REGISTER for spring semester
NORTHWEST CAMPUS & UAF DISTANCE COURSES • SPRING 2019 SEMESTER GUIDE
REGISTRATION DATES & INFORMATION

First day of instruction. Late registration begins ......................................................... Monday, January 14

(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 25
Deadline for student- and faculty-initiated drops (course does not appear on academic record) .... Friday, January 25
Deadline for tuition and fee payment (5pm in person, 12midnight at UAOnline) .................. Monday, January 28

Late fee charges starting at $125 will be added to your account if prior fee payment arrangements were not made.

Deadline for student- and faculty-initiated drops (course does not appear on academic record), and change to audit … Friday, March 29
Last day of instruction ................................................................................................. Monday, April 29
Final exams .................................................................................................................. Tuesday – Saturday, April 30 - May 4
Northwest Campus commencement ceremony ................................................................ Thursday, May 9

OTHER IMPORTANT SEMESTER DATES & INFORMATION

Alaska Civil Rights Day (no classes, most offices closed) ................................................... Monday, January 21
Deadline to apply for spring 2019 graduation ................................................................... Friday, February 15
Early progress reports due ............................................................................................. Monday, February 25
Spring break (no classes) ............................................................................................... Monday – Friday, March 11-15
University holiday (most offices closed) .......................................................................... Friday, March 15
Deadline for faculty to post grades .................................................................................. Wednesday, May 8

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 to spring semester 2019 at Northwest Campus. I invite you to explore this course schedule and the many possibilities it presents, whether you are just beginning or continuing your education. We have courses that meet general education and major requirements for degrees, ones to update employment skills, and some for life-long learners in the Bering Strait Region.

This semester guide also includes 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.

Check it out. As always, I wish you the best this semester.

Bob Metcalf, Director
UAF Northwest Campus

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/)

Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://www.nwc.uaf.edu)
GENERAL INFORMATION

WHAT WILL YOU TEACH FOR NORTHWEST CAMPUS?

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

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

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

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

- Writing Across Contexts
- Introduction to Social Work
- Ceramics
- Flooring Installation

Interested in teaching? Contact:

LAURA DAVIS COLLINS
PROGRAM DEVELOPMENT MANAGER

Email: ladavis@alaska.edu
Phone: (907) 443-8420 Toll-free: 1-800-478-2202, ext. 8420
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.

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 log in to Blackboard online:

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

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 software, downloads may be required.
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.

Course title: BIOL F111X UN1
Human Anatomy & Physiology I
CRN: 36178
Claudia Ihl
cihl@alaska.edu

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

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

SPECIAL LAB FEE: Students will need to order a lab kit for the course at a cost of approximately $400. Details will be provided by the instructor. Microscope required; some available for rent from NWC for $250, with $200 refunded upon return to NWC. REGISTER BY: 1/14
M, W — 5:10pm to 6:40pm — 1/14 to 5/4
Limited to 25 students.
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

TIME TO ORDER TEXTBOOKS. HERE'S HOW:

Once you've registered for a course, your next task is ordering textbooks. Students can order books through the UAF Bookstore. You might choose to purchase books through another bookseller, but you first need to visit the UAF Bookstore web site to find out what books you need.

Note the department, course number, and section number for each of your courses. Then:
> Go to https://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.
STAY LOCAL FOR YOUR EDUCATION

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

Nome-based student Kallie King started out in the CNA training program through Northwest Campus. Through the CNA program, Kallie found a passion in caring for patients and a career to pursue. With the prerequisites now complete, she starts as a student in the Nome-based UAA Nursing program this spring.

“It is hard to find what you want to do for the rest of your life, but being able to have the option of going to school and also having the funding and support in Nome makes you that much closer to a degree and a successful career doing something you love.” -Kallie

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

In Nome? Contact Kacey Miller, Student Services Manager & Advisor - email: klmiller@alaska.edu, phone: (907)443-8416.

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

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

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

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
PAYING FOR YOUR COURSES

What is the cost of taking courses?
Per-credit tuition and UA fees appear on chart at right. Courses may also require books, lab fees, materials fees, or other fees—be sure to add in those costs as well. Students are not considered registered until all tuition and fees are paid. Registered students will be dropped for non-payment if payments or arrangements have not been made by January 28.

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”

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 28. HERE’S HOW!

<table>
<thead>
<tr>
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<th>2018-2019 UAF RESIDENT TUITION + FEES</th>
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<tbody>
<tr>
<td></td>
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<td>Course level</td>
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<td></td>
<td></td>
<td></td>
<td>Per-credit tuition</td>
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<td></td>
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<td>Per-credit UA fee</td>
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<td>Per-credit facilities fee</td>
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<td></td>
<td>Example: 3-credit class</td>
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<td>100 &amp; 200 level courses</td>
<td>$212</td>
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<td></td>
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<td>300 &amp; 400 level courses</td>
<td>$256</td>
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<tr>
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<td>Graduate-level courses</td>
<td>$489</td>
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</tbody>
</table>

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

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 28. 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>In person or by phone at NWC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check (ACH)</td>
<td>FREE</td>
<td>Yes</td>
</tr>
<tr>
<td>Money order</td>
<td>FREE</td>
<td>No</td>
</tr>
<tr>
<td>Cash</td>
<td>FREE</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
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. Note that timing is key with FAFSA. The earlier you apply (after October 1 of the year before the academic year in which you’ll enroll), the more likely it is that funds will be available.

Note: Beware of websites that charge to help students complete the FAFSA. You can apply for free at www.fafsa.ed.gov.

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 Type</th>
<th>Fall Deadlines</th>
<th>Spring Deadlines</th>
<th>More Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td>After October 1 for funding July 1-June 30</td>
<td></td>
<td>Need W2 and tax information. Apply online: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> <a href="http://www.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/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>These five scholarships are found in the CACHE packet, available online at <a href="https://my-cache.org">https://my-cache.org</a></td>
</tr>
<tr>
<td>• Kawerak Higher Education</td>
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<tr>
<td>• Sitnasuak Native Corporation</td>
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<tr>
<td>• Norton Sound Economic Development Corporation</td>
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<tr>
<td>• Norton Sound Health Corporation</td>
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</tbody>
</table>

Apply online for the FAFSA:

www.fafsa.ed.gov

UAF’s Title IV code (required for the FAFSA): 001063

What else do I need to know?

- It is your responsibility to ensure that all financial aid forms and documents are submitted to the UAF financial aid office by the deadline. If you need help with the financial aid process or have questions about funding options, contact your academic advisor.
- Your classes must be paid by the fee payment deadline of January 28 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.

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
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 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 (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

#### Advanced Ceramics

**APAR F150P N02**

**1 credit**

**CRN:** 37840  
**Cheryl Thompson**

**CLASSROOM COURSE (NOME):** You have some skills and ideas for ceramics projects? Immerses yourself in creating clay objects. Work with clay, build projects by hand, throw bowls on a wheel, and glaze and fire your work. Build on your current skills and move into advanced projects. 

**NOTE:** There is a $35 materials fee for this course.

**REGISTER BY:** 1/15

**T — 6:00pm to 8:00pm — 1/22 to 3/5**

*Limited to 10 students.*

Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

#### Ugalqaq Kuspuk Making

**APAR F150P N05**

**1 credit**

**CRN:** 37853  
**Marilyn Koezuna-Ireland**

**CLASSROOM COURSE (NOME):** Learn to make a King Island-style ugalqaq, or kuspuk! Adapt and cut a pattern to your size, cut out the pieces, and sew together a finished product. By the end of the class you will have made your own custom-sized women's or men's kuspuk. Students must have a sewing machine to bring to class; however, there is a sewing machine available for use during class time.

**PREREQUISITE:** Prior sewing experience.

**REGISTER BY:** 1/28

**Sa — 2:00pm to 5:00pm — 2/2 to 3/2**

*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.

#### Knitting for Everyone — Beginner to Experienced

**APAR F150P N01**

**1 credit**

**CRN:** 37839  
**Kirsten Beyer**

**CLASSROOM COURSE (NOME):** This class is open to anyone interested in learning to knit, learning a new knitting stitch, or taking on a project that you might not want to tackle alone. There will be two instructors, so beginners will receive close instruction, supervision and help. For students who already know how to knit but want to learn a new technique (e.g. lace knitting, cable knitting, double knitting, multiple color knitting) or take on a bigger project, there will be plenty of help and encouragement available.

**REGISTER BY:** 1/23

**M, W — 6:00pm to 8:00pm — 1/30 to 2/20**

*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.

### Ceramics

#### Ceramics: Wheel Throwing and Hand Building

**APAR F150P N03**

**1 credit**

**CRN:** 37842  
**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 — 3/19 to 4/30**

*Limited to 10 students.*

Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

#### Ceramics for Beginners

**APAR F150P N04**

**1 credit**

**CRN:** 37843  
**Kevin Busk**

**CLASSROOM COURSE (NOME):** Never been in a ceramics studio? No fear! Start with the very basics and learn to work with clay; build projects by hand, throw bowls on a wheel, and glaze and fire your work. Make your own cups and bowls, gifts, and more!

**NOTE:** There is a $35 materials fee for this course.

**REGISTER BY:** 1/16

**W — 6:00pm to 8:00pm — 1/23 to 3/6**

*Limited to 10 students.*

Lab time available Saturdays from 12:00pm to 2:00pm for duration of class.

#### Sewing Basics for the Home

**APAR F150P TBA**

**1 credit**

**CRN:** 37830  
**Rhonda Schneider**

**CLASSROOM COURSE (NOME):** In this course, learn how to confidently operate a sewing machine. Basic projects will include sewing for around the home, sewing for children, altering, repairing and repurposing. Basic machine maintenance will also be taught. 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.

**REGISTER BY:** 3/26

**T, Th — 6:00pm to 8:30pm — 4/2 to 4/18**

*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.

#### Leather Hand-stitching

**APAR F150P N**

**1 credit**

**CRN:** TBA  
**Jackie Hrabok-Leppäläri**

**CLASSROOM COURSE (NOME):** In this class, learn to make two small modern leather items of your choice. Try a custom-designed hand-stitched leather pouch for your smartphone or a compact wallet that holds up to 12 cards! Learn to ply synthetic sinew, reinforce seams with welts, and add decorations. This durable and long-lasting craft.

**NOTE:** There is a $25 materials fee for this course.

**REGISTER BY:** TBD

**T — 6:00pm to 9:00pm — March/April 2019, exact dates TBD**

*Limited to 10 students.*

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[www.facebook.com/uaf.nwc](http://www.facebook.com/uaf.nwc)
NEW APPLIED BUSINESS CAMPUS CREDENTIALS!

NWC is offering two new workforce credentials focused on strengthening supervisory and personnel management skills. These credentials provide students with achievable recognition for completing just a few courses toward UAF’s Supervision & Personnel Management Occupational Endorsement.

NWC SPM CAMPUS CREDENTIAL OPTION 1: SUPERVISION BASICS

4 - 6 credits total

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUS F179 Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ABUS F231 Introduction to Personnel</td>
<td>1-3</td>
</tr>
</tbody>
</table>

The Supervision Basics credential was designed with the new supervisor in mind. The courses give the student basics for what they need to understand their role as a supervisor and introduce them to the personnel side of management.

NWC SPM CAMPUS CREDENTIAL OPTION 2: INTRODUCTORY PERSONNEL MANAGEMENT

9 credits total

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
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<tr>
<td>ABUS F154 Human Relations</td>
<td>3</td>
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<tr>
<td>ABUS F232 Contemporary Management</td>
<td>3</td>
</tr>
<tr>
<td>ABUS F242 Employment Law</td>
<td>3</td>
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</tbody>
</table>

The Introductory Personnel Management credential was designed for the student that has been or is currently a supervisor and wants to take their knowledge and skills to the next level.

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

How to log in to Blackboard online:

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

AUTO F170 N01  Snowmachine Maintenance & Repair
CRN: 37854  Brian Marvin
CLASSROOM COURSE (NAME): 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 — 2/1
Sa — 9:00am to 4:30pm — 2/2 & 2/9
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.

BIOLOGY

Biol F111X UNI  Human Anatomy & Physiology I
CRN: 36778  Claudia Ihl
clih@alaska.edu

AUDIo CONFERENCE AND BLACKBOARD DISTANCE COURSE: Integrated view of human structure and function for students in pre-professional allied health programs, biology, physical education, psychology and art. Covers cells, tissues and organs, skeletal and muscle systems, the nervous system, and integument. Special fees apply. PREREQUISITES: CHEM F103X, CHEM F105X, placement in WRTG F111X or higher; placement in DEVM F105 or higher; or permission of instructor.
SPECIAL LAB FEE: Students will need to order a lab kit for the course at a cost of approximately $40. Details on how to order will be provided by the instructor. Microscope required; some available for rent from NWC for $250, with $200 refunded upon return to NWC. REGISTER BY: 1/14
M, W — 5:10pm to 6:40pm — 1/14 to 5/4
Limited to 25 students.
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

COMPUTER INFORMATION + OFFICE SYSTEMS

Cios F150 NB1  Computer Business Applications
CRN: 37864  Miranda Musich
mmusich@alaska.edu

AUDIo CONFERENCE & GOOGLE HANGOUTS DISTANCE COURSE (BSSD DUAL CREDIT): Designed to develop computer literacy in the use and understanding of computer systems, office productivity applications and the Internet. Topics include operating system fundamentals, file management, word processing and spreadsheet fundamentals and safe, secure and effective use of Internet technologies. This course taught in conjunction with ABUS F102A: Keyboarding - Touch Typing. 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. REGISTER BY: 12/15
M, T, Th, F — 2:30pm to 3:30pm — 1/8 to 5/17
Limited to 12 students.

DEVELOPMENTAL STUDIES

DEVs F108 TBA  Study Skills Lab
CRN: TBA (summer course)  Staff
CLASSROOM COURSE (NAME): Improvement of study skills in areas of greatest need on an individual or small group basis. NOTE: This section is required for and limited to students enrolled in HLTH F107 Nurse Aide Training. M to F — 7:00pm to 9:00pm — 5/20 to 6/7
Limited to 6 students.

FIRE

FIRE F151X TBA  Wildland Firefighter I
CRN: ********  Tylan Martin
timartin5@alaska.edu
CLASSROOM COURSE (NAME): Designed to provide entry-level wildland firefighters the skills and knowledge to safely function as a member of a firefighting crew. Includes fundamental knowledge of wildland fire organization, fire behavior, suppression methods, safety and the incident command system. This course is based on a number of individual National Wildfire Coordinating Group (NWCG) courses. Successful course completion combined with national age and physical fitness requirements will qualify the student for an interagency fire qualification card (red card) with a rating of Firefighter (FFT2). NWCG courses for F151 include: S-130 Firefighter Training S-190 Introduction to Wildland Fire Behavior L-180 Human Factors in Wildland Fire Service L-200 Basic ICS, ICS for Single Resource and Initial Action Incidents. REGISTER BY: 4/7
Times TBA — 4/15 to 4/26
Limited to 14 students

HEALTH

HLTH F107 TBA  Nurse Aide Training
CRN: TBA (summer course)  UAF Staff
CLASSROOM COURSE (NAME): 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) — 5/20 to 6/15
Limited to 6 students.

Visit the UAF Northwest Campus website: www.nwc.uaf.edu
GET YOUR NURSING DEGREE IN NOME

Register now for pre-nursing classes!

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

SOUND FAR AWAY? It’s not! You must complete more than 30 credits of pre-nursing courses before applying to the nursing program. If you haven’t taken any required pre-nursing courses, consider taking one this semester so you can complete all requirements in time to apply for the January 2021 cohort.

START NOW! Contact a Northwest Campus advisor to register for spring 2019 courses!

JUSTICE

JUST F110X UN1 3 credits
Introduction to Justice
CRN: 36430
Miranda Musich
mbmisch@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Survey of the structure and process of the agencies of criminal justice. Includes introduction to criminology, criminal law, police, courts and corrections.
REGISTER BY: 1/15
T, Th — 5:10pm to 6:40pm — 1/15 to 5/4
Limited to 20 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

JUST F110X NP1 3 credits
Introduction to Justice
CRN: 37863
Miranda Musich
mbmisch@alaska.edu

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: 1/15
M to Th — 11:15am to 12:05pm — 1/21 to 5/16
Limited to 20 students

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

SCIENCE APPLICATION

SCIA F150P N01 1 credit
Subarctic Horticulture
CRN: 37844
Cheryl Thompson

CLASSROOM COURSE (Nome): 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 — 6:00pm to 8:30pm — 4/1 to 4/22
M, Th — 6:00pm to 8:30pm — 4/29 to 9/9
Limited to 12 students.
There is a $50 materials fee (payable to instructor at workshop).

SOCIAL WORK

SWK F103X UN1 3 credits
Introduction to Social Work
CRN: 36626
Jay David
jdaid18@alaska.edu

AUDIO CONFERENCE & BLACKBOARD DISTANCE COURSE: Introduction to the profession of social work and the human services delivery system. Examines historical development of social work focusing on the knowledge, values and skills that characterize the social worker. Orientation to the context for social work, including the diversity of human needs, human services, social policy and legislation. Services, programs, and career opportunities within rural and urban Alaska, as well as nationally, are discussed.
REGISTER BY: 1/15
T, Th — 6:50pm to 8:20pm — 1/15 to 5/4
Limited to 15 students
Order books/materials: www.uaf.bkstr.com or call 1-888-280-8500

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12
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 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

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.

For details, contact Mark Kramer, NWC village program development specialist, at 443-8406 or 1-800-478-2202, ext. 8406, or send email to mrkramer2@alaska.edu.

QUESTIONS? ASK MARK KRAMER
VILLAGE PROGRAM DEVELOPMENT SPECIALIST

Mark Kramer is available to work with your community to get courses lined up that you'd like to see. Have questions? Don't know how to get started? Contact Mark at 443-8406 or 1-800-478-2202, ext. 8406, or send email to mrkramer2@alaska.edu.

In October 2018, Unalakleet worked with NWC and Kawerak’s Community Planning & Development Department to coordinate a Quickbooks training course with NWC adjunct faculty Nikki Culver. Funding came from Norton Sound Economic Development Corporation and Kawerak.

Visit the UAF Northwest Campus website: [www.nwc.uaf.edu](http://www.nwc.uaf.edu)
How to log in to Blackboard online:
1. Go to www.classes.alaska.edu
2. Enter your UA credentials
COURSES BY DISTANCE

How to access your audio conference course:

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

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

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

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

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

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

<table>
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<th>CRN</th>
<th>DEPT</th>
<th>NUMB</th>
<th>SEC</th>
<th>TITLE</th>
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<td>F179</td>
<td>UNI</td>
<td>Fundamentals of Supervision</td>
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<td>DD4</td>
<td>Native Cultures of Alaska</td>
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<td>1/14 - 5/4</td>
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<td>11:45 AM - 12:45 PM</td>
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<td>Indigenous Language &amp; Cultural Revitalization</td>
<td>3</td>
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<td>X-Listed with ANS F329 F01</td>
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<td>Cross Cultural Comm: Alaska Perspec</td>
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<td>11:30 AM - 1:00 PM</td>
<td>BENSON, DIANE <a href="mailto:debenson2@alaska.edu">debenson2@alaska.edu</a></td>
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<td>1/14 - 5/4</td>
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<td>BLACK, JESSICA <a href="mailto:jblack@alaska.edu">jblack@alaska.edu</a></td>
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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

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

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

**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>ANTH</td>
<td>36681</td>
<td>U1</td>
<td>Individual, Society, and Culture</td>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>36802</td>
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**DISTANCE COURSES**

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<tr>
<td>36631</td>
<td>SWK</td>
<td>360</td>
<td>DD1</td>
<td>Child Abuse &amp; Neglect</td>
<td>3</td>
<td>1/7 - 5/4</td>
<td>T,R</td>
<td>5:30 - 8:30 PM</td>
<td>contact for audio</td>
<td>AC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36632</td>
<td>SWK</td>
<td>463</td>
<td>DD1</td>
<td>Research Methods in Social Work</td>
<td>3</td>
<td>1/7 - 5/4</td>
<td>T,R</td>
<td>5:40 - 7:30 PM</td>
<td>ERICSON, RITCHARD</td>
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<tr>
<td>36633</td>
<td>SWK</td>
<td>463</td>
<td>DD1</td>
<td>Social Work Practice II</td>
<td>3</td>
<td>1/7 - 5/4</td>
<td>T,R</td>
<td>3:40 - 6:40 PM</td>
<td>contact for audio</td>
<td>AC</td>
<td></td>
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</tr>
<tr>
<td>36634</td>
<td>SWK</td>
<td>463</td>
<td>DD2</td>
<td>Social Work Practice II</td>
<td>3</td>
<td>1/4 - 5/4</td>
<td>M</td>
<td>5:30 - 8:30 PM</td>
<td>INSTRUCTOR</td>
<td>AC</td>
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<td></td>
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<tr>
<td>36635</td>
<td>SWK</td>
<td>464</td>
<td>DD1</td>
<td>Practicum in Social Work I</td>
<td>6</td>
<td>1/15 - 5/4</td>
<td>W</td>
<td>11:30 AM - 1:00 PM</td>
<td>contact for audio</td>
<td>AC</td>
<td></td>
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</tr>
<tr>
<td>36636</td>
<td>SWK</td>
<td>464</td>
<td>DD2</td>
<td>Practicum in Social Work II</td>
<td>6</td>
<td>1/7 - 5/4</td>
<td>R</td>
<td>11:30 AM - 1:00 PM</td>
<td>contact for audio</td>
<td>AC</td>
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<td></td>
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<tr>
<td>36637</td>
<td>SWK</td>
<td>464</td>
<td>DD1</td>
<td>Practicum in Social Work I</td>
<td>6</td>
<td>1/15 - 5/4</td>
<td>W</td>
<td>9:00 - 10:30 AM</td>
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<td>AC</td>
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<td></td>
</tr>
<tr>
<td>36638</td>
<td>SWK</td>
<td>464</td>
<td>DD2</td>
<td>Practicum in Social Work II</td>
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<td>1/7 - 5/4</td>
<td>R</td>
<td>9:00 - 10:30 AM</td>
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<tr>
<td>36639</td>
<td>SWK</td>
<td>464</td>
<td>DD1</td>
<td>Introduction to Tribal Government</td>
<td>3</td>
<td>1/15 - 5/4</td>
<td>W</td>
<td>11:30 AM - 1:00 PM</td>
<td>contact for audio</td>
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<tr>
<td>36640</td>
<td>SWK</td>
<td>464</td>
<td>DD2</td>
<td>Introduction to Tribal Government</td>
<td>3</td>
<td>1/7 - 5/4</td>
<td>R</td>
<td>9:00 - 10:30 AM</td>
<td>contact for audio</td>
<td>AC</td>
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</tr>
</tbody>
</table>

**DISTANCE COURSES**

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>
</tr>
</thead>
</table>

MAILING ADDRESS  Check here if this is a new address ☐

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>EMAIL ADDRESS</th>
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</thead>
</table>

CELL PHONE  DAY PHONE  EVENING PHONE  FAX NUMBER

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>
</table>

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>
</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): ___________________________

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  If no, Graduation date? (MM/Year): ________________ Name of high school: ___________________________

High School location: (city/state): ________________________________________________

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

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

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>&quot;Yes&quot; if Audit</th>
<th>Instructor Signature</th>
</tr>
</thead>
<tbody>
<tr>
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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.¹

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

Student’s Signature ___________________________  Date: ___________________________

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

Processed By: ___________________________  Date: ___________________________  Page 1 of 2  10/2016
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>
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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>
</tr>
<tr>
<td>AI</td>
<td>Alaska Indian, Other/Unspecified</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska Indian, Tingit</td>
</tr>
<tr>
<td>AM</td>
<td>Alaska Indian, Tsimshian</td>
</tr>
<tr>
<td>AN</td>
<td>Alaska Native, Other/Unspecified</td>
</tr>
<tr>
<td>AQ</td>
<td>Alaska Eskimo, Inupiaq</td>
</tr>
<tr>
<td>AS</td>
<td>Alaska Native, Southeast</td>
</tr>
<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
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<tr>
<td>AY</td>
<td>Alaska Eskimo, Yup’ik</td>
</tr>
<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>
</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

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>
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<td>9:00am-12noon</td>
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<tr>
<td>12:30pm-3:30pm</td>
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<tr>
<td>3:30pm-5:00pm</td>
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<td>6:50pm-8:20pm</td>
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</tbody>
</table>
UNIVERSITY OF ALASKA NOTICE OF NONDISCRIMINATION

(UA BOR Policy & Regulation 01.02.025)

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

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

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

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

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

SPRING 2019 FACTS

- **FIRST DAY OF CLASSES:** Monday, January 14.
- **DEADLINE TO ADD CLASSES:** Friday, Jan. 25.
- **DEADLINE TO DROP CLASSES:** Friday, Jan. 25.
  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. 28.
  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. 28, 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 29. A “W” will appear on your transcript. You are still responsible for the tuition for with that class.
- **LAST DAY OF CLASSES:** Monday, April 29.
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).
**Important Spring Dates**

**First day of class:**
Monday, January 14

**Deadline for adding classes and late registration:**
Friday, January 25

**Last day for student- and faculty-initiated drops:**
Friday, January 25

**Deadline for tuition and fee payment and refunds:**
Monday, January 28

**Deadline to apply for spring 2019 graduation:**
Friday, February 15

**Spring break (no classes):**
Monday–Friday, March 11–15

**Last day for student- and faculty-initiated withdrawals and change to audit:**
Friday, March 29

**Last day of instruction:**
Monday, April 29

**Final exams:**
Tuesday–Saturday, April 30–May 4

**Deadline for faculty to post grades:**
12 noon Wednesday, May 8

---

**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 2019 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!