) First-semester students are presumed to be in academic good standing during their initial semester unless the student has been admitted on probationary status. Please note that Good Standing is not the same as Satisfactory Academic Progress. See the policies regarding Verification of Academic Progress for students receiving financial aid.

Academic Warning: Any time a student’s semester GPA drops below a 2.0, he or she will be given an academic warning.

Academic Probation: If a student’s cumulative and/or semester GPA drops below a 2.0, he or she will be placed on academic probation. A student can only be removed from probation status by raising his or her cumulative GPA to a 2.0 within one semester after being placed on academic probation.

Academic Program Removal: Any student who remains on academic probation for two consecutive semesters of attendance will be removed from his or her degree program. An application fee for readmission will not be required. If a student’s cumulative GPA is less than a 2.0, but he or she earns a semester GPA above a 2.0, the University will recognize the student’s attempt to reach academic good standing and the student will continue on probation until both the semester and cumulative GPAs are above a 2.0.

Graduate Probation: When a student’s graduate program GPA has dropped below 3.0, the student is automatically placed on academic probation and dropped from candidacy status (if applicable). Terms and conditions of the probation are determined by the program dean or program advisor. These may include specific conditions and/or credit limitations the student must meet during his or her next enrollment at UAS. When the student is removed from academic probation, the student should contact his or her advisor to reapply for advancement to candidacy if applicable.

A student who has not been removed from academic probation within two consecutively enrolled semesters or two summer semesters in succession will be removed from the program. Should the suspended student wish to continue to pursue a degree, the student must submit
a new application for admission (including supporting documents but not including the application fee).

**Degree Program Changes**

Once formally admitted and in attendance, students may request to change their degree, their emphasis, or their assigned advisor. In addition, students may add a second degree. These changes can be made by completing the Change of Major form, available at the Student Resource Center or Admissions and Records office in Juneau, the Records and Registration Office on the Ketchikan campus, the Advising Office on the Sitka campus and on the Web. Formal acceptance of the requested change requires the signature of the Dean.

All catalog requirements for the new major or degree at the time of the admission to the new major must be fulfilled. Students may choose the catalog under which they wish to graduate once they have been admitted to their program (as long as it does not predate the admission year).

**Honors**

- **Dean's Honor List:** Undergraduate students on all campuses who are admitted to certificate and degree programs at UAS and whose grade point average for the semester is 3.5 or better on a four-point scale are placed on the Dean’s Honor List in recognition of academic excellence. Eligibility is based on a minimum of 12 credits of graded (letter grades A, B, C, D and F) course work for the semester through the UA system. Incomplete grades and non-submitted grades will prevent the calculation of honors.

- **Chancellor's Honor List:** Undergraduate students who are admitted to certificate and degree programs at UAS and whose grade point average for the semester is 4.0 on a four-point scale are placed on the Chancellor’s Honor List in recognition of academic excellence. Eligibility is based on a minimum of 12 credits of letter graded course work for the semester through the UA system. Incomplete grades and non-submitted grades will prevent the calculation of honors.

**Grades**

All UAS grades are letter grades unless otherwise specified in the course schedule. The grading method specified for the course is the same for all students taking the course. Instructors are expected to state their grading policies in writing at the beginning of each course. Grades appearing on academic records at UAS are as follows:

- **A** (including –) Outstanding work, measured by the thorough mastery of the course content and the outstanding completion of all course requirements.
- **B** (including +/–) Indication of an above-average level of acquired knowledge and work performance in both course content and completion of course requirements.
- **C** (including +/–) Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements. Some courses require that prerequisites receive at least a C or 2.0.
- **D** (including +/–) Indication of the lowest acceptable level of acquired knowledge and work performance in both course content and completion of course requirements.
- **F** Indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.

The above grades carry grade points and are used to calculate student GPAs.

- **CR** Credit. Indicates that credit was awarded under the credit/no credit option and the student’s work was equivalent to C or better. Credit carries no grade points. Courses may be used to fulfill only elective requirements. They may not be used for General Education Requirements or Major Course Requirements.

- **P** Pass. Indicates the satisfactory completion of course requirements at either the undergraduate or graduate level. Satisfactory level of work is equivalent to C or better in an undergraduate course and B or better in a graduate course and carries no grade points.

**The following are non-grade designations:**

- **AU** Audit. Indicates registration status. It is a student option and cannot be issued by the instructor in lieu of a grade.

- **DF** Deferred. Indicates that course requirements cannot be completed by the end of the semester and that credit will be withheld without penalty until the course requirements are met within an approved time. The designation will be used for courses such as thesis and special projects that require more than one semester to complete. DF applies to the course and may not be used to grade individuals.

- **NB** No basis for grade. Indicates that student has not attended or has stopped attending early in the semester without officially withdrawing and there is insufficient student progress and/or attendance for evaluation. No credit is given, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete. (See Faculty Initiated Withdrawal)
**W**  Withdrawn. This is a registration status that indicates withdrawal from a course after the official drop period. Course will appear as W on transcript. A faculty member may initiate a withdrawal for students or auditors who fail to meet specified course prerequisite or attendance requirements.

**I**  Incomplete. A temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of the work in a course, but for personal reasons beyond the student’s control has not been able to complete the final requirements of the course. Incomplete work must be completed within one (1) year or the date stipulated by the instructor for completion of course work is at his or her discretion, but it cannot exceed one year. A change of grade needs to be submitted by the faculty member or the I (incomplete) will become permanent. The instructor must submit a Course Completion Contract signed by the student along with the grade report for that class.

For each Incomplete, a Course Completion Contract must be signed between the student and the instructor stipulating the assignment(s) required to finish the course within the allowable time period. A copy of the contract is to be given to the student, and the original is retained in the program office for Juneau students and at the Sitka and Ketchikan registration office for students enrolled at those campuses. Forms are available from each program or campus registration office. Students who receive financial aid must contact the Financial Aid Office to discuss the effect of I grades on future funding.

**Grade Changes:** All grades, other than incomplete and deferred grades, are assumed to be the student's final grades and they become part of the student’s permanent records. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade. Such changes must then be approved by the dean of the program or campus director and the registrar (or the provost after one year).

**Grading System:** The grade point average (GPA) is a weighted numerical average of the grades a student has earned while taking courses at UAS. To compute the GPA, the total number of credits a student has taken is divided into the total number of grade points a student has earned. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits attempted for the course. The sum of the grade points is then divided by the total number of credits. Only letter grades are weighted. Grades of I, DF, W, P, AU and CR do not carry grade points and do not affect the GPA.

**Letter grades are weighted as follows:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Courses graded P (pass) or CR (credit given) and credits earned by credit-by-examination carry no grade points and are not included in the grade point average computation. These courses are also not included in the GPA computation for Dean's and Chancellor's Honor Lists.

**Repeated Courses**

All courses and grades (original and retakes) for a course completed at UAS are included on the academic record, but only the last grade earned for a course is calculated in the GPA unless the course is one that can be repeated for credit.

**Academic Petition**

Deviations from academic requirements and regulations for both undergraduate and graduate students must be approved by academic petition. Petition forms are available on the UAS Web site and from Admissions and Records or Student Services on each campus.

An advisor or instructor signature is required on all petitions. The petition review committee reserves the right to request additional documentation and signatures prior to making a final decision regarding the petition request. By providing supporting documents and signatures the committee will be able to make a more informed decision regarding the request.

Changes in course level, grading, or number of credits awarded are not petitionable.

**Academic Appeal:** See Student Dispute Resolution and obtain the Student Handbook for procedures.
Assessment of Student Competencies

The faculty has defined six competencies in which baccalaureate degree students will be assessed periodically during their studies at UAS. The general education courses as well as degree requirements will help students develop and improve their skills in six critical areas. No one course will cover all the competencies. Assignments and tasks will be embedded into the course objectives of many different courses at different levels of the curricula to provide students the opportunity to learn and demonstrate mastery of these competencies.

Competency in Communication: College graduates should be able to write, speak, read, and listen effectively for a variety of purposes and audiences. Whether their aim is personal, academic, or professional, they should be able to communicate ideas and information effectively.

Competency in Quantitative Skills: A quantitatively literate person is capable of analytical and mathematical reasoning. This individual can read and understand quantitative arguments, follow logical development and mathematical methods, solve mathematical and quantitative problems, perform mathematical calculations, express functional relationships, and apply mathematical methods. As a minimum, a student should know the mathematical techniques covered in the general education mathematical requirements.

Competency in Information Literacy: Competency in information literacy combines the skills of being able to 1) identify needed information; 2) locate and access the information; 3) analyze and evaluate the content; 4) integrate and communicate the information; and 5) evaluate the product and the process. Reading and writing literacies plus traditional library skills provide the foundation to access the vast availability of electronic information.

Competency in Computer Usage: Students should have the knowledge to make efficient use of computers and information technology in their personal and professional lives because basic technological knowledge and skills apply to all fields and disciplines. Necessary skills range from a basic ability to use a keyboard through word processing concepts, spreadsheet and graphics applications to telecommunications, conferencing, and electronic mail technologies.

Competency in Professional Behavior: Professional behavior is expected of college students. Success in professional life depends on many behaviors, including responsibility, good work habits, ethical decision making, recognition of the value of community service, and successful human relations.

Competency in Critical Thinking: Competency in critical thinking reflects proficiency in modes of thought: conceptualizing, analyzing, synthesizing, evaluating, interpreting, and/or applying ideas and information. A critical thinker can approach a concept from multiple perspectives and frames of reference, compare and contrast ideas or models, and demonstrate a willingness to take intellectual risks. A critical thinker knows not only how but also when to apply particular modes of thinking. It should be noted that problem solving and analytical approaches may vary from discipline to discipline.

Students’ skills in these six competencies will be assessed periodically during their studies at UAS.
General Undergraduate Requirements

Note: The responsibility for meeting all requirements for a degree rests with the student.

Minimum Credit Hour Requirements

Each degree at UAS has a minimum number of credits that must be completed in various categories. See Degree Requirements for specific details.

Resident Credit

Resident credit is defined as credit in formal classroom instruction, directed study, independent study, research, and distance-delivered courses offered by the University of Alaska Southeast. Transfer credit and credit by examination do not qualify as resident credit. If a program is delivered collaboratively with UAA and/or UAF, credit from each participating institution will be counted toward fulfillment of residency requirements. See Degree Requirements specific resident credit amounts.

Repeating Credits

Some degrees require the same course to fulfill two different requirements within the degree. UAS will honor this requirement; however, credit hours for such courses count only once toward the total credits required for the degree or certificate.

Grade Point Average (GPA)

To earn any degree at UAS, a student must have a minimum cumulative GPA of 2.0. Certain degrees have specific grades and grade points that must be met before the degree can be completed. Please refer to the specific degrees for more details.

Internship and Practica Credit

Internship and practica credit may be applied toward undergraduate programs as follows: 6 credits in a certificate program, 9 credits in an associate degree, and 12 credits in a bachelor’s degree program.

Independent Study Credit

Independent study may be applied toward undergraduate programs as follows: 3 credits in a certificate program, 6 credits in an associate degree program, and 12 credits in a bachelor’s degree program.

General Education Requirements (GER)

The associate of applied science, associate of arts and bachelor’s degrees at UAS require a minimum amount of general education requirement courses to be completed. General Education Requirements encompass broad areas of knowledge that support advanced learning in the major and emphasis requirements of each degree. Please note: the courses listed are not necessarily offered every semester. Students are recommended to seek advisor assistance in meeting program degree requirements.

In addition, some degree programs require specific courses be included in the GER. Please review your degree program in this catalog and consult with your academic advisor. If required courses are not taken as a GER, they must be taken as major requirements or electives as they are required for your degree.
General Education Requirements

MINIMUM CREDITS 34

Written Communication Skills 6
Select two from the following (6 credits):
ENGL S111 Methods of Written Communication 3
ENGL S211 Intermediate Composition Writing About Literature 3
ENGL S212 Technical Report Writing 3

Oral Communication Skills (Grade C or better) 3
Select one from the following (3 credits):
COMM S111 Fundamentals of Oral Communication 3
COMM S235 Small Group Communication and Team Building 3
COMM S237 Interpersonal Communication 3
COMM S241 Public Speaking 3

Arts 3
Select one from the following (3 credits):
ART S160 Art Appreciation 3
ART S261 History of World Art I 3
ART S262 History of World Art II 3
MUS S123 Music Appreciation 3
THR S111 Theatre Appreciation 3
THR S211 Theatre History and Literature I 3
THR S212 Theatre History and Literature II 3

Humanities 6-9
Select a minimum of one from the following (3 credits):
AKL S105 Elementary Tlingit I 4
AKL S106 Elementary Tlingit II 4
AKL S107 Elementary Haida I 4
AKL S108 Elementary Haida II 4
ASL S101 Beginning American Sign Language I 4
ASL S102 Beginning American Sign Language II 4
ENGL S215 Introduction to Literary Study 3
ENGL S223 Survey of British Literature I 3
ENGL S224 Survey of British Literature II 3
ENGL S225 Survey of American Literature I 3
ENGL S226 Survey of American Literature II 3
ENGL S261 Introduction to Creative Writing 3
FREN S101 Elementary French I 4
FREN S102 Elementary French II 4
HIST S105 World History I* 3
HIST S106 World History II* 3
HIST S131 History of the U.S. I* 3
HIST S132 History of the U.S. II* 3
PHYS S101 Introduction to Psychology 3
PSY S250 Lifespan Development 3
SOC S101 Introduction to Sociology 3
SOC S201 Social Problems 3

Select one from the remaining humanities and social sciences courses (3 credits)
*History courses can be used as humanities OR social science requirements, but not both.

Mathematics and Natural Sciences 11
Select one from the following:
MATH S105 Intermediate Algebra (or higher) 4
MATH S107 College Algebra (or higher) 4
STAT S107 Survey Statistics (or higher) 4

Associate degrees require MATH S105 or higher, or STAT S107 or higher.
Bachelor’s degrees require MATH S107 or higher, or STAT S107 or higher.

Select one lab science course from the following (4 credits):
BIOL S103 Biology and Society 4
BIOL S104 Natural History of Alaska 4
BIOL S105 Fundamentals of Biology I 4
BIOL S106 Fundamentals of Biology II 4
BIOL S111 Human Anatomy and Physiology I 4
BIOL S112 Human Anatomy and Physiology II 4
CHEM S103 Introduction to General Chemistry 4
CHEM S105 General Chemistry I 4
CHEM S106 General Chemistry II 4
ENVS S101 Introduction to Environmental Science 4
GEOL S104 Physical Geology 4
PHYS S102 Survey of Physics 4
PHYS S103 College Physics I 4
PHYS S104 College Physics II 4
PHYS S211 General Physics I 4
PHYS S212 General Physics II 4

Other approved world languages.
**Select one non-lab science course from the following (3 credits):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH S205</td>
<td>Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR S225</td>
<td>General Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM S100</td>
<td>Introduction to Chemical Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOG S205</td>
<td>Elements of Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL S105</td>
<td>Geological History of Life</td>
<td>3</td>
</tr>
<tr>
<td>OCN S101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHIL S206</td>
<td>Symbolic Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHYS S209</td>
<td>Fundamentals of Meteorology</td>
<td>3</td>
</tr>
</tbody>
</table>