REGISTER for spring semester
NORTHWEST CAMPUS & UAF DISTANCE COURSES • SPRING 2020 SEMESTER GUIDE
SPRING 2020 ACADEMIC CALENDAR

IMPORTANT SEMESTER DATES & INFORMATION

First day of instruction. Late registration begins .......................................................... Monday, January 13
(Some courses may have a different start date—be sure to check when registering)
Alaska Civil Rights Day (no classes, offices closed—no registration or fee payment) ................. Monday, January 20
Deadline for adding classes and late registration *(5pm in person, 12midnight at UAOnline)* .................. Friday, January 24
Last day for student- and faculty-initiated drops with refund *(course does not appear on academic record)* .... Friday, January 24
Deadline for tuition and fee payment and refunds *(5pm in person, 12midnight at UAOnline)* ............ Friday, January 24
Late fee charges starting at $125 will be added to your account if prior fee payment arrangements were not made.
Deadline to apply for spring 2020 graduation ............................................................. Saturday, February 15
Deadline to apply for UA Foundation and privately-funded scholarships at UAOnline ....................... Saturday, February 15
Early progress reports due ................................................................. Monday, February 24
Fall 2020 course list available at UAOnline ............................................................. Monday, March 23
Last day for student- and faculty-initiated withdrawals *(“W” appears on academic record)* and change to audit .... Friday, March 27
Begin registration & fee payment for degree-seeking students for fall 2020 semester .................... Monday, April 6
Begin registration & fee payment for nondegree-seeking students for fall 2020 semester .............. Monday, April 20
Last day of instruction .................................................................................................. Monday, April 27
Final examinations ....................................................................................................... Tuesday-Saturday, April 28-May 2
Deadline for faculty to post grades ............................................................................ 12noon Wednesday, May 6
Northwest Campus 2020 commencement ceremony .................................................. 7:00pm, Thursday, May 14
myCACHE deadline for higher education and continuing students ............................................ Tuesday, June 30

Northwest Campus has new campus credentials!
*(More info on page 13).* Campus credentials are designed to help you take small, obtainable steps to achieve your educational goals. Check out the new programs and find the right one for you.
WELCOME!

Uvlullautaq! We have a hardworking group of staff and faculty members at Northwest Campus, each of whom contributes greatly to the mission of providing excellent opportunities for academic, vocational and community education in the Bering Strait region. We strive through our core values of Respect for Diversity and Life-Long Learning to provide programs that meet students’ personal and educational goals and contribute to the success of our communities. We work purposefully to respond to the longstanding and changing economic and educational needs of the region while keeping in mind what is best for our future generations.

Everyone has a personal mission. When you are grounded by a strong sense of identity and you know what your mission in life is, you will make a difference. If Northwest Campus plays a part in your journey or can support you in accomplishing your mission, we are here for you.

Barb Amarok, Director
UAF Northwest Campus

ABOUT THIS GUIDE

This guide was created for UAF Northwest Campus students. Courses you will find in this guide include:

- **Northwest Campus courses (pages 10-14).** This section includes NWC’s distance courses (requiring phone, Internet, etc.), courses limited to high school students of the region, and courses offered face-to-face in Nome or in area villages. Enroll in face-to-face courses only if you are able to attend at the specified location.

- **Distance-delivered courses from all UAF rural campuses and some Fairbanks-based programs (pages 15-19).** These courses are delivered by audio conference, Internet, email, Blackboard, Blackboard Collaborate, etc. Full course descriptions are not included. For course descriptions, consult the UAF course catalog online: [http://uaf.edu/courses/](http://uaf.edu/courses/)

Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://www.nwc.uaf.edu)
NORTHWEST CAMPUS DIRECTORY

P.O. Box 400 • Nome, AK 99762
Toll-free: 1-800-478-2202 • Phone: (907) 443-2201 • Fax: (907) 443-5602 • Web site: www.nwc.uaf.edu
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NORTHWEST CAMPUS DIRECTORY

NWC STUDENT SUPPORT TEAM

Our student support services team provides assistance with registration, course prerequisites, degree progress, distance learning technology, financial aid, and anything related to enrollment. Contact us today! nwc.advising@alaska.edu

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NWC STUDENT SERVICES EMAIL: nwc.advising@alaska.edu
FOR A PROCTOR OR TESTING SERVICES, EMAIL: nwc.testing@alaska.edu
SPRING SEMESTER: LET'S GET STARTED!

This guide will help you through the registration process at Northwest Campus. Please be aware of all details and deadlines for registration and financial aid. Your university enrollment is something to take seriously.

Registration, step by step!

1. First, speak with an advisor! It’s important that you speak with someone before you register so you’re aware of course details, modes of delivery, and required course supplies. Email: nwc.advising@alaska.edu

2. To enroll in courses, you may need to take a placement test or provide placement documentation. Students must email to request a placement test: nwc.testing@alaska.edu. Placement testing can be arranged in your community.

3. Based on your testing placement and potential funding, you will be advised on what courses to enroll into and work out a class schedule with your advisor.

4. With advisor approval, register for your courses. You may be able to register online through your student account at UAOnline: https://uaonline.alaska.edu, via fax (443-5602), through your advisor, or at Northwest Campus.

5. Verify your enrollment in your secure student account at UAOnline (link above).

6. Order your textbooks! See page 4 for details.

7. Line up financial aid and funding sources. (See page 6-7 to get started). Scholarship agencies require a copy of your enrollment. Find this at your online student account as well.

8. Make a note of the first day of class and talk to your advisor about student support resources.

9. Confirm your enrollment and financial aid status in your online student account (UAOnline).

10. Attend the first day of class! Be on time!

11. Drop and withdraw dates are important to keep in mind throughout the semester. Find those dates on the inside front cover of this semester guide.

How do I browse available courses?

This guide is a great place to start! It includes Northwest Campus courses, courses offered by distance from other rural campuses and the Fairbanks campus. To find the most current information across the University of Alaska system, check UAOnline:

> Login: https://uaonline.alaska.edu
> Scroll to “Student Services” and “Account Information”
> Select “Class Search”
> Select term in “Search by Term”
> Select from the “Campus” list or “UAF-all campuses”
> Make selections under “Subject”
> Click the “Class Search” button at bottom of screen
> Note the CRNs of the classes you want to take

If you don't find what you are looking for, contact a NWC advisor for help with your search! Email nwc.advising@alaska.edu.

PICTURE THIS. YOU CAN DO IT!

Not sure you’re ready to earn a degree or start a training program? You are! Here are insights and encouragement from 2019 Northwest Campus graduates:

“Challenge yourself to be greater and never stop.”
—Deilah Johnson, Nome

“If you really want something, do it until you got what you want. Keep reaching for your dreams!”
—Digna Andrews, Jr., Stebbins

“You can do anything you dream to do when you have the strong mindset to be successful.”
—Kallie King, Nome
GENERAL INFORMATION

TIME TO ORDER TEXTBOOKS. HERE’S HOW:

Once you’ve registered, you need to order textbooks. Students can order books through the UAF Bookstore. You might choose to purchase books through another bookseller, but you first need to visit the UAF Bookstore web site to find out what books you need.

Note the department, course number, and section number for each of your courses.

Then:

- Go to https://bkstr.com/alaskafairbanksstore
- Point to “Textbooks” near upper left of the screen
- Select your term (semester)
- Have the CRN? Click “Shop By Course ID”
- Enter CRN and click “Find Materials for Course”
- No CRN? Click “Shop By Course”
- Enter your department
- Enter your course
- Enter your section
- Click “Find Materials for Course”

View the list of books and materials. You might be able to buy used or new books. It’s also possible to rent textbooks.

Textbook ordering tips and tricks:

1. Call for help. Need help ordering books or figuring out how to pay? You can call the UAF Bookstore: 1-888-280-8500 or contact a Northwest Campus advisor for help.

2. Find your required books by ISBN #: Even if you're purchasing or renting your textbook through an alternate book seller, use the UAF Bookstore website to locate the specific class and instructor. Not all instructors use the same books for the same course. Make sure the information you’re finding is specific to your class and instructor.

3. Save all return label and packaging supplies. Often bookstores or textbook rental sites have deadlines for book return. Pay attention! and make sure to return in time in order to receive your refund.

At the https://bkstr.com/alaskafairbanksstore site, click on “Textbooks” to get started.

TECHNICAL DIFFICULTIES?

Navigating the university websites and online processes can be overwhelming. Have a computer question or problem? Can’t see your classes in Blackboard? Forgot your UA email password?

Contact Matt Johnson, NWC’s Technology Specialist:

MATT JOHNSON
STUDENT SERVICES TECHNOLOGY SPECIALIST
Based in Nome
Email: mrjohnson11@alaska.edu
Phone: (907) 443-8421 Toll-free: 1-800-478-2202, ext. 8421

You can find Matt’s office in the Student Resource Center, located in the Ticasuk Building at NWC.

After normal business hours, UAF has resources for you to troubleshoot your issues and report problems. Contact UAF’s Office of Information Technology in Fairbanks (OIT):

- 1-800-478-8226
- helpdesk@alaska.edu
- ww.alaska.edu/oit.index

On the OIT website, you can find general help without making a phone call. Search keywords in the service catalog search bar, or choose a quick link that most-closely relates to your issue.
GET READY FOR DISTANCE LEARNING

While some face-to-face courses are offered in Nome and our regional communities, most courses available to you are taught from a distance. Make sure you’re ready to go for your first day of class.

**First, get logged in!** Many students need a reminder for their UA username and/or password, and UA has ELMO (Easy Login Maintenance Option) to help recover it.

**Using ELMO:**
1. Go to https://elmo.alaska.edu
2. Click on Option 3: Search for my Account
3. Enter your birth date, last name, and the last four digits of your social security number, then click GO ELMO! (It may take a minute or two depending on your internet connection.)
4. Answer any security questions to access your account information.
5. Your UA ID Number and UA Username should be viewable. You can change your password in the box on the bottom right side of the screen.

**Audio Conference (AC):** Students participate in class by dialing a toll-free number listed by the course listings starting on page 17. **Equipment required:** Telephone or headset with microphone, computer

**How to call in to your audio course:**
1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter your PIN (see pp. 17-21).

**Equipment required:** Computer with Internet access.

**Blackboard (BB):** Instruction is delivered online.

**How to log in to Blackboard online:**
1. Go to www.classes.alaska.edu
2. Enter your UA credentials
3. From here, access your courses, grades, and other useful information.

**Blackboard Collaborate (COLL):** Accessed through Blackboard, online. **Equipment required:** Computer with Internet access, 256 KBs or faster cable or DSL modem, headset with a microphone. Depending on your computer’s software, downloads may be required.

Don’t let technology issues and difficulties stand in between you and a successful experience in your class. Use the resources available to rise above the challenges in front of you to move forward in achieving your educational goals.

YOU CAN TEACH FOR NORTHWEST CAMPUS!

Do you have skills or knowledge that you’d like to teach to others? Consider becoming an adjunct instructor for UAF Northwest Campus!

In order to meet the diverse needs of the Bering Strait region, we rely heavily on adjunct instructors—part-time instructors who teach a limited number of courses. Each year, more than 60 adjunct instructors teach for Northwest Campus.

Required credentials for instructors vary widely, depending on the subject to be taught. Some departments require instructors to have a master’s degree. Some require a bachelor’s degree. Some require no degree at all, but do require evidence of expertise in the subject matter to be taught (e.g. a certification, relevant work experience, evidence of artwork created, etc.).

NWC adjuncts teach community interest courses, workforce training courses, and courses that are required for various degrees. Here are just a few of the many courses taught by adjunct instructors at NWC:

- ATV Maintenance and Repair
- Conversational Inupiaq
- Ceramics
- Introduction to Psychology

**Interested in teaching? Contact:**

**LAURA DAVIS COLLINS**
**PROGRAM DEVELOPMENT MANAGER**
Email: ladavis@alaska.edu
Phone: (907) 443-8420
Toll-free: 1-800-478-2202, ext. 8420

Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://www.nwc.uaf.edu)
FINANCIAL AID FACTS: SHOW ME THE MONEY!

A concern for most college students is how they will pay for classes. Searching for, identifying, and applying for funds is hard work—but it pays off!

The Bering Strait region is one of the most supportive in Alaska in terms of funding higher education. Always apply on time so that you can be considered for all funds available. You should pursue all possible scholarships before seeking an educational loan or borrowing money. If you need financial aid applications, help or advising, contact your Northwest Campus advisor (see page 2).

Is federal student aid available?
The first step in your search for financial aid is completing the Free Application for Federal Student Aid, or FAFSA. Note that timing is key with FAFSA. The earlier you apply (after October 1 of the year before the academic year in which you’ll enroll), the more likely it is that funds will be available.

Note: Beware of websites that charge to help students complete the FAFSA.

You can apply for free at www.fafsa.ed.gov.

PLEASE NOTE: Some regional scholarship deadlines have changed! Check out the chart below and apply on time!

Apply online for the FAFSA: www.fafsa.ed.gov
UAF’s Title IV code (required for the FAFSA): 001063

What else do I need to know?
- It is your responsibility to ensure that all financial aid forms and documents are submitted to the UAF financial aid office by the deadline. If you need help with the financial aid process or have questions about funding options, contact your academic advisor.
- Your classes must be paid by the fee payment deadline of September 6 to avoid paying late fees.
- After all fees, books and tuition have been paid, your remaining funds will be refunded to you via a check in the mail to your mailing address.
- Verify your financial aid status by checking your student account online at http://uaonline.alaska.edu.
- Get reminders and additional opportunities through the UAF Northwest Campus and Bering Strait Higher Education Connection Facebook pages. Search #uafnwc and #bshec to join!

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<tr>
<th>REGIONAL SCHOLARSHIPS</th>
<th>FALL DEADLINES</th>
<th>SPRING DEADLINES</th>
<th>MORE DETAILS</th>
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<tbody>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td>After October 1 for funding July 1-June 30</td>
<td></td>
<td>Need W2 and tax information. Apply online: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></td>
</tr>
<tr>
<td>• Bering Straits Foundation</td>
<td>June 30</td>
<td>Dec. 1</td>
<td>These five scholarships are found in the CACHE packet, available online at <a href="https://my-cache.org">https://my-cache.org</a></td>
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<tr>
<td>• Kawerak Higher Education</td>
<td>June 30</td>
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<td>• Sitnasuak Native Corporation</td>
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<td>• Norton Sound Economic Development Corporation</td>
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<td>• Norton Sound Health Corporation</td>
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<tr>
<td>The Caleb Lumen Pungowiyi Scholars Program</td>
<td>July 15</td>
<td>Dec. 1</td>
<td><a href="http://calebscholars.org">http://calebscholars.org</a></td>
</tr>
<tr>
<td>Nome Eskimo Community</td>
<td>July 15</td>
<td>Dec. 1</td>
<td><a href="http://www.necalaska.org">www.necalaska.org</a></td>
</tr>
<tr>
<td>Local IRA / Village Corporation/ City Office</td>
<td>Varies</td>
<td>Varies</td>
<td>Check with the local office for scholarships</td>
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<tr>
<td>Vernon &amp; Beda Slwooko Memorial Scholarship (NWC student scholarship)</td>
<td>Varies</td>
<td>Jan. 15</td>
<td>Available along with other UA Foundation and privately-funded scholarships through UA Academic Works online: <a href="http://www.alaska.academicworks.com">www.alaska.academicworks.com</a></td>
</tr>
<tr>
<td>UA Foundation and privately-funded scholarships</td>
<td>Feb. 15</td>
<td></td>
<td>Find applications at <a href="https://uaonline.alaska.edu">https://uaonline.alaska.edu</a></td>
</tr>
</tbody>
</table>

Like UAF Northwest Campus on Facebook: facebook.com/uaf.nwc
PAYING FOR YOUR COURSES

What is the cost of taking courses?
Per-credit tuition and UA fees appear on chart at right. Courses may also require books, lab fees, materials fees, or other fees—be sure to add in those costs as well. Students are not considered registered until all tuition and fees are paid. Registered students may be dropped for non-payment if payments or arrangements have not been made by Friday, September 6.

How do I know what I owe?
Stay on top of your bills to avoid late fees!
- An electronic bill will be emailed to you around the 15th of each month. It is your responsibility to check your UA email account regularly.
- View your bills at UAOnline!
  - Go to https://uaonline.alaska.edu
  - Click “Log In” and sign in to your student account
  - Choose “Student Services & Account Information”
  - Choose “Student Account”
  - Choose “Account Summary By Term”

<table>
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<tr>
<th>2019-2020 UAF RESIDENT TUITION + FEES</th>
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<tbody>
<tr>
<td>Course level</td>
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<tr>
<td>---------------------------------------</td>
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<tr>
<td>100 &amp; 200 level courses</td>
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<tr>
<td>300 &amp; 400 level courses</td>
</tr>
<tr>
<td>Graduate-level courses</td>
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*These examples do not include books, lab fees, etc.

How can I pay for my classes?
Your advisor can help you arrange a payment plan, walk you through paying online, and provide information about payment options. You can also call the UAF Office of the Bursar if you need help: 907-454-7384.

PAY FOR YOUR CLASSES BY FRIDAY, JANUARY 24. HERE’S HOW!

BY MAIL
Email full payment to: UAF Northwest Campus, P.O. Box 400, Nome, AK 99762, Attn: Sue Luke, Business Office

IN PERSON
Visit Northwest Campus at 400 Front Street, Nome (next door to the Aurora Inn).

ONLINE
Pay with Visa/MasterCard or electronic check at www.uaonline.alaska.edu. A link to the “Statement and Payment History” page will take you to the site to pay with credit card or electronic check. (May require fee).

SCHOLARSHIPS
Notify Northwest Campus before Friday, January 24, about your scholarships or grants. If scholarship or grant funds have not been received by NWC by January 24, you will need to provide a letter indicating funds awarded so that UAF doesn’t send you bills.

PAYMENT PLAN
You can set up a payment plan on UAOnline. Call the UAF Office of the Bursar if you need assistance: (907) 454-7384.

Late fees starting at $125 will be assessed if payment, scholarships/grants, proof of scholarships/grants, or a payment plan is not in place by January 24. Additional $175 charged if balance not paid or no payment plan by March 27.

UAF DISABILITY SERVICES

UAF Disability Services provides accommodations to all UAF students, including Northwest and eCampus students.

Once approved, students are entitled to receive a variety of resources such as screen-reader software, recording of lectures, extra time on assignments and exams, and access to listening devices.

How do I enroll for services?
To be considered for UAF Disability Services accommodations, students should be enrolled for at least one credit. Students must identify themselves to UAF Disability Services, provide documentation, deliver the letter of accommodation to the faculty at the start of each semester, and alert the Disability Services office of difficulties or problems with accommodations.

UAF DISABILITY SERVICES
Office located at UAF in Fairbanks
Website: https://uaf.edu/disabilityservices/
Email: uaf-disability-services@alaska.edu
Phone: (907) 474-5655 Fax: (907) 474-5688
GENERAL INFORMATION

STAY LOCAL FOR YOUR EDUCATION

You can stay in-region and pursue your education. Many UAF programs are available via distance, and Northwest Campus has the resources to support you on the path to your educational goals, whether you’re in Nome, or want to stay in your community.

NWC student James Isabell is working toward a UAF Bachelor’s degree in Elementary Education via distance from his home in Teller. After working as a substitute in the Teller school and Headstart program, he knew that teaching was the right career choice for him.

How does he stay motivated? James makes homework and classes a priority, keeping an eye on his goal of obtaining his degree.

Are you thinking of taking a class or starting a program? James says, “Go for it! The decision to go back to school is the best choice I have made. If you need help or advice, don’t be scared to reach out. There is so much help and opportunity. You just have to grab the wheel and figure out where you want to go. Dream big. Set goals. Achieve success!”

Where to start?
Not sure how to make that first step? Northwest Campus advisors are available to help with everything from course selection to degree planning and more. Don’t hesitate to reach out and ask for resources, guidance, and encouragement.

Contact an advisor! See page 2 for specific advisor contact information or email: nwc.advising@alaska.edu. Want to call? in Nome, phone: (907)443-8416.

Outside Nome? Contact Kathy Commack, Program & Outreach Coordinator in Unalakleet. Email: kicommack@alaska.edu, phone: (907)624-3157.

We’re on Facebook! Stay informed about financial aid resources, training programs, regional postsecondary events, and opportunities through the UAF Northwest Campus and Bering Strait Higher Education Connection Facebook pages. Search #uafnwc and #bshec to join!

NWC Student Resource Center is available as a space for students to study and take distance classes.

Degrees Close to Home
Some UAF occupational endorsements, certificates, associate, bachelor’s and graduate degrees are available entirely by distance or require minimal travel to Fairbanks or Nome, including the following. Ask your advisor for more details, and visit https://distance.alaska.edu/programs:

- Accounting Technician
- Alaska Native Studies
- Applied Accounting
- Applied Business
- Associates of Arts, Science
- Child Development/Family Studies
- Community Health
- Early Childhood Education
- Elementary Education
- Healthcare Reimbursement
- High Latitude Range Management
- Information Technology Specialist
- Medical Billing & Coding
- Justice
- Process Technology
- Rural Development
- Rural Human Services
- Social Work
- Tribal Management
Retrieve your UA ID number or username
Access ELMO—UA’s Easy Login Maintenance Option!
> Go to https://elmo.alaska.edu
> Select Option 3 and follow the directions.

Having login or technology problems? Contact our Student Services Technology Specialist, Matt Johnson: mrjohnson11@alaska.edu or call toll free: 1-800-478-2202, ext. 8421, or 443-8421.

Update student account information online
It is your responsibility to keep your mailing and email addresses and phone number updated on UAOnline, so that you receive important communication from Northwest Campus and UAF.

Use your UAF student email account
Every UAF student is assigned an official UAF email account upon enrollment. Email is the only way some information is distributed from UA. You are responsible for knowing and acting on the contents of all university communications sent to your official UAF email account.

Make sure you see these emails! Here’s how:
- Check your UAF email account. Not sure how to access it? Go to alaska.edu/google.
- You can forward mail from your UAF account to an email address you check frequently. Learn how here: www.alaska.edu/google/faqs/top/ (click on “How do I forward my email to another account?”).
- If for some reason you have multiple UAF email accounts (e.g. a student account and a staff account), forward them to the account you check most often.

Attend class
You might be dropped if you do not attend the first class and have not received prior approval from your instructor. If you do not plan to attend, you must drop your classes by Friday, January 24, to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

Check your grades regularly and access your transcripts
Provided you do not have holds on your account, you can access your unofficial transcript, midterm and final grades at UAOnline.
- Log in to UAOnline (https://uaonline.alaska.edu) secured area.
- Click on the following links:
  > “Student Services & Account Information”
  > “Student Records”
  > Select “Midterm Grades,” “Final Grades” or “Academic Transcript” and follow the instructions.

Transcripts. You may obtain an unofficial transcript online at UAOnline or request one from a member of the NWC student support team (see inside front cover).

Order an official transcript on the web at https://uaonline.alaska.edu and follow the instructions.

Disability Services
UAF is committed to equal access for students with disabilities. Students experiencing a disability should contact the Disability Services Office at (907) 474-5655 or www.uaf.edu/disability/. Accommodations are determined through an interactive process that includes a completed application, documentation of the disability and essential requirements of the course.

Information Release & FERPA
Student records are governed by the Family Educational Rights and Privacy Act (FERPA). For information on the University of Alaska’s FERPA policies, go to http://www.alaska.edu/student services/ferpa/. If you have questions about FERPA or wish to request a printed copy of the University’s policy, contact the UAF Office of Admissions and the Registrar at (907) 474-5879.

Student Code of Conduct & Crime Statistics
UAF students are subject to the UA Student Code of Conduct. For the information on this, go to http://www.alaska.edu/bor/policy/09-02.pdf.

UAF is committed to providing a safe and respectful campus environment free from gender-based violence and sexual harassment. The Title IX Office leads the effort to ensure UAF moves beyond mere compliance with civil rights laws to embodying the principles of respect and equality for all.

For information about the University of Alaska Fairbanks Title IX offices, please visit http://www.uaf.edu/equity/uaf.edu/titleix

For information on UAF crime statistics, go to http://www.uaf.edu/police/clery-act/uaf-crime-statistics/. Questions should be directed to the office of Judicial Services on the UAF campus at (907)474-7317 (phone), or (907)474-7900 (fax).
NWC COURSES

The following courses are taught by instructors from UAF Northwest Campus. Included are face-to-face courses in Nome, distance courses, and courses available to sponsored groups.

APPLIED ART

APAR F150P CRN: TBA 1 credit
Ceramics: Wheel Throwing and Hand Building
Tues—6:00pm to 8:00pm — 1/21 to 3/3 Cheryl Thompson
CLASSROOM COURSE (NOME): Learn and practice the basics of ceramics in this course that is open to beginners and those with some experience. Explore techniques of hand-building (slab, coil, pinch), wheel-throwing and glazing.
NOTE: There is a $35 materials fee for this course.
REGISTER BY: 1/14
Limited to 10 students.
Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

APAR F150P CRN: TBA 1 credit
Ceramics: Wheel Throwing and Hand Building
Tues—6:00pm to 8:00pm — 3/24 to 5/5 Margaret Olson
CLASSROOM COURSE (NOME): Learn and practice the basics of ceramics in this course that is open to beginners and those with some experience. Explore techniques of hand-building (slab, coil, pinch), wheel-throwing and glazing.
NOTE: There is a $35 materials fee for this course.
REGISTER BY: 3/17
Limited to 10 students.
Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

APAR F150P CRN: TBA 1 credit
Ugaliq Kuspuk Making
Sa — 1:00pm to 4:00pm — 4/4 to 5/2 Marilyn Koezuna-Irelan
CLASSROOM COURSE (NOME): Learn to make a King Island-style uġaliqqa, or kuspuk! Adapt and cut a pattern to your size, cut out the pieces, and sew together a finished product. By the end of the class you will have made your own custom-sized women’s or men’s kuspuk. Students should have a sewing machine to bring to class; however, there is a sewing machine available for use during class time.
PREREQUISITE: Prior sewing experience.
REGISTER BY: 3/27
Limited to 10 students.
Students must purchase some supplies on their own for this course. Please contact NWC for a supplies list before the first day of class.

APAR F150P N02 CRN: 37786 1 credit
Sewing Beyond Beginning
Tues/Thurs—6:00pm to 9:00pm — 4/7 to 4/23 Rhonda Schneider
CLASSROOM COURSE (NOME): In this course, students will select projects of their choice that may include sewing for around the home, sewing for children, altering, repairing and repurposing. Students will learn skills that will enhance their skills and build confidence. Each session will offer opportunities for students to learn from each other and build upon each other’s creativity. Designed for students with some experience with a sewing machine. (No class 4/16).
REGISTER BY: 3/30
Limited to 10 students.
Students must purchase some supplies on their own for this course. Please contact NWC for a supplies list before the first day of class.

APAR F150P N03 CRN: 37785 1 credit
Knitting for Everyone—Beginner to Experienced
M, W — 6:00pm to 8:00pm — 3/25 to 4/15 Kirsten Bey
CLASSROOM COURSE (NOME): This class is open to anyone interested in learning to knit, learning a new knitting stitch, or taking on a project that you might not want to tackle alone. There will be two instructors, so beginners will receive close instruction, supervision and help. For students who already know how to knit but want to learn a new technique (e.g. lace knitting, cable knitting, double knitting, multiple color knitting) or take on a bigger project, there will be plenty of help and encouragement available.
REGISTER BY: 1/23
Limited to 10 students.
Students must purchase some supplies on their own for this course. Please contact NWC for a supplies list before the first day of class.

APAR F150P CRN: TBA 1 credit
Beginning Acrylic Painting

APUS F154 UI1 CRN: 36818 3 credits
Human Relations
Mon/Wed—5:10pm to 6:40pm — 1/13-5/2 Miranda Musich
mbmusich@alaska.edu

AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE:
Improve your interpersonal and workplace relationship skills in this course. Students will examine seven major themes of human relations: communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict resolution. Through lectures, discussions, and self-reflections we will look at the way we interact with others and how we can create a more positive and effective work environment.
NOTE: This course is part of an NWC campus credential.
REGISTER BY: 1/13
Limited to 20 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

www.facebook.com/uaf.nwc

Like us on Facebook
**ABUS F154 NP1 CRN: TBA**
Human Relations
Mon-Fri — 9:25 am to 10:15am — 1/13 to 5/21
Anthony Husemann
ahuusemann@alaska.edu

**ABUS F182 UN1 CRN: 36819**
Office Procedures
Mon/Wed — 6:50pm to 8:20pm — 1/13 to 5/2
Miranda Musich
mbmusich@alaska.edu

**ABUS F271 UN1 CRN: 36820**
Business Communications
Tues/Thurs — 5:10pm to 6:40pm — 1/14 to 5/2
Miranda Musich
mbmusich@alaska.edu

**ARSK F147A N01 CRN: 37827**
Arctic Survival
M, W — 6:30pm to 9:30pm — 3/23 to 4/2
Sa — 9:00am to 4:30pm — 4/4 (daytime outdoor field experience)
Brian Volk

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**COURSES IN YOUR VILLAGE**

We can bring training to you
The UAF Northwest Campus team is ready to help develop the local knowledge, skills and leadership needed to strengthen your community.

By working with local organizations such as the city government, IRA/tribal government, or Native corporation, we can find and hire instructors to meet your local training and education needs.

Let us know what courses you want
Here are examples of courses we have offered in communities of the Bering Strait region upon request. What needs do you see in your village?

- Conversational Inupiaq
- Beginning Carving
- Computer Skills Courses
- Off-Highway Driver Education for Adults, including CDL
- Basic Accounting & QuickBooks

Get your class started! Contact:

**LAURA DAVIS COLLINS**
PROGRAM DEVELOPMENT MANAGER
UAF Northwest Campus • Nome
Email: ladavis@alaska.edu
Phone: (907) 443-8420
Toll-free: 1-800-478-2202, ext. 8420

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**SPRING CLASSES BEGIN JANUARY 13**

TAKE PLACEMENT TESTS BY JAN 8
Contact your advisor to schedule testing

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**How to log in to Blackboard online:**

1. Go to www.classes.alaska.edu
2. Enter your UA credentials

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**How to call in to your audio course:**

1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter your PIN (see pp. 15-19).
**AUTOMOTIVE**

**AUTO F170 N01 CRN: 37828** 1 credit

Snowmachine Maintenance & Repair

Fri— 6:00pm to 8:00pm — 1/31
Sat— 10:00am to 12:30pm — 2/1 & 2/8

Claudia Ihl

CLASSROOM COURSE (NOME): Learn the fundamental skills needed for operation and repair of your snowmachine. This course will cover engine tune-up, lubrication, and track repair, alignment, and basic problems encountered during operation, along with safe shop procedures. Students are welcome to bring their own machines to class.

**REGISTER BY:** 1/24

Limited to 10 students.

All necessary tools will be provided. If working on your own snowmachine, please bring consumables such as gas, oil, gaskets, etc.

**BIOLOGY**

**BIOL F11X UN1 CRN: 37386** 4 credits

Human Anatomy & Physiology I

Mon/Wed — 5:10pm to 6:40pm — 1/13 to 5/2

Claudia Ihl
cihl@alaska.edu

AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE:

Integrated view of human structure and function for students in pre-professional allied health programs, biology, physical education, psychology and art. Covers cells, tissues and organs, skeletal and muscle systems, the nervous system, and integument. Special fees apply.

**PREREQUISITES:** CHEM F103X, CHEM F105X; placement in WRTG F111X or higher; placement in DEVM F105 or higher; or permission of instructor.

**SPECIAL LAB FEE:** Students will need to order a lab kit for the course at a cost of approximately $410. Details on how to order will be provided by the instructor. Microscope required; some available for rent from NWC for $250, with $200 refunded upon return to NWC.

**REGISTER BY:** 1/13

Limited to 25 students.

Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

**BIOL F111L UN1 CRN: 37430** 0 credits

Human Anatomy & Physiology I Lab

Mon/Wed — 5:10pm to 6:40pm — 1/13 to 5/2

Claudia Ihl
cihl@alaska.edu

AUDIO CONFERENCE AND BLACKBOARD DISTANCE LAB: If you register for BIOL F112X, you must also register for this 0 credit lab.

**REGISTER BY:** 1/13

Limited to 25 students.

Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

**BIOL F193P NPI CRN: TBA** 3 credits

Current Issues in Climate Change

Mon-Fri — 12:40pm to 1:30pm — 1/13 to 5/21

Claudia Ihl

CLASSROOM COURSE (NPS DUAL CREDIT): This introductory class on climate change gives students basic knowledge on the science and mechanisms of climate change. Topics covered include past Earth’s climate, the evidence for the current climate change, how climate change affects ecosystems in Alaska and elsewhere, and global climate change policies. **NOTE:** This Nome Public School District dual-credit course is primarily for grades 11-12, but is also open to grades 9-10. This college-level course will cover a lot of material. Required effort and expectations are high.

**REGISTER BY:** 1/6

Limited to 25 students.

Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

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www.facebook.com/uaf.nwc

Get your Nursing Degree in Nome

Register now for pre-nursing classes!

The Nome-based associate degree nursing program of the University of Alaska Anchorage will admit its next cohort of four students in January 2021.

**SOUND FAR AWAY?** It’s not! You must complete more than 30 credits of pre-nursing courses before applying to the nursing program. If you haven’t taken any required pre-nursing courses, consider taking one this semester so you can get started on completing the necessary course requirements.

**START NOW!** Contact a Northwest Campus advisor to register for spring 2020 courses! (See page 2).

Nome-based UAA nursing student Vanessa Talhofer assists with taking vital signs at the Norton Sound Health Corporation Fall Health Fair.

**HEALTH**

**HLTH F107 TBA CRN: TBA** (summer course) 9 credits

Nurse Aide Training

M to F — 8:00am to 5:30pm (times will vary) — 5/18 to 6/12

**UAF Staff**

CLASSROOM COURSE (NOME): Teaches basic nursing skills necessary to assist the nurse and be an efficient health care team member. Presents positive communication skills while providing care of residents’ physical and emotional needs in a variety of health care settings. Content satisfies the theory and clinical skills needed to take the National Nurse Aide Examination administered by the Alaska Board of Nursing to become a certified nurse aide.

**NOTE:** Adults must apply to the Bering Strait Health Consortium for acceptance into and funding for this class. This course is also available to high school students through NACTEC. To sign up, contact your school principal or call a NACTEC teacher at (907)443-7682. You can find the NACTEC application and more information at nacteconline.org

**APPLY BY:** TBA

Limited to 6 students
DEVELOPMENTAL STUDIES

DEV F108 CRN: TBA 1 credit
Study Skills Lab
CRN: TBA (summer course) Staff
CLASSROOM COURSE (NOME): Improvement of study skills in areas of greatest need on an individual or small group basis.
NOTE: This section is required for and limited to students enrolled in HLTH F107 Nurse Aide Training.
M to F — 7:00pm to 9:00pm — 5/18 to 6/5
Limited to 6 students

How to call in to your audio course:
1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter your PIN (see pp. 15-19).

NORTHWEST CAMPUS CREDENTIALS

NWC is offering campus credentials focused on strengthening skills and building a knowledge base for future careers. These credentials provide students with achievable recognition for completing a few courses toward a specific area of focus, from Applied Business to Cultural Knowledge and Education.

The Northwest Campus Advisory Council has approved these credentials to help regional residents strengthen their skills and knowledge in these areas. Students will earn a certificate of completion upon ending their program. Contact us today to learn more!

APPLIED BUSINESS: Interested in building your office skills or expanding your knowledge to supervision and management? Check out these campus credentials:

- Introductory Computer and Job Skills (3-5 credits)
- Office Communication and Procedures (7-9 credits)
- People Skills for the Workplace (6 credits)
- Supervision Basics (4-6 credits)
- Introductory Personnel Management (9 credits)

Learn more about Applied Business credentials by contacting:

MIRANDA MUSICH
ASSISTANT PROFESSOR OF APPLIED BUSINESS
Email: mbmusich@alaska.edu
Phone: (907) 443-8427
Toll-free: 1-800-478-2202, ext. 8427

Looking for more? If you don’t see the courses you’re looking for in this section, don’t worry—there are many more courses available to you by distance! See pages 15-19 or speak to a Northwest Campus advisor (see page 2) for more information.

Qualified Substitute Teacher students gather in Nome for a face-to-face intensive in partnership with BSSD to start the program.

In coordination with regional school districts, NWC developed the following credentials to build skills in the classroom for substitute teachers, and for current K-12 teachers to grow cultural knowledge of the region:

EDUCATION: Whether interested in early childhood or high school, this campus credential will provide base knowledge to get a start in the classroom.
- Qualified Substitute Teacher (8 credits)

CULTURAL KNOWLEDGE: The Cultural Knowledge campus credential provides more in-depth look at the culture of the Bering Strait; from traditional dress and language to the history of Alaska schooling and its effect on the region.
- Cultural Knowledge of the Bering Strait (6-8 credits)

Find out more! Reach out to a NWC advisor:

CONTACT AN ADVISOR:
Email: nwc.advising@alaska.edu
Phone: (907) 443-2201
Toll-free: 1-800-478-2202
INUPIAQ

INU F115 UNI CRN: 36877 3 credits
Conversational Inupiaq
Tues/Thurs - 6:50pm to 8:20pm - 1/14 to 5/2
Meghan Topkok
matopkok@alaska.edu

AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: This is an introductory course for students who wish to acquire the ability to speak Inupiaq, the language of Norton Sound, the Seward Peninsula, Kotzebue Sound, the North Slope, and the arctic portions of Canada and Greenland. Students first learn to understand simple spoken language, then to speak simple Inupiaq, developing a beginning level of communicative competence in the language.

REGISTER BY: 1/14
Limited to 20 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

INU F115 NPI CRN: TBA 3 credits
Conversational Inupiaq
Mon-Fri — 1:35pm to 2:25pm — 1/13 to 5/21
Josie Bourdon

CLASSROOM COURSE (NPS DUAL CREDIT): Conversational Inupiaq will build the students Inupiaq vocabulary and understanding of basic Inupiaq linguistic structures in order to have conversations with other people. NOTE: This Nome Public School District dual-credit course is primarily for grades 11-12, but is also open to grades 9-10. This college-level course will cover a lot of material. Required effort and expectations are high.

REGISTER BY: 1/6
Limited to 15 students

WRITING

WRTG F111X UNI CRN: 37423 3 credits
Writing Across Contexts
Mon/Wed — 5:10pm to 6:40pm — 1/13 to 5/2
Sheri Skelton
slskelton@alaska.edu

AUDIo Conference and Blackboard Distance course:
Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring and testing ideas. Concentration on research methods and techniques.

PREREQUISITE: Placement into WRTG F111X.
REGISTER BY: 1/13
Limited to 20 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

WRTG F213X UNI CRN: 37424 3 credits
Writing and the Sciences
Mon/Wed — 6:50pm to 8:20pm — 1/13 to 5/2
Sheri Skelton
slskelton@alaska.edu

AUDIo Conference and Blackboard Distance course:
Instruction in critical reading and argumentative writing by reading and responding to essays from the social and natural sciences. Concentration on the research methods and techniques necessary to create an extended written argument. Recommended: Sophomore standing.

PREREQUISITEs: ENGL F111X or WRTG F111X or equivalent.
REGISTER BY: 1/13
Limited to 20 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

WRTG F193P N01 CRN: TBA 1 credit
Longest Way Around: The Power of Place in Writing

Days/Dates/Times TBA
Kristine McRae

CLASSROOM COURSE (NOME): The places we live become a part of who we are. In writing, the exploration of place can create a framework for insight into character, culture, and the spirit of a story. This workshop will focus on how place informs our subjects, our relationships and our experiences. Students will explore the impact of place through readings in fiction, nonfiction, and poetry. We will practice techniques through writing prompts and share our writing in a supportive workshop setting.

REGISTER BY: TBA
Limited to 15 students

NON-CREDIT WORKSHOPS

NONC F001 CRN: TBA 0 credits
Ceramics for Kids
Sat — 10:00am to 12noon — 1/25 to 2/29
Vickie Erickson

CLASSROOM WORKSHOP (NOME): Kids ages 7-14 will learn and develop basic pottery skills during this 6-week course. Students will hand-build and sculpt fun projects with clay. Techniques explored will include pinching, coiling, slab construction, surface decoration, and glazing.

REGISTER BY: 1/18
Limited to 8 students

NONC F001 CRN: TBA 0 credits
Learn to Meditate
Tues — 7:30pm to 9:00 pm — 1/14 to 3/3
Jay David

CLASSROOM WORKSHOP (NOME): Meditation benefits our emotional, mental, and physical well-being, with more science verifying this every day. Learn methods for inner reflection, calmness, concentration, and deeper understanding in this course for all levels. Learn about preparation for meditation, proper posture, correct breathing, concentration techniques, and flow of thoughts. Guided meditations will be followed by group discussions.

REGISTER BY: 1/13
Limited to 15 students

NONC F001 CRN: TBA (summer workshops) 0 credits
Net Mending

Tues/Wed — 7:30pm to 9:30 pm — 6/16-6/17
Brian Marvin

CLASSROOM WORKSHOP (NOME): Get ready for fishing season by learning to mend nets in this workshop! Bring a net in need of repair, or work on a net provided in class. Supplies are provided for use during class.

REGISTER BY: 6/9
Limited to 10 students

NONC F001 CRN: TBA (summer workshops) 0 credits
Birding Field Trips

Sa — 7:00am to 7:00pm — 5/23 (register by 5/15)
Carol Gales

FIELD TRIPS (NOME): Travel the roads of Nome to view the spring bird migration. Each trip will take participants along a different route (Council, Kougarok and Teller roads) depending on road conditions and migration progress. These are day-long trips with no facilities or amenities along the way, so be prepared for all manner of weather and bring plenty of food and water.

Like Us on Facebook
www.facebook.com/uaf.nwc
COURSES BY DISTANCE

How to access your audio conference course:

- **STEP 1**: 2-5 minutes before the assigned time for your class, dial 1-866-832-7806
- **STEP 2**: Follow the instructions for entering your 7-digit student PIN (PINs are in the last column of chart below).

**Problems connecting?** Please call customer service (1-866-649-1700) and have the name of your instructor ready.

**How to access a recorded class session:** If your instructor records your class, the number with which to access the class later is: 800-230-8546. You will need the student PIN and the date of the audio recording you want to access.

If your PIN is not listed, please contact Northwest Campus at 443-2201 or 1-800-478-2202. Some PINs had not yet been assigned by the time this publication was printed.

For the most current course information, consult the UAOnline schedule or go to **www.uaf.edu/coursefinder/**.

**NOTE:** Courses taught by NWC instructors are highlighted in gray.

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<td>Human Relations</td>
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<td>1/13 - 5/1</td>
<td>M, W</td>
<td>5:10 - 6:40 PM</td>
<td>MUSICH, MIRANDA <a href="mailto:mbmusich@alaska.edu">mbmusich@alaska.edu</a></td>
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<td>Alaska Native Dance</td>
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<td>1/14 - 5/1</td>
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<td>6:50 - 8:20 PM</td>
<td>AGIMUK, BENJAMIN <a href="mailto:bjagimuk@alaska.edu">bjagimuk@alaska.edu</a></td>
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<td>1/14 - 5/1</td>
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<td>5:10 - 6:40 PM</td>
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<td>1/15 - 5/1</td>
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<td>Human Biology</td>
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<td>1/13 - 5/1</td>
<td>S, SU</td>
<td>7:30 - 9:00 AM</td>
<td>PANDYA, ANSHUL <a href="mailto:aapandya@alaska.edu">aapandya@alaska.edu</a></td>
<td>BB</td>
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**CALL IN FOR YOUR AUDIO COURSE!** **STEP 1:** 2-5 minutes before class, dial 1-866-832-7806 • **STEP 2:** Enter PIN
## DISTANCE COURSES

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**CALL IN FOR YOUR AUDIO COURSE!**
1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter PIN

Like UAF Northwest Campus on Facebook: [facebook.com/uaf.nwc](http://facebook.com/uaf.nwc)
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**CALL IN FOR YOUR AUDIO COURSE!**

**STEP 1:** 2-5 minutes before class, dial 1-866-832-7806

**STEP 2:** Enter PIN
Please PRINT information clearly, or complete this fillable form on a computer.

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<th>LAST NAME</th>
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MAILING ADDRESS  Check here if this is a new address ☐ CITY STATE ZIP EMAIL ADDRESS

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DROP OR WITHDRAW FROM A COURSE

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ADD A COURSE

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I understand that I am responsible for all applicable UAF academic regulations, tuition and fees, whether or not I successfully complete the course or courses in which I am enrolling. (Current costs and fees can be viewed at UAOnline.)

SIGNATURE       DATE       ADVISOR SIGNATURE       DATE

If you anticipate needing an accommodation for any of your classes, please contact a Northwest Campus Student Services staff member or the UAF Office of Disability Services: Phone: (907)474-5655  • Fax: (907)474-5688  • Email: uaf-disabilityservices@alaska.edu

UAF is an affirmative action/equal opportunity employer and educational institution.

REASON CODES:
A: Academic  
E: Employment  
F: Financial  
H: Health  
S: Schedule conflict  
1: Work conflict  
2: Personal  
3: Course not as anticipated  
4: Instructor  
5: Other
REGISTRATION FORM

NAME: ___________________________  UA ID (or SSN): ________________________

Previous names used at the University of Alaska: _____________________________

SEMESTER OF ENROLLMENT: Year 20 __  □ Fall  □ Spring  □ Summer  Date of Birth (MM/DD/YYYY): __________________________

CURRENT MAILING ADDRESS: ___________________________________________

Email Address: _______________________________________________________

Phone: ___________________________  Cell Phone #: _______________________

☑ YES! Please text me class information updates.

DEMOGRAPHIC INFORMATION: Your response helps us better serve students and impacts NWC’s eligibility for some funding sources. See Page 2 for information and codes.

Sex: □ Male  □ Female  □ Prefer not to answer  Ethnicity: □ Hispanic or Latino  □ Not Hispanic or Latino
Race: ___________________________  Vet/Military Status: ___________________________

US Citizen?  □ Yes  □ No  If no, Nation of birth: ___________________________  Nation of citizenship: ___________________________

Visa Type: ___________________________  Permanent Resident?  □ Yes  □ No

For instructions on withholding directory information, please see INFORMATION RELEASE on reverse side.

PRIOR EDUCATION INFORMATION
Did you graduate from high school?  □ Yes  ☐ No  Graduation date? (MM/Year): ___________________________  Name of high school: ___________________________

High School location: (city/state): ___________________________

No  If NO, did you complete the GED?  □ Yes  ☐ No

Date GED completed? (MM/Year): ___________________________  Location of GED (state): ___________________________

COURSE INFORMATION (Complete all information requested below. Refer to the class schedule on UAOnline for course information)

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<th>Section</th>
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<th># of Credits</th>
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<th>Instructor Signature (required after last day of late registration)</th>
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I understand I am responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling. The university may drop me for non-payment.  

I promise to pay attorney's fees and other reasonable collection costs necessary for the collection of any amounts owed UA. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073.

Student's Signature ___________________________  Date: ___________________________

Advisor’s Signature (for degree-seeking students only): ___________________________  Date: ___________________________

Processed By: ___________________________  Date: ___________________________

PAGE 1 OF NEW 2-PAGE UAF REGISTRATION FORM—SEE NEXT PAGE
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* Requested for compliance with Title IV of the Civil Rights Act of 1964.

## VETERAN/MILITARY STATUS

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<td>UAF Army Student</td>
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<td>FMCO</td>
<td>UAF Coast Guard Student</td>
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<td>FMDP</td>
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<td>UAF Military Student</td>
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### INFORMATION RELEASE

#### FERPA

The Office of Admissions and the Registrar is responsible for keeping student education records. The full copy of the university's policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) are available at [www.alaska.edu/studentservices/ferpa/](http://www.alaska.edu/studentservices/ferpa/).

#### Directory Information

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of Admissions and the Registrar.

No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate. The names of students who have requested their directory information be withheld will not appear in the published university chancellor’s and dean’s lists.

The following is considered directory information:

1. Name
2. Email address
3. Home city and state
4. Weight and height of students on athletic teams
5. Dates of attendance at UAF
6. Program/major field(s) of study
7. Degrees and certificates received, including dates
8. Participation in officially recognized university activities
9. Academic and co-curricular honors, awards and scholarships received, including dates

### LATE PAYMENT/REINSTATEMENT FEES

Cover payment for your class by the payment deadline to avoid late fees, drops for non-payment, and reinstatement fees.

For more information about fees, contact the Office of the Bursar at 907-474-7384.
Use the chart below to help you plan your fall 2016 course schedule. Work with your advisor to make sure you are selecting the courses that will help you reach your academic goals. Remember to make sure you don’t select two courses that meet in the same time slots! You might also want to jot down specific time periods in which you’ll do homework for each course.

<table>
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<tr>
<th>TIMES</th>
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<th>MONDAY</th>
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<th>THURSDAY</th>
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SPRING 2020 FACTS

- **FIRST DAY OF CLASSES**: Monday, January 13.
- **DEADLINE TO ADD CLASSES**: Friday, Jan. 24.
- **DEADLINE TO DROP CLASSES**: Friday, Jan. 24.
  You must complete a drop form. The class will not appear on your transcript and you won’t be billed.
- **DEADLINE FOR FEE PAYMENT**: Friday, Jan. 24.
  Your student account must be paid or you may be charged late fees starting at $125.
- **FEE FOR LATE ADDS**: Students given permission to add a semester-length class after the fee payment deadline will be charged a late registration fee of $50. There are some exceptions; contact Northwest Campus for details!
- **DROP FOR NON-PAYMENT POLICY**: If your account is not paid by the fee payment deadline of Friday, Jan. 24, you may be dropped from your classes but can be reinstated for a fee. If you have an unpaid UA bill, your PFD could be garnished and you might be prevented from taking future classes.
- **DEADLINE TO WITHDRAW FROM A CLASS**: Friday, March 27. A “W” will appear on your transcript. You are still responsible for the tuition for that class.
- **LAST DAY OF CLASSES**: Monday, April 27.
RESOURCES FOR STUDENTS

Need to arrange testing? Email us!
- Northwest Campus testing
  nwc.testing@alaska.edu

Need computer assistance? Get help with Blackboard, email, UAOnline & more!
- UAF Office of Information Technology
  1-800-478-8226 • www.alaska.edu/oit.index • helpdesk@alaska.edu

Need help with homework? Live homework help for intro-level college students!
- Live Homework Help
  sled.alaska.edu/home.html

Having trouble with your math class? Get math help and tutoring!
- UAF Math Hotline
  1-866-823-6284 (866-UAFMATH)

- Online Tutoring through Blackboard Collaborate
  www.uaf.edu/dms/mathlab/online-tutoring-schedule/

Need someone to proofread your essay? Contact the Writing Center!
- UAF Writing Center
  (907)474-5314 • www.uaf.edu/english/writing-center

Researching a particular topic? Call the library!
- UAF Off-Campus Library Services
  1-800-478-5348 • www.uaf.edu/library/offcampus • fylend@uaf.edu

Need a registration form? Trying to contact a specific department? Find student resources online:
- Northwest Campus web site
  www.nwc.uaf.edu

- College of Rural & Community Development web site
  www.uaf.edu/rural/students

Questions about classes, degrees, or financial aid?
Contact your advisor! See inside front cover for contact information.

TITLE IX: KNOW YOUR RIGHTS AND RESPONSIBILITIES

“No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” — Title IX of the Education Amendments of 1972

The University of Alaska Board of Regents has clearly stated in policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska.

If you report discrimination, harassment or violence to any university employee, they must notify the university Title IX coordinator about basic facts of the incident.

Your choices for reporting include:
- You may access confidential counseling by contacting the Campus Health & Counseling Center;
- You may access support and file a Title IX report by contacting the UA Title IX Coordinator at (907) 474-6600;
- You may file a criminal complaint with the University Police Department at (907) 474-7721.

PUSH BACK against SEXUAL MISCONDUCT

It’s everyone’s job to stop discrimination and assault!

Your choices for reporting include:
- Having an established procedure for handling complaints of sex discrimination.
- Offering remedies to the victim.
- Taking immediate action to ensure a victim can continue their education free of ongoing harassment or retaliation.
- If requested, a no-contact order can be enacted before a formal hearing (vs the legal process).

Even if the incident occurred off campus and the accused is not affiliated with UAF, the university must stop, prevent, remedy, investigate and prevent incidents by:

- Having an established procedure for handling complaints of sex discrimination.
- Offering remedies to the victim.
- Taking immediate action to ensure a victim can continue their education free of ongoing harassment or retaliation.
- If requested, a no-contact order can be enacted before a formal hearing (vs the legal process).
IMPORTANT SPRING DATES

First day of class: Monday, January 13
Deadline for adding classes and late registration: Friday, January 24
Last day for student- and faculty-initiated drops: Friday, January 24
Deadline for tuition and fee payment and refunds: Friday, January 24
Deadline to apply for spring 2020 graduation: Saturday, February 15
Last day for student- and faculty-initiated withdrawals and change to audit: Friday, March 27
Last day of instruction: Monday, April 27
Final exams: Tuesday-Saturday, April 28-May 2
Deadline for faculty to post grades: 12 noon Wednesday, May 6
Northwest Campus commencement ceremony: Thursday, May 14

Never taken a college course before? Check it out!

Northwest Campus is the University of Alaska Fairbanks’ link to our Bering Strait region. We work closely with regional and community organizations to offer courses and trainings in area communities. There are many courses available to you by distance. You can even earn a degree while living at home!

Whether you want to pursue a degree, build job skills, learn a local language, delve into traditional crafts, or otherwise expand your horizons, we are here to help you meet your goals.

Look inside this spring 2020 semester guide to learn more about what’s coming up. Additional courses are continuously being developed. Don’t see what you’re looking for? Contact us!