Dear UAS Sitka Student:

Welcome to the University of Alaska Southeast Sitka Campus and thank you for enrolling in one or more of our courses. This Student e-Learning Resource Guide is filled with valuable information that will help you succeed at UAS - Sitka. The information includes campus resources, student services, and policies/procedures. Great care has been taken to provide you with the information you need for the most fulfilling college experience at UAS - Sitka. If you have any questions or problems, please contact Sitka e-Learning office of Instructional Services by calling 907-747-7700 or 800-478-6653 (AK only) or emailing us at sitka.distance@uas.alaska.edu

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Step 1.

Order Your Books from MBS Direct!

☑ Order online at: http://bookstore.mbsdirect.net/ualaska.htm
☑ Click on the “Order my books” tab
☑ Select the payment method either by CC or Financial Aid
☑ Select term (if needed)
☑ Select Sitka Campus as your program, and click continue.
☑ Select your Course ID (Make sure to select the correct Course ID depending on which section you are in).
☑ Scroll to the bottom of the page and click continue
☑ Review your cart and place your order

You may also call MBS Direct at: 1-800-325-3252
Be sure to have your Course ID ready

Your Sitka E-Learning class probably requires a textbook. The longer you wait—the greater chance that you will not have the textbook when class begins. Inquiries on the possibilities of using your Financial Aid to order your books should be directed to Instructional Services at 1-800-478-6653 or at (907) 747-7700. Books are not automatically ordered. Students must request this assistance each semester. In order for UAS to order your books, you must have enough funds from financial aid to cover both the cost of the books and shipping. Your funds must currently be showing in your account and you must have filed a Title IV Authorization form. If you do not have financial aid or sufficient funds, you are responsible for ordering your own books.
Complete a Contact Information Sheet and Proctor Form

Contact Information

The Student Contact Sheet is how we, at UAS-Sitka, know of any name, address, phone, or email changes that you have recently made. The contact sheet may be found in your Getting Started Packet that is emailed to you from our E-Learning education office; it can also be found on the last page of this handbook. You only need to return one form and only if you have contact information changes.

Please e-mail, fax, or mail completed forms to UAS - Sitka as soon as possible!

Address:
University of Alaska Southeast – Sitka Campus
1332 Seward Ave
Sitka, AK 99835
Fax: 1-800-478-3552 (AK only) or (907)-747-7731
sitka.distance@uas.alaska.edu
Proctor Information

*PLEASE SUBMIT ASAP*

Proctor Information Form ‘A’ or Proctor Information Form ‘B’

A Proctor acts as a representative of the University and is authorized to receive, administer, archive, and forward completed confidential materials between the University and students. Many E-Learning students are required to use a proctor for testing. In many circumstances, a University campus is available for students. The following are guidelines for selecting a proctor.

- A Proctor should be a local University of Alaska representative. They can be staff in the testing center or one of our outreach coordinators.
- For special circumstances where a University of Alaska representative is geographically unavailable, a high school teacher or counselor, or a librarian may be used upon approval by the department of Instructional Services/e-Learning and faculty. Individuals who have had prior experience proctoring test are preferred.

Proctors may not be family members, co-workers, or friends

Proctors other than those pre-approved on Proctor Information Form “A” are required to complete Proctor Information Form “B” and sign the agreement at the bottom of the form. Students should be aware that proctors must comply with the obligations set forth by the University while acting as the University’s testing representative. Students are asked to respect the obligations of the proctor, which include:

- Providing an email address or secure fax number that is not accessible to the student.
- Respecting the confidentiality of exams.
- Providing a quiet, distraction free environment for examinations.
- Verifying the identity of the student by valid picture identification.
- Monitoring the student during the examination process.
- Implementing and enforcing all exam procedures, rules, time limits, and due dates.
- Archiving exams for a limited time and forwarding completed examination materials per instructors requested method.

Please contact UAS - Sitka with any questions or concerns at 907-747-7700 or 800-478-6653 (AK only). You can find Proctor Information Form “A” and “B” on the UAS - Sitka website. Just go to: http://www.uas.alaska.edu/sitka/support/learning.html and click on exam proctors.
Obtain a UAS Username and Password!

Visit the ELMO website [https://uascentral.uas.alaska.edu/elmo](https://uascentral.uas.alaska.edu/elmo) to obtain your UAS username, UA student ID number, and set your UAS student password!

An acronym for Easy Login Maintenance Option, ELMO allows you to reset your passwords, look up your UA ID Number and UA Username. (this is used when logging onto UAS Online, checking your student e-mail, and using UAS campus computers), UAS student e-mail address (your user name with the extension “@uas.alaska.edu”), and UA student ID number (used as the primary identification key for all students—this is not your social security number).

To access and use ELMO, follow the instructions below:

1. Go to [https://uascentral.uas.alaska.edu/elmo/](https://uascentral.uas.alaska.edu/elmo/)

By providing the requested information, ELMO will help you find your UAS username and change your password. Your UAS accounts are used to access UAS Online, campus computers, email, library databases, and other UAS specific services.

In addition, ELMO will also report your UA Identification number, which is the ID used for checking student and employment records on UA Online.

2. If you are in the UAS Online system, then your name will display. If you are not in the UAS Online system, then a “Sorry…” message will display. If the “Sorry…” message displays, wait twenty four hours and then try these steps again. If the “Sorry…” message still displays after twenty four hours, then call the Juneau Help Desk at 1-877-465-6400.

3. Record your Username and UAS Student ID number in a safe place. You can reset your password as often as you like. If you forget your password, simply reset it using ELMO
UAS Webmail

All students, staff and faculty have an email account with 500mb of space for their current work. This account is automatically protected with an anti-spam filter. Campus computers are configured to connect using Outlook. The e-mail address assigned to your Webmail account is a combination of your UAS username (see ELMO to find your UAS username) and @uas.alaska.edu. The email server is also an Exchange server – a product provided by Microsoft that includes other functionality such as Calendaring and Task management among other things. To check, send, or work with your UAS Webmail account, follow the instructions below:

1. Go to [https://mail.uas.alaska.edu/](https://mail.uas.alaska.edu/)

2. Type your UAS username in the Username box, your UAS password in the Password box, and click on the Login button.
   - The Folders link displays all the folders in your Webmail account.
   - The Inbox link displays all the correspondence in your inbox.
   - The Options link allows you to view your account summary, change your personal information (including your Reply-to Address), set your Webmail account password (it’s better to use ELMO for this), change account settings, change colors, and work with a vacation message.
   - The Get Mail button checks for new e-mail.
   - The Compose button allows you to craft a new e-mail.
   - The Search button allows you to search for a specific e-mail.
   - The Delete button allows you to delete selected e-mail messages

You can also go to [http://www.uas.alaska.edu/helpdesk/email.html](http://www.uas.alaska.edu/helpdesk/email.html) for more information about how to forward your mail and setup on your mobile device.
Helpdesk Support at UAS

If you have any questions or need help with any computer or account issues. Please contact our UAS regional helpdesk located at our Juneau campus at: http://www.uas.alaska.edu/helpdesk/index.html

helpdesk@uas.alaska.edu
Phone: Help Desk: (907)–796–6400

The helpdesk can provide information on many issues such as:

- User Accounts
- Campus Computer problems
- Blackboard help
- Webmail
- UAS Online
- UA Online
- ePortfolios - Collect your work, such as documents, pictures, video, and more. Also start a weblog or online forum! Anything on your ePortfolio will be kept indefinitely and can be made available to alumni’s after graduation.

There is also a link that provides information if you’re using a personal computer for your class or at one of the UAS Campuses: http://www.uas.alaska.edu/helpdesk/computers/personal/index.html

This webpage has links to information such as:

- Student pricing on software
- Downloads – such as; Anti-Virus, Adobe Acrobat Reader, Adobe Flash Player, Java, Mozilla Firefox, Google Chrome
- Helpful recommendations on technical specifications for a new computer
- Network Guide – how to connect to on campus wireless, and wireless printing

This site also has helpful recommendations for students to follow while shopping for a new computer. Most new computers will meet every day needs, but UAS students have specific technological requirements - many related to a specific degree program - that should be taken into consideration while shopping for a new computer. The Helpdesk staff is happy to help out students with their questions about the important decision of what kind of computer to bring to campus.
UAS Online

UAS Online! is your portal to student resources including links to course homesites, student e-mail, calendar, and more.

Overview
UAS Online is your portal for all of your course management needs. The Home Tab has all the things you are used to seeing including your Profile, Course Homesites, and ePortfolios. While content is the same, changes to the format of UAS Online have greatly improved the way your content is organized.

Navigation
Content can be assigned to Tabs for improved organization and access. New Tabs can be created and you can customize their content. Tabs can be repositioned by dragging and dropping them. Clicking on links will open Subpages, which are saved even after you log out. This makes them a good way to quickly access your classes or other content that you use on a regular basis.

Use the Tab's arrow button to change its name or delete it.

Subpages open when you access links such as email or course homesites. They differ from tabs in that they display only one content item in a full screen page.
To change the look of your page click Add Stuff link. Different looks can be selected from the provided links.

Change the look of your pages: default | Black | Zebra | Sleek | Bamboo | Beach (Best viewed in Firefox.)

Content

Content is displayed in boxes called Channels. These channels can be positioned on a page by dragging and dropping them to the three available columns.
Blackboard Collaborate

Blackboard Collaborate is the University's web meeting software for online classes or student/faculty collaboration. Used primarily in teaching e-Learning courses, Blackboard Collaborate bridges the gap between campus, instructor, and student. It can be used to present guest speakers, hold virtual office hours, and bring together colleagues from all over the US and the World.

To use Blackboard Collaborate you will need:

- A computer with internet connection
- A web browser such as Internet Explorer, Mozilla Firefox, Google Chrome, or Safari.
  - Software called "Java" installed on your computer - if you do not have this free software you will need to install it. It can be downloaded from the following website:
- Headphones (these are available **FREE** from UAS – Sitka Campus)
- A microphone if you will use the audio channel - text based "chat" is also available.

All UAS courses that have DIST ELIVE in the course description and have a set meeting time and will have a "Web Meeting" room which can be accessed from UAS Online. Your instructor may also send you a link to the meeting or post that link on another website.

As a student you will generally be a Participant in the class, but if you are asked to give a presentation your instructor may make you a Moderator. For more information about Blackboard Collaborate WebMeetings go to: [http://www.uas.alaska.edu/helpdesk/coursework/webmeeting/index.html](http://www.uas.alaska.edu/helpdesk/coursework/webmeeting/index.html)
UA Online

UA Online is a website hosted by the University of Alaska; it provides useful information and tools for all UA students (grades, transcripts, registration, etc.). To access UA Online, follow the instructions below:

1. Go to [http://uaonline.alaska.edu/](http://uaonline.alaska.edu/)

2. Select one of the UA Online links.

3. Enter your UA ID number or UA user name in the User ID box (If unsure please see ELMO), enter your UA password, and click the Login button.

4. Click on each available tab to access tools and information. Notifications regarding your account are sent to your preferred e-mail address. To review or update your preferred e-mail address, on the Personal Information menu go to Manage Your Address, Email and Phone Information.
Tips for a Successful Course

- **Organize your time and set goals.** Spend at least 2 – 4 hours of study for every credit you are taking. For example, if you are taking 3 courses worth 3 credits each, plan to spend at least 18 to 36 hours a week studying. Organize your schedule to meet these time requirements and set goals for your assignments. It is up to you and you alone to determine how valuable your time is. In addition to building your schedule to have the necessary time to complete school work, you need to consider other commitments like family, work, and other interests. If there is not enough time in your schedule to accomplish these goals, you may want to discuss this with an advisor.

- **Find a distraction free study area.** Find a place to study that is free of interruptions and distractions while you are working on the computer, reading a textbook, or watching a video. You might want to consider studying at the library or on campus in the Learning Center. A separate room at your home is also suggested. If you are the only one at home, consider unplugging the phone.

- **Stay in contact with your instructor.** All courses have some way of contacting the instructor; either by e-mail or phone (this information is usually found in the course syllabus). Contact your instructor frequently; especially when you have questions that keep you from completing your assignments.

- **Familiarize yourself with the course syllabus.** Most syllabi are posted on each class’ respective home site [https://uascentral.uas.alaska.edu/online](https://uascentral.uas.alaska.edu/online). The syllabus is your contract with the instructor. The syllabus may include: course description, objectives, requirements, assignments, assignment schedules, and exams, use of media and technology, and contact information. While timelines may change the policy does not. If you hand in a paper late and then express frustration for being marked down, the instructor will refer you back to their policy. Many students ask faculty questions which are clearly answered in the syllabi, implying you haven’t read the syllabi. Check the syllabi before asking your faculty.

- **Keep copies of classwork.** You will be required to send your classwork to your instructor. Depending on the method of delivery check your gradebook often to make sure your instructor has gotten your work. Things do occasionally get lost or misplaced. In addition, when taking a paper exam with a proctor, ensure that the proctor makes a copy and keeps it on file.

- **Identify the equipment necessary for the course.** Make sure you have the right equipment for your e-learning course. Every course will require a computer and internet connection. Several courses require headsets, iPods, iPads, digital cameras, calculators, and access to a DVD player. Please check with our e-learning department we may have the equipment to loan out to you.
Frequently Asked Questions

How do I get course textbooks and materials?

In many cases, you must order the textbooks for UAS - Sitka courses from MBS Direct; a textbook distributor. Students may contact MBS Direct at:

Phone: 1-800-325-3252  
Online: http://bookstore.mbsdirect.net/ualaska.htm

Inquiries on the possibilities of using your Financial Aid to order your books should be directed to Instructional Services at 1-800-478-6653 or at (907) 747-7700. Books are not automatically ordered. Students must request this assistance each semester. In order for UAS to order your books, you must have enough funds from financial aid to cover both the cost of the books and shipping. Your funds must currently be showing in your account and you must have filed a Title IV Authorization form. If you do not have financial aid or sufficient funds, you are responsible for ordering your own books.

How do I communicate with my instructor?

Instructors usually list their preferred communication method in the course syllabus. This information can be found on your course home site at https://uascentral.uas.alaska.edu/online. If you need assistance in contacting your instructor, please call UAS - Sitka at 1-800-478-6653 (AK only) or (907) 747-7700. We can be reached at sitka.distance@uas.alaska.edu

How do I take exams?

For students (E-Learning and local) needing to take placement exams (Math, English, and Computer Proficiency), they should contact the UAS - Sitka Learning Center at 907-747-7785.

For students taking local UAS - Sitka courses, your instructors will inform you of exam procedures during course meetings. For students taking UAS - Sitka E-Learning courses, most instructors require that exams be administered by a proctor; to establish a proctor, you must complete Proctor Information Form “A” or “B” and send it to UAS Sitka. Once received and approved, your exam will be sent to your proctor where he or she will administer the exam (using the specified rules and time limits for the exam) and return it to UAS - Sitka for grading. Please check with your instructor for specific exam instructions.

Do I need to go to campus for course meetings?

If you are taking local courses, yes. If you are taking E-Learning courses, yes and no; some E-Learning degree programs and individual E-Learning courses may have an on-campus component or may be part of a blended class.

Do I need special equipment to take E-Learning courses?

The delivery method and equipment requirements vary from course to course; methods should be listed in the course description and course syllabus.
Do I need to be admitted to a UAS degree program to take courses?
No, it is not necessary. However, courses taken before applying for a specific degree program cannot be guaranteed to meet the requirements for that program if the requirements change. Additionally, some instructors restrict registration for particular courses to admitted degree seeking students only.

How do I apply for a degree program?
You should consult with an academic advisor or a faculty member before applying for admission. Once you have decided to apply, you can apply for admission online by going to http://www.uas.alaska.edu/admissions/admission/index.html

What courses should I take?
You should consult with an advisor to determine which courses you should take. Consulting an advisor is a vital step for all students who wish to complete a certificate or degree program. Advisors assist in making correct course selections, finding updated career information, processing petitions, and monitoring your progress towards graduation. You are encouraged to meet with your advisor at least once a semester; as getting the correct information can help prevent problems and delays.

Is financial aid available for E-Learning delivered courses?
Yes; in most instances if the student is admitted into a degree program. Most forms of financial aid require that the student be enrolled in at least 6 FAFSA credits (half time status) to qualify. Students may take courses from more than one UA campus and still be eligible for financial aid. Note: Financial aid does not fund yearlong correspondence courses.

Where do I apply for financial aid?
The University of Alaska (UAS, UAA, and UAF) that will be awarding your degree is your home University. Financial aid is awarded and disbursed by your home university. Our Advising Office at UAS - Sitka can help you begin the application process. To get started call 907-747-7700 or 800-478-6653 and ask for advising, or, visit the financial aid website at http://www.uas.alaska.edu/finaid/

How do I register for classes?
Students with a local campus can stop by and register in-person or you can go directly to UAOntine and register for their classes. Students can also apply for Admission to degree programs at UAOntine as well.
Fees & Expenses
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.

Tuition per Credit Hour
The 2015-2016 tuition and fee schedule runs from Fall Semester 2015 through Summer Semester 2016.
- Lower division (000-299 level) - $183 per credit
- Upper Division (300-499 level) - $221 per credit
- Graduate Division (500-699 level) – $423 per credit

Network Access Fee
The purpose of the network charge is to cover rapidly rising costs, especially in the maintenance and enhancement of our university-wide technology infrastructure. The charge will be applied at a 4% rate on a course-by-course basis to tuition, non-resident surcharges if applicable, and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees less than the lower division credit hour tuition rate will be exempt for the charge. All calculated fees will be rounded to the nearest dollar.
- Lower Division: $7 per credit
- Upper Division: $9 per credit
- Graduate: $17 per credit

Sitka Consolidated Fee
The non-refundable consolidated fee is used to provide students with a variety of opportunities and services that enhance the quality of the educational experience and facilitate the delivery of instruction. The fee covers the costs associated with instructional materials, technologies, student activities, as well as the activities of student government.
- $20 per credit.

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

<table>
<thead>
<tr>
<th>Course Length</th>
<th>100% Refund Tuition and fees</th>
<th>No Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester-length courses (Fall and Spring Only)</td>
<td>Prior to and during the first 2 weeks of instruction for the semester</td>
<td>On the first day after the second week of instruction for the semester</td>
</tr>
<tr>
<td>Credit courses meeting 12 or more times but less than a semester</td>
<td>Prior to the 3rd class meeting, or check online or with the Registrar’s Office</td>
<td>On or after the day of the 3rd class meeting, or check online or with the Registrar’s Office</td>
</tr>
<tr>
<td>Credit courses meeting 5-11 times</td>
<td>Prior to the day of the 2nd class meeting</td>
<td>On or after the day of the 2nd class meeting</td>
</tr>
<tr>
<td>Credit courses meeting less than 5 times</td>
<td>On or before the first day of the course</td>
<td>No Refund</td>
</tr>
<tr>
<td>E-Learning courses with no designated class meetings, to be determined by campus</td>
<td>Within 7 to 14 calendar days from the later of the student’s registration date or the first day of instruction for the semester</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Refunds

Student fees are non-refundable after the 100% refund period. Any debts owed to the University (any campus) by the student will be subtracted from the refund before issuance of a check or direct deposit to the student or the source of financial aid. Full or partial refund of tuition and fees will be made according to the schedule on this page. Refund processing begins after the fifth day of class and can take ten working days. Students who paid by credit card will have their card credited. If the student paid by cash or check, a refund check will be mailed to the address of record, or direct deposited into their bank account if this option was set up in advance. Refunds will not be issued for amount of less than $1.
## General Information
Note: Dates listed below could change.
Go to [http://www.uas.alaska.edu/calendar/academic/](http://www.uas.alaska.edu/calendar/academic/)
For the most current version of the calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Tuition &amp; Fees Due Fall Semester</td>
</tr>
<tr>
<td>August 31</td>
<td>First Day of Fall Instruction</td>
</tr>
<tr>
<td>September 15</td>
<td>Deadline to Drop 100% Refund Tuition &amp; Fees</td>
</tr>
<tr>
<td>September 15</td>
<td>Deadline to change credit or audit for full-term classes</td>
</tr>
<tr>
<td>September 16</td>
<td>Withdraw Period Begins</td>
</tr>
<tr>
<td>October 1</td>
<td>Graduation application deadline for Fall</td>
</tr>
<tr>
<td>October 26</td>
<td>Spring 2016 Schedule Web Search Available</td>
</tr>
<tr>
<td>October 31</td>
<td>Deadline for Late Graduation Applications</td>
</tr>
<tr>
<td>November 9</td>
<td>Spring 2016 Registration opens UAS Program Students</td>
</tr>
<tr>
<td>November 20</td>
<td>Last Day to Withdraw from full-term classes</td>
</tr>
<tr>
<td>November 26 – 29</td>
<td>Thanksgiving – Campus Closed</td>
</tr>
<tr>
<td>November 23</td>
<td>Spring 2016 Registration Begins All Students</td>
</tr>
<tr>
<td>December 7-12</td>
<td>Finals Week</td>
</tr>
<tr>
<td>December 15</td>
<td>Deadline for Spring Admission</td>
</tr>
<tr>
<td>December 16</td>
<td>Grades Due posted on UAOnline</td>
</tr>
<tr>
<td>December 24 – January 3</td>
<td>Winter Break – Campus Closed</td>
</tr>
<tr>
<td>January 4</td>
<td>Campus Open</td>
</tr>
<tr>
<td>January 6</td>
<td>Tuition &amp; Fees Due Spring Semester</td>
</tr>
<tr>
<td>January 11</td>
<td>First Day of Spring Instruction</td>
</tr>
<tr>
<td>January 18</td>
<td>Alaska Civil Rights Day – Campus Closed</td>
</tr>
<tr>
<td>January 26</td>
<td>Deadline to Drop 100% Tuition &amp; Fees Refund</td>
</tr>
<tr>
<td>January 26</td>
<td>Deadline to change credit or audit for full-term classes</td>
</tr>
<tr>
<td>January 27</td>
<td>Withdraw Period Begins</td>
</tr>
<tr>
<td>February 1</td>
<td>Graduation Applications due for Spring</td>
</tr>
<tr>
<td>February 1</td>
<td>Summer 2016 Schedule Web Search Available</td>
</tr>
<tr>
<td>February 22</td>
<td>Summer 2016 Registration opens UAS Program Students</td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for Late Graduation Applications</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 7</td>
<td>Summer 2016 Registration Begins All Students</td>
</tr>
<tr>
<td>March 14-19</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 18</td>
<td>Spring Break – Campus Closed</td>
</tr>
<tr>
<td>March 21</td>
<td>Fall 2016 Schedule Web Search Available</td>
</tr>
<tr>
<td>March 25</td>
<td>Deadline to Withdraw Spring Semester</td>
</tr>
<tr>
<td>April 4</td>
<td>Fall 2016 Registration Opens UAS Program Students</td>
</tr>
<tr>
<td>April 18</td>
<td>Fall 2016 Registration Opens All Students</td>
</tr>
<tr>
<td>April 25 – April 30</td>
<td>Finals Week</td>
</tr>
<tr>
<td>April 29</td>
<td>UAS Sitka Commencement</td>
</tr>
<tr>
<td>May 1</td>
<td>Last Day to Apply for Summer Admission</td>
</tr>
<tr>
<td>May 4</td>
<td>Grades Due (posted on UAOnline)</td>
</tr>
<tr>
<td>May 12</td>
<td>Tuition &amp; Fees Due Summer Semester</td>
</tr>
<tr>
<td>May 16</td>
<td>First Day of Instruction (Summer class may be staggered)</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day Holiday – Campus Closed</td>
</tr>
<tr>
<td>July 1</td>
<td>Graduation Application Deadline Summer</td>
</tr>
<tr>
<td>July 4-5</td>
<td>Independence Day Holiday – Campus Closed</td>
</tr>
<tr>
<td>July 15</td>
<td>Deadline for Late Graduation Applications</td>
</tr>
<tr>
<td>Aug 1</td>
<td>Deadline for Fall Admission</td>
</tr>
<tr>
<td>Aug 10</td>
<td>Grades Due (posted on UAOnline)</td>
</tr>
</tbody>
</table>
General Information

UAS Academic Catalog
http://www.uas.alaska.edu/catalog/

Equal Education and Employment Policy Statement

It is the policy of the University to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans’ Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC’s Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University’s Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, D.C.), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, D.C.). For information, contact UAS Human Resource Services, 11120 Glacier Highway, Juneau, AK 99801-8675. Telephone (907) 796-6263. It is the responsibility of the individual student to become familiar with the policies and regulations printed in this catalog. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this catalog. However, the University of Alaska Southeast catalog is not a contract but rather a guide for the convenience of students. The University reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

Affirmative Action

Through the Affirmative Action Plan, which is updated annually, the University of Alaska Southeast recognizes its responsibility to provide education and employment opportunities for all qualified individuals. The Director of Personnel Services acts as the Affirmative Action Officer for the campus and is responsible for implementing state and federal laws, orders, decisions, and university policies to prevent illegal discrimination or institutional exclusion. It is the policy of the University of Alaska Southeast to provide equal education and employment opportunities and to provide service and benefits (such as admission decisions, financial aid, access to academic programs, employment, and health and counseling services) to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era or disabled veteran. If students, prospective students, or employees feel they have been discriminated against, they have the right to contact the appropriate supervisor for assistance and follow the resolution process outlined in University Regulation 04.02.020. They can contact the campus Affirmative Action Officer at the regional personnel office. Information is also available from the Alaska State Commission for Human Rights, the Federal Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, the Department of Labor, or the Office of Civil Rights in the Federal Department of Education. For further information on the campus level, contact Yolanda Cordero in the UAS Human Resource Services Office.
Sexual Misconduct
While the University of Alaska Southeast fully supports the free exchange of ideas, it seeks to provide a working and learning environment that is free from sexual misconduct (harassment, assault, etc.) of any kind. Sexual misconduct is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title 18 of the Alaska State law and is prohibited by University Regulation 04.02.020.

- Reporting and Resources - Anyone who believes he or she has been a victim of sexual misconduct should report the incident immediately. UAS has a response team trained to assist in responding to reports of sexual misconduct. All sexual misconduct reported will be taken seriously and investigated. UAS Counseling staff serves as confidential resources to anyone who reports. Call 907-796-6000 or toll-free at 1-877-465-4827. Investigations into sexual misconduct can be initiated by the Human Resources office (907-796-6273) or the Student Conduct office (907-796-6000). For more information about resources and reporting, please visit www.uas.alaska.edu/policies/titleix.html.

- Employee Responsibilities - All UAS employees, except licensed confidential counselors, are required to report instances of sexual misconduct to their campus Title IX team. For more information regarding the UAS employee responsibilities and the UAS Title IX Response Team, please visit http://www.uas.alaska.edu/policies/titleix.html.

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

Disability Services (DS)
The University of Alaska Southeast provides services to aid college students who experience a documented physical, cognitive, and/or psychiatric disability. Disability Support Services are available on all UAS campuses. The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities including students who are taking e-Learning classes (See University of Alaska Regents Policy: www.alaska.edu/bor/policy/policy.xml). For further information on disability support services and guidelines about documentation please visit our Web site at www.uas.alaska.edu/dss or: Sitka: (907) 747-7703
Early contact at least one month before the start of classes with this program is essential to a positive educational experience.

Smoke-Free/Tobacco-Free Campuses
The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities.
UAS - Sitka Office Hours
We try to keep UAS - Sitka offices open as long as possible. However, staffing requirements limit those hours (see below). Also, posted days and times may change without notice due to staffing requirements. Note: The hours we are open in the summer are sometimes shortened; therefore, please call (907)-747-7700 before coming in.

Building Hours/Instructional Support /E-Learning Education:
Call - (907)-747-7700
Monday through Thursday 8:00am – 9:00pm
Friday 8:00am – 5:00pm
Saturday 10:00am – 2:00pm

Business Office: (907)-747-7739
Monday through Friday 8:00am – 5:00pm

Student Success Center: (907)-747-7717
Monday through Thursday 8:00am – 9:00pm
Friday 8:00am – 5:00pm
Saturday 10:00pm – 2:00pm
Students must call for testing hours

Art Room: (90)7-747-7710
Monday through Thursday 8:00am – 8:30pm
Friday 8:00am – 4:30pm
Saturday 10:00am – 1:30pm
Note: Help may not be available during some of these times. Courses may also be in progress during some of these times; check with the instructor of that course to ensure the studio may be used for open lab. Student must have gone through the safety polices and protocols and signed the safety form.

Science Lab: (907)-747-7775
Monday through Thursday 8:00am – 8:30pm
Friday 8:00am – 4:30pm
Saturday 10:00am – 1:30pm
Note: Help may not be available during some of these times. Courses may also be in progress during some of these times; check with the instructor of that course to ensure the studio may be used for open lab. Student must have gone through the safety polices and protocols and signed the safety form.
UAS - Sitka Campus Tour

**E-Learning Education Office**

You are invited to visit the E-Learning Education office at UAS - Sitka; located next to the Registration/Information desk. You may find it helpful to familiarize yourself with the tools and services that we provide. Please stop by and introduce yourself to the staff. Here you can:

- Staff can scan documents/make copies
- Turn in assignments
- Pick up/Return Lab Supplies
- Check out / return equipment
- Check out / return videos
- Get help with AV equipment
- Send and receive faxes

**Student Success Center**

Academic Advisors are available to help students plan their program of study and make informed choices about course selections. Advisors can explain university requirements and policies, as well as answer questions and assist with financial aid. Math and writing tutors are available during scheduled day and evening hours, free of charge, to assist students with college course assignments. Exam proctoring services and placement exams are also available. The Learning Center provides study areas for UAS students while on campus as well as course specific and general reference materials. All students have access to the computer lab on campus. The computer lab has printing capabilities, Internet access via modems/wireless, and available computer lab staff (not on a full time basis) that can help and assist with any questions or concerns you may have. Please call 907-747-7717 or 800-478-6653, ext. 7717.

**Business Office**

The Business Office is available for students wanting to make payments on their student bill. Students wishing to set up a payment plan can go through our Tuition Management Systems program at https://nasalaska.afford.com. Eligible refunds on tuition are available through the business office and will be processed between one and two weeks after a course has been cancelled. If you have any questions, please feel free to contact the business office staff at 907-747-7739 or, toll free, 800-478-6653, ext. 7739.

**Administration Office**

The Administration Office is where our Director, HR, and Educational Services support staff are located and they serve to support our campus vision and mission goals.

- Vision Statement - The UAS Sitka Campus serves as a primary resource for learning opportunities in our community. We aim to provide a place where people from across the region and the state can enrich their lives and build a path to their future.

- Mission Statement - To meet the diverse, lifelong educational needs of our native and non-native community. To assist all students in reaching their immediate educational long-range career goals. To provide accessible postsecondary academic, vocational and continuing educational opportunities. To enrich the lives and embrace the cultures of our community, region and the state.
Other UAS - Sitka Services Available for Students

Classroom Assignments
Classroom assignments are displayed on the big monitors located near each main entrance of UAS Sitka. Although efforts are made to designate a room assignment for the duration of the semester, changes may be necessary. It is suggested that students confirm room assignments on the monitors prior to each course meeting. If you need a classroom please contact Randy Nutting at 907-747-7701.

Equipment and Media Loans from UAS – Sitka
Selected courses may require video, audio, CDs, and/or special equipment. Educational supplements, which are automatically sent to students, and equipment loaned to students by E-Learning Education staff, need to be returned at the end of the semester. All media and equipment should be returned to the location of the loan. Students assume responsibility for the proper care and use of equipment and media. A pre-addressed label will be included with the packaging and should be used to return media and equipment to the lending office if items must be shipped.

Here are some guidelines for returning items to the UAS - Sitka E-Learning Education office:

- Keep cases and protective covers with the items.
- If any materials or equipment are defective, clearly mark the item as DEFECTIVE and indicate what the defect is.
- Use the provided packing and boxing materials to securely protect items during shipping or transport.
- Use the business reply label to return your materials to UAS free of charge.

If you have any questions regarding the use of educational DVD’s, streaming content from an instructors website, or using any of the equipment we provide to you please contact us in the E-Learning Education/ Instructional Services Office at 1-800-478-6635.
Information about the Egan Library - Juneau Campus
11120 Glacier Hwy. Juneau, Alaska 99801
Phone number: (907) 796-6502
Toll free phone number reference desk: (877) 796-6502
Email: egan.library@uas.alaska.edu
Website: www.uas.alaska.edu/library
E-Learning Education Services:
http://www.uas.alaska.edu/library/services/students.html

We hope that as a registered UAS student you will take advantage of the services and resources the Egan Library has to offer you – no matter your location. Here are a few things you should know:

- **Library cards**: E-Learning students may register for library cards online from our E-Learning education services page. Having a library card as a UAS Sitka student will make it easier for you to order books to be delivered by Egan Library to where you live.

- **ILLiad interlibrary loan**: Create an account in ILLiad – in order to request books and articles through Egan library in support of your studies. (A link to ILLiad may also be found on the E-Learning Education Services page.)

- **Explore the Egan Library website**: The library website is YOUR access point to online information resources available to you 24/7. We have electronic books entirely view-able on your computer (see ebrary or netLibrary). We have research databases you can search for journal literature – containing articles you won’t find through “surface web” Google searches – see our About Finding Articles page: http://www.uas.alaska.edu/library/find-articles/database-subjects.html See also our online Breeze presentation overview of DE services (a link on the DE Services page).

- **We provide research assistance**: For you! Guides on searching databases, finding full text articles, information about citing sources, and upcoming tutorials on using the library are on our site. We welcome your questions for help in finding information or researching a topic – contact us by telephone or email for a quick question or an extended consultation.

If you have questions about a specific database or library tool, or would like to know what we have to offer in your area of study – please contact the Outreach Services Librarian or the reference desk so that we can show you the world of scholarly information we have available!

Jennifer Ward
Outreach Services Librarian and Associate Professor of Library Science
Phone: (907) 796-6285
Email: Jennifer.ward@uas.alaska.edu
Course Delivery Methods

**Online/eLearning (web based):**
- Requires access to e-mail and Internet.
- Are 0% location-based, meaning they can be taken anywhere at any time (asynchronous).
- Specific computer software/hardware versions may be required.
- A web course may use Blackboard Collaborate (see page 11) if it is synchronous (has class meeting times).
- Communication with instructor is mainly through electronic methods.
- Assignments are usually independent work, but some team assignments may be required.
- Faculty may prefer receiving assignments as attachments to e-mail or through online course website.
- The through online course website has a discussion board that used for course discussions between students and instructors.
- Most courses are instructor paced (students meet deadlines as set by the instructor).
- Exams administered by proctors at student locations.

**Audio Conference:**
- Courses have specific meeting times (for example, Mondays and Wednesdays from 7:00pm - 8:15pm)
- Students call a toll-free number and enter a meeting number for their course.
- Speakerphones with a mute option are best for this type of delivery.
- Homework is submitted by online course website, e-mail, fax, or mail.
- Exams are administered by proctors in the student’s community.

**Traditional**
- On campus
- Face to face
- Homework may be turned in directly to the instructor or may be submitted through an online course site.
- Exams may be taking during class time or in the local testing center.

**Blended**
- Blended classes include both eLearning and face to face students.
- Students can either attend via online web meeting or they may be sitting locally on campus in our hybrid technology classroom.
Audio Conference Courses at UAS-Sitka

Although most people spend at least a portion of their day using the phone, many people are unfamiliar with audio conferencing. Even those who have participated in audio conference calls may not be familiar with taking a semester-long course via phone lines.

Audio Conference Suggestions

When preparing for your UAS - Sitka based audio conference course, please keep the following points in mind:

* Courses have specific meeting times (for example, Mondays and Wednesdays from 7:00 to 8:15pm).
* Students call a toll-free number and key-in a meeting number to join the audio conference.
* Speakerphones with a mute option are best for this type of
* Dial into your conference about 5 minutes before the designated start time (check your syllabus).
* We strongly suggest that you use a phone that has a mute button; a speakerphone with a mute button is best. Normally you should have the phone on mute at all times except when speaking. Students using a regular phone without a mute button can press *6 to mute and #6 to un-mute the phone during a conference.
* State your name and location when asking or answering a question, or making a comment (i.e. “this in Carol in Dillingham...”). This will help your instructor and your classmates recognize your voice sooner. Also, this practice will help your experience with audio conferencing feel more personal and less technical.
* If a comment or question is made, you can respond immediately. Although audio conferencing allows for more than one person to speak at the same time, courtesy is always a virtuous practice. Allow classmates and professors enough time to complete sentences.
* Take notes during each audio conference. Taking notes will keep you focused on the information being presented. Some course meetings may be recorded; check with your instructor to see if recording course meetings will be acceptable.

The instructor is there to assist you and your fellow students. If you are having trouble, contact the instructor outside of regular course meetings (most instructors’ list office hours, e-mail address, and a phone number on the syllabus).

Troubleshooting

Further help? Call: 800-478-6653 or 907-747-7700 (UAS - Sitka) or
Email: sitka.distance@uas.alaska.edu
CISCO Conferencing Phone

When joining an audio conference from a UAS - Sitka classroom, you will be using a CISCO audio conference phone.

1. Turn the phone on. Note: When dialing from UAS – Sitka Campus, press “8” for an outside line.
2. When you hear a dial tone, dial 1-800-570-3591 to reach the audio conferencing network.
3. When prompted, enter the course meeting number. You can find this number on the passcode sheet which was sent to you.
4. You should now be connected with your course meeting. If your moderator has not arrived yet, you may be put on hold for up to 10 minutes.
5. When not talking, push the mute button. When the phone is muted, the mute light will blink red; otherwise, they will be a steady green.
6. Individual extension units may be attached to the main console for easy access. The mute button on the extensions also blinks red or green.

Troubleshooting the CISCO Phone
If you are having problems with the CISCO phone, please contact the front desk @ ext. 7700
Valuable Information for E-Learning Students

E-Learning Community Support – Outreach Community Coordinators

The individuals listed below may be available in the indicated communities in Southeast Alaska to help with registration, serve as proctors, and answer general questions. If your course requires that students meet as a group, the individuals listed below may also assist in selecting a designated site for your location.

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>COFFMAN COVE</td>
<td>Elaine Price</td>
<td>907-329-2233</td>
<td><a href="mailto:coffmancove@msn.com">coffmancove@msn.com</a></td>
</tr>
<tr>
<td>CRAIG</td>
<td>Cheryl Fecko</td>
<td>907-826-3425</td>
<td><a href="mailto:cherylfecko@gmail.com">cherylfecko@gmail.com</a></td>
</tr>
<tr>
<td>HAINES</td>
<td>John Hagen</td>
<td>907-766-6727</td>
<td><a href="mailto:communityed@hbsd.net">communityed@hbsd.net</a></td>
</tr>
<tr>
<td>HOONAH</td>
<td>Carol Williams</td>
<td>907-945-3614</td>
<td><a href="mailto:williamscc@hoonahschools.org">williamscc@hoonahschools.org</a></td>
</tr>
<tr>
<td>JUNEAU</td>
<td>Kim Stewart-Greinier</td>
<td>907-796-6163</td>
<td><a href="mailto:kim.stewartgreinier@uas.alaska.edu">kim.stewartgreinier@uas.alaska.edu</a></td>
</tr>
<tr>
<td>JUNEAU</td>
<td>Erin Hanson</td>
<td>800-478-9069</td>
<td><a href="mailto:erin.hanson@uas.alaska.edu">erin.hanson@uas.alaska.edu</a></td>
</tr>
<tr>
<td>KAKE</td>
<td>David Grimes</td>
<td>907-785-3741</td>
<td><a href="mailto:dgrimes@kakeschools.com">dgrimes@kakeschools.com</a></td>
</tr>
<tr>
<td>KETCHIKAN</td>
<td>Brenda Hurley</td>
<td>907-228-4513</td>
<td><a href="mailto:brenda.hurley@uas.alaska.edu">brenda.hurley@uas.alaska.edu</a></td>
</tr>
<tr>
<td>KLAWOCK</td>
<td>Jim Holien</td>
<td>907-755-2917</td>
<td><a href="mailto:jim.holien@klawockschool.com">jim.holien@klawockschool.com</a></td>
</tr>
<tr>
<td>KLUKWAN</td>
<td>Lani Hotch</td>
<td>907-767-5581</td>
<td><a href="mailto:lanihotch@aptalaska.net">lanihotch@aptalaska.net</a></td>
</tr>
<tr>
<td>METLAKATLA</td>
<td>Eugene (Gene) Avey</td>
<td>907-886-6332</td>
<td><a href="mailto:gagey@aisd.k12.ak.us">gagey@aisd.k12.ak.us</a></td>
</tr>
<tr>
<td>PELICAN</td>
<td>Royce Mattson</td>
<td>907-735-2236</td>
<td><a href="mailto:rmattson@pelicanschool.org">rmattson@pelicanschool.org</a></td>
</tr>
<tr>
<td>PETERSBURG</td>
<td>Tara Alcock</td>
<td>907-772-3349</td>
<td><a href="mailto:library@petersburgak.gov">library@petersburgak.gov</a></td>
</tr>
<tr>
<td>PORT ALEXANDER</td>
<td>Shanna Smith</td>
<td>907-568-2205</td>
<td><a href="mailto:ssSmith@sisd.org">ssSmith@sisd.org</a></td>
</tr>
<tr>
<td>SITKA</td>
<td>Randy Nutting</td>
<td>907-747-7701</td>
<td><a href="mailto:randy.nutting@uas.alaska.edu">randy.nutting@uas.alaska.edu</a></td>
</tr>
<tr>
<td>SITKA</td>
<td>Kim Davis</td>
<td>907-747-7709</td>
<td><a href="mailto:kim.davis@uas.alaska.edu">kim.davis@uas.alaska.edu</a></td>
</tr>
<tr>
<td>SITKA</td>
<td>Emy Roles</td>
<td>907-747-7721</td>
<td><a href="mailto:emy.roles@uas.alaska.edu">emy.roles@uas.alaska.edu</a></td>
</tr>
<tr>
<td>SITKA</td>
<td>Eric Elsensohn</td>
<td>907-747-7757</td>
<td><a href="mailto:eric.elsensohn@uas.alaska.edu">eric.elsensohn@uas.alaska.edu</a></td>
</tr>
<tr>
<td>SKAGWAY</td>
<td>Josh Coughran</td>
<td>907-983-2964</td>
<td><a href="mailto:jcoughran@skagwayschool.org">jcoughran@skagwayschool.org</a></td>
</tr>
<tr>
<td>TENAKEE SPRINGS</td>
<td>Lisa Speno, Librarian</td>
<td>907-736-2350</td>
<td><a href="mailto:lisatke@hotmail.com">lisatke@hotmail.com</a></td>
</tr>
<tr>
<td>THORNE BAY</td>
<td>Chris Page</td>
<td>907-828-8254</td>
<td><a href="mailto:cpage@sisd.org">cpage@sisd.org</a></td>
</tr>
<tr>
<td>WRANGELL</td>
<td>Margaret Villarma</td>
<td>907-874-3535</td>
<td><a href="mailto:wrangelllibrary@gci.net">wrangelllibrary@gci.net</a></td>
</tr>
</tbody>
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Updated as of – August 12, 2015
Your UAS-Sitka Campus is located on Baranof Island in Southeast Alaska!

**Sitka Campus**

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

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

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

**Climate**
January temperatures average 23 to 35; summers vary from 48 to 61. Average annual precipitation is 94 inches.
Addresses and telephone contact numbers may have changed since you originally registered with our office. Please take a moment to verify information that will help us to communicate with you during your enrollment through the Sitka campus. This sheet can be e-mail to sitka.distance@uas.alaska.edu or faxed to 907-747-7731 or 800-478-3552 (AK only) or mailed to the:

University of Alaska Southeast – Sitka Campus  
E-Learning Education Office  
1332 Seward Avenue  
Sitka, AK 99835

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<tr>
<td>Address</td>
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<tr>
<td>City</td>
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<tr>
<td>State &amp; Zip Code</td>
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<td>Evening Telephone</td>
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