

Sitka Campus  
**Student Handbook**  
2011-2012



Phone: 907-747-6653 or 800-478-6653  
Fax: 907-747-7731 or 800-478-3552 (AK only)  
1332 Seward Avenue  
Sitka, AK 99835  
[www.uas.alaska.edu/sitka](http://www.uas.alaska.edu/sitka)

# WELCOME!

Dear Student:

Welcome to the University of Alaska Southeast in Sitka and thank you for enrolling in one or more of our courses. This Student Handbook 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 a friendly UAS - Sitka Instructional Service Specialist by calling 907-747-6653 or 800-478-6653 (AK only) or emailing us at [sitka.distance@uas.alaska.edu](mailto:sitka.distance@uas.alaska.edu)

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## Getting Started

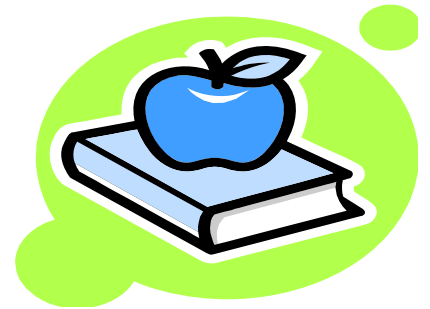
*You've registered for a course.....now complete the following steps!*

# 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 term (if needed)
- ✓ Select Sitka Campus as your program, and click continue.
- ✓ Select your Course ID (**Make sure to select the correct Course ID in which you’re in**).
- ✓ Scroll to the bottom of the page and click

▶ SUBMIT COURSE ID SELECTION(S)



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) 747-6653. 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.**

# Step 2.

## **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 mailed out from our E-Learning education office, it can also be found on the last page of this handbook. Remember this contact sheet only changes the information in our database. If you change your information at UAF or UAA in Banner it will not get changed in our database. 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*

### **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 choose a proctor for testing. In many circumstances, a University Extension facility is available for students. The following are guidelines for selecting a proctor.

- \* A Proctor should be a local University of Alaska representative. Outreach Coordinators and staff of any campus within the UA academic system may be valid proctors.
- \* For special circumstances where a University of Alaska representative is geographically unavailable, a local school district employee, library professional, or clergy member may be a proctor upon the approval of the UAS - Sitka E-Learning Education manager.

## **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 a secure fax number or email address 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 907-747-6653 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/distance/sitka/forms.html>



# Step 3.

## Obtain a UAS Username and Password!

Visit the **ELMO** website (<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 easily find your UAS username and UAS password (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/>



*Welcome to **ELMO***  
*The **E**asy **L**ogin **M**aintenance **O**ption*

A screenshot of the ELMO website interface. It features three colored buttons stacked vertically: a blue button for 'Option 1: I know my UA Username and Password', a green button for 'Option 2: I know my UA Username or ID #', and a yellow button for 'Option 3: Search for my account'. Below these buttons is a white text box with a blue border containing the following text: 'ELMO provides an easy way to activate your computer account and reset your password. Your account is used to access your course web sites, campus computers, email, library databases, and other online services.'

**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 MyUA / 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

# Your UAS Webmail

All active UAS students are given a UAS Webmail e-mail account during their semester of activity. This e-mail account can store up to 250 megabytes of mail, pictures, and reports. This account is automatically protected with an anti-spam filter. 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. To check, send, or work with your UAS Webmail account, follow the instructions below:

1. Go to <http://mail.uas.alaska.edu>

UAS UNIVERSITY OF ALASKA SOUTHEAST Web Access

( [show explanation](#) )

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

**Returning users:**  
Please visit [ELMO](#) and synchronize your password to activate your upgraded mail account.

User name:

Password:

[Login Help](#)

- Need your username or password? Visit [ELMO](#) to activate your account or reset your password!
- Want to forward your email to a different account? Visit [UAS Online](#) and [edit your profile!](#)
  - Having troubles? Visit the [Help Desk Email FAQ!](#)
  - Other questions? [Contact the Help Desk!](#)

2. Put a check mark in the security box depending on whether you are using your own computer or if you are using a public computer.
3. 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

# Helpdesk Support at UAS

If you have any questions or need help with any computer or account issues. Please contact our UAS helpdesk in Juneau at:

[helpdesk@uas.alaska.edu](mailto:helpdesk@uas.alaska.edu)

Phone: Help Desk: (907)–796–6400

Toll Free Help Desk: 1–877–465–6400

The helpdesk can provide information on many issues such as;

- User Accounts
- Campus Computer problems
- Webmail
- UAS Online
- UA Online
- MyUA
- **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.
- **UASHome** - places online to put your stuff.
  - In Web folder, host web pages you create.
  - In Docs folder, store things you are working on.

In UAS Online, follow the Myfiles link and sign in, then drag files from your hard drive into your UASHome folders. Items on UASHome will be removed when your computer account is no longer active.

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, Anti-Spyware, Adobe Acrobat Reader, Java, Mozilla Firefox and Thunderbird.
- Helpful recommendations on technical specifications for a new computer
- Network Guide – how to connect to on campus wireless, and wireless printing



# **Blackboard**

Blackboard is another type of Course Management System that is available to some UAS students (UAS student access depends on whether your instructor uses Blackboard in addition to UAS Online).

Blackboard has many advanced features that greatly enhance your learning experience.

## To log onto Blackboard:

1. Go to (<http://classes.uaf.edu>).
2. Click on the **Login** button.
3. Type your Blackboard Username in the **Username** box, your Blackboard Password in the **Password** box, and click on the **Login** button.
4. Click on the class link.

## **Having trouble logging on to Blackboard? If so, please read on.**

Your username on the Blackboard website will be:

- The same as your UAS username if you are a new Blackboard user or have previously only taken UAS classes.
- You can find your UAS username and UA ID number by going to <http://uas.alaska.edu/elmo>
- If you took a class on the Fairbanks Blackboard in the past then your password will be whatever you last used.

# Elluminate



## WebMeeting

A "WebMeeting" is a web conference conducted using software called "Elluminate". It is a virtual classroom in which you will meet in "real time".

To use Elluminate you will need

- A computer with internet connection
- A web browser such as Internet Explorer, Firefox, Netscape or Safari.
  - Software called "Java Webstart" 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: <http://www.elluminate.com/support/>. This website will detect whether or not you have Java Webstart installed. If you do not have the required software you can follow a link to install it (you must have administrative privileges on your computer for this step).
- 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 WEB* in the course description and have a set meeting time 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.

# **BEFORE YOU START YOUR CLASS**

If you are taking a Sitka E-Learning web based class using Elluminate you need to do these following steps before you can start your class.

## ***\*Testing Elluminate and Adjusting your Audio\****

- **Go to <http://www.illuminate.com/support/>**
  - Click on the text "Configuration Room" to enter an Elluminate test room
  - You will get various types of security warnings and messages as Elluminate starts up - exact details will vary depending on your computer configuration and the browser you are using
  - Enter any name you like to login
  - You will see instructions for testing the sound level on your speakers/headphones and microphones
  - If you have problems with your audio then try the Troubleshooting Wizard also located on the Elluminate support page
  - The Elluminate support site has additional helpful documents and troubleshooting wizards

## ***\*Connecting to the Elluminate Webmeeting for your class\****

- Depending on whether the instructor has restricted access to their Webmeeting, it may or may not be necessary to login to the UAS Online.
- If you are logged in you can click on the link to the Webmeeting - either on the homepage or the blue navigation bar - and when you enter the meeting you will be identified by the name in your UAS Online profile.
- If you are not logged in and the instructor has allowed access to the general public you will be asked to enter a name. This should be your own name (i.e. first name and possibly last name) not a UserID. This name will be used to identify you on the Elluminate participant list.
- An instructor may also post a direct link to the Webmeeting in an email or on another website.

As the meeting software starts up you will get various types of security warnings. The number of warnings and their exact type will vary depending on how your computer is configured and which browser you are using (Internet Explorer or Firefox, etc.).

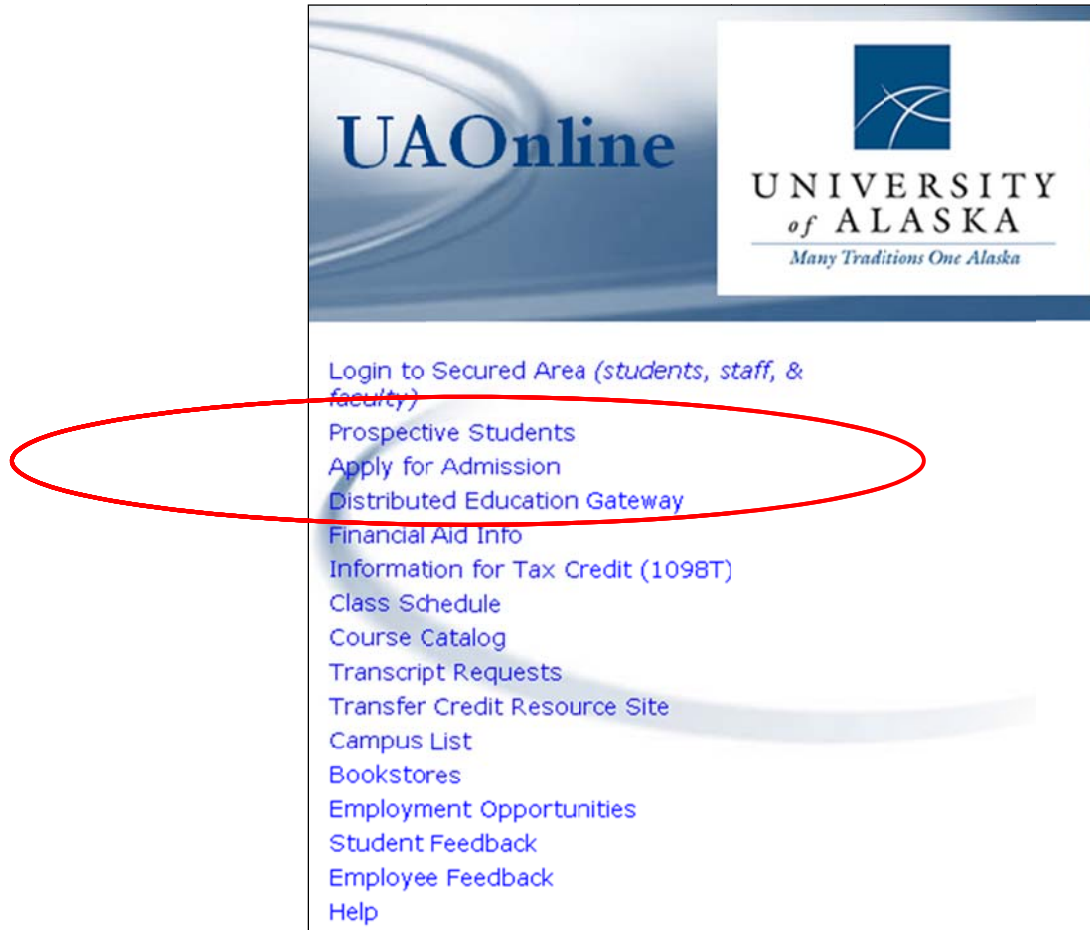
### ***Click Here For More information about entering the Webmeeting***

If you have problems entering a Webmeeting, contact the UAS helpdesk in Juneau - 1-877-465-6400

# 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/>



2. Select one of the UA Online links. Note: Some selections take you directly to the requested page. Others, however, require you to log in before going to the requested page.
3. Enter your UA ID number in the **User ID** box (If unsure of UA ID see ELMO to determine your UA ID number), your UA Online PIN in the **PIN** box, and click on the **Login** button.
4. Click on each available tab to access tools and 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 phone, e-mail, or fax (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. Ask your instructor how you are doing and discuss any areas that you find unclear or difficult.
  
- ❖ **Familiarize yourself with the course syllabus.** Most syllabi are posted on each class' respective home site (<https://uascentral.uas.alaska.edu/online>). (Sign in with your username and password and choose the class in which to view the course syllabus). 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.
  
- ❖ **Make copies of everything.** You will be required to e-mail, fax, mail, or hand over your work to the course instructor. Depending on the method of delivery your work may go through 2 or 3 people before your instructor receives it. Things do occasionally get lost or misplaced. To insure that you do not have to re-craft your hard work, make a copy of it and keep it on file. In addition, when taking an exam with a proctor, ensure that the proctor makes a copy and keeps it on file. Again, **MAKE COPIES OF EVERYTHING!!! If mailing or faxing in your homework, please use a cover sheet, and be sure to put your name and a page number on each page!**
  
- ❖ **Identify the equipment necessary for the course.** Make sure you have the right equipment. Several courses require digital cameras, video cameras, and/or access to a DVD player
  
- ❖ **Tutoring is available in most learning centers.** Take advantage of any and all tutoring!

# 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 by phone, fax, or online. (See also Page 3).

Phone: 1-800-325-3252

Fax: 1-800- 499-0143

Online: <http://bookstore.mbsdirect.net/ualaska.htm>

**Note:** 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) 747-6653. 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. It may be E-mail, phone, or fax. This information can be found on your course home site at <https://uascentral.uas.alaska.edu/online>. (Sign in with your username and password and choose the class in which to view the course syllabus). If you need assistance in contacting your instructor, please call UAS - Sitka at 1-800-478-6653 (AK only) or (907)-747-6653.

## 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. For more information about selecting a proctor, see the “Selecting a Proctor” page of this handbook.

## 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.

## 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. The Course Delivery Method section of this handbook gives a detailed description of the different delivery methods.

## 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.



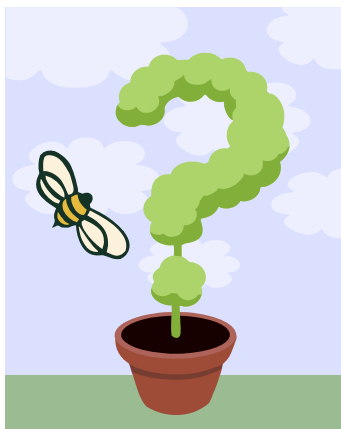
## How do I apply for a degree program?

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/>

## 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 907-747-6653 or 800-478-6653 and ask for advising, or, visit the financial aid website at <http://www.uas.alaska.edu/finaid/>

## University of Alaska FAFSA Codes

- UAS – 001065
- UAF – 001063
- UAA – 011462

# How do I register for courses?

- **IN-PERSON**

Students with a local campus can stop by and register in-person.

- **ONLINE REGISTRATION**

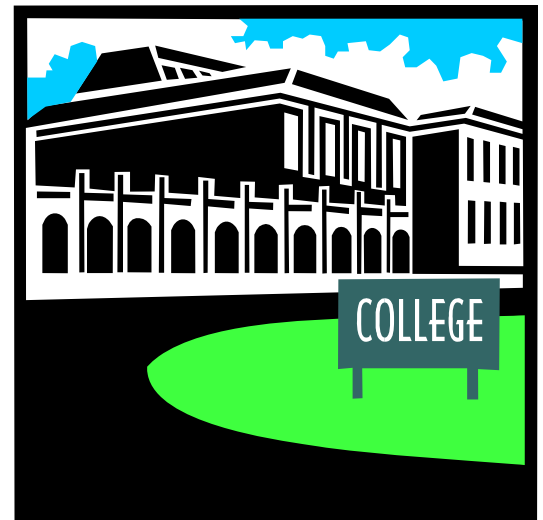
Returning students can go directly to [UAOnline](#) and register for their classes. First time students can go apply at [Admissions](#)

- **FAX – EMAIL**

The *Registration Form* is used when first selecting courses for a semester. *Add/Drop/Change Form* is used when adding extra courses to a currently enrolled semester. Complete and sign the form. Fax it back to us at: 800-478-3552 (Alaska Only) or (907) 747-7731. You can also email it back to us at: [student.info@uas.alaska.edu](mailto:student.info@uas.alaska.edu)

You can also go to <http://www.uas.alaska.edu/forms/>

For PDF copies of all of our forms



# **Fees & Expenses**

All fees are set 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**

Credits are assessed at \$154 per credit for lower division courses (000-299 level), \$187 for upper division courses (300-499 level), and \$372 for graduate level courses (500-699).

## **Technology Fee**

The Teaching, Learning, & Technology Roundtable (TLTR) fee was approved by the UA Board of Regents. The mission of the TLTR is to expand the teaching/learning environment of students, faculty, and staff through technology. Each campus may assess students a TLTR fee up to \$5 per credit each semester with a maximum of \$60 per semester. The technology fee funds improvements to instructional technology and services at each campus. Examples include computers in open labs, digitized library materials, staffing for labs and support services. Each campus has a TLTR responsible for administering the TLTR funds for the campus. All students registered for University of Alaska courses are charged the TLTR fee. Each campus consults with representatives of the student body as well as staff and faculty in prioritizing the use of these fees. Students are encouraged to become involved. To participate, contact: Denise.Blankenship@uas.alaska.edu

## **Network Access Fee**

The purpose of the network access fee is to cover rapidly rising costs, and supports the ongoing development and maintenance, of university-wide technology. The charge will be applied at a 2% rate on a course-by-course basis to tuition for credit and non-credit courses. All calculated fees are rounded to the nearest dollar.

## **E-Learning Fee**

E-Learning fees apply to those students who may be taking a university course via audio conference, web, satellite, or correspondence. Lower division: \$40 per course, Upper & Graduate: \$75 per course.



## **Lab/ Material Fees**

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

## **Student Governance Fee**

All Sitka and Ketchikan courses are assessed a \$1 student governance fee per credit hour. Juneau course are assessed at \$5 fee per credit hour, capped at \$75. Student governance fees are nonrefundable unless courses are cancelled by the University.

# **REFUND SCHEDULE**

Course Length	100% Refund Tuition and fees	50% Refund Tuition only	No Refund
Semester-length courses	Prior to and during the first 5 days of instruction for the semester	6 <sup>th</sup> through 10 <sup>th</sup> days of instruction for the semester	On or after the 11 <sup>th</sup> day of instruction for the semester
Credit courses meeting 12 or more times but less than a semester	Prior to the day of the 3 <sup>rd</sup> class meeting	Prior to the day of the 5 <sup>th</sup> class meeting	On or after the day of the 5 <sup>th</sup> class meeting
Credit courses meeting 6-11 times	Prior to the day of the 2 <sup>nd</sup> class meeting	Prior to the day of the 3 <sup>rd</sup> class meeting	On or after the day of the 3 <sup>rd</sup> class meeting
Credit courses meeting less than 6 times	On or before the first day of the course	None	
Web courses with no designated class meetings, to be determined by campus	Within 7 calendar days from the later of the student's registration date or the first day of instruction for the semester	7 to 14 calendar days from the later of the student's registration date or the first day of instruction for the semester	

## **Refunds**

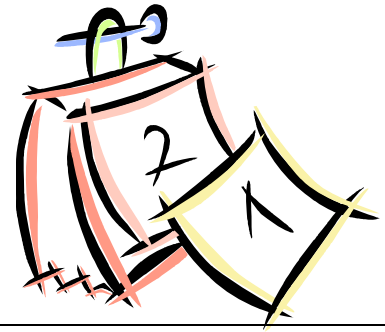
Student fees are non-refundable. Any debts owed to the University (any campus) by the student will be subtracted from the refund before issuance of a check or direct deposit to the student or the source of financial aid. Full or partial refund of tuition and fees will be made according to the schedule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

# General Information

Note: Dates listed below could change.

Go to <http://www.uas.alaska.edu/calendar/academic/>

For the most current version of the calendar



## UAS Calendar 2011 - 2012

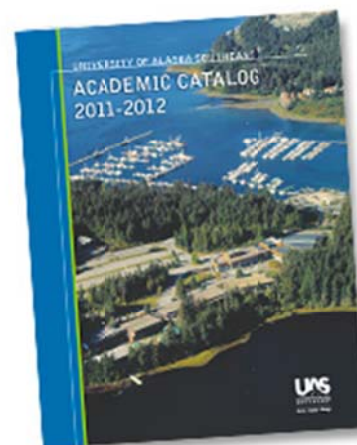
August 25	Tuition & Fees Due Fall
September 1	First Day of Fall Instruction
September 5	Labor Day – Campus Closed
September 8	Last Day to Drop 100% Refund
September 15	Last Day to Drop 50% Refund
October 1	Graduation application deadline for Fall
November 14	Spring 2012 Registration Begins UAS Program Students
November 28	Spring 2012 Registration Begins All Students
November 23	Last Day to Withdraw Fall 2010
November 24 -25	Thanksgiving – Campus Closed
December 12 – 17	Finals Week
December 20	Grades Due
December 24 – January 3	Holiday Break – Campus Closed
January 4	Campus Open
January 12	Tuition & Fees Due Spring
January 16	Alaska Civil Rights Day – Campus Closed
January 17	First Day of Spring Instruction
January 24	Last Day to Drop 100% Refund
January 31	Last Day to Drop 50% Refund
February 1	Withdraw Period Begins
February 1	Graduation Applications Deadline for Spring
February 27	Summer 2012 Registration Opens
March 1	Deadline for Late Graduation Applications (additional fee)
March 12 – 17	Spring Break
March 16	Spring Break – Campus Closed
April 2	Fall 2012 Registration Opens UAS Program Students
April 9	Last Day to Withdraw Spring
April 16	Fall 2012 Registration Opens All Students

April 30 – May 5	Finals Week
April 30	Last Day to Apply for Summer Admission
May 4	UAS Sitka Commencement
May 8	Grades Due
May 20	Tuition & Fees Due Summer
May 21	First Day of Instruction (Summer class are staggered)
May 28	Memorial Day Holiday – Campus Closed
July 1	Graduation Application Deadline Summer
July 4-5	Independence Day Holiday – Campus Closed
July 19	Deadline for Late Graduation Applications (additional fee)
July 20	Last Day to Withdraw
Aug 11	Last Day of Instruction for Summer
Aug 16	Last Day to Apply for Fall Admission
Aug 16	Grades Due
Aug 18	Last Day to Apply for Fall 2012 Admission

# **General Information**

## **UAS Academic Catalog**

Go to <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 Kirk McAllister Coordinator, Section 504 and Title IX University of Alaska Southeast, Personnel Services 11120 Glacier Highway, Juneau, AK 99801-8675 Telephone: (907) 796-6473.

## **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 Kirk McAllister in the regional personnel office.

## **Sexual Harassment**

While the University of Alaska Southeast fully supports the free exchange of ideas, it seeks to provide a working and learning environment that is free from sexual harassment of any kind. Sexual harassment is a form of employee or student misconduct that will not be condoned or tolerated by the campus community. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title 18 of Alaska state law and is prohibited by University Regulation 04.02.020. Anyone who believes he or she has been sexually harassed should report the incident immediately to the appropriate dean, director, or supervisor or directly to the Affirmative Action Officer. There are formal and informal remedies available under University Regulation 04.02.02 to resolve sexual harassment complaints. For information or to file a complaint on the UAS Sitka Campus, students and public should contact, Michelle Wheeler; Student Success Center Manager, 1332 Seward Ave., Sitka, AK 99835 Telephone: (907) 747-7707. Faculty and staff

should contact Nicole Rogers, Personnel/Payroll, 1332 Seward Ave., Sitka, AK 99835 Telephone: (907) 747-7706.

## **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 165<sup>th</sup> Avenue NE, Suite 100, Redmond, Washington 98052; phone (425) 558-4224). [www.nwccu.org](http://www.nwccu.org).

## **Disability Support Services (DSS)**

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

### **In Juneau:**

(907)796-6000

### **In Ketchikan:**

(907) 228-4505

### **In Sitka:**

(907) 747-7707

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

The academic catalogs are an important source of information. The catalog is updated each academic year to reflect changes in academic policy and degree requirements. The applicable catalog is the catalog year you were accepted to a degree program at UAS. The catalog web site has archive pass years available for viewing.

# 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 747-6653 before coming in.**

Registration – Instructional Support – E-Learning Education: (907)–747–6653

Monday through Thursday \_\_\_\_\_ 8:00am – 9:00pm

Friday \_\_\_\_\_ 8:00am – 5:00pm

Saturday \_\_\_\_\_ 9:00am – 1:00pm

Student Success Center: (907)-747-7707 - (907) –747–7705 - (907)–747–7703

Monday through Friday \_\_\_\_\_ 8:00am – 5:00pm

Call to schedule an appointment with the student advisor.

Business Office: (907)–747–7739

Monday through Friday \_\_\_\_\_ 8:00am – 5:00pm

Learning Center & Computer Lab: 907-747-7717

Monday through Thursday \_\_\_\_\_ 8:00am – 8:45pm

Friday \_\_\_\_\_ 8:00am – 4:45pm

Saturday \_\_\_\_\_ 9:00am – 12:45pm

Students must call for testing hours

Art Room: 907-747-7710

Note: Help is not 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.

Monday through Thursday \_\_\_\_\_ 8:00am – 8:45pm

Friday \_\_\_\_\_ 8:00am – 4:45pm

Saturday \_\_\_\_\_ 9:00am – 12:45pm

# **UAS - Sitka 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:

- Send and receive faxes
- Helpful Staff can scan documents
- Turn in assignments
- Check out / return equipment
- Check out / return videos
- Get help with AV equipment



## **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. Students may contact Michelle Wheeler at 1-800-478-6653 ext. 7707

## **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. They can be reached at 800-722-4867 or at <https://www.afford.com/options/>. 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 907-747-7769, toll free, 800-478-6653, ext. 7739 or 7769.

## **Learning Center and Computer Lab**

Math and writing tutors are available during scheduled day and evening hours, free of charge, to assist students with college course assignments. For the Math Tutor call 747-7717 or for the Writing Tutor call 747-7765. Exam proctoring services and placement exams are also available, just call 747-7785. 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.

# **Other UAS - Sitka Services Available for Students**

## **Classroom Assignments**

Room 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.

## **Norton Antivirus Software for UAS Students**

Norton anti-virus is an enterprise solution designed to protect servers and workstations from viruses, worms, Trojans, and other harmful computer programs and content. It is automatically updated via the Internet so that the University can stay abreast of new threats.

All current UA students, staff, and faculty are licensed to use the software for free. To get a copy of Norton Antivirus, contact the Juneau help desk at 877-465-6400 or [helpdesk@uas.alaska.edu](mailto:helpdesk@uas.alaska.edu).

## **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](mailto:egan.library@uas.alaska.edu)

Website: [www.uas.alaska.edu/library](http://www.uas.alaska.edu/library)

E-Learning Education Services:

<http://www.uas.alaska.edu/library/services/distance-ed.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](mailto:Jennifer.ward@uas.alaska.edu)

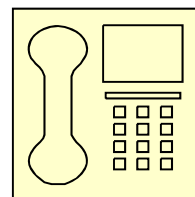
# **Course Delivery Methods**

## **Online (web based):**

- \* Requires access to e-mail and Internet.
- \* Specific computer software/hardware versions may be required.
- \* A web course may use Elluminate Live, which is a 'web meeting' that has a set time to meet online. See our Elluminate section on pg. 9-10 for more information.
- \* 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.
- \* Computer conferencing is used for course discussions.
- \* 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 7:00-8:15pm)
- \* 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 e-mail, fax, or mail.
- \* Exams are administered by proctors in the student's community.



## **Satellite:**

The following sites within Alaska are currently set up to receive UAS satellite courses.

Barrow \* Bethel \* Clear AFB \* Craig \* Dillingham \* Eielson AFB \* Fort Greely \* Fort Wainwright \* Haines \* Homer \* Juneau \* Kenai \* Ketchikan \* Kodiak \* Metlakatla \* Petersburg \* Sitka \* Skagway \* Unalaska \* Valdez \* Whitehorse, YT, BC \* Wrangell

When attending a course via satellite, please remember the following:

- \* Courses have specific meeting times (for example, Mondays and Wednesdays from 7:00-8:15pm)
- \* The student must be in a community that receives the AK3 television signal on campus, or in town, or have use of a computer with Real Video streaming and instant messenger.
- \* Courses are live on cable TV with course participation by toll free phone or by online instant messaging.
- \* Requires access to e-mail and Internet for additional course work. A computer with a sound card is recommended.
- \* The audio portion of the course may be archived; contact your instructor for more information.
- \* Exams administered by proctors at student's location.

Students can go to this website for more information (<http://uatv.alaska.edu>).

# **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 907-747-6653 (UAS - Sitka) or

Email: [sitka.distance@uas.alaska.edu](mailto:sitka.distance@uas.alaska.edu)

# **CISCO 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**

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.

Site	Name	Phone	E-mail
Coffman Cove	Elaine Price	907-329-2233	coffmancove@msn.com
Craig	Cheryl Fecko	907-826-3425	cherylfecko@gmail.com
Haines	Nate Benton	907-766-6727	nbenton@hbsd.net
Hoonah	Carol Williams	907-945-3614	williamsc@hcs.k12.ak.us
Juneau	Kim Stewart-Greinier	907-796-6163	kim.stewartgreinier@uas.alaska.edu
Kake	David Grimes	907-785-3741	dgrimes@kakeschools.com
Ketchikan	Brenda Hurley	907-228-4513	brenda.hurley@uas.alaska.edu
Klawock	Rich Carlson	907-755-2917	richard.carlson@klawockschool.com
Klukwan	Lani Hotch	907-767-5581	lanihotch@aptalaska.net
Metlakatla	Eugene (Gene) Avey	907-886-6332	gavey@aisd.k12.ak.us
Pelican	Royce Mattson	907-735-2236	rmattson@pelicanschool.org
Petersburg	Joyce Burk-Biggs	907-772-3861	<a href="mailto:jburkbiggs@psgsd.k12.ak.us">jburkbiggs@psgsd.k12.ak.us</a>
	Rick Dormer	907-772-3861	rdormer@psgsd.k12.ak.us
Port Alexander	Shanna Smith	907-568-2205	ssmith@sisd.org
Sitka	Randy Nutting	907-747-7701	randy.nutting@uas.alaska.edu
Sitka	Kim Davis	907-747-7709	kcdavis@uas.alaska.edu
Sitka	Katherine Lowe	907-747-7726	kvlowe@uas.alaska.edu
Sitka	Emy Roles	907-747-7721	aroles@uas.alaska.edu
Sitka	Eric Elsensohn	907-747-7757	eric.elsensohn@uas.alaska.edu
Skagway	Jefferie Thielbar	907-983-2960	jtielbar@skagwaysschool.org
Tenakee Springs	Lisa Speno	907-736-2350	
Thorne Bay	Chris Page	907-828-8254	cpage@sisd.org
Wrangell	Rich Rhodes	907-874-2347	rrhodes@wrangellschools.org
Yakutat	Rosemary Ryman	907-784-3317	roser@yakutatsschools.org

**Updated as of –September 8, 2011**

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# UA Campus Locations

## FAR NORTH

**NORTHWEST CAMPUS** 907-443-2201 [www.nwc.uaf.edu/](http://www.nwc.uaf.edu/)  
Pouch 400 800-478-2202  
Nome, AK 99762 Fax 907-443-5602

Brevig Mission	Elim	Gambell	Golovin	Koyuk
Little Diomedea	Nome	St. Michael	Savoonga	Shaktoolik
Shishmaref	Stebbins	Teller	Unalakleet	White Mountain

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**ILISAGVIK COLLEGE** 907-852-3333 [www.ilisagvik.cc/](http://www.ilisagvik.cc/)  
Box 749 800-478-7337  
Barrow, AK 99723 Fax 907-852-2729

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## INTERIOR

**NENANA CENTER** 907-474-5987 [www.uaf.edu/iac/Nenana/](http://www.uaf.edu/iac/Nenana/)  
Box 756720 800-474-5826  
Fairbanks, AK 99775 Fax 907-474-5561

Anderson	Cantwell	Denali	Healy	Manley
Minto	Nenana	Rampart	Tanana	

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**YUKON FLATS CENTER** 907-662-2521 [www.uaf.edu/iac/YukonFlats/](http://www.uaf.edu/iac/YukonFlats/)  
Box 194 Fax 907-662-2657  
Ft. Yukon, AK 99740

Arctic Village	Birch Creek	Beaver	Central	Chalkiytsik
Circle	Ft. Yukon	Stevens Village	Venetie	

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**YUKON-KOYUKUK CENTER** 907-656-2129 [www.uaf.edu/iac/YK/](http://www.uaf.edu/iac/YK/)  
Box 369 888-656-2130  
Galena, AK 99741 Fax 907-656-2131

Allakaket	Bettles	Galena	Hughes
Katlag	Koyukuk	Nulato	Huslia

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**TOK CENTER** 907-883-5613 [www.uaf.edu/iac/Tok/](http://www.uaf.edu/iac/Tok/)  
Box 464 800-478-2773  
Tok, AK 99780 Fax 907-883-4327

Dot Lake	Eagle	Mentasta	Tanacross
Tetlin	Tok	Northway	

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**MCGRATH CENTER** 907-524-3074 [www.uaf.edu/iac/McGrath/](http://www.uaf.edu/iac/McGrath/)  
Box 269 800-478-3074  
McGrath, AK 99627

Anvik	Grayling	Holy Cross	Lime Village	McGrath
Nikolai	Shageluk	Takotna	L. Minchumina	

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**TANANA VALLEY CAMPUS** 907-455-2800 <http://www.tvc.uaf.edu/>  
PO Box 758080  
Fairbanks, AK 99775

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## **SOUTHWEST**

**CHUKCHI CAMPUS** 907-442-3400 [www.chukchi.alaska.edu/general/](http://www.chukchi.alaska.edu/general/)  
Box 297 800-478-3402  
Kotzebue, AK 99752 Fax 907-442-2322

Ambler      Buckland      Deering      Kiana      Kivalina      Selawik  
Kobuk      Kotzebue      Noatak      Noorvik      Shungak

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**KUSKOKWIM CAMPUS** 907-543-4500 [www.kuskokwim.bethel.alaska.edu](http://www.kuskokwim.bethel.alaska.edu)  
Box 368 800-478-5822  
Bethel, AK 99559 Fax 907-543-4527

Akiachak      Akiak      Alakanuk      Aniak      Atmauthluak      Bethel      Chefornak      Chevak  
Chuathbaluk      Crooked Creek      Eek      Emmonak      Fortuna Ledge      Goodnews Bay      Hooper Bay  
Kalskag-Upper      Kasigluk      Kipnuk      Komgiganak      Kotlik      Kwethluk      Kwigillingok      Lower Kaskag  
Marshall      Mekoryuk      Mountain Village      Napakiak  
Nunam Igua      Nunapitchuk      Pilot Station      Pitka's Point      Platinum      Oscarville      Quinhagak  
Red Devil      Russian Mission      St. Mary's      Scammon Bay      Sleetmute      Stony River      Toksook Bay  
Tuluksak      Tuntutuliak      Tununak

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**BRISTOL BAY CAMPUS** 800 478-5109 [www.uaf.edu/bbc/](http://www.uaf.edu/bbc/)  
Box 1070 Fax 907- 842-5692  
Dillingham, AK 99576

Aleknagik      Chignik      ChignikLagoon      Chignik Lake      Clark's Point      Dillingham      Egegik      Ekuk  
Ekwok      Igiugig      Iliamna      King Salmon      Kokhanok      Koliganek      Levelock  
Manokotak      Naknek      New Stuyahok      Newhalen      Nondalton      Pedro Bay      Perryville      Pilot  
Point      Port Alsworth      Port Heiden      Portage Creek      South Naknek      Togiak      Twin Hills      Ugashik

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**ALEUTIAN/PRILOF CENTER** 907-581-1666 [www.uaf.edu/iac/AleutianPribilof/](http://www.uaf.edu/iac/AleutianPribilof/)  
Box 248 Fax 907-581-2505  
Unalaska, AK 99685

Adak      Akutan      Atka      Cold Bay      Dutch Harbor      False Pass      King Cove      Nikolski  
Sand Point      Squaw Harbor      St. Paul      St. George      Unga      Unalaska

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**KODIAK COLLEGE** 907-486-4161 [www.koc.alaska.edu/](http://www.koc.alaska.edu/)  
117 Benny Benson Dr. Fax: 907-486-1257  
Kodiak, Alaska 99615

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## **SOUTHCENTRAL**

**PRINCE WILLIAM SOUND CC** 907-834-1600 [www.pwscc.edu/](http://www.pwscc.edu/)  
PO Box 97 800-478-8800  
Valdez, AK 99686 Fax 907-834-1627

Valdez      Cordova      Copper Basin

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**KENAI PENINSULA COLLEGE** 907-262-0330 [www.kpc.alaska.edu](http://www.kpc.alaska.edu)  
34820 College Drive  
Soldotna, AK 99669

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**CHUGIAK/EAGLE RIVER** 907-694-3313 [www.uaa.alaska.edu/ctc/eagleriver/](http://www.uaa.alaska.edu/ctc/eagleriver/)  
10928 Eagle River Rd. Fax 907-694-1491

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Suite 228  
Eagle River, AK 99577

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**MATANUSKA-SUSITNA** 907-745-9774 [www.matsu.alaska.edu/](http://www.matsu.alaska.edu/)  
**(MAT-SU) COLLEGE** Fax 907745-9747  
PO Box 2889  
Palmer, AK 99645

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**KACHEMAK BAY BRANCH** 907-235-7743 [www.homer.alaska.edu](http://www.homer.alaska.edu)  
**KENAI PENINSULA COLLEGE** Fax 907-235-6376  
533 E. Pioneer Avenue  
Homer, AK 99603

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## **SOUTHEAST**

**UAS JUNEAU** 907-796-6457 [www.uas.alaska.edu](http://www.uas.alaska.edu)  
11120 Glacier Highway 877-465-4827  
Juneau, AK 99801 Fax 907-796-6365

Auke Bay Douglas Juneau

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**UAS KETCHIKAN** 907-225-6177 [www.ketch.alaska.edu](http://www.ketch.alaska.edu)  
2600 7th Avenue 888-550-6177  
Ketchikan, AK 99901 Fax 907-225-3624

Ketchikan Ward Cove

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**UAS SITKA** 907-747-6653 [www.uas.alaska.edu/sitka](http://www.uas.alaska.edu/sitka)  
1332 Seward Avenue 800-478-6653 (AK only)  
Sitka, AK 99835 Fax 907-747-7731 or 800-478-3552 (AK only)

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**5  
Distinct  
Regions!**



**Your UAS-Sitka campus is located on  
Baranof Island  
in Southeast Alaska!**

# Student Contact Sheet

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](mailto: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*

<b>Student ID #</b>	
<b>Name</b>	
<b>Address</b>	
<b>City</b>	
<b>State &amp; Zip Code</b>	
<b>Day Telephone</b>	
<b>Evening Telephone</b>	
<b>Fax Number</b>	
<b>UA E-mail Address</b>	