REGISTER for fall semester
NORTHWEST CAMPUS & UAF DISTANCE COURSES • FALL 2017 SEMESTER GUIDE
FALL 2017 ACADEMIC CALENDAR

IMPORTANT SEMESTER DATES & INFORMATION

First day of instruction. Late registration begins ............................................................ Monday, August 28
(Some courses may have a different start date—be sure to check when registering)
Labor Day (offices closed—no registration or fee payment) ............................................ Monday, September 4
Deadline for adding classes and late registration (5pm in person, 12midnight at UAOnline) ........ Friday, September 8
Last day for student- and faculty-initiated drops with refund (course does not appear on academic record) ... Friday, September 8
Deadline for tuition and fee payment and refunds (5pm in person, 12midnight at UAOnline) ........ Monday, September 11
Late fee charges starting at $125 will be added to your account if prior fee payment arrangements were not made.
Early progress reports due .......................................................................................... Monday, October 2
Deadline to apply for fall 2017 graduation ..................................................................... Monday, October 16
Spring 2018 course list available at UAOnline ............................................................ Monday, October 30
Last day for student- and faculty-initiated withdrawals ("W" appears on academic record) and change to audit ........ Friday, Nov. 3
Begin registration & fee payment for degree-seeking students for spring 2018 semesters ........ Monday, November 13
Begin registration & fee payment for nondegree-seeking students for spring 2018 semesters ........ Monday, November 20
Thanksgiving holiday (most offices closed) ..................................................................... Thursday-Sunday, November 23-26
Last day of instruction .................................................................................................. Saturday, December 9
Final examinations ...................................................................................................... Monday-Saturday, December 11-16
Deadline for faculty to post grades .............................................................................. 12noon Wednesday, December 20
Winter holiday (most offices closed; reopen January 3, 2018, at 8:00am) ........ Saturday, Dec. 23, 2017-Tuesday, Jan. 2, 2018

NWC STUDENT SUPPORT SERVICES TEAM

Our student support services team is here to help you! When you have questions about or need help with registration, course prerequisites, degree progress, distance learning technology, financial aid, or anything else related to enrollment, contact one of these staff members!

KATHY COMMACK
Student Services
- Based in Unalakleet
- (907) 624-3157
- kicommack@alaska.edu
- Skype: KathyCommack

MIRANDA MUSICH
Applied Business & Student Services
- Based in Nome
- Toll-free: 1-800-478-2202, ext. 8427 / (907) 443-8427
- mbmusich@alaska.edu

KACEY MILLER
Student Services
- Based in Nome
- Toll-free: 1-800-478-2202, ext. 8416 / (907) 443-8416
- klmiller@alaska.edu

MARIE TOZIER
Registration & Records
- Based in Nome
- Toll-free: 1-800-478-2202, ext. 8403 / (907) 443-8403
- metozier@alaska.edu

NEED TO ARRANGE TESTING? Send an email to nwc.testing@alaska.edu
Welcome to the new academic year at Northwest Campus, the University of Alaska’s regional community campus for the Bering Strait region. Despite budget uncertainties and the university’s reorganization, Northwest Campus and the University of Alaska continue to offer high-quality education and services. Whether it is academic degrees, vocational training, or traditional/cultural knowledge, all of us at Northwest Campus value and support learning in our region.

You will find many possibilities and opportunities to begin or continue your pursuit of education in this semester guide. We have courses that meet general education and major requirements for degrees, ones to update employment skills, and others for life-long learners in the Bering Strait region. Check it out! We look forward to hearing from you.

As always, I wish you the best of luck in your studies.

Bob Metcalf, 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 9-12).** 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 13-19).** 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/
NEW! APPLIED BUSINESS WORKFORCE CREDENTIALS

The Northwest Campus Advisory Council has approved three new workforce credentials to help regional residents excel in the office environment.

By successfully completing just a few courses, students will earn a certificate reflecting their workforce preparation. They can then choose to complete additional courses to earn UAF’s occupational endorsement for administrative assistants (16 credits), which in turn can lead to a UAF certificate in applied business management.

NWC’s three workforce credentials are:

- **Introductory Computer & Job Skills (3-5 credits)**
- **Office Communication & Procedures (7-9 credits)**
- **People Skills for the Workplace (6 credits)**

Miranda Musich, NWC applied business professor, is offering two of the courses (ABUS F154 Human Relations and ABUS F182 Office Procedures) involved in these credentials this fall, by distance.

These same two courses will be available to high school students around the region during fall 2017 and spring 2018, allowing them to finish high school with an NWC credential in People Skills for the Workplace!

See page 10 for details about fall courses in this program.

Want to know more about these opportunities? Contact Miranda Musich: mbmusich@alaska.edu or (907) 443-8427 / 1-800-478-2202 ext. 8427.
FALL 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.
2. To enroll in courses, you may need to take a placement test or provide placement documentation. Advisors can arrange placement testing 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 can register online through your student account at 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.
6. Order your textbooks! See page 5 for details.
7. Line up financial aid and funding sources. Scholarship agencies request 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 potential student support resources.
9. If you’re new to distance classes, ask your advisor about the NWC GOLD Process orientation.
10. Confirm your enrollment and financial aid status in your online student account (UAOnline).
11. Attend the first day of class!
12. Drop and withdraw dates are important to keep in mind throughout the semester. Find those dates on the inside front cover.

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, and UAF eLearning courses. To find the most current information as well as courses offered by other parts of the University of Alaska, check UAOnline:

- Go to https://uaonline.alaska.edu
- Click “Class Schedule”
- Select term in “Search by Term”
- Select from the “Campus” list. Scroll down to find options like “UAF-Northwest Campus,” or “UAF-all campuses,” or “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

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. Several distance delivery modes are used by UAF.

Audio Conference (AC): Students participate in class by dialing a toll-free number. Equipment required: Telephone or headset with microphone, computer with Internet access.

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 operating system, additional downloads may be required.

Blackboard or Moodle (BB): Instruction is delivered online. Equipment required: Computer with Internet access.

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. 13-19).
Howard to read course descriptions
+ enter courses on your registration form

The course descriptions in this guide correspond to blanks on your registration form (found on page 21). Follow the numbers in this example when completing your registration form.

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>“Yes” if Audit</th>
<th>Instructor Signature (required after last day of late registration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>76618</td>
<td>BIOL</td>
<td>F214X UN1</td>
<td>4</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td></td>
<td>Claudia Ilh, <a href="mailto:cihl@alaska.edu">cihl@alaska.edu</a></td>
</tr>
</tbody>
</table>

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. Examines circulatory, respiratory, digestive, excretory, endocrine and reproductive systems.
Prerequisites: BIOL F213X, CHEM F103X, CHEM F105X, or permission of instructor.
Special Lab Fee: $400; no refund. A microscope is required. A limited number of microscopes are available for rent for $250 from NWC with $200 refundable upon return of the microscope.
Register by: 8/29
M, W — 5:10pm to 6:40pm — 8/28 to 12/16
Limited to 25 students
Order books/materials online: www.crcd-gotbooks.com

You can make it happen!

Not sure you’re ready to earn a degree or start a training program? You are! Here are insights from 2017 Northwest Campus graduates:

“If you are on the fence about furthering your education but find yourself saying, “Maybe later,” or “When I save up some money,” or anything along those lines, I am here to tell you that the support and resources are there just waiting to be utilized. The first step is a big one, but is worth it. Give it a try.” — Charles Marble, Nome

“Push yourself. You’ll never know what you’re capable of until you try it.” — Brianne Golgergen, Savoonga

“Believe in yourself, set goals, and don’t give up. If you fail, get up and try again.” — Krystal Hensley, Nome

NWC’s annual commencement ceremony is an inspirational event, with graduates sharing stories of how they overcame obstacles to reach their academic goals.
TIME TO ORDER TEXTBOOKS!

Once you’ve registered for a course, your next task is ordering textbooks. See the table below to determine how to order books for your course. To order textbooks online, you’ll need to know the department, course number, and section number for each of your courses.

<table>
<thead>
<tr>
<th>Northwest Campus regional or local courses, whether by distance or classroom (listed on pages 9-12; see note for each course)</th>
<th>Contact the Northwest Campus Bookstore (443-8408 or 1-800-478-2202, ext. 8408, or <a href="mailto:nwc.info@alaska.edu">nwc.info@alaska.edu</a>) to have books mailed to you. Nome students should come to Northwest Campus to purchase books.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance courses from UAF rural campuses (including NWC) and some Fairbanks-based programs (listed on pages 13-19)</td>
<td>Order books from the CRCD Bookstore. Go to <a href="http://www.crcd-gotbooks.com">www.crcd-gotbooks.com</a> to get started. Phone: (907) 474-7711. Email: <a href="mailto:crcd-gotbooks@alaska.edu">crcd-gotbooks@alaska.edu</a></td>
</tr>
<tr>
<td>All COUN, ED, EDSC, EDSE courses (found on pages 14-17)</td>
<td>Go to <a href="http://www.uaf.bkstr.com">www.uaf.bkstr.com</a> to get started.</td>
</tr>
</tbody>
</table>

CRCD BOOKSTORE FACTS

How can I find out if my books were shipped?
The CRCD Bookstore ships to the address that you provide when placing the order, and emails shipping confirmation to the email address you provide. Please be sure to provided current contact information.

Can I return books if I drop a class?
The CRCD Bookstore has a 21-day return policy for a full refund from the date an order ships. Shrink-wrapped materials must remain in shrink wrap for a full refund; opened items will receive an 80% refund if they are still in new condition.

The following items are not refundable: Access cards that have been opened, unwrapped, or scratched; CDs; DVDs; jump drives; pens; highlighters; and notebooks.

All textbooks and materials must be mailed back to the CRCD Bookstore. A copy of the return policy is included with each order and includes the bookstore contact information and mailing address. When returning books, include your name, address, and student ID on the Textbook Return Form enclosed with your order. Your account will not be credited until bookstore staff have inspected your returned materials.

Where can I sell my used textbooks?
If your professor is using the same book again next semester, the CRCD Bookstore will buy the book back based on its condition.

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
- Human Services
- I.T. Specialist
- Justice
- Process Technology
- Rural Development
- Rural Human Services
- Social Work
- Tribal Management

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
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 will be dropped for non-payment if payments or arrangements have not been made by September 11.**

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](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>
<thead>
<tr>
<th>Course level</th>
<th>Per-credit tuition</th>
<th>Per-credit UA fee</th>
<th>Per-credit facilities fee</th>
<th>Example: 3-credit class</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 &amp; 200 level courses</td>
<td>$202</td>
<td>4%</td>
<td>$6</td>
<td>$648*</td>
</tr>
<tr>
<td>300 &amp; 400 level courses</td>
<td>$244</td>
<td>4%</td>
<td>$6</td>
<td>$780*</td>
</tr>
<tr>
<td>Graduate-level courses</td>
<td>$466</td>
<td>4%</td>
<td>$6</td>
<td>$1,455*</td>
</tr>
</tbody>
</table>

*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.

**PAY FOR YOUR CLASSES BY MONDAY, SEPTEMBER 11. HERE’S HOW!**

**BY MAIL**
Mail 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](http://www.uaonline.alaska.edu). A link to the “Statement and Payment History” page will take you to the site where you can pay with credit card or electronic check.

**SCHOLARSHIPS**
Notify Northwest Campus before Monday, Sept. 11, about your scholarships or grants. If scholarship or grant funds have not been received by NWC by Sept. 11, 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 September 11. Additional $175 charged if balance not paid or no payment plan by November 3.

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VIEWWARE: UAF now charges a transaction fee for credit card payments. **Choose the student payment option that works best for you.**

<table>
<thead>
<tr>
<th>Payment type</th>
<th>Transaction fee</th>
<th>Accepted at UAOnline</th>
<th>Accepted in person, by mail, or by phone at NWC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit or debit card</td>
<td>2.75%</td>
<td>Yes</td>
<td>In person or by phone at NWC</td>
</tr>
<tr>
<td>Check (ACH)</td>
<td>FREE</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Money order</td>
<td>FREE</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Cash</td>
<td>FREE</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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NEED TECH HELP?

Have a computer question or problem? Can’t see your classes in Blackboard? Problems with Blackboard Collaborate? Forgot your UA email password?

Contact UAF’s Office of Information Technology (OIT):
- 1-800-478-8226
- [www.alaska.edu/oit.index](http://www.alaska.edu/oit.index)
- helpdesk@alaska.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!

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. You can get help completing the FAFSA at a College Goal Alaska event in Nome and Unalakleet this February. Contact an advisor for dates. 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 web sites that charge to help students complete the FAFSA. You can apply for free at www.fafsa.ed.gov.

What other scholarships are available?
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 inside front cover).

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 11 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.

<table>
<thead>
<tr>
<th>REGIONAL SCHOLARSHIPS</th>
<th>FALL DEADLINES</th>
<th>SPRING DEADLINES</th>
<th>MORE DETAILS</th>
</tr>
</thead>
<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> <a href="http://www.tinyurl.com/nwcfinaid">www.tinyurl.com/nwcfinaid</a> <a href="http://calebscholars.org">http://calebscholars.org</a> <a href="http://www.necalaska.org">www.necalaska.org</a> Check with the local office for scholarships</td>
</tr>
<tr>
<td>Various Northwest Campus scholarships</td>
<td>Prior to first day of class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Caleb Lumen Pungowiyi Scholars Program</td>
<td>July 15</td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Nome Eskimo Community</td>
<td>July 15</td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Local IRA / Village Corporation/ City Office</td>
<td>Varies</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>Vernon &amp; Beda Slwooko Memorial Scholarship</td>
<td>Varies</td>
<td>Jan. 15</td>
<td>Visit this link: <a href="http://www.tinyurl.com/1516Slwooko">www.tinyurl.com/1516Slwooko</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>
<tr>
<td>• Bering Straits Foundation</td>
<td>June 30</td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>• Kawerak Higher Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sitnasuak Native Corporation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Norton Sound Economic Development Corporation</td>
<td>June 30</td>
<td>Dec. 31</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>
</tr>
</tbody>
</table>
STUDENT RESPONSIBILITIES

New student? Go for the GOLD!
First-time Northwest Campus students should complete the GOLD (Guide to Online Learning at a Distance) process to help activate student accounts. Go to www.nwc.uaf.edu > NWC GOLD (at bottom of page). If taking a distance course, test your computer’s ability to videoconference here: www.nwc.uaf.edu > Orientation > Collaborate - Test Room.

Update your contact information online
It is your responsibility to keep your mailing and email addresses and phone number updated so that you receive communication from 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 instructors. If you do not plan to attend, you must drop your classes by Monday, September 11, to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

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 problems? Contact a member of our student support team (see inside front cover).

Check your grades regularly
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 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.

Access your transcripts
Official transcript. To order an official transcript, contact NWC’s admissions and records coordinator, Marie Tozier. You can request an official transcript by fax if paying with a credit card, or by mail if paying by check or credit card. Order transcripts on the web at https://uaonline.alaska.edu and follow the instructions.

Unofficial Transcript. 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).

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

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

**APPLIED ART**

**APAR F150P N03**  
Beginning Sewing – Following a Pattern  
CRN: 78545  
Rhonda Schneider  

CLASSROOM COURSE (NAME): This course is designed for students who have little or no experience using a sewing machine. Students will select a pattern of their choice from the “Easy Sew” series from any pattern company and learn to follow the instructions for assembly of the garment or project. Students will learn the basics of understanding how to read the instructions on a pattern and simple sewing skills for putting the project together. Having a sewing machine to bring to class is highly preferred but not absolutely necessary.  

REGISTER BY: 10/3  
T — 6:00pm to 8:00pm — 10/10 to 11/21  
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 N04**  
Introduction to Small Scale Sculpture & Jewelry  
CRN: 78553  
Kevin Busk  

CLASSROOM COURSE (NAME): The students will be given a brief background in the history of metalsmithing/jewelry making and the availability of incorporation of locally found materials. They will be instructed in the basics of safety, piercing, cutting and forming of nonferrous metals. They will also be shown the basics of silver soldering with acetylene and jewelry grade silver solder. The students will be required to show their skills through the completion of projects. The grades will be based on 2 critiques and attendance. The students will be required to complete one project.  

NOTE: There is a $20 materials fee payable to the instructor for this course. Silver sheet available for purchase at cost (optional). Students should bring safety goggles.  

REGISTER BY: 9/22  
F — 6:00pm to 9:00pm — 9/29  
Sa — 12:00pm to 6:00pm — 9/30  
Su — 12:00pm to 6:30pm — 10/1  
Limited to 10 students.

**APAR F150P N05**  
Sew a Trapper-Style Fur Hat  
CRN: 78517  
Cheryl Thompson  

CLASSROOM COURSE (NAME): Learn to sew a trapper-style fur hat—that fits!—in this class. You will learn to select and prepare a hide, how best to cut pattern pieces from fur, how to stitch and knot leather and skins and how to make and insert a fleece lining. Learn to fit and make a hat for yourself or someone else. Contact NWC prior to the first day of class to obtain a materials list (fleece fabric, needles, etc.; fur selection will be discussed in class so we do not recommend purchase of fur before class begins).  

REGISTER BY: 9/28  
Th — 6:00pm to 8:30pm — 10/5 to 10/26 (no class 10/19)  
Sa — 10:00am to 12:30pm — 10/7 to 10/28 (no class 10/21)  
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.

**TEACH FOR NWC!**

Northwest Campus continually seeks part-time instructors in many areas of expertise to teach courses in Nome and in our regional villages. If you have mastered a particular skill, art or discipline and want to share it with the community, then we might be looking for you! For information, contact the NWC Instructional Services Department at 443-8407 or 1-800-478-2202, ext. 8407, or send email to susan.ring@alaska.edu.

Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://www.nwc.uaf.edu)
ABUS F154 U1
Human Relations
CRN: 77149  Miranda Musich
mbmusich@alaska.edu

AUDIO CONFERENCE, BLACKBOARD AND BLACKBOARD COLLABORATE DISTANCE COURSE: In this course, learn about the crucial role that relationships play in the workforce. Today’s workers must demonstrate interpersonal skills in order be hired, to be effective, work successfully with others, and receive promotions. 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. We will also explore the history of human relations in the business sector and how it has evolved over the years.

NOTE: This course is part of an NWC workforce credential. See page 2!

REGISTER BY: 8/29
T, Th — 5:10pm to 6:40pm — 8/29 to 12/16
Limited to 12 students
Order books/materials online: www.crcd-gotbooks.com

ABUS F154 NB1
Human Relations
CRN: 78522  Miranda Musich
mbmusich@alaska.edu

AUDIO CONFERENCE & GOOGLE HANGOUTS DISTANCE COURSE (BSSD DUAL CREDIT): Get the inside scoop on secrets of workplace success! In this course, you’ll learn about attitudes, communication styles, motivation, interacting with others, resolving conflicts, team building, and becoming a leader. Relationship-building and good communication are key to a happy, creative and successful team—whether at work, at school, or at home! Learn more in this class!

NOTE: This Bering Strait 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.

NOTE: Take this course and the spring 2018 dual-credit Office Procedures course at BSSD to earn a Northwest Campus workforce credential, recognized by area employers! See page 2 for more details.

REGISTER BY: 8/21
M, T, Th, F — 2:30pm to 3:30pm — 8/21 to 12/14
Limited to 15 students

AUTO F172 N01
ATV Maintenance & Repair
CRN: 78515  Brian Marvin

CLASSROOM COURSE (NOME): Fundamental skills for maintenance and repair of an all-terrain vehicle. Engine tune-up, lubrication, clutch & belt, transmission troubleshooting (if applicable), tire and wheel repair, alignment and other basic problems encountered during operation, along with safe shop procedures. Students are welcome to bring their own machines to class for maintenance and repair.

REGISTER BY: 9/29
F — 6:00pm to 8:00pm — 10/6
Sa — 9:00am to 4:30pm — 10/7 and 10/14
Limited to 10 students

All necessary tools will be provided. If working on your own ATV, please bring consumables such as gas, oil, gaskets, etc.
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 fifth cohort of four students in January 2019.

SOUND FAR AWAY? It’s not! You must complete more than 30 credits in other courses before applying to the nursing program.

START NOW! Contact a Northwest Campus advisor to register for fall 2017 courses.

Like us on Facebook
www.facebook.com/uaf.nwc

BIOLOGY

BIOL F214X UN1 4 cr
Human Anatomy & Physiology II
CRN: 76618 Claudia Ihl

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. Examines circulatory, respiratory, digestive, excretory, endocrine and reproductive systems.

PREREQUISITES: BIOL F213X, CHEM F103X, CHEM F105X, or permission of instructor.

SPECIAL LAB FEE: $400 non-refundable lab fee. Microscope required; NWC has some for rent at $250 with $200 refunded when microscope returned to NWC.

REGISTER BY: 8/28
M, W — 5:10pm to 6:40pm — 8/28 to 12/16
Limited to 25 students
Order books/materials online: www.crcd-gotbooks.com

BIOF F240 UN1 4 cr
Beginnings in Microbiology
CRN: 76612 Claudia Ihl

AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: Fundamentals of microbiology. Survey of the microbial world, interactions between microbes and host, microbial human diseases, and the environmental and economic impact of microorganisms. Provides background in basic and applied microbiology with emphasis on the role microorganisms play in human health and life.

PREREQUISITES: One course in high school or college-level biology required, or permission of the instructor.

RECOMMENDED: One course in chemistry.

NOTE: May not be used as biology elective credit for a major in biological sciences.

SPECIAL LAB FEE: $400 non-refundable lab fee. Microscope required; NWC has some for rent at $250 with $200 refunded when microscope returned to NWC.

REGISTER BY: 8/29
M, W — 6:50pm to 8:20pm — 8/28 to 12/16
Limited to 25 students
Order books/materials online: www.crcd-gotbooks.com

EDUCATION

ED F193 NB1 3 cr
Exploring the Teaching Profession
CRN: 78523 Theresa Davis

AUDIO CONFERENCE & GOOGLE HANGOUTS DISTANCE COURSE: Have you ever thought about becoming a teacher? In this course, learn about the teaching profession, including theories and philosophies of teaching. You’ll work with a teacher in your school while learning about making lesson plans, how schools and communities work together, classroom management and discipline, and the importance of Alaska state standards and cultural standards. You’ll also learn to communicate effectively through oral presentations and written skills.

NOTE: This Bering Strait 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: 8/21
M, T, Th, F — 2:30pm to 3:30pm — 8/21 to 12/14
Limited to 12 students

GEOGRAPHY

GEOG F101X UN1 3 cr
Expedition Earth: Introduction to Geography (s)
CRN: 77521 Heather Fernstrom

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: In this course, explore the major theories and methods used by geographers to understand social and ecological processes that interact to form our world. We will examine current human-environment interactions while drawing on their histories and unique contexts, exploring the globe region by region. Examining case studies and examples from around the world, students will explore questions such as: How do weather and climate impact regional ecosystems? What is nature? How can technology influence human impact on ecological systems? What is GIS and what can it do for us? Why do disparities in resource access and consumption exist? How is climate change impacting human-environment systems?

REGISTER BY: 8/29
T, Th — 6:50pm to 8:20pm — 8/29 to 12/16
Limited to 14 students
Order books/materials online: www.crcd-gotbooks.com

Nursing student Richelle Horner teaches Nome 6th graders how to take a blood pressure reading during the annual Kids 2 College event at Northwest Campus.
LIBRARY SCIENCE

LS F101X UN1 1 cr
Library Information & Research

CRN: 77599  Nancy Bahnke
AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: Introduction to effective library research methods and principles of information organization and retrieval. Emphasis on applied experience with finding and evaluating information, especially through use of library catalogs, journal indexes and Internet resources.
REGISTER BY: 9/11
M, W — 5:10pm to 6:40pm — 9/11 to 10/11
Limited to 15 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. 17-27).

WRTG courses were formerly known as ENGL courses

WRTG F110 UN1 3 cr
Introduction to College Writing

CRN: 77715  Sheri Skelton
AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: Intensive preparatory work in the college writing skills needed for WRTG F111X, including research, writing and revising, and critical reading skills. Special fees apply.
PREREQUISITES: C or better in WRTG 090; or appropriate placement test scores.
M, W — 5:10pm to 6:40pm — 8/28 to 12/16
Limited to 15 students

PSYCHOLOGY

PSY F101X UN1 3 cr
Introduction to Psychology (s)

CRN: 76623  Stephanie Johnson
stephanie.johnson@alaska.gov
AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: Principles of general psychology emphasizing natural science and social science orientation. Cultural, environmental, heredity and psychological basis for integrated behavior; visual, audition and the other senses; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological disorders—their prevention and treatment and therapeutic strategies.
REGISTER BY: 8/28
M, W — 5:10pm to 6:40pm — 8/28 to 12/16
Limited to 15 students
Order books/materials online: www.crcd-gotbooks.com

WRITING

WRTG F111X UN1 3 cr
Writing Across Contexts

CRN: 77441  Sheri Skelton
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.
M, W — 6:50pm to 8:20pm — 8/28 to 12/16
Limited to 15 students

WRTG F213X UN1 3 cr
Writing and the Sciences
CRN: 77442  Sheri Skelton
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.
PREREQUISITES: ENGL F111X or WRTG F111X or equivalent.
RECOMMENDED: Sophomore standing.
T, Th — 6:50pm to 8:20pm — 8/29 to 12/16
Limited to 15 students

NON-CREDIT WORKSHOPS

NONC F001 NO2 0 cr
Ceramics for Kids

CRN: 78513  Margaret Olson
CLASSROOM WORKSHOP (NONE): 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: 9/12
Sa — 10am to 12noon — 9/16 to 10/21
Limited to 8 students.

NONC F001 NO3 0 cr
Ceramics for Kids

CRN: 78514  Cheryl Thompson
CLASSROOM WORKSHOP (NONE): 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: 10/30
Sa — 10am to 12noon — 11/4 to 12/16 (no class 11/25)
Limited to 8 students.

NONC F001 NO1 0 cr
Beginning & Intermediate Bridge

CRN: 78512  Harley Bress
CLASSROOM WORKSHOP (NONE): Come learn how to play bridge! This class is designed for the beginning or intermediate bridge player. Bridge is an elegant game of strategy and tactics—part science, part math, part logic, part reason—mixed with a very human component. This melding of the former with the latter sets bridge apart from other card games and from board games like chess. Above all, a successful bridge player must be a great partner. Bridge is a social game. You should have fun talking to your partner and other players while you play the game. Come try it out!
REGISTER BY: 9/22
W — 6:00 to 8:00pm — 9/27 to 11/15
Limited to 20 students.
There will be a $10 book fee (payable to instructor at workshop) in addition to the workshop fee (payable to Northwest Campus).
**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/](http://www.uaf.edu/coursefinder/).

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

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<td>8/28 - 12/16</td>
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<td>8/28 - 12/16</td>
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<td>9:45 - 11:15AM</td>
<td>MECKEL, KATHLEEN <a href="mailto:kmeckel@alaska.edu">kmeckel@alaska.edu</a></td>
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<td>Aesthetic Appreciation of Alaska Native Performance</td>
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<td>8/28 - 12/9</td>
<td>M, W</td>
<td>5:10 - 6:40PM</td>
<td>HASTINGS, MARGIE <a href="mailto:mhastings@alaska.edu">mhastings@alaska.edu</a></td>
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<td>8/28 - 12/16</td>
<td>M, W</td>
<td>3:30 - 5:00PM</td>
<td>BENSON, DIANE <a href="mailto:debenson2@alaska.edu">debenson2@alaska.edu</a></td>
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<td>8/28 - 12/16</td>
<td>T, R</td>
<td>3:40 - 5:10PM</td>
<td>RAMOS, JUDITH <a href="mailto:jramos2@alaska.edu">jramos2@alaska.edu</a></td>
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<td>8/28 - 12/16</td>
<td>T</td>
<td>5:10 - 8:10PM</td>
<td>SEKAAKAPTEWA, PATRICIA <a href="mailto:psekaakaptewa@alaska.edu">psekaakaptewa@alaska.edu</a></td>
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<td>Beyond Violence: Alaska Native Justice &amp; Healing</td>
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<td>8/28 - 12/16</td>
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<td>8/28 - 12/16</td>
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<td>6:50 - 8:20PM</td>
<td>PANDYA, ANSHUL <a href="mailto:aapandya@alaska.edu">aapandya@alaska.edu</a></td>
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<td>6:50 - 8:20PM</td>
<td>PANDYA, ANSHUL <a href="mailto:aapandya@alaska.edu">aapandya@alaska.edu</a></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

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**Key to chart abbreviations:**
- **AC** Audioconference
- **BB** Blackboard
- **COLL** Blackboard Collaborate
- **F2F** Face-to-face
- **MM** Multi-media
- **WB** Web-based
- **O** Oral communication-intensive
- **h** Humanities
- **s** Social science
- **m** Mathematics
- **n** Natural science
- **a** Northern/Arctic/circumpolar studies
## DISTANCE COURSES

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**Audio, video**

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

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**Distance Courses**

**DISTANCE COURSES**

**CRN DEPT COURSE SEC TITLE CR DATES DAYS TIMES INSTRUCTOR NOTES**

**DISTANCE COURSES**

| 74816 | COUN | F698 | FM3 | Non-Thesis Research/Project | 0 | 8/30 - 12/16 | M, W | 5:10 - 6:40PM | Gifford V | TBA |
| 77587 | DEVM | F054 | UC1 | Pre-Algebra | 3 | 8/28 - 12/16 | TBA | TBA | TBA | TBA |
| 77287 | ECE | F101 | UK1 | Child Development I: Prenatal, Infant, and Toddler Development | 3 | 8/30 - 12/16 | T | 5:10 - 6:40PM | TAGABAN, JACQUELINE | TBA |
| 77591 | ECE | F130 | UI1 | Introduction to the Early Childhood Profession | 3 | 8/29 - 12/5 | T | 6:50 - 8:20PM | TAGABAN, JACQUELINE | TBA |
| 76361 | ECE | F140 | UI1 | Foundations of Nutrition & Physical Wellness | 3 | 8/28 - 12/4 | M | 5:10 - 6:40PM | TAGABAN, JACQUELINE | TBA |
| 76188 | ECE | F150 | UI1 | Social Emotional Development: Reflection & Practice | 3 | 8/29 - 12/5 | T | 5:10 - 6:40PM | TAGABAN, JACQUELINE | TBA |
| 76201 | ECE | F160 | UI1 | Environment & Curriculum for Infants & Toddlers | 3 | 8/28 - 12/4 | M | 6:50 - 8:20PM | TAGABAN, JACQUELINE | TBA |

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**STEP 2:** Enter PIN.
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</tr>
</tbody>
</table>

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 am enrolling. (Current costs and fees can be viewed at UAOnline.)

SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

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

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.
NAME: ___________________________  UA ID (or SSN): ___________________________

Please print Name (Last) (First) (M I)

Previous names used at the University of Alaska: ___________________________

SEMESTER OF ENROLLMENT: [ ] Fall [ ] Spring [ ] Summer  Date of Birth (MM/DD/YYYY): ___________________________

CURRENT MAILING ADDRESS: 

Phone: ___________________________
Cell Phone: ___________________________
Email Address: ___________________________

(City) (State) (Zip)

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  If 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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>&quot;Yes&quot; if Audit</th>
<th>Instructor Signature</th>
</tr>
</thead>
</table>

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: ___________________________
RACE*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Alaska Aleut</td>
</tr>
<tr>
<td>AE</td>
<td>Alaska Eskimo, Other/Unspecified</td>
</tr>
<tr>
<td>AH</td>
<td>Alaska Indian, Haida</td>
</tr>
<tr>
<td>AI</td>
<td>Alaska Indian, Other/Unspecified</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska Indian, Tlingit</td>
</tr>
<tr>
<td>AM</td>
<td>Alaska Indian, Tsimshian</td>
</tr>
<tr>
<td>AN</td>
<td>Alaska Native, Other/Unspecified</td>
</tr>
<tr>
<td>AQ</td>
<td>Alaska Eskimo, Inupiaq</td>
</tr>
<tr>
<td>AS</td>
<td>Alaska Native, Southeast</td>
</tr>
<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
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<tr>
<td>AF</td>
<td>Alaska Native, Athabascan</td>
</tr>
<tr>
<td>BL</td>
<td>Black, Non-Hispanic</td>
</tr>
<tr>
<td>IN</td>
<td>American Indian (Not Alaska Native)</td>
</tr>
<tr>
<td>NH</td>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>SI</td>
<td>Asian</td>
</tr>
<tr>
<td>UN</td>
<td>Unspecified</td>
</tr>
<tr>
<td>WH</td>
<td>White</td>
</tr>
</tbody>
</table>

* Requested for compliance with Title IV of the Civil Rights Act of 1964.

VETERAN/MILITARY STATUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Non-veteran</td>
</tr>
<tr>
<td>FMAI</td>
<td>UAF Air Force Student</td>
</tr>
<tr>
<td>FMAR</td>
<td>UAF Army Student</td>
</tr>
<tr>
<td>FMCO</td>
<td>UAF Coast Guard Student</td>
</tr>
<tr>
<td>FMDP</td>
<td>UAF Military Dependent</td>
</tr>
<tr>
<td>FMIL</td>
<td>UAF Military Student</td>
</tr>
<tr>
<td>FMMA</td>
<td>UAF Marine Corps Student</td>
</tr>
<tr>
<td>FNMA</td>
<td>UAF Navy Student</td>
</tr>
<tr>
<td>FVDP</td>
<td>UAF Veteran Dependent</td>
</tr>
<tr>
<td>FVET</td>
<td>UAF Veteran Student</td>
</tr>
</tbody>
</table>

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/.

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

An additional $100 fee will be added to accounts which are not paid by the withdrawal deadline. The university may drop you for non-payment.

For more information about fees, contact the Office of the Bursar at 907-474-7384.

Page 2 of New 2-Page UAF Registration Form—See Prior Page
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>
<thead>
<tr>
<th>TIMES</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td>3:30pm-5:00pm</td>
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<td>5:10pm-6:40pm</td>
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<td>Other</td>
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</table>
NOTICE OF NONDISCRIMINATION

(UA BOR Policy & Regulation 01.02.025)

The University of Alaska Fairbanks does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University’s commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University’s objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

Contact information, applicable laws, and complaint procedures are included on UA’s statement of nondiscrimination available at www.alaska.edu/titleIXcompliance/nondiscrimination.

FALL 2017 FACTS

- **FIRST DAY OF CLASSES**: Monday, Aug. 28.
- **DEADLINE TO ADD CLASSES**: Friday, Sept. 8.
- **DEADLINE TO DROP CLASSES**: Friday, Sept. 8. You must complete a drop form. The class will not appear on your transcript and you won’t be billed.
- **DEADLINE FOR FEE PAYMENT**: Monday, Sept. 11. 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 Monday, Sept. 11, 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, November 3. A “W” will appear on your transcript. You are still responsible for the tuition for with that class.
- **LAST DAY OF CLASSES**: Saturday, Dec. 9.
RESOURCE FOR STUDENTS

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

Need computer assistance? Get help with Blackboard, email, UAOntime & 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/homework.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.

Even if the incident occurred off campus and the accused is not affiliated with UAF, the university must stop,

PUSH BACK against SEXUAL MISCONDUCT

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

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).
FALL SEMESTER TIMELINE

**First day of instruction:**
Monday, August 28

**Labor Day holiday:**
Monday, September 4

**Deadline for adding classes and late registration. Last day for student- and faculty-initiated drops:**
Friday, September 8

**Deadline for tuition and fee payment and refunds:**
Monday, September 11

**Last day for student- and faculty-initiated withdrawals:**
Friday, November 3

**Thanksgiving holiday:**
Thursday-Sunday, Nov. 23-26

**Last day of instruction:**
Saturday, December 9

**Final exams:**
Monday-Saturday, Dec. 11-16

**Deadline for faculty to post grades:**
12pm Wednesday, December 20

**Winter holiday:**
Saturday, December 23, 2017-Tuesday, January 2, 2018

**First day of spring instruction:**
Tuesday, January 16

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**Never taken a college course before? Check it out!**

Northwest Campus is the Bering Strait region’s link to the University of Alaska Fairbanks. 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 fall 2017 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!