

UAF COMMUNITY &  
TECHNICAL COLLEGE

# SPRING 2017 COURSE SCHEDULE

Educating Alaskans  
for *Alaska jobs*

Over 40 programs,  
including 1 and 2 year  
programs and shorter  
specialized trainings.

#SuccessDiscovered

**UAF** COMMUNITY & TECHNICAL  
COLLEGE  
UNIVERSITY of ALASKA FAIRBANKS

# SUCCESS DISCOVERED.

*your life, your career*

UAF CTC SERVES THE NEEDS  
OF A **DIVERSE STUDENT  
POPULATION**, INCLUDING

FIRST-GENERATION COLLEGE STUDENTS,  
**TRADITIONAL AND NON-TRADITIONAL  
STUDENTS**, THE MILITARY AND  
**THOSE SEEKING JOB-TRAINING.**

Gain the knowledge and skills for the jobs of the future.  
Alaska-sized benefits.

**Inspiring. Supportive. Hands-on. Flexible.**

CTC has a network of industry partnerships, programs  
and world-class facilities to help you discover success.

## SPRING 2017 ACADEMIC CALENDAR

*dates to remember*

Deadline to apply for admission for spring semester (international students) .....	Thursday, Sept. 1
Deadline to apply for admission for spring semester (graduate students) .....	Saturday, Oct. 15
Spring 2017 course list available at UAOnline .....	Monday, Oct. 31
Deadline to apply for admission for spring semester (undergraduate students) .....	Tuesday, Nov. 1
Begin registration and fee payment for degree students for spring 2017 semester and WINTERmester 2017 .....	Monday, Nov. 14
Begin registration and fee payment for non-degree students for spring 2017 semester and WINTERmester 2017 .....	Monday, Nov. 21
WINTERmester courses begin .....	Wednesday, Jan. 4
Deadline for adding WINTERmester classes; 5 p.m. in person, midnight at UAOnline .....	Wednesday, Jan. 4
Deadline for WINTERmester tuition and fee payment and refunds; 5 p.m. in person, midnight at UAOnline .....	Wednesday, Jan. 4
Deadline for WINTERmester student- and faculty-initiated withdrawals (W grade appears on academic transcript) .....	Monday, Jan. 9
Last day of WINTERmester instruction and finals .....	Friday, Jan. 13
Residence halls open, 8 a.m. ....	Sunday, Jan. 15
Orientation for new students .....	Sunday, Jan. 15
Alaska Civil Rights Day (no classes, most offices closed) .....	Monday, Jan. 16
First day of instruction; late registration begins .....	Tuesday, Jan. 17
Deadline for faculty to post WINTERmester grades, noon .....	Thursday, Jan. 19
Deadline for adding classes and late registration; 5 p.m. in person, midnight at UAOnline .....	Friday, Jan. 27
Last day for student- and faculty-initiated drops (course does not appear on academic record) .....	Friday, Jan. 27
Last day for tuition and fee payment; 5 p.m. in person, midnight at UAOnline .....	Monday, Jan. 30
Summer 2017 course list available at UAOnline .....	Wednesday, Feb. 1
Deadline for UA Foundation and privately funded scholarship applications .....	Wednesday, Feb. 15
Deadline to apply for spring 2017 graduation .....	Wednesday, Feb. 15
Early progress reports due .....	Sunday, Feb. 19
Registration and fee payment for summer courses begin .....	Monday, Feb. 27
Spring break (no classes) .....	Monday-Friday, March 13-17
University holiday (most offices closed for spring break) .....	Friday, March 17
Fall 2017 course list available at UAOnline .....	Monday, March 20
Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript) .....	Friday, March 31
Begin registration and fee payment for fall 2017 semester (degree students) .....	Monday, April 3
Begin registration and fee payment for fall 2017 semester (non-degree students) .....	Monday, April 10
SpringFest (no classes) .....	Friday, April 21
Last day of instruction .....	Monday, May 1
Deadline to apply for admission for summer semester .....	Monday, May 1
Final examinations .....	Tuesday-Friday, May 2-5
Commencement .....	Saturday, May 6
Residence halls close, noon .....	Monday, May 8
Deadline for faculty to post grades, noon .....	Wednesday, May 10

# CONTENTS

<b>IMPORTANT DATES &amp; DEADLINES</b> .....	2	<b>PROFESSIONAL DEVELOPMENT</b> .....	59
<b>CTC NEWS</b> .....	3	<b>eLEARNING &amp; DISTANCE EDUCATION</b> .....	61
<b>DEGREE INFORMATION</b> .....	9	<b>HIGH SCHOOL STUDENT SECTION</b> .....	65
<b>COURSE SCHEDULE</b> .....	13	<b>REGISTRATION, FEE PAYMENT &amp; STUDENT SERVICES</b> .....	67
Airframe & Powerplant-AFPM.....	15	Student Advising and Registration Center .....	68
American Sign Language-ASLG.....	16	Learning Center.....	68
Anthropology-ANTH.....	17	Registration Process.....	68
Applied Business-ABUS .....	17	Dates and Deadlines.....	68
Arabic-ARAB.....	21	Before You Register .....	68
Art-ART .....	22	<b>FOR NEW STUDENTS</b> .....	69
Automotive-AUTO .....	22	Admission to a Degree Program.....	69
Aviation Technology-AVTY .....	23	Your University Records.....	70
Biology-BIOL.....	23	How to Register .....	71
Chinese-CHNS .....	24	Course Options.....	72
Certified Nurse Aide-HLTH.....	44	Changing Your Registration.....	73
Communication-COMM.....	24	Frequently Asked Questions.....	74
Computer & Information Technology Systems-CITS.....	25	Forms .....	75
Computer Information Office Systems-CIOS .....	27	<b>SEMESTER EXPENSES</b> .....	75
Construction Management-CM.....	28	Payment Process.....	75
Culinary Arts & Hospitality-CAH .....	29	Tuition .....	76
Dental Assistant-DA .....	31	Basic Student Fees .....	77
Design Technology-DSGN.....	31	Refunds.....	80
Developmental English-DEVE .....	32	Financial Aid .....	81
Developmental Mathematics-DEVM.....	33	<b>STUDENT SERVICES AND RESPONSIBILITIES</b> .....	82
Diesel Technology-DSLTL .....	35	Your Responsibilities.....	82
Drafting Technology-DRT.....	37	Vital Services.....	82
Early Childhood Education-ECE.....	37	Safety at UAF.....	84
Economics-ECON .....	39	<b>CLASS SCHEDULE WORKSHEET</b> .....	64, 87
Electronics Technology-ELT.....	40	<b>PROGRAM/STAFF/FACULTY DIRECTORY</b> .....	88
Emergency Medical Services-EMS.....	40		
English-ENGL.....	41		
Fire Science-FIRE .....	41		
Health-HLTH .....	44		
Healthcare Reimbursement-HLTH.....	44		
History-HIST .....	47		
Human Services-HUMS .....	47		
Mathematics-MATH.....	49		
Mechanics-Diesel/Heavy Equipment-MECN.....	35		
Medical Assisting-HLTH .....	44		
Music-MUS.....	49		
Occupational Safety & Health-OSH.....	49		
Paralegal Studies-PLS.....	50		
Paramedic Academy-EMS.....	40		
Philosophy-PHIL .....	51		
Phlebotomy-HLTH.....	44		
Political Science-PS .....	51		
Process Technology-PRT .....	51		
Psychology-PSY .....	52		
Recreation-RECR.....	53		
Russian-RUSS.....	57		
Sociology-SOC.....	57		
Trades & Technology - TTCH .....	57		
Welding & Materials Technology-WMT .....	57		

## IMPORTANT DATES & DEADLINES

Tuition and fees can be paid immediately upon registration; the last day to register and pay tuition and fees without incurring late fees is Monday, Jan. 30, 2017.

Web registration and fee payment are available every day through the last day of registration/fee payment, except during system maintenance (typically Fridays at 9 p.m.).

## REGISTRATION / FEE PAYMENT AT UAONLINE OR IN PERSON

Nov. 14, 2016 - Jan. 30, 2017 (Late add fee may apply after this date except for late start classes).....Open for all degree seeking students

Nov. 21, 2016 - Jan. 30, 2017 (Late add fee may apply after this date except for late start classes).....Open for non-degree students

## UAF COMMUNITY AND TECHNICAL COLLEGE - EXTENDED REGISTRATION/FEE PAYMENT

Thursday, Jan. 12, 2017 - Friday, Jan. 13, 2017 ..... 8:00 a.m. - 6:00 p.m.

Friday, Jan. 27, 2017 and Monday, Jan. 30, 2017 ..... 8:00 a.m. - 6:00 p.m.

## PAYMENT DEADLINES

Semester tuition and fees .....	Due Monday, Jan. 30, 2017 (including ANY LATE-START CLASSES added before Jan. 30, 2017)
Late add/late registration .....	Due within 5 business days of adding the class
Waitlisted classes .....	Due within 5 business days of getting into class
Late start classes added after fee payment deadline .....	Due by first day of class
One day/shortened .....	Due by first day of class
Early Start .....	Due by first day of class
Employee tuition waivers .....	Due by Monday, Jan. 30, 2017
Senior citizen tuition waivers .....	Due on day of enrollment (cannot enroll before the first day of class)
Audited classes .....	Due by Monday, Jan. 30, 2017 -- all tuition/fees apply
International taxes.....	Due within 30 days of notification
Financial aid repayment .....	Due within 5 business days of aid being reversed (if balance remains)

**LATE FEES WILL BE ASSESSED IF ACCOUNTS ARE NOT PAID IN ACCORDANCE WITH THE ABOVE DEADLINES.** Payment is due by the published deadline even if a bill is not received. Other than tuition and fees, which are due according to the schedule above, any charges owed to the university are due within 30 days. You will be dropped from your classes if your account is not paid or other payment arrangements have not been made. It is your responsibility to periodically check your account to ensure you are in good standing.

**CTC NEWS**

**SUCCESS  
DISCOVERED.**

*Live online tutoring!*

**ONLINE WRITING LAB**

**Our Online Writing Lab is LIVE!  
Work with a tutor online.**

**Weekend sessions available.**

**Questions?**

**Contact Jennifer Tilbury  
to schedule an online tutorial -  
455-2860, [jtilbury@alaska.edu](mailto:jtilbury@alaska.edu)**

CTC Room 120: 604 Barnette Street

**CTC Writing Center**

**Room 120, CTC Building, 604 Barnette St.  
OPEN WEEKDAYS AND WEEKENDS!**

The Writing Center is an excellent resource for students needing assistance in writing papers and assignments. It is staffed by highly qualified English tutors who can assist in all phases of the writing process.

- Brainstorming and generating topics
- Organizing ideas
- Developing research strategies
- Use of citation styles
- Editing guidance
- Improving grammar, mechanics, and punctuation

**Questions? Contact Jennifer Tilbury -  
455 - 2860, [jtilbury@alaska.edu](mailto:jtilbury@alaska.edu)**

**DELTA Classes** **SUCCESS DISCOVERED.**

UAF Community & Technical College classes at the Delta Career Advancement Center

**UAF CTC has classes in Delta!**

- |                                 |                       |
|---------------------------------|-----------------------|
| • Applied Business              | • Math for the Trades |
| • Certified Nurse Aide Training | • Medical Terminology |
| • English                       | • Microsoft Word      |
| • English as a Second Language  | • Oral Communications |
| • Excel                         | • Powerpoint          |
| • Human Services                | • Russian             |
|                                 | • Welding             |

**Did you know?**

We also provide

- Aleks & Accuplacer Placement Testing
- Test Proctoring
- UAF Registration Services

**Call for more information or to schedule an appointment!**

For the most up-to-date information,  
find DeltaCAC on Facebook!



An educational consortium funded through the Alaska Dept. of Labor and Workforce Development, Division of Business Partnerships, Partners for Progress in Delta helps operate the Delta Career Advancement Center.  
**Partners for Progress in Delta, Inc.**  
[www.partnersforprogressindelta.org](http://www.partnersforprogressindelta.org)

The Delta Career Advancement Center is located  
at 1696 North Clearwater Avenue.

**Call 895.4605 for more information.**

**OFFICE HOURS:**

**Mon.-Thurs. 12:00 pm - 4:00 pm  
Fri. 8:00 am - 12:00 pm**

## GETTING AROUND

For transportation between UAF Campus and **Fairbanks Pipeline Training Center**, call 479-2436. For transportation between UAF Campus and **CTC Aviation Hangar**, call 455-2809. Culinary Arts students, for transportation between UAF Campus and **Hutchison Institute of Technology**, call 455-2902.

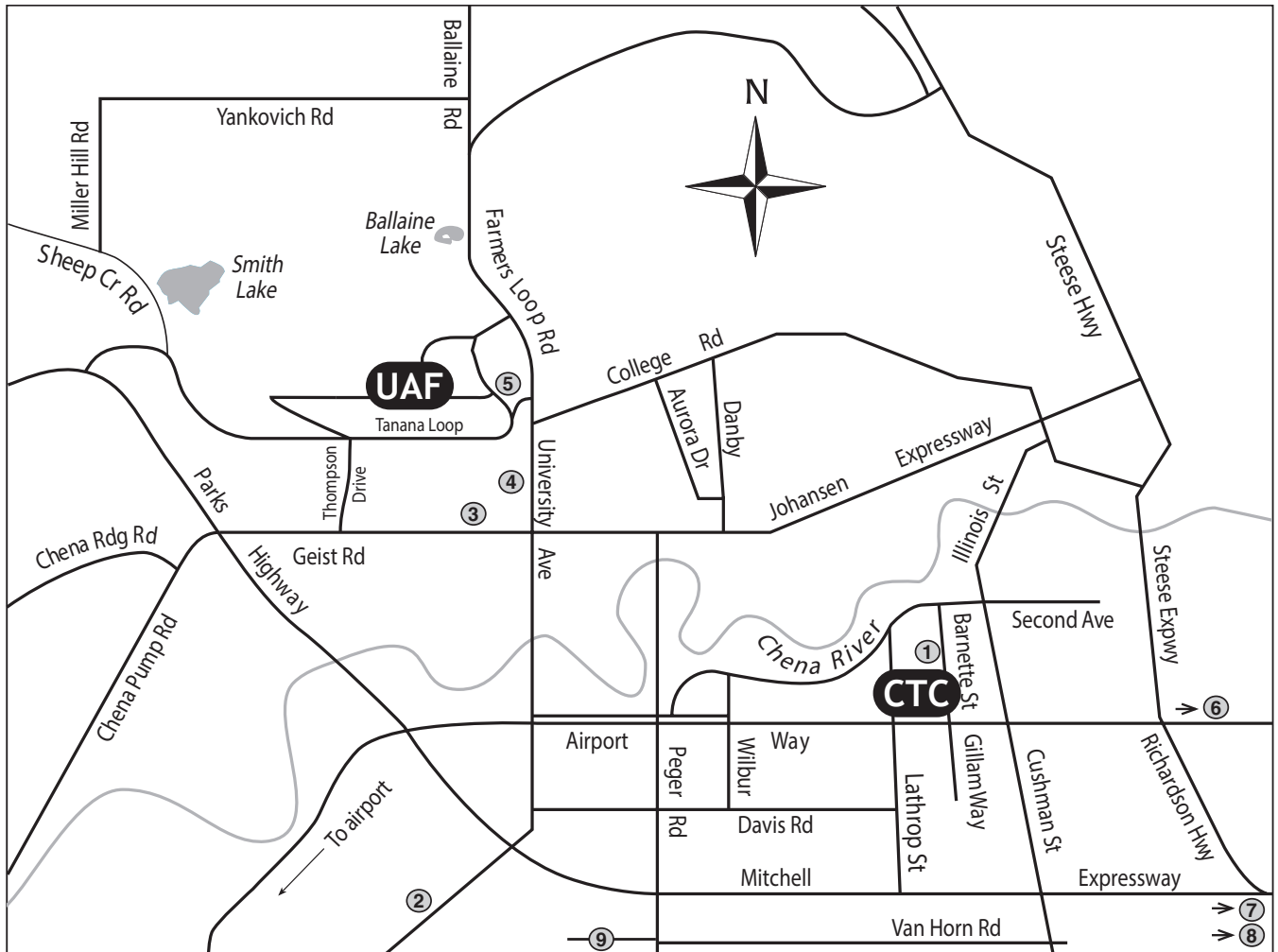
The **Fairbanks North Star Borough bus system (MACS)** is a great option for transportation not only to and from main campus, but throughout town.

Transportation on any of the MACS buses is free to anyone holding a current PolarExpress card.

Ride the **MACS Blue Line** to go to and from UAF main campus.

For more information call 474-RIDE for campus shuttle, or visit [www.co.fairbanks.ak.us/Transportation](http://www.co.fairbanks.ak.us/Transportation)

## UAF COMMUNITY & TECHNICAL COLLEGE LOCATIONS



- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>1. UAF Community &amp; Technical College<br/>604 Barnette St.</li> <li>2. CTC Aviation Hangar<br/>3504 University Ave., South<br/>East Ramp - Airport<br/>455-2809</li> <li>3. Hutchison Institute of Technology<br/>3750 Geist Rd.<br/>Auto, Diesel and Welding, Culinary Arts</li> </ul> | <ul style="list-style-type: none"> <li>4. University Park<br/>1000 University Ave.<br/>EMS/Fire/Law Enforcement</li> <li>5. Bunnell House Lab School<br/>703 Chatanika Dr.<br/>Early Childhood Education Lab</li> <li>6. Fort Wainwright UA Office<br/>Army Education Center<br/>4391 Neely Rd.<br/>Fort Wainwright</li> </ul> | <ul style="list-style-type: none"> <li>7. Eielson AFB UA Office<br/>2623 Wabash Avenue, Room 05</li> <li>8. Delta Career &amp; Advancement Center<br/>1696 N. Clearwater Ave.</li> <li>9. Fairbanks Pipeline Training Center<br/>3600 Cartwright Court<br/>479-2436</li> </ul> |
|---|--|--|

**BE THE FIRST TO KNOW,  
GET SOCIAL WITH UAF CTC.**



facebook.com/uafctc

twitter: @uafctc

**OTHER GOOD PAGES TO FOLLOW:**

**UAF Student Activities Office**

- Concerts, traditions, social events

**University of Alaska Fairbanks**

- Student life, main campus happenings

**Alaska Nanooks**

- Everything about UAF Nanooks Athletics

**KSUA 91.5FM**

- Award-winning college radio, local music

**Downtown Association of Fairbanks**

- Downtown events, promotions, deals

**CTC *Testing Center***

Student Advising & Registration Center  
Room 110, CTC Building, 604 Barnette St.

**AVAILABLE TESTING:**

English Placement - Accuplacer - Monday thru Friday, 8:00 a.m. to 3:00 p.m. - No appointment needed during these hours. For other times, call for appointment. - No Charge.

Math Placement - ALEKS - Take from home at www.uaf.edu/admitted/aleks - can take at CTC if needed. Monday thru Friday - 8:00 a.m. to 3:00 p.m. - No appointment needed - \$25.00 charged to your UAF account.

**Test Proctoring Services**

GED Testing - Register for GED at www.ged.com - 4 Test \$30.00 each - Testing Center open every Friday from 9:00 a.m. - 2:00 p.m.

PearsonVue Testing - Register at www.pearsonvue.com - able to proctor most test offered through pearsonvue - Testing Center open every Friday from 9:00 a.m. to 2:00 p.m.

Prometric ASE testing Service - Register for test at www.prometric.com - Once registered call 907-455-2851 to schedule to take test. Test days and times vary for each semester.

**GET ACTIVE IN A STUDENT CLUB**

UAF has over 100 active student organizations! Joining an organization is a great opportunity and fun way to meet new people, share interests, develop leadership skills, and impact student life here at UAF.

While academics are the primary focus of your education, student organizations play an integral role in UAF's complete academic program. They provide a valuable service to the UAF campus, the Fairbanks community, and students by facilitating and promoting career development, public service, social and cultural interaction, activism, and leadership development.

CTC students have organized student clubs in process technology, human services and culinary arts and hospitality. These organizations are focusing on professional networking, volunteering and social connections to help further students during school and after graduation.

Contact the UAF Leadership Program at 907-474-1170 or visit www.uaf.edu/leadership/ for more information on how to join a club or start a new organization.

**Looking for a QUIET PLACE TO STUDY?      Need COMPUTER HELP or TUTORING?**

Visit Room 314, the  
**CTC 3RD FLOOR  
COMPUTING LAB**

**COMPUTING LAB SERVICES**

- Computers are configured with all the software you are using in your CTC classes.
- Scanners and basic computer accessories are available
- Computer Tutoring and Technical Support services are also available

**COMPUTING LAB HOURS**

Monday - Thursday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 3:00 p.m.

CTC Room 314: 604 Barnette Street



**UAF CTC IS PROUD** to be on the coveted Military Friendly Schools® list. We strive to do our very best to embrace America's military service members, veterans, and spouses as students and ensure their success on campus.



# UAF Community & Technical College

*Educating Alaskans for Alaska Jobs*

## Largest Community College Campus in Alaska

**Core Purpose:** Community Driven Education

**Core Values:** Student Centered, Excellence, Collaboration, Integrity, Responsiveness

**Mission:** Alaska’s first choice for quality workforce development, academic preparation, lifelong learning and building community.

**Quality:** All CTC programs and courses are accredited by the Northwest Commission on Colleges and Universities. In addition, many programs are recognized with specialized state and national industry accreditations and certifications.

### CTC IS PRODUCTIVE!

- 33% of UAF’s student body headcount
- 20% of UAF’s credit hour production
- 3,100 students served per semester
- Offers 40+ certificate and two-year programs along with specialized training programs
- Extensive partnerships with industry, labor, schools and community organizations
- Offers college credit to high school students through Tech Prep and dual enrollment
- Supports military students and their families through CTC Northern Military Programs
- Educational partners with Partners for Progress Consortium in Delta

### CTC IS A WISE INVESTMENT!

- For every \$1 of state investment, CTC returns over \$2 of expenditures in workforce development and education
- \$12 million annual operating budget
- 9 different locations
- High instructional efficiency
- Exports high demand courses and training throughout Alaska

### CTC IS BIG!

- CTC facilities total 175,000 square feet
- CTC expends \$1.8 million annually for facilities costs
- CTC maintains 8 facilities
 

604 Barnette Street, Fairbanks.....	82,000 sf	University Park .....	6,000 sf
Hutchison Institute of Technology .....	50,000 sf	Bunnell House Early Childhood Lab School .....	2,590 sf
Aviation Hangar, Fairbanks .....	25,000 sf	Ft. Wainwright .....	1,007 sf
Fairbanks Pipeline Training Center.....	12,252 sf	Eielson AFB.....	552 sf

### CTC IS VITAL TO THE LOCAL ECONOMY!

- CTC ensures the quality of life in our community by providing education and training for workers in healthcare, emergency services, food services, aviation, ground transportation, early childhood education, paralegal services, oil industry, mining, construction, business and accounting, information technology, education, and more
- One of the top 10 employers in Fairbanks employing 300+ adjunct faculty and 60+ full-time faculty and staff
- CTC produces skilled workers for local and state hire
- CTC graduates maintain the infrastructure of our community and state

### CTC GARNERS DONATIONS & INDUSTRY SUPPORT!

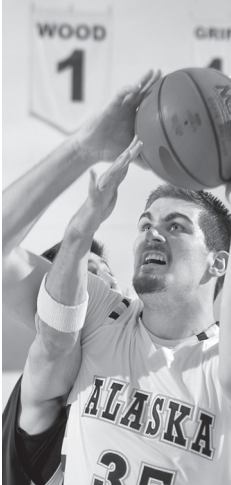
	FY13	FY14	FY15
Scholarship and Operating Monies	202,951	106,629	125,596
Equipment and Supplies	618,131	119,672	147,289
Total Annual Donations	821,082	226,301	272,885



# ALASKA NANOOKS HOME GAME SCHEDULE

CTC invites the Fairbanks community to join them in supporting the Alaska Nanooks! Visit [www.alaskananooks.com](http://www.alaskananooks.com) for more information or to purchase tickets. Remember, CTC students can receive free admission to all home games, see page 78 for details!

DATE	SPORT	OPPONENT	START TIME
11/4/2016	Men's Ice Hockey	vs Bemidji State University	7:07 p.m.
11/5/2016	Men's Ice Hockey	vs Bemidji State University	7:07 p.m.
11/7/2016	Men's Basketball	vs Portland Bible College	7:00 p.m.
11/10/2016	Women's Volleyball	vs Central Washington University	7:00 p.m.
11/11/2016	Women's Swimming	vs Concordia University (Calif.)	6:00 p.m.
11/11/2016	Women's Basketball	vs Academy of Art	7:00 p.m.
11/12/2016	Women's Swimming	vs Concordia University (Calif.)	12:00 p.m.
11/12/2016	Women's Basketball	vs California State University, Los Angeles	3:00 p.m.
11/12/2016	Women's Volleyball	vs Northwest Nazarene University	7:00 p.m.
11/19/2016	Men's and Women's Rifle	vs University of Kentucky	9:00 a.m.
11/19/2016	Men's Skiing	vs University of Alaska Anchorage	--
11/19/2016	Women's Skiing	vs University of Alaska Anchorage	--
11/20/2016	Men's and Women's Rifle	vs North Carolina State University	9:00 a.m.
11/20/2016	Women's Skiing	vs University of Alaska Anchorage	--
11/20/2016	Men's Skiing	vs University of Alaska Anchorage	--
11/21/2016	Men's Basketball	vs California State University, Los Angeles	7:00 p.m.
11/24/2016	Women's Basketball	vs Metro State vs. Cal State Stanislaus	1:00 p.m.
11/24/2016	Women's Basketball	vs Newman University	3:00 p.m.
11/25/2016	Women's Basketball	vs Metro State vs. Newman	1:00 p.m.
11/25/2016	Women's Basketball	vs Stanislaus State	3:00 p.m.
11/25/2016	Men's Ice Hockey	vs Michigan Technological University	7:07 p.m.
11/26/2016	Women's Basketball	vs Newman vs. Cal State Stanislaus	1:00 p.m.
11/26/2016	Women's Basketball	vs Metropolitan State University of Denver	3:00 p.m.
11/26/2016	Men's Ice Hockey	vs Michigan Technological University	7:07 p.m.
12/1/2016	Women's Basketball	vs Western Washington University	7:00 p.m.
12/3/2016	Women's Basketball	vs Simon Fraser University (B.C.)	7:00 p.m.
12/9/2016	Men's Ice Hockey	vs University of Alaska Anchorage	7:07 p.m.
12/10/2016	Women's Basketball	vs University of Alaska Anchorage	2:00 p.m.
12/10/2016	Men's Ice Hockey	vs University of Alaska Anchorage	7:07 p.m.
12/16/2016	Men's Ice Hockey	vs Bowling Green	7:07 p.m.
12/17/2016	Men's Ice Hockey	vs Bowling Green	7:07 p.m.
12/19/2016	Men's Basketball	vs Trinity Western University	7:00 p.m.
12/29/2016	Men's Basketball	vs Saint Martin's University	7:00 p.m.
12/31/2016	Men's Basketball	vs Seattle Pacific University	3:00 p.m.
1/12/2017	Women's Basketball	vs Northwest Nazarene University	7:00 p.m.
1/14/2017	Women's Basketball	vs Central Washington University	7:00 p.m.
1/19/2017	Men's Basketball	vs Concordia University (Ore.)	7:00 p.m.
1/21/2017	Men's Basketball	vs Western Oregon University	7:00 p.m.
1/28/2017	Women's Basketball	vs Montana State University Billings	3:00 p.m.
2/2/2017	Men's Basketball	vs Simon Fraser University (B.C.)	5:15 p.m.
2/2/2017	Women's Basketball	vs Western Oregon University	7:30 p.m.
2/3/2017	Men's Ice Hockey	vs The University of Alabama in Huntsville	7:07 p.m.
2/4/2017	Women's Basketball	vs Concordia University (Ore.)	1:00 p.m.
2/4/2017	Men's Basketball	vs Western Washington University	3:15 p.m.
2/4/2017	Men's Ice Hockey	vs The University of Alabama in Huntsville	7:07 p.m.
2/7/2017	Men's Basketball	vs University of Alaska Anchorage	7:00 p.m.
2/9/2017	Men's Basketball	vs Montana State University Billings	7:00 p.m.
2/16/2017	Women's Basketball	vs Seattle Pacific University	7:00 p.m.
2/17/2017	Men's Ice Hockey	vs Lake Superior State University	7:07 p.m.
2/18/2017	Women's Basketball	vs Saint Martin's University	2:00 p.m.
2/18/2017	Men's Ice Hockey	vs Lake Superior State University	7:07 p.m.
2/23/2017	Men's Basketball	vs Central Washington University	7:00 p.m.
2/25/2017	Men's Basketball	vs Northwest Nazarene University	7:00 p.m.
3/3-5/2017	Men's Ice Hockey	vs WCHA Quarterfinals (Best-of-Three Series)	TBA
3/10-12/2017	Men's Ice Hockey	vs WCHA Semifinals (Best-of-Three Series)	TBA
3/18/2017	Men's Ice Hockey	vs WCHA Championship Game	TBA
3/27/2017	Men's Skiing	vs U.S. Distance National Championships/Supertour Finals	
3/27/2017	Women's Skiing	vs U.S. Distance National Championships/Supertour Finals	
3/29/2017	Women's Skiing	vs U.S. Distance National Championships/Supertour Finals	
3/29/2017	Men's Skiing	vs U.S. Distance National Championships/Supertour Finals	
3/31/2017	Men's Skiing	vs U.S. Distance National Championships/Supertour Finals	
3/31/2017	Women's Skiing	vs U.S. Distance National Championships/Supertour Finals	
4/2/2017	Women's Skiing	vs U.S. Distance National Championships/Supertour Finals	
4/2/2017	Men's Skiing	vs U.S. Distance National Championships/Supertour Finals	



# DEGREE INFORMATION

SUCCESS  
DISCOVERED.

**UAF COMMUNITY & TECHNICAL COLLEGE DEGREES AND PROGRAMS**

Accounting, Applied, AAS  
 Accounting Technician, CERT  
 Administrative Assistant, OE  
 Airframe, CERT  
 Airframe & Powerplant, CERT  
 Apprenticeship Technologies, AAS  
 Associate of Arts, AA  
 Automotive Technology, CERT  
 Aviation Maintenance, AAS  
 Bachelor of Applied Arts and Science, BAAS  
 Bookkeeping Technician, OE  
 Business, Applied, AAS  
 Business Management, Applied, CERT  
 Child Development and Family Studies, BA  
 Construction Management, AAS  
 Culinary Arts & Hospitality, CERT, AAS  
 Dental Assistant, CERT, AAS  
 Diesel/Heavy Equipment, CERT  
 Drafting Technology, CERT, AAS  
 Early Childhood Education, CERT, AAS  
 Financial Services Representative, OE  
 Fire Control, Municipal, AAS  
 Fire Control, Wildland, AAS, OE

Healthcare Reimbursement, CERT  
 Human Services, AAS  
 Information Technology Specialist, CERT, AAS  
 Instrumentation Technology, CERT  
 Law Enforcement Academy, OE  
 Medical Assistant, CERT, AAS  
 Medical Billing, OE  
 Medical Coding, OE  
 Medical /Dental Reception, CERT  
 Medical Office Reception, OE  
 Mining Mill Operations, OE  
 Nurse Aide, OE  
 Nursing, Registered, BS,NS (UAA)  
 Paralegal Studies, AAS  
 Paramedic, Training Program  
 Paramedicine, AAS  
 Phlebotomy, Training Program  
 Piloting, Professional, AAS  
 Powerplant (Aviation), CERT  
 Process Technology, AAS  
 Radiologic Technology, AAS (UAA)  
 Safety Health and Environmental Awareness, CERT  
 Welder, Entry Level, OE

**WHAT'S IN A DEGREE**

**OCCUPATIONAL ENDORSEMENT**

Occupational endorsements (OE) are designed to provide students training for a specific field.

**CERTIFICATE PROGRAM**

Certificate (CERT.) programs are designed for students who are preparing for entry-level employment or upgrading in a specific occupation.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

The associate of applied science (AAS) focuses on specific occupational fields with an emphasis on entering the job market. This degree, usually seen as a terminal degree, can serve as the basis for additional education. Students planning on continuing to a bachelor's degree should work closely with their advisor.

**ASSOCIATE OF ARTS DEGREE**

The associate of arts (AA) degree represents the completion of broad-based college study. This degree may serve as a starting point for your career or as a stepping-stone to a bachelor's program.

**BACCALAUREATE DEGREE**

The baccalaureate degree requires at least four years of broad study with students choosing an emphasis in the arts, business administration, emergency management, fine arts, music, science and technology.

**MASTERS DEGREE**

Master degree programs are designed to provide education past the baccalaureate level to prepare students to better accomplish their goals or meet employment criteria.

**DOCTORAL DEGREE**

Doctoral degrees are granted in recognition of scholarly attainment and proven ability for a specific topic.

DEGREE AND ADMISSION INFORMATION

## HOW TO APPLY TO THE UAF COMMUNITY & TECHNICAL COLLEGE

### ADMISSION TO A DEGREE PROGRAM

If you are seeking a degree at UAF, you must be admitted to a certificate or degree program. If you have not enrolled in a college or university before, you must have your official high school transcript sent to the admissions office. Check with your CTC advisor to see if this applies to you. If you have attended other colleges and/or universities, you must request official transcripts from each college or university you attended. There is no need to request transcripts from other campuses in the University of Alaska system. The transcripts must be sent directly to the UAF admissions office by the schools. Transcripts will not be accepted if you submit them. If you are a transfer applicant with fewer than 30 semester hours of credit, you must submit your high-school transcript as well as college transcripts.

### HOW TO APPLY

You may apply online at [www.uaf.edu/admissions/apply/](http://www.uaf.edu/admissions/apply/) or get an application form from the Office of Admissions and the Registrar on the first floor of Signers' Hall or the UAF Community and Technical College Student Advising and Registration Center, 604 Barnette Street, Suite 110.

A non-refundable processing fee is due at the time of application:

\$40 for a certificate, or associate degree application

\$50 for a baccalaureate application

There is no charge to apply for an OE

Application deadline

For fall semester: June 15

For spring semester: November 1

### READMISSION OF FORMER DEGREE STUDENTS

As a former undergraduate degree student, you must notify UAF in advance when you plan to resume your studies. You remain eligible to register for classes in your degree program if you have not been academically disqualified, you have not attended a non-UA institution since you were last enrolled at UAF, your lapse in enrollment is less than five years, and you are continuing with the same degree program. If you do not meet these requirements or have a lapse of over five years in enrollment, you must reapply for admission.

For more information on the admissions process contact the Office of Admissions and the Registrar at 907-474-7500 or toll-free at 800-478-1823 or go to [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/).

### FINANCIAL AID

Many UAF students use some kind of financial aid to help pay for their university education. Types of financial aid include scholarships, loans, grants and more. Financial aid can help pay

for tuition and fees, books and supplies, and living expenses. It provides access to higher education by offering a way to meet the costs, and it allows students to persist in completing their educational objectives.

In order to be considered for financial aid students must complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); the application process may take up to six weeks. Federal, state and most other funding agencies require you to be enrolled in a degree program if you are receiving financial aid. Admission applications received after the published deadlines are not guaranteed admission to a degree program before the first day of instruction and this may affect financial aid packages.

Contact the UAF Community and Technical College Financial Aid Officer at 907-455-2832.

### PLACEMENT TESTING

The ACCUPLACER covers basic skill areas of reading and writing. It is used to help determine your readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications or mathematics course are required to provide scores from the ACCUPLACER, ALEKS, ACT or SAT tests.

Assessment tests can be taken, Monday - Friday, 8:30 a.m. - 2:30 p.m. on a walk-in basis at UAF Testing Services, 211 Gruening (474-5277), Rural Student Services, Brooks Building (474-7871) or at the UAF Community and Technical College. Special appointments for CTC can be made by calling 455-2800.

### ADVISING

Academic advisors help students select, plan and complete their academic goals. If you have declared a major, your advisor will be a faculty member from your academic department. For general associate of arts students, the UAF Community and Technical College Student Advising and Registration Center will place you with a general academic advisor.

All undergraduate degree students must obtain their advisor's signature and return their registration form to the UAF Community and Technical College Student Advising and Registration Center at 604 Barnette Street or the Office of Admissions and the Registrar in Signer's Hall every semester for permission to register.

To schedule an advising appointment call 907-455-2800 or 877-882-8827.

## CTC STATE AND NATIONAL ACCREDITATIONS/CERTIFICATIONS

### AUTOMOTIVE

National Automotive Technicians Education Foundation (NATEF) Certification covers general service technician for electricity/electronics, brakes, suspension and alignment, and engine performance.

### AVIATION MAINTENANCE TECHNOLOGY

Federal Aviation Administration (FAA) certified. It is one of the only FAA-certified, Part-147 school programs in the nation that can be completed in just 12 months. All full-time faculty are designated by the FAA to administer Oral and Practical exams for mechanics.

### CERTIFIED NURSE AIDE

State approved by the Alaska Board of Nursing and successful completion qualifies students to take the state certification exam.

### EMERGENCY SERVICES-FIRE SCIENCE

Accredited by the State of Alaska Training and Education Bureau to instruct Firefighter I, Firefighter II, Fire Instructor I and Rapid Intervention Technician (how to rescue trapped firefighters). The State of Alaska is accredited by the International Fire Service Accreditation Congress (IFSAC). All students who pass Firefighter I, Firefighter II and Fire Instructor I receive a certification from the State of Alaska that has an IFSAC seal. The curriculum follows the US Fire Administrations, National Fire Academy, Fire and Emergency Services Higher Education (FESHE) model. Students can receive internationally recognized certifications for their profession. Most states and the Department of Defense will recognize or give direct reciprocity for IFSAC fire certifications.

### HUMAN SERVICES

Prepares students for state certification as a chemical dependency counselor technician.

### IT SPECIALIST

Provides coursework that can help students prepare for industry certifications in CompTIA A+, CompTIA Network+, CompTIA Security+, Cisco Certified Entry-level Network Technician (CCENT), Cisco Certified Network Associate (CCNA), and/or Microsoft Certified IT Professional (MCITP).

### INSTRUMENTATION TECHNOLOGY

Prepares students to take the nationally recognized Control System Technician (CST associate) exam administered by the International Society of Automation (ISA).

### LAW ENFORCEMENT

Training approved by Alaska Police Standards Council.

### MEDICAL ASSISTANT CERTIFICATE

Nationally accredited through the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756 (727) 210-2350.

### PARAMEDIC ACADEMY

Nationally accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). It is the only nationally accredited paramedic program in Alaska.

### PARALEGAL STUDIES

Approved by the American Bar Association (ABA). Less than 25% of the Paralegal programs in the country are approved by ABA.

### PROCESS TECHNOLOGY

Adheres to the Alaska Process Industries Careers Consortium (APICC) standards and the Center for the Advancement of Process Technology (CAPT) standards.

### SAFETY, HEALTH & ENVIRONMENTAL AWARENESS

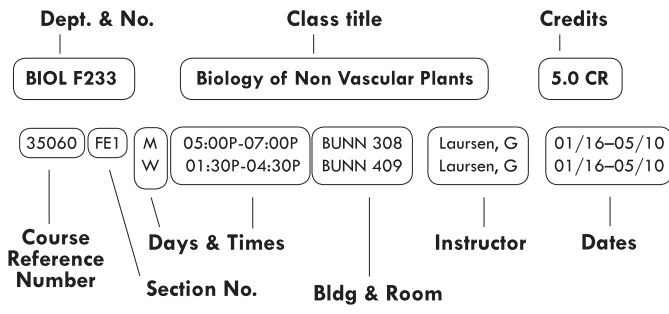
Aligns with and prepares students to take the nationally recognized Occupational Health Safety Technologist (OHST) exam administered by the Board of Certified Safety Professionals.

# COURSE LISTING

*Spring 2017*

SUCCESS  
DISCOVERED.

# HOW TO READ THE SCHEDULE



**DEPT. AND NO.**—Department and course number of the class.

## COURSE NUMBERING SYSTEM

- 001–049: Community interest; pre-college level or developmental (non-credit) courses.
- 050–099: Developmental courses; earned credits don't apply toward Associate, Baccalaureate or Graduate degrees.
- 100–299: Lower division courses (freshman and sophomore level).
- 300–499: Upper division courses (junior and senior level).
- 500–599: Post-baccalaureate professional courses; does not apply to any degree or certificate program.
- 600–699: Graduate courses.

## SECTION NUMBERS

### FIRST CHARACTER:

- F: Main Campus courses
- T: UAF Community & Technical College courses

### SECOND CHARACTER:

- C: Clear Air Force Base
- D: Delta Junction
- E: Evening
- F: Fort Wainwright
- G: Fort Greely
- H: Honors\*
- L: Eielson Air Force Base
- M: Audio or Video Conference
- P: North Pole
- W: Weekend
- X: Internet course

### THIRD CHARACTER: Sequential number or letter

\*Enrollment in Honors courses is by invitation only. For information, contact the Honors Program, 474-6612.

**CREDIT HOURS**—The number of credits for which a course is offered. If the credits are to be arranged (TBA), the minimum and maximum number of credits will be indicated (e.g., 1.0 to 5.0 indicates that you may register for as few as one credit and as many as five credits). Credits indicated as (2.0 or 4.0) means that the credit for the course is either two credits or four credits.

**COURSE REFERENCE NUMBER (CRN)**—A five-digit number used as a unique identifier for each class.

**DAYS**—(MTWRFSSu): Days of the week a course will meet. R indicates Thursday, Sa is Saturday, Su is Sunday.

**TIME**—Beginning and ending times of the course on the day or days indicated. If TBA is indicated, the meeting time for the course is to be arranged. Check with the course instructor for further information.

**BLDG AND ROOM**—The place where the course will be held. If no building and room number is indicated, contact the instructor of the course for further information.

**INSTRUCTOR**—Some courses may list TBA which indicates that the instructor was not identified before this publication was printed.

## BUILDING CODES AND LOCATIONS

Abbreviation / Location

AKA	Akasofu Building*
ANCH	Anchorage course, location TBA
AHRB	Arctic Health Research Building*
ART	Art Wing, Fine Arts Complex*
ARTISN	Artisan's Courtyard
BUNN	Bunnell Building*
BUTRO	Butrovich Building*
BRKS	Brooks Building*
CHAP	Chapman Building*
DELTA	Delta Career Advancement Center
DIST	Distance
DTF	Dance Theatre Fairbanks, 656 Seventh Ave
DUCK	Duckering Building*
EIEL	Eielson Building*
EIEAFB	Eielson Air Force Base, Family Support Building
ELVE	Elvey Building (Geophysical Institute)*
FMH	Fairbanks Memorial Hospital, 1650 Cowles St.
FPTC	Fairbanks Pipeline Training Center, 3600 Cartwright Court
FTC	Fire Service Training Center, 30th and Lathrop
FTGR	Fort Greely
FTWW	Fort Wainwright, Army Education Center, 4391 Neely Rd.
GRUE	Grueing Building*
HANGAR	CTC Aviation Hangar, East Ramp, Fairbanks Int'l Airport
HTCH	Hutchison Center, 3750 Geist Road
IRVI	Irving I Building*
IRVII	Irving II Building*
LTHBLD	Lathrop Building, 516 2nd Avenue, #219
MURIE	Murie Building*
MUSI	Music Wing, Fine Arts Complex*
NPHS	North Pole High School, 601 NPHS Blvd.
NPFD	North Pole Fire Department
OFF	Offsite
ONEI	O'Neill Building*
PATT	Patty Center*
PLMR	Palmer course, location TBA
RASM	Rasmuson Library*
REIC	Reichardt Building*
SKIHUT	West Ridge Ski Hut*
SRC	Student Recreation Center*
THEA	Theater Wing, Fine Arts Complex*
TILLY	Lola Tilly Commons*
TBA	To Be Announced—see instructor or department
604B	UAF Community & Technical College, 604 Barnette St.
UPARK	UAF University Park Building, 1000 University Ave.
WOOD	Wood Center*
WRRB	West Ridge Research Building*

\*building located on UAF campus




## AIRFRAME AND POWERPLANT - AFPM

A \$70 fee for state-of-the-art equipment, instructional aids and supplies will be assessed for every AFPM class. This fee is in addition to fees listed.

### AFPM F230 Aircraft Electrical Systems 2.5 CR

Special Fees: \$45.00

Prerequisites: Admission to A & P Program; or permission of instructor.

 Wiring, control, indication and protection devices for AC and DC systems. Inspection, troubleshooting service and repair of these systems.

32944 T01 MTWRF 12:15P-04:15P HANGAR 121 Osterhoudt, R 03/03-03/30

For Section T01: Department Approval Required

### AFPM F231 Powerplant Electrical Systems 1.5 CR

Prerequisites: Admission to A&P program; or permission of instructor.

Installation, inspection, testing, servicing engine electrical system wiring, controls, indicators and protective devices. Repair and service of electrical generating systems.


36386 T01 MTWRF 07:35A-11:35A HANGAR 121 Conatser, S 01/11-02/02

For Section T01: Department Approval Required

### AFPM F235 Aircraft Reciprocating Engines 4.5 CR

Special Fees: \$190.00

Prerequisites: Admission to A & P Program; or permission of instructor.


 History and development of the aircraft reciprocating engine. Repair, overhaul and inspection of various types of engines. Operation and troubleshooting of engines.

32945 T01 MTWRF 07:35A-11:35A HANGAR 121 Alexander, K 02/03-04/13

For Section T01: Department Approval Required

### AFPM F246 Fuel Metering Systems 2.0 CR

Prerequisites: Admission to the A & P Program; or permission of instructor.


 Fundamental operation of fuel metering systems in aircraft powerplants. Technical data to repair and overhaul carburetors and components. Inspecting, troubleshooting and adjusting turbine engine fuel metering systems and electronic fuel controls.

32947 T01 MTWRF 07:35A-11:35A HANGAR 121 Alexander, K 04/28-05/24

For Section T01: Department Approval Required

### AFPM F248 Induction Systems 0.5 CR

Prerequisites: Admission to A&P program; or permission of instructor.


 Operation and service of aircraft induction, preheat, anti-ice and supercharger systems.

32948 T01 MTW 07:35A-11:35A HANGAR 121 TBA 04/14-04/19

For Section T01: Department Approval Required

### AFPM F249 Powerplant Cooling Systems 0.5 CR


Prerequisites: Admission to A & P Program; or permission of instructor.

 Inspection, service and repair of engine cooling systems -- both air and liquid cooled installations.

32949 T01 WR 07:35A-11:35P HANGAR TBA TBA 04/26 - 04/27

### AFPM F250 Powerplant Exhaust Systems 0.5 CR

Prerequisites: Admission to A & P Program; or permission of instructor.


 Inspection, service and repair of engine exhaust systems. Includes operations of turbo compounded engines, thrust reversers and noise suppressors.

32950 T01 MTRF 07:35A-11:35A HANGAR 121 TBA 04/20-04/25

For Section T01: Department Approval Required

### AFPM F254 Ice and Rain Control Systems 0.5 CR

Prerequisites: Admission to A&P program; or permission of instructor.


 Inspection, operation and troubleshooting of de-ice and anti-ice systems.

36387 T01 MTW 12:15P-04:15P HANGAR 121 TBA 04/24-04/26

For Section T01: Department Approval Required

### AFPM F256 Communications and Navigation Systems 0.5 CR

Prerequisites: Admission to A&P program; or permission of instructor.


 Operation of aircraft avionics, autopilots and antennas, including inspection and installation.

36388 T01 MTWRF 12:15P-04:15P HANGAR 121 Weggel, R 03/31-04/11

For Section T01: Department Approval Required

### AFPM F258 Cabin Atmosphere Control Systems 1.0 CR

Prerequisites: Admission to A&P program; or permission of instructor.

 Aircraft pressurization, air conditioning, heating and oxygen systems. Operation, inspection, troubleshooting, service and repair.

32951 T01 MTWRF 12:15P-04:15P HANGAR 121 Osterhoudt, R 04/12-04/21

For Section T01: Department Approval Required

### AFPM F259 Hydraulic and Pneumatic Systems 1.5 CR

Prerequisites: Admission to A&P program; or permission of instructor.


Operation of hydraulic and pneumatic systems and uses in aircraft. Identification of hydraulic fluids, seals, hydraulic and pneumatic control devices, inspection and servicing and troubleshooting.

32952 T01 MTWRF 12:15P-04:15P HANGAR 121 Weggel, R 01/16-02/03

For Section T01: Department Approval Required

### AFPM F260 Aircraft Landing Gear Systems 1.5 CR

Prerequisites: Admission to A & P Program; or permission of instructor.

 Simple and complex landing gear systems. Operation, service and repair of mechanical and hydraulic retraction mechanisms. Wheel, tire and brake service. Aircraft speed and configuration warning systems, electric brake controls, anti-skid systems, landing gear position and warning systems.

36389 T01 MTWRF 12:15P-04:15P HANGAR 121 Weggel, R 02/06-03/02

For Section T01: Department Approval Required

ICON KEY:




NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**AFPM F266 Assembly and Rigging****1.5 CR**

Special Fees: \$40.00


Prerequisites: Admission to A &amp; P Program; or permission of instructor.

 Aerodynamic theory and function of aircraft control surfaces. Fabrication and installation of control devices for fixed and rotary wing aircraft; jacking and control surface balance.

36390 T01 MTWRF 12:15P-04:15P HANGAR 121 Osterhoudt, R 04/27-05/17  
For Section T01: Department Approval Required

**AFPM F270 Airframe Testing****0.5 CR**


Prerequisites: Admission to A &amp; P Program; or permission of instructor.

 Preparation for the Federal Aviation Administration written, oral and practical exams for the powerplant mechanics' license.

32957 T01 MTWRF 08:00A-12:00P HANGAR 121 Weggel, R 02/01-05/31  
For Section T01: Department Approval Required

**AFPM F272 Powerplant Testing****0.5 CR**

Prerequisites: Admission to A &amp; P Program; or permission of instructor.

 Preparation for the Federal Aviation Administration written, oral and practical exams for the powerplant mechanics' license.

32958 T01 MTWRF 06:00P-08:00P HANGAR 121 Weggel, R 02/01-05/31  
For Section T01: Department Approval Required

**AMERICAN SIGN LANGUAGE - ASLG****ASLG F101X American Sign Language I****3.0 CR**

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req, UAF GER Arts Req.


Visual-gestural language used by most deaf Americans. Acquisition of receptive and expressive conversational skills. Cultural aspects of everyday life experiences of deaf people.

36369 T01 MW 03:40P-05:10P DUCK 344 Dohner, K 01/17-05/06  
36370 T02 TR 03:40P-05:10P HTCH 201 Carey, M 01/17-05/06

**ASLG F110 American Sign Language Practice****1.0 CR**

Grade Mode: Pass/Fail Grades.

Course Attributes: UAF Degree Humanities Req.


 Skill development in use of American Sign Language. Conducted entirely in sign language with aspects of deaf culture included. All skill levels. May be repeated twice for credit.

33069 T01 T 05:20P-06:20P DUCK 347 Dohner, K 01/31-05/06

**ASLG F202X American Sign Language II****3.0 CR**

Prerequisites: ASLG F101X; or permission of instructor.

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req, UAF GER Humanities Req.


 Expressive and receptive conversational skills. Understanding the culture that is an integral part of the language. Continuation of American Sign Language I.

36372 TE2 MW 05:20P-06:50P DUCK 347 Dohner, K 01/17-05/06

**ASLG F203 American Sign Language III****3.0 CR**

Prerequisites: ASLG F202X; or permission of instructor.

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req.

 Grammar, conceptual structure and lexical items of American Sign Language. Cultural awareness and expressive and receptive signing skills for communicating and understanding American Sign Language in diverse contexts. Continuation of ASLG F101X and ASLG F202X.

33070 TE1 TR 05:20P-06:50P HTCH 201 Carey, M 01/17-05/06

**PROGRAM PROFILE**

The UAF Community & Technical College offers a certificate in airframe and powerplant (A & P), and an Associate of Applied Science degree in aviation maintenance technology. This program is one of the only twelve-month Federal Aviation Administration (FAA) approved programs in the nation that provides you with the skills and knowledge needed to succeed as an aviation maintenance technician, aircraft service technician or provide maintenance on your personal aircraft.

The certificate in airframe and powerplant gives you the skills necessary to gain employment in aircraft maintenance, repair, overhaul, modification and other maintenance related fields. The Associate of Applied Science degree provides you with communications, human relations and other necessary skills to advance in the aircraft maintenance and related fields. The curriculum is delivered by faculty who have years of experience in the aviation field. Sixty percent of the instruction is delivered in a newly renovated 12,000 square foot shop, at Fairbanks International Airport, where you will receive specialized hands-on instruction.

**AVIATION MAINTENANCE**

This program prepares you to take the FAA examination for the A & P rating qualifying you for positions in aircraft maintenance, repair, overhaul and modification. The aviation field offers a broad range of job opportunities throughout Alaska and the world.

**Arvid Weflen, Director**

455-2867 [awweflen@alaska.edu](mailto:awweflen@alaska.edu)

**Kevin Alexander, Associate Professor, Program Head**

455-2921 [kwalexander@alaska.edu](mailto:kwalexander@alaska.edu)

**Roger Weggel, Assistant Professor**

455-2847 [rfweggel@alaska.edu](mailto:rfweggel@alaska.edu)

**Robert Osterhoudt, Assistant Professor**

455-2900 [raosterhoudt@alaska.edu](mailto:raosterhoudt@alaska.edu)

**Kathy Toohey, Administrative Assistant**


455-2809 [kltoohey2@alaska.edu](mailto:kltoohey2@alaska.edu)

VISIT THE AVIATION MAINTENANCE WEBSITE AT [WWW.CTC.UAF.EDU/AMT](http://WWW.CTC.UAF.EDU/AMT)

**ASLG F204 American Sign Language IV 3.0 CR**

Prerequisites: ASLG F203; or permission of instructor.

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req.


 Spontaneous and interactive use of American Sign Language. Grammar, structure and lexical components. Cultural aspects supporting communication in American Sign Language at an advanced level. A continuation of ASLG F203.

33071 TE1 TR 05:20P-06:50P BUNN 313 Hanson, E 01/17-05/06

**ANTHROPOLOGY - ANTH****ANTH F100X Individual, Society and Culture 3.0 CR**


Prerequisites: Placement in ENGL F111X or higher or permission of instructor.

Course Attributes: UAF Core Indv, Soci &amp; Culture, UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

 An examination of the complex social arrangements guiding individual behavior and common human concerns in contrasting cultural contexts.

32976 TE1 T 06:00P-09:00P 604B 119 Lukaszek, D 01/17-05/06  
32977 TE2 M 06:00P-09:00P 604B 322 Dewey, K 01/17-05/06**ANTH F101X Introduction to Anthropology 3.0 CR**




Course Attributes: UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

  Human societies and cultures based on the findings of the four subfields of the discipline: archaeological, biological, cultural and linguistic.


36514 TL1 MW 06:00P-09:00P EIEAFB TBA TBA 03/20-05/06

**APPLIED BUSINESS - ABUS****BA F151X Introduction to Business 3.0 CR**

Course Attributes: UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

   Business organization, business theory and the nature of major business functions such as management, finance, accounting, marketing and personnel administration are the main components of this course. This course will also focus on the methods and data required to research and analyze good business practices and decisions while developing these major business functions. Additionally, this course will review opportunities and requirements for professional business careers.


37305 TE1 T 05:30P-08:30P 604B 211 Amegashie, A 01/17-04/25  
37304 T01 MW 09:00A-12:00P 604B 119 Young, M 03/08-05/01  
36516 TF1 TR 06:00P-09:00P FTWW TBA TBA 03/21-05/06**ABUS F101 Principles of Accounting I 3.0 CR**

 Accounting concepts and procedures for service businesses and for merchandising businesses owned by a single proprietor. A preparer's approach emphasizes the use of debits and credits to account for the details of business transactions.


32897 T01 TR 12:15P-01:45P 604B 312 Heusinkveld, E 01/17-04/25  
34717 TX1 NA NA DIST BLKBD Anger, A 01/17-05/06  
34718 TX2 NA NA DIST BLKBD Anger, A 01/17-05/06

For Section TX1 and TX2: Distance delivery fee: \$25 per credit hour


**ABUS F102A Keyboarding: Touch Typing 1.0 CR**

 Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.


32901 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F102B Keyboarding: Skill Building 1.0 CR**

 Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.


32903 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F102C Keyboarding: Document Formatting 1.0 CR**

 Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.


32905 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F108 Keyboarding II: Intermediate Typewriting 3.0 CR**

 Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting at the intermediate level. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.


32907 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F116 Using 10-Key Calculators 1.0 CR**

 Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting at the intermediate level. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.

32908 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F134 Alphabetic Filing 1.0 CR**

 Mastery and use of ARMA filing rules as they apply to alphabetic, subject, numeric and geographic filing.

37394 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour**ABUS F141 Payroll Accounting 3.0 CR**

 Payroll records and laws. Methods to compile and calculate payroll information, earnings, deductions and net wages. City, state and federal tax report forms. For payroll personnel.


34719 TX1 NA NA DIST BLKBD Ward, K 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

							
<b>ICON KEY:</b>	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17


**ABUS F154 Human Relations****3.0 CR**

 Attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building and leadership development.

32910 T01 MW	09:00A-12:00P	604B 119	Dexter, C	01/18-03/06
34720 TX1 NA	NA	DIST BLKBD	Brown, M	01/17-05/06
34721 TX2 NA	NA	DIST BLKBD	McGill, S	01/17-05/06

For Sections TX1 and TX2: Distance delivery fee: \$25 per credit hour


**ABUS F155 Business Math****3.0 CR**

 Review of basic math computation skills applied to various business areas. Emphasis on applications.

32915 TE1 M	06:00P-09:00P	604B 211	Stickel, T	01/23-05/01
34722 TX1 NA	NA	DIST BLKBD	Heusinkveld, J	01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour


**ABUS F158 Introduction to Tourism****3.0 CR**

 Forces which influence international and domestic hospitality, leisure, travel and recreation industries. Socioeconomic models and measure of regional impact, demand and supply.

37299 TXA SaSu	09:00A-05:00P	604B 303	Atkinson, M	01/28-01/29
SaSu	09:00A-05:00P	604B 303	Atkinson, M	02/18-02/19
SaSu	09:00A-05:00P	604B 303	Atkinson, M	03/25-03/26
TBA	TBA	DIST BLKBD	Atkinson, M	01/28-03/26

For Section TXA: Combination web-based and classroom-based course.

**ABUS F160 Principles of Banking****3.0 CR**

 Banking in today's economy. Language and documents of banking, check processing, teller functions, deposits, credit and payment functions, loans, investments, trust, the Federal Reserve System and other regulatory agencies.

34723 TX1 NA	NA	DIST BLKBD	Versandi IV, T	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour

**PROGRAM PROFILE**

The UAF Community & Technical College offers a certificate and an Associate of Applied Science degree in applied business and in applied accounting. In fact, the CTC ABUS associate degree can take you places by providing an easy path to pursue a bachelors degree at UAF, the University of Hawaii, and beyond. These degrees provide you with a solid foundation giving you the skills and knowledge you need to be successful as a business owner and a competitive edge if you plan on entering into the business world.

The applied business program covers a wide range of business related subjects, including: emerging technologies, advanced business procedures, interpersonal skills, principles of accounting, applied management, human relations, math, communications, customer service, business law, finance and logic. You can choose from one of twelve concentration areas: administrative management, applied management, computer applications, entrepreneurship, finance, healthcare management, human resources, management, marketing, public management, recreation and guiding management, and tourism. Students who complete a certificate can go on to complete their associate's degree. This degree program is now available entirely on-line.

The applied accounting program gives you a strong foundation in payables and/or receivables, bookkeeping and payroll accounting. This program will prepare you for a successful career in the accounting profession and establishes a gateway to more advanced degrees.

**APPLIED BUSINESS ACCOUNTING**

Whether you are pursuing a one-year applied business management certificate or a two-year Associate of Applied Science degree, the instructors offer a practical understanding of the marketplace. Classes are taught by full-time faculty and adjunct instructors from the local business community who bring real-world business insight and experience to the classroom. Many of the classes are available on-line, in the evening, or on weekends.

Careers for applied business graduates include entrepreneurship and entry-level positions in business management, tourism, human resources and public administration. Careers for applied accounting graduates include payables and/or receivables, bookkeeping and accounting positions at small and large corporations, non-profit and government agencies, and small businesses.

**Andy Anger, Professor, Program Head**  
455-2862      [apanger@alaska.edu](mailto:apanger@alaska.edu)

**Melissa Brown, Associate Professor**  
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**Jean Heusinkveld, Associate Professor**  
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**Mark Young, Assistant Professor**  
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**Susan Doren, Administrative Assistant**  
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VISIT THE APPLIED BUSINESS AND ACCOUNTING WEBSITE AT [WWW.CTC.UAF.EDU/ABUS](http://WWW.CTC.UAF.EDU/ABUS)

**ABUS F161 Personal and Business Finance 3.0 CR**



 Explores the management of personal and family finances, including financial planning, budgeting, time value of money, consumer buying, personal credit, savings and investment, home ownership and mortgages, insurance, estate planning, retirement, consumer fraud, and laws.

32917 TE1 W 05:30P-08:30P 604B 211 Versandi IV, A 01/18-04/26  
34724 TX1 NA NA DIST BLKBD Anger, A 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F170 Business English 3.0 CR**

Recommended: Placement into DEVE F104 or higher.

  Comprehensive review of grammar, punctuation, capitalization and spelling, with emphasis on business and office occupations.



37363 TD1 TR 05:00P-08:00P DELTA 102 Goodwin, M 01/17-03/07  
34725 TX1 NA NA DIST BLKBD Heusinkveld, J 01/17-05/06

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F175 Customer Service 3.0 CR**


Recommended: BA F151X; ABUS F154.

  Presents customer service as integral to business success. Preparation for effective interaction with customers. Includes trends, interpretation of trends and development of fundamental skills necessary to achieve excellence.

37300 T01 TR 09:00A-12:00P 604B 119 Gallagher-Roach 03/07-04/27  
34726 TX1 NA NA DIST BLKBD Knowles, S 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour


**ABUS F178 Professionalism 3.0 CR**

 Presents professionalism and personal effectiveness as integral to success in business, professional and entrepreneurial environments. Emphasizes conscious competency and ongoing self-development not only as a speaker and presenter but also as a leader in the workplace and community.

34727 TX1 NA NA DIST BLKBD McGill, S 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour


**ABUS F179 Fundamentals of Supervision 3.0 CR**

 Effective supervisory concepts including planning, organizing and staffing functions. Communicating and delegating effectively, morale, productivity, decision making, positive position discipline and performance goals development.

32921 T01 TR 09:00A-12:00P 604B 119 Dexter, C 01/17-03/02  
34728 TX1 NA NA DIST BLKBD Brown, M 01/17-05/06  
37395 TX2 NA NA DIST BLKBD McGill, S 01/17-05/06

For Sections TX1 and TX2: Distance delivery fee: \$25 per credit hour



**ABUS F182 Office Procedures 3.0 CR**

 Duties and responsibilities of general office employees including filing, processing mail, telephone communication, meeting the public, office supplies, banking, employment procedures and grooming.

37399 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F183 Professional Skills for Job Hunt 2.0 CR**

  Practical information necessary to help students choose meaningful employment as well as build their own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.

37364 TD1 MW 06:00P-08:00P DELTA 102 Goodwin, M 03/20-05/08

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

**ABUS F199 Practicum in Applied Business 1.0-3.0 CR**


Prerequisites: Permission of instructor.

Supervised training and work experience. Analysis of work experience and relationship of the job to career and academic goals. Managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning.

32924 T01 TBA TBA TBA TBA Anger, A 01/17-05/06

**ABUS F201 Principles of Accounting II 3.0 CR**

Recommended: ABUS F101 or ACCT F261X.


 Introduction to accounting concepts and procedures for a business. Emphasis is on the accounting cycle and the recording, summarizing and interpretation of accounting data.

34730 TX1 NA NA DIST BLKBD Anger, A 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F202 Principles of Accounting III 3.0 CR**

Recommended: ABUS F201 and F201; or ACCT F261X and ACCT F262.


 Continuation of elementary accounting concepts and procedures with the introduction of cost accounting principles for manufacturing and service operations. Job order costing, process costing, cost-volume profit, budgeting and variances are introduced.

34731 TX1 NA NA DIST BLKBD Ward, K 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour


**ABUS F203 Accounting Capstone 3.0 CR**

Recommended: ABUS F101; ABUS F141; concurrent enrollment or completion of ABUS F201; ABUS F220.

 Accounting procedures in retail, service and trade businesses. The complete accounting cycle, including record keeping, posting and preparation of financial statements, bank reconciliation, payroll computations and closing books. Accounts receivable, accounts payable, purchasing, credit and other accounting requirements.

32926 TE1 T 05:30P-08:30P 604B 211 Heineken, H 01/17-04/25

**ABUS F210 Income Tax 3.0 CR**

 Income tax fundamentals. Includes how to complete basic income tax forms/schedules for individuals and small business owners. Covers taxable income, deductions, credits, exemptions, computation, record keeping methods, new tax laws and strategies to reduce taxes.

34732 TX1 NA NA DIST BLKBD Young, J 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

ICON KEY:

  
DELTA  
CLASS

  
NORTH POLE  
CLASS

  
EVENING  
CLASS

  
ON-BASE  
CLASS

  
ONLINE  
CLASS

  
WEEKEND  
CLASS


  
LATE-START  
CLASS

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**ABUS F220 Microcomputer Accounting: QuickBooks 3.0 CR**


Recommended: ABUS F101.

 Basic microcomputer principles. Includes entering transactions, analyzing results, correcting errors and organizing business finances. QuickBooks is a widely used accounting software application.

32927	TE1	M	05:30P-08:30P	604B	113	Heineken, H	01/23-05/01
34733	TX1	NA	NA	DIST	BLKBD	Schumacher, J	01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F231 Introduction to Personnel 3.0 CR**


 Company organizational structure, job analysis, staffing and organization, employee growth and development, employee supervision and developing leadership skills. May be offered in three one credit modules.

34734	TX1	NA	NA	DIST	BLKBD	Brown, M	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F232 Contemporary Management Issues 3.0 CR**


Prerequisites: BA F151X; or permission of instructor.

 Management functions, including planning, organizing, staffing, directing and controlling, human aspects of management, and decision making.

34735	TX1	NA	NA	DIST	BLKBD	Unruh, A	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F233 Financial Management 3.0 CR**

 Fundamental understanding of the concepts, techniques and practices in financial management. Financial statements analysis, cash flow and financial planning, concept of time value of money, risk and return, bond valuation, capital budgeting, internal financial controls and audit.

32928	TE1	R	05:30P-08:30P	604B	211	Amegashie, A	01/19-04/27
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**ABUS F241 Applied Business Law I 3.0 CR**

 Legal aspects of business problems. Principles, institutions and administration of law in contracts, agency, employment, personal sales and property ownership.

34737	TX1	NA	NA	DIST	BLKBD	Young, J	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour


**ABUS F256 Small Hotel, Bed and Breakfast, and Lodge Operations 1.0 CR**

 Introduction to hospitality industry focusing on the development and operation of small hotels, bed and breakfast accommodations, and lodge operations. May be offered in three 1 credit modules.

37301	TXA	SaSu	09:00A-05:00P	604B	303	Atkinson, M	02/18-02/19
		TBA	TBA	DIST	BLKBD	Atkinson, M	02/18-02/20

For Section TXA: Combination web-based and classroom-based course.

**ABUS F260 Marketing Practices 3.0 CR**


 Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts in analysis of case studies. Examines nature of marketing and its environment, selecting target markets and developing a market mix: product, price, promotion and distribution.

32929	T01	TR	02:00P-05:00P	604B	303	Young, M	01/17-03/02
34738	TX1	NA	NA	DIST	BLKBD	Brown, M	01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F263 Public Relations 3.0 CR**

Recommended: BA F151X.

 Public relations is image making, repairing and promoting. PR involves promotion, selling, advertising and creating public, corporate, government, church and other institutional images. Public relations professionals need skills in psychology, writing, mass media theory, image construction, persuasion and audience analysis. Introduces public relations and the role it plays in our world and society.

34739	TX1	NA	NA	DIST	BLKBD	McCrea, S	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour

## PROGRAM PROFILE

The UAF Community & Technical College offers a certificate in automotive technology. This program is accredited by the National Automotive Technicians Education Foundation (NATEF) and gives you the education and training needed to become an entry-level automotive technician. The automotive service industry is one of constant change as cars become more complicated. Skilled technicians who can diagnose and repair modern automobiles are in high demand.

You will learn through lecture and hands-on lab exercises that follow NATEF standards. Classes are taught in a state-of-the-art facility that is equipped with the latest technology used in the automotive industry. The curriculum covers electricity and electronics, brakes, suspension and alignment, and engine performance. Instruction is delivered by experienced faculty. In addition to classroom instruction, students complete a 280 hour internship in an automotive repair facility.

## AUTOMOTIVE TECHNOLOGY

Successful graduates from the program go on to careers in dealerships, independent shops, service/maintenance, fleet repair facilities, and aviation ground support. Salaries vary depending on job placement and the student's skill level.

A valid drivers license and a clean driving record are required for admission to this program.




**Shawn Conell, Assistant Professor**  
455-2917 [sconell@alaska.edu](mailto:sconell@alaska.edu)

**Megan Huerd, Administrative Assistant**  
455-2932 [mmhuerd@alaska.edu](mailto:mmhuerd@alaska.edu)

VISIT THE AUTOMOTIVE TECHNOLOGY WEBSITE AT [WWW.CTC.UAF.EDU/AUTO](http://WWW.CTC.UAF.EDU/AUTO)

**ABUS F264 Filing/Records Management 3.0 CR**


 Instruction in basic alphabetic storage with filing rules and cross-referencing and procedures for retrieving records manually. Includes adaptations of the alphabetic storage method including geographic, numeric and subject; storing and retrieving special records (card files, visible records, microrecords); organization and operation of records management programs and control of records systems.

32930 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour



**ABUS F265 Seminar in Applied Marketing 3.0 CR**

Prerequisites: ABUS F260 or permission of instructor.

 Analysis of the managerial relevance of current issues in marketing as found in the professional and/or popular marketing literature. A historical perspective will be provided through classic readings from the literature. Students will be expected to read, analyze and discuss assigned readings in a seminar atmosphere with a view toward understanding the rationale of applied marketing management practices such as theory, marketing mix and ethics. The relation and role of marketing, relative to other functional areas of the firm, will be explored.

32931 T01 TR 02:00P-05:00P 604B 303 Young, M 03/07-04/27



**ABUS F267 Transportation and Logistics Management 1.0 CR**

  Understanding of issues and challenges concerning structure and management of air, sea, rail and highway transportation systems. Emphasis on effective management of the transporting of people and goods intra-Alaska and to destinations that are served from Alaska.

37302 TXA SaSu 09:00A-05:00P 604B 303 Atkinson, M 01/28-01/29  
TBA TBA DIST BLKBD Atkinson, M 01/28-01/30

For Section TXA: Combination web-based and classroom-based course.

**ABUS F269 Food and Beverage Management 1.0 CR**


  Development of a successful food and beverage system from its inception to operation. Menu planning, purchasing, preparation, service and food/beverage cost control.

37303 TXA SaSu 09:00A-05:00P 604B 303 Atkinson, M 03/25-03/26  
TBA TBA DIST BLKBD Atkinson, M 03/25-03/27

For Section TXA: Combination web-based and classroom-based course.

**ABUS F271 Business Communications 3.0 CR**


Recommended: Placement in ENGL F111X.

 Composition and evaluation of various kinds of common communications between a business person and associates, customers and dealers. Included are interoffice memos, letters, reports and oral communications.

34740 TX1 NA NA DIST BLKBD McCrea, S 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F273 Managing a Small Business 3.0 CR**


 Entrepreneurship and management, starting a new business, buying an existing business or franchise. Managing, marketing, staffing, financing, budgeting, pricing, operational analysis and controls.

32933 TX1 NA NA DIST BLKBD Young, M 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F274 Business in the Digital World 3.0 CR**

Recommended: Basic knowledge of internet and social media.

 Exploration of trends in internet commerce, websites, social media and digital advertisement. Analysis of the elements needed to build and manage a successful e-commerce or small business. Website planning and creation include information design, navigation design and site presentation.

34741 TX1 NA NA DIST BLKBD Ferree, C 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**ABUS F299 Practicum in Applied Business 1.0-9.0 CR**

Prerequisites: Permission of instructor.


Supervised training and work experience (local or foreign study abroad). Analysis of work experience and relationship of the job to career and academic goals. Managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning.

32934 T01 TBA TBA TBA TBA Anger, A 01/17-05/06






For Section T01: Instructor approval required.

**ARABIC - ARAB****ARAB F100A Elementary Arabic 1A 3.0 CR**

Course Attributes: UAF Degree Humanities Req.

 Designed for beginning students of the Arabic language and culture, with emphasis on the fundamentals of the spoken language, vocabulary and grammatical structure. Does not meet Perspectives on the Human Condition requirements, or Foreign Language major or minor requirements.

36515 TF1 MW 06:00P-09:00P FTWW TBA Ali, H 01/17-03/09


<b>ICON KEY:</b>	 <b>DELTA CLASS</b>	 <b>NORTH POLE CLASS</b>	 <b>EVENING CLASS</b>	 <b>ON-BASE CLASS</b>	 <b>ONLINE CLASS</b>	 <b>WEEKEND CLASS</b>	 <b>LATE-START CLASS</b>
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**NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;  
T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17**

**ART - ART****ART F105 Beginning Drawing 3.0 CR**

Special Fees: \$50.00

Course Attributes: UAF Degree Humanities Req.


 Basic elements in drawing. Emphasis on a variety of techniques and media.

33000 TE1 TR 06:00P-08:30P ART 317 Quinn, M 01/17-05/06

**ART F127 Introduction to Weaving 3.0 CR**

Special Fees: \$75.00

Course Attributes: UAF Degree Humanities Req.

 Fundamentals of weaving taught through basic techniques and processes for four-shaft loom woven structures. Includes loom terminology and function, warping and threading, basic pattern drafting and designing, color and texture. Introduces tapestry techniques.



36611 TE1 TR 06:30P-09:00P LTHBLD 219 Wakefield, D 01/17-05/06

For section TE1: CTC self support fee \$75.00. Students pay \$275 (includes material fees) to Weaver's Guild on first night of class. Class meets at Lathrop Bldg., 516 2nd Ave No. 219.

**ART F200X Explorations in Art 3.0 CR**

Prerequisites: placement in ENGL F111X or higher; sophomore standing; or permission of instructor.

Course Attributes: UAF Core Aesthetic Appreciation, UAF GER Arts Req.

  Understanding and appreciation of art through exploration of its diverse styles, influences and developments. Topics include the creative process, artistic forms of expression, historical and cultural contexts, the role of the artist in society and popular movements and trends.


33007 TE1 T 06:00P-09:00P GRUE 409 Boyer, N 01/17-05/06

**ART F227 Woven Fabric Design: RUGS with R.A.G.S. 3.0 CR**

Special Fees: \$75.00

Prerequisites: ART F127.

Course Attributes: UAF Degree Humanities Req.

 Continuation of ART F127. Exploration of color and texture in loom structures. Includes basic fiber technology and color theory. Topics vary each semester and include blocks, units, laces, twills and R.A.G.S. recycle. Course may be repeated for credit when topic changes.

38160 TE1 TR 05:30P-08:00P LTHBLD 219 Wakefield, D 01/17-05/06

For section TE1: CTC self support fee \$75.00. Students pay \$275 (includes material fees) to Weaver's Guild on first night of class. Class meets at Lathrop Bldg., 516 2nd Ave No. 219.

**AUTOMOTIVE - AUTO****AUTO F110 Basic Electrical Systems 3.0 CR**

Special Fees: \$40.00

The history and origins of electrical theory, the generation of electricity and diagnosis, minor repair and general servicing of alternators, starters and batteries.


33080 T01 MTWRF 03:00P-08:30P HTCH 147 Conell, S 01/09-01/27

For Section T01: Department Approval Required

**AUTO F131 Automotive Electrical II 3.0 CR**

Special Fees: \$40.00

Prerequisites: AUTO F110 or permission of instructor. Recommended: AUTO F102.

 Theory, diagnosis and repair of automotive electrical/electronic systems to include testing tools, schematics and on-board computers.

33081 T01 MTWRF 03:00P-08:30P HTCH 147 Conell, S 01/30-02/17

For Section T01: Department Approval Required

**PROGRAM PROFILE**

The UAF Community & Technical College offers an Associate of Applied Science in professional piloting for students whose objective is flying. Ground schools and related courses are taken in residence, while your flight training is taken through local flight schools of your choice.

With a shortage of pilots predicted in the coming years and more pilots and aircraft per capita than any other state, the importance of aviation to the Alaskan economy and life-style is unparalleled. Aviation technology is both interesting and challenging and, if you are motivated and qualified, it can be a career to last a lifetime. This is one field of study that's opportunity driven.

**PROFESSIONAL PILOTING**

Class size is limited, so you'll receive individual help and attention. Your instructors are all experienced aviation professionals. Not only do they have excellent technical skills and knowledge, they know how to communicate that knowledge to you.

If you are a rated pilot or military aviator, you may be eligible for credit based upon previous training and experience. Contact the program coordinator below for more information.

**Roger Weggel, Assistant Professor, Program Head**  
455-2847 [rfweggel@alaska.edu](mailto:rfweggel@alaska.edu)

**Kathy Toohey, Administrative Assistant**  
455-2809 [kltoohey2@alaska.edu](mailto:kltoohey2@alaska.edu)

VISIT THE PROFESSIONAL PILOTING WEBSITE AT [WWW.CTC.UAF.EDU/AMT](http://WWW.CTC.UAF.EDU/AMT)



**AUTO F190 Automotive Practicum I****4.0 CR**

Prerequisites: Advisor approval required.


Provides supervised workplace experience in selected industry settings. Integrates knowledge and practice to achieve competencies in basic skills. A maximum of 6 credits may be earned.

33083 T01 TBA TBA TBA TBA Conell, S 01/09-05/05  
For Section T01: Department Approval Required

**AUTO F202 Auto Fuel and Emissions Systems****4.0 CR**

Special Fees: \$40.00

Prerequisites: AUTO F102; AUTO F122.


 Builds on the skills and knowledge gained in AUTO F122. Combustion chemistry, volumetric efficiency, design and function of emission control devices, laws and regulations concerning vehicle emissions are covered, with an emphasis on interfacing with on-board computers, automotive computer networking, and four and five gas analysis.

33085 T01 MTWRF 03:00P-08:30P HTCH 147 Conell, S 03/20-04/14  
For Section T01: Department Approval Required

**AUTO F222 Automotive Engine Performance****3.0 CR**

Special Fees: \$40.00

Prerequisites: AUTO F122; AUTO F202; or permission of instructor.


 Builds on skills and knowledge gained in AUTO F122 and AUTO F202. Applies strategies for diagnosing fuel and ignition systems, automotive computers and multiplexing. Includes communication strategies, on-board diagnostics, testing and diagnosis of engine performance-related components.

33086 T01 MTWRF 03:00P-08:30P HTCH 147 Conell, S 04/17-05/05  
For Section T01: Department Approval Required

**AUTO F227 Automotive Electrical III****3.0 CR**


Special Fees: \$90.00

Prerequisites: AUTO F131.

 The theory, diagnosis and repair of automotive electrical and electronic systems to include accessories.

33087 T01 MTWRF 03:00P-08:30P HTCH 147 Conell, S 02/20-03/10  
For Section T01: Department Approval Required

**AVIATION TECHNOLOGY - AVTY****AVTY F100 Private Pilot Ground School****4.0 CR**


 Study of aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information and dissemination services. Federal aviation regulations, flight information publications, radio communications and navigation. Preparation for FAA private pilot-airplane written exam.

33088 T01 MW 03:30P-05:30P HTCH 202 Coady/Zulkanycz 01/17-05/06  
34757 TX1 NA NA DIST BLKBD Dyen, F 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour


**AVTY F101 Private Pilot Flight Training****2.0 CR**

Prerequisites: Department approval required.

 Flight instruction is arranged by student through approved pilot school or independent flight instructor. Training will meet federal aviation regulations. Course completion requires awarding of private pilot certificate.

33089 TE1 M 06:00P-08:00P HANGAR 121 Weggel, R 01/17-05/06

**AVTY F102 Commercial Ground Instruction****3.0 CR**

 Advanced study of aircraft performance, airplane systems (including complex single engine, multi-engine and turboprop aircraft), navigation, regulations and meteorology. Employment considerations for commercial pilots surveyed. Preparation for the FAA commercial pilot-airplane written exam.


33090 TE1 R 06:30P-09:30P HANGAR 121 Cranor, C 01/17-05/06

**AVTY F231 Arctic Survival****3.0 CR**

Special Fees: \$50.00

Cross-listed with EMS F257.


Course Attributes: UAF U Arctic Consortium Course.

 Use of principles, procedures, techniques and equipment to survive extreme Arctic conditions and assist in safe recovery. Lab required.

33095 TE1 M 07:00P-10:00P HTCH 202 Wood, L 01/17-05/06

**AVTY F235 Elements of Weather****3.0 CR**

Course Attributes: UAF U Arctic Consortium Course.

 Weather as it affects aircraft operators with an emphasis on interior Alaska.

33096 TE1 T 06:30P-09:30P HANGAR 121 Stuefer, M 01/17-05/06

**BIOLOGY - BIOL**


A \$35 per semester fee will be assessed for one or more BIOL courses. This fee is in addition to any materials fees.

**BIOL F100X Human Biology****4.0 CR**

Special Fees: \$20.00

Prerequisites: Placement in ENGL F111X or higher; placement in DEVM F105 or higher; or permission of instructor. Offered through UAF Community and Technical College, eLearning & Distance Education, Northwest and Rural campuses as demand warrants.

Course Attributes: UAF Core Natural Sci Breadth, UAF Degree Natural Sci w/ Lab, UAF GER Natural Science Req.

 Introduction to scientific methodology and biological principles with a focus on humans as biological organisms. Topics include organization of the human body, human genetics, human development and the relationship between our bodies and health. Includes lecture, discussion, lab and projects. May not be used as biology elective credit for a major in biological sciences. Note: Intended for non-science majors and those seeking preliminary instruction before beginning study in health-related areas.

33115 TE1 Sa 10:00A-01:00P MURIE 303 Li, Y 01/17-05/06  
W 06:00P-09:00P MURIE 107 Li, Y 01/17-05/06

ICON KEY:

  
**DELTA CLASS**
  
**NORTH POLE CLASS**
  
**EVENING CLASS**
  
**ON-BASE CLASS**
  
**ONLINE CLASS**
  
**WEEKEND CLASS**
  
**LATE-START CLASS**

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**BIOL F103X Biology and Society****4.0 CR**

Special Fees: \$50.00

Prerequisites: Placement in ENGL F111X or higher; placement in DEVM F105 or higher; or permission of instructor.

Course Attributes: UAF Core Natural Sci Breadth, UAF Degree Natural Sci w/ Lab, UAF GER Natural Science Req.

✦ Fundamental principles of biology; emphasis on their application to humans in the modern world. Lectures, laboratory demonstrations, experiments and discussions of contemporary biological topics. For non-science majors; cannot be used as a biology elective by biological science majors.

33116 TE1 MW 06:00P-09:00P FTWW TBA Barnett, D 01/17-05/06

**CHINESE - CHNS****CHNS F102 Elementary Chinese II****5.0 CR**

Prerequisites: CHIN F101 or equivalent.

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req.

☾ First year spoken and written Chinese. Emphasis on the basic elements of the language to acquire skills in listening, speaking, reading and writing. Approximately 300 characters will be taught. Cultural aspects are presented.

33279 TE1 MTR 05:20P-07:00P BRKS 103 Kan, R/Qiao, T 01/17-05/06

**CHNS F202 Intermediate Chinese II****4.0 CR**

Prerequisites: CHNS F201 or equivalent.

Course Attributes: UAF Core Language Requirement, UAF Degree Humanities Req.

☾ Continuation of CHNS F102. Continue to gain language skills by learning more characters/vocabulary and broadened sentence patterns. About 200 characters and 700 vocabulary words will be taught.

33280 TE1 WF 05:20P-07:20P BRKS 302 Kan, R/Qiao, T 01/17-05/06

**COMMUNICATION - COMM****COMM F131X Fundamentals of Oral Communication: 3.0 CR Group Context**

Course Attributes: UAF Core Oral Communication, UAF GER Oral Communication.

☾ Presentational speaking skills: individual and group. Includes verbal and nonverbal skills, critical thinking in selecting and organizing materials, audience analysis and speaking presentation. Group skills include task and relational interaction, required interdependence, working across cultural differences, group decision-making and shared logistics of presentation. Student evaluations are based on nationally normed speaking competencies.

33344 T01 W 12:00P-03:00P 604B 305 Hendley, L 01/17-05/06  
33345 TE1 M 06:00P-09:00P 604B 208 Norris, A 01/17-05/06**PROGRAM PROFILE**

The UAF Community & Technical College offers a certificate and Associate of Applied Science degree in information technology. This program is designed to prepare you to implement, support, and troubleshoot computer and information technology systems. Individual courses of interest and professional development are also available through this program.

The certificate program will equip you with the foundation-level skills required to effectively use and troubleshoot computer and information technology systems. You will be prepared for entry-level IT support positions and, in addition, you will be prepared to continue your education in the IT specialist Associate of Applied Science degree program.

The Associate of Applied Science degree program prepares you to implement, support, and troubleshoot computer and information technology systems and obtain employment as an IT professional. The following concentrations are offered through the associate degree program:

- Computing technology
- Network and cybersecurity
- Network and system administration

The IT specialist program also provides you the opportunity to select courses that meet degree requirements and prepare for the following industry certifications:

- CompTIA-A+, Network+ Security+
- Cisco Systems-CCENT, CCNA
- Microsoft Certified Technology Specialist

**INFORMATION TECHNOLOGY SPECIALIST**

Students not interested in pursuing the degree program may enroll in these courses for personal or professional development, as well as to prepare for industry certifications.

Graduates enter the workforce with the skills and knowledge required to support and troubleshoot computer and information technology systems within a wide range of computing environments. Graduates are prepared to obtain entry-level employment in IT positions such as, desktop support technician, help desk specialist, computer support specialist, network support specialist, network works and information security specialist, and network and computer systems administrator.

**Bill Barnes, Associate Professor, Program Head**  
455-2854 [bill.barnes@alaska.edu](mailto:bill.barnes@alaska.edu)

Appointments can be made at [wcbarnes.youcanbook.me](http://wcbarnes.youcanbook.me)

**Rick McDonald, Professor**  
455-2934 [ramcdonald@alaska.edu](mailto:ramcdonald@alaska.edu)

**Mel Denning, Assistant Professor**  
455-2957 [mrdenning@alaska.edu](mailto:mrdenning@alaska.edu)


Appointments can be made at [mrdenning.youcanbook.me](http://mrdenning.youcanbook.me)

**Martha Westphal, Administrative Assistant**  
455-2886 [mmwestphal@alaska.edu](mailto:mmwestphal@alaska.edu)

VISIT THE INFORMATION TECHNOLOGY SPECIALIST WEBSITE AT [WWW.CTC.UAF.EDU/ITS](http://WWW.CTC.UAF.EDU/ITS)

## COMM F141X Fundamentals of Oral Communication: 3.0 CR Public Context

Course Attributes: UAF Core Oral Communication, UAF GER Oral Communication.

 Speaking skills for individual presentation. Includes verbal and nonverbal skills, critical thinking in selecting and organizing materials, audience analysis, informative and persuasive speaking, and actual presentations. Student evaluations are based on nationally normed speaking competencies.

33355	TE2	R	06:00P-09:00P	604B 208	Hendley, L	01/17-05/06
33356	TE3	T	06:00P-09:00P	604B 213	Bailey, M	01/17-05/06
33357	TE4	M	06:00P-09:00P	HTCH 202	Hendley, L	01/17-05/06
33358	TF1	TR	06:00P-09:00P	FTWW TBA	Barnett, D	01/17-03/09
33360	TXA	Sa	10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
			10:00A-01:00P	604B 208	Norris, A	01/17-05/06
TBA	TBA	DIST BLKBD	Norris, A	01/17-05/06		
33359	TL1	TR	06:00P-09:00P	EIEAFB TBA	Barnett, D	03/21-05/04
36449	TD1	TRS	06:00P-09:00P	DELTA 102	Vander Zwaag, K	03/30-05/11

For Section TXA: Web-based course and classroom based. Class includes six prearranged dates requesting mandatory attendance by distance students for delivery of graded presentations. Students must contact instructor at [cuppall@alaska.edu](mailto:cuppall@alaska.edu) prior to first day of class.

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

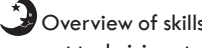
## COMPUTER AND INFORMATION TECHNOLOGY SYSTEMS - CITS

A one time \$25 per semester fee will be assessed for one or more CITS courses. This fee is in addition to any materials fees.

All CITS courses are offered online on a rotating semester schedule.

### CITS F203 Information Technology Support Fundamentals 4.0 CR


Recommended: CIOS F150 or equivalent skills.

 Overview of skills and knowledge required by professional computer support technicians to support and troubleshoot computer operating systems and computer hardware, including the purpose and function of the internal components of a computer, how to assemble a computer system, install an operating system and the basic skills and knowledge required to connect to and share resources in a network environment. Course covers objectives defined for CompTIA A+ certification.

33305	TE1	MW	06:00P-08:00P	604B 316	Moneymaker, K	01/17-05/06
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### CITS F204 Introduction to Network Support and Administration 3.0 CR

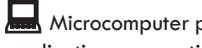
Recommended: CITS F203 (may be taken concurrently) or equivalent skills.

 Features and functions of networking components and the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. Develop technical ability in the areas of media and topologies, protocols and standards, network implementation and basic network administration and support. Course covers objectives defined for CompTIA Network+ certification.

33308	TE1	R	06:00P-09:00P	604B 308	Schikora, F	01/17-05/06
33309	TXA	TBA	TBA	DIST BLKBD	McDonald, R	01/17-05/06

### CITS F205 Introduction to Microcomputer Programming 3.0 CR

Prerequisites: Math placement at the 100-level or instructor approval.

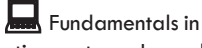
 Microcomputer programming focused on programming concepts for applications, operating systems and web technologies. Supplementing and integrating computer applications with built-in programming tools.

33313	TXA	M	06:00P-09:00P	604B 312	Okinczyc, J	01/17-05/06
		TBA	TBA	DIST BLKBD	Okinczyc, J	01/17-05/06

For Section TXA: Uses the Python programming language. The class is online, however, it will be delivered live and recorded from room 312 on Mondays at 6PM where students are welcome to attend in person for instruction and assistance.

### CITS F212 Server Operating Systems 3.0 CR

Prerequisite: CITS F204 (may be taken concurrently) or equivalent skills.


 Fundamentals in installing, configuring and maintaining server operating systems. Learn how to configure and administer network accounts, resources, and common services deployed on server operating systems. Course covers foundation server operating system knowledge required for Microsoft Certified Technology Specialist (MCTS) certification exams related to server technologies.

33314	TXA	M	06:00P-09:00P	604B 308	Johnson, K	01/17-05/06
		TBA	TBA	DIST BLKBD	Johnson, K	01/17-05/06

For Section TXA: The class is online, however, it will be delivered live and recorded from room 308 on Mondays at 6PM where students are welcome to attend in person for instruction and assistance.

### CITS F220 Implementing Internet Tools and Technologies 3.0 CR

Recommended: CIOS F150 or equivalent skills.

 Exploration of advanced Internet topics. Building a presence on the Internet -- evaluate web hosting services, domain names and registration services. How to implement and understand web communication tools and develop and understand the impact of participating in social networks and the changing nature of these networks.

34784	TX1	NA	NA	DIST BLKBD	Piatanova, T	01/17-05/06
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For Section TX1: Distance delivery fee: \$25 per credit hour

ICON KEY:							
	DELTA CLASS	NORTH POLE CLASS	EVENING CLASS	ON-BASE CLASS	ONLINE CLASS	WEEKEND CLASS	LATE-START CLASS

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;  
T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**CITS F222 Website Design****3.0 CR**

Recommended: CIOS F150 or equivalent skills.


 Comprehensive survey of professional website design and authoring tools used to create Internet websites. Topics include: website design and planning; HTML, XHTML and CSS.

34785 TX1 NA NA DIST BLKBD McMahan, J 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

**CITS F243 Intermediate Networking and LAN Infrastructure****4.0 CR**

Special Fees: \$125.00

Prerequisites: CITS F241; or permission of instructor.

 Provide an understanding of the architecture, components, and operations of routers and switches in large and complex networks. Students will learn how to configure routers and switches for advanced functionality. Topics include configuring and troubleshooting routers and switches and resolving common issues with OSPF, EIGRP, STP and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. This course is the third of four courses that cover objectives required for the Cisco Certified Networking Associate (CCNA) certification.


33319 TE1 TR 05:20P-09:20P 604B 316 Barnes Jr, W 01/17-03/07  
33320 TXA TBA TBA DIST BLKBD McDonald, R 01/17-03/07  
For Section TE1: Instructor approval required. Contact instructor at bill.barnes@alaska.edu

For Section TXA: Instructor approval required. Contact instructor at ramcdonald@alaska.edu

**CITS F244 Advanced Network Infrastructure Services****4.0 CR**

Special Fees: \$125.00

Prerequisites: CITS F242; CITS F243; or permission of instructor.

 This course discusses the WAN technologies and network services required by converged applications in a complex network. Students will understand the selection criteria of network devices and WAN technologies to meet network requirements. Students will learn to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private networks (VPN) operations in a complex network. This course is the fourth of four courses that cover objectives required for the Cisco Certified Networking Associate (CCNA) certification.


33321 TE1 TR 05:20P-09:20P 604B 316 Barnes Jr, W 03/09-05/06  
33323 TXA TBA TBA DIST BLKBD McDonald, R 03/09-05/06

For Section TE1: Instructor approval required. Contact instructor at bill.barnes@alaska.edu

For Section TXA: Instructor approval required. Contact instructor at ramcdonald@alaska.edu

**CITS F261 Computer and Network Security****3.0 CR**

Prerequisites: CITS F204 or equivalent skills.

 The fundamental concepts of computer and network security. Course topics include: understanding threats to a computing infrastructure, understanding encryption technologies, securing network communications and applications, security policies and responding to incidents. Course covers objectives defined for CompTIA Security+ certification.

33324 TE1 T 06:00P-09:00P 604B 308 Denning, M 01/17-05/06

**PROGRAM PROFILE**

The UAF Community & Technical College offers an Associate of Applied Science degree in construction management. This degree program trains new entry-level construction managers and provides continuing education to individuals currently working in the construction industry, including those in skilled craft and management positions.

This program prepares students to lead construction projects throughout Alaska. Courses cover many aspects of construction projects including: cost estimating, bidding, negotiating, scheduling, procurement, subcontracting, quality assurance, safety, and environmental. Construction managers collaborate with other construction project participants, including owner and designer representatives, to establish, track and control project schedule, cost and quality objectives while ensuring compliance with a myriad of other agency requirements which apply to most present day construction activities.

Upon graduation, you will understand the basic principles of the construction contracting business and be able to work

**CONSTRUCTION MANAGEMENT**

effectively with senior management staff to plan, direct, monitor and control construction management processes; including documentation and communication of critical issues with representatives of project owners, designers, users, government agencies, subcontractors, suppliers, inspectors, technicians and other specialists. Graduates will be able to apply these skills in either an office or job site environment for a wide variety of construction organizations which are presently experiencing a shortage of qualified construction management help.


**Galen Johnson, Professor, Program Head**  
455-2846 gjohns55@alaska.edu

**Martha Westphal, Administrative Assistant**  
455-2886 mmwestphal@alaska.edu

VISIT THE CONSTRUCTION MANAGEMENT WEBSITE AT [WWW.CTC.UAF.EDU/CM](http://WWW.CTC.UAF.EDU/CM)

**CITS F262 Cybersecurity Defense and Countermeasures 3.0 CR**


Prerequisites: CITS F261 or equivalent skills.

 This course focuses on network and information systems security from a defensive point of view. Students will learn how to analyze internal and external security threats, develop security policies, and implement security measures to protect information within an enterprise. Topics include risk assessment, security policies and procedures, incident response, cryptographic services, network and host-based security.

36508 TXA TBA TBA DIST BLKBD Denning, M 01/17-05/06

**CITS F263 Network Security Penetration Testing 3.0 CR**


Prerequisites: CITS F261 or equivalent skills.

 This course focuses on network and information systems security from an offensive point of view. Students will learn technical testing and examination techniques used to identify, validate and assess technical vulnerabilities within an enterprise. Topics include penetration testing methodology, footprinting and reconnaissance, scanning and enumeration, vulnerability validation, data collection and reporting.

33325 TE1 W 06:00P-09:00P 604B 308 Denning, M 01/17-05/06

**CITS F265 Directory Services Administration 3.0 CR**

Prerequisite: CITS F212 (may be taken concurrently) or equivalent skills.


 The purpose and components that make up directory services and the role these services play in storing, organizing and managing information in a network environment. How to create and configure directory service objects to manage access to network resources, to implement and manage group policy objects, and to backup, restore, monitor and troubleshoot directory service related issues. Course covers directory services administration objectives required for Microsoft Certified Technology Specialist (MCTS) certification exams related to server technologies.

33327 TXA R 06:00P-09:00P 604B 306 Denning, M 01/17-05/06  
TBA TBA DIST BLKBD Denning, M 01/17-05/06

For Section TXA: The class is online, however, it will be delivered live and recorded from room 306 on Thursdays at 6PM where students are welcome to attend in person for instruction and assistance.

**CITS F289 Information Technology: LINUX II 3.0 CR**

Recommended: CITS F203 or equivalent skills.

 Comprehensive coverage of a specific information technology topic.


37721 TXA TBA TBA DIST BLKBD Okinczyc, J 01/17-05/06

For Section TXA: This is the second in the two-course Linux series (the first is CITS F219), students gain experience using advanced shell features, administration of users and groups, networking and security in major distribution of Linux. The course objectives are aligned to the Linux professional institute (LPI.org) LPIC-101 and CompTia Linux+TM Powered by LPI LXO-103.

**COMPUTER INFORMATION AND OFFICE SYSTEMS - CIOS**

**CIOS F135 Microcomputer Spreadsheets 1.0 CR**


Recommended: CIOS F150 or equivalent skills.

 Comprehensive exploration of topics related to using microcomputer spreadsheets. Includes creating, formatting and revising spreadsheets; creating formulas, graphics and charts; and using spreadsheets to organize, analyze and query information.

33288 TXA TBA TBA DIST BLKBD Heusinkveld, E 01/17-05/06

For Section TXA: OPEN REGISTRATION to all students. ONLINE course. Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, www.uaf.bkstr.com. This course uses UA Google Apps. You must have the ability to download/stream audio and video files. You must be able to access YouTube and you must have screencasting software.

**CIOS F150 Computer Business Applications 3.0 CR**


 Designed to develop computer literacy in the use and understanding of computer systems, office productivity applications and the Internet. Topics include operating system fundamentals, file management, word processing and spreadsheet fundamentals and safe, secure and effective use of Internet technologies.

33290 T01 F 02:00P-05:00P 604B 308 Denning, H 01/17-05/06  
34782 TX1 NA NA DIST BLKBD Pihlaja, K 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**CIOS F233 Desktop Publishing - InDesign 3.0 CR**

Recommended: CIOS F150 or equivalent skills.


 Publication design and layout using desktop publishing software. Includes integrating text and graphics, page layout design, scanning and basic image editing.

34783 TX1 NA NA DIST BLKBD Olson, H 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

**CIOS F258 Digital Photography 1.0-3.0 CR**

Recommended: CIOS F150 or equivalent skills.



 Comprehensive survey of tools and methods to create and edit digital images using microcomputer tools. Includes the use of professional-level digital photography applications.

37720 TE1 T 06:00P-09:00P 604B 306 Paris, T 01/17-05/06

**The following CIOS classes will be held at the Delta Career Advancement Center in Delta Junction, Alaska.**

**CIOS F130 Microcomputer Word Processing 2.0 CR**




Recommended: CIOS F150 or equivalent skills.

  Comprehensive exploration of topics related to using micro-computer word processors. Includes creating, formatting and revising documents; using proofreading and editing tools; implementing styles; using templates; and customizing the application.

33282 TD1 TR 06:00P-09:00P DELTA 103 Krepel, P 03/28-04/27

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.


**ICON KEY:**

						
<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

**NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17; T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17**

**CIOS F133 Microcomputer Presentation Software 1.0 CR**

Recommended: CIOS F150 or equivalent skills.


 Designing effective presentations. Includes organizing and designing an effective presentation of information using current microcomputer software.

37360 TD1 TR 06:00P-09:00P DELTA 102 Krepel, P 02/14-02/28

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

**CIOS F135 Microcomputer Spreadsheets 1.0 CR**

Recommended: CIOS F150 or equivalent skills.

 Comprehensive exploration of topics related to using microcomputer spreadsheets. Includes creating, formatting and revising spreadsheets; creating formulas, graphics and charts; and using spreadsheets to organize, analyze and query information.

33286 TD1 TR 06:00P-09:00P DELTA TBA Krepel, P 01/17-01/31

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

**CONSTRUCTION MANAGEMENT - CM**

A \$50 per semester fee for upgrade of equipment, instructional aids and supplies will be assessed for one or more CM courses. This fee does not apply to CM F299. This fee is in addition to any materials fees.


**CM F102 Methods of Building Construction 3.0 CR**

Introduces basic knowledge of building materials, technical specifications, techniques, and systems. Outlines structural systems, construction processes, and assemblies. Includes a field project student team research of current Alaskan building type.

33330 T01 MW 03:00P-04:30P 604B 311 Johnson, G 01/17-05/06

**CM F123 Codes and Standards 3.0 CR**

Prerequisites: CM F102; DRT F170.


 Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of buildings, and community development.

33331 TE1 T 06:00P-09:00P 604B 311 Falke, C 01/17-05/06

**PROGRAM PROFILE**

Choose the culinary arts, or baking & pastry certificate, or the Associate of Applied Science in culinary arts and achieve the foundational skills and knowledge necessary to be a productive professional within the industry. Studies expose students to various facets in the field to include cooking, baking, table service and management. The program provides a comprehensive education focused on student centered learning and industry endorsed outcomes. Instruction will include exploration of the culinary field and different specialty areas. Students learn about the many diverse opportunities available within the industry. Depending on their area of interest, students will receive hands-on practical experience in the kitchen and bakery. In an effort to provide real world experience, students will be part of a full service luncheon within our student operated Borealis Bistro.


**CM F142 Mechanical and Electrical Technology 3.0 CR**

 Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of the occupants. Emphasizes design criteria, code requirements and interpretation of construction drawings.

33332 TE1 M 06:00P-09:00P 604B 311 Frame, M 01/17-05/06

**CM F163 Building Construction Cost Estimating 3.0 CR**


Prerequisites: CM F102; DRT F170; MATH F151X.

 Presents methods and techniques for preparing accurate cost estimates for building construction projects. Emphasizes quantity surveys, productivity, bidding and negotiation procedures, and cost control systems.

33333 TE1 R 06:00P-09:00P 604B 322 Johnson, G 01/17-05/06

**CM F202 Project Planning and Scheduling 3.0 CR**


Prerequisites: CM F201; MATH F152X.

 Examines concepts and methods for planning and scheduling of construction projects. Includes identifying work elements, analyzing resources, determining activity durations, preparing CPM schedules using computer scheduling software, preparing schedule updates and analyzing planning versus actual progress for cost control.

33334 TE1 T 06:00P-09:00P 604B 322 Johnson, G 01/17-05/06

**CM F205 Construction Safety 3.0 CR**

Prerequisites: CM F201.

 Examines safety and health practices for the construction industry. Includes developing and implementing construction project site-specific safety plans, analyzing the laws and regulations that govern safety, evaluating construction site hazards and environmental conditions and incident investigation and reporting.

33335 TE1 R 06:00P-09:00P 604B 311 Howe, J 01/17-05/06

**CULINARY ARTS & HOSPITALITY**

Students who complete a certificate or Associate of Applied Science degree from the Culinary Arts and Hospitality department will find that the skills and knowledge learned in class will increase their marketability within the industry. Graduates may choose from numerous career paths including restaurants, bakeries, food production, hotels, hospitals, catering companies, mining camps, or any other facility that requires food service as part of its operation. Recent statistics show that there is a growing demand for food service within the state of Alaska.

**For more information, contact the CAH Advisor: 455-2902**

**Keith Swarner, Program Head**

**455-2820 keith.swarner@alaska.edu**


**Kristi Gaikowski, Office Manager**

**455-2902 kgaikows@alaska.edu**

VISIT THE CULINARY ARTS & HOSPITALITY WEBSITE AT [WWW.CTC.UAF.EDU/CAH](http://WWW.CTC.UAF.EDU/CAH)

**CM F263 Civil Construction Cost Estimating 3.0 CR**

Prerequisites: CM F213; MATH F152X.

 Presents methods and techniques for preparing accurate cost estimates for earthwork, roads, highways, underground utilities and site work. Emphasizes quantity surveys, unit costs, production factors, bidding and construction equipment management.

33336 TE1 W 06:00P-09:00P 604B 322 Geraghty, S 01/17-05/06

**CM F299 Construction Management Internship 3.0 CR**

Prerequisites: Department approval.

Grade Mode: Pass/Fail Grades.

Places students in building construction offices related to student's educational program and occupational objectives. Direct supervision by contractor professional, program faculty and Career Services coordinator.

33337 T01 TBA TBA 604B 320 Johnson, G 01/17-05/06

For Section T01: Department Approval Required

**CULINARY ARTS AND HOSPITALITY - CAH****CAH F101 Introduction to the Culinary Field 1.0 CR**


Provides an overview of the many facets of the food industry and begins the student portfolio. Students will learn culinary related math concepts; topics include basic math principles, weights and measures, recipe conversion and baking formulas. These lessons will be used throughout the culinary program.

33167 T01 TR 04:15P-05:45P HTCH DINING Walklin/Ewig 01/24-02/23

**CAH F117 Art in Cake Icing 2.0 CR**

Special Fees: \$40.00

Grade Mode: Pass/Fail Grades.

 The preparation of cakes for icing and decorating. Topics include borders, clowns, flowers, leaves, pattern transfer, frozen buttercream, confectionery coating, royal icing, plus designing cakes, and rolled buttercream. Use of an airbrush, flow in techniques and tiered cake assembly covered.

33170 TE1 M 06:00P-10:00P HTCH DINING McDaniel, L 01/23-04/17

**CAH F141 Culinary II: Stocks, Soups and Sauces 4.0 CR**


Special Fees: \$225.00

Prerequisites: CAH F140; CAH F150.

Students study and apply cooking methods of scratch cookery through small batch assignments. Areas of study include stocks, thickeners, roux based sauces to include the four mother sauces, hot and cold emulsions, butter sauces, salsas, vinaigrettes, and reductions as well as soups to include cream, clear and potage soups.

33172 T01 T 08:30A-03:45P HTCH DINING Walklin, S 01/17-05/06

**CAH F150 Food Service Sanitation 2.0 CR**

 Designed for entry-level through supervisory personnel of food service establishments. Basic microbiology, safe food handling techniques, good hygienic practices, pest control, employee training, and the Alaska laws governing food service establishments. Upon successful completion the student can earn ServSafe Managers Certification from the National Restaurant Association Education Foundation; the course also satisfies a requirement for certification with the American Culinary Federation.

33174 TW1 Sa 09:00A-03:30P HTCH DINING Martinez, L 01/28-02/25

**CAH F154 Food and Beverage Service 2.0 CR**

Prerequisites CAH F150. Note CAH F150 may be taken concurrently.


Introduce students to dining room and front-of-the-house operations. Students will gain competence in dining room operation and table service techniques. Students will perform duties in the dining room of our student-run restaurant.

33176 T01 R 10:00A-02:30P HTCH DINING TBA 01/17-05/06

**CAH F170 Gourmet Cooking 2.0 CR**

Special Fees: \$125.00

Grade Mode: Pass/Fail Grades.


 Preparation and service of gourmet beef, poultry and seafood entrees for the home cook. Recipes represent new ideas in home entertainment and menus change every semester.

33177 TE1 R 06:00P-10:00P HTCH DINING Walklin, S 01/19-04/13

**CAH F171 Gourmet Baking 2.0 CR**

Special Fees: \$100.00

Grade Mode: Pass/Fail Grades.


 Preparation of a wide range of breads, pastries, fancy desserts, French pastry and simple tortes. Recipes represent traditional methods of baking along with current trends in home entertainment.

33178 TE1 W 06:00P-10:00P HTCH DINING Ginnaty, R 01/18-04/12

**CAH F172 Gourmet Asian Cooking 2.0 CR**

Special Fees: \$125.00

Grade Mode: Pass/Fail Grades.

 Preparing and serving Asian dishes. Study and use of proper cooking methods will be emphasized. Students prepare and enjoy a full meal



33179 TE1 T 06:00P-10:00P HTCH DINING Martinez, L 01/17-04/11

**CAH F177 Understanding Brewing and Fermentation 1.0 CR**

Special Fees: \$85.00

Prerequisites: Students must be 21 years of age to enroll.

Grade Mode: Pass/Fail Grades.

  The student will receive an introduction to the history, science and process of brewing. Focus will be on the importance of sanitation for the home brewery, brewing traditional styles with an introduction to specialty brews. Attention will be given to the pairing of beer styles to food.

33180 TE1 T 06:00P-10:00P HTCH DINING Novak, S 01/31-03/07

<b>ICON KEY:</b>							
	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>


NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**CAH F181 International Breads****2.0 CR**

Special Fees: \$75.00

Prerequisite/co-requisite: CAH F101; CAH F140;

 Take a culinary tour around the world. Visit all the great bread baking countries and experience the diversity each place has to offer. Flaky and buttery croissants and brioche from France, sweet and fruity panettone from Italy, fresh mocha from Japan and much more!

33181 TE1 RF 06:00P-10:00P HTCH DINING Redmond, C 03/02-04/14

**CAH F199 Culinary Arts Externship****2.0 CR**

Prerequisites: Departmental approval required.

The student will complete a 240 hour externship. Student will begin to apply their education within the industry providing genuine experience that reflects the student's career goals. The student will study in an approved establishment and will be evaluated by both the employer and the instructor. Enrollment in this class will be after completing the 2nd, 3rd or 4th semester.

33182 T01 TBA TBA TBA TBA Walklin, S 01/17-05/06

**CAH F230 Menu Planning****1.0 CR**

Recommended: CAH F140; CAH F146; CAH F150.

The importance of the menu in various food operations. The menu is considered to be the controlling factor in both commercial and noncommercial food service operations. Using a menu as a management tool in every area of the operation from planning the facility, purchasing food items, promoting items to customers and providing excellent service to help ensure success. The student will plan and write a variety of menus.

37713 T01 W 02:45P-03:45P HTCH DINING Walklin, S 01/17-05/06

**CAH F243 Culinary IV: A la Carte Cookery****4.0 CR**

Special Fees: \$225.00

Prerequisites: CAH F141, CAH F175, CAH F242 or permission of instructor.

Study focuses on the preparation of food items for service in a guest-centered a la carte environment. Students will work in a la carte stations to include salads, broiler, saute, expediter, and tournant. Line cooking skills for fine dining as well as time budgeting and management will be emphasized. Students will gain proficiency in the areas of kitchen sense, mise en place, and hustle. An increased focus on the concepts of food presentation is emphasized. Projects include menu design, research and design of dishes to include plate presentation. Students plan and prepare up-scale theme menus.

33183 T01 R 07:30A-02:30P HTCH DINING Allan, D 01/17-05/06

**CAH F248 Intermediate Baking and Pastry****4.0 CR**

Special Fees: \$225.00

Prerequisites: CAH F146, CAH F150 or permission of instructor.

This course is designed to give the student an overall appreciation and increased understanding of bread and fine pastry. Students will learn to effectively produce a variety of specialty dough, pastries, and desserts such as flans, tarts, individual and miniature pastries, souffles, chocolates, plated desserts, ice cream and sugar work, tortes and mousse tortes.

33184 T01 W 08:30A-03:45P HTCH DINING Martinez, L 01/17-05/06

**CAH F250 Garde Manger****4.0 CR**

Special Fees: \$200.00

Prerequisites: CAH F141, CAH F175, CAH F242.

Students study traditional upscale pantry preparation. Students practice techniques for artistic displays of hors d'oeuvres, canape', pate', terrines and charcuterie. The student gains practical experience preparing and serving theme buffets for guests.

33186 T01 T 02:45P-05:45P HTCH DINING Martinez, L 01/17-05/06  
W 04:15P-08:15P HTCH DINING Martinez, L 01/17-05/06**PROGRAM PROFILE**

The developmental education program at the UAF Community & Technical College is committed to the success of students at all levels of academic preparation. The department provides educational opportunity, making academic success possible for every student and develops the skills and attitudes necessary for achieving academic, career, and life goals. The developmental education courses fall under three categories: English (DEVE), math (DEVM), and reading/study skills (DEVS).

Tutoring labs are located inside the Learning Center at 604 Barnette Street, Room 120, on the UAF main campus and online using the Live Online Writing Lab. The labs provide tutoring

**DEVELOPMENTAL EDUCATION**

and small group instruction for students taking developmental, academic or vocational math, English, or reading courses. Stop by the Learning Center to learn of the many resources available to students.

**Developmental Math****455-2869****Jennifer Tilbury, Assistant Professor Developmental English****455-2860 jtilbury@alaska.edu****Administrative Assistant****455-2869**VISIT THE DEVELOPMENT EDUCATION WEBSITE AT [WWW.CTC.UAF.EDU/DEVS](http://WWW.CTC.UAF.EDU/DEVS)



**CAH F255 Human Resource and Supervision in Hospitality 3.0 CR**

Approaches for effective culinary or hospitality supervision are considered in this course. Methods of recruiting, selecting, training, and evaluating personnel are covered. Team building and conflict management concepts are examined. Skills in communication, empowerment and planning are introduced. This course fulfills a requirement of certification with the American Culinary Federation.

37714 T01 MW 04:15P-05:45P HTCH DINING Walklin, S 01/17-05/06

**CAH F256 Restaurant and Hospitality Cost Management 2.0 CR**

Prerequisites: CAH F101.

A course designed to relate principles of calculation to the food service industry. Recipe computations, food cost estimates, cash procedures, and payroll practices are studied. Practices for controlling portions, inventories and costs are explored as they affect business operations.


33187 T01 T 12:15P-02:15P HTCH DINING Ewig, V 01/17-05/31

**CAH F258 Intermediate Wine Appreciation 1.0 CR**

Special Fees: \$100.00

Prerequisites: CAH F257 or permission of the instructor. Must be 21 years of age to enroll.


Grade Mode: Pass/Fail Grades.

 This course will focus on the study of wine from around the world with an emphasis on the similarities and differences of those regions. Consideration will be given to the influence of climate, topography, and culture along with many other factors that affect the grapes. A goal will be to identify the varietals through focused blind tastings. Focus will be on preparing the new sommelier with special attention given to selecting wines with integrity for a cellar. Costing and inventory controls will also be covered.

33188 TE1 M 06:00P-09:30P LVLBST TBA Lavelle, K 02/13-03/27

**DENTAL ASSISTING - DA****DA F150 Dental Radiography 4.0 CR**

Special Fees: \$225.00

 The study of film and digital radiographic techniques in the dental practice. Introduces student to radiographic anatomy and radiation physics. Includes safety in exposing, processing and mounting dental radiographs. Presents hazardous materials handling, equipment operation and maintenance. Prepares students for the Dental Assisting National Board's radiology health and safety examination.


33443 T01 W 09:00A-12:00P 604B 440 Filotei/Radke III 01/17-05/06  
R 09:00A-12:00P 604B 440 Filotei/Radke III 01/17-05/06  
36615 TE1 R TBA 604B 440 TBA 01/17-05/06  
36616 TE2 W TBA 604B 440 TBA 01/17-05/06

For Sections T01, TE1 and TE2: Department Approval Required

**DA F152 Dental Materials and Applications 4.0 CR**

Special Fees: \$125.00

Prerequisites: DA F151 or may be taken concurrently.

 Physical and chemical properties of restorative dental materials and the application of those materials. Includes properties and manipulation of gypsum material, impression materials and custom trays, basic crown and bridge procedures.


33444 T01 TR 01:00P-04:00P 604B 440 TBA 01/17-05/06  
36618 TE1 TBA TBA 604B 440 TBA 01/17-05/06

For Sections T01 and TE1: Department Approval Required

**DA F252 Clinical Chairside II for Dental Assistants 6.0 CR**

Special Fees: \$45.00

Prerequisites: DA F251.

 Emphasizes advanced dental assisting skills necessary in general dentistry. Includes taking impressions for study models, radiography, matrix assembly, rubber dam application, assisting with the administration of local anesthetics, temporary crowns, oral health and nutrition. Includes introduction to specialty practices.

33445 T01 T 09:00A-12:00P 604B 440 Filotei, J 01/17-05/06  
MW 01:30P-04:30P 604B 440 Filotei, J 01/17-05/06  
36619 TE1 TBA TBA 604B 440 TBA 01/17-05/06

For Sections T01 and TE1: Department Approval Required


**DESIGN TECHNOLOGY - DSGN**

See related courses in **DRAFTING TECHNOLOGY - DRT**, page 37.

**DSGN F193 Modeling, Assembly & 3D Animation 3.0 CR with Autodesk Inventor**

Special fees: \$60.00


Prerequisites: Students should have developed basic computer knowledge and skills prior to enrollment in this course. Recommended: CIOS F150.

 An intermediate level 3D modeling course develops skills and knowledge needed to quickly and accurately create three dimensional parts, assemblies and printed models. Students will develop skills that can later be utilized professionally or in advanced coursework.

33505 TE1 F 05:30P-08:30P 604B 307 McDermott, A 01/17-05/06

**DSGN F293 Advanced Techniques in Modeling & Analysis with Autodesk Inventor 3.0 CR**

Special fees: \$60.00

 Advanced level computer 3D modeling course. It develops skills and knowledge needed to quickly and accurately create three dimensional parts, assemblies and printed models. Students will develop skills that can later be utilized professionally or in advanced coursework. Practical applications.

33506 TE1 F 05:30P-08:30P 604B 307 McDermott, A 01/17-05/06

							
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**NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17; T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17**

## DEVELOPMENTAL ENGLISH - DEVE

### DEVE F068C English Skills Lab: Sentence/Paragraph 1.0 CR

Grade Mode: Pass/Fail Grades.

Individualized instruction in written language skills. Open entry/open exit, one credit modules in spelling/vocabulary, writing and grammar usage. Enrollment in one or more based on diagnosed need or student decision; may be repeated. Does not fulfill degree requirements in written communications or humanities. Graded Pass/Fail  
33449 T01 M 10:15A-11:15A 604B 303 Tilbury, J 01/23-05/06  
For Section T01: Instructor approval required.

### DEVE F094 Basic Writing and Reading 4.0 CR

Special fees for R Sections: \$15.00

Prerequisites: Appropriate placement test scores.

Basic college writing and reading. Focus on writing and revising paragraphs and one short essay, sentence and paragraph structure, and revision techniques. Focus on vocabulary and comprehension skills necessary for successful reading in college courses. A C grade or higher in this course qualifies students for DEVE 194.

36262 R01 MW 10:00A-12:00P 604B 303 Simons, D 01/17-05/06

### DEVE F109 Preparatory College Writing III 3.0 CR

Special fees for R Sections: \$25.00

Prerequisites: C or better in DEVE F104; or appropriate placement test scores. Recommended: C or better in DEVS F105.



Intensive preparatory work in the college writing skills needed for ENGL F111X, including research, writing and revising, and critical reading skills.

33453 R01	TR	11:30A-01:00P	GRUE 307	Simons, D	01/17-05/06
33454 R02	MWF	02:15P-03:15P	BRKS 104A	Greci, D	01/17-05/06
33455 R03	TR	09:45A-11:15A	DUCK 406	Simons, D	01/17-05/06
33456 TE1	TR	05:20P-06:50P	604B 303	Rafson, S	01/17-05/06
36517 TF1	MW	06:00P-09:00P	FTWW TBA	TBA	01/18-03/09
37568 TXA	TBA	TBA	DIST BLKBD	Tilbury, J	01/17-05/06
	Su	02:00P-04:00P	604B 113	Tilbury, J	01/29-01/29
	Su	02:00P-04:00P	604B 113	Tilbury, J	02/12-02/12
	Su	02:00P-04:00P	604B 113	Tilbury, J	03/05-03/05
	Su	02:00P-04:00P	604B 113	Tilbury, J	04/02-04/02
	Su	02:00P-04:00P	604B 113	Tilbury, J	04/23-04/23

For Section TXA: Web-based course. Students must e-mail instructor at [jtilbury@alaska.edu](mailto:jtilbury@alaska.edu) prior to first day of class.

### DEVE F194 Writing & Reading Strategies 4.0 CR

Special fees for R Sections: \$15.00

Prerequisites: Appropriate placement test scores, or C or higher in DEVE 094, or DEVE 060 and DEVS 052.

College writing and reading strategies. Building on the sentence and paragraph level work done in DEVE 094, or DEVE 060 and DEVS 052, it includes work on writing and revising essays. The course focuses on complex sentence and paragraph structure, essay revision techniques, and critical reading skills. It emphasizes reading and study skills that increase comprehension of written materials typically encountered in college courses, such as textbooks, websites, research articles, etc. A C or higher in this course qualifies students for DEVE 109.

33457 R01	MTWR	11:30A-12:30P	MOOR 109	Greci, D	01/17-05/06
36268 R02	TR	09:45A-10:45A	MOOR TBA	Greci, D	01/17-05/06
	MW	10:30A-11:30A	MOOR TBA	Greci, D	01/17-05/06
36263 T01	MTWR	12:00P-01:00P	604B 303	Tilbury, J	01/17-05/06

## PROGRAM PROFILE

The UAF Community & Technical College offers a certificate in diesel and heavy equipment. This program is designed to prepare you to perform maintenance and repair on heavy equipment, trucks and buses.

Classes are taught in a fully modernized shop with state-of-the-art tools and equipment and according to industry standards. Class size is limited to give you individualized help and attention by experienced faculty. The curriculum emphasizes hands-on training and experience. You will conduct preventative maintenance inspections, diagnose equipment problems and make repairs and adjustments from tune-ups to complete engine and equipment overhauls. You will work on heavy equipment and large trucks, electrical and air systems, diesel engines, engine electronics, transmissions, differentials, crawler tractor

## DIESEL/HEAVY EQUIPMENT

undercarriages, steering and final drives. You will learn how to diagnose, repair, weld, and fine-tune the working parts of buses, trucks, construction machinery, and generators.

Demand is on the rise for highly skilled diesel and heavy equipment mechanics. Graduates of this program are qualified to work for independent diesel and heavy equipment repair businesses, dealerships and contractors as well as larger companies in need of on-site diesel and heavy equipment mechanics.

**Tony Simko, Assistant Professor**

455-2843 [asimko@alaska.edu](mailto:asimko@alaska.edu)

**Megan Huerd, Administrative Assistant**

455-2932 [mmhuerd@alaska.edu](mailto:mmhuerd@alaska.edu)

VISIT THE DIESEL/HEAVY EQUIPMENT WEBSITE AT [WWW.CTC.UAF.EDU/DSLIT](http://WWW.CTC.UAF.EDU/DSLIT)

## DEVELOPMENTAL MATHEMATICS - DEVM

### DEVM F054 Prealgebra

3.0 CR

Special fees for R Sections: \$25.00

Prerequisites: Appropriate placement scores.

Basic concepts of prealgebra mathematics. Topics include operations and applications of whole numbers, integers, fractions, decimals, ratios and proportions, percents, geometry and measures, evaluation of algebraic expressions and applications.

33459 R01 TR	09:45A-11:15A	GRUE 204	Barry, T	01/17-05/06
33460 R02 MWF	11:45A-12:45P	GRUE 205	Barry, T	01/17-05/06

### DEVM F054A Modularized Mastery Math: Prealgebra Module A

1.0 CR

Special fees for R Sections: \$25.00

Prerequisites: Appropriate placement test scores; permission of instructor required. Prerequisite courses and/or placement exams must be taken within one calendar year.

This course covers one credit of DEVM F054 Prealgebra and includes the following topics: identifying and solving basic linear equations involving whole numbers, integers, decimals and fractions, solving ratio and proportion problems, solving percent problems, and solving applied problems. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting,

37326 R01 MWF	09:15A-10:15A	BUNN 313	Krohe, T	01/17-05/06
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### DEVM F054B Modularized Mastery Math: Prealgebra Module B

1.0 CR

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F054A; or appropriate placement test scores; permission of instructor required. Prerequisite courses and/or placement exams must be taken within one calendar year.

This course covers one credit of DEVM F054 Prealgebra and includes the following topics: identifying and solving basic linear equations involving whole numbers, integers, decimals and fractions, solving ratio and proportion problems, solving percent problems, and solving applied problems. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting,

37327 R01 MWF	09:15A-10:15A	BUNN 313	Krohe, T	01/17-05/06
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### DEVM F054C Modularized Mastery Math: Prealgebra Module C

1.0 CR

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F054B; or appropriate placement test scores; permission of instructor required. Prerequisite courses and/or placement exams must be taken within one calendar year.


This course covers one credit of DEVM F054 Prealgebra and includes the following topics: identifying and solving basic linear equations involving whole numbers, integers, decimals and fractions, solving ratio and proportion problems, solving percent problems, and solving applied problems. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting,

37328 R01 MWF	09:15A-10:15A	BUNN 313	Krohe, T	01/17-05/06
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### DEVM F055 Elementary Algebra

3.0 CR

Special fees for R Sections: \$25.00

 Topics include evaluation and simplifying algebraic expressions, polynomials, factoring, integer exponents, rational expressions, solutions of linear equations and inequalities, quadratic equations and graphs of lines. Special fees apply. Prerequisites: DEVM F054; ABUS F155; or appropriate placement scores. Prerequisite courses and/or placement exams must be taken within one calendar year prior to commencement of the course.

33462 R01 TR	11:30A-01:00P	GRUE 305	Wildfeuer, S	01/17-05/06
33463 R02 MWF	02:15P-03:15P	GRUE 305	Owens, G	01/17-05/06
33464 R03 MWF	10:30A-11:30A	GRUE 405	Krohe, T	01/17-05/06
37669 T01 TR	02:00P-03:30P	TBA TBA	Kelly, N	01/17-05/06
33467 TE1 TR	07:00P-08:30P	604B 118	Hackett, D	01/17-05/06

### DEVM F055D Modularized Mastery Math: Elementary Algebra Module D

1.0 CR

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F054, or ABUS F155; or appropriate placement test scores; permission of instructor required. Prerequisite courses and/or placement exams must be taken within one calendar year.

This course covers one credit of the DEVM F055 Elementary Algebra course and includes the following topics: simplifying algebraic expressions, solving linear equations in one variable, solving linear and compound inequalities in one variable, applications of linear equations and solving formulas. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37329 R01 MWF	09:15A-10:15A	BUNN 313	Krohe, T	01/17-05/06
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ICON KEY:

**DELTA  
CLASS**



**NORTH POLE  
CLASS**



**EVENING  
CLASS**



**ON-BASE  
CLASS**



**ONLINE  
CLASS**



**WEEKEND  
CLASS**



**LATE-START  
CLASS**

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**DEVM F055E Modularized Mastery Math:  
Elementary Algebra Module E****1.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F055D taken within one calendar year; permission of instructor required.

This course covers one credit of the DEVM F055 Elementary Algebra course and includes the following topics: linear equations in two variables, graphing linear equations, find the slope of linear equations, writing equations of lines, exponent rules and operations on polynomials. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37330 R01 MWF 09:15A-10:15A BUNN 313 Krohe, T 01/17-05/06

**DEVM F055F Modularized Mastery Math:  
Elementary Algebra Module F****1.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F055E taken within one calendar year; permission of instructor required.

This course covers one credit of the DEVM F055 Elementary Algebra course and includes the following topics: factoring polynomials, solving quadratic equations by factoring, simplifying rational expressions, operations with rational expressions, complex fractions, solving rational equations and applications of quadratic and rational equations. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37331 R01 MWF 09:15A-10:15A BUNN 313 Krohe, T 01/17-05/06

**DEVM F068 Math Essentials****4.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Appropriate placement scores required.

Teaches the concepts of basic arithmetic and introductory algebra. Includes operations and properties on real numbers; ration; proportion; percent; scientific notation; variation; topics from consumer mathematics; evaluation of literal expressions; solution and graphs of linear equations and inequalities; radicals and exponents; polynomials; factoring and special products; fundamental operations with algebraic fractions; solution of quadratic equations; and elementary systems of equations. Geometric formulae are presented on a case-to-case basis as needed. Student success strategies and college readiness skills are emphasized.

36273 R01 MW 06:00P-08:00P 604B 118 Wildfeuer, S 01/17-05/06

**DEVM F105 Intermediate Algebra****3.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of C- or better in DEVM F055; or DEVM F062; or appropriate placement test scores. Prerequisite courses and/or placement exams must be taken within one calendar year prior to commencement of the course.



Topics include expressions, equations and applications involving linear, quadratic, rational and radical functions; graphs of linear and quadratic functions; functions and their inverses; introduction to exponential and logarithmic functions; and systems of linear equations. To matriculate to MATH F151X from DEVM F105 a grade of B or higher is required.

33471 R01 TR	11:30A-01:00P	GRUE 205	Barry, T	01/17-05/06
33472 R02 MWF	10:30A-11:30A	GRUE 305	Maier, J	01/17-05/06
33473 R03 TR	02:00P-03:30P	GRUE 305	Wildfeuer, S	01/17-05/06
33474 R04 MWF	02:15P-03:15P	GRUE 202	Barry, T	01/17-05/06
33475 R06 MWF	09:15A-10:15A	GRUE 305	Maier, J	01/17-05/06
33476 R09 TR	09:45A-11:15A	GRUE 305	Maier, J	01/17-05/06
37670 T01 MW	10:30A-12:00P	TBA TBA	Staff, U	01/17-05/06
33477 TE1 TR	05:20P-06:50P	604B 118	Hackett, D	01/17-05/06
33478 TF1 W	06:00P-09:00P	FTWW TBA	Kelly, N	01/17-05/06

**PROGRAM PROFILE**

The UAF Community & Technical College offers a certificate and an Associate of Applied Science degree in drafting technology. Drafters develop clear, complete and accurate plans and detailed drawings based on rough sketches and specifications furnished by engineers, architects, or designers. Computer-aided drafting (CAD) systems are the principal tool drafters use to prepare technical drawings.

The certificate program offers a choice of six areas of emphasis: architectural drafting; civil drafting; information technology; mechanical and electrical drafting; process technology; or structural drafting. It provides focused, specific education for someone who has experience in a field and needs to know CAD, or has a specific set of job skills they need to obtain. The two-year associates degree is a broad program focused on preparing a student for work as a drafter in the design and construction industry. A student receives a comprehensive education about construction projects, from the architect's first sketch of a concept to the contractor pounding the last nail; and what important role a drafter plays in that process.

**DRAFTING/DESIGN TECHNOLOGY**

Students in the drafting technology program take courses taught by professionals from the architectural, engineering, and construction communities. Skills are developed in mathematics, drawing and lettering, building concepts and design, and construction techniques utilizing conventional drawing techniques, computer aided drafting (CAD), and building information modeling (BIM). Most classes are held in the evening to meet the needs of students who are currently employed.

Drafters can work for architectural, engineering or construction firms, government agencies, mining firms and manufacturing industries. Certificate completion is possible in two semesters.

**Galen Johnson, Professor**455-2846 [gjohns55@alaska.edu](mailto:gjohns55@alaska.edu)**Martha Westphal, Administrative Assistant**455-2886 [mmwestphal@alaska.edu](mailto:mmwestphal@alaska.edu)VISIT THE DRAFTING WEBSITE AT [WWW.CTC.UAF.EDU/DRT](http://WWW.CTC.UAF.EDU/DRT)

**DEVM F105G Modularized Mastery Math: Intermediate Algebra Module G 1.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F055 or DEVM F069 or appropriate placement test scores; permission of instructor required. Prerequisite courses and/or placement exams must be taken.

This course covers one credit of the DEVM F105 Intermediate Algebra course and includes the following topics: solving systems of equations and applications, simplifying radicals and expressions with rational exponents, performing operations on radical expressions, solving radical equations and performing operations on complex numbers. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37332 R01 MWF 09:15A-10:15A BUNN 313 Krohe, T 01/17-05/06

**DEVM F105H Modularized Mastery Math: Intermediate Algebra Module H 1.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F105G taken within one calendar year; permission of instructor is required.

This course covers one credit of the DEVM F105 Intermediate Algebra course and includes the following topics: review of solving quadratic equations by factoring, solving quadratic equations that are not factorable, relations and functions, graphs and transformations of functions, quadratic functions and their graphs, performing operations on functions, compositions of functions and applications of quadratic equations and functions. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37333 R01 MWF 09:15A-10:15A BUNN 313 Krohe, T 01/17-05/06

**DEVM F105J Modularized Mastery Math: Intermediate Algebra Module J 1.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: Grade of B or better in DEVM F105H taken within one calendar year; permission of instructor required.

This course covers one credit of the DEVM Intermediate Algebra course and includes the following topics: solving absolute value equations and inequalities, solving linear and compound linear inequalities, solving quadratic and rational inequalities, inverse functions, exponential and logarithmic functions, properties of logarithms and solving exponential and logarithmic equations. Topics are split into mini-modules and worked until mastery is achieved. Some mini-modules may be skipped if a student already demonstrates mastery of them. Computers will be used within a structured and independent learning setting.

37334 R01 MWF 09:15A-10:15A BUNN 313 Krohe, T 01/17-05/06

**DEVM F105N Intensive Intermediate Algebra 4.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: DEVM F055; or DEVM F055F; or DEVM F062; or DEVM F105; or DEVM F105J; or appropriate placement scores. Prerequisite courses and/or placement exams must be taken within one academic year prior to commencement of the courses.

Includes exponents, radicals, graphing, systems of equations, quadratic equations and inequalities, logarithms and exponentials and complex numbers using alternative teaching styles.

33482 R02 T 11:30A-01:00P GRUE 413 Owens, G 01/17-05/06  
MWF 11:45A-12:45P GRUE 413 Owens, G 01/17-05/06**DIESEL TECHNOLOGY - DSLT****MECN F210 Hydraulics 3.0 CR**

Special Fees: \$110.00

Prerequisites: DSLT F101; DSLT F103; DSLT F105.

Theory of fluid power and the components that make up a hydraulic system found on heavy equipment. Identification and description of hydraulic cylinders, motors, directional valves commonly found on heavy equipment. Includes testing of equipment and performing hydraulic pressure and flow tests.

34119 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 01/16-02/02  
For Section T01: Department Approval Required**DSL T F111 Diesel Emissions 2.0 CR**

Special Fees: \$60.00

Prerequisite: Department or Instructor approval required..

**i** Students will learn the concepts of diesel engine emissions and how diesel emissions significantly contribute to air pollution. Knowledge of how to create cleaner running diesel engines, promote pollution-control technology, prevent unnecessary idling, and ultimately, make that puff of smoke that can come from these engines an image of the past. We will study and practice the actions taken to reduce diesel emissions using measuring devices, learn the terms and technologies of catalytic converters, particulate filters, the use diesel exhaust fluid, and be able to troubleshoot emission components.

33507 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 03/20-03/30  
For Section T01: Department Approval Required**DSL T F154 Diesel Fuel Injection 3.0 CR**

Special Fees: \$110.00

**i** Theory and functional operation of all common diesel fuel injection systems including those produced by modern Bosch, Mack, Cummins, Caterpillar and Detroit Diesel. Direct injection and pre-combustion fuel injection systems. Testing procedures, when testing high pressure diesel injection pumps and injectors as well as removing, installing and adjusting the most common systems used in the heavy truck and heavy equipment industry.

33508 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 02/27-03/13  
For Section T01: Department Approval Required

<b>ICON KEY:</b>							
	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**DSLTL F201 Manual Transmissions and Differentials 3.0 CR**

Special Fees: \$110.00

Prerequisites: DSLTL F101; DSLTL F103.

**i** Theory, diagnosis and repair of manual transaxles and transmissions, transfer cases, differentials, clutch assemblies, power take off units, driveshafts and axles as well as removing and installing clutches, transmissions and differentials in a truck or piece of heavy equipment. Preventive maintenance and cold weather component problems will also be covered.  
33509 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 02/06-02/23  
For Section T01: Department Approval Required

**DSLTL F202 Heavy Duty Automatic Transmissions 2.0 CR**

Special Fees: \$110.00

Theory, operation and troubleshooting of heavy duty automatic transmissions; hydraulic, electrohydraulic, pneumatic and electronic controls. Prepares the student to overhaul Allison, ZF and similar automatic transmissions.

33510 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 01/02-01/12  
For Section T01: Department Approval Required

**DSLTL F210 Heavy Equipment Fabrication 2.0 CR**

Special Fees: \$150.00

Prerequisite: Department or Instructor approval is required.

Students will learn advanced concepts of industrial fabrication in the maintenance of heavy duty equipment, develop a strong understanding of metals and their applications, and have the ability to bend, heat, and apply welding techniques that will support heavy duty equipment for long term use.

33511 T01 F 03:00P-08:30P HTCH 149 Maier, S 01/06-05/05  
For Section T01: Department Approval Required

**DSLTL F254 Engine 5.0 CR**

Special Fees: \$350.00

Prerequisites: DSLTL F101; DSLTL F103; DSLTL F105; or permission of instructor.

**i** Understanding the two cycle and four cycle diesel engine. Performing tune-ups, as well as disassembling and reassembling a modern diesel engine commonly found in the heavy truck or heavy equipment industry.

33512 T01 MTWR 03:00P-08:30P HTCH 149 Simko, A 04/03-05/04  
For Section T01: Department Approval Required

**PROGRAM PROFILE**

Hey diddle diddle the cat and the fiddle ...early literacy, childhood obesity, respect for children and support for their development are some of the issues and skills learned in this program. The UAF Community & Technical College offers an Associate of Applied Science (AAS) degree for early childhood education. Students in psychology, sociology and education have found the 18 credit minor to be a valuable addition to their studies. Parents of young children love our classes! Military families are pleased to know the degree can be completed from afar. The AAS degree is also recommended as excellent preparation for the Bachelor's degree in Child Development & Family Studies. Graduates of the bachelors' degree are primed to pursue an elementary teaching degree through the UAF School of Education.

Coursework is designed to be practical and offered for hands-on learner styles, particularly helpful for students who enjoy interactive discussion and project-based activities. The Bunnell House Early Childhood Lab School provides rich observation, support for student labs and practicum experiences. Student competence is assessed through projects, reports, written assignments and labs working with children and families, rather than with paper tests. Students complete two practicum courses, similar to student teaching, working directly with children and families for over 350 hours.

**EARLY CHILDHOOD EDUCATION**

Jack be nimble Jack be quick....A degree in early childhood education can provide a meaningful career to men as well as women. Caring men offer an important model: playful, nurturing, creative, safe, fair and strong. Professionally qualified men in early childhood are rare and highly valued; most are offered employment before they even graduate. Due to high demand for qualified early childhood professionals, graduates of both genders usually have a variety of options for employment, with flexible schedules and fair compensation.

Our mission is to prepare early childhood educators, who are critical thinkers, authentic, responsive, reflective and able to work effectively with children and families in a variety of settings. The emphasis is on the development of the whole child, prenatal through age 8. Give us a call to find out more or visit our web site or Facebook page!

**Patty Meritt, Professor, Program Head**  
455-2883 pameritt@alaska.edu

**Annemarie Mattacchione, Assistant Professor**  
455-2931 amattacchione@alaska.edu

**Kelly Peissner, Administrative Assistant**  
455-2842 kjpeissner@alaska.edu


VISIT THE EARLY CHILDHOOD WEBSITE AT [WWW.CTC.UAF.EDU/ECE](http://WWW.CTC.UAF.EDU/ECE)

## DRAFTING TECHNOLOGY - DRT

See related courses in **DESIGN TECHNOLOGY - DSGN**, page 31.

### DRT F140 Architectural Drafting 3.0 CR

Special Fees: \$60.00


 Architectural drafting principles including site plans, foundations, floor plans, elevations, architectural sections, framing plans, area plans and graphic standards.

33490 TE1 R 06:00P-09:00P 604B 307 Falke, C 01/17-05/06

### DRT F145 Structural Drafting 3.0 CR

Special Fees: \$60.00


Prerequisites: DRT F170 or permission of program coordinator.

 Introduces technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural drawing production. Develops computer-aided drafting skills in symbols, conventions, dimensioning systems, sheet organizations, code analysis and research methods for steel, wood, and reinforced concrete buildings.

36613 TE1 M 06:00P-09:00P HTCH 146 TBA 01/17-05/06

### DRT F150 Civil Drafting 3.0 CR


Special Fees: \$60.00

 Civil drafting principles including plotting traverse and surveys by bearing and distance, latitudes and departures, topographic drawings and maps, contours and elevations, profiles and highway curves, cross-section drawings and grading plans.

33494 TE1 T 06:00P-09:00P 604B 307 Foster, H 01/17-05/06

### DRT F170 Beginning CAD 3.0 CR

Special Fees: \$60.00


 Instruction in basic working knowledge of CAD software and its applications in drafting. Topics covered include an introduction to CAD software applications, basic CAD skills and tools, through plotting finished drawings. Practical applications.

33495 TE1 T 06:00P-09:00P HTCH 146 Bergman, K 01/17-05/06

### DRT F210 Intermediate CAD 3.0 CR

Special Fees: \$60.00

Prerequisites: DRT F170 or enrolled as a CE Major or permission of the program coordinator.

 Techniques for construction and drafting output using CAD. Emphasis will be on the construction drawings produced for a building project and the software tools used in this process.

33501 TE1 MW 06:00P-09:00P 604B 307 Fox, W 01/17-03/08

33502 TE2 R 06:00P-09:00P HTCH 146 Bergman, K 01/17-05/06

### DRT F260 Drafting Internship 1.0-6.0 CR

Special Fees: \$60.00

Prerequisites: Permission of program coordinator.



Supervised work experience in process organizations. Assignments will be individually arranged with cooperating organizations from the private and public sectors. A maximum of 6 credits may be earned.

33503 T01 TBA TBA 604B 320 Johnson, G 01/17-05/06

### DRT F270 Advanced CAD 3.0 CR

Special Fees: \$60.00


Prerequisites: DRT F170; DRT F210; or permission of program coordinator.

  Advanced areas of CAD (3-D, menu modifications and Auto lisp).  
33504 TE1 MW 06:00P-09:00P 604B 307 TBA 03/20-05/06

## EARLY CHILDHOOD EDUCATION - ECE

### ECE F104X Child Development I: Prenatal, Infants and Toddlers 3.0 CR

Attributes: UAF GER Social Sciences Req

 Foundation in child development prenatal to age 3. Includes anticipating the emerging development during the rapid growth of these critical years. Focuses on domains, theories, cultural perspectives and multiple influences on development, with an emphasis on prenatal development, healthy childbirth, the importance of relationships, and meaningful environments. Includes observation, reflection, early intervention and labs.  
36536 TX1 NA NA DIST BLKBD Meritt, P 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

### ECE F107 Child Development II: The Preschool and Primary Years 3.0 CR

Recommended: ECE F104X.


Course Attributes: UAF Degree Social Sciences Req.

Foundation in development for the study of children ages 3-8, including developmental domains, theories, milestones and cultural influences, including indigenous and traditional practices. The emphasis is on helping students use their knowledge of child development to predict and promote optimal growth in children. Practical experiences, such as observations and laboratory participation, will be included.

33523 T01 T 02:00P-05:00P 604B 213 Mattacchione, A 01/17-04/25

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

### ECE F110 Safe, Healthy, Learning Environments 3.0 CR

 Establishing and maintaining safe, healthy and inclusive environments for children ages 0-8. Emphasis is on environments that are developmentally and culturally appropriate and encourage play, exploration and learning. Topics include common illnesses, preventative health care, safety aspects in indoor and outdoor settings as well as on field trips. Laws and regulations relative to course content are included. Lab required.

34798 TX1 NA NA DIST BLKBD Rich, P 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

ICON KEY:



DELTA  
CLASS



NORTH POLE  
CLASS



EVENING  
CLASS



ON-BASE  
CLASS



ONLINE  
CLASS



WEEKEND  
CLASS




LATE-START  
CLASS

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**ECE F117 Math Skills for Early Childhood Educators 3.0 CR**


Cross-listed with HUMS F117.

 Computation involving percentages, estimation, problem solving, reading and creating graphs and tables, data organization and interpretation. Emphasis on applications of computational skills.

33524 TE1 T 06:00P-09:00P 604B 208 Maddux, Y 01/17-04/25

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F140 Positive Social and Emotional Development 3.0 CR**

 Explores the importance of self-regulation, a strong self-concept and methods for helping children develop positive self-esteem. Focus on emotional intelligence, pro-social orientation, and social competence. Anti-bias curriculum is included. Techniques explored for working with groups of children birth-8 years old including social problem solving and developing skills for making friends.

34800 TX1 NA NA DIST BLKBD Charles, F 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

**ECE F170 Practicum I 3.0 CR**

Prerequisites: ECE F101; ECE F104X; ECE F107; ECE F110, ECE F119; ECE F140; ECE F213; ECE F229.

A guided student teaching experience in working with a group of 0-8 year old children. Students apply skill in providing quality early care and education based on the knowledge of early childhood theories and approved practices. Assumes increasing responsibility for planning and lead teaching.

33526 T01 TBA TBA VARIES TBA Mattacchione,A 01/17-05/06

For Section T01: Instructor approval required.

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F210 Child Guidance 3.0 CR**

Prerequisites: Placement in ENGL F111X or higher or; permission of the program head.

Guidance and discipline approaches for young children, based on an understanding of child development and of developmentally appropriate education practices. Such an understanding assists teachers and parents in addressing the cause of a behavior problem rather than the symptoms.

35020 T01 M 02:30P-05:30P 604B 213 Meritt, P 01/23-05/01

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

## PROGRAM PROFILE

The UAF Community & Technical College offers an intensive three-semester paramedic academy designed to prepare you to take the National Registry Paramedic Exam. This program gives you the specialized skills needed to obtain an entry level position as a paramedic and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 (727) 210-2350.

You will receive 500 hours of classroom instruction and complete 250 hours of clinical experience in the first two semesters. The clinical component includes rotations in a hospital setting and placements in the emergency room, respiratory therapy, operating room, and intensive care unit. In the third semester you will travel outside of Alaska to complete a 480 hour field internship on an ambulance supervised by paramedic preceptors for a total of 1230 hours of training.

Following successful completion of the program's required course work, you are eligible to take the National Registry Examination for certification as a paramedic. Once nationally

## PARAMEDIC ACADEMY

certified, you will be eligible to apply for licensure as a paramedic in the state of Alaska. Provided all core requirements have been met, you will also be eligible for graduation with an Associate of Applied Science degree in paramedicine.

Entry level positions for paramedics are in an ambulance within a 911 emergency response system or in a non-emergency transport service. Paramedics may also be found working in doctors' offices, urgent care clinics, hospital emergency rooms, intensive care units, laboratories, aero medical transport services, and safety departments in corporate or industrial settings. You may also choose to apply your paramedic credits to a bachelor of emergency management degree offered by the UAF School of Management.

**Justin Yurong, Assistant Professor, Program Head**  
455-2892 [jyurong@alaska.edu](mailto:jyurong@alaska.edu)


**Cheri Renson, Emergency Services Program Office Manager**  
455-2853 [cheri.renson@alaska.edu](mailto:cheri.renson@alaska.edu)

VISIT THE PARAMEDIC ACADEMY WEBSITE AT [WWW.CTC.UAF.EDU/EMS](http://WWW.CTC.UAF.EDU/EMS)



**ECE F213 Curriculum: Thinking, Reasoning, and Discovery 3.0 CR**

Recommended: ECE F104X; ECE F107; ECE F119.

 Emphasizes culturally and developmentally appropriate curriculum and activities to advance the cognitive development of young children, with particular focus on science, math and creativity. Includes a variety of approaches to curriculum development, assessment and necessary skills for early childhood teachers. Lab required.

33528 TE1 W 06:00P-09:00P 604B 213 Meritt, P 01/18-04/26

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F214 Infants and Toddlers 3.0 CR**


Prerequisites: ECE F104X; or permission of program head.

Developmentally appropriate care and nurturance of infants and toddlers, with an emphasis on the importance of building relationships as the foundation of curriculum. Course will include segments which will prepare students to create, facilitate, and evaluate infant/ toddler curriculum utilizing relationship-based practices, knowledge of child development, and routines. Includes activities to stimulate development and learning and support communication, guidance and health. Research-based techniques and cultural practices included. Weekly practice labs (14 hours) required.

33529 T01 F 12:30P-03:30P 604B 213 Mattacchione,A 01/20-05/05

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F229 Foundations in Nutrition and Physical Wellness 3.0 CR**

 Appropriate ways to meet the physical needs of infants and young children including nutrition, movement and exercise. Includes laws, regulations and appropriate practices in child nutrition as well as initiatives and trends to combat malnutrition and obesity in young children. Includes providing positive role modeling and helping families understand the essentials of good health in the home, starting with prenatal maternal health and including breastfeeding and traditional and local foods. Explores space, materials, equipment and activities to promote physical health and fitness.


34801 TX1 NA NA DIST BLKBD Meritt, P 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

**ECE F235 Screening, Assessment and Recording 3.0 CR**

Prerequisites: ECE F104; ECE F107.

 Information to help teachers of young children understand the purpose of screening. Presents use of good screening procedures. Explores the importance of assessing young children's development and provides tools and practice for recording and evaluating children's progress towards goals. Includes a variety of evaluation tools for assessing young children's development.


35022 TE1 M 06:00P-09:00P 604B 213 Mattacchione,A 01/23-05/01

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F240 Inclusion of Children with Special Needs 3.0 CR**

Prerequisites: ECE F104X or ECE F107; placement in ENGL F111X or higher; or permission of the program head.

Course Attributes: UAF Degree Social Sciences Req.


 Developmental, social, educational and legal (PL94-142 and 99-457) issues related to the education of young children with special needs. Includes the categories of exceptionality and the role of the teacher in identifying, assessing and individualizing educational programs to help young children succeed in the least restrictive and most responsive environments. Emphasis is on promoting positive outcomes for each child and building effective learning environments, including using assistive technology for children with disabilities.

35023 TE1 R 06:00P-09:00P 604B 213 Panamarrow, K 01/19-04/27

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F242 Child and Family Ecology 3.0 CR**

Prerequisites: Placement in ENGL F111X or higher or; permission of program head.

 Examines the influences the family has on the child, family dynamics and issues impacting families. Focus on the importance of understanding relationship building, support for families and interpersonal skill development that is culturally conducive with individual communities. Examines the ECE program's policies and procedures on families and parental involvement. Includes practical applications of course reading and content.

33530 TW1 Sa 09:00A-12:00P 604B 213 Mattacchione,A 01/21-04/29

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**ECE F270 Practicum II 3.0 CR**

Prerequisites: ECE F170; placement in ENGL F111X or higher.

An advanced guided field experience in working with a group of young children in a school or center. May include teaching in a team situation and working with families.

33535 T01 TBA TBA VARIES TBA Mattacchione,A 01/17-05/06


For Section T01: Instructor approval required.

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).




**ECONOMICS - ECON****ECON F100X Political Economy 3.0 CR**

Prerequisites: Placement in ENGL F111X or higher or permission of instructor.

Course Attributes: UAF Core Political Economy, UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

 Survey of the evolution and operation of the American domestic political economy with consideration of market failures and government responses. Review of major issues in political economy such as inflation, poverty and budget deficits. Exploration of linkages between American and global systems.

33539 TE1 R 06:00P-09:00P 604B 305 Hilling, L 01/17-05/06

<b>ICON KEY:</b>							
	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

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## ELECTRONICS TECHNOLOGY - ELT

For transportation between UAF campus and Fairbanks Pipeline Training Center, call 479-2436.

### ELT F102 Basic Electronics: AC Physics 4.0 CR

Special Fees: \$50.00


Prerequisites: ELT F101, DEVM F105 which can be taken concurrently with this class, or permission of instructor.

 Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits, transformers and network analysis.

33669 TE1 T 05:30P-09:30P FPTC 3 Ellanna, D 01/17-05/06

### ELT F246 Electronic Industrial Instrumentation 3.0 CR

Prerequisites: ELT F102 or permission of instructor. Recommended: DEVM F105.

 Methods of analog electronic signal transmission. Discussion of the details of several pieces of equipment in-depth, providing practice in establishing correct interconnections. Basic concepts used in troubleshooting this type of equipment are also introduced.

33670 TE1 W 05:30P-08:30P FPTC 2 Ellanna, D 01/17-05/06

## EMERGENCY MEDICAL SERVICES - EMS

A \$175.00 per semester fee for the upgrade of equipment will be assessed for one or more EMS courses. This fee is in addition to any materials fees.

### EMS F010C Paramedic Refresher 4.0 CEU


Prerequisites: Alaska EMT-2, EMT-3, or MICP, or NREMT Paramedic Certification. Note: Student must have the strength to move patients, sufficient vision to assess the condition of the patient and the dexterity to perform the skills of a paramedic.

This is a special hybrid delivery paramedic refresher, utilizing web, video conferencing and hands-on skills testing. Students must be present at UPARK for hands-on skills days and testing sessions. Integration of paramedicine knowledge and techniques with evaluation of applied skills.

36821 T01 TWRF 08:00A-05:00P UPARK TBA Yurong/Page 01/03-01/06  
For Section T01: Instructor Approval Required

### EMS F170 EMT: Emergency Medical Technician I 6.0 CR

Cross-listed with ARSK F170.

 Basic life support such as splinting, hemorrhage control, oxygen therapy, suction, CPR and use of automated external defibrillators (AEDs). EMT I is the foundation of all emergency medical training. Mastering of EMT I level knowledge and techniques must occur before moving on to advanced levels.

33675 T01 MW 09:00A-02:30P UPARK 156 Christenson, A 01/17-05/06  
33680 TW1 Sa 08:30A-06:30P UPARK 156 Mensch, S 01/17-05/06  
33676 TE1 MWR 06:00P-10:00P UPARK 151 Solomon/Christenson 01/25-04/30

### EMS F183 Clinical Rotation II 4.0 CR

Prerequisites: EMS F181. Note: Student must have the strength to be able to move patients, sufficient vision to assess the condition of the patient and the dexterity to perform the skills of a paramedic.

Perform paramedic skills in the hospital setting under the guidance of a clinical preceptor. Rotations include the emergency department, ICU, OR, labor and delivery, pediatrics and geriatrics.

33681 T01 TBA 08:00A-05:00P TBA TBA Yurong/Jellison 01/17-05/31  
For Section T01: Instructor approval required.

## PROGRAM PROFILE

The UAF Community & Technical College offers an Associate of Applied Science degree in both municipal fire control and wildland fire control. These programs provide you with the fundamental working knowledge of various aspects of municipal fire, wildland fire, and hazardous materials control.

Many of the courses are offered on the weekends or in the evenings and taught by faculty with years of experience in the field. Specialized training, practical hands-on experience, and housing is offered through local fire and rescue organizations.

This program has an exceptional success rate for placing graduates in a variety of emergency service related careers across the State of Alaska. There is an increasing demand for fire department and emergency services administrators educated in fire science, emergency medical services, rescue practices, hazardous materials, terrorism threats and business

## EMERGENCY SERVICES: FIRE SCIENCE

management practices. The UAF School of Management combines the technical expertise derived from the Associate of Applied Science degree with a bachelor's of emergency management. Students who choose to further their education and pursue the Bachelor's of Emergency Management degree become highly competitive candidates for job openings and promotion to chief officer or administrator positions within fire departments and related fields.

**Scholarships and student employment opportunities are available through local fire departments. Contact John George for more information.**

**John George, Associate Professor, Program Head**  
455-2879 jgeorge@alaska.edu

**Cheri Renson, Emergency Services Program Office Manager**  
455-2853 cheri.enson@alaska.edu

VISIT THE EMERGENCY SERVICES WEBSITE AT [WWW.CTC.UAF.EDU/FIRE](http://WWW.CTC.UAF.EDU/FIRE)

**EMS F282 Paramedicine II**

**12.0 CR**

Special Fees: \$500.00

Prerequisites: EMS F280. Note: Student must have the strength to be able to move patients, sufficient vision to assess the condition of the patient and the dexterity to perform the skills of a paramedic.

Assessment and management of medical emergencies, geriatrics, pediatrics and traumatic injuries. Includes pediatric advanced life support and basic trauma life support certifications.


33684 T01 MTWRF 09:00A-05:00P UPARK 155 Yurong, J 01/17-05/06

**EMS F293 Special Topics: AEMT/Alaska EMT-3**

**10.0 CR**

Special Fees: \$350.00

Prerequisites: Current state or national EMS Certification at the EMT level or higher. Current Health Care Provider CPR. YOU DO NOT need your Alaska EMT-2 for this course.

 This course will prepare students for the NREMT Advanced EMT Certification Exams. Students who successfully complete this course will also be eligible for Alaska EMT-3 Certification by reciprocity. Topics covered include anatomy and physiology, pathophysiology, pre-hospital pharmacology, medication administration, IV therapy, advanced airway management, patient assessment, ECG interpretation, cardiac management, traumatic injuries, and much more. All students will complete a full American Heart Association Advanced Cardiac Life Support course during this class.

37356 TE1 Sa 08:00A-04:00P UPARK 155 Kuhns/Sanders 01/17-05/06  
TR 05:30P-10:00P UPARK 155 Kuhns/Sanders 01/17-05/06




**ENGLISH - ENGL**

**ENGL F111X Introduction to Academic Writing**

**3.0 CR**

Prerequisites: Placement into ENGL F111X.

Course Attributes: UAF Core Written Comm 100-lvl, UAF GER Written Comm 100 lvl.

   Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring and testing ideas. Concentration on research methods and techniques.

33696 T01 TR 11:30A-01:00P 604B 118 Avery, V 01/17-05/06  
35026 T02 MWF 09:00A-10:00A 604B TBA Tilbury, J 01/17-05/06  
33699 TE1 W 06:00P-09:00P GRUE 405 Harbo, L 01/17-05/06  
37715 TE2 R 06:00P-09:00P 604B TBA Boylan, K 01/17-05/06  
33700 TE3 M 06:00P-09:00P 604B 118 Marsh, A 01/17-05/06  
33702 TL1 MW 06:00P-09:00P EIEAFB TBA LeFlore, K 01/17-03/06  
33703 TXA TBA TBA DIST BLKBD Wagaman, J 01/17-05/06  
T 06:00P-08:00P 604B 113 Wagaman, J 01/24-01/24  
T 06:00P-08:00P 604B 113 Wagaman, J 02/07-02/07  
T 06:00P-08:00P 604B 113 Wagaman, J 02/28-02/28  
T 06:00P-08:00P 604B 113 Wagaman, J 03/21-03/21  
T 06:00P-08:00P 604B 113 Wagaman, J 04/11-04/11  
33701 TF1 MW 06:00P-09:00P FTWVW TBA LeFlore, K 03/20-05/06

For Section TXA: Web-based course. Students must e-mail instructor at [jewagaman@alaska.edu](mailto:jewagaman@alaska.edu) prior to first day of class.

**ENGL F200X World Literature**

**3.0 CR**

Prerequisites: ENGL F111X or placement in ENGL F211X/ENGL F213X; sophomore standing; or permission of instructor.

Cross-listed with FL F200X.

Course Attributes: UAF Core World Literatures, UAF Degree Humanities Req, UAF GER Humanities Req.

 Introduction to reading and appreciation of a wide variety of literary texts from different cultures. Includes exposure to a variety of approaches to myth, poetry, story telling and drama. Students will gain an understanding of cultural differences and universals in texts from American, American minority, Western European and non-Western sources. Specific content to be announced at time of registration. Course may be repeated for credit when content varies.


33712 TE1 W 06:00P-09:00P 604B 303 Tilbury, J 01/17-05/06  
35028 TL1 R 06:00P-09:00P EIEAFB TBA Johns-Robinson 01/17-05/06

**ENGL F213X Academic Writing about the Social and Natural Sciences**

**3.0 CR**

Prerequisites: ENGL F111X or equivalent. Recommended: Sophomore standing.

Course Attributes: UAF Core Written Comm 200-lvl, UAF GER Written Comm 200 lvl.

 Instruction in critical reading and argumentative writing by reading and responding to essays from the social and natural sciences. Concentration on the research methods and techniques necessary to create an extended written argument.

33733 TD1 MW 04:00P-06:00P DELTA 102 Ohlert, L 01/17-04/12  
33734 TE1 W 06:00P-09:00P 604B 119 Marsh, A 01/17-05/06  
33736 TE3 M 06:00P-09:00P 604B 305 Harbo, L 01/17-05/06  
33738 TL1 M 06:00P-09:00P EIEAFB TBA Johns-Robinson 01/23-05/01

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.


**FIRE SCIENCE - FIRE**

A \$75 per semester fee for turnout cleaning and repair will be assessed for FIRE F117, FIRE F131, FIRE F133, FIRE F135, FIRE 218 and FIRE 232. A \$83.25 per semester fee for insurance will be assessed for FIRE F117, FIRE F131, FIRE F133, FIRE F135, FIRE 152 and FIRE 232. A \$75 per semester fee for the upgrade of equipment will be assessed for one or more ARSK and FIRE courses. These fees are in addition to any materials fees.

**FIRE F107 Strategy and Tactics**








**3.0 CR**

Prerequisites: FIRE F101 or permission of instructor.

 The principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground.

33801 T01 W 02:00P-05:00P UPARK 158 George/Rotroff 01/25-05/03  
33802 TE1 W 06:00P-09:00P UPARK 158 George/Rotroff 01/25-05/03

**ICON KEY:**

						
<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17; T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

## PROGRAM PROFILE

The allied health division at the UAF Community & Technical College offers a wide variety of education and training for careers in the fast-growing health care industry. Some programs can be completed in one semester, allowing students to gain employment in entry level positions. Other programs will take more time and will provide the student with the credentials to move into higher-paying careers in health care. All of our programs include both classroom learning and hands-on experience to ensure that students receive a well-rounded education. Many programs include a practicum experience in a medical office, dental office, laboratory or hospital. The faculty in allied health work closely with students to match their career goals to education pathways.

**Dental Assistant, Cert, AAS**

Dental assistants have the most diverse job responsibilities within a dental practice. They assist the dentist, educate patients, take x-rays, and fabricate various dental materials.

**Jenifer Filotei, 455-2981 or [jafilotei@alaska.edu](mailto:jafilotei@alaska.edu)**

**Health Care Reimbursement, Cert.**

In this certificate, students learn insurance reimbursement, medical coding, medical language and human diseases. This program is available online.

**455-2823**

**Medical Assistant, Cert., AAS**

Medical assistants are trained to work in several areas of a medical practice. They may assist the physician with physical exams and procedures and they may also work in the front office in scheduling, reception, billing, reimbursement and office management. The medical assistant certificate incorporates both the medical office reception occupational endorsement and the medical/dental reception certificate. The Associate of Applied Science degree provides students the opportunity to build on the foundation developed at the certificate level through completion of additional allied health and general education coursework. The medical assistant certificate is nationally accredited through the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs: 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350.

**Cathy Winfree, 455-2876 or [cmwinfree@alaska.edu](mailto:cmwinfree@alaska.edu)**

**Medical Billing, O.E.**

The student who completes this occupational endorsement can take on additional responsibilities in billing clients and insurance providers in a medical clinic.

**455-2823**

**Medical Coding, O.E.**

Learning to accurately document and code the various illnesses and procedures in an outpatient facility for reimbursement by a third party is a step toward moving into additional positions of responsibility within medical practice administration.

**455-2823**

**Medical/Dental Reception, Cert.**

The student who completes this certificate will be introduced to all aspects of office administration for medical or dental clinics.

**455-2823**

**Medical Office Reception, O.E.**

This one-semester program provides students with the professional skills to work the front desk at a medical or dental clinic.

**455-2823**

**Nurse Aide, O.E.**

Certified nurse aides work as members of the healthcare team in long-term care facilities, assisted living homes, hospitals, clinics and home health care agencies.

**Cathy Winfree, 455-2876 or [cmwinfree@alaska.edu](mailto:cmwinfree@alaska.edu)**

**Nursing, Registered, BS,NS**

The University of Alaska Anchorage offers the Bachelor of Science in nursing science at the UAF Community & Technical College. Graduates of the program are prepared to take the NCLEX exam to become registered nurses.

**Eileen Weatherby, 455-2914 or [evweatherby@alaska.edu](mailto:evweatherby@alaska.edu)**

**Phlebotomy, Training Program**

Phlebotomists are trained to safely draw blood samples, and to conduct basic laboratory procedures.

**Cathy Winfree, 455-2876 or [cmwinfree@alaska.edu](mailto:cmwinfree@alaska.edu)**

**Radiologic Technology, AAS**

The University of Alaska Anchorage offers the AAS in radiologic technology at the UAF Community & Technical College. Radiologic technologists perform general radiological procedures and assist with special procedures in hospitals, clinics and physicians' offices.

**James Barr, 458-5220 or [jmbarr@uaa.alaska.edu](mailto:jmbarr@uaa.alaska.edu)**

VISIT THE ALLIED HEALTH WEBSITE AT [WWW.CTC.UAF.EDU/HEALTH](http://WWW.CTC.UAF.EDU/HEALTH)


**FIRE F117 Rescue Practices**

**3.0 CR**

Special Fees: \$150.00

Prerequisites: EMS F170, or permission of instructor. All students are required to wear a complete set of fire department-approved protective clothing (turnout gear). Limited quantities are available for loan through the emergency services program coordinator. An eight-hour personal protective equipment and self-contained breathing apparatus safety orientation must be completed in order to participate in live fire exercises.


Special Note: Also Offered Pass/Fail as FIRE F117P.

 Rescue situations and techniques including vehicle extrication, rescue carries, ventilation principles, structural rescue, use of portable hand and power tools, wildland/canine search and rescue, ice and water rescue and emergency life saving principles.

33803	TW1	SaSu	09:00A-06:00P	UPARK 158	Davis, B	04/08-04/30
		SaSu	09:00A-06:00P	FTC 1	Davis, B	04/08-04/30

**FIRE F151 Wildland Firefighter I**

**3.0 CR**

 Designed to provide entry-level wildland firefighters the skills and knowledge to safely function as a member of a firefighting crew. Includes fundamental knowledge of wildland fire organization, fire behavior, suppression methods, safety and the incident command system. This course is based on a number of individual National Wildfire Coordinating Group (NWCG) courses. Successful course completion combined with national age and physical fitness requirements will qualify the student for an interagency fire qualification card (red card) with a rating of Firefighter (FFT2). NWCG courses for F151 include: S-130 Firefighter Training S-190 Introduction to Wildland Fire Behavior L-180 Human Factors in Wildland Fire Service L-200 Basic ICS, ICS for Single Resource and Initial Action Incidents.


37314	TW1	SaSu	08:30A-05:30P	UPARK 158	Martin, T	01/21-02/18
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**FIRE F152 Wildland Firefighter II**

**3.0 CR**

Prerequisites: FIRE F151; or permission of instructor.

Special Note: Must have the ability/strength to start a portable pump and chainsaw.

 Provides wildland firefighters with knowledge and skills in the deployment, use, safe practices and field maintenance of engine-powered wildland firefighting tools: portable pumps and chainsaws. This course is based on National Wildlife Coordinating Group (NWCG) courses: S-211 Portable Pumps and Water Use; S-212 Wildland Fire Chainsaws.


37315	TW1	SaSu	08:30A-05:30P	UPARK 151	Biedscheid, N	04/02-04/30
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**FIRE F155 Wildland Fire Behavior I**

**2.0 CR**

Prerequisites: FIRE F151; or permission of instructor.


Special Note: NWCG courses include: S-290 Intermediate Wildland Fire Behavior.

 This course is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. Its serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed as necessary; instructor will stress local Alaskan conditions. This course is based on a National Wildfire Coordinating Group (NWCG) course.

37317	TW1	SaSu	08:30A-05:30P	UPARK 158	Zalewski, N	03/04-04/01
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**FIRE F202 Fire Protection Hydraulics and Water Supply** **3.0 CR**

Prerequisites: DEVM F055 or placement into DEVM F105; FIRE F101; or permission of instructor.

 Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and their application to analyze and solve water supply problems.

33815	T01	M	02:00P-05:00P	UPARK 158	George/Hamlin	01/23-05/01
33816	TE1	M	06:00P-09:00P	UPARK 158	George/Hamlin	01/23-05/01

**FIRE F206 Building Construction for Fire Protection** **3.0 CR**

Prerequisites: FIRE F101 or employment or experience in related field, such as fire protection, insurance, construction architecture, or engineering.

The components of building construction that relate to fire and life safety. Focuses on fire fighter safety. Includes elements of construction and design of structures shown to be key factors when inspecting buildings, preplanning fire operations and operating emergencies.


33817	T01	R	02:00P-05:00P	UPARK 158	George, J	01/19-04/27
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**FIRE F232 Firefighter II**

**3.0 CR**

Special Fees: \$150.00

Prerequisites: FIRE F131; FIRE F133; FIRE F135; FIRE F137; or permission of instructor. Note: An eight-hour personal protective equipment and self-contained breathing apparatus safety orientation must be completed in order to participate in live fire exercises.


 Advanced technical study of fire alarms, communications, fire behavior, self-contained breathing apparatus, rescue, safety, ladders, fire hose, nozzles and appliances, fire streams, water supplies, sprinklers, overhaul and inspections. All students are required to wear a complete set of fire department approved protective clothing (turnout gear). Limited quantities are available for loan through the emergency services program coordinator.

33819	T01	MTWRF	09:00A-06:00P	UPARK 151	George/Bracken	05/08-05/19
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**FIRE F251 Wildland Firefighter IV**

**3.0 CR**

Prerequisites: FIRE F151; FIRE F153 and FIRE F155 or permission of the instructor.

 This course is intended to meet the training needs of the first line leadership positions in wildland fire suppression. Lessons are designed to produce student proficiency in the performance of duties from initial dispatch through demobilization back to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, size up, developing a plan of action, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities. Portions of the course will be blended learning with some lessons online. This course is based on National Wildlife Coordinating Group (NWCG) courses: S-200 Initial Attack Incident Commander; S-230 Crew Boss (Single Resource).

37318	TW1	SaSu	08:30A-05:30P	UPARK 151	TBA	01/21-02/18
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<b>ICON KEY:</b>	 <b>DELTA CLASS</b>	 <b>NORTH POLE CLASS</b>	 <b>EVENING CLASS</b>	 <b>ON-BASE CLASS</b>	 <b>ONLINE CLASS</b>	 <b>WEEKEND CLASS</b>	 <b>LATE-START CLASS</b>
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**NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17; T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17**

**FIRE F255 Wildland Fire Behavior II 2.0 CR**

Prerequisites: FIRE F155 or permission of the instructor.

**▶▶ ⓘ** This course will give students an understanding of the determinants of fire behavior through studying input datum for fire (weather, slope, fuels and fuel moisture). Operation of fire behavior prediction tools, assessing and selecting proper inputs, interpreting the results in terms of rate of spread, fire line intensity, potential for extreme fire behavior; and documentation processes. This course is based on a National Wildlife Coordinating Group (NWCWG) course: S-390 Introduction to Wildland Fire Behavior Calculations.

37319 TW1 SaSu 08:30A-05:30P UPARK 158 TBA 04/01-04/16

**FIRE F257 Wildland Fire Helicopter Management 2.0 CR**

Prerequisites: FIRE F157 or permission of the instructor.

**▶▶ ⓘ** A comprehensive examination of interagency government helicopter operations to prepare the student to perform the job of Helicopter Manager. Topics covered include: agency policy, flight manuals, helicopter capabilities and communications, flight following, fueling procedures, contract administration and pay documents, pre and post-use inspections, risk management and required safety procedures, general and specialized helicopter operations such as qualifying landing areas, transportation of passengers and cargo, initial attack operations, and sustained support to incidents. This course is based on a National Wildlife Coordinating Group (NWCWG) course: S-372 Helicopter Management.

37321 TW1 SaSu 08:30A-05:30P UPARK 158 Roy, C 02/26-03/11  
Su 08:30A-05:30P UPARK 158 Roy, C 04/30-04/30

**HEALTH - HLTH**

**HLTH F100 Medical Terminology 3.0 CR**

**☀️🌙💻** Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals.

33918 T01 M 09:00A-12:00P 604B 411 Castro, M 01/17-05/06  
33919 TE1 TR 06:00P-07:30P REIC 204 Hawkins, D 01/17-05/06  
33922 TXA M 05:00P-06:00P DIST BLKBD Ballou, L 01/17-05/06  
37362 TD1 MW 06:00P-09:00P DELTA TBA Newman, D 01/18-03/08

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

**HLTH F106 Human Behavior in Health Care 3.0 CR**

Course Attributes: UAF Degree Social Sciences Req.

**💻** Discussion of general concepts in human behavior and the specialized psychological issues when dealing with patients and loved ones in health care settings. Students perform self-evaluation and survey other cultures to allow examination of perceptions, individual biases, beliefs and their impacts on behavior.

33924 TXA T 12:00P-01:00P DIST BLKBD Aldrich, B 01/17-05/06

**PROGRAM PROFILE**

The UAF Community & Technical College offers an Associate of Applied Science degree in human services. This program combines skills-based training with a foundation of theory to prepare you for an entry-level position within a human services agency. In addition, the program gives you a strong understanding of interviewing and assessment techniques, case management, crisis intervention, group counseling, and specialized skills needed within your specific area of concentration.

Students complete foundation courses, then select an area of concentration: addictions counseling, behavioral health, or an interdisciplinary concentration that meets an individual student's unique needs. All are geared towards specific entry level positions. If you have a strong desire to help others, a sincere respect for humankind, and a commitment to your own personal growth, you may find a career in human services very rewarding. Recovery from life traumas and addictions can be

**HUMAN SERVICES**

a positive attribute, if you have successfully worked through your own issues and are willing to continue personal growth. Obtaining a minor in human services is also an attractive option for those seeking a bachelor's degree in the social sciences and/or criminal justice fields.

Graduates can work in a variety of human services settings to include: substance abuse treatment centers, mental health facilities, social services agencies, developmental disabilities, public assistance and justice. Jobs can include social services residential aide, intake worker, counselor, case manager and advocate. Graduates typically work under the supervision of specialty professionals, often as members of a multidisciplinary team.


**Bob Parr, HS-BCP, Assistant Professor, Program Head**  
455-2882 [rgparr@alaska.edu](mailto:rgparr@alaska.edu)

**Kelly Jo Peissner, Administrative Assistant**  
455-2842 [kjpeissner@alaska.edu](mailto:kjpeissner@alaska.edu)

VISIT THE HUMAN SERVICES WEBSITE AT [WWW.CTC.UAF.EDU/HUMS](http://WWW.CTC.UAF.EDU/HUMS)

**HLTH F107 Nurse Aide Training****9.0 CR**

Prerequisites: High school graduation or GED; Accuplacer sentence skills and reading comprehension total score of 110-139 and ALEKS test with score between 12-29; or permission of instructor. Student must be in good physical condition and have documentation of the following immunizations: two chicken pox, hepatitis B series, two MMR's, a PPD two-step testing process within previous 12 months of the clinical component of class. Students are encouraged to have a titer drawn to prove immunity for the chicken pox, MMR and hepatitis. Other specific immunizations as required by the clinical sites.


 Teaches basic nursing skills necessary to assist the nurse and be an efficient health care team member. Presents positive communication skills while providing care of residents' physical and emotional needs in a variety of health care settings. Content satisfies the theory and clinical skills needed to take the National Nurse Aid Examination administered by the Alaska Board of Nursing to become a Certified Nurse Aide.

33925	T01	MTWRF	08:30A-05:00P	604B 412	Winfree, C	01/12-02/17
33927	TE1	MWR	05:00P-09:00P	604B 409	Winfree, C	01/17-04/30
		R	05:00P-09:00P	604B 412	Winfree, C	01/17-04/30
33929	TXA	T	06:00P-07:30P	DIST BLKBD	Levengood/Winfree	01/17-04/27
33926	TD1	MTWRF	05:00P-09:00P	DELTA 103	Winfree, C	03/20-05/18

For Section TD1 and TXA: Department approval required.

For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.


**HLTH F110 Professional Skills for the Workplace****2.0 CR**

 Presents skills to ensure success for the professional secretary, receptionist, medical worker and others. Includes interview skills, business manners, customer service and dressing for success.

33930	TE1	M	06:00P-08:00P	604B 411	Harris, J	01/17-05/06
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**HLTH F114 Fundamentals of Anatomy and Physiology****4.0 CR**


Recommended: HLTH F100; high school biology and chemistry.

 Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field.

33931	T01	MW	10:00A-12:00P	604B 419	Rud, J	01/17-05/06
33932	TXA	M	06:30P-07:30P	DIST BLKBD	Ballou, L	01/17-05/06

**HLTH F116 Mathematics in Health Care****3.0 CR**

Prerequisites: DEVM F054; or placement in DEVM F055 or higher.

 Practical application of mathematics in health care, including arithmetic review, percentages, interest, ratio, proportion, dimensional analysis, metric system, medication calculation, graphs, charts and measurement instruments.

33933	TE1	T	05:00P-08:00P	604B 419	Brown, A	01/17-05/06
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**HLTH F118 Medical Law and Ethics****2.0 CR**

In-depth coverage of legal and ethical issues encountered in health care settings. Students will gain a practical knowledge of legal and ethical principles and application of these principles in health care settings.

33934	T01	F	10:00A-12:00P	604B 411	Dixon, J	01/17-05/06
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**HLTH F122 First Aid and CPR****1.0 CR**


Grade Mode: Pass/Fail Grades.

 Provides instruction on emergency first aid theory and techniques. Students acquire knowledge and skills necessary for dealing with emergencies in a medical/dental office and other clinical settings. Includes First Aid Certification and health care provider (adult, child and infant) CPR Certification.

33941	TW1	Sa	09:00A-05:30P	604B 412	Flowers, I	01/21-01/21
		Su	09:00A-05:30P	604B 412	Flowers, I	01/22-01/22
		Sa	09:00A-05:30P	604B 412	Flowers, I	01/28-01/28
		Su	09:00A-05:30P	604B 412	Flowers, I	01/29-01/29
33942	TW2	Sa	09:00A-05:30P	604B 412	Pomeroy, K	02/11-02/11
		Su	09:00A-05:30P	604B 412	Pomeroy, K	02/12-02/12
		Sa	09:00A-05:30P	604B 412	Pomeroy, K	02/18-02/18
		Su	09:00A-05:30P	604B 412	Pomeroy, K	02/19-02/19
33943	TW3	Sa	09:00A-05:30P	604B 412	Robertson, F	04/22-04/22
		Su	09:00A-05:30P	604B 412	Robertson, F	04/23-04/23
		Sa	09:00A-05:30P	604B 412	Robertson, F	04/29-04/29
		Su	09:00A-05:30P	604B 412	Robertson, F	04/30-04/30

**HLTH F132 Administrative Procedures I****2.0 CR**

Prerequisites: High school graduation or GED or permission of instructor.

 Administrative responsibilities performed by medical/dental assistants and other health care providers in outpatient facilities. Includes duties of the office assistant, receptionist or secretary. Focus on reception, telephone procedures, public relations and professionalism.

33944	TE1	TR	05:30P-09:00P	604B 411	Castro, M	01/10-02/16
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**HLTH F142 Clinical Procedures I****4.0 CR**

Special Fees: \$100.00


Prerequisites: HLTH F100; HLTH F116; HLTH F122 or current First Aid and CPR. Documentation of positive antibody titer for hepatitis B; current immunizations for measles, mumps, rubella, hepatitis A, varicella and tetanus; negative TB test within the past year and departmental approval.

Introduction to the theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes care of patients in the examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures, administering medications and introduction to clinical laboratory procedures.

33945	T01	TR	09:00A-04:00P	604B 411	Castro, M/Rud, J	01/17-03/07
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For Section T01: Department Approval Required


**HLTH F203 Science of Nutrition****3.0 CR**

 Introduction to the principles of nutrition and its relationship to the life cycle. Focus on the importance nutrition plays in personal health and how to objectively evaluate nutritional intake using scientifically sound resources.

33946	TE1	W	05:30P-09:00P	604B 419	Havens, L	01/17-05/06
33947	TXA	M	12:00P-01:00P	DIST BLKBD	Ofelt, D	01/17-05/06

**HLTH F208 Human Diseases****3.0 CR**

Prerequisites: HLTH F100 with a C or higher; or permission of instructor.

 Introduction to the study of human diseases. Pathogenesis, etiology and predisposing factors will be examined. The most common diseases and disorders of each body system are presented along with a review of the pertinent anatomy and physiology. Includes the effects of aging on the system and the relationship of aging to disease.


33948	TXA	W	12:00P-01:00P	DIST BLKBD	Aldrich, B	01/17-05/06
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<b>ICON KEY:</b>	 <b>DELTA CLASS</b>	 <b>NORTH POLE CLASS</b>	 <b>EVENING CLASS</b>	 <b>ON-BASE CLASS</b>	 <b>ONLINE CLASS</b>	 <b>WEEKEND CLASS</b>	 <b>LATE-START CLASS</b>
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**HLTH F234 Administrative Procedures II 4.0 CR**


Prerequisites: CIOS F150; HLTH F100; HLTH F132; test scores sufficient for placement in ENGL F111X; or permission of instructor.

 Office management and financial procedures used in medical offices. Includes medical financial recordkeeping systems and computerized office management systems. Includes ICD-9, CPT coding system, patient insurance billing/reimbursement procedures, the demonstration of computational skills in accounts payable/accounts receivable, and office management in the health care setting.

33949 TE1 TR 05:30P-09:00P 604B 411 Leroux, T 02/21-05/18

**HLTH F235 Medical Coding 4.0 CR**


Recommended: HLTH F100; HLTH F132; HLTH F208; HLTH F234.

 The current procedural terminology (CPT) and the international classification of diseases (ICD) systems used in the medical setting. Examines the medical and legal uses of the CPT and ICD code systems in inpatient and outpatient medical settings, urgent care settings, billing departments and ancillary medical professions. Prepares students to take national certification exams.

33950 TE1 M 05:00P-09:00P 604B 419 Morgan, R 01/17-05/06

**HLTH F236 Outpatient Health Care Reimbursement 3.0 CR**

Prerequisites: HLTH F132; concurrent HLTH F234; or permission of instructor.

 Outpatient reimbursement issues including documentation, insurance carriers, schedules and payment profiles. Collection strategies and legal issues, and the importance of educating the patient to the financial policies of the practice.


33951 TXA T 07:00P-08:00P DIST BLKBD Morgan, R 01/17-05/06

For Section TXA: Department Approval Required

**HLTH F244 Clinical Procedures II 4.0 CR**

Special Fees: \$100.00

Prerequisites: HLTH F100; HLTH F114 or BIOL F100X; HLTH F116; HLTH F142; HLTH F122 or current AHA BLS provider or healthcare provider CPR and first aid card. All prerequisites may be taken concurrently. Documentation of immunizations or titers to prove immunity for hepatitis B, current immunizations for measles, mumps, rubella, hepatitis A, varicella and tetanus; negative TB test within the past year and departmental approval.


 Theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies and assisting with specialty examinations.

33952 T01 TR 09:00A-04:00P 604B 411 Rud, J/Castro, M 03/09-05/06

For Section T01: Department Approval Required

**HLTH F247 Introduction to Pharmacology 2.0 CR**

Prerequisites: HLTH F100; HLTH F114 or BIOL F100X.

 Introduction to the use of therapeutic medications in medical settings. Includes classifications of drugs, clinical use and adverse effects of the 50 most commonly prescribed medications.

33953 TE1 MW 05:30P-07:30P 604B 420 Havens, L 01/17-05/06  
33954 TXA TBA TBA DIST BLKBD TBA 01/17-05/06

For Section TE1: Department Approval Required

**PROGRAM PROFILE**

The UAF Community & Technical College offers a rigorous 13-week law enforcement academy that provides basic police training for interior and rural municipalities in preparation for the Alaska Police Standards Certification. Students who successfully complete the program will be eligible for employment with any of the law enforcement agencies or municipal police departments within the State of Alaska. In addition to these agencies, many private security companies give special consideration to hiring candidates who possess the training certificate.

The law enforcement academy includes instruction in crime scene investigation, emergency vehicle operation, building searches, defensive tactics, handgun and shotgun training, traffic stops, shooting decisions, first aid training, interview and interrogation techniques, accident investigation, traffic control, physical arrest, and handcuffing. Students take part in rigorous physical fitness training throughout the duration of the academy.

**Special Admission Requirements**

In order to be considered an applicant for the academy, you must have a high school diploma or possess a GED certificate.

**LAW ENFORCEMENT ACADEMY**

After you fill out an application a background check will be conducted. Once you have passed the background check you will need to meet with the program coordinator. Once your application is approved and you are accepted into the program, you will be expected to comply with the rules and regulations established by the University of Alaska and the Alaska Police Standards.

The academy has strong relationships with both state agencies and private security companies to help with the successful placement of graduates. Graduates of the program have gone to work as pipeline security personnel, police officers, sergeants, lieutenants, chiefs of police, K-9 handlers, undercover officers, tactical police team members (SWAT), and detectives. Others have become adult and juvenile probation officers, corrections officers, park rangers, and dispatchers.

**Dusty Johnson, Assistant Professor, Program Head**  
455-2811 dpjohnson@alaska.edu

**Cheri Renson, Emergency Services Program Office Manager**  
455-2853 cheri.enson@alaska.edu


VISIT THE LAW ENFORCEMENT ACADEMY WEBSITE AT [WWW.CTC.UAF.EDU/LE](http://WWW.CTC.UAF.EDU/LE)



**HLTH F255 Phlebotomy Principles, Methods and Externship 5.0 CR**

Special Fees: \$75.00

Prerequisites: HLTH F122 or AHA BLS provider or healthcare provider CPR card and first aid card. Accuplacer combined sentence structure skills and reading comprehension score of 110-129 or completion of DEVE F104; placement into DEVM F055 by ALEKS score of 15-29; Documentation of positive antibody titer for hepatitis B, current immunizations or titers to measles, mumps, rubella, varicella, flu shot and two step PPD within the past year. Other specific immunizations as required by the externship sites.

 This comprehensive lecture, lab, and externship course is designed to provide information covering phlebotomy technique, anatomy and physiology as it pertains to venipuncture, and lab testing. Quality control, quality assurance, universal precautions, and OSHA regulations will be reviewed. Specimen collection and proper specimen handling is an essential segment of successfully completing this course. This course includes 100 hours of practical experience. Upon completion, the student will have satisfied the educational requirements for national phlebotomy certification by the American Society of Clinical Pathologists.

33955 TE1 TR 06:00P-09:30P 604B 420 Snyder/Castro/Flowers 01/17-05/06  
For Section TE1: Department Approval Required

**HLTH F268 Medical Assisting Practicum 4.0 CR**

Prerequisites: HLTH F122, HLTH F132, HLTH F142, HLTH F234, HLTH F244; enrollment by special permission only.

Grade Mode: Pass/Fail Grades.


Provides the student with 180 hours of hands-on practicum work in an outpatient health, with additional time required for meeting with the campus practicum coordinator. Students will not receive compensation/payment, monetary or otherwise for the practicum experience. This is the last course in the medical assistant A.A.S. degree and certificate program for students who have not taken any specialized certificates during their course of study. During their practicum, students will be expected to perform procedures learned throughout the medical assisting curriculum. The combination of HLTH F261 and HLTH F267 may be substituted for HLTH F268 to satisfy the degree requirements.

33956 T01 TBA TBA TBA TBA Winfree/Rud 01/17-05/06  
For Section T01: Department Approval Required

**HISTORY - HIST****HIST F100X Modern World History 3.0 CR**

Prerequisites: Placement in ENGL F111X or higher; or permission of instructor.


Course Attributes: UAF Core Modern World History, UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

 Significant aspects of modern world history, using either a chronological or an issues approach to be announced when offered. The chronological approach will examine major global developments in the twentieth century, while the issues approach will deal with such aspects of the modern world as revolutionary change, the interaction of peoples, ideology and the historical background of significant contemporary events.

33904 TE1 W 06:00P-09:00P GRUE 202 Johnson, W 01/25-05/06  
33905 TE2 M 06:00P-09:00P 604B 119 Skya, W 01/17-05/06  
33907 TXA W 06:00P-09:00P DIST BLKBD Remington II, M 01/17-05/06


**HIST F132X History of the U.S. 3.0 CR**

Course Attributes: UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

 Surveys U.S. history from post-Civil War Reconstruction to the present. It examines challenges faced by the nation as it grappled with transformations and international crises that resulted from industrialization, urbanization, immigration, expanded globalization, economic crisis and two world wars. The U.S. emerged from World War II as a super power, but found itself locked in a Cold War struggle against communism that provided the backdrop to the second half of the 20th century. It influenced cultural, social, political and economic changes that continue to shape American life and foreign policy today. This course develops critical thinking and writing skills: introduces the methods, theories and approaches that inform historical interpretations of this era; and provides opportunities to use qualitative and quantitative data-- the primary source materials-- that historians use to defend their interpretations and arguments.


36518 TF1 MW 06:00P-09:00P FTWW TBA Marshall, B 03/20-05/06

**HUMAN SERVICES - HUMS****HUMS F105 Personal Awareness and Growth 3.0 CR**

 Interpersonal and intrapersonal communication explored. Personal growth process presented from a holistic perspective. Focus will identify opportunities for personal enrichment through increased awareness of self and others.

33965 TE1 M 05:30P-08:30P 604B 203 Cummings, N 01/23-05/01

**HUMS F117 Math Skills for Human Services 3.0 CR**

 Computation involving percentages, estimation, problem-solving, reading and creating graphs and tables, data organization and interpretation. Applications of computational skills will be emphasized.

33966 TE1 T 06:00P-09:00P 604B 208 Maddux, Y 01/17-04/25


Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

<b>ICON KEY:</b>							
	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**HUMS F120 Cultural Diversity in Human Services 3.0 CR**


 The impact of culture on the delivery of human services including Alaska Native cultures; examination of relationship of multicultural and multi-ethnic concepts. Issues of age, class, disablement, race, gender and sexual orientation will also be discussed. Student exploration of personal values and cultural world view included.

33967 TXA TBA TBA DIST BLKBD Roberts, L 01/17-05/06

Two audio sessions, both on a Friday: February 3, 2017 @16:00pm-7:30pm, March 31, 2017 @ 6:00pm-7:30pm.

Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**HUMS F125 Introduction to Addictive Processes 3.0 CR**

 Focus on gaining knowledge of the psycho-social aspects of addiction. Historic and behavioral approaches, disease concept and current trends relating to addiction presented. Twelve step and self-help approaches explored.

34892 TX1 NA NA DIST BLKBD Daku, M 01/17-05/06

For Section TX1: Distance delivery fee: \$25 per credit hour

Register at your local campus or UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com)

**HUMS F202 Standards of Practice II 1.0 CR**


Prerequisite: HUMS F102 or departmental approval.

This course is designed for students who are either in practicum placement or finalizing their Human Services degree program. Students will demonstrate their competencies as lifelong learners, professional readiness and personal development by encompassing their best written work and self assessment by refining their human services portfolios. Active verbal participation is required.

35054 T01 M 12:30P-02:30P 604B 312 Parr, R 01/23-03/06

Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**HUMS F205 Basic Principles of Group Counseling 3.0 CR**

 Concepts and techniques of working with small groups, including establishing group goals, effective group interaction, termination and evaluation. Development of therapeutic group activities presented.

33969 TE1 R 05:30P-08:30P 604B 203 Metzgar, P 01/19-04/27

Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**HUMS F215 Individual Interviewing 3.0 CR**

Introduction to interpersonal communication skills. Focus on gathering client information through the interviewing process. Emphasis on development of one to one interviewing, behavioral observation and documentation.

35057 T01 M 09:00A-12:00P 604B 203 Vance, D 01/23-05/01

Students are responsible for providing their own SD memory card, 2GB is more than sufficient.

**HUMS F232 Human Service Practicum I 3.0 CR**

Prerequisites: Human Services major or minor; permission of instructor.

Integration of human service theory with skill-based training through a professional, supervised experience in a human service agency. Practicum requires 125 hours. Seminar also meets one hour per week; student-shared learning, peer support and documentation, including progress notes, social history, mental status and case planning.

33971 T01 W 12:30P-01:30P 604B 203 Parr, R 01/18-04/26

See instructor for practicum manual.

**HUMS F233 Human Service Practicum II 3.0 CR**

Prerequisites: HUMS F232.

Continuation of HUMS F232. Course may be repeated once for credit to meet program requirements.

33972 T01 W 12:30P-01:30P 604B 203 Parr, R 01/18-04/26

See instructor for practicum manual.

**PROGRAM PROFILE**

The UAF Community & Technical College offers an Associate of Applied Science degree in paralegal studies. This program will prepare you to enter the legal profession equipped with the most current and relevant skills needed to be competitive in the job market.

The paralegal studies program will train you as a paralegal to work under the supervision of a licensed lawyer. A skilled paralegal can assist in the efficient and economical delivery of legal services. This program will prepare you to perform basic legal research, draft correspondence and office memoranda, pleadings, contracts, wills, and other legal documents. You will learn to conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. You will become familiar with the ethical responsibilities owed by lawyers and paralegals to clients, other lawyers, and the court system. This program also

**PARALEGAL STUDIES**

provides opportunities for continuing education and upgrading of existing skills for paralegals already gainfully employed in the local job market and provides law-related courses to students whose focus is in other law-related areas.

Many types of employment exist for paralegals. Paralegals can work in private law offices, for local, state and federal governments, and within legal departments of large corporations. Many local law offices use the program as a primary staffing resource. Salaries depend on skills and experience.

**Deana Waters, Program Head**

455-2835 [dmwaters@alaska.edu](mailto:dmwaters@alaska.edu)

**Susan Doren, Administrative Assistant**

455-2852 [msdoren@alaska.edu](mailto:msdoren@alaska.edu)

VISIT THE PARALEGAL STUDIES WEBSITE AT [WWW.CTC.UAF.EDU/PLS](http://WWW.CTC.UAF.EDU/PLS)

**HUMS F263 Fetal Alcohol Spectrum Disorder 1.0 CR**


Identification of alcohol-related neurodevelopmental disorder (fetal alcohol syndrome/effect), understanding of developmental differences, secondary problems and development of intervention strategies leading to best practice.

35059 T01 M 03:00P-05:00P 604B 203 Parr, R 01/23-03/06

Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**HUMS F301 Ethics in Human Service 3.0 CR**

Prerequisites: PSY F101X or SOC F100X.


 Professional and ethical issues related to the helping professions. Ethical concerns in multicultural and rural human service delivery. Ethics and legal issues related to substance abuse counseling in Alaska.

35060 TE1 T 05:30P-08:30P 604B 203 Henze-Nelson, B 01/17-04/25

Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**HUMS F305 Substance Abuse Counseling 3.0 CR**

Prerequisites: HUMS F125.

 Introduction to the basic principles of substance abuse counseling. Application of counseling modalities to intervention and treatment of individuals, families and groups experiencing alcohol and drug abuse or dependence. Cross-cultural issues addressed.

33975 TE1 W 05:30P-08:30P 604B 203 Parr, R 01/18-04/26


Register at your local campus or on UAOnline. Books and materials may be purchased at the UAF Bookstore, [www.uaf.bkstr.com](http://www.uaf.bkstr.com).

**MATHEMATICS - MATH****MATH F113X Concepts and Contemporary Applications of Mathematics 3.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: DEVM F105; or DEVM F105N; or DEVM F105J; or placement.

Course Attributes: UAF Core Mathematics Req, UAF Degree Mathematics Req, UAF GER Mathematics Req.

 Applications of mathematics in modern society. Topics include voting systems, management science, probability and statistics. Problem solving emphasized.

36519 TF1 R 06:00P-09:00P FTWW TBA TBA 01/17-05/06


34035 R01 MW 03:30P-05:00P 604B 211 Wildfeuer, S 01/17-05/06

**MATH F151X College Algebra for Calculus 4.0 CR**

Special fees for R Sections: \$25.00

Prerequisites: B or better in DEVM F105; or B or better in DEVM F105J; or C or better in DEVM F105N; or placement.

Course Attributes: UAF Core Mathematics Req, UAF Degree Mathematics Req, UAF GER Mathematics Req.

 Study of algebraic, logarithmic and exponential functions; system or equations; applications.

34052 TL1 M 05:30P-09:30P EIEAFB TBA Summers, A 01/17-05/06

34050 R01 MWF 09:15A-10:15A GRUE 408 Owens, G 01/17-05/06

R 09:45A-11:15A CHAP 106 Owens, G 01/17-05/06

34051 R02 MWF 08:00A-09:00A GRUE 408 Owens, G 01/17-05/06


R 08:00A-09:30A GRUE 408 Owens, G 01/17-05/06

For Section TL1: Credit may be earned for MATH F151X or MATH F122X, but not for both. Only eight credits total may be earned from MATH F151X, Math F152X and Math F156X.

**MUSIC - MUS****MUS F200X Explorations in Music 3.0 CR**

Prerequisites: Placement in ENGL F111X or higher; sophomore standing; or permission of instructor.

Course Attributes: UAF Core Aesthetic Appreciation, UAF GER Arts Req

 Understanding and appreciation of music through explorations of its diverse styles, influences and developments. Topics include the creative process, musical forms and expression, historical and cultural contexts and popular movements and trends.

37914 TE1 W 06:00P-09:00P BRKS 103 Horstman Ingram 01/17-05/06


37913 TE2 R 06:00P-09:00P 604B 306 Horstman Ingram 01/17-05/06

**OCCUPATIONAL SAFETY AND HEALTH - OSH**

A \$75 per semester fee for upgrade of equipment, instructional aids and supplies will be assessed for one or more OSH classes. For transportation between UAF campus and Fairbanks Pipeline Training Center, call 479-2436.

**OSH F180 Introduction to Industrial Hygiene 4.0 CR**


Prerequisites: PRT F110.

 Acute and chronic health effects of exposures to chemical, physical and biological agents in the workplace. Emphasizes types of exposure and biological effects, exposure guidelines and basic workplace monitoring.

34422 TE1 W 06:00P-10:00P FPTC 3 Hamby, C 01/17-05/06

**OSH F201 Workplace Injury and Incident Evaluations 4.0 CR**

Prerequisites: OSH F108.

 Assessing and evaluating workplace hazards. Investigation of worker complaints and actual health and safety incidents. Includes practical applications and basic accident investigation case studies.

34423 TE1 M 06:00P-10:00P FPTC 3 Scholle, M 01/17-05/06

ICON KEY:



DELTA  
CLASS



NORTH POLE  
CLASS



EVENING  
CLASS



ON-BASE  
CLASS



ONLINE  
CLASS



WEEKEND  
CLASS



LATE-START  
CLASS

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

## PARALEGAL STUDIES - PLS

A \$75 per semester fee for access to Lexis will be assessed for one or more PLS courses. This fee is in addition to any materials fees.

### PLS F102 Introduction to Paralegal Studies 3.0 CR



Sources of law in the American tripartite system of government, with emphasis on state and federal court systems. Substantive law is studied, including administrative law, business organization, civil procedure, contract, criminal, employment, family, probate, real estate and tort law. Introductory instruction in legal writing and legal research using the law library and Westlaw.

34496 TX1 NA NA DIST BLKBD Waters, D 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

### PLS F105 Introduction to Paralegal Ethics 2.0 CR



Introduction to the ethical obligations owed by both lawyers and paralegals to their clients, other lawyers, the court systems where they work and the general public. Study includes the Alaska Rules of Professional Conduct and the canons of ethics promulgated by the two nationwide paralegal associations.

36485 TX1 NA NA DIST BLKBD Waters, D 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

### PLS F201 Practical Paralegal Skills 3.0 CR

Prerequisites: PLS F102 or permission of instructor.

The practical skills required of a paralegal in the job market, including drafting legal documents, pleadings and office correspondence, fact gathering through interviewing and investigating, use of the Internet for legal research, pretrial procedures, focusing primarily on civil rules 30, 33, 34, 35 and 36, and assisting at trial.

36578 TE1 T 05:30P-08:30P 604B 113 Lanis, M 01/17-05/06

### PLS F203 Torts 3.0 CR

Prerequisites: PLS F102 or permission of instructor.

Study of the essentials needed to effectively assist an attorney in the filing or defense of claims based on personal injury and property damage. A basic vocabulary of legal terminology associated with tort law is studied together with important statutes and case law. Emphasis on Alaska law.

34497 TX1 NA NA DIST BLKBD Waters/Husted 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour

## PROGRAM PROFILE

The UAF Community & Technical College offers one-year certificates in power generation, safety health and environmental awareness, and instrumentation technology, and an Associate of Applied Science degree in process technology. The process industry includes oil and gas production, mining and milling, transportation and refining, utilities, wastewater treatment and facilities maintenance. These are highly skilled and well paid positions within Alaska and around the world. The process technology program is an active member of the American Society of Safety Engineers.

The power generation certificate prepares you for entry-level positions in a variety of power generation and industrial fields. You will become familiar with the operation and maintenance of the standard equipment encountered in the power generation industry.

The safety, health and environmental awareness certificate prepares you for work in a variety of safety-related industrial fields and prepares you to take the entry-level exam for Occupational Health and Safety Technologist.

The instrumentation technology certificate prepares you for work in a variety of industrial instrumentation fields and to take the entry-level Instrumentation, Systems and Automation Society Certificate Examination, a nationally recognized certification.

The Associate of Applied Science degree in process technology combines the technical courses you need to become well versed in the process industry with the academic courses you need to obtain your degree and prepare for a successful career. Courses cover topics from pumps and turbines to

## PROCESS TECHNOLOGY

instrumentation, safety and quality control. A valuable part of the program comes from summer internships giving you the opportunity to gain practical experience and exposure to a wide variety of career options.

Graduates work in many industries including: oil and gas production, chemical manufacturing, petroleum refining, mining and milling, power generation and utilities, waste and wastewater treatment, and seafood and other food processing industries. Job responsibilities can include monitoring and controlling process systems, maintaining safe work areas and regulatory compliance, assigning maintenance to craft technicians and coordinating repairs, troubleshooting operations and testing the product for quality, monitoring instrumentation and controls, interfacing with support technicians, and supervising computer or analog automatic control equipment.

**Brian Ellingson, Associate Professor, Program Head**  
456-1726 beellingson@alaska.edu

**Robert Hook, Assistant Professor**  
457-1285 rjhook@alaska.edu


**Teresa Lantz, Assistant Professor**  
456-1754 tslantz@alaska.edu

**Kathy Toohey, Administrative Assistant**  
479-2436 kltoohey2@alaska.edu

VISIT THE PROCESS TECHNOLOGY WEBSITE AT [WWW.CTC.UAF.EDU/PRT](http://WWW.CTC.UAF.EDU/PRT)


**PLS F215 Contracts/Real Property 3.0 CR**

Prerequisites: PLS F102 or permission of instructor.

 Basic vocabulary and concepts essential to effectively assist an attorney with the preparation of contracts and real property transactions.  
34498 TX1 NA NA DIST BLKBD Husted, E 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour


**PLS F250 Probate Law 3.0 CR**

Prerequisites: PLS F102 or permission of instructor.

 Basics of probate law and the uniform probate code. Includes the preparation and interpretation of wills, administration of decedent's estates, intestate succession laws, guardianships and other related probate matters. Focus on Alaska statutes and probate rules.  
34499 TX1 NA NA DIST BLKBD Rasley/Tate 01/17-05/06  
For Section TX1: Distance delivery fee: \$25 per credit hour


**PLS F285 Advanced Legal Writing 2.0 CR**

Prerequisites: PLS F102; PLS F280.

 Expand on writing skills previously learned by drafting documents regularly assigned to practicing paralegals. For example, pleadings to be filed in court, legal documents, such as contracts, wills and those used by business organizations, office correspondence, deposition summaries and interoffice legal memorandums.  
34500 TE1 M 05:30P-07:30P 604B 312 Waters, D 01/17-05/06

**PLS F299 Paralegal Studies Internship 3.0 CR**

Prerequisites: Must have completed at least 75% of paralegal studies degree requirements with a minimum 2.8 cumulative GPA or approval of UAF faculty advisor.

 An internship involving a minimum of 150 hours of work under the supervision of an attorney, and, when available, a practicing paralegal for that attorney in a local law office or law-related situation. Must seek approval of faculty advisor for admittance.  
34501 TE1 R 05:30P-06:30P 604B 103 Waters, D 01/17-05/06

For Section TE1: Students meet as a class only once. All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor.

**PHILOSOPHY - PHIL****PHIL F102X Introduction to Philosophy 3.0 CR**


Course Attributes: UAF Degree Humanities Req, UAF GER Humanities Req.

 Survey of philosophers and problems in the Western tradition beginning with the ancient Greeks (Plato, Aristotle) and continuing with medieval (Anselm, Augustine, Aquinas) and modern European thinkers (Descartes, Hume, Kant, Nietzsche). Themes and topics may vary.  
37310 TW1 Sa 10:00A-01:00P 604B 118 Dean, M 01/17-05/06

**POLITICAL SCIENCE - PS****PS F100X Political Economy 3.0 CR**


Prerequisites: Placement in ENGL F111X or higher or permission of instructor.

Course Attributes: UAF Core Political Economy, UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

 Evolution and operation of the American domestic political economy with consideration of market failures and government responses. Review of major issues in political economy such as inflation, poverty and budget deficits. Exploration of linkages between American and global systems.  
34518 TE1 M 06:00P-09:00P GRUE 412 Ochante Caceres 01/17-05/06

**PS F101 Introduction to American Government and Politics 3.0 CR**

Course Attributes: UAF Degree Social Sciences Req.


 Principles, institutions and practices of American national government; the Constitution, federalism, interest groups, parties, public opinion and elections.  
36610 TE1 T 06:00P-09:00P DUCK 342 TBA 01/17-05/06

**PROCESS TECHNOLOGY - PRT**

A \$150 per semester fee for upgrade of equipment, instructional aids and supplies will be assessed for one or more PRT courses. This fee is in addition to any materials fees. For transportation between UAF campus and Fairbanks Pipeline Training Center, call 479-2436.


**PRT F130 Process Technology I: Equipment 4.0 CR**

Prerequisites: PRT F101.

 Selected process equipment including rotating machinery and process units. Emphasis on equipment components, construction, preventative maintenance and safety. Includes hands-on experience.  
34505 T01 M 01:00P-04:00P FPTC 2 Hook, R 01/17-05/06  
34506 TE1 M 06:00P-09:00P FPTC 2 Lantz, T 01/17-05/06


**PRT F140 Industrial Process Instrumentation I 3.0 CR**

Prerequisites: DEVM F105 or higher; or permission of instructor.

 Physics of pressure, temperature, level and flow measurement; mechanical and electrical aspects of instruments used to control dynamics of processes. Dynamics of automatic control including proportional control, automatic reset, derivative action and integral timing.  
34507 T01 W 01:00P-04:00P FPTC 3 Lantz, T 01/17-05/06  
34508 TE1 R 06:00P-09:00P FPTC 2 Lantz, T 01/17-05/06

**PRT F160 Oil and Gas Exploration and Production I 3.0 CR**

Prerequisites: Must be enrolled in the PRT program or permission of Program Chair.

 Surveys oil and gas exploration and production issues including marketing, geology, reservoir economics, legal aspects of resource ownership, drilling and production technologies, product separation, safety and environmental issues. Course may not be audited.  
36575 TE1 T 06:00P-09:00P FPTC 1 Ellingson, B 01/17-05/06

ICON KEY:




NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**PRT F231 Process Technology III: Operations 4.0 CR**

Prerequisites: PRT F230.


 Duties and responsibilities of the process operator on the job. Includes the details of normal operation, upset conditions, emergency action plans, startups, shutdowns, operating modes, turnarounds and routing maintenance activity.

34509 T01 W	01:00P-04:00P	FPTC 2	Hook, R	01/17-05/06
34510 TE1 T	06:00P-09:00P	FPTC 2	Hook, R	01/17-05/06

**PRT F240 Industrial Process Instrumentation III 3.0 CR**

Recommended: MATH F113X or higher.


Prerequisites: PRT F140; PRT F144; or permission of instructor.

 A study of digital and analog industrial measurement and control instrumentation, including continuous analog control loops, relay logic and programmable logic controllers. Emphasis is on commonly used process measurement devices, control methods and strategies, and the proper selection, identification, design, installation and operation of instrumentation.

34511 TE1 R	06:00P-09:00P	FPTC 3	Ellingson/Ellanna	01/17-05/06
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**PRT F250 Process Troubleshooting 3.0 CR**

Prerequisites: PRT F230

 Troubleshooting process operations and problems. Using indicators, variables and controllers along with a formalized process of troubleshooting. Troubleshooting examples will reflect current needs of industry.

34513 T01 M	01:00P-04:00P	FPTC 1	Ellingson, B	01/17-05/06
34514 TE1 R	07:00P-10:00P	FPTC 1	Acker Jr, G	01/17-05/06

**PRT F275 Process Technology Internship 1.0-9.0 CR**



Prerequisites: Permission of instructor. Recommended: PRT F101, PRT F110, PRT F140.

Working experience in and exposure to various stages and settings within the process industry. Endorsed and promoted by Alaska Process Industry Careers Consortium, the internship is an intensive exposure to the various duties and responsibilities of the process operator in Alaska. A maximum of 9 credits may be earned.

36576 T01 TBA	TBA	TBA TBA	Ellingson, B	01/17-05/06
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**PSYCHOLOGY - PSY****PSY F101X Introduction to Psychology 3.0 CR**

Course Attributes: UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

  Principles of general psychology emphasizing natural science and social science orientation. Cultural, environment, heredity and psychological basis for integrated behavior; visual, audition and the other senses; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological disorders -- their prevention and treatment, and therapeutic strategies.

36609 T01 F	09:00A-12:00P	604B 118	TBA	01/17-05/06
36607 TE1 W	06:00P-09:00P	604B 119	TBA	01/17-05/06
36608 TE2 R	06:00P-09:00P	604B 119	TBA	01/17-05/06
36521 TL1 TR	06:00P-09:00P	EIEAFB TBA	TBA	03/20-05/03

**PROGRAM PROFILE**

The UAF Community & Technical College offers an Associate of Arts degree designed for students who want to transfer to a four year bachelor of arts or bachelor of science degree. The curriculum of the associate of arts program consists of courses that meet baccalaureate core requirements plus degree specific electives.

The Associate of Arts degree is an exciting degree choice. The degree can be customized to meet many purposes and is also flexible; if your academic or career goals change the degree can be adapted to your interests and goals. Because of the many purposes that can be met through the Associate of Arts degree it is crucial to work with an academic advisor. The academic advisor will work with you to individualize the degree and to make sure that the courses selected fulfill individual goals and requirements.

Classes are offered downtown as well as on the UAF main campus. The Center for Distance Education also offers many web based, distance delivery and correspondence courses. The atmosphere is relaxed and informal and is designed for student interaction with state of the art computer labs, student lounges and study spaces.

The Associate of Arts degree can serve as a solid foundation for many career fields, and can be an important part of

**ASSOCIATE OF ARTS**

professional development and advancing in your chosen profession. When you transfer to a four-year degree program from the associate of arts you have a well-rounded foundation for completing a bachelor's degree, and preparing for a successful work life.

Apart from just preparing you for a career through the bachelor's degree, the Associate of Arts degree opens many career doors all by itself. Graduates find jobs in the nonprofit, government and business sectors of our economy – social services, the arts, advocacy, education, science, communications, marketing and advertising, retail and much more.


A liberal arts degree prepares you for many kinds of careers because the general coursework give you skills, knowledge, and perspectives needed to succeed. After graduating with an Associate of Arts degree, UAF Community & Technical College graduates are much better prepared to enter the work force.

**Program Advising****455-2800**VISIT THE ASSOCIATE OF ARTS WEBSITE AT [WWW.CTC.UAF.EDU/AA](http://WWW.CTC.UAF.EDU/AA)

**PSY F240 Psychology of Development 3.0 CR**

Prerequisites: PSY F101X or permission of instructor.

Course Attributes: UAF Degree Social Sciences Req.


 The psychology of human development from conception to death. Critical emphasis on theory and research within the field of developmental psychology with the role of culture as an influencing factor.

34538 TE1 T 06:00P-09:00P 604B 305 TBA 01/17-05/06

**PSY F345 Abnormal Psychology 3.0 CR**

Prerequisites: PSY F101X; or permission of instructor.

Course Attributes: UAF Degree Social Sciences Req.

 A study of abnormal behavior, its causes, treatment and social impact. The major classifications of disorders are presented.

34543 TXA W 06:00P-09:00P DIST BLKBD Turnbow, K 01/17-05/06

For Section TXA: Web-based Course. Students must contact instructor at klturnbow@alaska.edu prior to the first day of class.

**RECREATION - RECR****RECR F110A Beginning Swimming 1.0 CR**

Grade Mode: Pass/Fail Grades.

Beginning level swimming skills, proper breathing techniques and beginning strokes. Emphasizes personal water safety.

34586 T01 MWF 09:15A-10:15A PATT POOL Braband, S 01/17-05/06

**RECR F110B Intermediate Swimming 1.0 CR**

Grade Mode: Pass/Fail Grades.

Intermediate-level swimming skills, proper breathing techniques and beginning strokes. Emphasizes personal water safety.

34587 T01 MWF 09:15A-10:15A PATT POOL Braband, S 01/17-05/06

**RECR F110D Conditioning Swimming 1.0 CR**


Grade Mode: Pass/Fail Grades.

Covers proper warm-up and warm-down techniques, lap swim etiquette, and proper use of workout equipment.

34588 T01 MWF 10:30A-11:30A PATT POOL Braband, S 01/17-05/06

**RECR F120C Beginning Yoga 1.0 CR**

Grade Mode: Pass/Fail Grades.

 Beginning concepts and philosophy of yoga, breathing, postures, meditation, Sanskrit names of exercises, increased muscle tone and flexibility.

34589 T01 TR 09:30A-11:00A UPARK GYM Canterbury, D 01/17-05/06

34590 T02 TR 12:00P-01:30P 604B 116 Nolan, G 01/17-05/06

34591 T03 MW 09:30A-11:00A UPARK GYM Nolan, G 01/17-05/06

34592 T04 MWF 12:00P-01:00P MUSI HALL Canterbury, D 01/17-05/06

34593 T05 TR 03:30P-05:00P 604B 116 Hassel, J 01/17-05/06

34594 T06 MWF 07:00A-08:00A 604B 116 Petersen, G 01/17-05/06

34597 TE1 MW 05:30P-07:00P PATT GYM Lanni, D 01/17-05/06

**RECR F120C Beginning Yoga: Sport Yoga 1.0 CR**

Grade Mode: Pass/Fail Grades.

Beginning concepts and philosophy of yoga, breathing, postures, meditation, Sanskrit names of exercises, increased muscle tone and flexibility.

34595 T07 TR 12:40P-02:10P SRC STUDIO Petersen, G 01/17-05/06

**RECR F120C Beginning Yoga: Yogalates 1.0 CR**


Grade Mode: Pass/Fail Grades.

Beginning concepts and philosophy of yoga, breathing, postures, meditation, Sanskrit names of exercises, increased muscle tone and flexibility.

34596 T08 MW 01:30P-03:00P 604B 116 Canterbury, D 01/17-05/06

**RECR F120D Intermediate Yoga 1.0 CR**

Grade Mode: Pass/Fail Grades.

 Intermediate concepts and philosophy of yoga, breathing, postures, meditation, Sanskrit names of exercises, increased muscle tone and flexibility.

34598 T01 TR 07:30A-09:00A UPARK GYM Munsell, M 01/17-05/06

34599 TE1 TR 05:30P-07:00P TBA TBA Salinas, T 01/17-05/06

**RECR F120H Multi Fitness Conditioning 1.0 CR**

Grade Mode: Pass/Fail Grades.

An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34600 T01 MWF 07:00A-08:00A SRC STUDIO Fears, S 01/17-05/06

**RECR F120H Multi Fitness Conditioning: Interval Training 1.0 CR**

Grade Mode: Pass/Fail Grades.

An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34601 T02 MWF 12:00P-01:00P 604B 116 Colbert, A 01/17-05/06

For Section T02: Students are expected to bring their own equipment.

**RECR F120H Multi Fitness Conditioning: Cardio Kickbox 1.0 CR**

Grade Mode: Pass/Fail Grades.

An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34602 T03 MWF 12:00P-01:00P SRC STUDIO Wall, S 01/17-05/06

**RECR F120H Multi Fitness Conditioning: Insanity 1.0 CR**

Grade Mode: Pass/Fail Grades.

An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34603 T04 MWF 10:40A-11:40A SRC STUDIO Hoff, T 01/17-05/06

**RECR F120H Multi Fitness Conditioning: Cize 1.0 CR**


Grade Mode: Pass/Fail Grades.

An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34604 T05 MWF 09:30A-10:30A SRC STUDIO Hoff, T 01/17-05/06

**RECR F120H Multi Fitness Conditioning: Strength Training 1.0 CR**

Grade Mode: Pass/Fail Grades.

 An overview of medium to high intensity aerobic exercise and muscle strengthening, conditioning and toning.

34606 TE1 TR 05:30P-07:00P DTF TBA Fitzpatrick, T 01/17-05/06

For Section TE1: Students are expected to bring their own equipment.



ICON KEY:

**DELTA  
CLASS****NORTH POLE  
CLASS****EVENING  
CLASS****ON-BASE  
CLASS****ONLINE  
CLASS****WEEKEND  
CLASS****LATE-START  
CLASS**

NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**RECR F120J Weight Training****1.0 CR**

Grade Mode: Pass/Fail Grades.

Design and perform strength training routines using resistance to achieve overall fitness.

34607 T01 MWF 08:00A-09:00A SRC TBA Fears, S 01/17-05/06

**RECR F120K Advanced Weight Training****1.0 CR**

Grade Mode: Pass/Fail Grades.

Design and perform strength training routines using resistance to achieve overall fitness.

34608 T01 MWF 09:00A-10:00A SRC TBA Fears, S 01/17-05/06

**RECR F120L Zumba Fitness****1.0 CR**

Grade Mode: Pass/Fail Grades.

Introduction to basic Zumba Fitness/Latin dance steps from salsa, meringue, cumbia, reggaeton, and belly dance along with other international rhythms. Students will learn to identify the music, as well as a brief history of the dance.

34609 T01 MWF 06:30A-07:30A SRC STUDIO Avery, K 01/17-05/06

34610 T02 TR 11:00A-12:30P SRC STUDIO Hasting, R 01/17-05/06

**RECR F130E Beginning Ballroom Dance****1.0 CR**

Grade Mode: Pass/Fail Grades.

Cross-listed with FLPA F130E.

Students with little or no background in social dance. Our aim is to have a good time and build a strong foundation for future learning. Dances covered include waltz, foxtrot, single-count swing, east coast swing, salsa, cha cha, merengue and, time permitting, polka.

34611 T01 MWF 03:20P-04:20P SRC STUDIO Blanchard, M 01/17-05/06

**RECR F130F Intermediate Ballroom Dance****1.0 CR**

Grade Mode: Pass/Fail Grades.

Cross-listed with FLPA F130F.


Dances covered include waltz, foxtrot, single-count swing, east coast swing, salsa, cha cha, merengue and, time permitting, polka. Our aim is to have a good time and build a strong foundation for future learning.

This course is for students with a beginning background in social dance.

34612 T01 MWF 02:10P-03:10P SRC STUDIO Blanchard, M 01/17-05/06

**RECR F130N Middle Eastern Dance****1.0 CR**

Grade Mode: Pass/Fail Grades.



 Designed for students with some or no background in Middle Eastern dance or anyone who wants to refine their technique and gain a deeper understanding of the different styles, history and evolution of Middle Eastern dance from social dance to performance art. Majority of semester will focus on basic dance vocabulary and choreography as well as dancing with props such as veils and finger cymbals.

TBA TE1 TR 05:30P-07:00P 604B 116 Lindholm, M 01/17-05/06

**RECR F130Q Beginning Hip Hop****1.0 CR**

Grade Mode: Pass/Fail Grades.

Cross-listed with FLPA F130Q.


 Introduction to basic movements and terminology of hip hop dances and associated body movements. Students will gain these principles and ability to execute maneuvers presented in class.

34613 TE2 TR 04:00P-05:30P SRC STUDIO Macomber, K 01/17-05/06

**RECR F130V Beginning Swing Dance****1.0 CR**

Grade Mode: Pass/Fail Grades.

Cross-listed with FLPA F130V.

Introduction to several forms of swing dance. Learn swing dance principles, techniques and steps to build a foundation for future learning and enjoyment. Dances will include Four Count (Country) Swing, East Coast Swing, West Coast Swing, and Hustle among others.

34614 T01 TR 04:00P-05:30P HESS REC Leslie, D 01/17-05/06

**PROGRAM PROFILE**

Northern Military Programs (NMP) at the UAF Community & Technical College is Interior Alaska's point of contact for University of Alaska services for Fort Wainwright (FTWW), Eielson Air Force Base (EAFB), Fort Greely/Delta Junction, and Clear Air Station. Located at the education centers at FTWW, EAFB and the Delta Career Advancement Center (Delta), Northern Military Programs provides classes and services to meet the educational needs of military personnel and their families.

Civilians are also welcome to receive educational services and attend classes at any of our locations. Staff is available to explain programs and courses, as well as assist with registration and the admissions process.

**Melissa Olson, Academic Advisor (FTWW) 356-3764**  
**molson64@alaska.edu**

**Fort Wainwright Office (907) 356-3826**  
 4391 Neely Road, Room 137  
 Fort Wainwright, AK 99703  
 Office/Registration Hours: 10a-4p, M-F

**NORTHERN MILITARY PROGRAMS**

**Elaine Martin, Academic Advisor (EAFB) 372-3484**  
**ecmartin@alaska.edu**

**Eielson Air Force Base Office (907) 377-1396**  
 Building 2623, Room 105  
 Eielson AFB, AK, 99702  
 Office/Registration Hours: 8a-4p, M-F

**Stacy Petersen, Administrative Assistant (DELTA) 895-4605**  
**spetersen@alaska.edu**

**Delta Career Advancement Center (907) 895-4605**  
 1696 N. Clearwater Ave.  
 Delta Junction, AK, 99737  
 Office/Registration Hours: 12p-4p, M-Th/8a-12p, F

VISIT THE NORTHERN MILITARY PROGRAMS WEBSITE AT [WWW.CTC.UAF.EDU/INTERIOR/MILITARY](http://WWW.CTC.UAF.EDU/INTERIOR/MILITARY)




<b>RECR F140A Beginning Fencing</b>	<b>1.0 CR</b>	<b>RECR F140K Advanced Rock Climbing</b>	<b>1.0 CR</b>
Special Fees: \$45.00		Special Fees: \$45.00	
Grade Mode: Pass/Fail Grades.		Grade Mode: Pass/Fail Grades.	
 Beginning classical Italian style fencing, stresses form and bladework for both defense and offense. This style is difficult to learn, but when mastered is extremely effective.		An extension of beginning rock climbing. Hauling, aid climbing, advanced Jumar techniques, lead climbing, porta-ledge set up and taping.	
34615 TE1 TR 05:30P-07:00P UPARK GYM Grassi, G 01/17-05/06		34620 T01 TR 08:00A-09:30A SRC WALL Benowitz, J 01/17-05/06	
<b>RECR F140B Intermediate Fencing</b>	<b>1.0 CR</b>	<b>RECR F140M Introduction to Fly Fishing and Fly Tying</b>	<b>1.0 CR</b>
Special Fees: \$45.00		Special Fees: \$45.00	
Grade Mode: Pass/Fail Grades.		Grade Mode: Pass/Fail Grades.	
 Intermediate classical Italian style fencing, stresses form and blade-work for both defense and offense. This style is difficult to learn, but when mastered is extremely effective.		Course Attributes: UAF U Arctic Consortium Course.	
34616 TE1 TR 07:00P-08:30P UPARK GYM Grassi, G 01/17-05/06		 Stream, river, pond, and lake dynamics; fish anatomy, behavior, and life history; aquatic insects; and habitat and species of fish and insects; correlate limnology to fly selection and fishing strategy. The art and science of fly casting, fishing and tying.	
<b>RECR F140C Advanced Fencing</b>	<b>1.0 CR</b>	34623 TE1 M 06:00P-09:00P MURIE 103/105 Jones, S 01/17-05/06	
Special Fees: \$45.00		<b>RECR F140Q Tennis</b>	<b>1.0 CR</b>
Grade Mode: Pass/Fail Grades.		Grade Mode: Pass/Fail Grades.	
Advanced classical Italian style fencing, stresses form and bladework for both defense and offense. This style is difficult to learn, but when mastered is extremely effective.		Instruction and practice activities in tennis.	
34617 T01 TR 04:00P-05:30P UPARK GYM Grassi, G 01/17-05/06		34624 T01 MW 03:30P-05:00P SRC CT2 Woodard, C 01/17-05/06	
<b>RECR F140E Beginning Pistol Marksmanship</b>	<b>1.0 CR</b>	<b>RECR F140R Billiards</b>	<b>1.0 CR</b>
Special Fees: \$135.00		Special Fees: \$30.00	
Grade Mode: Pass/Fail Grades.		Basic billiards skill set, strokes and using "English" on the cue ball. Focus on cutthroat, eight ball and nine ball using BCA rules.	
 Knowledge, skills and attitudes necessary for owning and using a pistol safely and to advance through the NRA marksmanship program. Pistol parts, operation, ammunition, gun safety, and shooting fundamentals. Safety will be the foremost concern.		TBA T01 MWF 09:15A-10:15A WOOD GAMES Keele, R 01/17-05/06	
37311 TE1 T 06:00P-09:00P PATT 211 Lewis, L 01/17-05/06		<b>RECR F150A Beginning Aikido</b>	<b>1.0 CR</b>
For Section TE1: Class is held in the E.F. Horton Range.		Grade Mode: Pass/Fail Grades.	
<b>RECR F140G Advanced Pistol Marksmanship</b>	<b>1.0 CR</b>	Aikido is a modern Japanese martial art that teaches coordination of mind and body to develop calmness in action and the strongest human condition. Includes KI extension exercises, basic rolling and falling, KI testing, and basic arts of self defense.	
Special Fees: \$135.00		34625 T01 TR 08:00A-09:30A SRC STUDIO Abels, M 01/17-05/06	
Grade Mode: Pass/Fail Grades.		<b>RECR F150B Intermediate Aikido</b>	<b>1.0 CR</b>
 Advanced knowledge, skills and attitudes necessary for owning and using a pistol safely and to advance through the NRA marksmanship program. Pistol parts and their operation, ammunition, gun safety, and shooting fundamentals. Safety will be the foremost concern.		Grade Mode: Pass/Fail Grades.	
37312 TE1 R 06:00P-09:00P PATT 211 Lewis, L 01/17-05/06		Concentrates on learning to lead the KI development exercises. Breathing, movement, visualization techniques and moving meditation to teach how mind and body are interconnected. Advanced variations of the six basic self defense arts, advanced rolling and falling, Jo kata and individual and paired Bokken movements.	
For Section TE1: Class is held in the E.F. Horton Range.		34626 T01 TR 08:00A-09:30A SRC STUDIO Abels, M 01/17-05/06	
<b>RECR F140H Beginning Rock Climbing</b>	<b>1.0 CR</b>	<b>RECR F150C Advanced Aikido</b>	<b>1.0 CR</b>
Special Fees: \$45.00		Grade Mode: Pass/Fail Grades.	
Grade Mode: Pass/Fail Grades.		Instruction and practice in martial arts and combative activities at beginning through advanced levels including (but not limited to) boxing, aikido, karate and tae kwon do.	
Introduction to rock climbing, knots, risk evaluation, gear, rope skills, belaying, rappelling, jumaring, prusiking and top rope techniques.		34627 T01 TR 08:00A-09:30A SRC STUDIO Abels, M 01/17-05/06	
34618 T01 TR 09:45A-11:15A SRC WALL Sterns, A 01/17-05/06			
34619 T02 TR 11:30A-01:00P SRC WALL Mogensen, C 01/17-05/06			

<b>ICON KEY:</b>							
	<b>DELTA CLASS</b>	<b>NORTH POLE CLASS</b>	<b>EVENING CLASS</b>	<b>ON-BASE CLASS</b>	<b>ONLINE CLASS</b>	<b>WEEKEND CLASS</b>	<b>LATE-START CLASS</b>

**NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17; T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17**

**RECR F150D Beginning Karate****1.0 CR**

Grade Mode: Pass/Fail Grades.

 Introduction to Shotokan karate, learning basic blocks, kicks and punches and defenses moves. Kata and kumite introduced. History and philosophy discussed.

34628 TE1 MF 05:00P-06:30P UPARK GYM Foltz, J 01/17-05/06

**RECR F150G Beginning Kung Fu/JiuJitsu/  
Tae Kwon Do****1.0 CR**


Grade Mode: Pass/Fail Grades.

Emphasis on technique and conditioning. Beginning stances and etiquette. The three basic katas. Partner work, training in stretching, conditioning, and breath control. Both self-defense and sporting applications. Course will cover the eight Kung Fu animal systems. Activities will include but are not limited to: warm-ups, stretching, kicking, punching, kata, and partner work.

34629 T02 TR 10:30A-12:00P SRC TBA Watson, A 01/17-05/06

**RECR F150N Beginning Japanese Iaido and  
Swordsmanship****1.0 CR**

Grade Mode: Pass/Fail Grades.

 The curriculum is based on the Muso Jikiden Eishin Ryu style of Iaido. This particular curriculum follows the techniques and teachings and Iwata Norikazu Sensei, as administered by the Roshukai organization of Japan, and promoted and taught by the British Eikoku Rosh branch in the UK.

38151 TE1 Sa 08:30A-09:30A ARTISN TBA Fish, J 01/17-05/06  
RF 05:00P-06:00P ARTISN TBA Fish, J 01/17-05/06**RECR F150Q Intermediate Tennis****1.0 CR**

Grade Mode: Pass/Fail Grades.


Instruction and practice activities in tennis.

38041 T01 MW 01:30P-03:00P SRC CT2 Woodard, C 01/17-05/06

**RECR F160E Beginning Archery****1.0 CR**

Special Fees: \$60.00

Grade Mode: Pass/Fail Grades.

 Designed for the beginning through the intermediate archer. Use of re-curve or compound bows. Current Olympic-style shooting methods along with different styles of target and field archery.

34630 TE1 M 06:30P-09:30P OFF BINGO Weggel, R 01/17-05/06


For Section TE1: Class is held at Downtown Bingo Hall (lower level), 634 5th Ave.

**RECR F160M Advanced Fly Fishing and Fly Tying****1.0 CR**

Special Fees: \$45.00

Prerequisites: RECR F140M or RECR F140N or permission of instructor.

Grade Mode: Pass/Fail Grades.

 Building on RECR F140M, students will learn how to more accurately use a fly rod, tie big-game fishing knots, construct furled leaders, and plan fly fishing trips, as well as how build and create fishing flies using advanced techniques. Information on Alaskan freshwater fish, habitat, entomology, and stream ecology will be covered as applicable.

34632 TE1 M 06:00P-09:00P MURIE 103/105 Jones, S 01/17-05/06

**RECR F170A Beginning Ice Hockey****1.0 CR**

Grade Mode: Pass/Fail Grades.

Beginning skating, passing, shooting, and team play. Power play and penalty kill. Practice game situation plays: odd man rushes, below the goal line play, and positional play. The sport of ice hockey in a group environment.

34633 T01 MWF 08:30A-09:30A PATT RINK Largen, E 01/17-05/06

**RECR F170B Intermediate Ice Hockey****1.0 CR**

Grade Mode: Pass/Fail Grades.

Intermediate skating, passing, shooting, and team play. Power play and penalty kill. Practice game situation plays: odd man rushes, below the goal line play, and positional play. The sport of ice hockey in a group environment.

34634 T01 MWF 08:30A-09:30A PATT RINK Largen, E 01/17-05/06

**PROGRAM PROFILE**

The UAF Community and Technical College offers an occupational endorsement for entry level welding. This program is geared toward beginning students who want to learn to weld and fabricate, including MIG, TIG, and SMAW welding techniques and preparation for certification.

Instruction covers everything from welding basics to metal plate fabrication. The twenty-four credit program consists of eight courses taught in sequential blocks over a two semester period, starting every fall. Courses are available and generally start every month. Classes are kept small to ensure you receive adequate hands-on training and to maximize student-instructor interaction. Lecture material is complemented with audio-visual training aids and coordinated with shop practice, allowing you to progress at a rapid pace. Safety is emphasized in every course and reinforces the ability to recognize hazardous situations encountered in the workplace. Students are required

**WELDING & MATERIALS TECHNOLOGY**

to provide their own personal safety protective gear for classes that they will continue to use throughout their welding career.

Men and women trained in welding often find employment opportunities in the construction, agriculture, mining, transportation, aviation and petroleum industries. Qualified welders and fabricators are in demand in the Interior, a strong industrial hub for many of Alaska's high demand industries.

**Arvid Weflen, Program Head**455-2867 [awweflen@alaska.edu](mailto:awweflen@alaska.edu)**Megan Huerd, Administrative Assistant**455-2932 [mmhuerd@alaska.edu](mailto:mmhuerd@alaska.edu)VISIT THE WELDING WEBSITE AT [WWW.CTC.UAF.EDU/WMT](http://WWW.CTC.UAF.EDU/WMT)

**RECR F170C Advanced Ice Hockey****1.0 CR**

Grade Mode: Pass/Fail Grades.

Advanced skating, passing, shooting, and team play. Power play and penalty kill. Practice game situation plays: odd man rushes, below the goal line play, and positional play. The sport of ice hockey in a group environment.

34635 T01 MWF 08:30A-09:30A PATT RINK Largen, E 01/17-05/06

**RECR F170D Beginning Cross-Country Skiing****1.0 CR**

Grade Mode: Pass/Fail Grades.

Instruction and practice in beginning cross-country skiing.

34636 T01 MW 11:30A-01:00P SKIHUT TBA Endestad, A 01/17-03/31

**RECR F170E Intermediate Cross-Country Skiing****1.0 CR**

Grade Mode: Pass/Fail Grades.


Instruction and practice in intermediate cross-country skiing.

34637 T01 TR 11:30A-01:00P SKIHUT TBA Endestad, A 01/17-03/31

**RUSSIAN - RUSS****RUSS F100B Elementary Russian 1B****3.0 CR**

Prerequisites: RUSS F100A; or permission of instructor.

Course Attributes: UAF Degree Humanities Req.





 An introductory course in the Russian language and culture with an emphasis on the spoken and written language. Does not meet Perspectives on the Human Condition requirements, or Foreign Language major or minor requirements.

34640 TE1 MW 05:20P-06:50P GRUE 205 Enikeeva, M 01/17-05/06

**SOCIOLOGY - SOC****SOC F100X Individual, Society and Culture****3.0 CR**

Prerequisites: Placement in ENGL F111X or higher; or permission of instructor.

Course Attributes: UAF Core Indv, Soci &amp; Culture, UAF Degree Social Sciences Req, UAF GER Social Sciences Req.

    An examination of the complex social arrangements guiding individual behavior and common human concerns in contrasting cultural contexts.

35128 TE1 W	06:00P-09:00P	604B 311	Lindholm, M	01/17-05/06
34649 TE2 M	06:00P-09:00P	604B 212	Lindholm, M	01/17-05/06
34650 TW1 Sa	10:00A-01:00P	604B 119	Uzzell, B	01/17-05/06
36522 TL1 MW	06:00P-09:00P	EIEAFB TBA	Uzzell, B	01/23-03/08

**TRADES AND TECHNOLOGY - TTCH****TTCH F131 Mathematics for the Trades****3.0 CR**



Practical application of mathematics for industry and preparation for union apprenticeship programs, including arithmetic review, ratios and proportion, powers and roots, algebra, geometry and trigonometry. Mathematical applications of basic physics with reference to units of measurement, use of precision measuring tools, measurement of forces, temperature, fluids and electricity.

34684 T01 TWRF 02:55P-03:55P HTCH TBA Brown, A 01/17-04/27

For Section T01: Department Approval Required

**WELDING AND MATERIALS TECHNOLOGY - WMT****WMT F101 Introduction to Welding****4.0 CR**


Special Fees: \$300.00

  Introduction and orientation to the processes and procedures involved in the welding field including safe operational procedures for shielded metal arc welding (SMAW) (Stick), mixed inert gas (MIG), tungsten inert gas (TIG) and oxy-acetylene welding; in addition to the appropriate personal protective equipment (PPE) and terminology related to the welding industry.

36412 TE1 MTWRF 05:30P-09:30P HTCH 139 TBA 02/27-03/31

**WMT F103 Welding I****3.0 CR**

Special Fees: \$300.00

 Entry-level course in basic oxyacetylene, arc welding and flame cutting. Attendance at first two classes is mandatory.



34706 TW1 Sa 09:00A-02:00P HTCH 139 TBA 01/14-05/13

For Section TW1: Department Approval Required

**WMT F105 Welding II****3.0 CR**

Special Fees: \$300.00

Prerequisites: WMT F103 or permission of instructor.

  Arc welding techniques and basic MIG and TIG welding. Attendance at first two classes is mandatory.

34710 TW1 Sa 09:00A-02:00P HTCH 139 TBA 01/14-05/13

34707 TD1 TR 05:30P-08:30P DELTA Shop Porter, S 01/17-03/07

For Section TW1: Department Approval Required



For Section TD1: Class is held at the Delta Career Advancement Center in Delta Junction, Alaska.

**WMT F140 Metal Fabrication****3.0 CR**

Special Fees: \$250.00

Prerequisites: WMT F103; WMT F105; WMT F160; or permission of instructor.

Special Note: Attendance at first two classes is mandatory.



  Metal fabrication done by hand and with the aid of equipment is the focus of this class. Plan, layout, bend, form raw metal and fabricate metal projects.

34712 TE1 MTWRF 04:00P-09:00P HTCH 139 TBA 02/01-02/24

For Section TE1: Department Approval Required

**WMT F150 Gas Tungsten Arc Welding****3.0 CR**

Special Fees: \$250.00

  Use of tungsten and argon gas for aluminum and stainless steel gas welding (formerly called Heliarc or TIG). This is an entry level gas tungsten arc welding class concentrating on aluminum. Materials will be welded in all four welding positions.

34713 TE1 MTWRF 04:00P-09:00P HTCH 139 TBA 04/03-04/19

For Section TE1: Department Approval Required

ICON KEY:




NOTE: FIRST CLASS MEETING FOR M ONLY, MW OR MWF CLASSES IS 01/23/17;

T ONLY OR TR CLASSES IS 01/17/17; W ONLY OR WF CLASSES IS 01/18/17; R ONLY CLASSES IS 01/19/17; F ONLY CLASSES IS 1/20/17

**WMT F210 Pipe Welding****3.0 CR**

Special Fees: \$300.00

Prerequisites: Permission of instructor.


 Prepare and weld pipe in an uphill or downhill position.

36414 TE1 MTWRF 04:00P-09:00P HTCH 139 TBA 01/09-01/31

**WMT F290 Welding Proficiency Maintenance****3.0 CR**

Special Fees: \$300.00

Prerequisites: WMT F130; WMT F140; or permission of instructor.

 Maintenance of a high degree of welding proficiency through practice of previously-learned processes with an emphasis on AWS welding certification standards.

34716 TE1 MTWRF 04:00P-09:00P HTCH 139 TBA 04/20-05/17

For Section TE1: Department Approval Required

**PROFESSIONAL  
DEVELOPMENT**

*2017*

**SUCCESS  
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The UAF Community & Technical College offers a wide variety of training opportunities for professional business people to develop and maintain their skills.

Our seminars not only offer relevant course content taught by professional trainers, but are non-credit and award continuing education units (CEUs) necessary for career advancement in many professional organizations.

A CEU is a national standard of measurement awarded by leading universities, professional societies, trade associations and other organizations.

UAF CTC's Professional Development department can also create a customized training to meet your organization's individual needs. We can deliver a customized seminar, create a certificate program specific to your industry, or supply your employees with CEUs.

We welcome the opportunity to present these services at your location on the dates and times that work best for your employees, saving you time and money associated with tuition, travel and per diem.

Some local businesses and organizations who have benefited from our ProDev workshops include:

Holland America Princess  
Fairbanks North Star Borough  
Kinross  
UAF  
Date-Line Digital Printing  
Dunlap Agency Inc.  
Mt. McKinley Bank  
Alaska USA Federal Credit Union  
NAPA Auto Care Group

#### CUSTOMIZED TRAINING

Professional Development offers customized training solutions to include incumbent training, meeting facilitation and strategic planning. We have trainers and facilitators who can customize a training session to meet the specific needs of your workforce or facilitate your meeting or planning session.

Here is a sampling of what we can provide:

- A thorough needs analysis to determine your company's training needs.
- In-depth courses on topics that mean the most to your organization.
- Dynamic interaction with training experts and peers.
- Proven instructional methods and cutting edge course content.
- Improved employee performance and morale.
- Continuing Education Units (CEU's) necessary for employee career advancement.
- A polished workforce to better represent your company.
- Training at convenient locations with flexible schedules.
- Reduced travel costs and hours away from the workplace.

**For more information contact:**

**UAF Community & Technical College**  
**455-2800**

VISIT THE PROFESSIONAL DEVELOPMENT WEBSITE AT [WWW.CTC.UAF.EDU/PRODEV](http://WWW.CTC.UAF.EDU/PRODEV)

THE  
MORE YOU  
KNOW.

**UA EMPLOYEES:** REMEMBER, YOUR TUITION WAIVER COVERS UP TO 4 UA APPROVED NON-CREDIT COURSES PER SEMESTER. PROFESSIONAL DEVELOPMENT CLASSES AT CTC ARE A GREAT OPTION.

FOR MORE INFORMATION AND TO VIEW UA APPROVED CLASSES, VISIT [WWW.UAF.EDU/UAFHR/TRAINING](http://WWW.UAF.EDU/UAFHR/TRAINING)

**eLEARNING &  
DISTANCE EDUCATION**

*2017*

**SUCCESS  
DISCOVERED.**

## SPRING 2017 eLearning & DISTANCE EDUCATION

UAF eLearning & Distance Education allows you to further your education without the constraint of a classroom. Online courses and degree programs let you:

- Control your schedule (and location)
- Explore more than 350 courses in 60 disciplines
- Experience high-quality online courses
- Access a dedicated support staff

### HOW TO APPLY FOR ADMISSION

Ready to earn a degree, certificate or endorsement? Go to [www.uaf.edu/admissions/apply/](http://www.uaf.edu/admissions/apply/) to start your application.

There are special instructions for online students in the eLearning section at the bottom of the page.

### HOW TO REGISTER

Students don't need to be admitted to a degree program to take eLearning courses. Students can register for individual eLearning courses in the same manner they register for other UAF courses.

Go to [www.UAOnline.alaska.edu](http://www.UAOnline.alaska.edu) and select "UAF eLearning & Distance Education" as the campus.

Students unfamiliar with UAOnline can also register at [www.elearning.uaf.edu/register/](http://www.elearning.uaf.edu/register/).

All classes are delivered online. Students are required to have reliable Internet access.

For the most up-to-date course listing, visit [www.elearning.uaf.edu/courses](http://www.elearning.uaf.edu/courses)

### HELPFUL INFORMATION FOR eLEARNING COURSES

If you are new to UAF, it may take more than one business day from the time you register before all your university accounts are activated.

Log on to Blackboard (where you will access all of your classes) at [www.classes.uaf.edu](http://www.classes.uaf.edu). If you need help, contact the UAF Help Desk at [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu) or toll free at 800-478-8226. We recommend you do this before classes start to get familiar with the website, and then again on the first day of class to review your syllabus and getting-started assignments.

Order your textbooks and other materials as soon as you enroll. Use [www.uaf.bkstr.com](http://www.uaf.bkstr.com) or the UAF Bookstore on the Fairbanks campus.



## eLearning & Distance Education

Pay your tuition and fees on time at [www.UAOnline.alaska.edu](http://www.UAOnline.alaska.edu). You can find deadlines at [www.elearning.uaf.edu/current-students/dates-deadlines/](http://www.elearning.uaf.edu/current-students/dates-deadlines/)

Find more resources and tips at [www.elearning.uaf.edu/current-students/](http://www.elearning.uaf.edu/current-students/)

### QUESTIONS?

Contact eLearning Student Services with any questions or to arrange an appointment with the eLearning Academic Advisor. Email [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu) or call 907-455-2060.

**FOR THE MOST UP-TO-DATE COURSE LISTINGS, PLEASE VISIT  
WWW.ELEARNING.UAF.EDU**

### CONTACT

**UAF eLEARNING & DISTANCE EDUCATION**

**HOURS: MONDAY - FRIDAY 8 AM TO 5 PM**

**EXTENDED HOURS (FALL AND SPRING): WED & THURS 8 AM TO 7 PM**

**LOCATION: 131 BUNNELL BUILDING**

**UNIVERSITY OF ALASKA FAIRBANKS**

**FAIRBANKS, AK 99775-6700**

**PHONE: 907-455-2060 OR 800-277-8060**

**FAX: 907-479-3443**

**EMAIL: [UAF-ELEARNING@ALASKA.EDU](mailto:UAF-ELEARNING@ALASKA.EDU)**



## ONLINE DEGREES AT UAF

### GRADUATE DEGREES

Master of Arts in Administration of Justice  
 Master of Business Administration (MBA)  
 Master of Education in Online Innovation and Design  
 Master of Security and Disaster Management

### BACHELOR DEGREES

Business Administration  
 Homeland Security and Emergency Management  
 Justice  
 Psychology

### ASSOCIATE DEGREES

Applied Accounting  
 Applied Business  
 Associate of Arts  
 Early Childhood Education  
 Information Technology Specialist

### CERTIFICATES

Accounting Technician  
 Applied Business Management  
 Health Care Reimbursement  
 Information Technology Specialist  
 Medical and Dental Reception

### OCCUPATIONAL ENDORSEMENTS

Administrative Management  
 Bookkeeping Technician  
 Financial Services Representative  
 Medical Billing  
 Medical Coding  
 Medical Office Reception

## WHAT'S IN A DEGREE

### OCCUPATIONAL ENDORSEMENT

Occupational endorsements are designed to provide students training for a specific field.

### CERTIFICATE PROGRAM

Certificate programs are designed for students who are preparing for entry-level employment or upgrading in a specific occupation.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

The associate of applied science focuses on specific occupational fields with an emphasis on entering the job market. This degree, usually seen as a terminal degree, can serve as the basis for additional education. Students planning on continuing to a bachelor's degree should work closely with their advisor.

### ASSOCIATE OF ARTS DEGREE

The associate of arts degree represents the completion of broad-based college study. This degree may serve as a starting point for your career or as a stepping-stone to a bachelor's program.

### BACCALAUREATE DEGREE

The baccalaureate degree requires at least four years of broad study with students choosing an emphasis in the arts, business administration, emergency management, fine arts, music, science and technology.

### MASTERS DEGREE

Master degree programs are designed to provide education past the baccalaureate level to prepare students to better accomplish their goals or meet employment criteria.

# CLASS SCHEDULE WORKSHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.
9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.
10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.
11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon
noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.
1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.
2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.
3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.
4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.
5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.
6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.
7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.
8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.
9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.

**HIGH SCHOOL  
STUDENT GUIDE**  
*Spring 2017*

**SUCCESS  
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# Earn *College Credits* While Attending High School

## TAKING CLASSES

High school students may take, and are encouraged to take classes at the UAF Community & Technical College. This is an excellent opportunity to begin your college career and get a jump start on college credit before graduation. Often these classes can also be used towards high school graduation requirements and the UAF credits earned are transferable to other universities.

A student meeting course prerequisites may enroll in university classes with permission of the instructor or the department head. For the High School Student Enrollment form (see [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms)).

High school students who are waitlisted for a course need to check their preferred email account for notification of an opening. Contact the CTC Registration Center at 907-455-2851 and ask to be added to the course. If you do not contact our office within 48 hours of the auto-generated email being sent, the system will remove you from the waitlist and the next student will be given the opportunity to register.

For more information contact the UAF Community & Technical College Student Advising and Registration Center at 604 Barnette Street, Suite 110 or call (907) 455-2800 or toll-free (877) 882-8827.

## OUTSIDE CREDIT

It is possible for high school students to use UAF course credits toward high school graduation. An Outside Credit Form is available at high school counseling offices or through the school district main office. The approval for outside credit is given on a course-by-course basis and does not require admission to the university. Students must consult their appropriate school district officials and school counselors for approval PRIOR to registration

if they wish to use university courses to meet high school graduation requirements. See your high school counselor for additional information.

## TECH PREP

The Tech Prep program is offered in cooperation between the UAF Community & Technical College (CTC) and other educational institutions allowing high school or vocational/technical education students to earn credits toward a certificate and/or degree by completing classes in their high school or vocational technical education institution that have been approved for college credit by UAF/CTC. Tech Prep recognizes high quality courses offered at the high school or vocational/technical level and offers the students the opportunity to receive university credit for specific pre-approved classes at a reduced cost. This gives high school students or vocational/technical education students the opportunity to earn credit at their home institution and university credit while taking classes in their own school.

### TECH PREP ALLOWS STUDENTS TO:

- Get a head start in an occupational endorsement, certificate, or degree program.
- Transfer credits from UAF/CTC to another university or college.
- Apply skills for immediate entry-level employment after completing a course of study at their home institution.

Presentations by a UAF CTC representative will be made in all the Tech Prep classes and instructions for downloading the registration and FERPA forms from the Tech Prep website will be explained. Grades received in the high school or vocational/technical education course will be reflected on the students' UAF transcripts. Students may register for a Tech Prep course during the current school year. Deadline for registration and payment will be the 2nd Monday in May. There is no limit to the number of UAF credits a student may receive through Tech Prep. The cost is only \$25 per credit.

For more information contact your high school counselor or the UAF Community & Technical College Tech Prep Coordinator at 455-2874 or visit [www.ctc.uaf.edu/techprep](http://www.ctc.uaf.edu/techprep).

THE  
MORE YOU  
KNOW.

**RETHINK FOUR YEARS.** New research shows that when it comes to earning big bucks right after graduation, community college graduates have an edge over those with four-year degrees. The majority of the fastest growing occupations in the US, require only a community or technical college education.

Now more than ever, getting a job is all about what you've studied vs. where and for how long.

Source: <http://onforb.es/16K1CkV>

**REGISTRATION, FEE PAYMENT  
& STUDENT SERVICES INFORMATION**

*Spring 2017*

**SUCCESS  
DISCOVERED.**

### STUDENT ADVISING AND REGISTRATION CENTER

The UAF Community & Technical College Student Advising and Registration Center allows you to take care of all of your university related needs in one location. Services include registering for classes, paying tuition and fees, placement testing, academic and program advising, AKCIS career information, obtaining your Polar Express student ID card, parking, and more.

Advisors can help with pre-admission advising, academic assessment and placement, financial aid information and applications, and assistance with choosing a major. In addition to offering advising and support for students in A.A. and A.A.S. degree, certificate and specialized training programs, we offer a variety of services to help our students reach their academic goals. Academic support is provided through developmental coursework, workshops, classroom presentations, placement testing and one-on-one advising.

To schedule an appointment with a general advisor or for more information, call (907) 455-2800, toll-free (877) 882-8827.

### THE LEARNING CENTER

The Learning Center provides educational support and services to students in a friendly and welcoming environment. The Center provide group and quiet study areas, a Math Lab with tutoring assistance, a computer lab with math and English software programs to increase math and language skills, a Writing Center, and workshops in math, English and study skills.

### REGISTRATION PROCESS

#### Dates and Deadlines

Web registration and fee payment are available every day through the last day of registration/fee payment, except during system maintenance (typically Fridays at 9 p.m.).

#### Spring 2017

Tuition and fees can be paid immediately upon registration, but no later than Monday, Jan. 30, to avoid late fees. See "Semester Expenses" (page 75) for specific information.

Registration/fee payment at UAOnline ( <a href="http://uaonline.alaska.edu">http://uaonline.alaska.edu</a> ) or in person	
Nov.14, 2016 - Jan. 30, 2017	Open for all degree students
Nov.21, 2016 - Jan. 30, 2017	Open for non-degree student

Payment due deadlines	
Semester tuition and fees	Due Jan. 30, 2017
Late add/late registration	Due within 5 business days of adding the class
Waitlisted courses added after fee payment deadline	Due within 5 business days of getting into class
Semester housing and dining plans added after fee payment deadline	Due within 5 business days of adding
Late-start classes added after fee payment deadline	Due by first day of class
One day/shortened	Due by first day of class

Early start	Due by first day of class
Employee tuition waivers	Due Jan. 30, 2017
Senior citizen tuition waivers	Due on day of enrollment (cannot enroll before the first day of class)
Audit classes	Due Jan. 30, 2017 - all tuition/fees apply
International taxes	Due within 30 days of notification
Financial aid/third party repayment	Due within 5 business days of aid being reversed if a balance remains
Added insurance and other additional fees	5 days (to pay)

Late fees will be assessed if accounts are not paid in accordance with the above deadlines. Payment is due by the published deadline even if a bill is not received. Other than tuition, mandatory and additional fees (including insurance), housing and dining, which are due according to the schedule above, any charges owed to the university are due within 30 days. You may be dropped from your classes if your account is not paid or other payment arrangements have not been made by the fee payment deadline. It is your responsibility to periodically check your account to ensure you are in good standing.

### Before You Register

#### Degree Students

Degree students who have been accepted to a degree program may register on the web beginning November 14, 2016 for Spring 2017.

- 1. APPLY FOR ADMISSION.** Go to [www.uaf.edu/admissions/apply/](http://www.uaf.edu/admissions/apply/) if you have not yet applied or been accepted to a degree program. See page 69 for more information.
- 2. REVIEW YOUR REGISTRATION REQUEST FORM.**
  - Go to UAOnline (<http://uaonline.alaska.edu>) to print your registration request form. Select "Student Services & Account Information." Select "Registration" and "Check Your Registration Eligibility."
  - You can also pick up your registration request form from your academic advisor.
  - Correct any errors in your personal data at UAOnline.
- 3. REVIEW DEGREEWORKS.** Go to [www.uaf.edu/reg/grad/degreeworks/](http://www.uaf.edu/reg/grad/degreeworks/) to check which classes you need to take. See page 82 for more information.
- 4. MEET WITH YOUR ACADEMIC ADVISOR.**
  - If your academic advisor's name is not listed on your registration request form, talk to your academic department.
  - Students in certificate, AAS or AA programs should contact the UAF Community and Technical College Student Advising and Registration Center at 604 Barnette St., 907-455-2800.
- 5. TURN IN YOUR REGISTRATION REQUEST FORM.** Deliver your registration request form, along with any special-permission and/or individual or directed study forms, to the following location:
  - UAF Community and Technical College, 604 Barnette St.

**You must go to the web and register for classes to complete the process. Submitting a signed registration request form does not mean you are now enrolled in classes. See “How to Register” starting on page 71.**

IF YOU HAVE COMPLETED STEPS 1–5, YOU ARE READY TO REGISTER AS A DEGREE STUDENT (SEE “HOW TO REGISTER” STARTING ON PAGE 71).

## Non-Degree Students

### 1. CHECK THE REQUIREMENTS

- You are not working toward a degree and have not been accepted to a degree program.
- You want to enroll as a non-degree student for the upcoming semester.
- You will be subject to examination requirements for math, reading and English placement.
- You must maintain a 2.0 GPA to remain in good standing.
- You will not be eligible for financial aid.

### 2. CONFIRM YOUR REGISTRATION STATUS

#### a. Continuing non-degree students

You registered as a non-degree student at any UAF campus within the last two years.

IF YOU MEET THE CONDITIONS IN 1 AND 2A ABOVE, YOU ARE READY TO REGISTER IN PERSON OR ONLINE AS A CONTINUING NON-DEGREE STUDENT (SEE “HOW TO REGISTER” STARTING ON PAGE 71).

#### b. New or returning non-degree students

- You have never taken any courses at a UAF campus (or have not taken any courses within the last two years).
- Visit UAOnline (<http://uaonline.alaska.edu>), select “Apply for Admission,” then select “New Students” and follow the instructions for “No Degree Intended.”
- For help applying or registering, visit the Office of Admissions and the Registrar.

IF YOU MEET THE CONDITIONS IN 1 AND 2B ABOVE, YOU ARE READY TO REGISTER IN PERSON OR ONLINE AS A NEW OR RETURNING NON-DEGREE STUDENT (SEE “HOW TO REGISTER” STARTING ON PAGE 71).

#### c. High school students

- Qualified high school students must complete a “High School Student Enrollment Form,” available at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or from UAF-CTC, 604 Barnette Street, Room 110.
- You must obtain permission of instructors.
- For more information on options for high school students to enroll at UAF, visit [www.uaf.edu/admissions/apply/highschool/](http://www.uaf.edu/admissions/apply/highschool/).
- If you want to use university credit to meet high school requirements, contact your high school counselor before you enroll at UAF.

IF YOU MEET THE CONDITIONS IN 1 AND 2C ABOVE, YOU ARE READY TO REGISTER IN PERSON AS A HIGH SCHOOL STUDENT (SEE “HOW TO REGISTER” STARTING ON PAGE 71).

## FOR NEW STUDENTS

### Admission To A Degree Program

Students interested in earning a degree at UAF should submit their application for admission for the semester they would like to begin taking classes toward their degree. If you have any questions about the application process, contact an admissions counselor.

#### When to Apply

For fall semester June 15 (undergraduate) June 1 (graduate), for spring semester Nov. 1 (undergraduate), Oct. 15 (graduate).

Admissions applications are processed as they are received. Applications submitted after the deadline may not be reviewed in time to begin classes that semester. In order to review an application for admission, all supporting documentation, such as transcripts and test scores, must be received. Most financial aid is dependent upon being admitted to a degree program. If you are concerned about your application and the financial aid implications, contact an admissions counselor.

\*Graduate application deadlines may vary among departments. Please refer to the department’s website.

#### Application Process

##### Application for admission

The information below details how to apply for admission as an undergraduate student. For information on how to apply for a graduate degree program visit [www.uaf.edu/admissions/apply/](http://www.uaf.edu/admissions/apply/).

The online application can be found at [www.uaf.edu/admissions/apply/](http://www.uaf.edu/admissions/apply/). There is a nonrefundable application fee due in order to submit the application. The fees for each type of degree are:

- certificate or associate degree: \$40.
- baccalaureate degree: \$50.

There is no charge for applications to occupational endorsement programs.

##### Transcripts

Official transcripts from previous academic experiences are required as a part of the application for admission. To be considered official, transcripts must be sent directly from the schools to the Office of Admissions and the Registrar. Transcripts from other campuses within the University of Alaska system are not required.

If you have not enrolled in a college or university before, submit your official high school transcript to the Office of Admissions and the Registrar.

If you have attended other colleges and/or universities, request official transcripts from each institution.

If you have earned fewer than 30 semester hours of credit, submit official high school transcripts in addition to all official college transcripts.

##### Test results

ACT or SAT scores: ACT or SAT test scores are required for freshmen applying to a bachelor’s degree program and transfer students with fewer than 30 semester hours of credit. These test scores are not required for students applying for an associate degree or certificate program. Baccalaureate-seeking transfer students with over 30 transferable semester hours do not need to submit ACT or SAT test scores.

**Additional testing information:** Go to [www.uaf.edu/testing/](http://www.uaf.edu/testing/) for the most up-to-date UAF testing information.

**Computer-based testing:** UAF Testing Services offers the following entrance/licensure and accreditation exams on computer: CLEP, CPA, DSST, GRE, GMAT, HOBET, LCE, MAT, MCAT, PAXRN, PRAXIS, TOEFL and others. Registration in advance is required. In addition, Testing Services is an ETS, ACT and Prometric center, hosting a variety of other computer-based tests. For more information on the many resources offered by Testing Services, please call 907-474-5277.

**Assessment program:** The ACCUPLACER, ALEKS, COMPASS and ASSET tests cover basic skill areas of reading, writing and math. They are used to help determine your readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications course are required to provide test scores from the ACCUPLACER, COMPASS, ASSET, ACT or SAT tests. All students planning to take a MATH, DEVM or course with a math prerequisite will need to take the ALEKS placement test. This test is unproctored and available online.

#### Daytime testing hours

##### Community and Technical College

- Monday–Friday, 8:30 a.m.–2:30 p.m. on a walk-in basis at the Community and Technical College, 604 Barnette St. Appointments can also be made by calling 907-455-2800.

##### Fairbanks campus

- Monday–Friday, 8 a.m.–3 p.m. on a walk-in basis in Testing Services, 211 Gruening (907-474-5277), or Rural Student Services, Brooks Building (907-474-7871)

## Readmission of Former Degree Students

### Within Two Years of Last Enrollment

As a former undergraduate degree student, you must notify the admissions office in advance when you plan to resume your studies. You remain eligible to register for classes in your degree program if:

- you have not been academically disqualified.
- you have not attended a non-UA institution since you were last enrolled at UAF.
- your lapse in enrollment is less than two years.
- you are continuing with the same degree program.

If you do not meet these requirements or have a lapse in enrollment of more than two years, you must reapply for admission.

## Special Assistance for New Students

### New Student Orientation

Any new student may participate in New Student Orientation on the Fairbanks campus. New Student Orientation is required for all first-year baccalaureate degree students entering UAF (regardless of the number of college credits already earned) and international students (undergraduate F-1 and international exchange J-1 visa status). Domestic transfer students are encouraged to attend. Students required to attend will automatically be registered. Domestic transfer students are encouraged to attend and may register online at [www.uaf.edu/orientation/](http://www.uaf.edu/orientation/).

New Student Orientation for the spring semester will take place January 15. Students will meet people from the UAF community, take a campus tour, and participate in specially designed sessions to get to know UAF. The fee for orientation (\$115 for fall) will be

billed to your student account. For more information, call 907-474-1103 or visit [www.uaf.edu/orientation/](http://www.uaf.edu/orientation/).

### Course Placement

Many UAF courses require placement. All students planning to take courses with specific placement requirements must meet those requirements before registering for those courses. Check for prerequisites in the current class schedule, the university catalog [www.uaf.edu/catalog/current/courses/](http://www.uaf.edu/catalog/current/courses/) and at UAOnline <http://uaonline.alaska.edu>.

Writing and reading placement scores from ACT, SAT, ACCUPLACER, or ASSET are used to assess placement into developmental English, developmental studies, English, core perspectives on the human condition and core natural sciences courses. Mathematics placement scores from ALEKS are used to assess placement into developmental mathematics, mathematics and core natural science courses. More information concerning placement tests and placement tables can be found at [www.uaf.edu/advising/student-resources/](http://www.uaf.edu/advising/student-resources/).

## Your University Records

### Review Your Registration Request Form

Please make sure that the information on your Registration Request Form is correct.

#### Corrections you can make at UAOnline

You can make corrections to your address, email and phone information at UAOnline (<http://uaonline.alaska.edu>). Select “Personal Information” then “Manage Your Address, Email and Phone Information.”

- Your current mailing address and phone. This is your school-year contact information, which might be different from your permanent, year-round contact information.
- Your preferred email address. Note: You can forward your UAF-assigned email address by following the directions at [www.alaska.edu/google/faqs/top/](http://www.alaska.edu/google/faqs/top/).

#### Corrections you must make in person or in writing

To change the following items on your registration form, follow the directions below or see UAF-CTC, 604 Barnette Street, Room 110.

- Name.** This is how your name appears on your official records. If your name is listed incorrectly, please inform the Office of Admissions and the Registrar.
- Permanent address and phone.** Please make sure this address and phone number are correct.
- College, degree, major.** To change your degree or major, you must complete a change-of-major form.
- Level.** Indicates your status (graduate, undergraduate, non-degree, etc.).
- Residency status.** Check your residency status before paying your tuition and fees. If you need to request a change in your residency status, submit an “Application for Resident Tuition” form to the Office of Admissions and the Registrar. Applications for residency, along with supporting documentation, are due before the published first day of instruction. The residency form is available at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/).
- Advisor name.** Your academic advisor according to university records.



## Information Release

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. This is called a confidential hold. See [www.alaska.edu/studentservices/ferpa/](http://www.alaska.edu/studentservices/ferpa/) for more about directory information.

## How To Register

### Registration Online

It's important to register for classes early to get the best choices. Once you have met with your academic advisor, you can get started. Step-by-step instructions, including a downloadable quick guide, are available at [www.uaf.edu/register/](http://www.uaf.edu/register/). See page 68 for a list of dates and deadlines.

There are two options for registering online through UAOnline, the traditional online registration and the new Schedule Planner. Schedule Planner lets you enter breaks during your day and gives you schedule options for courses.

If you need help logging in, follow the instructions for claiming or resetting your information. For more help, contact the OIT Support Center at 907-450-8300, toll free at 800-478-8226 or by email at [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu).

### Schedule Planner

1. At UAOnline (<http://uaonline.alaska.edu>), log on to the secured area.

2. Select "Student Services & Account Information," then "Registration."

3. \*Select "Schedule Planner" then select the term and campus(es) you are interested in.

4. **Choose your search terms.** Click "Add Course" to add courses and "Add Break" to add times during the day that you do not wish to take classes, then click "Generate Schedules." You can modify your search to include courses that are in wait-listed status by changing the "Course Status" option. You can also change your campus, term and course delivery options.

5. **View your schedule options.** Depending on your courses and breaks, there may be more than one schedule available. If no schedule is available, you may need to adjust your desired classes or break times.

6. **Send to cart.** Once you have selected a schedule, click "Send to Cart." You will be redirected back to UAOnline. Choose "Complete Registration Changes" to register for your selected courses or "Save Cart" to return to it later. You can access your saved cart from the "Registration" menu at UAOnline.

\* You must have cookies enabled in your browser to use Schedule Planner.

### Traditional Online Method

1. At UAOnline (<http://uaonline.alaska.edu>), log on to the secured area.

2. Select "Student Services & Account Information," then "Registration."

3. **Look up courses to add.** On the "Registration" page, select "Class Schedule Search." (You may also select "Register/Add/Drop Classes" and then "Class Search.") In either case, be sure to choose the proper semester or term, and choose a UAF campus from the list

of campuses. (A key for abbreviations, acronyms, etc., is available under "Course Finder Definitions" at [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/).)

4. **Add your classes.** In the "Add Classes Worksheet" on the "Register/Add/Drop Classes" page, enter the course reference numbers (CRNs) of the classes you wish to take.

5. **Variable credit class/Auditing a class.** If you register for a course that has variable credit or you want to audit a course, select "Change Class Options." Enter the amount of credit you want. Press the "Grade Mode" menu and highlight "Audit" to select that option. *The audit option may not be available at UAOnline because not all courses allow auditors. Contact the instructor or the department for more information.*

6. **Review your schedule.** After you select "Complete Registration Changes," your current schedule will be displayed. Check class locations, times and dates to ensure that you registered for the sections you wanted.

7. **Resolve errors.** If there are any errors, check the error message. Some errors, such as scheduling two courses at the same time, can be resolved online by dropping a class.

However, the following errors cannot be resolved online:

- **Test score and prerequisite errors**
- **Special-permission courses**
- **Exceeds maximum credits**
- **Courses that appear to conflict in time.** To take courses offered at times that conflict, you must obtain instructor approval to override the conflict. Once approval has been forwarded to the Office of Admissions and the Registrar, the conflicting courses will be available for you to add after you register for your other courses.
- **Registration hold.** If you have a registration hold, you may not register until the hold is removed by the initiating office. Registration holds may result from:

» Unpaid tuition and fees/outstanding balances on your student account (e.g., parking fines, course fees). See UAF-CTC, 604 Barnette Street, Room 110, or call 907-455-2899.

» Judicial/disciplinary holds. See Student Services, or call 907-474-7317.

» Other registration holds. See UAF-CTC, 604 Barnette Street, Room 110, or call 907-455-2851.

» UA system holds. Because UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

For more information contact UAF Community and Technical College, 604 Barnette St., 907-455-2800.

### Registration in Person

1. **In-person** registration is available at UAF Community and Technical College (604 Barnette St.) or the Office of Admissions and the Registrar (102 Signers' Hall).

### After You've Registered

1. **Pay tuition and fees** by the deadline (see page 68). A copy of your class schedule and estimate of tuition and fees can be obtained from UAOnline.

2. **Attend classes** beginning the first day of instruction. Note: you may be dropped if you do not attend the first class meeting without prior approval from your instructor.

**3. Buy your textbooks.** Select “Bookstores” for bookstore contact information. (Books are purchased through the bookstore website at [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or in person at the UAF Bookstore in Constitution Hall.)

## COURSE OPTIONS

### Waitlisting

#### What waitlisting means

When a class is full, it is listed as “closed.” Some courses offer a waitlist option. If you want to be waitlisted for a closed class, select “waitlist” from the drop down menu on the registration screen at UAOnline and select “Submit Changes.”

#### Restrictions on waitlisting

You will not remain on or have access to the waitlist for a class if:

- you are already enrolled or waitlisted in another section of the same course,
- the waitlisted class conflicts with another class in which you are enrolled or waitlisted,
- the waitlisted class would exceed your maximum allowed credits, or
- you have holds on your account.

After the first day of the semester, contact the instructor for permission to be added from the waitlist.

#### After you are waitlisted

You are not charged tuition for a waitlisted course until you are fully enrolled in the course. You must complete registration and pay tuition and fees for the other classes in which you are enrolled.

#### Your position on the waitlist

Use the web to check your status on a waitlist. You will receive an email notifying you when a space opens in the class. The email will be sent to the address you have designated as “preferred” under your personal information in UAOnline. To receive these notifications be sure your email is current and you have selected your preferred student email in UAOnline.

The email about your waitlisted class will instruct you to log in and add the course within a specified period of time (usually 48 hours from when the email is generated). If you take no action within the specified time frame, you will be dropped from the waitlist and the seat will be offered to the next person on the list. It is your responsibility to check your email regularly and to add yourself when a space opens in the class.

#### Start attending classes on the first day

Attend the first day of class for all waitlisted courses. Ask the instructor to add you from the waitlist if space becomes available.

#### Time limits on waitlisting

Waitlists are automatically updated until 48 hours prior to the first day of class by the Office of Admissions and the Registrar. If by the first day of class you are not enrolled in a course for which you are waitlisted, you must get special permission from the instructor of the course. If it appears you will not be able to enroll in a course for which you are waitlisted, you should select and enroll in a replacement class by the end of the add-drop period (Spring 2017: Friday, Jan. 27).

### Fee payment for waitlisted classes

- Waitlisted classes appear on your schedule but are not included in the total number of credits needed to qualify for financial aid.
- Tuition and fees are calculated only for the credits you are officially enrolled in and do not include the waitlisted classes.
- If it appears you won’t get into the waitlisted class by the published last day to pay tuition and fees, you must immediately pay for any courses you are enrolled in to avoid late charges.
- No late add fee is charged if you are allowed into a class for which you were waitlisted after the published last day to pay tuition and fees, provided you pay for any other classes on time and pay for the waitlisted classes within five business days of registration.
- If you are waitlisted, it is your responsibility to check your registration status at UAOnline.

If, after you pay your tuition and fees, you are allowed into a class for which you have been waitlisted, payment must be made within five business days or late fees will apply.

### Individual and Directed Study

To register for an individual or directed study course, access the form at [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms). Have it signed by your instructor, the chair of the department in which the course is being taught and the dean of your school or college, attach a syllabus from your instructor, and submit it to UAF-CTC, 604 Barnette Street, Room 110. Individual study course numbers end in -97. Directed study courses may be found in the current UAF catalog. The course reference number for an individual study course will be assigned by UAF-CTC, 604 Barnette Street, Room 110.

### Permission-Only Classes

To register for a class with a “by permission” restriction, speak with the instructor or the administrative assistant in the department offering the course about getting permission, which they can grant online. Once permission is granted, the appropriate courses will be available for you to add to your schedule via UAOnline.

### Auditing a Class

Students who want to enroll in one or more courses for informational purposes may register as an auditor if space is available and auditing is permitted in the class. You pay the standard credit fees for the course, but the credits are not included in the computation of study load for full-time/part-time determination or financial aid. If you want to audit a course for which you are already registered for credit, you must make the change by the end of the second full week of instruction and follow the add/drop process for changes to and from audit status in a course. Changing from credit to audit after this date requires the approval of the instructor of the course as well as your academic advisor. The deadline for late changes from credit to audit is the same as for student-initiated withdrawals.

### Mandatory Course Placement

Make sure you’ve met writing, reading and math placement requirements and prerequisites or you will not be able to register for the following courses:

- All DEVE and ENGL courses
- All DEVM and MATH courses
- All core courses
- Other courses as specified by departments. See current placement information at [www.uaf.edu/advising/placement/](http://www.uaf.edu/advising/placement/).

### Credit/No-Credit Option

The credit/no-credit option enables you to enroll in courses without affecting your overall GPA. One elective course per semester can be taken under this option. You must apply for the option by the third Friday after the first day of instruction. Credit/no-credit option forms are available online at [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms) or at the Office of Admissions and the Registrar and may be turned in there.

### Overloads

If you are a student in good standing and register for more than 18 undergraduate credits, you must have a GPA of 3.0 or higher and written overload approval from your academic advisor.

### eLearning & Distance Education

Location: Bunnell Building, first floor

Hours: Mon.–Fri., 8 a.m.–5 p.m.

Extended Hours: Wed., 8 a.m.–7 p.m.

Phone: 907-455-2060 or 800-277-8060

Fax: 907-479-3443

Email: [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu)

Web: <http://elearning.uaf.edu>

Facebook: <https://www.facebook.com/uafelearning>

Twitter: <https://twitter.com/uafelearning>

eLearning & Distance Education offers more than 350 courses in 60 disciplines. Additionally, eLearning offers degrees and certificates completely online (<http://elearning.uaf.edu/degrees/>). eLearning courses follow all university calendars and deadlines and must be completed within the semester time frame. For a complete listing of eLearning courses, visit our website at <http://elearning.uaf.edu>.

### How to register for eLearning & Distance Education courses

eLearning courses are open to everyone. There are two ways to register:

- Current UA students should register using UAOnline or through their local campus. eLearning courses are viewable at UAOnline by selecting Campus “UAF – eLearning & Distance Ed” or by selecting “eLearning courses only” under Type of Course Delivery.
- Everyone else can register at <https://elearning.uaf.edu/register/>.
  - Select the course you want to register for.
  - Complete the eLearning Registration Form.
  - Select “Register Now”.
  - Once you are registered, you will receive an email confirmation.

### Getting started

eLearning courses use the Blackboard Learning Management System (<http://classes.uaf.edu>). You are required to have reliable Internet access to complete the course.

Once enrolled in the course:

1. Students new to eLearning will receive a Student Success Guide (also available online at <https://elearning.uaf.edu/students/>). Detailed instructions for accessing Blackboard are included, as well as other valuable information to help you succeed in your eLearning course(s).
2. Course Content won't load into Blackboard until the first day of instruction but log in to Blackboard right away to get familiar with

the navigation and resources. If you are new to UAF, it might take up to 24 hours after your registration to get your UA credentials created or activated (UAOnline account, Blackboard User account, Google Mail account, etc.)

3. Take the Online Success Lab by enrolling yourself through the eLearning tab in Blackboard. This will show you how your course may be set up.

4. Order any required course material early. All course materials can be purchased at the UAF Bookstore or online at [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/).

5. Please see <http://classes.uaf.edu> for online instructions for using Blackboard. You may also contact the UAF Help Desk at 907-450-8300 or [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu). More Blackboard help can be acquired from eLearning staff at 907-47903444 or by email at [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu).

### Helpful information for eLearning courses

- eLearning courses follow the university's academic calendar and catalog. All UAF policies that apply to classroom courses also apply to eLearning courses. This includes academic dates, payment deadlines, drop/withdrawal deadlines, grading policies, registration deadlines, incomplete deadlines and the Student Code of Conduct.
- Many (though not all) eLearning courses have proctored exams. Please check your course syllabus. A proctored exam means that a neutral, third-party person will verify your ID and supervise the exam. If you are in Fairbanks, you may take your proctored exams at eLearning. No appointment is necessary. If taking an exam at eLearning, you do not need to locate a proctor or fill out the exam request form. If you need to locate a proctor outside the Fairbanks area, review our Exam page at <https://elearning.uaf.edu/students/exams/>.

### Got questions?

- For questions regarding registration, enrollment barriers, prerequisite overrides, contact UAF eLearning at 907-455-2060 or by email at [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu).
- For questions regarding course selection and degree planning, students can contact the eLearning academic advisor at [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu), 907-455-2060 or 800-277-8060.
- For questions regarding financial aid, students should contact UAF-CTC, 604 Barnette Street, Room 110, [mdking2@alaska.edu](mailto:mdking2@alaska.edu) or call 907-455-2832.
- For questions about course wait listing, review the “Waitlist” section in this guide.

## Changing Your Registration

### Called to Active Duty or Other Military Orders

If you receive military orders that will impact your ability to finish the semester, UAF will work with you. Contact a manager at the registrar's office to discuss your options. We can approve a late drop or withdrawal, with or without a refund of tuition and fees, depending on your circumstances.

### Closed or Canceled Classes

Information about closed classes, cancellations, changes and additions is updated daily during the registration period. Check UAOnline (<http://uaonline.alaska.edu>) for changes to classes, but note that canceled courses will not appear at UAOnline. If you are

registered for a class that is canceled for low enrollment or other reasons, you will be notified immediately by email.

### Making Changes on the Web

You can add and/or drop courses on the web through the last day of late registration (see page 68 for dates and deadlines). Follow these steps and pay any tuition and fees by the last day of fee payment.

1. **Look up the course reference number (CRN)** for each course you want to add, and identify the CRN for any course you want to drop.
2. **Log on to UAOnline** (<http://uaonline.alaska.edu>) with your UA username and password.
3. **Under “Registration” go to “Register/Add/Drop.”** Follow the instructions for dropping and adding courses. (Drop your courses first and then add — don’t try to do both at once.) Be sure to select “Submit Changes” when you have completed your changes. Select “Complete your registration” to finalize any changes made to your tuition and fees.
4. **Be sure to log out** of UAOnline when you are done.

### Making Changes in Person

If the class is a late-start class, or you are making changes after the last day of late registration and fee payment, you will need to make changes in person. Complete an add/drop form (available at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/)).

- Your academic advisor’s signature is not required if you complete the transaction by the last day of late registration for the course.
- After the last day of registration, your academic advisor’s and instructor’s signatures will be required for any additions if you are a degree student.
- If you are given permission to add a course after the last day to add, you will be charged a late add fee of \$50.
- Pay attention to the drop dates — they affect refunds.
- You must process any late add transactions only at UAF-CTC, 604 Barnette Street, Room 110. The signatures of the course instructor and your academic advisor are required after the last day of registration.

### Withdrawing from Courses

Students can withdraw from course(s) until Friday, March 31, for Spring 2017. Get the appropriate withdrawal form from [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms).

#### Withdrawing after the deadline

Course withdrawals after the student-initiated withdrawal deadline are allowed only in exceptional cases and for serious and compelling reasons. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in the student’s immediate family; 2) medical emergency for the student or immediate family; and 3) factors outside the student’s control (e.g., fire or flood). Failing a course or avoiding an unsatisfactory grade is not an acceptable serious and compelling reason for seeking a late withdrawal or refund, and will not be approved. Failure to comply with published deadlines or regulations is also not a serious and compelling reason to seek a late withdrawal or refund.

Appeals for late withdrawals after the deadline must be submitted within 30 class days after the beginning of the next regular semester. Written explanation of the serious and compelling reason

and appropriate documentation is required upon submittal. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the Office of Admissions and the Registrar for more information.

#### Faculty-initiated withdrawals

If you don’t meet prerequisites for a course or if you haven’t participated substantially in a course you are enrolled in, the instructor has the right to withdraw you. If you are withdrawn from a course, you will be notified through your assigned university email account.

#### Effect of withdrawing on financial aid

If a student totally withdraws or drops courses after a refund has been issued, financial aid may need to be repaid from the student’s university account. If a balance remains on the account because of this, the student has five business days to pay or a late fee will be assessed and a hold placed on the account. Contact the CTC Financial Aid Office, 604 Barnette Street, Room 110, for more information 907-455-2832.

### Changing Majors

Your major is printed on your registration request form and is considered official unless you change it. A completed change-of-major form must be submitted to be considered for a change of major. Forms can be obtained online at [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms).

#### NOTE:

- Students admitted for a semester that has not begun are not eligible to use the change-of-major form. Please see UAF-CTC, 604 Barnette Street, Room 110.
- Pre-major students do not need to submit a change-of-major form to be changed to major status. This will occur once you meet major requirements. See pre-major information in the university catalog.

## Frequently Asked Questions

### I’m not able to register online. Why not?

There can be a number of reasons:

1. Did you submit your registration request form? Degree students must print their registration request form at UAOnline (<http://uaonline.alaska.edu>), have it signed by their academic advisor and return it to the Office of Admissions and the Registrar.
2. Are you a non-degree student who hasn’t taken courses within the last two years? If so, you must submit a “No degree intended” application online. Visit UAOnline (<http://uaonline.alaska.edu>), select “Apply for Admission,” then select “New Student.”
3. Do you meet the placement requirements or prerequisites?
4. Do you have holds on your account? Check your registration eligibility at UAOnline (<http://uaonline.alaska.edu>). Select “View Holds” and contact the office where the hold was originated. If you have a registration hold, you may not register until the hold is removed by the initiating office. Registration holds may result from:
  - Unpaid tuition and fees/outstanding balances on your student account (e.g., late fees, course fees). See UAF-CTC, 604 Barnette Street, Room 110 or call 907-455-2899.
  - Judicial/disciplinary holds. See Student Services or call 907-474-7317.
  - Other registration holds. See UAF-CTC, 604 Barnette Street, Room 110 or call 907-455-2851.

Since UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

For other problems, contact UAF-CTC, 604 Barnette Street, Room 110, [uaf-ctc@alaska.edu](mailto:uaf-ctc@alaska.edu) or call 907-455-2851.

### What is “enrollment verification”?

UAF is partnered with the National Student Clearinghouse to provide proof of enrollment electronically. Insurance companies accept national clearinghouse certificates. Once logged in to the secured area of UA-Online (<http://uaonline.alaska.edu>), select “Enrollment Verifications” from the “Student Services & Account Information” menu. Enrollment verification request forms may also be submitted to the Office of Admissions and the Registrar if for purposes other than loan deferment.

### What is a course override?

In some cases, your instructor may need to grant you a course override before you are allowed to register for a specific section.

Common reasons for course overrides include:

- approval for waiver of a class prerequisite
- instructor or department approval required for registration
- course is restricted to certain majors, class standing, etc.
- approval for a time conflict
- approval to register for a closed (full) class, or
- permission to add a class from the wait list.

Only the primary instructor of the course can approve a course override for you.

### I can't log on to UAOnline. Help!

UAOnline allows you to log on using your UA username and password. These are the same credentials you use to log into webmail, Blackboard and many other applications at the University of Alaska. To find out your UA username or to reset your password, go to <https://elmo.alaska.edu>.

## FORMS

Download and print more forms at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/). This website offers the following forms:

#### Registration

- Add/drop a class
- Credit/no-credit options
- High school student enrollment form
- In-person registration
- Individual and directed study
- Residency form
- Summer Sessions registration

#### Graduation services

- Baccalaureate core petition
- Change of major
- Declaration of minor
- Graduation application
- Graduation application cancellation
- Replacement diploma
- Undergraduate petition form

#### Withdrawal

- Appeal for late withdrawal/audit (undergraduate students)
- Late withdrawal (graduate students)
- Total withdrawal (before the deadline)

#### Transcripts

- Official transcript request

#### Miscellaneous

- Document copying request
- FERPA release
- Grade appeal
- Grade appeal policy
- Request to withhold/release directory information
- Summer Sessions credit overload approval
- UA change form
- Verification of enrollment form

For information about payment plans, visit [www.uaf.edu/bursar/for-students/payments/payment-plan/](http://www.uaf.edu/bursar/for-students/payments/payment-plan/).

## SEMESTER EXPENSES

### Payment Process

#### Fee Payment (All Students)

ALL PAYMENTS MUST BE RECEIVED BY THE PAYMENT DEADLINE. No paper bill will be sent. Check your account and get a printout of your charges at UAOnline (<http://uaonline.alaska.edu>).

Students are not considered registered for any courses until all tuition and fees are paid or other payment arrangements have been made by the fee payment deadline.

An electronic bill will be generated for you on or about the 15th of each month and made available via UAOnline. A reminder will be sent via email each time a new bill is generated. It is your responsibility to check your email address regularly. A link on the UAOnline “Statement and Payment History” page will take you to the page where you can pay with credit card or electronic check. To view your bill, go to UAOnline and choose “Student Services & Account Information” from the main menu, then “Student Account,” then “Statement and Payment History.”

Other than tuition, fees, housing and dining, which are due according to the schedule on page 68, any charges owed to the university are due within 30 days of when they are incurred to avoid additional late fees.

#### Payment Options

**Pay online:** Pay with Visa/MasterCard/Discover/American Express/China Union Pay/Diners Club/JCB or electronic check on the web at UAOnline (<http://uaonline.alaska.edu>). Be sure to review your account status after payment is confirmed.

**Pay by mail:** Mail your full payment to arrive by 5 p.m. on the fee payment deadline (see page 68). Payments received after this date will be assessed late fees. Make checks payable to UAF and mail to: UAF Community & Technical College, P.O. Box 758040, Fairbanks, AK 99775.

**Pay in person:** See the schedule of dates and times on page 68. Credit and debit card payments are not accepted in person or by phone at the Bursar's Office but are accepted at UAF-CTC, 604 Barnette Street, Room 110 or call 907-455-2800.

NOTE: If you are paying with a debit card or have a daily limit on your credit card, contact your bank to tell them you are paying university tuition and fees to ensure your card won't be declined.

*International payments:* Visit [www.peertransfer.com/school/uaf/](http://www.peertransfer.com/school/uaf/) to make a payment or for more information.

### Consequences of Not Paying Tuition and Fees

Failure to pay your tuition and fees in full or make other payment arrangements by the final fee payment deadline may result in cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing if you do not pay your financial obligations. If the university takes such action, you will still be responsible for your account balance in full. Registration may be withheld from any student who is delinquent in paying any amount due to the university. The registration process is not complete until the student has paid all fees and charges due to the university. The university may drop you from your courses after the fee payment deadline if you owe a balance to the university. A \$100 reinstatement fee will be charged to re-enroll in dropped courses. Students have until the fourth Friday of the semester to re-enroll in dropped courses.

### Failure To Meet Financial Obligations

University policy requires a financial hold be placed on your student account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts may be sent to a collection agency. Interest, late fees and/or collection costs will be added to your account. Past due accounts may be reported to a local credit bureau. The university is authorized to garnish Alaska Permanent Fund Dividends for payment of past due accounts.

### Tuition

Tuition by course level		
Course level	Resident (per credit)	Non-resident (per credit)
100–200	\$192	\$681
300–400	\$232	\$721
600	\$444	\$907

2016–2017 resident tuition schedule			
Credit hours	Resident lower level (050-299)	Resident upper level (300-499)	Resident graduate level (600-699)
1	\$192	\$232	\$444
2	\$384	\$464	\$888
3	\$576	\$696	\$1,332
4	\$768	\$928	\$1,776
5	\$960	\$1,160	\$2,220
6	\$1,152	\$1,396	\$2,664
7	\$1,344	\$1,624	\$3,108
8	\$1,536	\$1,856	\$3,552
9	\$1,728	\$2,088	\$3,996
10	\$1,920	\$2,320	\$4,440
11	\$2,112	\$2,552	\$4,884
12	\$2,304	\$2,784	\$5,328

13	\$2,496	\$3,016	
14	\$2,688	\$3,248	
15	\$2,880	\$3,480	

2016–2017 non-resident tuition schedule			
Credit hours	Resident lower level (050-299)	Resident upper level (300-499)	Resident graduate level (600-699)
1	\$681	\$721	\$907
2	\$1,362	\$1,442	\$1,814
3	\$2,043	\$2,163	\$2,721
4	\$2,724	\$2,884	\$3,628
5	\$3,405	\$3,605	\$4,535
6	\$4,086	\$4,326	\$5,442
7	\$4,767	\$5,047	\$6,349
8	\$5,448	\$5,768	\$7,256
9	\$6,129	\$6,489	\$8,163
10	\$6,810	\$7,210	\$9,070
11	\$7,491	\$7,931	\$9,977
12	\$8,172	\$8,652	\$10,884
13	\$8,853	\$9,373	
14	\$9,534	\$10,094	
15	\$10,215	\$10,815	

### How Tuition Is Calculated

Tuition is determined by the following:

- the number of credit hours in which you are enrolled,
- the level (e.g., 100-level, 200-level) of the course, and
- your residency status.

Students taking 4 or fewer credits are charged at the resident rate.

An online tuition calculator is available at [www.uaf.edu/register/tuition/](http://www.uaf.edu/register/tuition/).

### Full-Time Status

You are considered a full-time student if you enroll in 12 or more credits as an undergraduate or 9 or more credits as a graduate student.

### Resident and Non-Resident Tuition

All students should check their residency status and tuition charges each semester when they register. Electronic processes, such as a new application, may cause a student's status to change from one semester to the next.

In general, students are expected to have resided in Alaska for the prior two years to be eligible for resident tuition. However, there are additional criteria to meet the eligibility requirements. In the past two years, students must NOT have:

- been absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness or attendance at another educational institution while maintaining Alaska residency;
- acted inconsistently with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident at an educational institution in another state; or

- paid tuition at the University of Alaska Western Undergraduate Exchange program rate.

Proof of eligibility for the Alaska Permanent Fund Dividend is the standard accepted documentation of residency. You also need to complete a UAF residency application. Other specific proof of residency, as outlined at [www.pfd.state.ak.us](http://www.pfd.state.ak.us), may be accepted.

- PFD proof of eligibility — Submit a copy of your most recent Form 1099 or go to <http://pfd.alaska.gov>, click on “Check Application Status,” follow the instructions, print the final page that shows “approved, paid, or eligible” and submit it with your UAF residency application.

Students graduating from a qualified Alaska high school within one year of enrollment AND enrolling in a degree program will automatically be considered residents when they provide their high school transcript.

Other exemptions of the non-resident surcharge may be permissible. More information may be obtained at [www.alaska.edu/student-services/student/residency/](http://www.alaska.edu/student-services/student/residency/).

### Senior Citizen Tuition Waiver

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for full Social Security retirement benefits. You are eligible to use the senior citizen tuition waiver and enroll in UAF courses if:

- you are a permanent resident of Alaska;
- you are age-eligible to receive full Social Security retirement benefits; and
- there is space (i.e., no waitlist) in the class or classes you want.

You must register in person and not until the first day of instruction to use a senior tuition waiver. You must meet both age and residency requirements by one of the following dates to be eligible for the corresponding semester: Jan. 1 for spring; May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver. Please call 907-455-2899 for more information.

### Employee Tuition Waiver

Employee tuition waivers cover the cost of 16 credits per academic year (up to 8 credits per semester) for university employees. Tuition waivers are accepted for the current semester and cannot be applied to prior terms. Other criteria:

- Tuition waivers cover tuition only.
- The employee must have been employed for at least six months prior to the first day of instruction.
- Tuition waiver forms must be turned in by the fee payment deadline.
- The employee is responsible for paying all other fees by the payment deadline.
- Tuition waivers must be signed by the employee. A supervisor's signature is required if the class takes place during the employee's work day.
- Reimbursements will not be made to employees/dependents who pay for a course or courses and later become eligible for the waiver.
- Dependents must be under the age of 24 on the first day of instruction to be eligible.
- Waivers found to be ineligible will be reversed and the students will be responsible for payment of the waived tuition.

- Late fees and payment deadlines apply to those using tuition waivers.

To be eligible for education benefits, undergraduate students must maintain a 2.0 cumulative GPA; graduate students must maintain a cumulative GPA of 3.0.

### Submitting Tuition Waivers

Tuition waivers can be submitted via DocuSign, faxed to 907-455-2828, mailed to UAF Community & Technical College at P.O. Box 758040, or emailed to [gacech@alaska.edu](mailto:gacech@alaska.edu). To submit electronic waivers via DocuSign visit [www.uaf.edu/bursar/for-students/tuition-waivers/](http://www.uaf.edu/bursar/for-students/tuition-waivers/). Tuition waivers must be submitted prior to the fee payment deadline.

### Basic Student Fees

#### Course Fees

Some courses require special materials, supplies or services and require a material fee in addition to tuition. Check course listings to see if material fees are required for any of your classes.

#### ASUAF

**Cost:** \$42 per semester.

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits.

**What's covered:** Associated Students of the University of Alaska Fairbanks (ASUAF) represents student views and concerns to the university administration, board of regents and Alaska Legislature. The ASUAF fee also partially funds publication of the UAF student newspaper, the Sun Star; the student-managed ASUAF Concert Board; and KSUA, the student radio station and other media. Other services provided through ASUAF include a free half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit [www.asuaf.org](http://www.asuaf.org).

#### Athletics

**Cost:** \$10 per credit hour (to a maximum of \$120 per semester).

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 3 or more credits.

**What's covered:** The Athletics fee provides admission to all home athletic competitions. Admission will only be guaranteed until the start of each event. Fee excludes post-season competitions. For further details regarding event/ticket policies visit [www.alaskanook.com](http://www.alaskanook.com).

#### Parking Permit

**Cost:** Spring 2017, single vehicle, \$41 for 8 or fewer credits; \$78 for 9 or more credits; \$143 annual permit. With any of these permit options, for an additional \$10, two or more vehicles (up to a total of four) may be registered for the Multi-Vehicle option. The hang tag allows one vehicle to be parked on campus at a time. (Campus residents may not purchase the multivehicle option. Employees are not eligible to purchase parking permits at student rates.)

Costs are based on the combined total credit hour enrollment at UAF, Community and Technical College, eLearning & Distance Education, or any class held at a UAF location where credit is given through another location.

**Who pays:** Students who choose to park a vehicle at any on or off-campus UA, UAF, or Community and Technical College location are required to have a parking permit or permit displayed on the vehicle at all times, including evenings.

**What's covered:** Parking in permit-required and general use lots/spaces at any on or off-campus UA, UAF, or Community and Technical College location in Fairbanks.

**How to get your permit:** You can request your permit through UAF's online parking system at [www.uaf.edu/bursar/parkingservices/](http://www.uaf.edu/bursar/parkingservices/). Select the type of parking permit/s needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up. Depending on the method chosen, you may pick up the permit at the location indicated at the time of purchase, or if the mail option was chosen, it will be mailed to you. Permits may also be picked up at UAF-CTC, 604 Barnette Street, Room 110. Bring your current state vehicle registration with you to ensure correct info for your file.

**How to pay:** Complete your permit purchase at UAF's online parking system at [www.uaf.edu/bursar/parkingservices/](http://www.uaf.edu/bursar/parkingservices/). Payment options are MasterCard, Visa, Discover or "student account," if you have added parking to your student account. You may also pay for the permit at UAOnline or at UAF-CTC, 604 Barnette Street, Room 110.

It is the responsibility of all students parking a vehicle on any UAF property (on or off-campus) to be knowledgeable of UAF parking regulations, available online at [www.uaf.edu/bursar/parkingservices/](http://www.uaf.edu/bursar/parkingservices/).

For more information, call 455-2899 or email [UAF-CTC@alaska.edu](mailto:UAF-CTC@alaska.edu).

### Student Health and Counseling Center

**Cost:** \$135 per semester.

**Who pays:** Students enrolled in 9 credits or more (optional for students taking 6–8 credit hours), students living in university housing, and all students purchasing student health insurance.

**What's covered:** Basic medical and counseling services at the Student Health and Counseling Center on the Fairbanks campus. See [www.uaf.edu/chc/](http://www.uaf.edu/chc/) for more information.

**Waivers:** Students who meet all of the following conditions may waive the Student Health and Counseling Center fee: 1) no courses on the Fairbanks campus or at University Park, 2) not living in university housing and 3) not purchasing the university student health insurance plan. Pick up a student health center fee waiver form from the UAF Bursar's Office on the Fairbanks campus, or call the Student Health and Counseling Center at 907-474-7043.

### Student Recreation Center

**Cost:** \$75 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 9 or more credits (eLearning classes do not count towards this total). Fairbanks-area students enrolled in 3–8 credits have the option of paying the SRC fee. Fairbanks-area students enrolled in 1–2 credits do not have the option. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What's covered:** The SRC fee allows you access to the SRC, as well as Patty Center pool, Hulbert Nanook Terrain Park, recreational

skate sessions at the Patty Center ice arena and the outdoor climbing tower. With the SRC, you have access to the whole facility and group exercise classes. A belay class is required for the indoor climbing wall and costs extra. Students paying the SRC fee also receive discounts on personal training. Anyone under the age of 18 using the SRC and its facilities must be accompanied by a parent or guardian whose minimum age is 21, unless he/she is a full-time UAF student. For more information call 907-474-5886.

### Student Sustainability Fee

**Cost:** \$20 per semester.

**Who pays:** Students enrolled in 3 or more Fairbanks section credits (Fairbanks or UAF Community and Technical College sites).

**What's covered:** The student sustainability fee is a student-initiated fee that is invested in energy-efficiency programs and renewable-energy projects at UAF.

### Technology

**Cost:** \$5 per credit hour (to a maximum of \$60 per semester).

**Who pays:** All students.

**What's covered:** The fee remains at the campus at which it was collected and is used to support technology that enhances academics.

### Transportation

**Cost:** \$15 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) taking 4 credits or more per semester during fall or spring semesters.

**What's covered:** The transportation fee pays a portion of the costs of operating shuttle buses that provide transportation throughout campus and to various university facilities off campus.

### UA Facilities Fee

**Cost:** \$6 per credit spring.

**Who pays:** All undergraduate and graduate students, including those enrolled in eLearning or distance education courses.

**What's covered:** The facilities fee is assessed to all undergraduate and graduate students to address the capital reinvestment for university facilities and academic equipment. Capital investment funds construction that modernizes university classrooms, laboratories, residence halls and other buildings so that students have access to learning and living facilities that enhance the academic experience.

### UA Network Fee

**Cost:** 4 percent of tuition.

**Who pays:** All students.

**What's covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide technology infrastructure. The 4 percent network charge is applied on a per credit hour basis (rounded to the nearest dollar) to tuition, non-resident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is \$8.

### Wood Center Student Life

**Cost:** \$35 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks campus or UAF Community and Technical College sites) enrolled in 3 credits or



more. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What's covered:** The Wood Center student life fee supports Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and student life programs.

## Other Fees

### Application for Admission

**Cost:** \$40–\$60

**Who pays:** Applicants to certificate and associate degree programs should include \$40 with their admissions application; applicants to baccalaureate programs should include \$50; applicants to graduate programs, \$60.

**What's covered:** Assessment and processing of prospective student applications.

### Campus Housing

#### Fairbanks campus single-student housing and Fairbanks campus family/graduate housing

Go to [www.uaf.edu/reslife/](http://www.uaf.edu/reslife/) for the most current information on UAF housing.

#### Residence hall phone line

To request a landline in your room, please email your request, including your contact information, to [uaf-housing@alaska.edu](mailto:uaf-housing@alaska.edu).

#### How to apply

Send your completed application and application fee to the UAF Department of Residence Life. Applications are available online. Room rent and meal plan fees, along with all other fees, are due in full by fee payment end. Information about Residence Life is available at 907-474-7247, [uaf-housing@alaska.edu](mailto:uaf-housing@alaska.edu), or [www.uaf.edu/reslife/](http://www.uaf.edu/reslife/).

### Credit by Examination

**Cost:** \$40 per credit hour.

**Who pays:** Students using the credit-by-exam option for earning UAF course credit.

**What's covered:** The fee pays for coordinating the exam or other evaluation requirements between student and professor, grade recording and transcription.

### Credit for Prior Learning

**Cost:** \$50 fee payment plus \$10/credit hour for credits earned

**Who pays:** Students using the credit for prior learning option to earn UAF course credits.

**What's covered:** The fee pays for the portfolio or license/certificate review by faculty. If credit is awarded, the fee per credit hour earned pays for grade recording and transcription. For more information visit [www.uaf.edu/advising/student-resources/](http://www.uaf.edu/advising/student-resources/).

### eLearning & Distance Education

**Cost:** \$25 per credit hour

**Who pays:** Students enrolled in an eLearning & Distance Education course.

**What's covered:** The fee pays for academic and advising support, online student resources, exam proctoring services, technology upgrades and enhancements to course delivery.

### Late Add / Late Registration Fee

**Cost:** \$50

**Who pays:** Students given permission to add a full semester length class after the last day to pay tuition and fees will be charged a late registration fee of \$50 that must be paid within five business days. This includes add/drop (swap) courses. No late fee will be charged when:

- you add a late start course during the regular registration period for that course.
- you are moved into a class for which you were waitlisted.
- you change from one section to a different section of the same course.
- you add a graduate thesis or research credits.
- you add a course to replace a canceled course in which you were previously enrolled.
- you are moved to a lower or higher level of a course (i.e. MATH F107x to DEVM F105) due to instructor's recommendation.

This fee is refundable only if all classes for which you have registered are canceled. See the Registration Details "Changing your registration" section for the procedure for adding a class.

**What's covered:** Processing of late registration.

### Late Payment Fees

**Cost:** \$100 for 1st; \$150 for 2nd; \$50 per month for late payment plan payments

**Who pays:** All students who have missed the fee payment deadline and have a balance of \$300 or more. An additional \$150 fee will be added to accounts which are not paid in full by the withdrawal deadline.

**What's covered:** Processing of late payments.

### Meal Plans

**Cost:** To be determined.

**Who pays:** All residence hall students are required to purchase a meal plan, with the exception of residents living in Cutler Apartment Complex, Sustainable Village and graduate students. Students who do not live on campus but are interested in purchasing a meal plan can contact Dining Services at 907-474-6661 or [uaf-dining@alaska.edu](mailto:uaf-dining@alaska.edu). Please review your dining contract for more details. All prices are per semester.

**What's covered:** Meal plans will have two forms of payment: block meals and Munch Money. Munch Money may be used at all dining and most vending locations on campus. Munch Money will not roll over into the next academic year.

More information is available at [www.uaf.edu/dining/](http://www.uaf.edu/dining/).

Meal plans and Munch Money can be purchased from Dining Services at 118 Eielson. Applications are available online at [www.uafdining.com](http://www.uafdining.com); click on Meal Plans.

NOTE: Wood Center dining locations are closed during UAF winter and spring breaks.

### Payment Plan

**Cost:** \$30–\$75 depending on when you sign up. Discount only applies to online enrollment via UAOnline.

**Who pays:** Students who are unable to pay all tuition and fees at the beginning of a semester.

**What's covered:** Budgeting by distributing the costs of tuition and fees over up to five payment dates. Payment plans are available

for UAF students via their UAOnline account (Note: only UAF offers this option). A down payment and enrollment fee is required at time of enrollment.

The earlier you enroll, the more payment plan options are available, so enroll early!

### Post Office Box

**Cost:** \$45 per box per semester, \$90 annual, \$30 summer only.

**Who pays:** Students who wish to receive U.S. Postal Service mail on campus may rent a post office box in the full service post office located in Constitution Hall or add it to their UAOnline account. USPS mail is delivered on campus to post office boxes only, not to street addresses.

**What's covered:** Post office box space, postal and mail forwarding services.

### Reinstatement Fee

**Cost:** \$100

**Who pays:** Students dropped from classes due to nonpayment will be charged \$100 to have classes reinstated.

**What's covered:** Reinstatement processing

### Returned Check Fee

**Cost:** \$30

**Who pays:** If a check is returned for any reason, a hold will be placed on the student's account which will prevent the student from registering, viewing grades, participating in graduation activities and receiving transcripts until the check clears and a \$30 fee is paid.

**What's covered:** Processing of returned checks

### Textbooks

**Cost:** The cost for your textbooks and course materials will vary between \$15 and \$400 per course, depending on your instructor's preferred textbook or course material. You can expect to pay \$250 to \$1,100 per semester on textbooks, depending on your course load. You can look up pricing information online at [www.uaftext.com](http://www.uaftext.com) or through your uaonline account (using the links through the registration website).

**Who pays:** All students who need their required textbook or course materials.

**What's covered:** Texts, assigned readings or other course materials assigned by instructors. Visit [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or [www.uaftext.com](http://www.uaftext.com) for more information.

## Refunds

### Spring 2017 Refund Schedule

**Semester-length classes, including evening and weekend courses** through Monday, Jan. 30 (spring semester)..... 100% tuition and fees\*

\*Parking fee will be refunded, less \$5 for processing, if you return your permit. If a permit was picked up, it must be returned when you drop your classes.

**Courses dropped or withdrawn and added (swapped) on the same day**

Through Monday, Jan. 30 (spring semester).... 100% tuition and fees  
After Monday, Jan. 30 (spring semester)..... no swap

**Courses meeting four weeks or more, but less than a semester**

Drop within five business days of the first class. - 100% tuition and material/course/lab fees

**Courses meeting less than four weeks and self-support classes, including WINTERmester and MAYmester** - Last day to drop for a full refund is the first day of the class.

**CEU (Continuing Education Unit) courses** - 100% refund of all charges if you withdraw by the first day of class.

**Regular semester-length evening and weekend courses beginning after Monday, Jan. 30, (spring semester)** - Drops must be processed the next business day for the refund policy to apply.

### Canceled Courses

If your class is canceled, you may add another class of equal credit and level at no additional tuition cost. You must pay any additional fees. If you do not add a replacement course, the Bursar's Office will automatically process a credit to your account.

### Add/Drop (Swap)

For a complete schedule of refund dates and criteria, refer to the Spring 2017 Refund Schedule section above.

- A 100 percent swap of tuition only is allowed only if the drop and/or add is done on the same day during three weeks following the start of semester.
- If an upper-level class is swapped for a lower-level class, the difference is refundable at 100 percent through the 100 percent tuition and fees refund period for that semester.
- If a lower-level class is swapped for an upper-level class, the student must pay the difference.
- Late fees apply for added classes.

### Fee Refunds

Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the 100 percent refund deadline. Parking permits purchased and not received or purchased and returned by the fee payment deadline are refundable. Health insurance will be credited to your account if a total withdrawal takes place within the first 31 days of the insurance policy coverage. If you withdraw for medical reasons, you may appeal the reversal of your insurance enrollment with the Student Health and Counseling Center.

### Exceptions to Policy:

#### Appeal for Refund of Tuition

Appeals for refund of tuition are exceptions to policy and are only allowed in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside student's control (for example, fire, flood). Not receiving expected financial aid, or failing to comply with published deadlines or regulations are not serious and compelling reasons to seek a refund and will not be approved.

Appeals for refund of tuition must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for refund of tuition are available online at [www.uaf.edu/finserv/bursar/](http://www.uaf.edu/finserv/bursar/), through UAF-CTC, 604 Barnette Street, Room 110. Once received, the appeal will be evaluated by a campuswide committee, which will return a decision to the student. The decision of the committee is final, and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter

under any other procedure within the university. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact UAF-CTC, 604 Barnette Street, Room 110, or call 907-455-2851 for more information.

In order for the committee to consider your appeal for a refund for a class, you must be fully withdrawn from the class. To withdraw from your class or classes, complete the Total Withdrawal or Late Withdrawal form (whichever is appropriate) and submit it to UAF-CTC, 604 Barnette Street, Room 110. Forms can be found online at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or at UAF-CTC, 604 Barnette Street, Room 110.

## Refund Processing

Financial aid will be disbursed to student accounts 10 business days prior to the first day of class for the semester and the Bursar's Office will begin processing refunds at that time. Contact the Bursar's Office for an advance of funds if you need your funds for books and supplies.

Refund processing is automatic for students who officially drop courses by published refund deadlines. Remember to return parking permits if you drop during the 100 percent refund time.

All refunds are processed electronically or by mail. The Bursar's Office does not issue refund checks for amounts less than \$10. It is your responsibility to check your account and contact the Bursar's Office to receive your refund as cash or to apply it to your Polar-Express card as a nonrefundable payment.

If you paid tuition and fees by credit card only, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct-deposited in your bank account.

Once processed by the Bursar's Office, direct deposit takes three to five business days to disburse to your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

If you paid by cash or check, a refund check will be sent to your mailing address of record, or direct deposited in your bank account. If you notify the Bursar's Office that you have not received the check due to an incorrect address, a fee of \$18.50 will be charged for all checks reissued due to a stop pay request by the student. Please be sure your current mailing address is on file.

If you paid your tuition and fees by check, refund processing will begin after your check has cleared the bank.

Any balance owed to the university will be deducted from your refund.

## Direct Deposit of Refunds

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. It's simple, safe and convenient. Enrollment is available through our secure self-service website. Sign up for direct deposit of your refund through UAOnline (<http://uaonline.alaska.edu>) by following these steps:

- At the "Student Services & Accounting Information" menu select the "Direct Deposit Enrollment" link.
- Select "1st time setup of direct deposit"
- Select the account type

- Enter the bank routing code
- Enter account number
- Re-enter account number
- Select "Submit"

## Advance of Funding

Students who are receiving financial aid, but need book and supply money immediately can file an Advance of Funding with the Office of the Bursar. The application form is available on the Office of the Bursar website [uaf.edu/bursar](http://uaf.edu/bursar). In addition, students will need to attach an Office of the Bursar Award Confirmation Form from the UAF Financial Aid Office.

## Financial Aid

There are many different types of financial aid available to help you pay for college to include grants, scholarships, and loans. Many students receive some sort of financial aid from either the State of Alaska, federal government, or institutional programs.

Complete the required FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to see if you are eligible; the application process may take up to six weeks.

As of October 1, 2016, the 2017/2018 FAFSA has been available; you will need your 2015 tax information to complete the application. The deadline for the 2016/2017 FAFSA is June 30, 2017. The deadline for the 2017/2018 scholarship application is February 15, 2017.

The majority of financial aid awards will appear as credits applied to your student account, unless you are receiving a check from an outside agency. Students are responsible for paying tuition and fees. If your financial aid awards will not be applied to your account before the last date to pay tuition and fees, you must arrange for a payment plan to avoid late fees (see Payment Plan section, page 79). To verify that financial aid has arrived at UAF and is available for disbursement:

- Go to the financial aid website, [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/) and select "check your aid status," or
- Log on to UAOnline (<http://uaonline.alaska.edu>), or
- Contact UAF-CTC Financial Aid, 604 Barnette Street, Room 110, 907-455-2832.

## Financial Aid Eligibility

To be eligible for financial aid, you must:

- Be admitted to a UAF degree or certificate program.
- Be registered with selective service (males).
- Have a valid social security number.
- Be a United States citizen.
- Not be in default of a loan or owe a refund on a federal grant.
- Fill out the FAFSA application.
- Maintain satisfactory academic progress.
  - Undergraduates - minimum 2.0 GPA
  - Graduates - minimum 3.0 GPA
  - 67% Credit Completion rate
  - Complete program within 150% of required credits

In addition, to be eligible for loans (and some other types of aid), you must:

- Be enrolled in at least six credits
- Complete online entrance counseling if receiving a Federal Direct Loan for the first time.

## Financial Aid Reminders

To be eligible for financial aid, you must:

- Be admitted to a UAF degree or certificate program and meet satisfactory academic progress standards.
- Be an undergraduate enrolled in 12 or more credits (or a graduate student enrolled in 9 or more graduate-level credits) if receiving full-time funding. Waitlisted, audit and year-long correspondence study classes do not count toward determining your full-time student status.

## STUDENT SERVICES & RESPONSIBILITIES

### Your Responsibilities

#### UAF Communication by Email

UAF uses email to communicate with students on many important matters. Email is often the only way some information is distributed, so it is important that you regularly check your university email address or forward mail from your UAF address to an address you check frequently. The university automatically assigns each student an official UAF email account when the student enrolls (except students whose primary registration is through Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). If you have multiple UAF email accounts, you should forward them to the one you check most often. You are responsible for knowing — and, when appropriate, acting on — the contents of all university communications sent to your official UAF email account.

**All notifications regarding waitlisted courses will be sent to your student preferred email address.** To receive these important notifications, be sure your email is current and you have selected your preferred student email at UAOnline (<http://uaonline.alaska.edu>): select “Personal Identification” tab, then click on “Update Student Preferred Email Address.”

If you want to receive university communications at a different email address, you need to forward email from your assigned UAF account to an email address of your choice. You can easily do this online at [www.alaska.edu/google/faqs/top/](http://www.alaska.edu/google/faqs/top/).

#### Keep Your Mailing and Email Addresses Up-To-Date

To receive information about early registration for the next semester, and to receive other important information, be sure your current addresses are updated at UAF-CTC, 604 Barnette Street, Room 110. Your current mailing address may be updated on the web at UAOnline (<http://uaonline.alaska.edu>) or through UAF-CTC, 604 Barnette Street, Room 110. To forward your email address, see the paragraph above.

#### Attendance

Registration entitles you to a seat in the classes you want. However, you must begin attending classes on the first day of instruction or you may lose your place, regardless of whether or not you have paid tuition and fees. Not attending class and not paying tuition and fees will not remove your financial obligation to the university.

If you do not plan to attend, you must drop your classes within the 100 percent refund period to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

### DegreeWorks — Your GPS to Graduation

Now you can easily check your progress toward graduation with DegreeWorks, our web-based degree audit software. DegreeWorks. DegreeWorks will enable you to:

- View your progress toward degree completion.
- Run your degree audit.
- See how your current and completed courses apply to graduation requirements.
- See any outstanding degree requirements still needed.
- Determine how changing your major will affect your graduation date.

Students can log into their DegreeWorks records via UAOnline (<http://uaonline.alaska.edu>). Under “Student Services & Account Information” select “DegreeWorks/Electronic Degree Audit.”

Students applying for graduation will be provided an official degree audit evaluation once graduation application processing begins.

### Student Code of Conduct

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines described in university regulation and UAF rules and procedures, collectively referred to as the Student Code of Conduct, or code. Students and student organizations will be responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university. The entire student code of conduct, including prohibited conduct and sanctions, is online at [www.uaf.edu/usa/student-resources/conduct/#condu](http://www.uaf.edu/usa/student-resources/conduct/#condu).

### Vital Services

#### Blackboard

Blackboard is the university’s learning management system that gives students and faculty the ability to participate in classes delivered solely online and/or the flexibility to use online materials and activities to complement face-to-face teaching. UAF eLearning & Distance Education courses are offered through Blackboard and may use other technology to enhance course content delivery. Blackboard makes it possible for instructors to provide students with course materials, discussion boards, virtual chat rooms, online quizzes, an academic resource center and more. Using Blackboard, instructors can provide students with resources such as lecture notes, PowerPoint slide presentations or class handouts. If you’re enrolled in a course that uses Blackboard, be sure to find out how it will be used. For more information about Blackboard, please visit <http://classes.uaf.edu>. For Blackboard-related questions, please call the OIT Support Center at 907-450-8300 or [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu), or UAF eLearning & Distance Education at 907-479-3444 or [uaf-elearning@alaska.edu](mailto:uaf-elearning@alaska.edu).

#### Bookstore

The Bookstore is located in the second and first floor of Constitution Hall. Products available include textbooks, UAF clothing, insignia gift items, general books, study aids, school and art supplies, calculators, snacks and sundries.

#### Bookstore hours

- Monday–Friday, 7:45 a.m.–6 p.m.

- Summer hours: Monday–Friday, 8 a.m.–5 p.m.
- Please visit [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or [www.uaftext.com](http://www.uaftext.com) for the most up-to-date store special hours.

### How to buy textbooks

You can browse and buy your textbooks by visiting the Text Bookstore located on the first floor of Constitution Hall or by visiting the website [www.uaftext.com](http://www.uaftext.com). In addition to new and used textbooks, many titles are now available for rent or as e-books to help save our students money. Please ask your bookstore associate for more information on these options.

The Bookstore website ([www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or [www.uaftext.com](http://www.uaftext.com)) has instructions on how to order your textbooks. You can order your books online and pick them up in the store for free or have them shipped directly to you. We ship all online orders via U.S. Postal Service or FedEx, depending on your shipping address.

Most orders going to Fairbanks, Anchorage, Juneau and the Lower 48 can ship FedEx. All orders going to other parts of Alaska and to post office boxes must be shipped by the USPS, and different shipping rates will apply.

### Questions? We're here to help!

- Phone: 907-474-7348
- Fax: 907-474-7739
- Email: [1191mgr@fhcg.follett.com](mailto:1191mgr@fhcg.follett.com)

### Current UAF Catalog

Current and archived catalogs are online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

### Disability Services

UAF is committed to equal access for students with disabilities. Students experiencing a disability should contact the Disability Services office, 208 Whitaker Building, by phone at 907-474-5655, or on the website [www.uaf.edu/disability/](http://www.uaf.edu/disability/). Accommodations are determined through an interactive process that includes the completed application, the documentation of the disability and the essential requirements of the course. Academic accommodations are free of charge and available to eligible students enrolled for at least 1 credit. Accessible living accommodations are available to eligible individuals through the Residence Life program.

### How To Get Your UAF Grades

Provided you do not have holds on your account, you can access your unofficial transcript, midterm and final grades at UAOnline (<http://uaonline.alaska.edu>).

- Log on to UAOnline secured area. If you need help logging on, refer to page 75.
- Click on the following links:
  - “Student Services & Account Information”
  - “Student Records”
- Select “Midterm Grades,” “Final Grades” or “Academic Transcript.” The Midterm and Final Grade options will require you to select the term of interest. If a term is not listed, no grades have been posted for you for that term. The Academic Transcript option will require that you select the level before submitting. For example, if you are looking for your undergraduate Fairbanks record, you would select “Undergraduate-UAF” and then click on the submit button.

After grades are posted, you will see them in your DegreeWorks audit at [www.uaf.edu/reg/degreeworks/](http://www.uaf.edu/reg/degreeworks/) the next day.

### Student Identification

The PolarExpress card is your permanent, official university identification card. It is more than an ID card. You can deposit money in your PolarExpress card balance and use it to pay for goods at all Dining Services locations, vending machines, photocopiers, the Wood Center counter and the Bookstore. You will use your PolarExpress card for:

- Photo identification.
- Dining services.
- Residence hall access.
- Library access.
- Student labs access.
- Photocopiers and laser printers.
- Vending machine access.
- Student Recreation Center.
- Student Health and Counseling Center.
- Admission to university events.
- Voting.
- Fairbanks North Star Borough bus access (MACS).

Students can get a PolarExpress card at UAF-CTC, 604 Barnette Street, Room 110. Please bring valid photo identification when you stop in to have your picture taken for your new PolarExpress Card.

### Validity

Your PolarExpress card is valid for two years after your last affiliation with the university. All privileges are eliminated upon departure from the university, with the exception of Bear Bucks. Holders who return to the university system within two years and no longer have their PolarExpress card must buy a replacement card.

### Returning students

Your PolarExpress card will be updated when you register. There is no need to come to the PolarExpress office to have it activated. If your card does not have your UA ID number printed in the lower right-hand corner, please bring it to the PolarExpress office to exchange it for a new one at no charge. Cards that do not display a UA ID number will no longer work in the PolarExpress system.

### Replacement cards

There is a \$10 fee for a replacement card. If your card is lost, stolen or damaged, you must report it immediately by calling 907-474-7384 to deactivate your card. Replacement cards can be obtained at UAF-CTC, 604 Barnette Street, Room 110 or at the Bursar's Office, on the first floor of Signers' Hall. If you find your card after reporting it lost, you must come to our office to reactivate it.

### Student Information Privacy and Social Security Number Information

To protect your privacy, the University of Alaska will assign you a student ID number that is different from your social security number. Your student ID number, rather than your SSN, will be used to identify your educational records. You will be able to access your new student ID number when you log on to UAOnline.

UA is required to obtain your SSN for federal financial aid and tax reporting purposes. The 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.

Your SSN is required to use the secure web admissions application. (This will help us avoid duplication of student records.) If you do not wish to provide your SSN using the web application you may download, complete and mail an undergraduate or graduate student application to UAF Community & Technical College, P.O. Box 758040, Fairbanks, AK 99775.

### Supplemental Instruction

Supplemental Instruction is an academic assistance program that utilizes peer-assisted study sessions. SI sessions are regularly scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools and predict test items. Students learn how to integrate course content and study skills while working together. Students who attend SI sessions have been shown to improve course grades as well as overall grade point averages. For more information, contact the Academic Advising Center (510 Gruening), 907-474-6396 or visit [www.uaf.edu/advising/lr/](http://www.uaf.edu/advising/lr/).

### Testing Services

As a national test center, the UAF Testing Services office contracts and administers paper and pencil and computer-based exams. We advise UAF students, prospective students and the community about national testing for college admissions and placements in addition to career and professional certification.

Our office administers a wide range of testing and assessment instruments used for admission, awarding of college credits, career and life planning, and professional certification. We coordinate private proctoring and credit by examination locally and through the College Level Examination Program (CLEP).

The ACCUPLACER, ALEKS and ASSET tests cover basic skill areas of reading, writing and math. They are used to help determine readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications course are required to provide test scores from the ACCUPLACER, COMPASS, ASSET, ACT or SAT tests. All students planning to take a MATH, DEVM or course with a math prerequisite will need to take the ALEKS placement test. This test is unproctored and available online.

UAF Testing Services also offers the following entrance/licensure and accreditation exams on computer: CLEP, CPA, DSST, GRE, GMAT, HOBET, LCE, MAT, MCAT, PAXRN, PRAXIS, TOEFL and others. Registration in advance is required. In addition, Testing Services is an ETS, ACT and Prometric center, hosting a variety of other computer-based tests.

Disabled students may be entitled to special testing arrangements. For more information about services offered and registration materials, visit Testing Services at 211 Gruening Building, call (907) 474-5277 or email [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu). Walk-in hours are 8 a.m. to 3 p.m. Monday–Friday.

### Veterans' Services

UAF makes a firm commitment to veterans and the active military communities in the Fairbanks area.

Veterans' Services includes staff members in Financial Aid, the Office of Admissions and the Registrar, Career Services, and the Veterans' Resource Center who focus on veterans and their families. We are here to help you with any challenges you encounter while transitioning from a military to an academic environment.

### Who can use the services?

All veterans — active duty, reserve, guard, separated and retired, and their dependents who are exploring the academic opportunities available to them at UAF — are eligible to use UAF services for veterans. The Veterans' Resource Center is open to all veterans and dependents seeking help regardless of their academic intent or institutional affiliation.

**Initiate your VA paperwork 60–90 days before your school start date.** Apply for your GI Bill benefits through the VONAPP (see [www.uaf.edu/veterans/](http://www.uaf.edu/veterans/)).

The UAF Financial Aid Office helps veterans, service members and eligible dependents with paperwork for degree and certificate programs. As a liaison with the Department of Veterans Affairs, the school certifying official monitors the academic progress of eligible students in compliance with Title 38, Code of Federal Regulations.

If you are interested in applying for VA educational benefits under any of the chapters listed at [www.uaf.edu/veterans/va-educational-benefits/](http://www.uaf.edu/veterans/va-educational-benefits/), visit [www.uaf.edu/veterans/using-your-va-benefits/](http://www.uaf.edu/veterans/using-your-va-benefits/) or contact us at:

#### Financial Aid Office

107 Eielson Building  
907-474-7256 or 888-474-7256  
[uaf-va@alaska.edu](mailto:uaf-va@alaska.edu)

#### Office of Admissions and the Registrar

102 Signers' Hall  
907-474-7500 or 907-478-1823  
[cloehring@alaska.edu](mailto:cloehring@alaska.edu)

#### Veterans' Resource Center

111 Eielson Building  
907-474-2475 or 907-799-9104  
[wecrary@alaska.edu](mailto:wecrary@alaska.edu)

### Safety at UAF

UAF is committed to maintaining a safe environment for students, staff and faculty.

#### In an Emergency

- Dial 911 and provide information to the dispatcher.
- If it's safe to do so, wait in the area until emergency services personnel arrive, and/or meet them at the building entrance.

#### Nonemergency Situations

- In a nonemergency situation you can reach the dispatcher at 907-474-7721.

### Closure or Emergency Information Updates

In the event of a closure, campus emergency or other disruption, information about the Fairbanks campus may be available by calling 907-474-7UAF (907-474-7823). Information may also be disseminated via the following methods:

- Email or fax
- Local radio and/or television broadcasts
- Online at [www.uafnews.com](http://www.uafnews.com) or [www.uaf.edu/alert/](http://www.uaf.edu/alert/)

### Safety and Security Tips

- Walk in pairs at night or call 907-474-7721 at any time to

have a community service officer escort you to your car or other Fairbanks campus location.

- Be aware of your surroundings.
- Trust your instincts.
- Keep your residence door locked at all times.
- Report suspicious persons or situations.
- Alert campus police if you will be working late or on weekends.
- Never leave personal items unattended.
- Lock your vehicle.
- Report all incidents of crime or suspected crime to the UAF Police Department, and never hesitate to call for help.
- More information about safety is available at [www.uaf.edu/usa/student-resources/conduct/#safety](http://www.uaf.edu/usa/student-resources/conduct/#safety).

## Who Can Help?

### Emergency

- UAF Police/Fire Department (911 or 907-474-7721)
- Alaska State Troopers (907-451-5100)
- Fairbanks Police Department (907-459-6500)
- Fairbanks Memorial Hospital (907-458-5565)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
- Crisis Line (907-452-4357)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Student Services (907-474-7317)
- UAF Residence Life (907-474-7247)
- UAF Office of Diversity and Equal Opportunity and Title IX Coordinator (907-474-7300)

Contacting any of these resources doesn't commit you to further legal action and is confidential.

### Prevention

- UAF security escort (907-474-7721)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Disability Services (907-474-5655)
- UAF Student Services (907-474-7317)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
- UAF Office of Diversity and Equal Opportunity and Title IX Coordinator (907-474-7300)

NOTES:

SUCCESS  
DISCOVERED.



# CLASS SCHEDULE WORKSHEET

*find your path*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.	8:00–9:00 a.m.
9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.	9:00–10:00 a.m.
10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.	10:00–11:00 a.m.
11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon	11:00 a.m.–noon
noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.	noon–1:00 p.m.
1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.	1:00–2:00 p.m.
2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.	2:00–3:00 p.m.
3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.	3:00–4:00 p.m.
4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.	4:00–5:00 p.m.
5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.	5:00–6:00 p.m.
6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.	6:00–7:00 p.m.
7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.	7:00–8:00 p.m.
8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.	8:00–9:00 p.m.
9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.	9:00–10:00 p.m.

# UAF CTC DIRECTORY

## ACADEMIC PROGRAMS

### APPLIED BUSINESS AND ACCOUNTING 604B

Andy Anger, Program Head ..... 455-2862.....apanger@alaska.edu  
 Melissa Brown ..... mcbrown@alaska.edu  
 Jean Heusinkveld ..... 455-2815.....ejheusinkveld@alaska.edu  
 Mark Young ..... 455-2861.....myoung3@alaska.edu  
 Susan Doren, Administrative Assistant ..... 455-2852.....msdoren@alaska.edu  
 Fax Line ..... 455-2941

### ALLIED HEALTH 604B

Cathy Winfree, Program Head & CNA ..... 455-2876.....cmwinfree@alaska.edu  
 James Barr, Radiology ..... 458-5220.....jmbarr@uaa.alaska.edu  
 Jenifer Filotei, Dental Assisting ..... 455-2891.....jafilotei@alaska.edu  
 Eileen Weatherby, Nursing ..... 455-2914.....evweatherby@alaska.edu  
 Joyce Soetaert, Dental Administrative Assistant ..... 455-2805.....jasoetaert@alaska.edu  
 Stacey Cortez, Administrative Assistant ..... 455-2823.....scortez@alaska.edu  
 Rachel Ford ..... 455-2924.....rmsunterstorey@alaska.edu  
 Jan Rud ..... 455-2880.....jlrud@alaska.edu  
 Millie Castro ..... 455-2875.....mcastro11@alaska.edu  
 Fax Line ..... 455-2865

### ASSOCIATE OF ARTS 604B

Administrative Assistant ..... 455-2800  
 Fax Line ..... 455-2881

### AUTOMOTIVE TECHNOLOGY HUTCH

Shawn Conell ..... 455-2917.....sconell@alaska.edu  
 Megan Huerd, Administrative Assistant ..... 455-2932.....mmhuerd@alaska.edu  
 Fax Line ..... 455-2919

### AVIATION MAINTENANCE HANGAR

Arvid Weflen, Director of Aviation ..... 455-2867.....awweflen@alaska.edu  
 Kevin Alexander, Program Head ..... 455-2921.....kwalexander@alaska.edu  
 Roger Weggel, Professional Piloting ..... 455-2847.....rfweggel@alaska.edu  
 Robert Osterhoudt, Aviation Maintenance ..... 455-2900.....roosterhoudt@alaska.edu  
 Kathy Toohey, Administrative Assistant ..... 455-2809.....klttohey2@alaska.edu  
 Fax Line ..... 455-2841

### CONSTRUCTION MANAGEMENT 604B

Galen Johnson, Program Head ..... 455-2846.....gjohns55@alaska.edu  
 Martha Westphal, Administrative Assistant ..... 455-2886.....mmwestphal@alaska.edu  
 Fax Line ..... 455-2935

### CULINARY ARTS & HOSPITALITY HUTCH

Keith Swarner, Associate Dean, Program Head ..... 455-2820.....keith.swarner@alaska.edu  
 Luis Martinez ..... 455-2929.....lhmartinez@alaska.edu  
 Sean Walklin ..... 455-2904.....sbwalklin@alaska.edu  
 Kristi Gaikowski, Office Manager ..... 455-2809.....kgaikows@alaska.edu  
 Fax Line ..... 455-2909

### DEVELOPMENTAL EDUCATION 604B

Math Faculty ..... 455-2869  
 Jennifer Tilbury, English ..... 455-2860.....jtilbury@alaska.edu  
 Administrative Assistant ..... 455-2869  
 Fax Line ..... 455-2912

### DIESEL/HEAVY EQUIPMENT HUTCH

Tony Simko, Assistant Professor ..... 455-2843.....asimko@alaska.edu  
 Megan Huerd, Administrative Assistant ..... 455-2932.....mmhuerd@alaska.edu  
 Fax Line ..... 455-2919

### DRAFTING/DESIGN TECHNOLOGY 604B

Galen Johnson ..... 455-2846.....gjohns55@alaska.edu  
 Martha Westphal, Administrative Assistant ..... 455-2886.....mmwestphal@alaska.edu  
 Fax Line ..... 455-2935

### EARLY CHILDHOOD EDUCATION 604B

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 Annemarie Mattacchione ..... 455-2931.....amattacchione@alaska.edu  
 Kelly Peissner, Administrative Assistant ..... 455-2842.....kpeissner@alaska.edu  
 Fax Line ..... 455-2894

### FIRE SCIENCE UPARK

John George, Program Head ..... 455-2879.....jgeorge@alaska.edu  
 Cheri Renson, Administrative Assistant ..... 455-2853.....carensen@alaska.edu  
 Fax Line ..... 455-2813

### GENERAL ACADEMIC/RECREATION COURSES 604B

Martha Westphal, Program Manager ..... 455-6158.....mmwestphal@alaska.edu

### HUMAN SERVICES 604B

Bob Parr, Program Head ..... 455-2882.....rgparr@alaska.edu  
 Kelly Peissner, Administrative Assistant ..... 455-2842.....kpeissner@alaska.edu  
 Fax Line ..... 455-2894

### INFORMATION TECHNOLOGY SPECIALIST 604B

Bill Barnes, Program Head ..... 455-2854.....bill.barnes@alaska.edu  
 Rick McDonald ..... 455-2934.....ramcdonald@alaska.edu  
 Mel Denning ..... 455-2957.....mrdenning@alaska.edu  
 Martha Westphal, Administrative Assistant ..... 455-2886.....mmwestphal@alaska.edu  
 Fax Line ..... 455-2935

### LAW ENFORCEMENT UPARK

Don 'Dusty' Johnson, Program Head ..... 455-2811.....dpjohnson@alaska.edu  
 Cheri Renson, Administrative Assistant ..... 455-2853.....carensen@alaska.edu  
 Fax Line ..... 455-2813

### PARALEGAL STUDIES 604B

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 Susan Doren, Administrative Assistant ..... 455-2852.....msdoren@alaska.edu  
 Fax Line ..... 455-2881

### PARAMEDIC PROGRAM UPARK

Justin Yurong, Program Head ..... 455-2892.....jyurong@alaska.edu  
 Cheri Renson, Administrative Assistant ..... 455-2853.....carensen@alaska.edu  
 Fax Line ..... 455-2813

### PROCESS TECHNOLOGY FPTC

#### (Safety Health & Environmental Awareness, Power Generation, & Instrumentation)

Brian Ellingson, Program Head ..... 456-1726.....beellingson@alaska.edu  
 Robert Hook ..... 457-1285.....rjhook@alaska.edu  
 Teresa Lantz ..... 456-1754.....tslantz@alaska.edu  
 Administrative Assistant ..... 479-2436  
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## BUILDING LOCATIONS:

604B-604 Barnette St.

DELTA-Delta Career & Advancement Center, 1696 North Clearwater Ave.

EIFB-Eielson AFB, UA Office

FPTC-Fairbanks Pipeline Training Center, 3600 Cartwright Court

FTWW-Army Education Center, 4391 Neely Rd.

HANGAR-CTC Aviation Hangar, East Ramp, 3504 University Ave. South

HUTCH-Hutchison Center, 3750 Geist Rd.

LAB-Bunnell House Lab School, 703 Chatanika Dr. (UAF)

UPARK-University Park, 1000 University Ave.

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- Missy Lizotte, Alaska Department of Labor & Workforce Development
- Jerry Walker, First National Bank Alaska



# SUCCESS DISCOVERED.



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**Productionist:** Vicky Lovell

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