REGISTER for spring semester

NORTHWEST CAMPUS & UAF DISTANCE COURSES • SPRING 2018 SEMESTER GUIDE

LOOK INSIDE!
REGISTRATION DATES & INFORMATION

First day of instruction. Late registration begins ............................................................ Tuesday, January 16
(Some courses may have a different start date—be sure to check when registering)
Deadline for late registration, adding classes (5pm in person, 12midnight at UAOnline) ........... Friday, January 26
Deadline for student- and faculty-initiated drops (course does not appear on academic record) . . Friday, January 26
Deadline for tuition and fee payment (5pm in person, 12midnight at UAOnline) ................... Monday, January 29

Late fee charges starting at $125 will be added to your account if prior fee payment arrangements were not made.
Last day for student- and faculty-initiated withdrawals (“W” appears on academic record), and change to audit … Friday, March 30
Last day of instruction ................................................................. Monday, April 30
Final exams ..................................................................................... Tuesday – Saturday, May 1-5
Northwest Campus commencement ceremony ............................................................. Thursday, May 10

OTHER IMPORTANT SEMESTER DATES & INFORMATION

Alaska Civil Rights Day (no classes, most offices closed) .................................................. Monday, January 15
Deadline to apply for spring 2018 graduation ............................................................... Thursday, February 15
Early progress reports due .................................................................................. Monday, February 19
Spring break (no classes) ..................................................................................... Monday – Friday, March 12-16
University holiday (most offices closed) ........................................................................... Friday, March 16
Deadline for faculty to post grades ........................................................................... Wednesday, May 9

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
It is spring semester 2018 at Northwest Campus, the University of Alaska’s regional community campus for the Bering Strait region. Please look through this course guide and find the many possibilities available for expanding horizons.

This guide has courses that meet general education and major requirements for degrees, ones to update employment skills, and something for life-long learners in the Bering Strait region. It also has in-depth information about registration processes and course requirements; a detailed academic calendar of significant dates and deadlines; and tuition and fee payment options, including scholarship guidance—everything we can think of to get you started!

So whether it is academic degrees, vocational training, or traditional/cultural knowledge, all of us at Northwest Campus value and support learning in our region. Give us a call, email, or stop by. And as always, have a great semester.

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 9-14).** This section includes NWC’s distance courses (requiring phone, Internet, etc.), courses limited to high school students of the region, and courses offered face-to-face in Nome or in area villages. Enroll in face-to-face courses only if you are able to attend at the specified location.

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

Front cover photo credits—Moose, Kamchatka rhododendrons: Photos by Sue Steinacher. HLIM students: UAF photo by Ann Davis, NWC. Students in resource center, graduation: UAF photos by Carol Gales, NWC. Back cover photo credits — Kids 2 College, Behavioral Health Camp: UAF photos by Carol Gales, NWC. Certified nurse aide students: Photo by Stephanie Cummings.

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.
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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(907) 624–3157

NEW! NWC APPLIED BUSINESS CAMPUS CREDENTIALS

The Northwest Campus Advisory Council has approved
three campus credentials focused on strengthening
skills of job seekers and employees. These credentials
provide students with achievable recognition for com-
pleting just a few courses. It’s a great way to get students
started, and 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.

Miranda Musich, NWC applied business professor,
is teaching ABUS F102A Keyboarding: Touch Typing
and CIOS F150 Computer Business Applications this spring,
by distance. Both are in the Office Communication
& Procedures campus credential. See pp. 10–11 for
course details!

Want to learn more? Contact Miranda Musich!

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
SPRING SEMESTER: LET’S GET STARTED

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

Registration, step by step!

1. First, speak with an advisor! It’s important that you speak with someone before you register so you’re aware of course details, modes of delivery and required course supplies.
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 4 for details.
7. Line up financial aid and funding sources. Scholarship agencies require a copy of your enrollment. Find this at your online student account as well.
8. Make a note of the first day of class and talk to your advisor about 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
> Scroll to “Current Student”
> Select “Class Schedule Search”
> 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.

How to call in to your audio course:

1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter your PIN (see pp. 15-19).
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 21). Follow the numbers in this example when completing your registration form.

CRN: 36370 BIOL F213X UN1
Human Anatomy & Physiology I

Audio Conference and Blackboard Distance Course: Integrated view of human structure and function for students in pre-professional allied health programs, biology, physical education, psychology and art. Covers cells, tissues and organs, skeletal and muscle systems, the nervous system, and integument.

Prerequisites: CHEM F103X, CHEM F105x, placement in ENGL F111X or higher; placement in DEV M105 or higher or permission of instructor.

Special Lab Fee: $410 non-refundable lab fee. A microscope is required. NWC has a few for rent at $250 with $200 refunded when the microscope is returned to NWC.

Register by: 1/17
M, W — 5:10pm to 6:40pm — 1/17 to 5/5
Order books/materials online: www.crcd-gotbooks.com

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.

At the http://uaf.bkstr.com site, point to “Books” to get started.
Starting college at a large campus far from home isn’t for everyone. We asked Nome degree-seeking students Ada Harvey and Katy Tomter about their experience taking courses by distance through Northwest Campus after finishing one semester at UAF in Fairbanks.

**Share your experience of Northwest Campus. What resources do you utilize on campus and appreciate having available here in Nome?**

**Katy Tomter:** The courses I am taking this semester require a lot of time online and Internet. It is so helpful to have the student center open until 9pm so I can have a place to use Internet to complete my class work. I am also appreciative of the study rooms. I use them to take my proctored exams and I enjoy the privacy and quiet environment.

**Ada Harvey:** The Northwest Campus is very resourceful for students taking distant classes. They have certified proctors so you can take your exams on campus, free wifi for students, easy access to computers, and study pods which are perfect when you want to spend time alone to focus on assignments.

**For individuals not ready or interested in attending college at a large university, would you recommend they start their experience with Northwest Campus? What would you share with them?**

**Katy Tomter:** Northwest Campus is a great starting point for individuals who believe they aren’t ready for a large university. The advisors at the campus are very helpful with all the steps needed to enroll and succeed in courses. Even taking one course can help get you ready for the next step in college.

**Ada Harvey:** Manage your time! It’s very easy to lose track of assignments when taking distance courses so it’s best you manage your time. Also, take advantage of the resources here at NWC. The advisors here at NWC are more than willing to help and they want you to succeed; so don’t be afraid to ask for help when you need it!

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**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](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
- Information Technology Specialist
- Justice
- Process Technology
- Rural Development
- Rural Human Services
- Social Work
- Tribal Management

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Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://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 January 29.

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

<table>
<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, JANUARY 29. 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, Jan. 29, about your scholarships or grants. If scholarship or grant funds have not been received by NWC by Jan. 29, you will need to provide a letter indicating funds awarded so that UAF doesn’t send you bills. |
| PAYMENT PLAN | You can set up a payment plan on UAOnline. Call the UAF Office of the Bursar if you need assistance: (907) 454-7384. |

Late fees starting at $125 will be assessed if payment, scholarships/grants, proof of scholarships/grants, or a payment plan is not in place by January 29. Additional $175 charged if balance not paid or no payment plan by March 30.

Fee or Free

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>Yes</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>

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
- helpdesk@alaska.edu

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

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

### REGIONAL SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Scholarship</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></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><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 Sliwooko Memorial Scholarship</td>
<td>Varies</td>
<td>Jan. 15</td>
<td>Visit this link: <a href="http://www.tinyurl.com/1718Slwooko">www.tinyurl.com/1718Slwooko</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>
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<tr>
<td>• Sitnasuk 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 Corporation</td>
<td></td>
<td></td>
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</tbody>
</table>

Apply online for the FAFSA: [www.fafsa.ed.gov](http://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 January 29 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](http://uaonline.alaska.edu).
GENERAL INFORMATION

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, January 29, to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

Retrieve your UAF 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 (https://uaonline.alaska.edu) secured area.
- Click on the following links:
  > “Student Services & Account Information”
  > “Student Records”
  > Select “Midterm Grades,” “Final Grades” or “Academic Transcript” and follow the instructions.

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, distance courses, and courses available to sponsored groups.

### APPLIED ART

<table>
<thead>
<tr>
<th>CRN</th>
<th>Instructor</th>
<th>Course Name</th>
<th>Credits</th>
<th>CRN</th>
<th>Instructor</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>37640</td>
<td>Cheryl Thompson</td>
<td>Ceramics: Wheel Throwing and Hand Building</td>
<td>1</td>
<td>37641</td>
<td>Margaret (Sister) Olson</td>
<td>Ceramics: Wheel Throwing and Hand Building</td>
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<tr>
<td>37643</td>
<td>Marilyn Koeweza-Irelan</td>
<td>Uglaqaq Kuspuk Making</td>
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<td>37678</td>
<td>Zoe Grueskin</td>
<td>Comics &amp; Graphic Storytelling</td>
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<tr>
<td>37521</td>
<td>Kirsten Bey</td>
<td>Knitting for Everyone—Beginner to Experienced</td>
<td>1</td>
<td>37530</td>
<td>Rhonda Schneider</td>
<td>Sewing Basics for the Home</td>
<td>1</td>
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</tbody>
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### Classroom Courses

**APAR F150P N05**

**Ceramics: Wheel Throwing and Hand Building**

- **CRN:** 37640
- **Instructor:** Cheryl Thompson
- **Classroom Course (Nome):** Learn and practice the basics of ceramics in this course that is open to beginners and those with some experience. Explore techniques of hand-building (slab, coil, pinch), wheel-throwing and glazing.
- **Note:** There is a $35 materials fee for this course.
- **Register by:** 1/18
- **T — 6:00pm to 8:00pm — 1/23 to 3/10**
- Limited to 10 students.
- Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

**APAR F150P N06**

**Ceramics: Wheel Throwing and Hand Building**

- **CRN:** 37641
- **Instructor:** Margaret (Sister) Olson
- **Classroom Course (Nome):** Learn and practice the basics of ceramics in this course that is open to beginners and those with some experience. Explore techniques of hand-building (slab, coil, pinch), wheel-throwing and glazing.
- **Note:** There is a $35 materials fee for this course.
- **Register by:** 3/13
- **T — 6:00pm to 8:00pm — 3/20 to 5/5**
- Limited to 10 students.
- Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

**APAR F193P N01**

**Comics & Graphic Storytelling**

- **CRN:** 37678
- **Instructor:** Zoe Grueskin
- **Classroom Course (Nome):** From cave art to comic books, stories have been told through pictures for millennia. We’ll look at works that combine words and drawings, and we’ll explore techniques for creating our own. We’ll consider questions like: What kinds of stories can be told through pictures? How can drawings give words new meaning? Exercises and assignments will include both collaborative and independent projects, culminating in a finished work. This course is open to all—no drawing experience is required, only a willingness to experiment and share!
- **Register by:** 3/19
- **M, W — 6:00pm to 8:00pm — 3/26 to 4/16**
- Limited to 12 students.
- Students must purchase a few supplies on their own for this course. Please contact NWC for a supplies list before the first day of class.

**APAR F150P N01**

**Sewing Basics for the Home**

- **CRN:** 37530
- **Instructor:** Rhonda Schneider
- **Classroom Course (Nome):** In this course, learn how to confidently operate a sewing machine. The projects selected for this class will teach basic skills that will help the student expand their sewing ability and eliminate fears associated with trying something new. You will learn how to properly install zippers, snaps and hooks; make button holes; use elastic and casings; and make and use bias tape. Students will choose at least three of the following projects to complete: shoe bag, pillow cover, table runner, mitten leash, kuspuk apron, placemats, embellished hand towel, grocery bag holder, zipped pouch or tote.
- **Register by:** 3/20
- **T, Th — 6:00pm to 8:00pm — 3/27 to 4/19 (no class 4/17)**
- 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.
LEARN SKILLS THAT MAKE A DIFFERENCE AT WORK!

Here’s what students are saying about applied business courses they’re taking while pursuing our new campus credentials (see page 2), which give students skills needed to excel in an office environment and other workplaces:

Linda Cooper, Unalakleet: I really appreciate the information I’m learning. A lot of the stuff seems like common sense, but once you sit down and break it down, it shows you how important many of the things we overlook really are in an office setting. It has been nothing but beneficial, and my boss is even noticing a difference!

Juliana Anelon, Iliamna: I am enjoying this course and have learned a lot about myself. I have been recommending it to my colleagues.

Talitha Thompson, Nome: I have loved the experience and people skills I have learned in the classes I have taken so far and I’m excited to further my education with business management. I am very thankful to have these classes offered and look forward to the next semester!

Nancy Analoak, Nome: If you want to continue your education, apply for the ABUS program!

To learn more about these opportunities, contact:

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

ABUS F151 UN1
Rural Small Business Basics: Accounting & Financials
CRN: 37308
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’ 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: 1/16
T, Th — 5:30pm to 8:30pm — 1/16 to 2/15
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

ART
ART F193P N01
Introduction to Watercolor: Crafting Images Through Color and Composition
CRN: 37777

CLASSROOM COURSE (NAME): This is an introductory course on watercolor painting. We will explore the craft of watercolor painting through the exploration of materials, mediums, technique, and the craft of watercolor painting through time in art-historical contexts. This course will include individualized instruction, classroom discussion/critiques, group projects, and weekly take-home assignments. This class is open to students of all levels of experience.

REGISTER BY: 1/15
Th — 6:00pm to 8:00pm — 2/1 to 3/22 (no class 3/15)
Limited to 15 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 F154 NP1
Human Relations
CRN: 37537

CLASSROOM COURSE (NBHS 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 section is for Nome–Beltz High School students at any grade level. This college-level course will cover a lot of material. Required effort and expectations are high.

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

REGISTRATION BY: 1/25
M to F — 8:30am to 9:20am — 1/16 to 5/17
Limited to 12 students

ABUS F182 NB1
Office Procedures
CRN: 37636

AUDIO CONFERENCE & GOOGLE HANGOUTS DISTANCE COURSE (BSSD DUAL CREDIT): Learn skills needed to be an awesome office employee in this course! You’ll learn about getting organized, teamwork on the job, communication at work, giving presentations, planning meetings and events, managing office records, managing electronic records and arranging travel, understanding financial documents, banking, employment procedures, managing your time and workload, and more.

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

REGISTRATION BY: 1/12/13
M, T, Th, F — 2:30pm to 3:30pm — 1/16 to 5/17
Limited to 15 students

ABUS F170 U11
Business English
CRN: 35755

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Improve your workplace writing skills with this comprehensive review of grammar, punctuation, capitalization and spelling, with a focus writing skills needed in business and office occupations. You’ll get up-to-date, relevant instruction in the correct use of English grammar.

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

REGISTRATION BY: 1/16
T, Th — 5:10pm to 6:40pm — 1/16 to 5/4
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

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

ARSK F147A N01 1 credit
Arctic Survival
CRN: 37534 Brian Volk
CLASSROOM COURSE (NOME): This course focuses on preparation and development of knowledge and skills to cope effectively with the difficulties and dangers frequently confronting people who travel, work or recreate in the Arctic. Topics include appropriate survival kits, clothing options, nutrition and hydration needs, shelter construction, signal development, cold weather injuries, and safety issues related to modes of transportation. There is a one-day field practicum to practice skills learned.
NOTE: This course does not include an overnight skills practice.
REGISTER BY: 1/22
M, W — 6:30pm to 9:30pm — 1/29 to 2/7
Sa — 9:00am to 3:30pm — 2/10 (daytime outdoor field experience)
Limited to 12 students.

AUTOMOTIVE

AUTO F170 N01 1 credit
Snowmachine Maintenance & Repair
CRN: 37533 Brian Marvin
CLASSROOM COURSE (NOME): Learn the fundamental skills needed for operation and repair of your snowmachine. This course will cover engine tune-up, lubrication, belt and track repair, alignment, and basic problems encountered during operation, along with safe shop procedures. Students are welcome to bring their own machines to class for maintenance and repair.
REGISTER BY: 1/17
F — 6:00pm to 8:00pm — 1/26
Sa — 9:00am to 4:30pm — 1/27 & 2/3
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.

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
GET YOUR NURSING DEGREE IN NOOME
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 of pre-nursing courses before applying to the nursing program. If you haven’t taken any required pre-nursing courses, consider taking one this semester so you can complete all requirements in time to apply for the January 2021 cohort.

START NOW! Contact a Northwest Campus advisor to register for spring 2018 courses!

GEOGRAPHY

GEOG F101X UN1 3 credits
Expedition Earth: Introduction to Geography (s)
CRN: 36830
Heather Fernstrom
ksincl14@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: 1/17
T, Th — 6:50pm to 8:20pm — 1/16 to 5/3
Limited to 14 students
Order books/materials: www.uafbkstr.com or call 1-888-280-8500

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

INUPIAQ ESKIMO

INU F111X N01 5 credits
Elementary Inupiaq Eskimo (h, a)
CRN: 37648
Bernadette Alvana-Stimpfle

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

NOTE: This course is limited to paraprofessionals of the Bering Strait School District.

REGISTER BY: 1/17
T, Th — 6:00pm to 7:30pm — 1/16 to 4/30 (no class 2/13, 2/15, 3/13, 3/15)
M to F — 9:00am to 12noon & 1:00pm to 4:00pm — 5/28 to 6/1
Limited to 15 students

HEALTH

HLTH F107 TBA 9 credits
Nurse Aide Training
CRN: TBA (summer course)  Stephanie Cummings

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

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

APPLY BY: TBA
M to F — 8:00am to 5:30pm (times will vary) — 5/21 to 6/15
Limited to 6 students.
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.

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.

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 Inupiaq
- 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

In November 2017, the City of Teller worked with NWC to coordinate a Toyo stove repair course with construction trades faculty member Ryan Ford. Funding came from Norton Sound Economic Development Corporation, Kawerak’s Employment, Education & Training Department, and student employers.

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
**Writing Across Contexts**

**WRTG F111X NP1** 3 credits

CRN: 37644  Cheryl Thompson

 AUDIO CONFERENCE, GOOGLE HANGOUTS AND BLACKBOARD DISTANCE COURSE (NBHS DUAL CREDIT): An introduction to writing strategies and processes for reading and responding to rhetorical situations across a variety of public and academic contexts.

PREREQUISITE: Placement into WRTG F111X.

NOTE: This section is for Nome-Beltz High School students, with priority given to seniors. Placement testing is required.

M — 6:00pm to 8:30pm — 2/15 to 3/1

Limited to 12 students.

There is a $50 materials fee (payable to instructor at workshop).

**WRTG F111X NB1** 3 credits

CRN: 37635  Theresa Davis

 AUDIO CONFERENCE, GOOGLE HANGOUTS AND BLACKBOARD DISTANCE COURSE (BSSD DUAL CREDIT): Complete your required college freshman English course—while you’re still in high school! This course provides instruction and practice in written inquiry and critical reading. Students will be introduced to writing as a way of developing, exploring and testing ideas, with a focus on research methods and technique.

PREREQUISITE: Placement into WRTG F111X.

NOTE: This course is for Nome Beltz High School District students grades 9-12. Placement testing is required.

REGISTER BY: 1/17

M, T, Th, F — 2:30pm to 3:30pm — 1/8 to 5/17

Limited to 18 students.

**WRTG F111X UN1** 3 credits

CRN: 36079  Sheri Skelton

 AUDIO CONFERENCE AND BLACKBOARD DISTANCE COURSE: An introduction to writing strategies and processes for reading and responding to rhetorical situations across a variety of public and academic contexts.

PREREQUISITE: Placement into WRTG F111X.

REGISTER BY: 1/17

M, W — 5:10pm to 6:40pm — 1/17 to 5/5

Limited to 15 students.

**WRTG F213X UN1** 3 credits

CRN: 36832  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.

REGISTER BY: 1/17

M, W — 6:50pm to 8:20pm — 1/17 to 5/5

Limited to 15 students.

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

**SUBARCTIC HORTICULTURE**

**SCIA F150P N01** 1 credit

CRN: 37532  Cheryl Thompson

CLASSROOM COURSE (NAME): Soils, plant propagation, disease and insect control, variety selection, fertilization, greenhouse construction and care and gardening techniques. Emphasis on development and care of greenhouses and gardens in the Nome area. This is a hands-on class. Students will raise a wide variety of plants in several greenhouses over the course of the spring and summer months.

REGISTER BY: 3/27

M, W — 6:00pm to 8:30pm — 4/2 to 4/23

M, Th — 6:00pm to 8:30pm — 4/30 to 9/10

Limited to 15 students.

**NRW Camp Workshops**

**NONC F001 N01** 0 credits

CRN: 37535  Nick Treinin

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

REGISTER BY: 1/22

Sa — 10:00am to 12noon — 1/27 to 3/3

Limited to 8 students.

**NONC F001 N02** 0 credits

CRN: 37536  Margaret (Sister) Olson

CERAMICS WORKSHOP (NAME): 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: 3/19

Sa — 10:00am to 12noon — 3/24 to 4/28

Limited to 8 students.

**NONC F001 N03** 0 credits

CRN: 37637  Harley Bress

BEGINNING & INTERMEDIATE BRIDGE: Sharpen Your Play-of-the-Hand Skills

CLASSROOM WORKSHOP (NAME): 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: 1/25

Th — 6:00pm to 8:00pm — 2/1 to 4/12 (no class 3/8 or 3/15)

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).

**NONC F001 TBA** 0 credits

CRN: TBA  Peter Rob

BIRDING FIELD TRIPS

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

Sa — 7:00am to 7:00pm — 5/26 (register by 5/21)

Sa — 7:00am to 7:00pm — 6/2 (register by 5/29)

Sa — 7:00am to 7:00pm — 6/9 (register by 6/4)

Like UAF Northwest Campus on Facebook: facebook.com/uaf.nwc
# COURSES BY DISTANCE

## How to access your audio conference course:

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

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

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

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

For the most current course information, consult the UAOnline schedule or go to [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/).

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

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

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- **NOTES**
- **PIN**

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- 9498299

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|      |      |      |     |                              |    |              |      |            | lfattic@alaska.edu                | BB/COLL |                       | N/A   |
| 36272| TM   | F199 (a) | UI1 | Tribal Management Practicum I | 3  | 1/16 - 4/30  | ARR |             | ILLINGWORTH, KEVIN  
|      |      |      |     |                              |    |              |      |            | kmillingworth@alaska.edu           | CI      | Day/time arranged with            | 1121734 |
| 36252| TM   | F201 (a) | UI1 | Tribal Governments in Alaska II | 3  | 1/16 - 4/8   | T, R | 3:00 - 5:00 PM | ILLINGWORTH, KEVIN  
|      |      |      |     |                              |    |              |      |            | kmillingworth@alaska.edu          | AC      |                      | 1612972 |
| 36258| TM   | F205 (a) | UI1 | Managing Tribal Governments II | 3  | 1/17 - 4/7   | M, W | 3:00 - 5:00 PM | STEVENS, CARRIE  
|      |      |      |     |                              |    |              |      |            | cmstevens@alaska.edu              | AC      |                      | 1121734 |
| 36277| TM   | F299 (a) | UI1 | Tribal Management Practicum II | 3  | 1/16 - 4/30  | ARR |             | ILLINGWORTH, KEVIN  
|      |      |      |     |                              |    |              |      |            | kmillingworth@alaska.edu          | AC      |                      | 1121734 |
| 35776| WRTG | F090 | UI1 | Writing & Reading Strategies | 4  | 1/16 - 5/3   | T, R | 6:50 - 8:50 PM | QUICK, KATE  
|      |      |      |     |                              |    |              |      |            | kaquick@alaska.edu                | BB/COLL |                      |       |
| 35777| WRTG | F111X | UI1 | Writing Across Contexts      | 3  | 1/16 - 5/3   | T, R | 5:10 - 6:40 PM | QUICK, KATE  
|      |      |      |     |                              |    |              |      |            | kaquick@alaska.edu                | BB/COLL |                      |       |
| 36079| WRTG | F111X | UN1 | Writing Across Contexts      | 3  | 1/17 - 5/5   | M, W | 5:10 - 6:40 PM | SKELTON, SHERI  
|      |      |      |     |                              |    |              |      |            | slskelton@alaska.edu              | AC/BB   |                      | 1604730 |
| 35778| WRTG | F212X | UI1 | Writing in the Professions   | 3  | 1/16 - 5/3   | T, R | 3:30 - 5:00 PM | QUICK, KATE  
|      |      |      |     |                              |    |              |      |            | kaquick@alaska.edu                | BB/COLL |                      |       |
| 36832| WRTG | F213X | UN1 | Writing & the Sciences       | 3  | 1/17 - 5/5   | M, W | 6:50 - 8:20 PM | SKELTON, SHERI  
|      |      |      |     |                              |    |              |      |            | slskelton@alaska.edu              | AC/BB   |                      | 1604730 |
| 35756| YUP  | F104 (a) | UK1 | Conversational Central Yup’ik | 3  | 1/16 - 4/30  | T, R | 6:50 - 8:20 PM | SAMSON, SALLY  
|      |      |      |     |                              |    |              |      |            | spsamson@alaska.edu               | AC/BB   | Dial 1-866-832-7806  
|      |      |      |     |                              |    |              |      |            | Student PIN: 8182480             |         |                      | 8182480 |

**CALL IN FOR YOUR AUDIO COURSE!**  **STEP 1:** 2-5 minutes before class, dial 1-866-832-7806  **STEP 2:** Enter PIN
# UAF Northwest Campus

## DROP/ADD/WITHDRAW FORM

- **Fall**
- **Spring**
- **Summer** • **Year:** ______

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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<tbody>
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<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>EMAIL ADDRESS</th>
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<tbody>
<tr>
<td>Check here if this is a new address</td>
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<tr>
<th>CELL PHONE</th>
<th>DAY PHONE</th>
<th>EVENING PHONE</th>
<th>FAX NUMBER</th>
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**DROP OR WITHDRAW FROM A COURSE**

<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>
<tbody>
<tr>
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**ADD A COURSE**

<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>AUDIT?</th>
</tr>
</thead>
<tbody>
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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 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: __________  Vet/Military Status: __________
US Citizen? □ Yes  □ No  If no, Nation of birth: ________________________________  Nation of citizenship: ________________________________
Visa Type: __________  Permanent Resident? □ Yes  □ No

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

PRIOR EDUCATION INFORMATION
Did you graduate from high school? □ Yes  □ No
Graduation date? (MM/Year): ________________________________  Name of high school: ________________________________
High School location: (city/state): ________________________________

□ No  If NO, did you complete the GED? □ Yes  □ No
Date GED completed? (MM/Year): ________________________________  Location of GED (state): ________________________________

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>“Yes” 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: ________________________________

Office use only

Processed By: ________________________________  Date: ________________________________

Page 1 of 2  10/2016
FORMS

1 RACE*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</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>
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<tr>
<td>AI</td>
<td>Alaska Indian, Other/Unspecified</td>
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<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>
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<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
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<td>Alaska Eskimo, Yup’ik</td>
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<tr>
<td>BL</td>
<td>Black, Non-Hispanic</td>
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<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>
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<tr>
<td>UN</td>
<td>Unspecified</td>
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<tr>
<td>WH</td>
<td>White</td>
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* 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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<tbody>
<tr>
<td>Blank</td>
<td>Non-veteran</td>
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<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>
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<td>FMLI</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/](http://www.alaska.edu/studentservices/ferpa/).

Directory Information

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

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

The following is considered directory information:

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

4 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.
SCHEDULE PLANNER

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>
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</thead>
<tbody>
<tr>
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<td>3:30pm-5:00pm</td>
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<td>5:10pm-6:40pm</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.

---

**SPRING 2018 FACTS**

- **FIRST DAY OF CLASSES:** Tuesday, January 16.
- **DEADLINE TO ADD CLASSES:** Friday, Jan. 26.
- **DEADLINE TO DROP CLASSES:** Friday, Jan. 26.
  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, Jan. 29.
  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, Jan. 29, you may be dropped from your classes but can be reinstated for a fee. If you have an unpaid UA bill, your PFD could be garnished and you might be prevented from taking future classes.
- **DEADLINE TO WITHDRAW FROM A CLASS:** Friday, March 30. A “W” will appear on your transcript. You are still responsible for the tuition for with that class.
- **LAST DAY OF CLASSES:** Monday, April 30
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 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,** 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).
Never taken a college course before? Check it out!

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

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

Look inside this spring 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!