REGISTER for fall semester

NORTHWEST CAMPUS & UAF DISTANCE COURSES • FALL 2018 SEMESTER GUIDE
FALL 2018 ACADEMIC CALENDAR

IMPORTANT SEMESTER DATES & INFORMATION

First day of instruction. Late registration begins ............................................................ Monday, August 27
(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 3
Deadline for adding classes and late registration (5pm in person, 12midnight at UAOnline) ........... Friday, September 7
Last day for student- and faculty-initiated drops with refund (course does not appear on academic record) . . . Friday, September 7
Deadline for tuition and fee payment and refunds (5pm in person, 12midnight at UAOnline) ........ Monday, September 10

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 8
Deadline to apply for fall 2018 graduation ................................................................. Monday, October 15
Spring 2019 course list available at UAOnline ........................................................ Monday, October 29
Last day for student- and faculty-initiated withdrawals ("W" appears on academic record) and change to audit . . . . Friday, Nov. 2
Begin registration & fee payment for degree-seeking students for spring 2019 semester .......... Monday, November 12
Thanksgiving holiday (most offices closed) ............................................. Wednesday-Sunday, November 21-25
Begin registration & fee payment for nondegree-seeking students for spring 2019 semester .... Monday, November 26
Last day of instruction ......................................................................................... Saturday, December 8
Final examinations .............................................................................................. Monday-Saturday, December 10-15
Deadline for faculty to post grades ........................................................................ 12noon Wednesday, December 19
Winter holiday (most offices closed; reopen January 2, 2019, at 9:00am) ........ Saturday, Dec. 22, 2018-Tuesday, Jan. 1, 2019

NWC STUDENT SUPPORT SERVICES TEAM

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

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

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 A PROCTOR OR ANY TESTING? Send an email to nwc.testing@alaska.edu
WELCOME!

Welcome to the new academic year at Northwest Campus, the University of Alaska’s regional community campus for the Bering Strait Region. I invite you to explore this course schedule and the many possibilities it presents, whether you are just beginning or continuing your pursuit of education.

We have included in-depth information in this semester guide about registration processes and course requirements; a detailed academic calendar of significant dates and deadlines; and tuition and fee payment options, including scholarship guidance. 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.

Whether it is academic degrees, vocational training, or traditional/cultural knowledge, all of us at Northwest Campus value and support learning in our region.

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 9-13)**. 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 14-18)**. 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/)

Front cover photo credits—Safety Sound: Photo by Laura Davis Collins, NWC. Campus, salmonberries: UAF photos by Carol Gales, NWC. Math camp: Photo by Jackie Hrabok-Leppäläri. Graduates: UAF photo by JR Ancheta, UAF. Gut crafting course, Boiler Maintenance course: UAF photos by Laura Davis Collins, NWC. Back cover photo credits—Ryan Ford CTT class: UAF Photo by Carol Gales. HLRM course photo by Jackie Hrabok-Leppäläri, NWC. Northwest Campus commencement: UAF photo by JR Ancheta, UAF.

This semester guide was prepared on the basis of the best information available. All information, including the academic calendar and statement of tuition and fees, is subject to change without notice. The provisions of this guide are not to be regarded as an irrevocable contract between the student and the University of Alaska Fairbanks / Northwest Campus. The university reserves the right to change any provision or requirements at any time during the period in which this guide is in effect.

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  
**Facebook:** facebook.com/uaf.nwc  
**To arrange testing:** nwc.testing@alaska.edu

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Cooperative Extension Service  
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(907) 443-2320

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**SAVE 25% ON TUITION FOR OE AND CERTIFICATE PROGRAMS**

**Brand new!**
Beginning fall 2018, UAF will reduce tuition by 25% for selected occupational endorsement programs, including Administrative Assistant, Facility Maintenance, Supervision & Personnel Management, and more! This discount also applies to lower-division courses in selected certificate programs.

If you are currently enrolled in any of the approved occupational endorsement programs you will automatically receive the 25 percent tuition discount when you register.

<table>
<thead>
<tr>
<th>Course level</th>
<th>Cost per credit</th>
<th>Cost after discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 &amp; 200 level courses</td>
<td>$212</td>
<td>$159</td>
</tr>
</tbody>
</table>

*These examples do not include books, lab fees, etc.

Learn more: [http://uaf.edu/admissions/apply/tuition-discount/](http://uaf.edu/admissions/apply/tuition-discount/)
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 Kathy or Kacey before you register so you’re aware of course details, modes of delivery and required course supplies. Email: nwc.info@alaska.edu
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](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](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 or Moodle (BB):** Instruction is delivered online. **Equipment required:** 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.

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. 14-18).
### HOW 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 20). Follow the numbers in this example when completing your registration form.

<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</th>
</tr>
</thead>
<tbody>
<tr>
<td>77089</td>
<td>BIOL</td>
<td>F112X</td>
<td>UN1</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td></td>
<td></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 F111X, CHEM F103X, CHEM F105X, or permission of instructor.

**Special Lab Fee:** $450; 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:** 8/26

M, W — 5:10pm to 6:40pm — 8/26 to 12/14

Limited to 25 students

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

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**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 2018 Northwest Campus graduates:

“Never give up. Prioritize your dreams and continue to challenge yourselves. Take time to learn new things.”

—Qanikcaq Rebecca Atchak

“Education can be a part of improving our culture and communities. Give it all of your effort.”

—Beda “Bim” Prentice, Nome

“Continue to educate yourself. Even if it is one class at a time, that’s one step closer to your goal. There is always more room for education. Never doubt yourself.”

—Nicole Topkok, Teller
NEW! ORDER TEXTBOOKS FROM THE UAF BOOKSTORE!

Once you’ve registered for a course, your next task is ordering textbooks. The CRCD Bookstore has closed, so students now 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://uaf.bkstr.com
> Point to “BOOKS” near upper left of the home page
> Click on “Textbooks & Course Materials” from the drop-down menu
> Select your term (semester)
> Select your department
> Select your course
> Select your section

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

Need help with the ordering process or how to pay for books? You can call the bookstore at 1-888-280-8500, or contact your advisor.

NWC APPLIED BUSINESS CAMPUS CREDENTIALS

The Northwest Campus Advisory Council has approved three campus credentials focused on strengthening skills of job seekers and employees. All of the courses count toward UAF’s administrative assistant occupational endorsement (16 credits) — which in turn can lead to a UAF certificate in applied business management. And new this fall, UAF has discounted tuition by 25% for select OE courses. Learn more on p. 2!

Miranda Musich, NWC applied business professor, is teaching ABUS F183 Professional Skills for the Job Hunt and ABUS F154 Human Relations this fall, by distance, part of the Introductory Computer + Job Skills and People Skills for the Workplace campus credentials. See p. 14!

Want to learn more? Contact Miranda Musich mbmusich@alaska.edu or (907) 443-8427 / 1-800-478-2202 ext. 8427.

Introductory Computer + Job Skills (3-5 cr)
- Select one of the following:
  - ABUS F102A Keyboarding: Touch Typing
  - ABUS F102C Keyboarding: Document Format
  - ABUS F183 Professional Skills for the Job Hunt
  - CIOS F150 Computer Business Applications

Office Communication + Procedures (7-9 cr)
- Select one of the following:
  - ABUS F170 Business English
  - ABUS F271 Business Communications
  - ABUS F182 Office Procedures
  - CIOS F150 Computer Business Applications

People Skills for the Workplace (6 cr)
- ABUS F154 Human Relations
- ABUS F182 Office Procedures

CHANGES ON CAMPUS

2017-2018 saw the opening of new classrooms and meeting space in the Northwest Campus Education Center, complete with 5 versatile classrooms, a computer lab, and nursing lab. The latest grant-funded renovation project focuses on moving the Seppala building to a centralized location on campus and remodeling to accomodate a ceramics area and applied arts studio space.
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 10.

What do 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”

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.

<table>
<thead>
<tr>
<th>2018-2019 UAF RESIDENT TUITION + FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course level</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>100 &amp; 200 level courses</td>
</tr>
<tr>
<td>300 &amp; 400 level courses</td>
</tr>
<tr>
<td>Graduate-level courses</td>
</tr>
</tbody>
</table>

*These examples do not include books, lab fees, etc.

PAYING FOR YOUR COURSES BY MONDAY, SEPTEMBER 10. 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. 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. 10, about your scholarships or grants. If scholarship or grant funds have not been received by NWC by Sept. 10, 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 10. Additional $175 charged if balance not paid or no payment plan by November 3.

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

Like UAF Northwest Campus on Facebook: facebook.com/uaf.nwc
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).

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 10 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 or direct-deposited.
- 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></td>
</tr>
<tr>
<td>Various Northwest Campus scholarships</td>
<td>Prior to first day of class</td>
<td></td>
<td><a href="http://www.tinyurl.com/nwcfinaid">www.tinyurl.com/nwcfinaid</a></td>
</tr>
<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>
</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>These five scholarships are found in the CACHE packet, available online at</td>
</tr>
<tr>
<td>• Kawerak Higher Education</td>
<td></td>
<td></td>
<td><a href="https://my-cache.org">https://my-cache.org</a></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></td>
</tr>
<tr>
<td>• Norton Sound Health Corp.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 10, 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 N02**
Sewing Basics for the Home II
CRN: 77800 Rhonda Schneider
CLASSROOM COURSE (NOME): This course is designed for students who have little or no experience using a sewing machine. Basic projects will include sewing for around the home, sewing for children, altering, repairing and repurposing. Students will learn simple steps that can lead to more sophisticated sewing projects. Each week there will be different projects with specific objectives and new skills to learn. Previous students are welcome if there is room, and can work individualized projects.
REGISTER BY: 10/23
T, Th — 6:00pm to 8:30pm — 10/30 to 11/15
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 F157P N01**
Sew a Trapper-Style Fur Hat
CRN: 77778 Cheryl Thompson
CLASSROOM COURSE (NOME): 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 — 10/4 to 10/18
Sa — 10:00am to 12:30pm — 10/6 to 10/20
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.

**APPLIED BUSINESS**

**ABUS F151 UN1**
Rural Small Business Basics: Accounting & Financials
CRN: 76521 Nickie Culver kculver2@alaska.edu
AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: This is an introductory course on basic accounting principles and financial statements for small rural businesses. We will discuss how to set up a new small business’s accounting processes, cash and accrual accounting methods, debit and credit entries, how to create and read financial statements, software options, and record-keeping.
REGISTER BY: 8/28
T, Th — 6:50pm to 8:20pm — 8/28 to 9/27
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

**ABUS F151 UN2**
CRN: 76527 Nickie Culver kculver2@alaska.edu
AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: This is an introductory course on basics of budgeting, cash flow, and financing for small rural businesses. Topics include how to set up and analyze a business budget, how to read financial statements, understanding cash flow, financial planning, internal financial controls and the foundations of small business financing.
REGISTER BY: 9/25
T, Th — 6:50pm to 8:20pm — 10/2 to 11/01
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

**FALL CLASSES BEGIN AUGUST 27**
TAKE PLACEMENT TESTS BY AUG. 24
Contact your advisor to schedule testing
ABUS F151 UN3
Rural Small Business Basics: Taxes & Payroll
CRN: 76526
Nickie Culver
kculver2@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: This is an introductory course on income tax basics and payroll for small rural businesses. The tax portion of the course will cover the basic income tax forms and schedules for individuals and small business owners, an overview of tax deductions and credits, record keeping, and strategies to reduce taxes. The payroll portion of the course will cover an introduction to methods used to calculate payroll, earnings, deductions, and net wages and city, state and federal tax reporting forms.

REGISTER BY: 10/30
T, TH — 6:50pm to 8:20pm — 11/06 to 12/13
Limited to 15 students

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

ABUS F183 UN1
Professional Skills for the Job Hunt
CRN: 76245
Miranda Musich
mbmusich@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Get practical information to help choose meaningful employment and build your own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.

NOTE: This course is part of an NWC workforce credential. See page 5!
REGISTER BY: 8/28
T, TH — 5:10pm to 6:40pm — 8/28 to 12/15
Limited to 15 students

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

ABUS F183 N01
Professional Skills for the Job Hunt
CRN: 77779
Miranda Musich
mbmusich@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Get practical information to help choose meaningful employment and build your own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.

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 is designed for students embarking into the job market.

NOTE: This course is part of an NWC workforce credential. See page 5!
REGISTER BY: 8/28
M, T, Th, F — 2:30pm to 3:30pm — 8/27 to 12/15
Limited to 15 students

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

ABUS F242 UN1
Employment Law
CRN: 78522
Anthony Husemann
ahusemann@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Learn the array of laws passed since the Civil Rights Act of 1964 that affect the American business climate. From the Fair Labor Standards Act (FLSA) to the Americans with Disabilities Act (ADA), just to name two, the standards that must be applied to hiring, retaining and firing employees in both Alaska and the rest of the U.S. are reviewed. A special emphasis will be on current court cases and how their rulings have affected and will continue to affect the course of business in America. NOTE: This course is part of an NWC workforce credential. See page 2
REGISTER BY: 8/27
M, W — 6:50pm to 8:20pm — 8/27 to 12/12
Limited to 15 students

BIOL F112X UN1
Beginnings in Microbiology
CRN: 77089
Claudia Ihl
cihl@alaska.edu

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: $450 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 12/15
Limited to 25 students

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

BIOL F240 UN1
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. Students are welcome to bring their own machines to class for maintenance and repair.
REGISTER BY: 9/28
F — 6:00pm to 8:00pm — 10/5
Sa — 9:00am to 4:30pm — 10/6 and 10/13
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.

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).
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 2021.

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 2018 courses.

CNA student Ilene Koonooka practicing skills on her patient, fellow student Kristy Kuzuguk, in the new nursing lab located in the Northwest Campus Education Center building.

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 14-18 or speak to a Northwest Campus advisor (see inside front cover) for more information.

DEVELOPMENTAL STUDIES

DEVS F108 TBA
Study Skills Lab
CRN: TBA (full 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 — dates TBA
Limited to 6 students

HEALTH

HLTH F106 NB1
Human Behavior in Health Care
CRN: 77780 Andrea Gelvin ageilvin@gci.net

AUDIO CONFERENCE AND GOOGLE HANGOUTS DISTANCE COURSE FOR BSSD: Aiming to become a health care provider? This course introduces you to the basic principles of psychology from a health care provider’s perspective. Learn about effects of illness on behavior, effects of traumatic events on health, Maslow’s hierarchy of needs, and suicide awareness & prevention. Finish the semester with Mental Health First Aid Certification training in a face-to-face intensive.
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 12/15
Limited to 12 students

GEOGRAPHY

GEOG F101X UN1
Expedition Earth: Introduction to Geography (s)
CRN: 76159 Heather Fernstrom ksincla4@alaska.edu

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: 8/28
T, TH — 6:50pm to 8:20pm — 8/28 to 12/15
Limited to 14 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500
COMMUNITY-BASED TRAINING IN OUR VILLAGES

We can bring training to your community
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 kind of 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 own village?

Community Interest Courses
- Conversational Iñupiaq
- Beginning Carving
- Muskox Qiviut Harvesting & Processing
- Skin Sewing
- Small Engine Repair & Maintenance

Workforce Readiness Skills Training
- Business Communications
- Computer Skills Courses
- Off-Highway Driver Education for Adults, including CDL

Employer-Supported Training
- Basic Accounting & QuickBooks
- Creative Thinking & Problem-Solving
- Facility Maintenance Courses

We offer support for community courses
UAF Northwest Campus will gladly help with these course logistics and costs:
- Identifying, developing and hiring the instructor.
- Helping secure funding from Kawerak, NSEDC, or other partner agencies to cover course costs.

Local support makes these courses possible
In order to offer courses in the villages, we need local support for the following:
- A local contact person who can post fliers and collect registration forms (usually this person is the city clerk or tribal coordinator).
- Recruiting students so we can meet our minimum enrollment of 10 students per course (high school students ages 14 and up can take most courses, too).
- Finding a suitable location where the course can be taught—at a city or IRA building, school, church, or other place appropriate for the course.
- Contacting students with announcements—such as information about class delays due to weather or technology issues—or if students need to turn in registration forms, etc.
- Storing course equipment and materials in a secure place until class begins, then returning items on regional carriers when the course wraps up.
- Transporting any visiting instructor to and from the airport at the beginning and end of the course.

NEW PROGRAM STAFF!
Looking for a course in your community or have an idea for a class in Nome? Northwest Campus offers support to help make your education goals a reality. Meet Mark Kramer and Laura Davis Collins; new additions to Northwest Campus's Instructional Services staff.

Have an idea for a Nome-based course? Contact Laura Davis Collins: email: ladavis@alaska.edu, call: 443-8420, or 1-(800)-478-2202, ext. 8420.

Want to set up a community-based training? Contact Mark Kramer: email: mrkramer2@alaska.edu, call: 443-8406, or 1-(800)-478-2202, ext. 8406.
LIBRARY SCIENCE

LS F101X UN1
Library Information & Research
CRN: 76060
Nancy Bahne
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: 9/10
M, W — 5:10pm to 6:40pm — 9/10 to 10/10
Limited to 15 students

PSYCHOLOGY

PSY F101X UN1
Introduction to Psychology (s)
CRN: 76623
Stephanie Johnson
stepphie.masters.johnson@gmail.com
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 — 8/27 to 12/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

PSY F101X NP1
Introduction to Psychology (s)
CRN: 77782
Stephanie Johnson
stepphie.masters.johnson@gmail.com
CLASSROOM COURSE FOR NBHS: 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. NOTE: This Nome Public Schools 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: 8/27
M, T, W, Th — 11:15a to 12:05p — 8/28 to 12/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

TRIBAL MANAGEMENT

TM F101 NP1
Introduction to Tribal Government in Alaska
CRN: 77781
Meghan Topkok
matopkok@alaska.edu
CLASSROOM COURSE FOR NBHS: An introduction to the study of tribal government and politics in Alaska, including tribal legislative and judicial and administrative responsibilities. Students will learn key concepts of federal Indian law, self-determination, and self-governance for building and enhancing our tribal governments. NOTE: This Nome Public Schools 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: 8/27
M, T, W, Th — 8:30a to 9:20a — 8/27 to 10/10/19
Limited to 15 students

writing

WRTG F101 UN1
Introduction to College Writing
CRN: 76284
Sheri Skelton
slskelton@alaska.edu
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 — 8/27 to 12/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

WRTG F111X UN1
Writing Across Contexts
CRN: 76169
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.
M, W — 6:50pm to 8:20pm — 8/27 to 12/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

WRTG F213X UN1
Writing and the Sciences
CRN: 76170
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.
PREREQUISITES: ENGL F111X or WRTG F111X or equivalent.
RECOMMENDED: Sophomore standing.
T, Th — 6:50pm to 8:20pm — 8/28 to 12/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

NON-CREDIT WORKSHOPS

NONC F001 N01
Ceramics for Kids
CRN: 77783
Nick Treienen
ntreinen@alaska.edu
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: 10/26
Sa — 10am to 12noon — 11/3 to 12/15 (no class 11/24)
Limited to 8 students.
COURSES BY DISTANCE

DISTANCE COURSES

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
W Writing-intensive
h Humanities
s Social science
m Mathematics
n Natural science
a Northern/Arctic/circumpolar studies

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.

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

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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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<td>WRTG</td>
<td>F080</td>
<td>UI1</td>
<td>Basic Writing and Reading</td>
<td>4</td>
<td>8/27-12/10</td>
<td>M,T,W,R</td>
<td>12:10 - 1:10 PM</td>
<td>QUICK, KATE</td>
<td>BB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76583</td>
<td>WRTG</td>
<td>F090</td>
<td>UI1</td>
<td>Writing and Reading Strategies</td>
<td>4</td>
<td>8/28-12/11</td>
<td>T,R</td>
<td>3:00 - 5:00 PM</td>
<td>QUICK, KATE</td>
<td>BB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76284</td>
<td>WRTG</td>
<td>F110</td>
<td>UN1</td>
<td>Introduction to College Writing</td>
<td>3</td>
<td>8/27-12/15</td>
<td>M,W</td>
<td>5:10 - 6:40 PM</td>
<td>SKELETON, SHERI</td>
<td>BB/COLL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76285</td>
<td>WRTG</td>
<td>F111X</td>
<td>UI1</td>
<td>Writing Across Contexts</td>
<td>3</td>
<td>8/28-12/11</td>
<td>T,R</td>
<td>5:10 - 6:40 PM</td>
<td>QUICK, KATE</td>
<td>BB</td>
<td></td>
<td>1604730</td>
</tr>
<tr>
<td>76169</td>
<td>WRTG</td>
<td>F111X</td>
<td>UN1</td>
<td>Writing Across Contexts</td>
<td>3</td>
<td>8/27-12/15</td>
<td>M,W</td>
<td>6:50 PM - 8:20 PM</td>
<td>SKELETON, SHERI</td>
<td>AC/BB</td>
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</tr>
<tr>
<td>76529</td>
<td>WRTG</td>
<td>F211X</td>
<td>UC1</td>
<td>Writing and the Humanities</td>
<td>3</td>
<td>8/27-12/08</td>
<td>T,R</td>
<td>6:50 PM - 8:20 PM</td>
<td>MCLAMB, APRIL</td>
<td>BB</td>
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<td></td>
</tr>
<tr>
<td>76170</td>
<td>WRTG</td>
<td>F213X</td>
<td>UN1</td>
<td>Writing &amp; the Sciences</td>
<td>3</td>
<td>8/28-12/15</td>
<td>T,R</td>
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<td>AC/BB</td>
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<td>1604730</td>
</tr>
<tr>
<td>76068</td>
<td>YUP</td>
<td>F103</td>
<td>UK1</td>
<td>Conversational Central Yup'ik</td>
<td>3</td>
<td>8/27-12/15</td>
<td>T,R</td>
<td>6:50 PM - 8:20 PM</td>
<td>SAMSON, SALLY</td>
<td>AC/BB</td>
<td>No Textbook Required</td>
<td>8182480</td>
</tr>
</tbody>
</table>

* Special Requirements: Distance delivered course that may use one or more of the following video conference, audio conference, Blackboard and/or Blackboard Collaborate. Students must have a computer, a phone, and Internet access. For more information, contact the School of Education at (907) 474-7341.

**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.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>DATE OF BIRTH (MM/DD/YY)</th>
<th>UA ID NUMBER</th>
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<tr>
<th>MAILING ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>EMAIL ADDRESS</th>
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</thead>
<tbody>
<tr>
<td>Check here if this is a new address</td>
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<thead>
<tr>
<th>CELL PHONE</th>
<th>DAY PHONE</th>
<th>EVENING PHONE</th>
<th>FAX NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>CREDITS</th>
<th>REASON CODE</th>
<th>DROP OR WITHDRAW</th>
</tr>
</thead>
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</tbody>
</table>

**DROP OR WITHDRAW FROM A COURSE**

**ADD A COURSE**

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.
**REGISTRATION FORM**

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

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

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:**

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 1: ___________________________ **Vet/Military Status** 2: ___________________________

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 3.

**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)

<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</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</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 4.

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: ___________________________

Office use only

Processed By: ___________________________ Date: ___________________________

Page 1 of 2 -PAGE UAF REGISTRATION FORM—SEE NEXT PAGE
SUBMIT THIS COMPLETED FORM TO:
UAF Northwest Campus
FAX: (907) 443-5602
EMAIL: metozier@alaska.edu

QUESTIONS?
Contact Marie Tozier
(907) 443-8403 or 1-800-478-2202, ext. 8403
metozier@alaska.edu

1 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, Inupiap</td>
</tr>
<tr>
<td>AS</td>
<td>Alaska Native, Southeast</td>
</tr>
<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
</tr>
<tr>
<td>AY</td>
<td>Alaska Eskimo, Yup’ik</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.

2 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>FMNA</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>

3 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

4 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 2018 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>
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</thead>
<tbody>
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<td>9:00am-12noon</td>
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<td>12:30pm-3:30pm</td>
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<td>3:30pm-5:00pm</td>
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</table>
(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 2018 FACTS**

- **FIRST DAY OF CLASSES**: Monday, Aug. 27.
- **DEADLINE TO ADD CLASSES**: Friday, Sept. 7.
- **DEADLINE TO DROP CLASSES**: Friday, Sept. 7. 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. 10. 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. 10, 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 2. A “W” will appear on your transcript. You are still responsible for the tuition for that class.
- **LAST DAY OF CLASSES**: Saturday, Dec. 8.
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/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 in Nome: (907) 443-8416 or at UAF: (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, 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 27

Labor Day holiday: Monday, September 3

Deadline for adding classes and late registration. Last day for student- and faculty-initiated drops: Friday, September 7

Deadline for tuition and fee payment and refunds: Monday, September 10

Last day for student- and faculty-initiated withdrawals: Friday, November 2

Thanksgiving holiday: Wednesday-Sunday, Nov. 21-25

Last day of instruction: Saturday, December 8

Final exams: Monday-Saturday, Dec. 10-15

Deadline for faculty to post grades: 12pm Wednesday, December 19

Winter holiday: Saturday, December 22, 2018 - Tuesday, January 1, 2019

First day of spring instruction: Monday, January 14

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 2018 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!