

University of Alaska Southeast

Academic Advising Manual

Revised August 2009



UNIVERSITY OF ALASKA
SOUTHEAST

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Special thanks to the University of Alaska Fairbanks Advising Center for their support and for their willingness to share resources for the development of this advising manual.

Introduction



INTRODUCTION.....

Welcome Letter.....

What is Academic Advising?.....

UAS advisor list

Advising Flow Chart.....

Frequently Called Numbers

Dear Advisor,

Welcome to UAS advising! This manual is the product of the UAS Advising Group, a collaboration of peers who work together to share information and develop advising standards across the schools, departments, and campuses of UAS. It is a working document open to suggestions and will be updated annually.

This resource is intended to be used in conjunction with the UAS Academic Catalog. We have worked to bring together information that is specifically relevant to academic advising. This manual includes a description of all the advising resources you will need at UAS including:

- Resources and tools
- Referrals and contacts
- Best practices

We hope using this manual will help you to provide comprehensive and targeted advising to meet the needs of our students. Additionally, we each offer ourselves to you as a resource for your advising work. We look forward to working together with you and invite your participation in the UAS Advising Group.

Best regards,

UAS Advising Group

As of August 2009, UAS Advising Group members include:

Heather Beaudette, Advising Coordinator, Arts and Sciences

Louise Driver, Manager, Sitka Student Services

Deb Gregoire, Academic Advisor, Coordinator of Academic Advising, Student Resource Center, Student Services

Laura Hosey, Advising Coordinator, Arts and Sciences

Christopher Hoyt, Coordinator, Ketchikan Student Services

Kolene James, Coordinator, Native & Rural Student Center, Student Services

Valentina Jimmerson, Advising Coordinator, School of Management

Gail Klein, Manager, Ketchikan Student Services

Steve Laing, Career Services Specialist, Student Resource Center, Student Services

Tim Olson, Academic Advisor, Distance Student Advising Specialist, Student Resource Center, Student Services

Colby Shibley, Program Coordinator, Career Education (Power Technology)

Marsha Squires, Coordinator, Academic Exchange & Study Abroad, Student Resource Center, Student Services

Bill Urquhart, Assistant Professor of Sociology and Distance B.L.A. Faculty Advisor

Elizabeth Williams, Program Coordinator, Career Education (Health Sciences)

WHAT IS ADVISING?

Advising is an interactive relationship between an advisor and student that helps to identify, plan for, and achieve short and long term educational and career goals. Advisors empower students to make appropriate decisions with regard to his or her interests, goals, abilities, and particular degree requirements.

It is crucial in the ongoing process of advising for advisors to consider the individual needs of each student, which may require appropriate referrals for accessing services and resources necessary for success.

Quality academic advising requires that the academic advisor be available and approachable; be knowledgeable of the institution, its resources, and rules beyond his/her own department; and be interested in and capable of helping the student understand the existing educational options in order to develop realistic career goals.

Finally, we affirm the students' responsibility for knowing and following the institution's requirements and determining their own direction and goals. As an academic advisor, your assistance in explaining the University's processes and requirements are invaluable in retaining and graduating students from UAS.

UAS ADVISORS

Juneau Campus Advisors

Student Resource Center

Deb Gregoire , Academic Advisor, Student Resource Center Deb.Gregoire@uas.alaska.edu	796-6439
Tim Olson , Academic Advisor, Student Resource Center Tim.Olson@uas.alaska.edu	796-6456
<i><u>Additional Advising support provided by</u></i>	
Kolene James , Coordinator, Native and Rural Student Center Kolene.James@uas.alaska.edu	796-6454
Marsha Squires , Coordinator, Academic Exchange and Study Abroad Marsha.Squires@uas.alaska.edu	796-6455
Steve Laing , Specialist, Career Services Steve.Laing@uas.alaska.edu	796-6368

School of Arts and Sciences

Laura Hosey , Advising Coordinator, School of Arts & Sciences Laura.Hosey@uas.alaska.edu	796-6090
Heather Beaudette , Advising Coordinator, School of Arts & Sciences Heather.Beaudette@uas.alaska.edu	796-6090
William Urquhart, Ph.D. , Faculty Advisor, Distance BLA urquhart@uas.alaska.edu	228-4511

Career Education

Elizabeth Williams , Program Coordinator, Career Education (Health Sciences) Elizabeth.Williams@uas.alaska.edu	796-6128
Colby Shibler , Program Coordinator, Career Education (Power Technology) Colby.Shibler@uas.alaskas.edu	796-6151

School of Management

Valentina V. Jimmerson , Advising Coordinator, School of Management Valentina.Jimmerson@uas.alaska.edu	796-6080
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School of Education

Kay McCarthy Faculty Advisor, Early Childhood Education Kathrin.McCarthy@uas.alaska.edu	796-6283
Jeffrey Lofthus Faculty Advisor, Bachelor of Arts in Elementary Education Jeffrey.Lofthus@uas.alaska.edu	796-6404

Ketchikan Campus Advisors

Gail Klein , Student Services Manager, Ketchikan campus Gail.Klein@uas.alaska.edu	228-4508
Chris Hoyt , Student Services Coordinator, Ketchikan campus Chris.Hoyt@uas.alaska.edu	228-4505

Sitka Campus Advisors

Louise Driver , Student Services Manager, Sitka campus louise.driver@uas.alaska.edu	747-7705
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Sandra Burgess, Student Services Assistant, Sitka campus

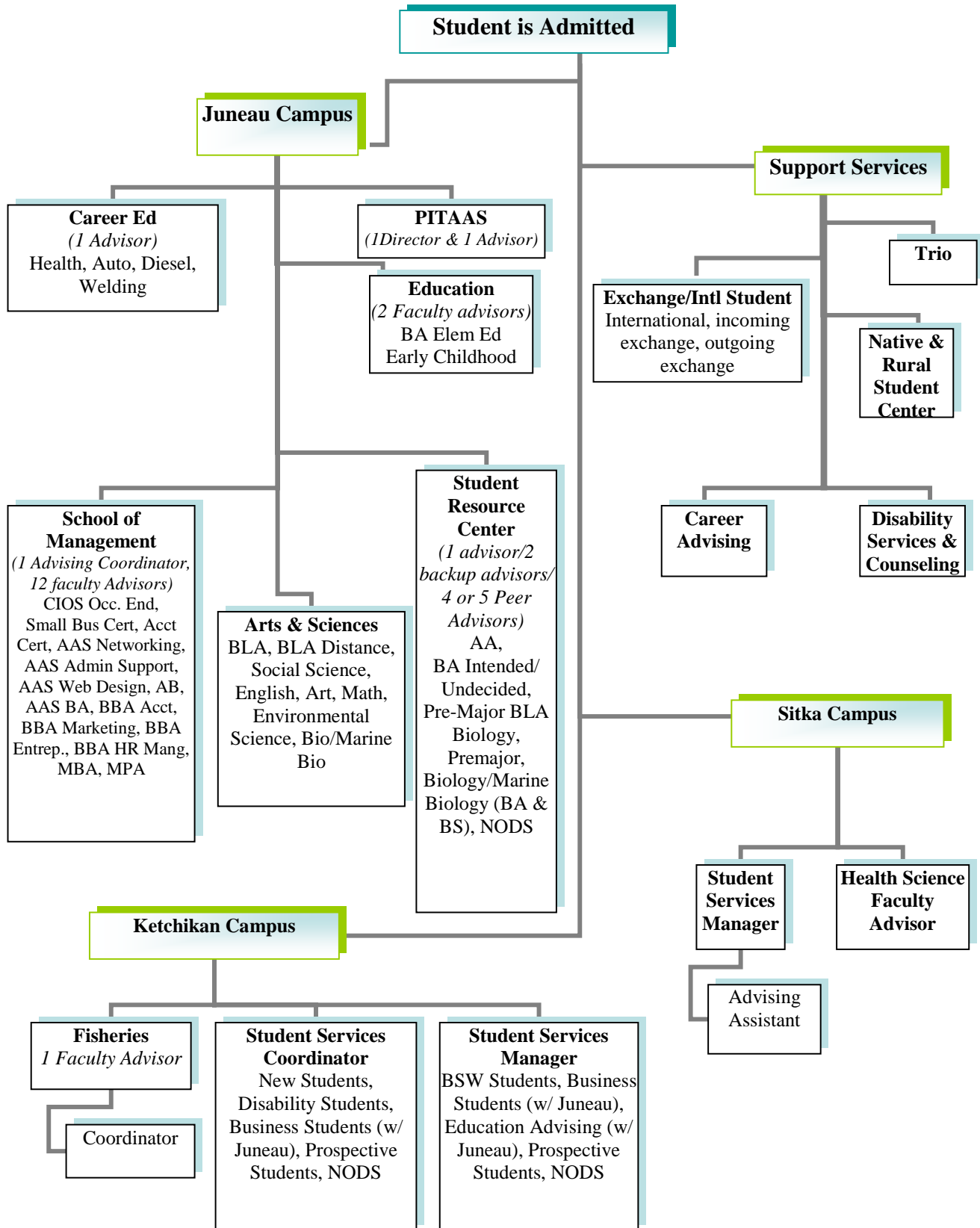
sandra.burgess@uas.alaska.edu 747-7703

Anchorage Based Recruiting/Pre-advising

Rekann Keppinger, Advising and Placement Specialist

Rskeppinger@uas.alaska.edu.....Office: 907-223-2750..... Work Cell: 907-947-5582

ADVISING FLOW CHART



FREQUENTLY CALLED NUMBERS

	Name	Phone	IM ID	Can Help with...
Juneau Admissions & Registrars Offices	Christensen, Jacque	796-6458	jnjdchristense	Banner training, registration
	Crichton, Jan	796-6471	janlak	Catalog, schedule, ind. study registrations, grade changes
	Ferguson, Deema	796-6460	DeemaMF	Admissions, major/degree changes
	Hegel, Barbara	796-6294	barbhegel	Petitions, underage/overload registration approval, curriculum, catalog, degree awarding, degree works
	Isturis, Jim	796-6459	JAIsturis	Facilities (room) scheduling, registration
	Kurzenberger, Sasha	796-6100	Sashanicolek	Admissions, major/degree changes, registration
	Lee, Trisha	796-6366	xtrueBLONDExx	Transfer evaluation, military student advising
	Lewis, Shayla	796-6268	Shaylalewis17	Transcripts, document imaging scanning & training
	Meador, Diane	796-6259	DianeLMeador	Personnel, resources, database access request, banner training
	Sommers, Peter	796-6464	alaskapetah	Degree audits, graduation, commencement, degreeworks
	Wharton, Jeanny	796-6384	Jeanny6384	Catalog, schedule, independent study registrations, grade changes
Fin Aid	Burnett, Barbara	796-6296	BarbaraBurnett01	Loans, Pell grants, scholarships, appeals, veterans funding
	Koontz, Paul	796-6255	Pakoontz6255	Financial Aid Advisor
	Moffit, Michelle	796-6257	MichelleMFinAid	Financial Aid Advisor
	Ramaekers, Eric	796-6312	EricinJuneau	Loans, Pell grants, scholarships, appeals, veterans funding
Juneau SRC	Front Desk/Pa Advisors	796-6000	SRCPA01 or SRCPA02	Advising questions & appointments, student services info
	Thompson, Margie	796-6514		Disability Support Services
IT Service	Helpdesk	796-6400		Computer help, initiate IT work orders
	Front Desk	796-6452		
Learning Center	Sellner, Hildegard	796-6226		Testing and tutoring services

Chapter One

Advising Best Practices



CHAPTER 1 Advising Standards
Mission Statement
NACADA Core Values for Academic Advising
Academic Advising Learning Outcomes
Legal Issues in Advising - FERPA
Ethical Issues in Advising.....

MISSION STATEMENT

The UAS Academic Advising Group strives to improve the quality of students' total college experience and to empower students to reach their academic and life goals.

In support of this mission, the UAS Advising Group dedicates itself to the following:

- Utilizing a team approach in our collaborations with UAS staff and faculty
 - Promoting the six UAS Student Competencies:
 - Communication
 - Quantitative Skills
 - Information Literacy
 - Computer Usage
 - Professional Behavior
 - Critical Thinking
 - Supporting and enhancing student development towards self-advocacy
 - Ensuring that each student has access to appropriate and continued academic advising
-

THE NATIONAL ASSOCIATION OF ACADEMIC ADVISING (NACADA) STATEMENT OF CORE VALUES OF ACADEMIC ADVISING

1) Advisors are responsible to the individuals they advise. Academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual within the academic setting. Academic Advising at UAS is guided by the understanding that students:

- have diverse backgrounds that can include different ethnic, racial, domestic, and international communities; sexual orientations; ages; gender and gender identities; physical, emotional, and psychological abilities; political, religious, and educational beliefs
- hold their own beliefs and opinions
- are responsible for their own behaviors and the outcomes of those behaviors
- can be successful based upon their individual goals and efforts
- have a desire to learn
- have learning needs that vary based upon individual skills, goals, responsibilities, and experiences
- use a variety of techniques and technologies to navigate their world.

In support of these beliefs, the cooperative efforts of all who advise include, but are not limited to, providing accurate and timely information, communicating in useful and efficient ways, maintaining regular office hours, and offering varied contact modes.

Advising, as part of the educational process, involves helping students develop a realistic self-perception and successfully transition to the postsecondary institution. Advisors encourage, respect, and assist students in establishing their own educational goals and objectives.

Advisors seek to gain the trust of their students and strive to honor students' expectations of academic advising and its importance in their lives.

2) Advisors are responsible for involving others, when appropriate, in the advising process. Effective advising requires a holistic approach. At many institutions, a network of people and resources is available to students. Advisors serve as mediators and facilitators who effectively use their specialized knowledge and experience for student benefit. Advisors recognize their limitations and make referrals to qualified persons when appropriate. To connect academic advising to students' lives, advisors actively seek resources and inform students of specialists who can further assess student needs and provide access to appropriate programs and services. Advisors help students integrate information so they can make well-informed academic decisions.

3) Advisors are responsible to their institutions. Advisors nurture collegial relationships. They uphold the specific policies, procedures, and values of their departments and institutions. Advisors maintain clear lines of communication with those not directly involved in the advising process but who have responsibility and authority for decisions regarding academic advising at the institution. Advisors recognize their individual roles in the success of their institutions.

4) Advisors are responsible to higher education.

Academic advisors honor academic freedom. They realize that academic advising is not limited to any one theoretical perspective and that practice is informed by a variety of theories from the fields of social sciences, the humanities, and education. They are free to base their work with students on the most

relevant theories and on optimal models for the delivery of academic advising programs. Advisors advocate for student educational achievement to the highest attainable standard, support student goals, and uphold the educational mission of the institution.

5) Advisors are responsible to their educational community. Academic advisors interpret their institution's mission as well as its goals and values. They convey institutional information and characteristics of student success to the local, state, regional, national, and global communities that support the student body. Advisors are sensitive to the values and mores of the surrounding community. They are familiar with community programs and services that may provide students with additional educational opportunities and resources. Advisors may become models for students by participating in community activities.

6) Advisors are responsible for their professional practices and for themselves personally. Advisors participate in professional development opportunities, establish appropriate relationships and boundaries with advisees, and create environments that promote physical, emotional, and spiritual health. Advisors maintain a healthy balance in their lives and articulate personal and professional needs when appropriate. They consider continued professional growth and development to be the responsibility of both themselves and their institutions.

The Statement of Core Values provides the guidance academic advisors seek from the National Academic Advising Association. The Statement is reviewed periodically to ensure its alignment with current professional practices and philosophies. The National Academic Advising Association encourages institutions to adopt the Statement of Core Values and support the work of those who provide academic advising.

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Academic Advising Learning Outcomes

Personal growth: *Develop communication, decision-making, and problem-solving skills*

- Define your short-term and long-term goals after reflecting on your values, interests, strengths, and challenges
- Articulate your goals during advising sessions
- Describe the connection between your goals and your values, interests, strengths, and challenges
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future
- Understand how to achieve balance in; academics, family, work, recreation and social activities
- Use advising and other sources to make informed choices in your life

Resource identification: *Develop skills in locating and effectively using information and resources that help you achieve your goals*

- Identify websites, campus departments, student support services, and faculty or staff you can consult with questions
- Use information from university resources to assess progress towards achieving goals (e.g., degree planning sheets, degree audits, information from faculty and staff)
- Knowledge of departmental and university processes and policies

Curriculum integration: *Understand the relationship between your classroom experiences and your academic, career, and personal goals*

- Understand how your classes can help you explore and select a program of study
- Understand how your education requirements help you achieve your goals
- Create an degree completion plan based on your goals in order to graduate in a timely manner
- Connect your educational plan with your career goals
- Articulate personal strengths and weaknesses to better prepare you for success in college and in life after college

Experiential learning: *Understand the importance of including experiences outside of the classroom in your educational plan*

- Initiate opportunities to engage with career professionals in your chosen field
- Participate in internships, campus activities, academic exchange and study abroad, undergraduate research, and/or community service
- Understand how participating in these activities helps you achieve your goals

Relational Development: *Understand how starting and continuing personal, collegial, and professional relationships are critical to your personal success*

- Understand that faculty and staff are approachable; and cultivate relationships with them so you can have open discussions about your academic progress
 - Participate in regular and continued advising
 - Maintain awareness of yourself within the context of your educational experiences
 - Understand and appreciate the value of one's own and others' identities and cultures
 - Engage in positive personal relationships to build support networks with fellow students, family, and friends
-

LEGAL ISSUES IN ADVISING

Generally, the advisor is not held personally liable for erroneous advising in the absence of gross negligence, irresponsible behavior, or arbitrary or capricious treatment of the student. Advisors should keep notes of their discussions with students during advising sessions. An accurate record of advising helps solve any disputes over the content of previous advising and also serves as a legitimate protection against claim of erroneous advising.

FERPA Reminders

What is FERPA? FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to the adult student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to a record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the U.S. Department of Education Office in Washington, D.C.

What are the basic FERPA rules?

- Student educational records are considered confidential and may not be released without the written consent of the student.
- As a faculty or staff member, you have a responsibility to protect educational records in your possession.
- Some information is considered public (sometimes called “Directory Information”) and can be released without student permission. However, there is a process the student can complete to keep this information confidential so one should not assume this information can be released without the student’s permission. It is *always* a good idea to check with the Records Office before releasing student information.
- You have access to information only for legitimate use in completion of your responsibilities as a university employee. Need to know is the basic principle.
- If you are ever in doubt, do not release any information until you talk to the Admissions & Records Office.

To avoid violations of FERPA rules, DO NOT:

- Use a Social Security Number in a public posting (i.e. grades)
- Link the name and SS# of a student in a public manner
- Leave graded tests for pick up in a manner accessible to the public or other students
- Circulate a printed class list with name and SS# or grades as an attendance roster
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student (or if there is a “need to know” issue within the University)
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with student schedules or assist anyone other than a University employee in finding a student on campus

DIRECTORY INFORMATION

- | | |
|---|---|
| • Name | • Address, telephone |
| • Home address (permanent) | • Weight and height of students on athletic teams |
| • Date of birth | • Dates of attendance and current class standing |
| • Major field(s) of study | • Degrees and awards received, including dates |
| • Participation in officially recognized activities | • Chancellor’s List and Dean’s List each semester |

*Students should be made aware that if they choose a confidentiality marker **none** of their own student information can be released to them over the phone.*

All advisors should take the online FERPA training at <http://distance.uaf.edu/ferpa/ferpa.html>

ETHICAL ISSUES IN ADVISING

Professional Aspects of Advising

A professional is a person who has an understanding of his or her profession sufficient to be self-monitoring. One outgrowth of this self-monitoring is that professionals have thought through ethical issues, principles and practices, including the following:

1. You understand the limits of your expertise.
2. You acknowledge what you do not know.
3. You take the initiative to seek consultation whenever there is a question.
4. You make referrals when necessary.
5. You are a continuous learner.
6. You avoid dual relationships.

(These principles apply, as well, to every academic discipline.)

Four Ethical Ideals of Advising

1. Beneficence (doing good). This means bringing about the most benefit and the least harm that one possibly can.
2. Justice (or fairness). Treat all individuals equally, granting no one rights or privileges that are not granted to all.
3. Respect for persons. Treat individuals as ends in themselves, never merely as means to your own ends.
4. Fidelity. Live up to commitments that you have made, whether explicitly or implicitly.

Ethical Principles of Advising

1. Maximize educational benefit to the advisee.
2. Treat all students equitably; don't play favorites or create special privileges.
3. Enhance the advisee's ability to make decisions.
4. Tell the advisee the truth about policies and procedures. Tell others the truth as well. But respect the confidentiality of advisee interactions.
5. Advocate for the advisee with other offices when warranted.
6. Support the educational philosophy and policies of the institution.
7. Maintain the credibility of the advising program.
8. Accord colleagues appropriate professional courtesy and respect.

Minimum Standards of Conduct

1. Do not exploit your unequal relationship with the advisee.
2. Be available to your advisees. Keep office hours and keep appointments. Be on time.
3. Know the information that you need in order to give useful advice.
4. Meet deadlines.
5. Do not discriminate against students.
6. Do not limit advising to the quick signature.
7. Do not malign colleagues.

Chapter Two

General Advising Information



CHAPTER 2 General Advising Information
The Advising Process
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THE ADVISING PROCESS

Academic Advising is a crucial task which, when done well, can assist students in meeting their personal goals. The role of the advisor includes teaching students about the processes associated with completing their academic goals, assisting them as they encounter roadblocks to their success, and giving them the information they need to make realistic choices. We also affirm the students' responsibility for knowing University requirements and determining their own direction and path. It's essential that both the advisor and advisee have a clear understanding of their responsibilities. In general, the student/advisor responsibilities are as follows:

Student Responsibilities

- Make and accept responsibility for decisions about academic, career, and personal goals.
- Develop plans to meet goals.
- Learn degree requirements (know which catalog year you are following).
- Schedule and keep appointments with advisor.
- Be prepared for advisement sessions (prepare a list of questions).
- Seek help at first signs of problems; don't expect problems to be resolved without action.
- Explore ways to enhance your education.

Advisor Responsibilities

- Help students define and develop realistic academic goals.
- Review plans to reach goals and suggest alternatives if needed.
- Provide an integrated picture of the university with respect to courses, procedures, requirements, and university goals.
- Be available for appointment on a regular/predictable basis.
- Explain curricular options, answer registration questions, teach students how to schedule classes.
- Help explore problems, seek solutions, and make appropriate referrals.
- Help identify special needs, then identify resources and opportunities.

Student Tips for Success

Students should visit their advisor to: 1) Discuss problems which affect academic performance, 2) Select courses for the upcoming semester, 3) Add or drop courses, 4) Discuss academic progress.

Students need to be honest with their advisor about school work, study habits, academic progress, or any other concerns.

Students should make an appointment or see an advisor during scheduled 'walk-in' hours whenever possible instead of dropping by at other times.

ADMISSIONS NUTS & BOLTS

THE ADMISSIONS PROCESS How to Apply

Students may apply online at www.uas.alaska.edu/apply/, download an application from <http://www.uas.alaska.edu/forms/> or request a paper application from the University. Applications fees are \$40 for Certificate and Associate programs, \$50 for Bachelor programs and \$60 for Graduate programs.

Application Deadlines: *Financial aid processing is not guaranteed after these dates:*

Fall: August 1

Spring: December 1

Summer: April 1

Admissions Requirements - Undergraduate Certificate and Associate Degrees:

Students must have graduated from high school or earned a General Education (GED) certificate, and are required to submit high school transcripts or proof of GED. Students must submit all other college transcripts. These transcripts must be official, in a sealed envelope from their original institution(s). If a student has official transcripts from at any UA school those documents can be retrieved from OnBase (our document retrieval software in the Records Office).

Bachelor Degrees: (All UAS Bachelors degrees are based out of Juneau)

Official high school transcripts or proof of GED must be submitted if the student has less than 30 semester credit hours. Students must submit all other college transcripts. These transcripts must be official, in a sealed envelope from their original institution(s). If a student has official transcripts from any school within the UA system those documents can be retrieved from OnBase.

Students no longer need to provide SAT/ACT scores for admission to UAS. However, for the purposes of advising, it is good to ask incoming students about their scores on the English portion of the SAT or ACT. Scores of 620 or higher for SAT and scores of 30 or higher on the ACT will *waive* the need to take English 111. It *will not* give a student credit for English 111 as a CLEP or CEEB exam would. (See Credit by Exam under Chapter 2 for more information.)

Admissions Requirements - Graduate

Students inquiring regarding admission requirements for graduate programs should be directly referred to a staff member in the graduate program.

For Master of Business Administration: 796-6080 / 1-800-478-9069

For Master of Public Administration: 796-6080 / 1-800-478-9069

For Master of Education: 796-6424 / 1-877-465-4827

For Master of Arts in Teaching: 796-6424 / 1-877-465-4827

Admissions Status

There are several different types of admissions status. Students are informed on their Admissions Certificate regarding their status.

Good Standing: applicants who submit all required paperwork for admissions and meet admissions requirements will be admitted in good standing.

Conditional: applicants who meet the requirements for admission but are unable to submit official documents prior to registration may be granted conditional admission status for one semester. Official documents must be submitted within one semester. International students are not eligible for conditional admission.

Probation: applicants who do not meet the minimum GPA requirements for regular admission to undergraduate study but who show potential for college work may be considered for probationary admission. The conditions for probationary admission may include successful completion of specific course work, a minimum GPA and a specified length of probationary status.

Fresh Start Policy: Former UAS undergraduates who return to the University after a minimum of three years absence will have the opportunity to petition to begin a new cumulative (or Fresh Start) GPA. *Petitions for a fresh start must be completed as part of the admissions process.* The fresh start is declared provisionally at the point of admission, but not awarded permanently until the student has started and completed 12 credits of academic study with a cumulative GPA over those 12 credits of 2.5 or higher. When the fresh start is permanently declared, all previous grades and credits earned more than three years prior to the current admission date at UAS are excluded from consideration for degree requirements. Interested students should check the catalog for full details.

In addition, some degree programs require that students be admitted in pre-major status prior to being fully accepted to the major. Pre-major status means that the student is admitted to the degree program, and is eligible for financial aid, but must meet specific requirements prior to being fully accepted into the program. Students will track the completion of these specific requirements with their advisor, and submit a Change of Major/Advisor/Status form to change from pre-major to major status at the appropriate time. **The only programs with a pre major are BA Biology, BS Biology, & BS Marine Biology.**

ADMISSION FAQ'S

1 . Where is the Admissions Office located on campus?

Admission Office Location:

UAS Ketchikan
2600 7th Ave
Ketchikan, AK 99901
(907) 228-4511

UAS Juneau
Novatney Building
Juneau, AK 99801
(907) 796-6100

UAS Sitka
1332 Seward Ave.
Sitka, AK 99835
(907) 747-6653

2 . Must a student complete an application for admission if he/she just wants to take classes and not get a degree? No. UAS is “open enrollment.” A student can register for courses at any time and should fill out an application only if they are interested in pursuing a degree program.

3 . What are the application fees? The non-refundable fee for occupational endorsements, certificates and associate degrees is \$40 dollars; the fee for bachelor degree applications is \$50 dollars; the fee for graduate applications is \$60 dollars.

4 . The student can't afford the application fee. Can it be waived? Waivers are limited and evaluated on a case by case basis. For consideration due to extenuating circumstances, contact the Admissions and Records office at your local UAS campus.

5 . What is the deadline for the application? Students are encouraged to apply six to nine months prior to the beginning of the intended semester of enrollment. The priority application deadlines are:

- August 1st for the Fall Semester
- December 1st for the Spring Semester
- April 1st for the Summer Semester

Students who apply after the application deadlines will be admitted under the next semester. Completing admissions by the posted deadlines facilitates financial aid disbursement, timely transcript evaluations for transfer students, and academic advising and registration prior to the start of the semester.

6 . What are the minimum requirements to be admitted? Once Admissions has the student's complete application, application fee and official transcripts (high school transcripts showing GPA and graduation date or GED showing passing scores or Ability to Benefit Test, and/or official post-secondary transcripts from all accredited institutions*) will be considered for admission. For high school graduates from Alaska, they must also pass all sections of the High School Qualifying Exam to be admitted.

**If their cumulative GPA is below a 2.0, they will be admitted on probation and will be required to maintain a minimum GPA of 2.0 during their first semester.*

7 . What is considered an official high school, GED or college transcript? Admissions considers a transcript to be official if it has been sent to them directly by the issuing high school or college. If the transcript is given to the student in a sealed envelope, the envelope **must** be given to the Admissions and Records office in the original sealed envelope from the sending institution(s).

8 . The student has received a confirmation of their admission and will attend the university. What do they do next? Now that they have been admitted, the student should fill out the Free Application for Federal Student Aid (FAFSA) if they need financial aid; their Web site is www.fafsa.ed.gov. Next, have them contact the local UAS campus for information on taking [placement tests](#) and registering for classes. Also, sign-up for [orientation](#): first time students registered for 12 or more credits are required to attend orientation.

9 . They were admitted for this year but they would like to postpone entrance into the program. Can they defer admission to a later year? If he/she is unable to attend the semester they are admitted, the application may be postponed for up to one year. If they would like to postpone their application, the student should contact Admissions & Records at their local UAS campus.

10 . What if the student submits an application but decides not to attend? Students are not bound to an academic program if he/she decides not to attend the University of Alaska Southeast. Students are free to attend the college of their choice; however Admissions requests that he/she contact the local UAS Admissions & Records office to notify them of their change.

11 . How does a student qualify for in-state tuition? Students eligible for Alaska resident tuition generally include:

- An Alaska resident, defined as a person who is a United States citizen or eligible non-citizen that has been physically present in Alaska for at least the past two years.
- Students that received a State of Alaska Permanent Fund Dividend within the last twelve months and certify they have been in Alaska for the past twelve months.
- Military personnel on active duty, their spouses and dependent children.
- Members of the National Guard, their spouses and dependent children.
- Dependent children of a person who graduated and holds an Associate, Bachelor's, Master's or Doctor's degree from the University of Alaska.
- Dependent children of an Alaska resident as evidenced by the most current federal income tax return filed within the past 16 months.
- Students participating in the Western Interstate Commission on Higher Education (WICHE) Western Regional Graduate Program (WRGP).
- Students enrolled for four or fewer credit hours within the UA system during a semester.
- Students from other states or provinces whose public universities waive nonresident tuition surcharges for Alaska residents; or from foreign cities and provinces that established Alaskan sister city or sister province relationships.
- Students designated by the UA Scholars Program as UA Scholars.
- Participants of the University of Alaska College Savings Plan.
- Spouse or dependent children of a University of Alaska employee.
- Students that graduated within the past twelve months from a qualified Alaska high school.

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

- Was absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness, or attendance at another educational institution while maintaining Alaska residency.
- Did any act inconsistent with Alaska residency such as claiming residency in another state or voting as a resident of another state.
- Registered as a resident in an educational institution in another state.
- Paid tuition at the University of Alaska at the Western Undergraduate Exchange (WUE) program rate.

To prove physical presence, a student must provide documentation of one of the following:

- That the student moved household goods to Alaska at least two years ago.
- The student's lease, rental, or ownership of real property in Alaska for at least the prior two years.
- The student's permanent employment in Alaska for at least the prior two years
- Other indication of Alaska residency for the two prior years deemed satisfactory by the MAU chief enrollment officer or designee.

Students applying for resident tuition assessment must file an application for resident tuition with the appropriate MAU admissions office prior to the published end of the add/drop period for regular semester-length courses for the semester for which residency is sought. Failure to file and provide adequate proof of physical presence by this date will waive any claim that the student was eligible for resident tuition assessment for that semester or prior semesters unless otherwise determined by the MAU chief enrollment officer.

Contact the Office of Admissions for more details at (907) 796-6100 or email admissions@uas.alaska.edu.

12 . How does the student qualify for WUE tuition? To qualify for WUE (Western Undergraduate Exchange) tuition rates, he/she must be a resident in one of the following states: Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington or Wyoming. They must attach a written statement to the application for admission requesting to be admitted under the WUE program. Contact the Office of Admissions at your local UAS campus for more information.

13 . How does a student get financial aid? The first step is to fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and visit our financial aid Web site at www.uas.alaska.edu/financial_aid or call the Financial Aid office at your local UAS campus.

UAS participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Stafford Student Loan, and Federal Work-Study programs in addition to state loan, and grant programs. Most aid is awarded on the basis of financial need. Some scholarships, however, are based on academic potential and performance. The deadline for merit-based UAS scholarships is February 15th. To apply for need-based programs, students should request a packet from the Financial Aid office.

14 . What is the Students ID number? Once the students application for admission is processed, they will be given a student ID number that will enable them to access UAOnline where they can check on the status of their application, as well as apply for UA Scholarships. Note: First semester, degree-seeking students at UAS cannot register online, they must work with an advisor for the first semester.

To login to UAOnline for the first time, he/she will be asked for their student ID number and PIN.

- The student ID number is an eight-digit number that they should have received in the mail. If they do not have your ID number yet, they can look it up using [ELMO](#).
- The PIN (Personal Identification Number) is set to a default that they will need to change when they log in for the first time. The default is set to their six-digit birthdate (MMDDYY) with no dashes or spaces. So if your birthday was January 1st, 1901, your PIN would be 010101.

If they have any questions, or need their PIN reset, please feel free to have them contact their local UAS Admissions and Records office.

15 . How do they apply for UAS scholarships? To begin the process for a UAS scholarship, there are two portions, the first is through UAOnline and the second is through the UAS Financial Aid website. Here are the steps:

Part One:

1. Have the student go to [UAOnline](#). Please note that the UAOnline portion of the scholarship application is required and they can not be qualified for any scholarships if it isn't complete.
2. Click on *Login to Secured Area*
3. Their *User ID* will be your student ID number
4. Their *PIN* default will be the six-digit-birthdate (MMDDYY) unless they have changed it
5. Click *Login*
6. Click on *Student Services, Financial Aid & Account Information*
7. Click on *Scholarships*
8. Follow the steps listed to complete the UAOnline portion of the scholarship application

Part Two:

1. Go to the [Financial Aid Scholarship](#) page and complete the form.

If you have any questions please contact the Financial Aid office at your local UAS campus.

16 . Can they still attend UAS if they have below a 2.0 GPA from their last school? As an open enrollment university, it is our goal to help anyone who has a strong desire to pursue higher education. If their cumulative GPA is below a 2.0, he/she will be admitted on probation and will be required to maintain a minimum GPA of 2.0 during their first semester. Students dismissed from UAA or UAF will not be admitted into a degree program at UAS until they meet the reinstatement requirements

17 . Where do they send official transcripts? Have transcripts mailed their local UAS Admission and Records office.

18 . Are there any study abroad or exchange programs?

UAS has an extensive exchange program with various options, both in the US and Abroad for students. Visit the [Exchanges](#) section in the UAS Web site for more information.

If you or the students have any other questions that weren't addressed, please don't hesitate to contact your local UAS Admissions and Records office.

PLACEMENT TESTING

UAS offers *Accuplacer* placement tests in our Learning Centers for Math, English and computers. The testing requirement will be waived for transfer students who provide transcripts for previous college work or have ACT or SAT scores high enough to waive the English requirement (620+ SAT or 30+ ACT). All Campus Learning Centers have math textbooks which can be checked out for review purposes. Tutors are also available to assist students in preparing for placement tests. Average Placement Test completion time: 1 hour for math and 2 hours for English. Exams are also offered for basic computer skills and may be required for CIOs courses.

The Juneau Campus Learning Center coordinates distance based placement testing for proctors for students who are outside of Juneau, Ketchikan, or Sitka. Students must contact the Juneau LC to arrange for proctoring of placement tests.

Students who score 30 points or higher on the on the ACT exam, or 620 points or higher on the SAT composition/writing exam can place into English 211 without taking the placement assessment. English 111 is waived and students can register for 211 or 213. This option is not available for math. Students who waive ENGL 111 will still need to complete three credits to meet the total credit requirement for their degree.

Placement results will indicate the starting level for students and may require specific courses as prerequisites to college-level courses. The placements are designed to get students into those courses in which they are most likely to be successful. Students can take their placement tests independent of applying for admission or financial aid and should be encouraged to take their placement tests early in order to facilitate registration for classes. Students should also be encouraged to prepare well for the assessment as the results will determine which course(s) they will start with.

Generally, placement test results are kept on file and honored for two calendar years from the date of testing. After that, a student will need to take the placement tests over. Advisors can access student's placement test results for tests administered through (live or distance) the Juneau campus via a web-based spreadsheet generated by the Learning Center or through an Access Database in Ketchikan. Contact your local Learning Center to be given permissions to access test results.

Ability to Benefit Accuplacer tests are available to take as well. These tests are specifically for those students who have neither a high school diploma nor a GED but want to apply into a degree program (and thus, be eligible for financial aid). Note: Students who do not take an "Ability to Benefit" test need to complete 30 college credits as a NODS before they are eligible for admission to a degree program (and financial aid). The approved passing scores on this test are as follows: Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34).

Juneau Campus796-6348 or 1-877-465-4827

- All students enrolling in Math or English courses at UAS are required to take placement tests prior to enrollment. Facilitates distance based placement tests.
- **No appointment required!** Simply come to The Learning Center and ask for a placement test!
- There is no charge for initial testing for either local or distance tests; local retakes are \$15 for UAS students; distance retakes are free.
- **Retake Policy:** Students need to wait for ten days before retaking a placement test. Tests may not be used to skip courses in a sequence.

Ketchikan Campus 228-4560

- All students enrolling in Math or English courses or enrolling in 6 credits or more at UAS Ketchikan are required to take a placement test prior to enrollment
 - Appointments recommended but not required.
 - Placements tests cost \$15 for the full battery of tests and \$7 for individual tests.
 - **Retake Policy:** Students can not retake the writing assessment for one year, and they may only retake the math assessment once within one year. Tests may not be used to skip courses in a sequence.
-

Sitka747-6653 or 1-800-478-6653

- All degree seeking students or those enrolling in Math or English courses at UAS are required to take a placement test prior to enrollment
- **No appointment required!** Simply come to The Learning Center and ask for a placement test!
- There is no charge for testing.

Craig (Prince of Wales Island).....826-2115

- All students enrolling in Math or English courses at UAS are required to take placement tests prior to enrollment
- Call for Appointment
- Placements tests cost \$15 for the full battery of tests and \$7 for individual tests.
- **Retake Policy:** Students can not retake the writing assessment for one year, and they may only retake the math assessment once within one year. Tests may not be used to skip courses in a sequence.
-

Distance StudentsReference Numbers Above

Students who are not located near one of the UAS Learning Centers listed above can work with any UAS campus or UAS Learning Center to secure a local person to proctor the exam for them. Designated proctors must be affiliated with an educational institution such as a university, school, or library and must have a verifiable work address and phone number. In towns where no professional educators are available, other community leaders (e.g., ministers) can serve as test supervisors if approved by a UAS Learning Center Coordinator. All tests must be administered in a professional setting. Proctors cannot be prospective UAS students or related to the test-taker. The student and his or her chosen proctor must complete a Placement Test Administration Agreement form which can be found on-line at http://www.uas.alaska.edu/TLC/for_staff_and_tutors/download.html.

GUIDELINES FOR WORKING WITH NEW ADVISEES

When you first meet a new advisee help them understand how to best use your services. It is important to implement and maintain a current file management system for the students you advise. This may be paper or electronic files. In order to be effective you need to understand (and begin to document in the advising file) the advisee's particular goals and concerns. Share with your advisee the importance of them being open about their thoughts, feelings, and fears in relation to beginning college, transferring to UAS, or achieving their educational goals, so you can give them your best guidance.

Remember you have to build a student's trust before they will be willing to fully share their goals, hopes and fears. Bear in mind students haven't always set goals nor are they always aware of their abilities or what may be barriers to their academic success. With strong advising you can teach them to set goals, recognize their strengths, and resolve their problems.

1. Get to know the advisee. Introduce yourself personally and explain how you will be assisting the advisee during your meeting time.
2. Encourage the advisee to discuss current educational and/or career goals and any current progress toward meeting those goals.
3. Appraise the advisee about financial aid; refer to the Financial Aid Office as appropriate.
4. Review placement test information and the resulting required courses.
5. Ask the advisee if they have special circumstances that need to be considered. For example do you have a job? Are you responsible for the care of others? Do you have other obligations that could affect your academics?
6. Ask the advisee if they are likely to transfer. If so discuss the process for transferring college courses, the likelihood of individual courses transferring and the importance of keeping their syllabi.
7. Assist the advisee in selecting courses based on their intended degree program. New advisees should primarily take a combination of general education courses and specific courses of interest (fun courses).
8. Appraise the course choices made by the advisee realistically, based on placement test scores and keeping in mind outside commitments such as work and family, etc.
9. Specifically address that the student needs to plan for a minimum of two hours of study time for each hour they are in class.
10. Show the student how to use MyUA to access their information and register for courses.
11. Apprise all advisees of support services available to him/her such as: Computer lab, Learning Center, Disabilities Support Services, TRiO, or exchange opportunities (see the resources section).
12. Give general information regarding upcoming registration for the next semester and inform the advisee of the importance of pre-registering.
13. Encourage the advisee to return to you with any questions or concerns and encourage regular academic advising meetings during the course of his or her educational career.
14. Most importantly, be personable, listen to what the student has to say, and provide the student with the most relevant, consistent, and current information possible. Not everything we have to tell students is positive or comfortable. Remember to be conscientious in your delivery but be sure to provide the student with all the information they need.

Note: Do not assume the advisee is knowledgeable of all terms used within the University. Be patient and explain as needed.

GUIDELINES FOR WORKING WITH RETURNING ADVISEES

Ideally, academic advisors will keep files, paper or electronic, for all of their advisees. Documents typically included in the files would be a copy of the student's transcripts, a degree check sheet, any references provided to students, financial aid appeal letters and an advising log to track discussions during your advising sessions. The advising file should be updated regularly with current information or documents.

Advising notes should be dated and should cover all actions and discussions of significance. Notes may be made of failure to appear for appointments, any academic difficulties, vocational goals, decisions to change major, a student's reasons for any choices that don't fit degree requirements or their decisions not to follow suggestions that were strongly advised and any other appropriate comments. This documents the advice we have given a student if it is ever brought to question. Be aware, students do have the right to look at their files.

Try to schedule enough time for the advising appointment so the student feels comfortable sharing any current issues with you and you can help them in problem solving when required. A student who feels rushed isn't likely to address anything more than superficial concerns. Advising appointments will be most effective if you:

1. Familiarize yourself with information about the student. Review any past advising notes to refresh yourself with the student's goals, progress and past concerns before the appointment. Try to identify issues that need to be discussed during advising.
2. Make sure it is clear what the students goals were in scheduling the appointment with you (i.e., course selection, add/drop, financial aid, etc.).
3. If the student is meeting with you for course selection, ask them how their current/past semester went, if they had any concerns that should be addressed, or if they have had any changes in their plans.
4. Specifically address any bad grades and encourage the student to consider what specific behaviors, habits, or circumstances may have contributed to them.
5. Specifically address that students should plan for a minimum of two hours of study time for each hour they are in class.

1.

Preparing to Advise

Successful advising is often a result of asking the right questions. Below are common questions for different types of advising appointments. Each one of these questions may lead to additional questions to further explore or clarify the student's needs.

Before Scheduling Classes- Questions to Ask

- Which degree are you pursuing, have there been any changes?
- Will you be attending full time or part time? [Full time = 12 or more credits]
- Will you have work or family commitments that we need to be aware of?
- Are you a morning person? Evening person?
- Do you have your own transportation?
- Are you considering transferring to another institution at some point?

While Scheduling Classes- Things to Consider

- When is the student hoping to graduate?
- Students need to take 15 credits/semester to complete a certificate in 1 year, an associate in 2 years or a bachelors in 4 years. This assumes there are no college prep courses, failed grades, retakes, or courses that don't fit degree requirements.
- What is the student's educational goal?
- Students must have met all prerequisites (or have instructor permission) to enroll in a course. Be aware of the need to plan in prerequisites for future required courses in a timely manner.
- Courses required to be taken together (co-requisites).
- Review the 6-year course sequence to plan for future courses.
- Level at which the student begins depending on placement test results. Which courses they take and how many credits they take are dependent upon results.
- Location of classes (do they have enough time to get between places)
- Too much time between classes?
- Too little time between classes?
- Are distance delivered classes a good option?
- Is a student well prepared for distance courses? (see distance handout)
- Think before you speak when answering this question - "Who is a good teacher?"
- What is the student's Learning Style?
- The combination of different types of classes (i.e. lecture vs. lab) and difficulty of classes.
- Is a student avoiding a course that is difficult for them? How will that effect their degree completion?
- Freshman should be taking 100 level classes unless significantly advanced.
- Make sure Associate of Arts degree students are taking enough 200 level courses.

Dropping a course- Questions to Ask

- Why do you want to drop this course?
 - Is there another way you can fix the problems you are having?
 - Is this course the last course needed in a particular discipline or a pre-requisite for other courses for your degree program?
 - Have you spoken with the instructor?
 - How will this affect your current degree plan or completion goals?
 - How will this affect your financial aid?
 - What other supports are available to the student to assist in their academic success?
-

HELPING STUDENTS WITH ACADEMIC DIFFICULTY

In order to help students who have experienced academic difficulty we need to help them assess the factors which, in the judgment of the student, are contributing to scholastic difficulty. The questions below are helpful to students in identifying potential areas of weakness. (Once areas are identified, help student identify specific changes that may help them achieve better results.) Remind students: ***If you keep doing the same thing the same way you will get the same results.***

General preparedness

What capabilities can I infer from my past work and knowledge of this student?

Is underachievement a problem with this advisee? Is he underachieving in all areas?

Is the student interested in the area of study?

Does the student have health or other personal problems?

Does this advisee's out-of-class life style (work, family, social life) support his educational efforts?

Academic Preparedness

Does the student have a reading (speed or comprehension) or writing problem?

Does the student have a poor background for the subject?

Has this advisee any physical or mental conditions that may affect performance?

Study Skills

Is the student putting in any/enough study hours?

Does this advisee know how to take notes?

Does he use the library?

Where does he study?

Academic habits

Is this advisee attending class regularly?

Does the student turn work in on time?

Does the student participate in class?

Does the student seek help from teacher?

Does the student suffer from test anxiety?

REGISTRATION

1. Course Schedule

Course schedules are available online at www.uas.alaska.edu/schedule and in printed copies. For a list of all University of Alaska distance classes that are available, you can search the [Distance Education Gateway](#). For a list of short courses available, please contact the Admissions & Records office.

2. Prerequisites

Prerequisites indicate the preparation students must have to enter a course. Prerequisites are listed in the individual course descriptions in the [course schedule](#) as well as the [academic catalog](#). Students are responsible for having met the prerequisites for the courses. Instructors will drop students from a course who have not met the course prerequisites. If a student have not taken the necessary prerequisites but feel confident that she can perform the course work, she may request permission from the instructor to register for the course and have the instructor sign her [registration form](#).

3. Registering for classes (continuing students, not first time students)

Degree seeking students should always meet with their Academic Advisor prior to registering for classes. There are several different ways students can register for classes:

- Come in to the Admissions & Records office and fill out a [Registration form](#)
- Print off a [Registration form](#), complete and sign it, then fax it to 907-796-6365
- mail a completed Registration form to:
UAS Admissions& Records
Mailstop: NOV2
11120 Glacier Hwy
Juneau, AK 99801
- Returning students can register at [MyUA](#).

Priority registration is available for program students before registration is open to the public.

4. Adding classes

There are several different ways students can add or change their classes, they can:

- come in to the Admissions & Records office and fill out an [Add/Drop form](#),
- print off a [Add/Drop form](#), complete and sign it, then fax it to (907) 796-6365
- mail a completed Add/Drop form to:
UAS Admissions& Records
Mailstop: NOV2
11120 Glacier Hwy
Juneau, AK 99801
- add, drop or change their classes on [MyUA](#) during the first two weeks of the semester.

If the class has already started students will need instructor approval. Once they have approval, the instructor can either sign their [Add/Drop form](#), or the instructor can send an email to records.registration@uas.alaska.edu giving the student permission to enter the class.

5. Dropping/withdrawing from a class

There is a difference between dropping a class and withdrawing from a class. When a student drops a course, they typically get a refund and the class is removed from their schedule. When they withdraw from a class, there is no refund and the class will show up on their transcript with a 'W'. A grade of 'W' does not affect the students GPA. There are deadlines for dropping a course for full term classes; during the first week of the semester they can get a 100% tuition refund, during the second week of the

semester students can get a 50% tuition refund. After the deadline for dropping has passed, students can only withdraw. There is no refund for a withdrawal and the student is financially responsible for the tuition and fees. Short term classes have different drop/withdraw dates. Contact (907) 796-6100 for more information.

There are several different ways students can drop or withdraw from their classes, they can:

- come in to the Admissions & Records office and fill out an [Add/Drop form](#)
- speak with an advisor and have he/she sign and submit an [Add/Drop form](#)
- print off a [Add/Drop form](#), complete and sign it, then fax it to (907) 796-6365
- mail a completed Add/Drop form to:
UAS Admissions & Records Mailstop: NOV2
11120 Glacier Hwy
Juneau, AK 99801

Students can drop their classes on [UAOnline](#) during the first week of the semester. During the second week they will need to fill out the [Add/Drop form](#) weeks, they will need to fill out the [Add/Drop form](#). Students can use UA Online to Withdraw from a class through the withdrawal deadline after the second week of classes.

6. Auditing a class

A student, who meets the course prerequisites and would like to sit in on a class, but not be graded or receive credit, may do so by auditing a course. To audit a class, a student would simply put a check mark under audit on their registration form. Audited course costs are the same as taking a course for credit. If students audit a course, they will not receive credit or a grade, and an AU will show on their transcript. Any courses that have been audited will not count towards degree requirements. Students can change the status of their classes from credit to audit or audit to credit only during the first two weeks of instructions for full term courses, or for a prorated length of time for short term courses and summer semester courses. Credit by examination for an audited course can only take place after one year has passed. For more information contact the Admissions & Records office.

7. Credit / No Credit

The credit / no credit option encourages degree-seeking students to explore areas of interest not related to their academic major. One elective may be taken under this option each semester. Neither major or minor requirements nor general education courses are allowed under this option. The instructor will not be informed if a student has chosen this option. They will be given credit toward graduation if they perform at a level of C or above. If performance falls below that level, the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculation. A passing grade will appear as CR on the transcript. If the student changes majors and the course subsequently becomes a requirement, the course will be accepted in the new major. The student may change from credit / no credit to regular graded credit or from regular graded credit to credit / no credit during the first two weeks of instruction for full term courses, or for a prorated length of time for short term courses or summer semester courses.

8. Credit limit

For financial aid purposes, fulltime status is 12 credits, halftime is 6 credits. Typical undergraduate students register for 15 credits each semester. Students registering for 19 or more credits per semester need approval from the student's academic advisor and Campus Director or Registrar. The typical course load for a graduate student is 9 graduate semester credit hours. As an advisor, it is important to discuss with the student when they hope to finish their degree, the difficulty of the courses they are considering and what other obligations will be competing for their time in order to determine what credit load is most appropriate for them.

9. Instructor approval

Instructor approval is needed for certain courses. For courses that have already begun, students will need the instructor's approval. Once they have approval, the instructor can either sign their [registration form](#), or the instructor can send an email to records.registration@uas.alaska.edu giving them permission to enter the class. A signed [Instructor Approval Form](#) is also needed for all instructor approval courses. These courses include Independent Study, Directed Study, Thesis, Private Voice/Music Lessons and practicum or other permission-required courses. This form is to be submitted along with a [registration form](#) to the Admissions & Records office.

Independent Study - courses in which the course content, learning and evaluative criteria are developed primarily by the student with guidance from the instructor and the School Dean or Campus Director. Independent Study courses shall bear a course number ending in "97" and shall be offered at the 200, 300, 400 and 600 levels only. No more than 12 credits earned in independent study may be applied to an undergraduate degree.

Directed Study - courses that are identical with regard to title, course objectives, course content and evaluative criteria to catalog courses regularly offered by the department which may not be offered during the current semester. Such courses shall bear the regular course title and number on the student's permanent record with the designation of "Directed Study."

10. Professional Development/ 593 classes

For Professional Development /593 classes, students need Instructor or Department approval to add the class. Approval can be given by signing the [registration form](#). Students are allowed to drop the class prior to the first meeting only. No withdrawal is available.

11. Army College Tuition Assistance Registration

Army College Tuition Assistance students must register through www.goarmyed.com for tuition assistance. Because the course schedule is available 8 weeks prior to the start of the semester, we recommend students also first register via [MyUA](#) in order to secure a place in classes. For more information about Army College Tuition Assistance please contact Trisha Lee at (907) 796-6366.

12. International Student Registration

Admitted International students will need to meet with the UAS International Student Advisor prior to registering for classes. Please contact the Student Resource Center (SRC) and make an appointment with the International Student Advisor at (907) 796-6000 or toll free at 1-877-465-4827.

13. Tuition waiver

[Tuition waivers](#) are available for UAS employees, UAS employee's spouse/domestic partner and dependents, Adjunct Faculty, Adjunct Faculty's spouse/domestic partner and dependents, and Senior Citizens. Tuition waivers do not apply to sponsored, community education, or special interest courses. There are no refunds for course fees unless the University cancels the course, or unless the student officially drops the course 7 days in advance. This waiver pays tuition only. Payment for course/student fees is the student's responsibility and is due at the time of registration.

Senior Citizen Tuition Waiver Alaska residents 65 years and older and those who have used the senior waiver previously may be eligible for a senior citizen tuition waiver, depending upon class space availability. Senior citizens using tuition waivers may register only on or after the first day of the

semester for full term classes or on or after the first day for short term classes. Senior citizens who register before these times are not eligible for the tuition waiver. Also, senior citizens who paid normal tuition to register early will not be allowed to drop and later re-add the class to take advantage of the waiver.

14. Payment

Bills are sent to the UAS generated email accounts. Payment of tuition and fees for classes must be received by the posted deadline or at the time of registration, unless the student is receiving financial aid. If students are receiving financial aid then all of their paperwork must be processed by the posted deadline. Payment by cash, check, money order or credit card is available at the student's local Cashier's Office; no matter where the course originates. The Juneau office is located in the Novatney Building on the Juneau Campus. Payment by credit card (Visa and Mastercard only) is available online by logging into UAOnline and following the prompts. The student can also fax payment information to the Cashier at (907) 796-6006.

If the student registers for classes, the University holds them financially responsible even if they do not attend class. If payment is not received by the posted deadline the student *may* be dropped for non-payment *or* a hold will be placed on their account. University policy requires a financial hold be placed on their account if they fail to meet their financial obligations. This hold will prevent any enrollment, transcript or graduation activity. Past due accounts will be sent to a collection agency and assessed collection costs. Interest, late fees, or collection costs must be paid before the financial hold will be removed.

CHANGE OF MAJOR

To switch majors, or to add a minor or an emphasis, students can stop by or call Admissions & Records on their prospective campus. There is also a change-of-major form available at Admissions & Records or online [Change of Major](#).

TRANSFER PROCEDURES

Students transferring to UAS need to have all of their transcripts from previous colleges evaluated. Students need to contact all the prior colleges and universities they've attended, and request that official transcripts be sent to the Admissions & Records department of the University of Alaska Southeast campus they wish to attend. Once complete the student will receive a copy of the Transcript Evaluation Report (SHR2TCE) which will show them how each course was transferred. Students should be advised to compare their Transcript Evaluation Report with the official transcript to insure everything is accurate.

Depending on the number of credits transferred in, and depending on the degree program sought, students may receive general advising or may be assigned a specific faculty advisor in a specific department located on a specific campus.

Students should check their acceptance letters for information on which advisor they have been assigned. If a student is unsure who his or her advisor may be, contact the following:

Juneau - Student Resource Center at (877) 465-4827 or (907) 796-6000.

Ketchikan – Karen Ramsey (907) 228-4511

Sitka - Advising Office (907) 747-7703

TRANSFER FAQs

1. How do students get credits transferred to UAS? In order to receive credit for prior courses completed at another institution, students must first apply for admission. Upon being admitted, transcripts will be given to the Credentials Evaluator for review and evaluation. The process for evaluating credits generally takes 2-4 weeks. During non-peak times, it will be much closer to 2 weeks.

2. Why don't credits from all institutions transfer to UAS? UAS will transfer only college level credit from institutions that are accredited by one of the following regional accrediting agencies:

- Middle States Association of Colleges and Schools
- North Central Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Regional accreditation by these agencies demonstrates that the institution meets acceptable levels of educational quality.

3. Can students apply their military service towards a degree at UAS? Yes, UAS evaluates documented military credit from CCAF, AARTS, SMART, Coast Guard Institute transcripts, as well as DD214 and DD295 forms. Evaluations are done using the recommendations from the American Council on Education (ACE). Additional information about military credit is available in the [UAS catalog](#) or by contacting the SOC advisor, Trisha Lee at (907) 796-6366.

4. Can high school Advance Placement Exam results be used towards a degree at UAS? Yes, UAS awards credit for appropriate scores on a variety of exams:

- Advanced Placement Credit through College Entrance Examination Board (CEEB)
- Placement for ACT or SAT I (English only)
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Tests
- Credit by Examination -UAS

5. If a student earned below a "C" at their prior college will they receive UAS credit? In order to receive credit from institutions outside the University of Alaska system, a grade of "C" or higher must be earned. Grades of a 'D-' or above are transferable only within the University of Alaska system; however they may not be acceptable to satisfy academic major requirements.

6. How does UAS convert quarter credits to semester credits? University of Alaska Southeast automatically converts credits accepted from other institutions to semester hours. The standard formula for quarter hour conversion is, semester hours x 0.667.

Example: 5 quarter hours x 0.667 = 3.34 semester hours

7. If a transfer evaluation shows less than 3.00 credits for a course, how can a student satisfy the difference? For example: a course transfers in for 2.67 credits leaving .33 credits to be satisfied.

Transfer credit equivalents vary among semester, unit and quarter universities. Courses equated to UAS courses that are short 1.00 credit or less, will meet UAS course requirements without requiring a petition. Students would simply make up that credit elsewhere in their degree program (such as in their electives).

8. How do International transfer students coming to UAS have their transcripts evaluated? International transcripts **must** be evaluated by a Foreign Credentials Agency prior to UAS evaluation. Acceptable agencies include:

- International Education Research Foundation, Inc.
- Educational Credential Evaluators, Inc.
- International Consultants of Delaware, Inc.
- Foundation for International Services
- World Education Services, Inc.

9. If a student returns to UAS after attending a semester abroad, how does UAS evaluate the study abroad transcript? The process is similar to evaluating International transcripts. Students will need to provide any additional information or resources they may have from their study abroad experience.

10. Are transfer credits included in the student's UAS grade point average? Transfer credits are not included in the student's UAS grade point average (GPA) computation, except to determine eligibility for graduation with honors.

11. If a student took Math 099 at a prior college, will it transfer to UAS? Courses below 100-level are not transferable to UAS.

12. How can I determine transferability if the official degree audit hasn't been completed? The most up-to-date information on transfer credits at UAS can be found using the "Transfer Credit Resource Site" on [UAOnline](#). This site contains a database of all courses previously transferred. Courses listed here are not guaranteed to be transferable (do to potential changes from the originating university) but is a good indicator of likelihood of transfer.

13. What if a school is not featured on the Transfer Credit Resource Site? This does not necessarily mean the courses will not transfer. It may be that the courses are not yet part of our database, which is always growing.

14. Who can I contact to find out more information about transfer credits? For more information, contact Trisha Lee at (907) 796-6366.

15. If a graduate student wishes to pursue another bachelor's degree, will graduate classes transfer? No, graduate level course work cannot be used as an undergraduate course for a bachelors degree program unless approved through the petition process.

16. If a student is transferring from a Vocational Tech Institute, how will their coursework transfer if it does not match any majors offered at UAS? More importantly the question is whether or not the Voc Tech College is Regionally Accredited? If so, UAS will compare individual courses to UAS curriculum to determine the equivalencies. If there are no equivalencies, students will receive elective credit. If the school is not Regionally Accredited, UAS cannot transfer any credits.

17. If a student transferring from UAA or UAF has already earned an Associates of Arts degree, will the degree transfer and can it be applied to a bachelor's degree or do they need to start over again? Students who have earned an Associate of Arts degree from another UA institution will be deemed to have met all GER requirements at UAS, unless there are specific degree requirements. (A minimum of Math 107 or its equivalent must be completed for a baccalaureate degree if not included in the GER's from the transferring campus; some bachelor degrees require foreign language, calculus, history sequences, etc).

One of the best things students can do if they are planning to transfer out of UAS is to keep a record of course syllabi. This is the information they will need to supply to other institutions in order to support how credits are accepted by that institution.

CREDIT BY EXAMINATION

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

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

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

CEEB Advanced Placement Exams

Exams Accepted	UAS Course	Credits Min.	Score
Art: History	ART S261 & S262	6	3
Art: Drawing	ART S105	3	3
Biology	BIOL S105 & S106	8	3
Chemistry	CHEM S105 & S106	8	3
Classics: Latin Lyric LANG	Elective	3	3
Classics: Virgil (Level 3)	LANG Elective	3	3
Comparative Government & Politics	GOVT S201	3	3
Computer Science A	CIOS Elective	3	3
Computer Science AB	CIOS Elective	3	3
Economics-Macro	ECON S201	3	3
Economics-Micro	ECON S202	3	3
English Language & Composition	ENGL S111	3	3
English Literature & Composition	ENGL S111	3	3
Environmental Science	ENV S101	4	3
European History	HIST Elective	3	3
French Language	FREN S101 & S102	8	3
French Language	FREN Elective	3	3
German Language	LANG GER	8	3
German Literature	LANG Elective	3	3
Math: Calculus AB	MATH S200	4	3
Math: Calculus BC	MATH S200 & S201	8	3
Music: Listening & Literature	MUS S123	3	3
Music Theory	MUS Elective	3	3
Physics B	PHYS S103 & S104	8	3
Physics C: Mechanics	PHYS S211	4	3
Physics C: Electricity & Magnetism	PHYS 212	4	3
Psychology	PSY S101	3	3
Spanish Language	SPAN S101 & S102	8	3
Spanish Literature	SPAN Elective	3	3
Statistics	STAT S107	3	3
U.S. Government & Politics	GOVT S101	3	3
U.S. History	HIST S131 & S132	6	3
World History	HIST S105 & S106	6	3

Placement for ACT (English) or SAT (Verbal): Students who pass the ACT or SAT exam will have the opportunity to waive English S111. Test scores will be evaluated upon admission to UAS. Student's test results must reflect one of the following:

- ACT English score of 30 or higher (English Competent)
- SAT Verbal score of 620 or higher (Verbal Competent) or comparable in the new SAT scoring system

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

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

CLEP exams are proctored in campus Learning Centers. Students should Contact: CLEP, P.O. Box 660. Princeton, NJ 08541-6600, Ph: 1-800-257-9558 for questions about the tests.

CLEP Exams Currently Accepted

Test Name	UAS Course	Credits	Min.Score
Algebra (College)	MATH S107	4	50
Algebra-Trigonometry (College)	MATH S107 & S108	6	50
American Government	GOVT S101	3	50
Biology, General	BIOL S105 & S106	8	50
Business Law (Introduction)	Level 2 Elective	3	50
Calculus with Elementary Functions	MATH S200	4	50
Chemistry, General	CHEM S105 & S106	8	50
College, Mathematics	MATH S105	4	50
English Composition with Essay	ENGL S111	3	50
Financial Accounting	ACCT 101	3	50
French (College Level)*	FREN S101 & S102	8	59
FREN	S201 & S202	8	62
German (College Level)*	LANG 1GER	8	50
LANG	2GER	8	63
History of the U.S. I	HIST S131	3	50
History of the U.S. II	HIST S132	3	50
Human Growth & Development	PSY S250	3	50
Humanities	HUM Elective	3	50
Natural Sciences	SCI Elective	4	50
Pre-Calculus	MATH 1GER	6	50
Principles of Marketing	Level 2 Elective	3	50
Principles of Macroeconomics	ECON S201	3	50
Principles of Microeconomics	ECON S202	3	50
Psychology (Introductory)	PSY S101	3	50
Social Sciences/History	SOC/HIST Elective	6	50
Sociology (Introductory)	SOC S101	3	50
Spanish (College Level)*	SPAN S101 & S102	8	50
SPAN	S201 & S202	8	63
Trigonometry	MATH S108	4	50
Western Civilization I	HIST Elective	3	50
Western Civilization II	HIST Elective	3	50

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

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

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

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

ACADEMIC STANDING

Academic Warning: Any time a student's **semester** GPA drops below a 2.0, he or she will be given an academic warning. *When a student is on academic warning, they receive a letter from the registrar that states they are required to meet with an academic advisor prior to registering for classes.*

Academic Probation: If a student's **cumulative** and/ or semester GPA drops below a 2.0, he or she will be placed on academic probation. A student can only be removed from probation status by raising his or her cumulative GPA to a 2.0 within one semester after being placed on academic probation. *When a student is on academic probation, they receive a letter from the registrar that states they are required to meet with an academic advisor prior to registering for classes.*

Academic Program Removal: Any student who remains on academic probation for two consecutive semesters of attendance will be removed from his or her degree program. An application fee for readmission will not be required. If a student's cumulative GPA is less than a 2.0, but he or she earns a semester GPA above a 2.0, the University will recognize the student's attempt to reach academic good standing and the student will continue on probation until both the semester and cumulative GPAs are above a 2.0. *When a student is removed from their academic program, they receive a letter from the registrar that states they are non-degree seeking status. Additionally, they are no longer assigned to a faculty advisor in an academic department. These students should be referred to the SRC for advising and need to re-apply for admission to a degree program after one eligible semester of good standing.*

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

FINANCIAL AID APPEALS

Advisors will be asked to assist students with the Financial Aid Appeal process by completing an Academic Success Review document with the student. This document assists students and advisors in identifying areas of concern for students and provides ample opportunity for resource referral. The student's assigned academic advisor or department advising coordinator should be the primary point of contact by the student.

Advisors are NOT required to support every student appeal request. In fact, it is sometimes deemed in the best interest of a student to not support the request. All appeals are scrutinized very closely so it is imperative that a student be honest about their abilities and what changes they will make to ensure their future success.

Advisors will want to suggest that students compose their letter to Financial Aid office in the following manner: 1/3rd of the letter should address what the situation was that caused academic trouble for the student and 2/3rd of the letter should address what plan the student has to deal with future challenges to academic success.

Advisors should familiarize themselves with both the appeal process and the current Satisfactory Academic Progress policy (SAP) <http://www.uas.alaska.edu/finaid/docs/sap.pdf> in order to understand the criteria used by the Financial Aid office. Often, but not always, students not meeting SAP policy and requiring an appeal are also on Academic Probation through the Registrar's office. These two policies use very similar language and can be easily confused. Self-education about these policies is the best way to understand how and where they overlap.

Appeal for Reinstatement of Financial Aid Eligibility

Students who appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Students who request an appeal for reinstatement of financial aid must provide the following minimum documentation:

--Letter of Explanation

The student must submit a letter of explanation, detailing the reason(s) for not maintaining satisfactory academic progress and the student's plan for successfully completing the next term. The letter must state the semester for which the student is requesting aid reinstatement. All correspondence addressed to the Financial Aid office must include full name, student identification number, telephone number, email address, and mailing address.

--UAS Academic Success Review Form

http://www.uas.alaska.edu/financial_aid/forms.html

--Supporting Documentation

See Sections I, II, III

I. Lack of Academic Progress

The Financial Aid Office monitors satisfactory academic progress by evaluating the percentage of attempted credits in which passing grades (A, B, C, D, or P) are earned. The minimum satisfactory completion rate is 75%. This is an ongoing average, and not a semester or annual percentage. Failure to maintain satisfactory academic

progress requires a completed, signed, and dated, **UAS Academic Success Review Form** signed by both student and advisor.

NOTE: If a student received all failing grades for the preceding semester, then he/she will be required to provide proof of last day of attendance before a decision can be rendered. This documentation may be a statement from professors or graded tests.

- a. Students who are admitted to an Associate of Arts degree or undeclared bachelors degree program must consult with their academic advisor in the **Student Resource Center**, 796-6000.
- b. All other students who are admitted to a certificate, two-year, four-year, or masters program must consult with their academic advisor within the department under which their degree is administered. Contact the Student Resource Center for assistance in locating your advisor.
- c. Supporting documentation from a professional which will be dependent upon the reason for the appeal, see Section II or III:

II. Medical Condition/Psychological Duress

Students may appeal based on a medical condition or psychological duress. The appeal explanation and accompanying documents must be legible. Medical records must contain the doctor's recommendation of when the student can return to school and under what condition (as necessary).

- i. Student's Medical Condition. This type of appeal must contain a statement on letterhead or office stationery, dated and signed, with the printed name of the medical doctor or other cognizant medical staff who wrote the letter. **This letter must indicate when the student would be able to successfully return to school and engage in college level educational activities.**
- ii. Family Medical Condition. Appeals for reinstatement due to a medical condition of an immediate family member may be considered. This type of appeal must contain a statement on letterhead or office stationery, dated and signed, with the printed name of the medical doctor or other cognizant medical staff with signature authority who is treating the family member. **This letter must indicate when the student would be able to successfully return to school.**
- iii. Death in the Family. This type of appeal requires documentation of the death of an immediate family member, defined as spouse or significant other, child, sibling, parents, grandparents, or relatives under the student's care. Either a copy of the death certificate or an obituary which includes the date of death is required.

III. Administrative Error

Administrative error should be addressed as soon as it is discovered. This type of appeal should describe the error and, to the extent possible, the action taken to resolve the matter. This can include, but is not limited to, correspondence; names, dates and times of calls to University staff; web-based printouts, and receipts. Supporting documentation should be attached to the appeal request documents.

NOTE:

All supporting appeal documentation must be assembled together and submitted to the UAS Financial Aid Office at the same time. The appeal reviewer may request additional documentation or information. Appeals that are deemed complete will be reviewed and student will receive written notification of the decision within **30 days** of receipt. Appeal documentation received incomplete, insufficient, or illegible will result in written notification to the student that *no action was taken*. Please be aware that it is the student's responsibility to adhere to **all** University deadlines.

All appeal documents are strictly confidential and is subject to the Privacy Act and the Federal Educational Rights and Privacy Act (FERPA). FERPA policy is in the Regulation section of the UAS Student Handbook.

DEGREE AUDIT

A degree audit can be requested at no charge which will provide the student with a listing of the courses still required for graduation. Undergraduate students having accumulated 40 or more semester credits in an Associate program and 85 or more semester credits in a Baccalaureate program should file a request for degree audit with the office of Admissions & Records. Both student and advisor will be sent a copy of the completed degree audit.

GRADUATION

You should begin discussing graduation at least a year prior to the semester the student plans to graduate.

To apply for graduation, a student needs to submit a [Graduation Application](#). The graduation application fee is \$25 dollars which must be paid at the time they submit their application. Once the graduation application is submitted, the admissions & records office will evaluate the student's academic record and complete a degree audit and degree completion form. This will be sent to the specific department for advisor and dean's signature. After the appropriate signatures are received, the degree completion form is sent back to the Degree Specialist in Admissions & Records. **If they are an undergraduate student, they must be admitted a MINIMUM of one semester before applying for graduation.** If he/she is a graduate student they must be enrolled in graduate level courses the semester they plan on graduating.

Application deadlines are:

October 1st for Fall graduation

February 1st for Spring graduation

July 1st for Summer graduation

Please note that if a student plans on changing his or her major or degree, they need to submit a [Change of Major/Degree](#) form, and they must do so before applying for graduation. Additionally, they must be admitted into the degree program for which they intend to graduate.

If you have questions please contact the Degree Specialist at (907) 796-6464.

For commencement date and time information, please visit [UAS Commencement Ceremonies](#).

Chapter Three

Degree & Course Information



CHAPTER 3 Degree and Course Information
Degrees Offered
Requirements for Undergraduate Degrees
Degree Checksheets

DEGREES OFFERED

School of Arts and Sciences

Below is a complete list of all degrees, certificates and minors offered by the School of Arts and Sciences at the University of Alaska Southeast. For contact information, please see the [School of Arts and Sciences](#):

NAME	DELIVERY METHOD
Alaska Native Studies, Minor	Juneau, Ketchikan, Sitka
Art, B.L.A. Degree	Juneau
Art, Minor	Juneau
Biology, B.A. Degree	Juneau
Biology, B.S. Degree	Juneau
Biology, Minor	Juneau
Creative Writing, Minor	Juneau
English, B.A. Degree	Juneau
English, Minor	Juneau
Environmental Science, B.S. Degree	Juneau
Environmental Science, Minor	Juneau
French, Minor	Juneau
General Education, A.A. Degree	Juneau, Ketchikan, Sitka, Distance
General Studies, B.L.A. Degree	Juneau, Distance
Human Communication, B.L.A. Degree	Juneau
Human Communication, Minor	Juneau
Language Arts & Communications, B.L.A. Degree	Juneau
Marine Biology, B.S. Degree	Juneau
Mathematics, B.S. Degree	Juneau
Mathematics, Minor	Juneau
Northwest Coast Art, Occupational Endorsement	Juneau, Ketchikan, Sitka
Northwest Coast Art, Minor	Juneau
Outdoor Skills and Leadership, Certificate	Juneau
Philosophy, Minor	Juneau
Professional Communication, Minor	Juneau
Social Science, B.A. Degree	Juneau
Spanish, Minor	Juneau
Theatre, Minor	Juneau
Tlingit Language, Minor	Juneau, Distance
Women's & Gender Studies, Minor	Juneau

School of Education

Below is a complete list of all degrees, certificates, minors, credentials, and endorsements offered by the School of Education at the University of Alaska Southeast. For contact information, please visit the [School of Education](#).

NAME	DELIVERY METHOD
Child Development Associate, Occupational Endorsement	Juneau, Distance
Early Childhood Education, A.A.S. Degree	Juneau, Distance
Early Childhood Education, Certificate	Distance
Early Childhood Education, Certificate	Distance
Early Childhood Education, M.A.T. Degree	Juneau, Distance
Early Childhood Education, M.Ed. Degree	Distance
Educational Technology M.Ed. Degree	Distance
Educational Technology, Certificate	Distance
Elementary Education, B.A. Degree	Juneau
Elementary Education, Certificate	Distance
Elementary Education, M.A.T. Degree	Juneau, Distance
Mathematics Education, Certificate	Distance
Reading, M.Ed. Degree	Distance
Reading, Certificate	Distance
Secondary, M.A.T. Degree	Juneau
Secondary Education, Certificate	Juneau
Special Education, Certificate	Juneau, Distance
Special Education, M.Ed. Degree	Juneau, Distance

School of Management

Below is a complete list of all degrees, certificates and minors offered by the School of Management. For contact information, please visit the [School of Management](#).

NAME	DELIVERY METHOD
Accounting Technician, Certificate	Juneau, Ketchikan, Sitka, Distance
Accounting, B.B.A. Degree	Distance
Administrative Office Support, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Business Administration, A.A.S. Degree	Juneau, Ketchikan, Distance
Business Administration, M.B.A. Degree	Distance
Business, Minor	Distance
Computer Applications, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Computer Information & Office Systems, A.A.S. Degree	Juneau, Ketchikan, Sitka, Distance
Computer Information & Office Systems, Certificate	Juneau, Ketchikan, Sitka, Distance
Computer Information & Office Systems, Minor	Juneau
Entrepreneurship, B.B.A. Degree	Distance
Human Resources Management, B.A.A. Degree	Distance
Introductory Network Administration, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Legal Studies, Minor	Juneau
Marketing, B.B.A. Degree	Distance
Networking Essentials, Occupational Endorsement	Juneau, Ketchikan, Sitka
Programming Foundations, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Public Administration, M.P.A. Degree	Juneau, Distance
Small Business Management, Certificate	Juneau, Ketchikan, Sitka, Distance
Web Authoring, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Web Foundations, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance

Career Education

Below is a complete list of all degrees and certificates offered by the School of Career Education. For contact information, please visit [Career Education](#).

NAME	DELIVERY METHOD
Apprenticeship Technology, A.A.S. Degree	Juneau, Ketchikan, Sitka
Automotive Technology, Certificate	Juneau
Community Wellness Advocate, Certificate	Sitka, Distance
Construction Technology, A.A.S. Degree	Juneau
Construction Technology, Minor	Juneau
Drafting Technology, Certificate	Juneau
Environmental Technology, A.A.S. Degree	Sitka, Distance
Environmental Technology, Certificate	Sitka, Distance
Environmental Technology, Occupational Endorsement	Sitka, Distance
Fisheries Technology, A.A.S. Degree	Ketchikan
Fisheries Technology, Certificate	Ketchikan, Distance
Health Information Management Coding Specialist, Certificate	Sitka, Distance
Health Information Management, A.A.S. Degree	Sitka, Distance
Health Sciences, A.A.S. Degree	Juneau, Ketchikan, Sitka
Healthcare Privacy, Certificate	Sitka, Distance
Marine Transportation, Occupational Endorsement	Ketchikan
Medical Office Specialist, Occupational Endorsement	Juneau, Ketchikan, Sitka, Distance
Nursing through UAA, A.A.S. Degree	Juneau, Ketchikan, Sitka
Power Technology Automotive/Diesel/Marine Oiler, A.A.S. Degree	Juneau
Power Technology: Automotive Emphasis, Occupational Endorsement	Juneau
Power Technology: Diesel/Heavy Duty, Occupational Endorsement	Juneau
Power Technology: Diesel/Marine Emphasis, Occupational Endorsement	Juneau
Power Technology: Marine/Engine Room Preparation, Occupational Endorsement	Juneau
Pre-Nursing Qualifications, Certificate	Juneau, Ketchikan, Sitka
Pre-Radiologic Technology Qualifications	Juneau, Ketchikan, Sitka
Residential Building Science, Certificate	Juneau
Residential Building Science, Occupational Endorsement	Juneau
Residential/Light Construction, Occupational Endorsement	Juneau
Welding, Occupational Endorsement	Ketchikan, Sitka

REQUIREMENTS FOR UNDERGRADUATE DEGREES

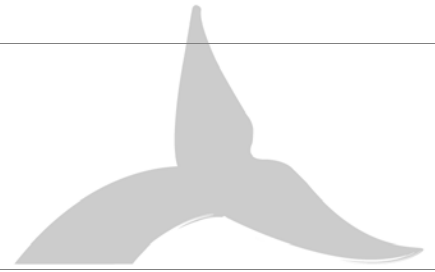
REQUIREMENTS	CERTIFICATE	ASSOCIATE DEGREE	BACHELOR'S DEGREE
Minimum Number of Credits Required	30 credits	60 credits	120 credits
Residence Credit	9 credits	15 credits	30 Credits
Upper Division Credit	N/A	20 credits must be at 200 level or above	42 upper division credits including 24 earned at UAS
Grade Point Average	2.0 cumulative and in major	2.0 cumulative and in major	
Minimum Grades Required for Major		No grade lower than "C" in courses required for major	No grade lower than "C" in courses required for major
Catalog Year That Can Be Used to Meet Requirements	May use any catalog in effect when enrolled as a degree-seeking student, regardless of major; five year limit on catalog year	May use any catalog in effect when enrolled as a degree-seeking student, regardless of major; five year limit on catalog year	May use any catalog in effect when enrolled as a degree-seeking student, regardless of major; five year limit on catalog year
Second Degree Requirements		Only one A.A. degree may be earned; 12 credits beyond first A.A.S degree and all requirements for the second major must be met	24 credits beyond the first bachelor's degree and all requirements for second degree must be met

DEGREE CHECKSHEETS

Degree checksheets are an important tool in helping students visualize the courses they have taken and what courses they still need to complete to earn their degree. Checksheets can be found on line at <http://uashome.alaska.edu/~PMSOMMERS>

Chapter Four

Academic Outreach



CHAPTER 4 Academic Outreach	
Enrollment Day / Saturday Registration	
Orientation	
Early Alert.....	
Academic Outreach & Early Intervention	

At UAS, the goal of student success is recognized as a campus-wide responsibility including academic advising and recruitment & retention efforts by staff and faculty. In addition to the regular advising cycle, faculty and staff participate in the following special events and projects.

ENROLLMENT DAYS (JUNEAU)

A day-long event open to the public and pre-registrants for the purpose of consolidating services for first-time UAS students. This “one-stop shop” makes it easy for students to complete tasks and access services such as: admissions, financial aid, registration, student support services, housing, academic advising, and registration. Enrollment days are commonly offered once in the spring and three times throughout the summer.

Contact: Student Resource Center 796-6000

SATURDAY REGISTRATION (KETCHIKAN)

On the Saturday prior to the start of classes, UAS Ketchikan hosts Saturday Registration which is open to the public and pre-registrant students. During the event free placement tests are offered in the Learning Center, academic counselors are available for consultation, and staff is present to process registrations, make appointments, and answer questions.

ORIENTATION

The goal of the UAS Orientation Program is to assist new students in making a successful transition, academically and socially, into the UAS culture and community. As part of this process, new students will begin to cultivate meaningful relationships with members of the UAS community locate all academic buildings and facilities on campus and understand how to access the resources and services available to them on campus.

Juneau Orientation - Two days prior to the beginning of classes in fall, and one day prior to classes in the spring, the office of Admissions holds an event geared towards first year and transfer students to UAS Juneau. This event introduces them to the community of Juneau and UAS faculty and staff.

Contact: Admissions office 796-6100 or 1-877-465-6365

Also, visit our orientation website located at www.uas.alaska.edu/orientation/juneau

Ketchikan Orientation – The week before the beginning of classes the Student Services Office holds an event geared towards first year and transfer students to UAS Ketchikan. This event introduces students to UAS faculty, staff, services and resources.

Contact: Student Services 228-4508

EARLY ALERT (JNU)

This program was started as a method of identifying students who are struggling in their courses and offering them assistance through referral to advising, tutoring and other student support services. In the third week of class, faculty are sent class lists on which they can indicate student course progress and notes of any extenuating circumstances. Staff advisors typically meet and break up the list and contact students.

Contact: Student Resource Center 796-6000

ACADEMIC OUTREACH & EARLY INTERVENTION PROGRAMS

The Sitka campus employs two Academic/Technology Facilitators who work collaboratively within the Department of Student Services to:

- Assist students with “getting started” via email outreach
- Apprise students of important dates, resources, and changes in technology
- Operate a call-in center for tech support on academic tools
- Work with regional campuses on academic technology issues

In addition to ongoing support, the facilitators provide early intervention services to struggling students by soliciting feedback from faculty and working with advisors to provide solutions and support for academic success.

Facilitators may also provide supplemental services such as providing workshops on study skills, technology use and other areas identified by students as valuable.

Contact: Academic/Technology Facilitator 800-478-6653

The Ketchikan campus Student Services Department employs a variety of strategies to assist students with academic concerns as soon as possible. Programs include:

- Assist new students with “getting started” via phone contact during their first week
- Weekly emails to distance students to apprise them of important dates, positive habits, and campus resources
- Support faculty and the students who they identify as students at risk of failure

Contact: Ketchikan Student Services (907) 228-4508

Chapter Five

Annotated Resources



CHAPTER 5 Annotated Resource Index
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CAREER SERVICES

Integrating career planning into the college experience is a vital component of student retention and success. It helps students see the connections between school and occupational choices, and motivates them to focus on appropriate coursework to achieve their career goals.

Career Services can assist students with all phases of career development, from assessing their interests and abilities, researching a specific career, creating a winning resume and developing interviewing skills, to making employer connections and learning how to do a targeted job search. The office offers students the following services:

- Personalized career counseling
- Computerized interest inventories and career-related assessments
- Help with designing and preparing résumés and cover letters
- Assistance with job search techniques and interviewing skills
- Resources for researching up-to-date labor market information
- A database of on- and off-campus employment and internship opportunities

Additional resources include a Career Services Guide available in both print and online formats, the Alaska Career Information System (AKCIS), a comprehensive online career exploration program offering self-assessment tools, Alaska-specific and national occupational and educational information, as well as financial aid information and an extensive section on the job search process.

Career Services also maintains a bulletin board and online job bank of employment and internship opportunities, offers career-related workshops and events, and is available to assist faculty by conducting classroom presentations addressing various stages of the career development process.

Career Services is located in the lower level of the Maurant Building, Room 102. Phone 796-6368.

FINANCIAL AID

For most students the financial aid process can feel overwhelming and you will want to refer them to the Financial Aid Office for specifics. However; as an advisor you will need to know some basics.

Financial aid, in its simplest definition, is financial assistance intended to aid students in reaching their educational goals. This assistance may come in a variety of forms:

1. **Grants** – money you do not have to repay usually given to people who have a financial need (i.e. their broke)
2. **Scholarships** – money you don not have to repay, usually given to people based on merit (i.e., academics, athletics, leadership or other ability)
3. **Work-study** – Campus jobs where the school pays you money to do a job (and you give it back to them later when you pay tuition ☺)
4. **Loan programs** – money you borrow and repay later (plus interest).

Sources of financial aid can be categorized in three groups. Application procedures vary and you should always contact the source for the most accurate information but here are some general guidelines.

1. **The Federal Government** is the largest source of financial aid and offers grants, loans and work-study programs. Apply with the [Free Application for Federal Aid](#) (FAFSA) which is the one application for all traditional federal financial aid.
2. **Schools** provide a large amount of financial aid to their students. At UAS this is usually in the form of scholarships. Applications will be provided by the school.
3. **Private Companies & Organizations** Many companies and social organizations offer scholarships for students. Applications deadlines and requirements vary.

Ten Things every College Student should know about Financial Aid

1. Fill out applications ASAP to ensure maximum funding. Students DO NOT need to wait to apply to UAS or be accepted to begin the process (starting with FAFSA).
 2. The Federal Government expects parents to contribute to education costs, if they are financially able, until the student reaches the age of 24 or the student is married or are supporting their own child.
 3. Students should solicit aid from all possible sources to ensure maximum funding.
 4. Students need to reapply annually.
 5. Securing financial aid is the student's responsibility; schools can advise but the student has to do the work.
 6. Schools expect the student to pay their bill in full (or completely process their financial aid) **before** the semester starts.
 7. Students are expected to perform well academically or they risk loosing their ability to receive financial aid.
 8. The amount a student is expected to contribute is based on their previous year's income.
 9. Students can request a reconsideration of your Expected Family Contribution (The amount their family is expected to contribute to their college education for one year) if their financial situation has changes
 10. There are people to help – students just need to ask!
-

HEALTH SERVICES

On the Juneau campus, the Student Health Service exists because the Chancellor, faculty, and staff recognize the critically important role that vitality and health play in gaining life long happiness and success. Obviously, poor health and sickness lowers the probability of student success. Students pay a \$25 Health Services fee every semester. Advisors are encouraged to refer students to Health Services when appropriate.

Hours of Operation during the Academic Year

Monday through Thursday

9:00 am to 4:00pm

The Health Center is located downstairs in the Mourant Building. To make an appointment please call the Student Resource Center at **(907) 796-6000**.

At this time, neither Sitka or Ketchikan have an on campus Health Services.

COUNSELING SERVICES

Counseling is available to help students who are seeking to better understand themselves or who are experiencing stress or personal problems that interfere with their ability to engage fully in their academic program. Students enrolled in 6 or more credits are offered up to 6 counseling sessions per semester. If specialized or further sessions are needed, the counseling office has a list of community resources where students can be referred. Contact the Student Resource Center for appointments at 907-796-6000. Neither Sitka nor Ketchikan has staff for Counseling Services. Academic advisors should refer students to local resources if there is a need for counseling.

Crisis intervention is also available for students. For crises after hours and weekends, call 911 or Bartlett Regional Hospital Emergency Services, 796-8427.

A student may wish to seek counseling if they are:

- Stressed out or anxious
 - Feeling sad, depressed or alone
 - Unsure where they are going with their life
 - Missing classes, avoiding people, or not working
 - Unhappy with friendships or intimate relationships
 - Not able to sleep or sleeping all of the time
 - Eating all the time or hardly at all
 - Concerned about alcohol or other drug use
 - Thinking that things always go wrong for them
 - Homesick
 - Puzzled or confused by some aspect of their emotional life
 - Concerned about a pattern of behavior that seems self-defeating
 - Having difficulty making needed decisions
-

DISABILITY SUPPORT SERVICES

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. This federal law states that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

Any student with a disability should contact the Coordinator of Disability Support Services as soon as possible to discuss his/her disability and particular needs. The student will need to provide adequate documentation of the disability and how it impacts them in an academic setting in order to receive formal accommodation from the university. Therefore, it is important for students to begin this process immediately. The Coordinator will write a letter of accommodation for faculty and advise the student to talk with faculty personally to discuss these accommodations. The Coordinator is available to consult with advisors and faculty as needed. Students with disabilities in need of accommodations should contact the Coordinator of Disability Support Services prior to the start of each semester. Students must provide documentation to support the need for the accommodations requested. A student brochure covering services and procedures is available.

[FAQ's](http://www.uas.alaska.edu/dss/index) about accommodating students with disabilities are also available on the DSS web site:
<http://www.uas.alaska.edu/dss/index>

Disability Support Services are free of charge and available to any students with disabilities who are enrolled for at least 1 credit at UAS.

In Juneau: Susan Wylie at 796-6000

In Ketchikan: Chris Hoyt at 228-4505

In Sitka: Theresa Holt at 747-7716

Documentation

In order to receive consideration for academic accommodations or a housing exemption based on a disability, DSS must have appropriate and current information documenting the disability.

Documentation must contain:

- Specific diagnosis and description of the disability.
 - Names of any standardized tests that were given to determine the disability.
 - Description of any treatment that the student is undergoing or has undergone related to the disability.
 - Description of the probable impact of the disability in a university setting.
 - For diagnosis of a specific learning disability, objective evidence of a substantial limitation to learning must be provided. Please see www.uas.alaska.edu/dss for specific documentation requirements for both learning disabilities and ADHD.
-

Common Accommodations

Academic accommodations are determined on an individual basis. Some examples of possible accommodations are:

- Real time transcription
- Sign language interpreters
- Adaptive equipment and/or assistive technology
- Enlarged materials
- Note takers
- Tape recorded lectures
- Scribes
- Audio formatted versions of texts
- Special equipment as needed

Assistive Technology

Disability Support Services offers both devices and services that aid persons experiencing disabilities. There are adaptive computer workstations located in the Juneau DSS Office, the Ketchikan Computer Lab and the Sitka Learning Center. These workstations are available for all UAS students, staff, faculty and community. DS has a variety of software and equipment available at these workstations, including Dragon Naturally Speaking, ZoomText, Scientific Notebook and Aurora Word Prediction.

Equipment Checkout

DSS has some adaptive equipment for checkout including the Phonic Ear FM system, laptop computers, 4-track cassette players and portable CD players. Equipment checkout is based upon reasonable and appropriate documented accommodations and is prioritized by need. For further information or to check out equipment, call the campus DSS Contact.

DUAL ENROLLMENT

The UAS dual enrollment program is a regional opportunity for high school students who have either exhausted high school course offerings, have shown solid ability and/or are highly topic-focused. Students must be 16 years of age or older with a 3.0 GPA or higher to enroll in one or two UAS courses per semester while still in high school. Occasionally, students under the age of 16 may enroll in courses at UAS with the approval of a representative from the academic department (Dean, Chair and Instructor). All students must obtain a signature of approval from the Dual Enrollment Advisor or the Registrar. For signature and registration forms, and additional information, go to the [UAS Dual Enrollment](#) web page.

UAS does have one designated Advisor who will work with Dual Enrollment students. Other academic advisors are welcome to work with these students but MUST communicate with the Dual Enrollment Advisor so complete records can be housed in one location. Advisors working with Dual Enrollment students will want to stress the difference in expectations in college vs. high school; be sure the student understands that transcripts are permanent records; and direct the student to appropriate support services and resources. It is also important to communicate with faculty who have these young students in their courses and offer assistance to them if they come across issues with dual enrolled students in their classes, especially those that may not be academic in nature.

If you encounter a dual enrolled student whose financial situation may prevent enrollment, please contact the Dual Enrollment Advisor.

Contact: Dual Enrollment Advisor 796.6454

ADVISING FOR ACADEMIC EXCHANGE STUDENTS

UAS Exchange and Study Abroad Affiliated Programs

- National Student Exchange (NSE)
- International Student Exchange Program (ISEP)
- AHA-International Northwest Council on Study Abroad (NCSA)
- AustraLearn (AL)
- Institute for Study Abroad (IFSA) - Butler

Located in Juneau, the Academic Exchange office serves students at all southeast campuses by coordinating exchange and study abroad opportunities. The options available allow students to obtain UAS credit while attending another university or college outside the state and/or country. Students may participate in a national and international program for a semester or a year, allowing students to spend up to two years outside of Alaska.

All students must be full time, degree seeking, in good standing with a GPA of at least 2.75 cumulative for international interests, and 2.5 for the national program. Once eligible, students must complete an application and interview process.

Students who participate in a UAS affiliated exchange or study abroad program are strongly encouraged to meet with their assigned Academic Advisor before leaving UAS and beginning their exchange or study abroad experience. Please note that there are times when this is not possible: The student may already be participating in a program and unable to return to Juneau for a face-to-face meeting; Faculty and/or Staff Advisors may be off contract; Course selection may be impossible to obtain (ISEP). The intent of the meeting is to inform the advisor of the experience, if the student has not done so already, and to ask questions regarding course selection. The advisor's role is to review and discuss course selection and UAS equivalencies so the student continues to advance in his/her degree program.

To ensure that there are no questions regarding course equivalencies when the student returns, the Academic Exchange office or the program provider requires the student to complete a UAS Advisor Agreement (NSE and NCSA) or a program specific Course Selection form (ISEP and AL). This form is similar to a registration form in the sense that it lists the courses the student wishes to take. When reviewed, it also allows the student to see how the courses they intend to take will be seen on their UAS transcript when they return (UAS equivalencies). Not only should the student and the advisor sign this form, this form is also passed from the student to the Credit Evaluator to ensure that the information discussed and determined between the student and advisor is correct. If there is a discrepancy or uncertainty on a course equivalency, the Credit Evaluator will consult the Registrar.

These exchange and study abroad experiences may be suggested to students who have expressed an interest in transferring, or who want to explore other degree/career options. The students who participate in these programs return to UAS more focused, motivated and mature.

Please note that UAS also welcomes visiting exchange students from other national and international universities on campus. Questions from these students should be referred to the Academic Exchange Advisor. If you have additional questions, please contact the [Academic Exchange](#) office.

INTERNATIONAL STUDENT ADVISING

Background

Immigration functions of the Immigration and Naturalization Service (INS) were transferred to The Department of Homeland Security (DHS) in 2003. Since 2003, the Bureau of Immigration and Customs Enforcement (ICE), one of three bureaus within DHS, has been responsible for immigration investigations, detention, removal, and SEVIS. **SEVIS is short for Student Exchange and Visitor Information System.**

Mandated by federal regulation, SEVIS was designed as a government tracking system that allows various agencies of the U.S. government (overseas U.S. consulates, border patrol agents at the U.S. borders and airports, the Department of Homeland Security, and other agencies) to see up-to-date information about international students and scholars in F, J, and M visa status, their academic activities, and their accompanying family members.

At this time, UAS has authorization to issue F-1 visas only. An "F-1 student" is a nonimmigrant who is pursuing a full course of study towards a specific educational (or professional) objective at an academic institution in the US. Once the objective has been attained the "F-1 student" is expected by the US government to return to his or her residence abroad.

There are two officials on UAS campus who are designated by the university to represent and speak for the school in F-1 student matters. The Primary Designated School Official (PDSO) is the Registrar and the Designated School Official (DSO) is the Academic Exchange and Study Abroad Coordinator. These individuals ensure institutional and individual compliance with the law. They report to SEVIS, approve or recommend benefits for F-1 students, educate students and the institution about their rights and obligations under F regulations, and review and sign I-20* forms.

Advising

The Primary Designated School Official (PDSO) and the Designated School Official (DSO) at UAS require that all international students check in with them at the beginning and end of *each* semester. It is the PDSO and DSO responsibility to review course selection, inquire about appropriate personal and programmatic SEVIS information, and assist with future plans for graduation or work experience.

It is not the intention of the PDSO or the DSO to replace the Academic or Faculty Advisor. It is, however, expected of the Academic or Faculty Advisor to include the PDSO or DSO in the advising loop for F-1 students. There are specific regulations that F-1 students are to comply with and at times these regulations can be interpreted differently by a student or faculty and the school official. Some procedures such as internships and employment have specific issues to address and may need approval by the government. Decreasing course loads, graduation, family illnesses and other items may affect the status of an F-1 student. Please feel free to contact the PDSO and DSO when in question, and continue to encourage the F-1 student to make an appointment to discuss these issues. F-1 students are very knowledgeable of their situation, the regulations and their rights. We are here to assist them and keep them in status, and to ensure UAS follows the law.

* An I-20 is a government form that tells the U.S. government that the student is eligible for F-1 Student Status. It certifies that the student (1) is or expect to be a "bona fide" student; 2) meets admissions requirements; (3) will pursue a full course of study; (4) proved that he or she has enough money to study and live in the U.S. without working illegally or suffering from poverty. Students need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.

DISTANCE SUPPORT

Advising distance students for distance programs can be difficult as policies and procedures sometimes vary from campus to campus and from one MAU to another. Advisors should recommend that students contact the campus delivering the course for clarification of any questions they may have.

Within UAS one major variation is accessing textbooks. Distance courses from Juneau or Sitka require students to purchase their textbooks from an online book seller called MBS Books. Books can be ordered (and sold back after the course) online at <http://bookstore.mbsdirect.net/UALASKA.HTM>. The Ketchikan campus mails books to all registered students approximately two weeks prior to the course start date and daily to late-admitted students. Students should make sure their mailing address in Banner is accurate. Students can contact the Ketchikan distance office if they choose to purchase their books on their own.

Sitka

907-747-7721

1-800-478-6653 *Toll free in AK*

Fairbanks

907-479-4715 or 497-3444

800-277-8060

Juneau

907-796-6000

1-877-465-4827 *Toll free anywhere*

Ketchikan

907-228-4590

1-888-550-6177 *Toll free in AK*

Anchorage

Distance Ed: 888-553-2760

Placement Testing (for students going to UAA) 907-786-4521

Distance Degree Listing

Below is a complete list of all [occupational endorsements](#), [certificates](#), [associate](#), [bachelors](#), [graduate](#), and [certification and endorsements](#) offered at the University of Alaska Southeast utilizing distance technologies. For [delivery methods](#) please view from the class level by searching the [online schedule](#).

OCCUPATIONAL ENDORSEMENTS	
Administrative Office Support	Child Development Associate
Computer Applications	Environmental Technology
Introductory Network Administration	Medical Office Specialist
Programming Foundations	Web Authoring
Web Foundations	
CERTIFICATES	
Accounting Technician	Computer Information & Office Systems
Community Wellness Advocate	Early Childhood Education
Environmental Technology	Fisheries Technology
Health Information Management Coding Specialist	Healthcare Privacy
Small Business Management	
ASSOCIATE DEGREES	
Business Administration, A.A.S. Degree	Computer Information & Office Systems, A.A.S. Degree
Early Childhood Education, A.A.S. Degree	Environmental Technology, A.A.S. Degree
Fisheries Technology, A.A.S. Degree	General Education, A.A. Degree
BACHELOR DEGREES	
Accounting, B.B.A. Degree	Entrepreneurship, B.B.A. Degree
General Studies, B.L.A. Degree	
Human Resource Management, B.B.A. Degree	Marketing, B.B.A. Degree
GRADUATE DEGREES	
Business Administration, M.B.A. Degree	Early Childhood, M.Ed. Degree
Educational Technology, M.Ed. Degree	Elementary Education, M.A.T. Degree
Public Administration, M.P.A. Degree	Reading, M.Ed. Degree
CERTIFICATION AND ENDORSEMENT	
Certification	
Elementary Education	
Teaching Endorsements	
Early Childhood Education	Educational Technology
Mathematics Education	Reading
Special Education	

UAS Distance Contacts

Arts & Sciences

arts.sciences@uas.alaska.edu

1-877-465-4827 ext. 6163

Business & Management

som@uas.alaska.edu

1-800-478-9069

Education

jyed@uas.alaska.edu

1-866-465-6424

Ketchikan

ketch.info@uas.alaska.edu

228-4590 or 1-888-550-6177, extension 4590

Sitka

sitka.distance@uas.alaska.edu

800-478-6653, ext. 7703.

Juneau

uas.info@uas.alaska.edu

1-877-465-4827

Students should follow these simple steps to continue their education by distance:

Step 1 - Explore the options. Identify whether they want to take a single class for personal growth or enroll in a degree program. View the [course schedules](#) and [degree programs](#). If the student decides to enroll in a degree program, they can [apply online through the admissions Website](#).

Step 2 - Take a placement test. The university requires two exams, English and Math, in order to determine what level of these respective courses the student should start at. If they intend on taking a computer subject course, students will also need to take a Computer Information and Office Systems (CIOS) placement exam, as well. Contact [The Learning Center](#) at (907) 796-6348 for more information about taking these exams by distance.

Step 3 - Depending upon a student's individual educational goals, she may want to speak with a [career advisor](#) before going any further.

Step 4 - Register for classes. Students who have never taken a course from the University of Alaska system, or haven't done so in the past three years, please call one of the three campuses to register or print and fax the [course registration form](#) if they are not degree seeking students. Returning students can register by [UAOnline](#).

Step 5 - Order course materials. In most cases, course materials will automatically be sent to registered students. In other cases, students will have to order books using the MBS Direct online bookstore. For details, visit the [distance site bookstore information](#).

Step 6 - Go to [UASOnline!](#) to locate course web sites. It is important to search for the correct section number for a particular course (ex. ACCT 222-UK1), as on-campus course web sites are also accessible via this utility. Once the correct website is located, students should bookmark it, add their name to the class e-mail list, and send the instructor an introductory e-mail with the above course information located in the "subject" line. Finally, locate and print the course syllabus for review. If it has not been posted yet, check back frequently.

Ordering Textbooks

The [course schedule description](#) for an individual class will explain how to get textbooks. However, distance students will need to be proactive. In many cases, books will need to be ordered online at www.mbsdirect.net. Students need to allow plenty of time for the books to arrive (1-2 weeks). Each campus is a little bit different. Classes taught out of Juneau and Sitka (e.g. JD1, UJ1, UT1), require students to order books on MBS. Classes taught out of Ketchikan (e.g. KD1) are set up for books to automatically mailed to registered students. For distance classes taught out of UAA or UAF, students need to call the appropriate numbers listed below (e.g. F01, FD1).

If you have questions, please call your campus bookstore:

Juneau Bookstore 907-796-6401

Ketchikan Bookstore 907-228-4590

Sitka Distance/Bookstore 907-747-7708

[MBS Direct](#) 1-800-325-3252

Anchorage Bookstore 907-786-1151

Anchorage Distance 907-786-4646 Opt.3

Fairbanks Bookstore 907-474-7348

Fairbanks Distance 907-474-5353

Distance FAQ'S

1. Does the student have to be an Alaskan resident to enroll in a distance degree program?

Generally, students must be residents of the state of Alaska to enroll in the majority of the [degree programs offered by distance through UAS](#). (The exceptions are the [MPA program](#), the [M.Ed. in Early Childhood Education](#), and the [M.Ed. in Educational Technology](#)). Please check with the [local site coordinator](#) for availability of required equipment. Some communities have not been set up yet for things like [satellite delivered courses](#) which are part of the MPA program delivery.

2. Do students have to be Alaskan residents to take a distance courses?

Although most [degree programs offered by distance](#) are not available to students living outside of the state of Alaska, non-residents can take courses offered by CD-ROM, Internet, or via traditional correspondence.

3. How do distance courses differ from campus courses?

Although the course content remains unchanged, some students find distance courses more difficult than traditional college courses. The following skills are essential for success in distance education: the ability to work and learn independently, time management, the ability to collect information from a variety of sources, strong academic skills, being goal-oriented and the having ability to commit time. Students should determine if they possess these skills before attempting a distance course.

4. By what methods are distance courses delivered?

Courses are delivered through printed materials, audio and videotapes, telephone communication with the instructor, fax, CD-ROM, Internet, satellite and/or Email. Each program's main delivery method is listed on the [Distance Homepage](#).

5. Can students take satellite or audio conference courses from home?

The cost of broadcasting satellite and audio conference courses is very high. The tuition and fees distance students pay does not necessarily cover all of the expenses required to take one of these courses. For this reason, strict rules are enforced in communities where more than one person is enrolled in the same course. Students may only take a satellite or audio conference course from their home if they are the only person in that community taking the course or if they are considered to have special circumstances. Otherwise, students must meet in a common area that is provided upon enrollment.

6. How much study time is required for distance courses?

Distance courses match the on-campus versions very closely both in duration and in content. On-campus students spend 3 hours in class and 3-6 hours on the assignments per week. Although some distance students complete the course in fewer hours, many find they work more slowly studying on their own. Plan to spend 5-8 hours studying per week per course. Distance courses require a lot of work and time but the percentage of students who complete is similar to the on-campus sections and the average grade is often higher.

7. Does distance education cost more than classes held on campus?

While tuition, technology fees and book/material fees are the same for distance and on-campus courses, students taking distance delivered classes are required to pay distance fees. On-campus students pay certain campus-related fees (for example the student activity fee) that extended site students do not pay.

8. Is financial aid available for distance delivered classes?

Yes, in most instances if the student is admitted to a degree program. Financial aid does not fund year-long correspondence courses. Most forms of financial aid require that the student be enrolled in at least 6 credits (half time status) to qualify. Students may take classes from more than one UA campus and still be eligible for financial aid.

9. Where does a student apply for financial aid?

Work through the financial aid office at the campus that will award the degree the student is seeking.

10. Does a student have to be in a degree program to take classes?

No, it is not necessary. However, classes taken before applying for a specific degree program cannot be guaranteed as meeting requirements for a program if the requirements change.

11. How does a student apply for a degree program?

Students should consult with an academic advisor or a faculty member before applying for admission. Career possibilities, availability of courses, and the technology involved all need to be discussed. (Some degrees are not totally available by distance delivery.) Applications are available from local site coordinators or as downloadable forms from the Internet.

12. How does a student get class materials?

In most cases your syllabus may be downloaded from UAS OnLine once a student has registered and payment arrangements have been made. Books are obtained from MBS Direct or mailed by the host campus (see previous section of this manual for more details) and that information will be given to the student at the time of registration.

THINGS A DISTANCE STUDENT SHOULD KNOW...

1. “Online” does not mean “easy” or “less work.”

For example the local ENGL 110 requires 3 essays, no text (handbook only), and has strict attendance requirements. The online section of ENGL 110 requires 4 essays, textbook plus handbook, and a set schedule including weekly discussion items, quizzes, essay writing, and revision. Online courses in general require more reading, and the student is responsible for making sure everything is read and understood.

2. There is a lot more reading and written response in online classes.

Typically students will cover much more written material than they would in a traditional course. Expressing oneself in writing becomes very important with most distance courses as almost all communication occurs through writing.

3. “Online” does not mean “self-paced.” Most classes have a schedule that is followed. Late work may be penalized or not accepted.

4. Students should not assume that they can just leave in the middle of the semester for two weeks and be able to catch up (or be allowed to). If they have travel plans, they should contact the instructor at the beginning of the semester to find out what will be missed and how their absence will impact their coursework.

5. Students should be highly self-motivated and organized. This includes:

- a. Keeping a calendar of due dates for the semester.
- b. Printing the weekly activities and checking off activities as they are completed
- c. Making sure the instructor has received all assignments.
- d. Scheduling specific time, time to work on online classes, the same way they have to for in-person classes.

6. Students should have regular and reliable Internet access. Checking email and the course site/s should happen several times a week.

7. Students must be comfortable with computers. They should be able to:

- a. Send/receive emails with attachments
- b. Download, install and run programs
- c. Navigate multiple websites (often all at once)
- d. Follow instructions for completing online assignments
- e. Be resourceful enough to deal with the inevitable computer glitch.

8. Students should be able (and willing) to ask questions when they don’t understand something. Instructors are not clairvoyant; we can’t tell if a student is having problems unless s/he asks!

9. Students should not expect an immediate response to email. 24 hours is a reasonable wait time for email responses, not including weekends.

10. Students should not wait until the day an assignment is due to ask questions about the assignment. (See also item #9 above.)

11. Students should order books early and contact the company immediately if they don’t arrive when expected. UAS Ketchikan mails books automatically to all students enrolled in their courses.

LEARNING AND TESTING

The Learning Centers on all three Southeast campuses provide academic support services for their students including proctoring, testing, and tutoring as well as offers a quiet location for studying, referring to reference materials, working on computers and gathering with fellow classmates to complete assignments.

The Learning Center has been focused as “the testing center” which indeed it is, but that is not the only focus. When advising students, advisors are encouraged to suggest the services in the center to *all* students. The center is intended for students who have chosen to engage in their learning process and may desire a quiet study area within a supportive community, as well as for those students who are struggling and need academic support. The Learning Center in Juneau has worked hard to create an environment that fosters student success by offering ideas for time management, reading, writing and testing strategies, and study habit skills.

Partnerships with faculty and advisors are welcome and wanted. Special communication with English and Math faculty is necessary to continue to maintain accurate score recommendations on the placement tests.

Contacts

Juneau

Juneau General Line	907-796-6348
Learning Center Director	907-796-6226
Testing Coordinator	907-796-6226

Ketchikan

Ketchikan General Line	907-228-4560
Learning Center Coordinator	907-228-4524
Instructional Technician	907-228-4560
	907-228-4549

Sitka

Sitka General Line	800-478-6653
Learning Center Coordinator	907-747-7716
Testing Coordinator	907-747-7785

TRIO STUDENT SUPPORT SERVICES

TRiO is a federally funded grant program at UAS that assists students with a full range of support services. Some of the services provided by TRiO include:

- TRiO Scholarships (awarded per semester)
- One-on-One Tutoring
- Equipment lending program (laptops/calculators/USB drives)
- Academic/Career Guidance and Advocacy
- Community and Campus referrals
- FAFSA and Scholarship assistance
- Access to academic and cultural workshops and community based social events

In order to qualify for the program students must meet one or more of the following eligibility criteria:

- Be low income
- Be a first-generation college student (parent's do not have a Bachelor's degree) or
- Have a documented disability

Eligibility for the program is determined by the TRiO staff with a face-to-face intake session with the student.

Students can participate in TRiO at any point in their undergraduate program (freshmen through senior), and remain eligible for program services until they receive their targeted degree from the University of Alaska Southeast, Juneau campus. TRiO does not work with students in graduate degree programs.

If you are advising students that you think qualify for this program, please refer them to:

Carol Comolli
TRiO Director
Mourant Room 119
796-6325

Carol.comolli@uas.alaska.edu

or

Lisa Bogert
TRiO Academic Coordinator
Mourant 118
796-6306

lisa.bogert@uas.alaska.edu

NATIVE AND RURAL CENTER

The [Native and Rural Student Center](#) (NRSC) assists Native and rural students in adjusting to college life at the UAS Juneau campus. It offers support services such as academic advising, assistance with registration, course selection and scheduling, as well as peer advising, mentoring, and special orientations to help improve Native student retention and success.

The NRSC coordinates on- and off-campus activities and special events for its student members, and it offers a place for Native and rural students to meet and form friendships, and to receive support and peer mentoring. It is also the central meeting place for Wooh.een (meaning "working together" in the Tlingit language), the Alaska Native students' club, which helps to promote academics, student retention and leadership on campus, as well as to plan and host student events at UAS and in the community.

In addition, the NRSC works with the TRiO Student Support Services program, the [UAS PITAAS](#) (Preparing Indigenous Teachers & Administrators for Alaskan Schools) scholars, the Early Scholars at Juneau Douglas High school, Juneau Youth Correctional students, and the All Nations Children dance group.

The NRSC is housed in the lower level of the Mourant Building and is an integral part of UAS Student Services. Phone: 796-6454.

PREPARING INDIGENOUS TEACHERS & ADMINISTRATORS FOR ALASKA SCHOOLS (PITAAS)

Preparing Indigenous Teachers & Administrators for Alaska Schools (PITAAS) is a teacher preparation program for Alaska Natives at the University of Alaska Southeast. It is funded by a grant from USDOE. PITAAS scholarship award levels vary from year to year depending on funding availability. (The average award during fall semester 2005 was \$3000.)

Target Population

Alaska Native High School Graduates from Southeast Alaska School Districts;
Alaska Native Candidates for the Master's of Arts in Teaching (MAT) program;
Alaska Native Candidates in the Education Leadership Program at UAA; Alaska Native Tlingit and Haida Head Start Employees.

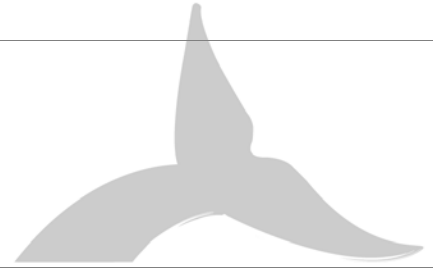
Eligibility

Applicants MUST

- be Alaska Native;
 - be residents of Southeast Alaska (statewide is OK for MAT and Ed Leadership candidates);
 - be admitted to an Education degree program at UAS (or UAA Ed Leadership).
-

Chapter Six

Advisors Tools



CHAPTER 6	Advisor's Tools
	Banner
	OnBase
	MyUA
	UAS Advising Group
	UA Online
	UAS Online
	AKCIS
	Placement Test Scores
	Degree Audit Shared Folder

BANNER

BANNER is a database system that allows you to access necessary information about students and courses. By working in different “forms,” you may access records such as student directory information, individual course schedules, advisor information, transfer credits, course history, admission application status, transcripts, as well as information particular to courses. This information in Banner is the official record within the University of Alaska system. This database system is quite large and can be complicated or cumbersome to use. That said; do not be afraid to investigate the many uses of the Banner system. There are some common pages within the system that are used on a regular basis by advisors. Detailed ‘quickflows’ and directions about navigating through the system are located in Chapter 6 of this manual.

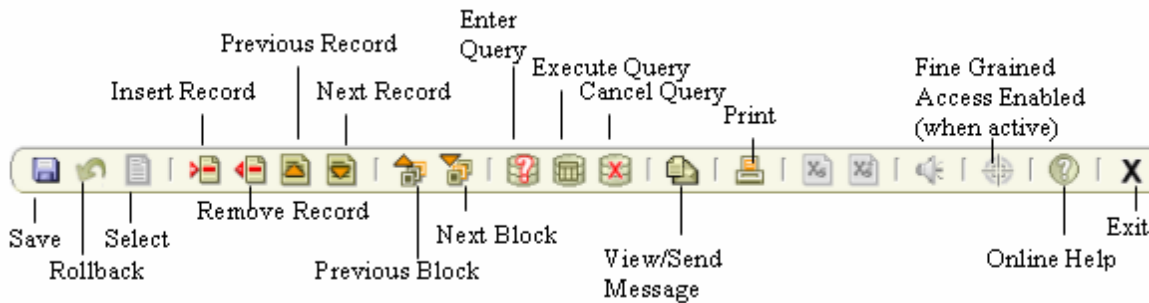
Training

When getting started and for continued training, contact the following people for more information on training specific to your needs.

Student Information System Security Coordinator796-6259
Assigns access to Banner systems

Banner Trainer.....796-6458
Training for general use of Banner as well as how to use specific forms

Quick Reference Guide



Commonly Used Keystrokes:

- Rollback – “Shift F7” or clears and allows you to enter a different student’s ID in the same form
- Exit – “Ctrl Q” or (Exit) to exit a form
- Next Record – “Ctrl PgDn” or to view or proceed to the next record in a form
- Previous Record – “Ctrl PgUp” or to view or go back to a previous record in a form

*Note: A more complete version of keyboard commands can be found at the UAA Banner resource site (See “Online Resource Sites” on page .)

Quick Tips:

- “%” can be used as a ‘wildcard’ in a search field
- Do **not** hit keys multiple times quickly (i.e. “Ctrl Q” to exit a form), particularly when Banner is slow; each keystroke “catches up,” and you may be completely out of the system before you realize it.
- Use the Advisor tailored Banner “Quickflows” below to run through information you may need in a student meeting. You may access these “Quickflows” by entering GUAQFLW in the initial Menu. Type in SANS or SACS, respective to the information you want to view, and click “Start”. (Note: You may also work with Admissions & Records to create a “Quickflow” that works best for you.)

SANS	SACS
Southeast Alaska New (and transfer) Students	Southeast Alaska Continuing Students
SPAIDEN – general information SAAADMS – admissions application SAAACKL – admissions summary SOATEST – some test score information SOAPCOL – prior college information SHATRNS – transfer and exchange information SSI2AVL – section status query SSASECQ – schedule section query	SOAHOLD – hold information SHACRSE – course history SHAINST – term course maintenance SGASTDN – general student degree information SGAADVR – advisor(s) assigned SHATRNS – transfer and exchange information SFI2RAT – registration activity by term SSI2AVL – section status query SCADETL – course detail information SHADEGR – degrees and formal awards
Other screens of interest: SFAREGQ, SFR2PRS, SFR2SCHD, SFR2LST, SHI2TCE, SHR2TCE, SFAREGF	

Useful Screens

(in alphabetical order)

SAAACKL – Admissions Summary Form
SAAADMS – Admissions Application Form
SCADETL – Course Detail Information Form
SFAREGF – Student Course/Fee Assessment Query Form
SFAREGQ – Registration Query Form
SFI2HRS – Registration Hours Summary Query Form
SFI2HRS – Registration Hours Summary
SFI2RAT – Registration Activity by Term
SFR2LST – Class
SFR2PRS –
SFRSCHD –
SGAADVR –
SGASTDN –
SHACRSE –
SHADEGR –
Form
SHAINST – Term
SHATERM –Term Sequence Form
SHATRNS – Transfer Course Form
SHATRNS –Transfer Course Form
SHI2TCE – Transfer Equivalences Form
SHR2TCE – Transfer Credit Equivalency Report
SIAASGQ – Faculty Schedule Query Form
SIAASGQ – Faculty Schedule Query Form
SOAHOLD – Hold Information Form
SOAPCOL – Prior College Information Form
SOATEST – Test Score Information Form
SPAIDEN – Identification Form
SPATELE – Telephone Form
SSASECQ – Schedule Section Query Form
SSI2AVL – Section Status Query Form

Roster Report
Prerequisite Report By Subject
Student Schedule Report
Multiple Advisor Form
General Student Form
Course Summary Form
Degrees/Other Formal Awards

Course Maintenance Form

On the following _ pages, you will find examples of each form and simple instructions and tips on navigating in each form.

ONBASE

OnBase is a document management system by which you may view student documents. Currently, staff advisors have access to this system to look up student enrollment applications, transcripts, communications, degree audits, etc. If you are a faculty advisor who would like to learn more about OnBase and it's potential benefits to you, contact the Admissions & Records office at 796-6100 or check with your departmental staff advisor(s).

MYUA

MyUA is a secure web portal for all your university information. Each student, staff, and faculty member has an account to access MyUA. Since MyUA provides users direct access to UA Online, UAS Online, Blackboard, and your university email account it recommend that students use MyUA as a single log on for all their University accounts.

As an advisor, you should have a new student log in to his or her MyUA account to illustrate how to access student records and course information. Students receive a tutorial at orientation and can access further help at the Computer Lab/Helpdesk. Advisors, however, have the opportunity to give the students one-on-one and hands-on time. Show them how to register for classes on UA Online through the MyUA portal. Have them register right in your office. Students can also access their UAS webmail, customize tabs and channels for what they use, and join or create student groups.

A continuing student will be able to register through UA Online. Online registration at MyUA provides immediate feedback to course availability, fees and financial aid status. Helping students to become comfortable with MyUA is a first step in training them to be more self-sufficient in managing their activities at UAS.

Find the MyUA login link and User Guide by going to the following website:

<http://www.uas.alaska.edu/myua/>.

Tech help: Helpdesk at 796-6400 or helpdesk@uas.alaska.edu

Training:

User Guide available online at <http://www.uas.alaska.edu/myua/MyUAUserGuideUAS.pdf>

Flash Presentations at <http://www.uas.alaska.edu/myua/training/index.html>

UAS ADVISING GROUP

UAS Advising Group is a private group in MyUA to facilitate communication and consistency in advising region-wide.

UA ONLINE

UA Online is the Universities electronic records management site. It offers students a direct link to the financial aid, grades, transcripts, and much more. Advisor and faculty have access to their personal records as well as academic records for their advisees. Other services offered by MyUA include:

Prospective Students & Apply for Admission or Check Status of Application

These sections are specifically for students. The Prospective Students section requires students to select a UA campus and location then fill out an online form to submit. The appropriate campus Admissions & Records office will respond to the student. The Admission or Check Status of Application works much the same way, requiring students to select a UA campus, location, degree program and date then complete additional online forms. A response will come from Admissions & Records.

Distance Education Gateway

The Distance Education Gateway provides access to current course information for distance delivered classes available all over the University of Alaska system.

Class Schedule

This section provides class schedules by year, semester, campus and subject matter. Make sure to enter an appropriate semester and select the correct campus location before doing a class search.

Transfer Credit Resource

This site is designed to provide you with the ability to query the UA database of courses that have been evaluated from other regionally accredited universities and colleges across the United States, Canada and Australia. It provides a comparison of the classes and credit hours that have been evaluated as transferrable to UA institutions, or to other institutions from UA.

Employee Services

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Personal Information

View or update your address(es) & phone number(s). View name change & social security number change information; Change your PIN; Look up your UA ID.

Faculty Services

View student transcripts, run unofficial degree audits (AA only). Faculty can enter grades and registration overrides, view class lists and student information

*The Faculty Services section offers one of the most valuable resources for advisors, the Advisor Menu, which enables you to view student transcripts and generate and view unofficial degree evaluations without logging into Banner. It also allows you to review student transfer credit equivalency.

UAS ONLINE!

Students will need to use UAS Online to access their course homepages, portfolios, forums, and their personal profile. Distance courses in particular rely heavily on UAS Online to communicate with students. Students should be encouraged to log in to UAS Online as soon as possible to familiarize them with the system. A student use guide is available online at

<http://www.uas.alaska.edu/its/support/helpdesk/coursework/coursework.html>

Advisors can use UAS Online to look at current and past course syllabi. This is an effective way to help students better evaluate the capacity for success in the course based on the workload and faculty expectations.

ALASKA CAREER INFORMATION SYSTEM (AKCIS)

AKCIS is an annually updated online program that provides comprehensive, user-friendly career information. It is designed to help people seamlessly explore career and educational opportunities in Alaska and throughout the U.S.

Key benefits that AKCIS offers:

- Occupational information (including Outlook, Salaries, Occupations related to degree programs, and Occupational videos)
- Alaska-specific and National information
- Assessments to help individuals match their interests, skills, and values to occupations
- Search tools to help individuals locate financial aid
- Links to additional resources, such as professional association websites, college and university websites, Alaska's & America's Job Bank

The web address for AKCIS is <http://akcis.intocareers.org>. To access the features of the system requires a user name and password. The UAS site login is:

User name: uasjuneau

Password: 4akcis

After using the UAS login, students should be encouraged to create their own personalized AKCIS portfolios and logins (by selecting the "My Portfolio" then "Create My Portfolio" options). This will enable students to save their research and assessment results and revisit the system it at any time in the future to conduct further research. For additional information on utilizing the various features of AKCIS, contact Career Services at 796-6368.

PLACEMENT TEST SCORES

<http://www.uas.alaska.edu/tlc/placement>

Contact TLC Director at 796-6226, who will put in a request to the IT folks to grant you access to the test scores site.

ADVISOR'S LINK ("AL")

Coming Soon – The IT department is preparing a web interface that will pull information from Banner and UAS online to give advisors a one page document that will show general information about individual student. Information will include name, picture, degree program, admission term and more!

DEGREE AUDIT SHARED FOLDER

This shared file will go you access to degree audits completed for graduation. Contact Diane Meador in Records and Registration at 796-6259 to request access.

Chapter Seven

General Information / Forms / Glossary



CHAPTER 7	General Information / Forms / Glossary
Advising Web Links	
Glossary	
Corrections to This Manual	

ADVISING WEB LINKS

Student Records / Course Management sites

Access student records at uaonline.alaska.edu
UAS Course Management Site uascentral.uas.alaska.edu/online
UAS Web Mail mail.uas.alaska.edu

Sites for UA distance courses

Distance Education Gateway (All UA distance delivered courses) www.alaska.edu/distance
UAF Center for Distance Education <http://distance.uaf.edu/>
MBS Online Bookseller direct.mbsbooks.com/ualaska.htm

Career / Job Sites

Occupational Outlook Handbook www.bls.gov/oco
Alaska Career Information System <http://akcis.intocareers.org>
AK Dept. of Labor Work Force Development <http://labor.state.ak.us>

Misc Sites

UAS forms www.uas.alaska.edu/forms
Computer Help Desk www.uas.alaska.edu/helpdesk
Federal Financial Aid Application (FAFSA) www.fafsa.ed.gov

GLOSSARY

Following is a quick reference of terms students at UAS may encounter. Do not assume that students are familiar with these terms and their implications.

Academic Advisor/Counselor - This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter. At some institutions, academic advisement is conducted by faculty as part of their job duties. Other institutions may designate specific staff as academic counselors.

Ability to Benefit - Freshman applicants who do not have a high school diploma or GED must demonstrate an ability to benefit (ATB) before being admitted into a federal financial aid-eligible degree program.

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

Academic Suspension - A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period - usually one semester. Specific requirements may be placed on the student’s re-entry into college.

Accuplacer – A suite of computer-adaptive placement tests that quickly, accurately, and efficiently assess reading, writing, and math skills.

Adding a Class - Students may add classes, without the need for instructor approval, until the last day of late registration (the second Friday after classes start) (Getting Started! Registration.)

Application/Acceptance/Admission - Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain Acceptance to the institution if the decision to accept the application is positive. Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution

Alumni - people who have graduated from the institution.

American College Testing (ACT) – A college entrance exam designed to assess students’ development and their ability to complete college-level work in English, mathematics, reading and science.

Associate of Applied Science – Degrees that are awarded in specific occupational fields with emphasis on entering the job market. This degree, usually seen as a terminal degree, can serve as the basis for additional education and is at least 60 credit hours.

Associate Degree - A two-year degree offered through UAS that is granted to those students who have successfully completed 60 credit hours of core certificates and associate degrees university requirements and coursework in an elective.

Audit a class- A student may elect to take a course for informational purposes only. The student is not required to turn in coursework and will not receive credit or a grade for the class.

Baccalaureate Degree – A degree granted to those students who have successfully completed a minimum of 120 credit hours of general university requirements and coursework in a major field of study.

BANNER - Computer information system that maintains student database at <http://banner.alaska.edu>.

Bookstore - All colleges have bookstores. It will generally stock all the books and other materials required in all the courses offered at the institution as well as providing basic sundries and clothing items.

Business Office - The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar's Office on some campuses.

CAPP – Unofficial Degree Evaluation (degree audit) available for students and advisors on UAOnline. Evaluations for majors other than the student's "official" major may also be viewed under the "What-If Analysis" section.

Catalog- College catalogs provide all types of information parents and students need to know about a school. It lists, for example: the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc.

Certificate Program - Vocational certificates take one to two years to complete and require 30 to 60 credits.

Chancellor's List - An academic honor given to those undergraduate students who have completed a minimum of 12 credit hours with letter grades in a semester with a GPA of 4.00.

Change of Major – Students may change majors by completing a Change of Major Form (as long as they meet departmental entry requirements). The change goes into effect the following semester. Newly admitted students and students requesting a level change (associate to bachelor degree or certificate to associate degree) must contact Admissions to change their major.

Class Standing - Determined on the basis of credits earned:

Freshman 0 - 29 credits

Junior 60 - 89 credits

Sophomore 30 - 59 credits

Senior 90+ credits

CLEP - The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog.

COMPASS – Comprehensive computer-adaptive testing system that helps place students into appropriate courses. COMPASS may be used as an admissions requirement for associate or certificate degree students that do not have ACT or SAT scores. (Compass will soon be completely replaced at UAS by Accuplacer)

Concurrent Enrollment - A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example: In Oklahoma, a high school senior can concurrently enroll in high school and in college provided he/she meets established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments are generally made in advance.

Continue on Probation - A student previously on probation whose semester and/or cumulative GPA is less than 2.00 may be continued on probation, instead of being disqualified from the degree program. The dean of the college in which the student is majoring will determine the student's status (Academics & Regulations).

Course Credit – Example: a 3-credit class would meet for 2,900 minutes of lecture (3 hours a week, plus at least 1,600 minutes of study outside of class time).

Course Load - The total number of credit hours the student has enrolled in for a semester. The average course load for UAF students is 15 credits. (Academics & Regulations)

Course Numbers - All courses are identified by numbers usually containing 3 digits, for example Freshman English might be 111.

Credit by Exam - An exam may be taken and credit given for demonstrated understanding/experience in a particular area. See Non-Traditional Credit section (Getting Started: Undergraduate Course Placement & Transfer Credits.)

Credit Hours - Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend a class for one classroom hour (usually 50 minutes) per week for the whole semester (usually 16 weeks). Classes are offered in 1 - 5 credit hour increments, and sometimes larger amounts.

Credit/No Credit Option - Completion of a course for credit only. A letter grade is not awarded. One “free elective” course per semester can be taken under this option. A form must be filled out and submitted to the Registrar. (Getting Started! Registration.)

Cum Laude – Students graduate with honors with the distinction of cum laude if the overall cumulative GPA is 3.5 or higher. (Academics & Regulations.)

Dean's List - An academic honor given to those undergraduate students who have completed a minimum of 12 credits with letter grades in a semester with a GPA of 3.50. (Academics & Regulations)

Degrees - Degrees are rewards for the successful completion of a prescribed program of study. There are 3 basic types of degree: Associate - obtainable at a two year community or junior college, Baccalaureate or Bachelor's - offered by four year colleges and universities, and Graduate - Obtained after the bachelor's degree, i.e. Masters or Doctorate.

Degree Check (Audit) - A review by the Graduation Office to assess the student's progress towards a degree. Degree checks may be requested after a baccalaureate student has completed **85** credit hours; after 40 credits for an associate student; or the final semester of a certificate student.

Degree Requirements - Those requirements prescribed by the institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.

Degree Worksheet - A list of all requirements towards a specific degree program, including core, degree and major courses. Degree worksheets can be found online at <http://uashome.alaska.edu/~PMSOMMERS>

Department - A department is the basic organizational unit in a higher education institution, and are responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

Division - A division could be several different things: an administrative unit of an institution, usually consisting of more than one department... a unit of an institution based on the year-level of students - i.e. lower and upper division... or a branch of the institution, instructional or not - i.e. the Division of Student Affairs.

Disability Services – Through the Health and Counseling Center, accommodations can be provided to students with documented disabilities. See Health and Counseling section.

DISCOVER – Multimedia interactive career guidance computer program that includes research-based assessments of career-relevant interests, abilities, and job values.

Dropping a Class - A drop/add form (available from the Registrar's Office or at <http://www.uas.alaska.edu/forms>) is to be completed by the student, signed by the student's advisor, and submitted to the Registrar's Office by the third Friday after the first day of instruction. (Registration)

Early End Class – A course that ends before the last week of the regularly scheduled semester.

Electives - Courses that a student may choose to take outside of the general university requirements and the major field of study. Any courses at the 100-level or above that do not meet specific degree requirements.

Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees. Pre-Enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

Faculty - The faculty is composed of all persons who teach classes for colleges.

Financial Aid - Aid is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Full-Time Student - An undergraduate who is enrolled for 12 or more credit hours per semester or a graduate student who is enrolled for 9 or more credit hours. (Academic Regulations)

General Studies – Students admitted into General Studies are baccalaureate students who are exploring majors of interest or have not decided upon a major. Students cannot graduate in General Studies and must declare a major with 75 or more earned credits. (Getting Started! Applying for Admission.)

General University Requirements - Those courses/credits that are required of all students for graduation. (Certificate, Associate, and Bachelors Degrees.)

Good Standing - A student who has both a semester and cumulative GPA of 2.0 or better is in good standing. (Academics & Regulations)

Grade Point Average (GPA) - Calculation of the GPA is done by dividing the number of UAF grade points earned by the number of credits attempted (excluding W, I, DF, AU, etc.) (Academic Regulations).

A list of letter grades and their numerical values follows:

A+ = 4.0 grade points

A = 4.0 grade points

A- = 3.7 grade points

B+ = 3.3 grade points

B = 3.0 grade points

B- = 2.7 grade points

C+ = 2.3 grade points

C = 2 grade points

C- = 1.7 grade points

D+ = 1.5 grade points

D = 1 grade points

D- = 0.2 grade points

F = 0 grade points

Sample GPA Calculation:

Accounting 261 3 cr., B grade = 3 cr x 3 pts. = 9 grade pts.

English 111X 3 cr., B grade = 3 cr.x 3 pts. = 9 grade pts.

History 131 3 cr., C grade = 3 cr x 2 pts. = 6 grade pts.

Math 103X 3 cr., B grade = 3 cr x 3 pts. = 9 grade pts.

Sociology 100X 3 cr., C grade = 3 cr.x 2 pts. = 6 grade pts.

15 cr 39 grade points

39 grade points divided by 15 credits = 2.60 GPA

Graduation - Upon successful completion of all academic requirements (Academics & Regulations) a student becomes eligible for graduation. Students must apply for graduation with the Graduation Office by the stated deadlines. (Certificates and Associate Degrees) (Bachelors Degree)

Housing - The University provides housing for single and married students, faculty, and staff. (Costs and Accommodations: Housing)

Humanities – A course content in the traditional Humanities disciplines of art, drama, languages, linguistics, literature, humanities, music and philosophy. (Course Descriptions)

Incomplete - A temporary grade used to indicate that the student has satisfactorily (C grade or better) completed the majority of work in a class, but for personal reasons has been unable to complete the class. The student has up to one academic year to complete the work, or the “I” permanently changes to an “F”. (Academic Regulations)

Individual Study – course numbers ending in -97 are individual study courses which provide students with opportunities to improve knowledge in courses of study which is not normally available. The student and faculty instructor must fill out a form (<http://www.uaf.edu/reg/forms/individual.pdf>) and submit to the Registrar.

Late Start Classes – A course that begins after the registration period for that semester.

Lecture/Laboratory/Discussion Classes - In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the Lecture. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion classes are often taught by Masters or Doctoral students, and re becoming more common on college campuses.

Lower Division Courses - These courses, numbered from 100 to 299, are generally considered introductory classes. 100-level classes are typically freshman level and 200-level classes are considered sophomore level (Course Descriptions).

Magna Cum Laude – students graduate with honors with the distinction of magna cum laude if the overall cumulative GPA is 3.8 or higher. (Academics & Regulations)

Major - Concentration in a designated program of study. (See specific department)

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Minor - Secondary program of study in a designated field. (Check under each specific degree to see if a minor is offered or “Minors Available” in this manual)

My UA Portal – university-wide computer portal designed for users to reach UA information and services with a minimum number of clicks. (<http://myua.alaska.edu>).

Natural Science - Natural Science disciplines are of biology, geology, physics, chemistry, physical geography, and physical anthropology.

No Basis – A “NB” grade may be given if there is insufficient student progress for and/or attendance evaluation to occur. NB is a permanent grade that cannot be removed later by completing outstanding work. (Academics & Regulations)

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and/or recreational studies.

Occupational Endorsement – vocational-based program composed of 9 to 29 credits.

Part-Time Student - Undergraduate students who are taking less than 12 credit hours.

Pass/Fail Courses - Pass/fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) on the transcript and the credit hours. If the student does not pass the course, they will receive an "F" (fail) on the transcript and no credit hours. The evaluation for the pass/fail course is not figured into the student’s GPA.

Petition, Academic - Any deviation from academic requirements must be approved by a petition. (Academic Regulations)

Pell Grant – Federal grant that is awarded based on financial need (Financial Aid).

Placement Test – An exam used to test a student’s academic knowledge or ability in a certain field, so that he or she may be placed in appropriate courses. The ACT, SAT, COMPASS and ASSET tests are used as placement tests at UAF. (Getting Started: Undergraduate Course Placement and Transfer Credits)

Prerequisite Courses - A prerequisite course is a course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

Probation, Academic - A student in good standing who earns a GPA of less than 2.00 will be placed on probation. Students on probation may not enroll in more than 12 credits a semester, unless an exception is granted by the appropriate dean. (Academic Regulations)

Registrar - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies and verification of the completion of degree requirements for graduation.

Repeated Courses - Courses may be repeated, but unless otherwise noted, credit can be received only once. The most recent grade earned by the student will be calculated into the GPA. (Academic Regulations)

Schedule of Classes- Colleges publish and distribute a Class Schedule book for each semester, during the previous semester. With the help of Academic Advisors and/or faculty members, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name and the instructor's name. A class schedule is also simply a list of classes a student is taking which includes course name and number, time and location of the class and possibly the instructor.

Scholastic Assessment Test (SAT) – A college entrance exam measuring critical thinking, reasoning, and writing skills. The SAT may be used as an admissions requirement for baccalaureate students that do not have ACT scores, and is used for placement into UAF courses.

Social Science – A course designated with a “s” has content directly defined by major models or theories of the Social Science disciplines of anthropology, communication, economics, geography, history, justice, political science, psychology, social work, sociology, or interdisciplinary social science disciplines. (Course Description)

Student Identification Card (I.D.) - A student ID is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student number (often the social security number), the student's name, the name of the college and the semester enrolled. The ID's require validation each semester. The card is often required for admittance to functions sponsored by the college or for identification when for cashing checks or other purposes.

Summa Cum Laude – Students graduate with honors with the distinction of summa cum laude if the overall cumulative GPA is 3.9 or higher and no grade lower than an A-. (Academics & Regulations)

Transfer Credit - Those credits accepted by the University from other accredited institutions that can be applied toward UAS degree requirements. (Getting Started: Undergraduate Course Placement & Transfer Credits)

Transcript - The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the student owes any money to the college. Official vs. unofficial.

Tutors - A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Tuition Waivers – Available for employees and dependents, senior citizens and some high achieving students. (Costs and Accommodations & Tuition and Fees)

UAOnline – Web-based comprehensive computer program based on BANNER that includes student, faculty, and employee information and services. (<http://uaonline.alaska.edu>).

Undergraduate- An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

Upper-Division Courses – Courses numbered from 300 to 499 are considered to be at the junior or senior level and typically provide in-depth coverage of the topic or discipline of study. (Course Descriptions)

Veterans' Services - Students who need assistance/information should contact the VA Office in the Financial Aid Office.

Withdrawal - Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specify the procedures. and some fees must be paid.

More Definitions of Terminology

Definitions of Library Terminology

<http://www.uas.alaska.edu/library/terminology>

CORRECTIONS TO THE MANUAL

Please notify Deb Gregoire for any corrections or updates to this document :

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