

Undergraduate Admission

Preparing for Admission

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

Individual Campus Visits

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

Toll Free and Online

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

Juneau Toll Free 877-465-4827
www.uas.alaska.edu

Ketchikan Toll Free 888-550-6177
www.ketch.alaska.edu

Sitka Toll Free 800-478-6653
www.uas-sitka.net

How to Apply

Degree seeking students may request an application for admission from the Admissions office, or visit the UAS website at www.uas.alaska.edu for an online application.

1. Application for Admission

The admissions office must receive your completed application, along with a \$35 nonrefundable application fee.

2. Transcripts

High school transcripts/General Education Development (GED) Certificate: All bachelor's degree applicants with fewer than 30 semester credit hours must submit high school transcripts or proof of GED. Applicants to certificate and associate degree programs are not required to submit high school transcripts or proof of GED, but are strongly encouraged to do so.

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

3. Test Results

Bachelor's degree applicants: Freshman and transfer students with fewer than 30 semester credit hours are recommended to submit the results of either the ACT or the SAT examinations. These test results will be required of students applying for summer 2003 and future semesters. Applicants who graduated from high school three or more years prior to the semester in which they are seeking admission are not required to submit test results.

Certificate and associate degree applicants: Applicants with fewer than 30 semester credits who apply to a certificate or associate degree program are not required to submit ACT or SAT exam results but are highly encouraged to do so.

When to Apply

Students are encouraged to apply early. High school seniors should apply for admission early in their senior year. Transfer students should apply six to nine months before the beginning of the semester in which they plan to enroll. Early admissions completion facilitates financial aid disbursement, timely credentials evaluation for transfer students and academic advising and registration prior to the start of the semester.

Admission Requirements

Certificates Programs and Associate Degrees

To qualify for admissions to most associate degrees or certificate programs, a student must have graduated from high school or earned a General Education Development (GED) Certificate. Certain associate programs have additional admissions requirements. Please see program listings for specific requirements.

Baccalaureate (Bachelor's) Degrees

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

1. Have graduated from an accredited high school with a grade point average of at least 2.0 (C), and submitted SAT or ACT exams scores,*+
2. Have successfully completed the GED and submitted either the SAT or ACT exams,*+
3. Have graduated with an associate degree from a regionally accredited institution, or
4. Have completed at least 30 college semester credits with a grade point average of at least 2.0 (C).

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

+ Students are highly recommended to submit their ACT or SAT scores to UAS. Students applying for summer 2003 and future semesters will be required to submit ACT or SAT results.

Admission Status

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

Conditional admission status will facilitate transfer evaluation of previous college transcripts but will not be sufficient to release some types of financial aid.

International applicants are not eligible for conditional admission status.

3. Applicants who do not meet the minimum GPA requirements for regular admission to undergraduate study but who show potential for college work may be considered for **probationary admission**. The conditions for probationary admission may include successful completion of specific course work, a

minimum GPA, and a specified length of probationary status. Probation requirements, as specified in the letter of admission, must be satisfied before admission in good standing is granted.

4. Admitted students who have not taken a course for four consecutive semesters or three summer semesters in succession will be considered **inactive** and will be required to reapply and meet all requirements for readmission, including payment of the application fee.
5. Students not admitted to UAS but enrolled in classes are placed in a **non-degree seeking status**. Non-degree seeking students are not eligible for financial aid and cannot graduate with a certificate/degree without meeting regular admission requirements.

Transfer Admission Requirements

Generally, a transfer applicant who has attended another accredited institution is eligible for admission provided the applicant has earned a 2.0 (C) cumulative grade point average in previous college work.

UAS reserves the right to reject work of doubtful quality, to require an examination before credit is allowed, or to determine applicability to GER and program requirements.

Transfer Credit Policies

The following regulations apply to transfer of credit:

1. UAS will perform an official evaluation of transfer credit only after students have been admitted to undergraduate degree/certificate programs.
2. College level (100 level or above) credits earned with grades of "C" or higher at other regionally accredited institutions normally will be accepted for transfer.
3. Transfer students from University of Alaska institutions having earned an Associate of Arts degree will be deemed to have met General Education Requirements (GERs) at UAS. However, some bachelor's degrees require specific GER courses in addition to the A.A. program requirements.
4. A minimum of 34 semester credit hours are required for the GERs in both the A.A. and the Bachelor's degrees. Students transferring degree programs from the University of Alaska Anchorage or the University of Alaska Fairbanks should consult University of Alaska General Education Transfer Guide for comparison of courses that will fulfill the GERs at UAS.
5. Transfer courses retain the course level of upper or lower division credit established at the original college. If the course content is equivalent to a UAS course at

a different level, the transfer course will still maintain its original upper or lower division level. Graduate-level coursework can only apply to undergraduate degree programs under special circumstances.

6. Acceptance of transfer credit toward program major requirements is based upon departmental approval.
7. College credit is not awarded for completion of the General Education Development tests.
8. All grades from all schools attended will be used when determining eligibility for graduation with institutional honors.
9. Life/work experience is not accepted for evaluation as academic credit; however, the student has the option of credit by exam.
10. Credits may be awarded for Military Experience (MOS) according to American Council on Education (ACE) recommendations. Please contact the admissions department for specific details regarding official transcripts/documents required. Copies of military personnel records can be requested from National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.
11. The maximum number of semester hours awarded for military training and experience and applicable to degrees is equal to 8 semester hours for undergraduate certificates, 15 semester hours toward the Associate degree, and 30 semester hours toward the Bachelor's degree.
12. Students who have attended foreign institutions and plan to transfer these credits to UAS must provide an official statement of educational equivalency (official transcript evaluation in English). See International Admissions Requirements for more information.

Transfer within Southeast Campuses

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



Transfer within the UA System

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

CATEGORY	CREDIT HOURS
Written Communication Skills	6
Oral Communication Skills	3
Fine Arts/Humanities/Social Science	15
Quantitative Skills/Natural Sciences	10
Total	34

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

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

International Student Admission Requirements

International students must meet all requirements for admission to the university and their selected degree program. In addition, international students must possess a sufficient command of English to meet the requirements for their field. To verify competency in English, all international students must have their TOEFL (Test of English as Foreign Language) scores submitted as part of their application. A paper exam score of 550 or computer exam score of 213 is considered satisfactory for undergraduate/graduate studies. No other English-language test will be accepted.

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

The UAS International Student Officer will send the international student I-20-A-B forms (required for entrance into the U.S.) once the student has been formally admitted. To issue the I-20-A-B form that is necessary to obtain an F-1 student visa (a J-visa may be more appropriate for graduate students), the University must

certify to the Immigration and Naturalization Service that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for the full period of study. Therefore, all international students must provide a detailed statement of documented sources of sufficient funds to pay all expenses while attending UAS. All international students must have the ability to pay for the return trip home in the event of an emergency or at the termination of enrollment.

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

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

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

International Education Research Foundation,
Inc.

Credentials Evaluation Service
P.O. Box 66940 • Los Angeles, CA 90066
(310) 390-6276 • FAX (310) 397-7686

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

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

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

World Education Services, Inc.

P.O. Box 745 • Old Chelsea Station • New York, NY
10113-0745

(212) 966-6311 • FAX (212) 966-6395

SOC (Service Members Opportunity College) Admission Requirements

Active duty service members and their spouses are eligible to apply for the SOC program once they have been officially admitted to the Bachelor of Business Administration (Management or General Business) degree program or the Associate of Applied Science–Business Administration degree program. High school students interested in the ConAP (U.S. Army Concurrent Application) Program, should contact their local Army Recruiter. For more information about the SOC degree programs, contact the SOC Advisor in the Admissions Office.

High School Student/ Concurrent Enrollment

Qualified high school juniors or seniors may enroll in one or two UAS courses per semester while still in high school. Students are not required to apply for admission. To enroll, students must present written approval from a high school counselor or principal and a parent(s), and an official transcript. Academically exceptional freshman or sophomore high school students may register for one course each semester, by submitting all the documents listed above. All such registration must be with the signed approval of the UAS



College Connection Coordinator, Campus Director, or Dean of Students. Students may continue to take UAS courses as long as high school and college grades are satisfactory and with the above-stated permissions each semester.

Tech Prep: Tech Prep is a special program for high school students. This program may not be available at all UAS campuses. For more information about this program, please contact the high school guidance counselor.

College Connection, Juneau Campus

UAS and the Juneau School District jointly sponsor the “College Connection”—a program that allows qualified students to simultaneously earn both high school and college academic credit. In some situations, JSD pays the cost of tuition, fees, and books. The College Connection provides that:

- A. Selected seniors and juniors may take up to two courses per semester.
- B. Selected freshman and sophomores may take one course per semester.
- C. Selected highly able middle school students may take a particular course.

See a program advisor at either JDHS (907) 463–1950 (email coenraaf@jsd.k12.ak.us) or UAS coordinator at (907) 465–6457 (email college.connections@uas.alaska.edu) for an application and a complete description.

Student Eligibility for College Connection:

A. Application Process

The interested JSD student must submit:

1. Transcript with a 3.0 GPA or higher;
2. Application signed by both JSD and UAS program advisors;
3. As part of the application form, a Statement of Understanding signed by the student and parent/guardian attesting to recognition of the rigors of college work and of the adult themes often endemic to college materials and discourse;
4. A short, typewritten explanation describing why the student wants to participate.

B. JSD Endorsement

Signature by JSD College Connection Advisor requires:

1. Assessment of the student’s social and academic maturity;
2. Referral by department head or building principal;
3. Student has and maintains a “B” (3.0) JSD grade–point–average or higher;
4. If the student has taken prior UAS CC courses, then a grade of at least “C” (2.0) from each UAS course is required;
5. Student has exhausted the course sequence in high school, or there are other substantive reason(s);
6. For the rare middle school student, he or she must also have a support letter from the building principal, school counselor, or Special Education Director.

College Connection–Other School Districts:

UAS also offers a dual-enrollment option for qualified students from some other districts. In general, UAS procedures for these other districts are similar to those for the JSD College Connection. For information, call the Alyeska (465–2838), Galena (789–6106), or Nenana (832–5464) school systems. These districts often pay for tuition, fees, and books of identified students. To register for UAS courses, all dual-enrollment students must have the signed approval of the College Connection advisor (907) 465–6457.

Degree Program Changes

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

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

Pre-enrollment Requirements

Newly admitted students and transfer students who have not completed the mathematics and English requirements for their degree should complete placement testing in English and mathematics before registering. Placement tests are administered regularly at the Learning Centers or on-line at no charge to students. Placement tests can also be administered to distance students. Contact the Distance Education Office in the local area for details. Non-degree-seeking students wishing to take mathematics and English classes must also meet prerequisites, which may require completion of the UAS placement tests.

All new students in undergraduate degree and certification programs for whom the diagnostics reading test indicates developmental need must take the appropriate reading course as a prerequisite or corequisite for enrollment in any content reading course.

Financial Aid

Financial aid helps make college affordable. It can help pay for tuition and fees, books and supplies, and living expenses. The Financial Aid Office on each campus assists students in applying for funds, if necessary, to attend UAS. State and federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Type and amount of financial aid varies according to state and federal guidelines, student need, and availability of funds. All applications for financial aid for students at all UAS campuses are processed in Juneau.

Types of Available Aid

Grants

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

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

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

Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant (FSEOG) program is similar to the Pell Grant program and can provide additional assistance to students with financial need. A student must be working toward his or her first bachelor's degree, may be attending on less than half-time basis, and must have financial need as determined by the Free Application for Federal Student Aid (FAFSA). Funds for the FSEOG program are limited. The priority deadline is June 1 for the next school year. Applications received after that date may be considered throughout the school year if funding is available.

Scholarships

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

UA Scholars Program

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

The UA Scholars Award is a four-year scholarship to the University of Alaska. The Board of Regents sets the award amount. Award recipients from the graduating high school class of 2002 will receive \$1,375 per semester for eight semesters, a total value of \$11,000.

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

Loans

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

Alaska Family Education Loan Program: A full-time admitted student in academic good standing whose parent or guardian has been a resident of Alaska for the one year prior to applying may be eligible to receive assistance through the Alaska Family Education Loan program. The parent is responsible for repayment of the loan, which begins within 45 days of each loan disbursement. In addition, the student must be formally admitted to a degree or certificate program and maintain full-time status in academic good standing. Applications and details are

available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): <http://www.state.ak.us/acpe>.

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

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

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

Federal Family Education Loan Program (Stafford Loans): This is one of the Federal Department of Education’s major forms of self-help aid. FFEL loan funds

are provided by a participating bank, credit union, the Alaska Commission on Postsecondary Education or other lender.

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

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

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



Student Employment

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

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

Tax Credits: The Hope Scholarship Credit is a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. It is available only for the first two years of postsecondary education if the student is enrolled at least half-time in a program leading to a degree or certificate and if the taxpayer's adjusted gross income is below a specified amount.

The Lifetime Learning Credit is also a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. However, to receive this credit students are not required to be enrolled at least half-time in one of the first two years of post-secondary education, and there is no limit on the number of years in which the credit may be claimed for each student. The Lifetime Learning Credit is available for students taking only one course and for graduate level education. Unlike the Hope Scholarship Credit, the Lifetime Learning Credit is calculated on a per-family, rather than a per-student, basis. More than one family member's expenses may apply, but the credit is capped at a per-family limit based on family income. For additional information, consult a tax advisor, contact the IRS, or visit the following website: <http://www.ed.gov.budget/97918tax.html>

Veterans Assistance

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

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

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

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

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

Eligibility

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

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

Deadlines

UAS Scholarships: March 1

UA Foundation Scholarships: March 1

FSEOG Priority Deadline: June 1

Bureau of Indian Affairs Funding: Check with agency

Federal Pell Grant and Federal Loans: Anytime during the academic year

Application Procedures

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

Specific procedures are as follows:

- 1) All students must be formally admitted to a degree or certificate program at the University of Alaska Southeast before most types of financial aid can be disbursed (refer to the “Admission” sections of this catalog for information on procedures and deadlines). Students who are admitted “conditionally” may be eligible to receive aid only if their admission status is the result of departmental conditions.
- 2) All students should complete the Free Application for Federal Student Aid (FAFSA), listing the University of Alaska Southeast, code # 001065, in the school section. For the 2002–2003 academic year, the FAFSA must be received by the Federal processor by June 30, 2003. Students are encouraged to complete the FAFSA on the Web (www.fasfa.ed.gov);
- 3) The student will receive a Student Aid Report (SAR) acknowledgment letter two to four weeks after the FAFSA has been submitted, and the Financial Aid Office on the Juneau campus will receive an Institutional Student Information Record (ISIR) within approximately three days of processing the FAFSA. All students should review the SAR acknowledgment letter, or the ISIR, confirm that all information is correct, and submit it to the Financial Aid Office on the Juneau Campus. Note: students may be required to provide additional information and documents (refer to the “Verification of Information” section);
- 4) Students who wish to apply for UAS or UA Foundation scholarships may obtain the application packet from the financial aid representative on each

campus or from the Financial Aid Office’s website. Please note that the deadline for applications for UAS and UA Foundation Scholarships is the March 1 preceding the academic year (e.g., March 1, 2002 for the 2002–2003 academic year);

- 5) Students who wish to apply for other loans and scholarships may request applications, if available, from the financial aid representative on each campus;
- 6) Students interested in the Alaska Supplemental Education Loan program are encouraged to apply on-line at <http://www.state.ak.us.acpe>;
- 7) Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

Verification of Information

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

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

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

Verification of Academic Progress

In order to receive financial aid from any of the Federal aid programs, the Alaska Supplemental Education programs, or institutional funds, a student must be fully admitted to a degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his or her educational goal as defined below: NOTE: MATH 054 is not fundable by any federal aid program.

- 1) A student must be admitted to an undergraduate (or teacher certification program), University certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.).
 - a) Full-time undergraduate students (students enrolling in 12 or more credits) must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - b) Three-quarter time undergraduate students (students enrolling in 9, 10 or 11 credits) must successfully complete at least 9 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - c) Half-time undergraduate students (students enrolling in 6, 7 or 8 credits) must successfully complete at least 6 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - d) Full-time graduate students (students enrolling in 9 or more graduate credits) must successfully complete at least 9 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
 - e) Half-time graduate students (students enrolling in 6, 7 or 8 graduate credits) must successfully complete at least 6 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
 - f) All students who are attending less than half-time during any term must successfully complete the number of credits attempted that term with a minimum cumulative GPA of 2.0 (3.0 for graduate students). See Probation.
- 2) Academic progress will be reviewed at the end of each term to that ensure the student has maintained the minimum cumulative GPA and to ensure that the student has completed the required minimum number of credits.
- 3) 3) Financial Aid Probation: Students placed on financial aid probation will receive a letter of

notification of probationary status. Full-time undergraduate students who complete at least 9 credits in a term with a minimum cumulative GPA of 2.0 will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. Three-quarter time undergraduate students who complete at least 6 credits in a term with a minimum cumulative GPA of 2.0 and full-time graduate students who complete at least 6 graduate credits in a term with a minimum cumulative GPA of 3.0 will be placed on probation for their next term and will be eligible to received financial aid during their term of probation. There is no probation for half-time students taking 6, 7, or 8 credits or for students attending less than half time. Failure to regain good standing status within the one semester of financial aid probation will result in the suspension of financial aid.

- 4) Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress, or for courses designated by the faculty as not intended to be completed in one semester will be allowed as satisfactory for one term only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.
- 5) First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
- 6) The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program. Usually 180 credits for a bachelor's degree and 90 credits for an associate's degree comprise 150% of the basic graduation requirements. The clock starts from the very first credit attempted, regardless of whether or not the student received financial aid. Transfer credits are included in this calculation.
- 7) Satisfactory academic progress must be maintained even during terms in which aid is not received.

Incomplete Grades: Incomplete course work will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the Incomplete with a passing grade.

Repeat Courses: Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester, and all repeated coursework will be counted toward the

cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see #6).

Remedial Coursework: Students who enroll in remedial coursework (lower than 100 level) may receive financial aid.

Note: MATH S054 is not considered to be at least secondary level and is not fundable by any of the federal aid programs. Consult the financial aid office for specific information.

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

Withdrawals: Students who totally withdraw from the University after receiving financial aid will be suspended from receiving future financial aid and could be liable for refunds and/or return of Title IV funds.

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

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as Bureau of Indian Affairs (BIA), regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid Office to waive UAS requirements for these specific funds.

Financial Aid Suspension: Financial aid suspension will result from failure to:

1. Complete of the minimum required number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.0 for undergraduates and 3.0 for graduates.
3. Graduate prior to exceeding the maximum number of credits allowed for the student's program (see # 6 above).
4. Meet the requirements of an appeal approval.

Reinstatement:

1. Appeals: A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the

"Forms" section on each campus's web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status within the probation semester will result in the suspension of future financial aid. Consult the Financial Aid Office for specific information on the appeal process.

2. Makeup: A student who does not wish to appeal or whose appeal has been denied may attend course(s) during a subsequent term, at the student's expense, to make up credits and/or improve her/his GPA. A student must complete the number of credits for which s/he received aid. This process must take no more than two consecutive semesters. It is the student's responsibility to notify the Financial Aid Office when makeup is complete.

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

Concurrent Enrollment

If a student plans to enroll at UAS and at another branch of the University of Alaska during the same semester, it may be possible to consider the credits together when determining a student's status for financial aid funding. Concurrent enrollment plans must be approved in advance by the Financial Aid Office on the Juneau campus. Aid cannot be received at both institutions simultaneously: the institution at which the student is admitted is the institution which must disburse the student's aid. At this time the University of Alaska Southeast does not have consortium agreements with any institution outside the University of Alaska System, with the exception of the Western Governor's University.

Disbursement of Funds

All financial aid checks are received at the Financial Aid Office and released to students through their respective campus business office. Disbursement is usually in equal amounts, one-half of total award, at the beginning of each semester. Proceeds of any financial aid will be used to pay tuition, fees, and all other amounts due UAS. Any remaining balance will be issued to the student in the form of a refund check.

Tax Liabilities

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

Return of Title IV Funds Policy

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

- 1) This policy applies to all students who withdraw, drop out, are expelled from the University of Alaska Southeast, or otherwise fail to complete the period of enrollment for which they were charged, and who receive financial aid from Title IV funds:
 - a) The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG grants.
 - b) A student's withdrawal date is:
 - i) the date the student completed the course withdrawal form, or the date the student officially notified the Financial Aid Office or the Student Resource Center on the Juneau campus or the Student Services Coordinator on the Ketchikan or Sitka campus of his or her intent to withdraw (this notification may take place via email, letter, phone or personal contact); or
 - ii) the midpoint of the period for a student who leaves without notifying the institution; or
 - iii) the student's last date of attendance at a documented academically related activity.
- c) The term "period of enrollment" includes every day, including weekends, that the student is enrolled, excluding breaks of at least five consecutive days (the length of the break is determined by counting the first day of the break through the last day before classes resume).
- 2) Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.
 - a) The percentage of Title IV aid earned shall be calculated as follows:
$$\text{Number of days completed by student} = \frac{\text{Percentage of Total number of days in term completed}}{\text{Percentage of Total number of days in term completed}}$$

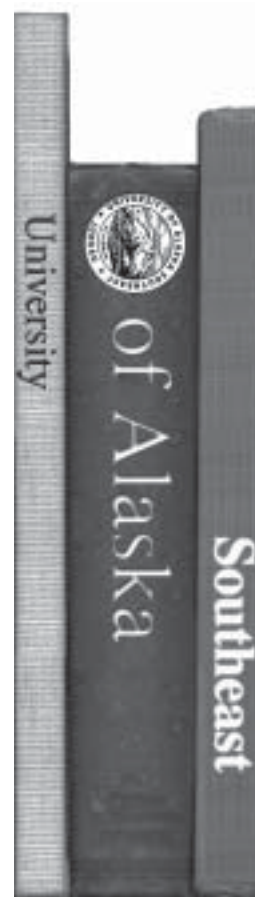
The percentage of term completed shall be the percentage of Title IV aid earned by the student.
*
The total number of days in term excludes any scheduled breaks of more than five days.
 - b) The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percentage earned.
 - c) UAS will return unearned aid first from the student's account. Unearned aid is calculated as follows: $\text{Total institutional charges} \times \text{percent of unearned aid} = \text{amount returned to program(s)}$.
Unearned Title IV aid shall be returned to the following programs in the following order: Unsubsidized Stafford Loan; Subsidized Stafford Loan; Parent Loans to Undergraduate Students (PLUS); Federal Pell Grant; Federal SEOG; other Title IV grant programs. No program can receive a refund if the student did not receive aid from that program.
 - d) When the total amount of unearned aid is greater than the amount returned by UAS from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows: Unsubsidized Stafford Loan*, Subsidized Stafford Loan*, Parent Loans to Undergraduate Students (PLUS)*, Federal Pell Grant**, Federal SEOG**, other Title IV grant programs**.
* Loan amounts are returned according to the terms of the promissory note.**Students are not required to return the 50 percent of the grant assistance that is their responsibility to repay.
 - e) If a withdrawing student is determined to have earned more aid than was actually disbursed by

the official withdrawal date, UAS may apply “post–withdrawal disbursements” to current year charges and to minor (less than \$100) prior year charges that the student owes without specific permission of the withdrawing student, providing the student would have otherwise been fully eligible for the disbursement on the date of withdrawal.

- f) If amounts earned but not disbursed remain after a “post–withdrawal disbursement” is applied to outstanding eligible institutional charges, withdrawing students (or their respective PLUS borrower) will be offered, in writing, a post–withdrawal disbursement of the remaining balance within 30 days of the date of UAS’s determination that the student withdrew. The withdrawing student or his/her parent must accept the offer of the balance of the post–withdrawal disbursement within 14 days of being notified. If the student or parent accepts the offer of the balance of a post–withdrawal disbursement within the time frame, UAS must provide the funds within 90 days of the date on which UAS became aware of the withdrawal. If the student or parent does not respond within the 14–day window, UAS is not required to make the disbursement, but may do so at its discretion.
 - g) Written offers of post–withdrawal disbursements, refunds and adjusted bills will be sent to the student’s home address on file in the Office of Records and Registration following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
- 3) A student may rescind his/her official notification of withdrawal by filing a written statement with the Office of Records and Registration that he/she is continuing to participate in academically related activities and intends to complete the period of enrollment. If the student subsequently ceases to attend UAS prior to the end of the period of enrollment, the student’s rescission is negated and the withdrawal date is the student’s original date or the student’s documented last date of attendance at an academically related activity.
 - 4) UAS’s responsibilities concerning the return of Title IV funds include:
 - a) providing each student with the information given in this policy;

- b) identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; and
 - c) returning any Title IV funds that are due the Title IV programs.
- 5) The student’s responsibilities in regard to the return of Title IV funds include:
 - a) becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
 - b) returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- 6) The procedures and policies listed above supersede those published previously and are subject to change at any time.
- 7) Refunds of institutional charges for students who do not totally withdraw will be calculated using the UAS refund policy published in the UAS Class Schedule and Academic Catalog.

Students who like examples of the Refund policy or the Return of Title IV Funds policy may contact the Financial Aid Office.



Fees & Expenses

Tuition Schedules 2002-2003

The Tuition Schedule is subject to change.

Resident Tuition

Credit Hours	Lower Division (000-299)	Upper Division (300-499)	Graduate
1	\$ 82	\$ 93	\$ 184
2	164	186	368
3	246	279	552
4	328	372	736
5	410	465	920
6	492	558	1104
7	574	651	1288
8	656	744	1472
9	738	837	1656
10	820	930	1840
11	902	1023	2024
12	984	1116	2208
13	1066	1209	2392
14	1148	1302	2576

Additional credits are assessed at \$82 per credit for lower division, \$93 for upper division, and \$184 for graduate credit.

Nonresident Tuition

Credit Hours	Lower Division (000-299)	Upper Division (300-499)	Graduate
1	\$ 82	\$ 93	\$ 184
2	164	186	368
3	246	279	552
4	328	372	736
5	1280	1335	1790
6	1536	1602	2148
7	1792	1869	2506
8	2048	2136	2864
9	2304	2403	3222
10	2560	2670	3580
11	2816	2937	3938
12	3072	3204	4296
13	3328	3471	4654
14	3584	3738	5012

Additional credits are assessed at the appropriate rate per credit. For non-residents these are \$256 per credit for lower division, \$267 for upper division, and \$358 for graduate classes. Non-residents may take up to 4 credits

per semester at the resident rate; however, additional credits will cause all credits, including the first four, to re-assessed at the non-resident rate. For Alaska residents, additional credits are assessed at \$82 per credit for lower division, \$93 for upper division and \$184 for graduate classes.

Courses that require the use of special materials, supplies, or services may have a materials use fee in addition to the normal credit-hour charge. Fees for distance-delivered courses are published in semester schedules.

Technology Fee

Fee: \$5 per credit hour capped at \$60 per semester.

Whalesong Publishing Fee

(nonrefundable) 1 credit and up \$4

Student Governance Fees

Juneau \$3 per credit capped at \$45
 Ketchikan \$1 per credit
 Sitka \$1 per credit

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

Fees and Fee Changes

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

SAC Fees

Student Activities Center fee (non-refundable)
 7 credits or more: \$100 (automatically charged)
 1-6 credits: Students are not members and must pay a fee to use facility.
 Memberships can be purchased for semester, punch card, or daily pass.



Examples of Northwest coast art are displayed on campus.

Resident Requirements at the University of Alaska

Alaska residents, members of the United States military on active duty stationed in Alaska and their dependents, members of the Alaska National Guard and their dependents, as well as residents of British Columbia and of the Yukon, Northwest and Nunavut Territories are exempt from a non-resident tuition fee. For purposes of resident tuition a resident is any person who has been physically present in Alaska for one year (excepting only vacations or other absence for temporary purposes with intent to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself/herself to be a resident of another state, has voted in another state, or has done any act inconsistent with Alaska residence shall be deemed a non-resident for purposes of non-resident tuition. An unemancipated person under the age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident, and otherwise such unemancipated persons under the age of 18 shall be deemed a non-resident for purposes of non-resident tuition.

This definition of Alaska residency status is solely for the purposes of tuition payment at UAS. The requirements of the University may or may not be the same as requirements of other agencies of the state of Alaska.

Acceptable examples of proof of residency are rent receipts, checks written to local merchants throughout the year, a statement from an Alaskan employer, current military I.D., Alaskan high school or college transcripts, Alaska Driver's License, Voter's registration card, or Postal Service verification of an Alaska address. Contact the Office of Admissions for more information.

WUE (Western Undergraduate Exchange)

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

Programs available to WUE students on a space-available basis are:

Juneau Campus

Associate of Arts
Associate of Applied Sciences
Apprenticeship Technology
Business Administration
Computer Information and Office Systems
Construction Technology
Early Childhood Education
Paralegal Studies
Power Technology
Bachelor of Art, Elementary Education
Bachelor of Business Administration
Accounting
Management
General Business
Bachelor of Liberal Arts
Art
Communication
General Studies
Government
English
Mathematics
Social Science

Bachelor of Science in
Biology
Marine Biology
General Biology
Bachelor of Science in
Environmental Science

Ketchikan Campus

Associate of Arts
Associate of Applied Science
Business Administration
Computer Information and Office Systems

Sitka Campus

Associate of Arts
Associate of Applied Science
Computer Information and Office Systems
Environmental Technology
Health Information Management

To be admitted as a WUE student, an eligible applicant must attach a written statement to his or her application for admission requesting to be admitted under the WUE program. A WUE participant may change his or her residency status once the participant has been present in the state for one year and has the intent to remain indefinitely.

Nonacademic Course Fees

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

Community Education and Self Support Course Fees

These are courses for which full course fees must be paid regardless of the number of other credit hours the student is enrolled for. There are no refunds for community education or other special-interest courses unless the University cancels the course or unless the student officially drops the course prior to the published registration deadline.

Senior Citizen Tuition Waiver

The University of Alaska Board of Regents has approved a waiver of tuition only for Alaska residents 60 years and older. A resident is any person who has been physically present in Alaska for one year, excepting only vacations or other absence for temporary purposes with the intent to return. Such students may receive tuition waivers to enroll in any classes offered by UAS for which they are qualified, except those classes in which student work spaces may not be available and except for self-support classes. Self-support courses include Community Education and certain other identified classes.

Senior citizens using tuition waivers may register 1) on or after the first day of the semester for semester-based classes, or 2) on or after the first day of class for non semester-based classes. Senior citizens who register before these times are not eligible for the tuition waiver. Also, senior citizens who paid normal tuition to register early will not be allowed to drop and later re-add the class to take advantage of the waiver. The waiver is for tuition only and does not cover lab or material fees, the general technology fee, or the Student Governance fee.

Other Fees

Admission Processing Fee

(remit with application) \$35

Graduation Fee

(remit with application) \$25

Transcript Requests

Regular Processing. Processing time 7-14 business days.
each transcript \$5

Priority processing, Processing time 1-3 business days.

First Transcript \$10

each additional transcript \$5

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

Credit-by-Examination

Fees \$15 per credit

Music Private Lesson

Fees \$65 per credit

Distance Fee

Lower division (per course) \$40

Upper division (per course) \$75

Student Health Insurance Fee

Rates vary according to coverage selected.

Lab/Material Fees

A lab/material fee may be charged for certain courses which require the use of special materials, supplies, or services. Amounts are noted in class schedules.

Refunds

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

Non-Credit Course Refunds

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

Student Financial Assistance (SFA) Refunds

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

Self-support courses, correspondence courses, and sponsored courses offered primarily by the Professional Education Center and Wildlife courses may have different refund policies than those indicated below. Please check with the Professional Education Center at 465-8747 or Academic Programs at 465-6163 for information concerning refund policies for these classes.

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

1. If the courses registered for are cancelled by UAS, tuition and fees will be refunded in full.
2. The drop date on the official add/drop form determines eligibility for a refund.
3. If registration is canceled as a result of disciplinary action, students forfeit all rights to a refund of any portion of tuition and fees.
4. Vocational/technical course fees are subject to this refund schedule.
5. In case the operations of UAS are adversely affected by war, riot, natural act, action of civil authority, strike or other emergency or condition, the University reserves the right to take action to curtail part of all of its operations, including action to cancel classes and

action to discontinue services. In any case in which a significant curtailment is judged proper by UAS, the University's liability is limited to (at most) a refund of tuition and fees paid.

6. There is an abbreviated version of the above matrix to accommodate the short class lengths in the summer term. This version is published in the summer schedule.
7. Housing refunds: See Student Services section in this catalog or contact Student Activities.

Deferred Tuition and Bookstore Loans (Juneau campus)

Full-time students who are in academic good standing and are admitted to degree or certificate programs may be eligible for deferred tuition or bookstore loans. Deferred tuition can be up to 50% of tuition—payable in 3 equal installments. 50% is payable at time of approval. Bookstore loans are limited to \$250 per semester to be used for school-related text and supply charges at the Juneau Campus Bookstore only.

Course Length	100% Refund Tuition	50% Refund Tuition Only	No Refund
Semester Length Courses	Prior to and during the first 5 days of instruction for the semester*	6th through 10th days of instruction for the semester*	On or after the 11th day of instruction for the semester*
Credit course meeting 12 or more times but less than a semester	Prior to the day of the third class meeting	Prior to the day of the fifth class meeting	On or after the day of fifth class meeting
Credit courses meeting 6–11 times	Prior to the day of the second class meeting	Prior to the day of the third class meeting	On or after the day of the third class meeting
Credit courses meeting less than 6 times	On or before the first day of the course	None	
Computer Information & Office Systems Flexible entry classes	Before the end of 7 calendar days from the later of orientation or registration dates	After 7 calendar days and before the end of 14 calendar days from the later or orientation or registration dates.	

Applicants for deferred tuition and bookstore loans are required to show a source of repayment and/or provide a cosigner with a source of repayment. Applicants should consult the Business Office and complete the Deferred Tuition Agreement and/or the Emergency Bookstore Loan Application in advance of the course registration period.

Deferred Tuition (Ketchikan campus)

Full-time and part-time students who are in academic good standing may be eligible for deferred tuition or bookstore loans. Students may defer up to 50% of their tuition, payable in 3 equal installments. 50% is payable at the time of approval. Bookstore loans are limited to \$250.00 per semester to be used for school-related text and supply charges at the Ketchikan Campus Bookstore only.

Applicants for deferred tuition and bookstore loans are required to show a source of repayment. Applicants should consult the Business Office and complete the Deferred Tuition Agreement and/or the Emergency Bookstore Loan Application in advance of the course registration period.

In the event the student fails to satisfy the obligation, the University may, at its option, withhold grades and transcripts. This action will not release the student from his/her obligation to re-pay the loan.

In the event a co-signer is listed on the deferred application, the University reserves the right to pursue collection through the co-signer should the student fail to pay the debt when due.

Deferred Tuition (Sitka campus)

Deferral Agreements are available to students registering for six (6) credit hours or more. Deferral Agreements are limited to 50 percent of the student's tuition, books and fees. The Deferral Agreement requires a co-signer and the balance must be repaid by the mid-point of the semester. Application must be made to the Financial Aid Office before registration is completed.

The co-signer must be gainfully employed and accessible for verification of employment. The co-signer must also be in good standing with the University, cannot owe an

outstanding debt to UAS, and cannot have received a Deferral Agreement for the semester the applicant is seeking assistance. Contact the Sitka campus Business Office for a form and a copy of the terms for Deferral Agreements.

Debts to the University

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

It is the student's responsibility to make payments by the date due. Debts arising from a contractual agreement such as cleaning and repairs under a housing contract are immediately due unless otherwise stated in the contract. Statements will be mailed. Students who do not repay amounts by the designated due date will receive one additional notice. If the payment is not received by the date specified on the notice, collection proceedings will be instituted to collect the debt.

A fee of \$25 will be collected from each person who has given the university a check that has been dishonored. Students who do not repay such checks will receive one notice. If payment is not made by the date specified, collection proceedings will be instituted.

Note: Grades, diplomas, and transcripts will not be released until all debts to the University (any campus) are paid.

Student Expenses

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

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

Books and Supplies: These costs average \$412 per year for a full-time student but can vary with student course load.

Food: An allowance of about \$2,430 seems to be sufficient for most students for two semesters.

Campus Housing: In Juneau, cost range is from \$1,350 per person for a single occupancy study/bedroom, to \$4,175 per family for family housing. In Sitka, cost range is from \$1,100 per person for a double occupancy room to \$1,300 for a single occupancy room. Prices are per semester.

Off-Campus Housing: The average cost of a two-bedroom apartment is approximately \$660 per month per person.

Transportation: An allowance of about \$595 is sufficient to meet most needs for two semesters; cost depends on how close a student lives to campus and whether there are car expenses. Students should also allow for airfare if they plan to return to their hometown during the school year.

Personal Expenses: A student should budget for clothing, laundry, medical and dental expenses, recreation, personal supplies, and other items. An allowance of \$1,035 per academic year is usually sufficient.



UAS Distance Learning programs feature state-of-the-art equipment staffed by professionals.

Standard Cost of Attendance (COA) Budgets

2002-2003 Academic Year (Fall 2002/Spring 2003) Estimated Expenses

JUNEAU CAMPUS ALASKA RESIDENT

	Students without dependents		All other students:	
	Living at home with parents	Living in on-campus housing with dependents in ANY housing	without dependents living away from parents	
FRESHMAN Based on 12 credit hours/semester				
Room	\$0	\$ 2,760	\$ 5,940	
Board	1,500	2,430	2,430	
Lower Division tuition	(2) 1,968	(2) 1,968	(2)	1,968
Student/Course Fees	423	423	423	
Books & Supplies	575	575	575	
Transportation	595	162	595	
Misc. living expenses	1,035	1,035	1,035	
Resident lower division COA	\$ 6,096	\$ 9,353	\$ 12,966	
SOPHOMORE Based on 12 credit hours/semester				
Room	\$0	\$ 3,180	\$ 5,940	
Board	1,500	2,430	2,430	
Lower Division tuition	(2) 1,968	(2) 1,968	(2)	1,968
Student/Course Fees	423	423	423	
Books & Supplies	575	575	575	
Transportation	595	162	595	
Misc. living expenses	1,035	1,035	1,035	
Resident lower division COA	\$ 6,096	\$ 9,773	\$ 12,966	
UPPER DIVISION (Junior/Senior) Based on 12 credit hours/semester				
Room	\$0	\$ 3,180	\$ 5,940	
Board	1,500	2,430	2,430	
Upper Division tuition	(1) 2,232	(1) 2,232	(1)	2,232
Student/Course Fees	423	423	423	
Books & Supplies	575	575	575	
Transportation	595	162	595	
Misc. living expenses	1,035	1,035	1,035	
Resident upper division COA		\$ 6,360	\$ 10,037	
			\$ 13,230	
GRADUATE (Based on 9 credit hours/semester)				
Room	\$0	\$ 3,180	\$ 5,940	
Board	1,500	2,430	2,430	
Graduate tuition	(3) 3,312	(3) 3,312	(3)	3,312
Student/Course Fees	383	383	383	
Books & Supplies	310	310	310	
Transportation	450	162	450	
Misc. living expenses	776	776	776	
Resident graduate COA	\$ 6,731	\$ 10,553	\$ 13,601	

- (1) The budgeted allowance for upper division tuition may be increased by \$93 for each credit hour taken above 12 credit hours/semester.
- (2) The budgeted allowance for lower division tuition may be increased by \$82 for each credit hour taken above 12 credit hours/semester.
- (3) The budgeted allowance for graduate tuition may be increased by \$184 for each credit hour taken above 9 credit hours/semester.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets, if you have special circumstances you would like to have considered, if you have school-related child care costs, or if you have the necessity to purchase a computer for use in your program and would like your budget increases for an allowance for this purchase.

2002-2003 Academic Year (Fall 2002/Spring 2003) Estimated Expenses

JUNEAU CAMPUS NON-RESIDENT

	Students without dependents		All other students:	
	Living at home with parents	Living in on-campus housing with dependents in ANY housing	without dependents living away from parents	
FRESHMAN Based on 12 credit hours/semester				
Room	\$0	\$ 2,760		\$ 5,940
Board	1,500	2,430		2,430
Lower Division tuition	(2) 6,144	(2) 6,144	(2)	6,144
Student/Course Fees	423	423		423
Books & Supplies	575	575		575
Transportation	595	1,512		1,945
Misc. living expenses	1,035	1,035		1,035
Non-resident lower division COA	\$ 10,272	\$ 14,879		\$ 18,492
SOPHOMORE Based on 12 credit hours/semester				
Room	\$0	\$ 3,180		\$ 5,940
Board	1,500	2,430		2,430
Lower Division tuition	(2) 6,144	(2) 6,144	(2)	6,144
Student/Course Fees	423	423		423
Books & Supplies	575	575		575
Transportation	595	1,512		1,945
Misc. living expenses	1,035	1,035		1,035
Non-resident lower division COA	\$ 10,272	\$ 15,299		\$ 18,492
UPPER DIVISION (Junior/Senior) Based on 12 credit hours/semester				
Room	\$0	\$ 3,180		\$ 5,940
Board	1,500	2,430		2,430
Upper Division tuition	(1) 6,408	(1) 6,408	(1)	6,408
Student/Course Fees	423	423		423
Books & Supplies	575	575		575
Transportation	595	1,512		1,945
Misc. living expenses	1,035	1,035		1,035
Non-resident upper division COA	\$ 10,536	\$ 15,563		\$ 18,756
GRADUATE (Based on 9 credit hours/semester)				
Room	\$0	\$ 3,180		\$ 5,940
Board	1,500	2,430		2,430
Graduate tuition	(3) 6,444	(3) 6,444	(3)	6,444
Student/Course Fees	383	383		383
Books & Supplies	310	310		310
Transportation	450	1,512		1,800
Misc. living expenses	776	776		776
Non-resident graduate COA	\$ 9,863	\$ 15,035		\$ 18,083

- (1) The budgeted allowance for upper division tuition may be increased by \$267 for each credit hour taken above 12 credit hours/semester.
- (3) The budgeted allowance for lower division tuition may be increased by \$256 for each credit hour taken above 12 credit hours/semester.
- (5) The budgeted allowance for graduate tuition may be increased by \$358 for each credit hour taken above 9 credit hours/semester.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets, if you have special circumstances you would like to have considered, if you have school-related child care costs, or if you have the necessity to purchase a computer for use in your program and would like your budget increases for an allowance for this purchase.

2002-2003 Academic Year (Fall 2002/Spring 2003) Estimated Expenses

JUNEAU CAMPUS WESTERN UNDERGRADUATE EXCHANGE (WUE)*

	Students without dependents				All other students: without dependents living away from parents
	Living at home with parents		Living in on-campus housing with dependents in ANY housing		
FRESHMAN Based on 12 credit hours/semester					
Room	\$0		\$ 2,760		\$ 5,940
Board	1,500		2,430		2,430
Lower Division tuition	(2) 2,952	(2)	2,952	(2)	2,952
Student/Course Fees	423		423		423
Books & Supplies	575		575		575
Transportation	595		1,512		1,945
Misc. living expenses	1,035		1,035		1,035
WUE lower division COA	\$ 7,080		\$ 11,687	(5)	\$ 15,300
SOPHOMORE Based on 12 credit hours/semester					
Room	\$0		\$ 3,180		\$ 5,940
Board	1,500		2,430		2,430
Lower Division tuition	(2) 2,952	(2)	2,952	(2)	2,952
Student/Course Fees	423		423		423
Books & Supplies	575		575		575
Transportation	595		1,512		1,945
Misc. living expenses	1,035		1,035		1,035
WUE lower division COA	\$ 7,080		\$ 12,107	(5)	\$ 15,300
UPPER DIVISION (Junior/Senior) Based on 12 credit hours/semester					
Room	\$0		\$ 3,180		\$ 5,940
Board	1,500		2,430		2,430
Upper Division tuition	(1) 3,216	(1)	3,216	(1)	3,216
Student/Course Fees	423		423		423
Books & Supplies	575		575		575
Transportation	595		1,512		1,945
Misc. living expenses	1,035		1,035		1,035
WUE upper division COA	\$7,344		\$12,371		\$15,564

*Western Undergraduate Exchange program: residents of Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming and are eligible to pay the resident tuition rate plus \$41/credit at UAS if they apply and are accepted for admission under the WUE program.

- (1) The budgeted allowance for upper division tuition may be increased by \$134 for each credit hour taken above 12 credit hours/semester.
- (3) The budgeted allowance for lower division tuition may be increased by \$123 for each credit hour taken above 12 credit hours/semester.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets, if you have special circumstances you would like to have considered, if you have school-related child care costs, or if you have the necessity to purchase a computer for use in your program and would like your budget increases for an allowance for this purchase.

2002-2003 Academic Year (Fall 2002/Spring 2003) Estimated Expenses

KETCHIKAN/SITKA CAMPUSES

	Students without dependents			All other students: without dependents living away from parents
	Living at home with parents	Living in on-campus housing with dependents in ANY housing		
LOWER DIVISION (Freshman/Sophomore) Based on 12 credit hours/semester)				
Room	\$0	\$ 3,000		\$ 5,940
Board	1,500	2,430		2,430
Lower Division tuition	(2) 1,968	(2) 1,968	(2)	1,968
Student/Course Fees	166	166		166
Books & Supplies	575	575		575
Transportation	450	450		450
Misc. living expenses	1,035	1,035		1,035
Lower division COA	\$ 5,694	\$ 9,624		\$ 12,564
UPPER DIVISION (Junior/Senior) Based on 12 credit hours/semester				
Room	\$0	\$ 4,000		\$ 5,940
Board	1,500	2,430		2,430
Upper Division tuition	(1) 2,232	(1) 2,232	(1)	2,232
Student/Course Fees	166	166		166
Books & Supplies	575	575		575
Transportation	450	450		450
Misc. living expenses	1,035	1,035		1,035
Upper division COA	\$ 5,958	\$ 10,888		\$ 12,828

NOTE: The Ketchikan and Sitka campuses do not differentiate resident, non-resident or WUE status for tuition calculation purposes for courses offered through the Ketchikan and Sitka campuses: for these courses, students are charged the resident tuition rates established by the University of Alaska Board of Regents. Non-resident students registering for distance delivered courses offered through campuses other than Ketchikan and Sitka must pay an additional \$174 per credit. Western Undergraduate Exchange students (residents of Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming, who have applied and been accepted for admission under the WUE program) registering for distance delivered courses offered through campuses other than Ketchikan and Sitka must pay an additional \$41 per credit.

- (1) The budgeted allowance for upper division tuition may be increased by \$259 for each credit hour taken above 12 credit hours/semester.
- (2) The budgeted allowance for lower division tuition may be increased by \$248 for each credit hour taken above 12 credit hours/semester.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets, if you have special circumstances you would like to have considered, if you have school-related child care costs, or if you have the necessity to purchase a computer for use in your program and would like your budget increases for an allowance for this purchase.

Housing

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

Juneau Campus



Freshmen at campus housing live in Banfield Hall.

Eligibility

Students residing in on-campus housing must maintain full time enrollment (12 credits) and a minimum 2.0 GPA and show record of current immunizations.

Housing Details

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

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

Students assigned to Banfield will be required to purchase a meal plan in the Mourant cafeteria.

Freshman Honors Building: Six two-bedroom apartments have been designated for incoming freshmen with a high GPA. These are double occupancy rooms with two bedrooms per apartment with two students per bedroom. A phone for local calls is located in the front room. Students assigned to these apartments will be required to purchase a meal plan.

Apartment Living: Modern apartment style units, for both single students and students with families, are available. Six apartment buildings provide housing for 15 families and 112 students. Single student apartments contain four single-occupant bedrooms and family units contain two bedrooms. Common areas include a full kitchen, living room, dining room and bathroom. Each apartment also has a shared storage room with one phone line and phone, which can be used for local calls.

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

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

Community Facilities: Residents of the student housing complex share the Student Housing Lodge, the community center. The facility provides a large fireplace lounge/recreation room, meeting rooms, a quiet study room, exercise room, computer room, convenience store and game room in addition to a laundry facility and secured gun storage area. This Lodge is the site for many social and educational activities. A barbecue shelter, basketball court, and two children's play areas are located outside of the Lodge.

Application Procedure

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

Applications for fall should be completed by May 1 for priority consideration. Applications for spring are due by December 1. Students are encouraged to apply early, as housing facilities fill quickly. An application is not considered complete until the \$100 deposit is received, signed housing agreement is returned, and proof of immunization has been verified.

Assignments

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



Moving-in day at Banfield Hall.

2002-2003 Housing Rates

Residence Hall

Double Room	\$1380
Single/Double Room*	\$1980
Meal Plan (required)	\$985

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

Freshman Honors Building

Double Room	\$1480
Single/Double Room*	\$2080
Meal Plan (required)	\$885

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

Apartment Style

Single Room	\$1590
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(This is single room in 4-bedroom apartment)

Family Style

Two-bedroom	\$4000
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(Up to four residents in each unit)

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

Penalties

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



Freshmen in double rooms enjoy comfortable private space plus room to study.

Ketchikan Campus

Eligibility

Students residing in on-campus housing must maintain full time enrollment and a minimum 2.0 GPA. Students need not be admitted to a degree program at UAS.

Housing Details

Condominium: The Ketchikan campus offers student housing in conjunction with Ketchikan Housing Inc., a local nonprofit organization. Ketchikan Housing owns and operates a condominium with space for up to three students. The unit comes fully furnished.

Staffing: Ketchikan housing is overseen by a manager with Ketchikan Housing Inc.

Location: This facility is located within a ten minute walk to campus.

Application Procedure

Applications are available at the Student Resource Center, room 303 of the Paul building, on the Ketchikan campus.

Assignments

Applications are processed in the order received. Eligible students will be notified by phone if space is available.

Costs

The semester rental rates for the 2002-2003 academic year are estimated at \$1,200 for double occupancy. The rates include all utilities except phone and cable television. An application fee/damage deposit of \$100 is required at the time of application and is refundable with proper notice. For more information or applications contact the Ketchikan campus Student Resource Center at (907) 228-4508.

Sitka Campus

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

Food Service

Food service is available only on the Juneau campus. The cafeteria is located in the Mourant Building, with meal service available Monday-Friday from 8:00am – 7:00pm. Coffee, snacks, breakfast, lunch and dinner are available at reasonable prices. The semester declining balance meal plan is mandatory for Banfield Hall and the Freshman Honors Building residents. See housing rates for costs. Housing students can also use their declining balance meal plan at the Student Housing Lodge convenience stores when the cafeteria is not open. For students, faculty, and staff who do not have a meal plan, a declining balance convenience card is available. See the Housing office, lower level Mourant, for more details



The Mourant Cafe's salad bar offers the freshest ingredients daily.



Breakfast, lunch and dinner plus plenty of snacks are offered at the Mourant Cafe.