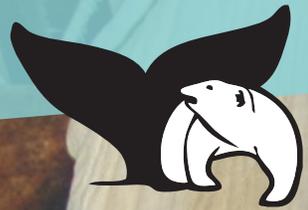


Iḷisagvik College
Course Catalog
2011-2012





A Message from Our President

Greetings!

I want to welcome you to Iḷisaġvik College. As the president, I am both pleased and honored that you have chosen Iḷisaġvik, the Iñupiaq word meaning “a place to learn,” as the choice for the next step in your educational and professional journey.

Iḷisaġvik College is the first and only tribal college in the state of Alaska, serving all of Alaska. We are a comprehensive two-year institution, including student services and supports such as residential dorms, food service, student support and advocacy, advising, modern library and technology services, financial aid, student life and activities and access to the rich Iñupiaq culture and language of the North Slope. Iḷisaġvik College is accredited by the Northwest Commission on Colleges and Universities.

Iḷisaġvik College offers a range of high quality, affordable educational opportunities and options from short term certificates, professional development courses and associate degrees that will support your educational goals and career aspirations, whatever they may be, and that will prepare you for jobs in the North Slope region or beyond. The beauty of choosing Iḷisaġvik for your educational and training ambitions is you have the opportunity to be educated on the North Slope to receive your education.

As the most recent president of Iḷisaġvik College, I see this as an opportunity to learn with you. I am an enrolled tribal member of the Northern Cheyenne Nation of southeastern Montana and the Iñupiaq culture, the Arctic and the North Slope are new experiences for me. I do know from my previous work in my tribal college that tribal colleges are where my heart is and this is the reason I chose to come to Iḷisaġvik.

I dropped out of high school and earned a GED. I was then the young single mother of a young daughter. I chose education as a means to self-sufficiency and independence in order to prepare myself to work and to provide financial stability for her. I have since earned a Bachelor’s degree, a Master’s degree and am now the first woman in my tribe to earn an academic doctorate. I have seen how education has the power to transform lives, families, and communities – and not just my own. I believe our Indigenous and Native communities need education strongly integrated with culture and language to survive, and this is what Iḷisaġvik does.

Walking through the doors of an institution of higher learning can be intimidating, even frightening. I am committed, along with a hard-working dedicated college staff, to helping you make that first step, no matter how difficult. If you want to attend college – you can. Our door is open. Empower yourself, empower your community.

My understanding of the history of the North Slope is that the Iñupiaq people fought very hard for educational opportunities here, and in building the North Slope Borough – you didn’t give up when things got difficult – you continued on and were persistent, keeping in mind the future generations of Iñupiaq people that would benefit from the hard work and forward thinking efforts. Iḷisaġvik is the realization and manifestation of one of your dreams. I encourage you to keep that spirit alive and come join us at “the place to learn” – Iḷisaġvik – your college. Iḷisaġvik is about community empowerment, one course at a time!

Dr. Brooke Gondara (Northern Cheyenne), President

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Academic Calendar

Fall Semester 2011	
Early registration for the Fall 2011 semester begins	Friday, July 15
Deadline for most financial aid applications	Friday, July 29
Fall registration begins	Monday, August 15
Residence center opens	Thursday, August 18
First day of instruction	Monday, August 22
Last day to add semester-long classes	Friday, September 2
Holiday – Labor Day	Monday, September 5
Deadline for student-initiated and faculty-initiated drops	Friday, September 9
Student progress reports due	Friday, October 14
Deadline for student-initiated withdrawals	Friday, October 14
Holiday – Alaska Day	Tuesday, October 18
Deadline for faculty-initiated withdrawals	Friday, October 21
Holiday – Veteran’s Day	Friday, November 11
Holiday – Thanksgiving	November 24 – 25
Early registration for Spring 2012 semester begins	Thursday, December 1
Last day of instruction	Saturday, December 10
Residence center closes	Tuesday, December 13
Deadline for faculty to post grades	Tuesday, December 13
Spring Semester 2012	
Deadline for most financial aid applications	Thursday, December 1
Early registration for the Spring 2012 semester begins	Thursday, December 1
Spring registration begins	Thursday, December 1
Residence center opens	Tuesday, January 10
First day of instruction	Wednesday, January 11
Holiday – Martin Luther King Day	Monday, January 16
Last day to add semester-long classes	Friday, January 20
Deadline for student-initiated and faculty-initiated drops	Friday, January 27
Holiday – Presidents’ Day	Monday, February 20
Deadline for student initiated withdrawals	Friday, March 2
Student progress reports due	Friday, March 9
Applications for graduation should be submitted	Friday, March 9
Deadline for faculty initiated withdrawals	Friday, March 9
Holiday – Seward’s Day	Monday, March 26
Summer registration begins	Monday, April 2
Graduating students’ preliminary grades to Registrar	Wednesday, April 11
Last day of instruction	Wednesday, April 25
Commencement	Friday, April 27
Residence center closes	Sunday, April 29
Deadline for faculty to post grades	Monday, April 30
Summer Semester 2012	
Summer registration begins	Monday, April 2
Summer classes start	Wednesday, May 2
Deadline for most financial aid applications	Wednesday, May 9

Iḷisaġvik College – a Brief History

Iḷisaġvik College was founded to primarily serve the residents of the North Slope Borough, America’s largest and most northern municipality. The intent of its founders was to provide an education based on the Iḷupiaq cultural heritage. The basis for all Iḷisaġvik’s educational programs is the rich foundation of a subsistence culture in harmony with the land and seas that give it sustenance.

Iḷisaġvik College is a direct outgrowth of the Native American self-determination movement of the late 1960s and early 1970s. With the formation of a home-rule government called the North Slope Borough in 1972, the Iḷupiat people took their first steps towards regaining control of their lives and destinies.

The founders of the North Slope Borough were acutely aware of the importance of education to their dreams of sustained self-determination and local control for their people. While overseeing the rapid transformation of the North Slope Borough from small subsistence communities into modern villages with modern amenities, they also looked towards the development of a postsecondary educational system that would allow local residents to further their educational goals while remaining close to the culture and lifestyle that sustained them.

In 1986, the North Slope Borough created the North Slope Higher Education Center, a cooperative effort between the North Slope Borough and the University of Alaska Fairbanks. The North Slope Higher Education Center’s Board and the North Slope Borough Assembly changed the institution’s name to Arctic Sivunmun Iḷisaġvik College in 1991 to reflect its transformation into a community college. Arctic Sivunmun Iḷisaġvik College merged with the Mayor’s Workforce Development Program in 1993, adding facilities and resources to support the growing number of vocational education opportunities available at the college. In 1995, the North Slope Borough established by ordinance the Iḷisaġvik College Corporation, an independent, public, non-profit corporation with full power for governance of the college vested in the Board of Trustees.

Iḷisaġvik achieved accreditation from the Northwest Commission on Colleges and Universities in 2003 (and is authorized by the Alaska Commission on Postsecondary Education to operate in the state of Alaska). In 2006, it also became the first and only federally recognized tribal college in Alaska and operates in an approved exempt status through the Alaska Commission on Postsecondary Education in the state of Alaska.

Values, Traditions and Culture

Iḷisaġvik College weaves Iḷupiaq values into all its activities because it believes these values make its students and educational community stronger, more cohesive and more successful. Being true to the core values of the culture it predominantly serves helps to make Iḷisaġvik a valued and contributing member of that culture. By helping to strengthen the language and traditions of the Iḷupiat, Iḷisaġvik fulfills its role as a distinctly indigenous institution that aims to enhance the local culture, while helping its students gain a foothold in the economy of the 21st century. Iḷisaġvik’s goal is to create successful graduates who can incorporate their traditional values into modern life and, in doing so, enhance both.

Accreditation and Authorization

Iḷisaġvik College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), one of six higher education, regional, accrediting associations recognized by the U.S. Department of Education. Iḷisaġvik College is authorized to operate by the Alaska Commission on Postsecondary Education (in accordance with the terms and conditions set forth in A.S. 14.48 and in accordance with the pertinent rules and regulations) and operates in an approved exempt status through the Alaska Commission on Postsecondary Education in the state of Alaska in accordance with the terms and conditions set forth in 20 AAC 17.015 (a) (3).

About this Catalog

This catalog provides general information about Iḷisaġvik College, its programs and services, as well as major policies and procedures relevant to students. Information contained in this catalog is accurate at the time of publication; however, Iḷisaġvik College reserves the right to change these regulations and revise curricula and course fees, as necessary. This document should be considered a guide for students, rather than a contract. Liability for cancellation of programs or courses, if any, shall be limited to (at most) a refund of tuition and fees paid.



Mission

Ilisagvik College provides quality post-secondary academic, vocational and technical education in a learning environment that perpetuates and strengthens Inupiat culture, language, values and traditions.

It is dedicated to providing well-educated and trained individuals who meet the human resource needs of North Slope employers.

Ilisagvium Sivunniutigivlugu Savaaksraᅇa

Ilisagvik College ilisalluataᅇvivaqtitchiruu, savaaqallasiniᅇnigmun suli suna sivuniᅇivlugu ilisaksraumman ilisagvivaqhutij sivunmun suli suanᅇaktaallavlugu Inupiat inuuniaᅇusiat, Inupiuraᅇnikun, piqpagiranijich suli pirᅇausinijich.

Sivuniᅇigaa ilisalluataᅇalugi suli ilitchi!l!uataᅇalugi ilisaqtitij itquvlugi savaaqᅇumiᅇaqsilugich pigiraksraᅇiranijiniᅇ North Slope-mi Savaaqatitchisuuat.

Core Themes

As an expression of this mission, Iḷisaḡvik College pursues the following core themes:

Academic Education - that education embodied in the Associate of Arts, the Associate of Science and the Associate of Applied Science degrees from which students either enter the workforce or transfer to four year institutions.

Applied Knowledge and Skills to Develop the Local Workforce - that education and training embodied in Certificates, Workforce Development programs, and partnerships with business and industry which either prepare participants to enter the workforce or to gain additional skills to enhance their abilities in the workforce.

Access and Support - those activities which either prepare students to enter college level programs or enable students to undertake college programs by providing classes to villages and providing the financial and learning resources to enable them to be successful in their endeavors.

Iñupiaq Culture and Values - instruction and activities which incorporate principles of traditional education, including the promotion of Iñupiaq culture and values and which provides opportunities for participation in cultural events important to the essence of being an Iñupiaq.

Iñupiaqatigiḡñiq: Traditional Iñupiat Values

Qiksiksrautiqaḡniq Iñuuniaḡvigmun
Respect for Nature

Aviktuaqatigiḡñiq
Sharing

Iñupiuraallaniq
Knowledge of Language

Paammaaḡigḡñiq
Cooperation

Iḷaḡiḡñiq
Family and Kinship

**Piqpakkutiqaḡniq suli Qiksiksrautiqaḡniq
Utuqqanaanun Allanullu**
Love and Respect for our
Elders and One Another

Quvianguniq
Humor

Aḡuniallaniq
Hunting Traditions

Nagliktuutiqaḡniq
Compassion

Qiñuiññiq
Humility

Paaḷaktautaiññiq
Avoidance of Conflict

Ukpiqquutiqaḡniq
Spirituality



Welcome to Iḷisaḡvik!

Iḷisaḡvik College provides educational opportunities to all who wish to pursue their postsecondary education, with an emphasis on the needs of North Slope residents. Iḷisaḡvik believes that learning is a continuing, life-long process. The college has designed most of its courses and programs to allow each piece of knowledge to build upon the others. Most courses offered can be applied towards a certificate or degree. Students applying for a certificate or degree program must complete the application process for admission. Everyone interested in furthering his/her education is welcome to sample the programs and courses offered below.



Degrees and Programs	Level I Certificate	Level II Certificate	Level III Certificate	Level IV Certificate	AA	AS	AAS
General Studies					◆		
Accounting							◆
Accounting Technician	◆	◆					
Allied Health						◆	
Human Services (Emphasis)					◆		
Allied Health	◆						
Certified Nurse Aide	◆						
Medical Coding Specialist	◆						
Associated Construction Trades							
Carpentry	◆						
Electrical	◆	◆					
Pipefitting	◆						
Pipeline Insulation	◆						
Plumbing	◆	◆	◆	◆			
Scaffolding	◆						
Business Management							◆
Business Specialist	◆	◆					◆
Entrepreneurship/Small Business Management	◆	◆					◆
Fundamentals of Workplace Success	◆						◆
Fundamentals of Management	◆						◆
Health Management							◆
Information Technology							◆
Village/Tribal Management	◆						◆



Degrees and Programs	Level I Certificate	Level II Certificate	Level III Certificate	Level IV Certificate	AA	AS	AAS
Emergency Services							◆
Emergency Medical Technician	◆						
Firefighter I	◆						
Heavy Truck and Equipment Operations							
Heavy Truck Operations	◆						
Heavy Equipment Operations	◆						
Vac Truck Operations	◆						
Information Technology							
Technology Support Specialist	◆	◆					
Iñupiaq Studies					◆		
Iñupiaq Fine Arts	◆						
Iñupiaq Language	◆	◆					
Office Administration							◆
Office Administration	◆	◆					

*Transfer degree to four year colleges and universities.

Abbreviations

- AA Associate of Arts (General transfer degree to four year colleges and universities)
AS Associate of Science (Transfer degree to science and health related programs at four year colleges and universities)
AAS Associate of Applied Science

Admissions

- ◆ Application Procedures
- ◆ Transfer Students
- ◆ Notification of Admission
- ◆ Declaration of Program Change
- ◆ Requirements for Second Degree
- ◆ Continuing Enrollment
- ◆ Fresh Start
- ◆ Dual Credit for High School Students



ADMISSIONS

Iłisaġvik College has an open admissions policy and welcomes applications from all prospective students who desire to attend and can demonstrate the ability to benefit from programs offered by the college. Admission to the college does not guarantee admission to any particular program. For entrance into degree and certificate programs, see the section below.

Admissions into a Certificate or Degree Program

To be admitted into a degree or certificate program, the applicant must show the potential to succeed in the program. This potential is demonstrated by obtaining a high school diploma or GED prior to college admission. However, some “non-traditional” students may not satisfy admission requirements, but may have the ability to benefit from certain courses. In order to receive funding, he/she must have a diploma from high school or a GED.

Students may apply for admission to Iłisaġvik at any time throughout the year. However, some programs in vocational fields have limited enrollment. Students seeking priority admission are encouraged to apply at least one month before the start of the term. Students who transfer from another college or university are advised to apply at least two months before the term in which they wish to enroll to allow for evaluation of their transfer credits.

The deadline for admission is one week before the first day of classes for each semester.

Catalog Year

Students who have been accepted into a certificate or degree program must either meet the requirements specified in the catalog in effect at the time of admission to the program or the catalog in effect at the time of graduation.

APPLICATION PROCEDURE

To apply for admission, all applicants must submit the following:

1. Application for Admission: An application form can be picked up from all college sites and from village teleconference centers. Completed forms must be returned to the Registrar's Office. See the academic calendar located in the inside front cover for deadlines.
2. An official copy of transcript certifying the student's high school diploma or a copy of his/her official GED certificate. First-time students should have their high school transcripts sent to the Registrar's Office. High school seniors who apply before graduation must have a second, final transcript sent following their graduation.
3. Provide a copy of Alaska Native Shareholder-Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.

Students who are applying for certificate or degree programs should check the individual program in the college's catalog to determine if there are any additional application requirements for that specific program.

TRANSFER STUDENTS

Students transferring from other accredited institutions are welcome to apply for admission to Iłisaġvik. In addition to the application materials described above, transfer students must also submit the following:

1. Official college transcript(s) from any higher education institution(s) previously attended (submit to Registrar's Office).
2. Copies of financial aid documents from other schools attended, if applying for financial aid (submit to Financial Aid Office).

Students transferring from other institutions who are on probation will be admitted on probation for their first semester at the college.

Transfer Evaluation

Transfer credit evaluations will be completed for all students applying to a certificate or degree program and wishing to have college credits accepted that were taken at other regionally accredited colleges and universities. Transcripts will be evaluated once the student has been admitted to a degree or certificate program. Only transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation. Only transfer courses that have a grade of C or better will be considered at Iłisaġvik College. Transfer credits do not count toward a student's GPA at Iłisaġvik.

NOTIFICATION OF ADMISSIONS

Qualified applicants receive a letter of acceptance once the application requirements are met. Upon acceptance into a program, students will be assigned a faculty advisor. Acceptance into a program does not guarantee acceptance into the residential center. See the Residential Services section of this catalog for more information on campus housing.

Provisional Admission

Provisional admission may be granted to an applicant while awaiting receipt of his/her transcript. Provisional admission may also be granted if admission requirements for the college have been met, but the applicant still needs to complete one or more program-specific requirements.

Declaration and Change of Program

If a student who has been formally admitted to a program wishes to transfer from one program to another, s/he may do so by filing a Change of Program Form with the Registrar's Office. This form may be obtained from the Registrar. Students must meet the specific admissions requirements of their new program.

Acceptance into the new program is on a space-available basis and, when accepted, students will be assigned an advisor from that program. Students are advised to contact the faculty advisor for the new program at the earliest opportunity for further information about the program's special requirements and for guidance in selecting appropriate preparatory classes.

REQUIREMENTS FOR SECOND DEGREE

To receive a second Associate of Arts, Associate of Science or Associate of Applied Science degree, students must earn at least 12 credit hours beyond the first degree and complete all requirements for the second degree program.

Students may pursue additional degrees as long as they have formally applied and been accepted to each program.

CONTINUING ENROLLMENT

Students who drop their enrollment at Iñisaġvik for a period greater than twelve consecutive months will be required to reapply to the college for admission. They will be expected to meet admission requirements in existence at the time of re-admission.

FRESH START

FRESH START can offer a new beginning for students who previously performed poorly at Iñisaġvik College (or other colleges and universities). Those who withdrew from school or were dismissed for academic reasons may apply for re-admission under this program and have their entire prior academic record disregarded. Those who apply on this basis begin their college study anew with no credits attempted or earned and no quality points reflected in future GPA calculations. Fresh Start may be used only once.

FRESH START application forms are available at the Registrar's Office. Admission on this basis requires that at least two years have elapsed since the end of the last semester the applicant attended a college full time.

Prior academic records remain part of a student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program, nor may they be counted for the purposes of GPA with the exception of calculating honors at graduation. A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start.

DUAL CREDIT – HIGH SCHOOL STUDENTS

Definition

Dual credit is a partnership between Iñisaġvik College and the North Slope Borough School District. This program allows eligible students to earn both college and high school credit for courses they take at the college while still in high school.

Eligibility

To be eligible, high school students must be juniors or seniors, have passed the High School Qualifying Exam (HSQE), and have a minimum cumulative grade point average (GPA) of 2.0. With written approval from the student's parent or guardian and the designated North Slope Borough School District official, students may enroll for courses at the 100 level with Iñisaġvik College. Seniors may enroll for up to six credits hours per semester. Juniors may enroll for up to four credit hours per semester. Students must meet all prerequisites for the courses for which they wish to register, unless waived by the Dean of Instruction and Workforce Development upon the recommendation of the school district. Upon the request of the school district, the Dean may permit students to enroll in courses at the sub 100 level. Qualified high school students are allowed to enroll in courses not available to them through the North Slope Borough School District.

Applying

Dual credit applicants must:

- Meet the above eligibility criteria.
- Complete the Dual Credit and Records Release Application for High School Students.
- Submit an unofficial high school transcript.
- Submit the completed and signed Dual Credit and Records Release Application form to the Iñisaġvik College Registrar's office at the time of registration.

A student registering for an English or mathematics course is also required to take a placement exam prior to enrollment.

By signing the Dual Credit and Records Release Application, the student and parent or guardian gives the college permission to release the student's academic record to the North Slope Borough School District.

While attending Iñisaġvik College, the student will be expected to adhere to all policies of the college.

Dual credit students will be referred to an advisor from the Academic department for advising concerning transferable college courses.

Academic Advising and Course Placement

- ◆ Academic Planning and Advising
 - ◆ Program Selection
 - ◆ Course Selection
- ◆ Placement: English and Mathematics



ACADEMIC PLANNING AND ADVISING

Upon admission, a student is assigned a faculty advisor in his/her field of interest. Faculty advisors work together to help students select the best course work to fulfill their program requirements. Student advocates are also available to provide other assistance to students, especially students new to the college. Faculty advise all students who have been accepted for admission to the college and dual enrollment high school students. Upon acceptance into a program, the Registrar sends a letter that lists the student's advisor.

Students are strongly encouraged to meet with their advisors before each semester to plan the class schedule that will best fulfill their program requirements. Students should discuss their course selections with their advisor to determine the best options, alternatives and sequences of classes to take. All students who have declared a field of study are required to have their advisor's signature on their registration form prior to registering for courses.

Students who have not declared a field of study may also see an academic advisor. Students who have accumulated fifteen or more credits are strongly encouraged to meet with an advisor to discuss their program options.

PROGRAM SELECTION

Because requirements vary among certificate and degree programs, students are strongly encouraged to meet with a faculty advisor about academic programs that interest them prior to entering a program, both to ensure that they understand the program requirements prior to registering for classes and to allow for proper academic planning. A student's selection of a program of study is usually based upon academic interests, vocational objectives and personal goals. While all programs have differences, students generally must complete program specific admission requirements, if any, for the program of their choice. For example, a program may require prior course work, specific entrance exam scores, or particular job-related competencies such as the ability to pass a drug test.

COURSE SELECTION

Proper course selection is essential to the efficient completion of a program and must take into account:

- The specific requirements for the program
- The offerings available each year
- The timing of offerings within each semester
- The order in which courses must be completed

Within each program, faculty advisors can then make available to students:

- The program's course rotation schedule. This shows the planned course offerings within a program.

- The program plan. This shows on a semester-by-semester basis how students might typically make their way through a program based on specific prerequisites and requirements.

After students have met with a faculty advisor and developed an academic plan showing the courses they must take and the order in which they must be taken, students are ready to select their courses for each semester.

COURSE PLACEMENT: MATHEMATICS AND ENGLISH

Students taking college mathematics or English courses for their degree or certificate program must take the COMPASS or other acceptable placement assessment.

Students must take one of the following placement tools to fulfill the assessment requirement:

- ASSET
- COMPASS (Contact the Student Services Office to take the COMPASS assessment.)

COMPASS Scores

English

Score	Recommended Courses
0 – 22	ENGL 075A
23 – 44	ENGL 075B
45 – 56	ENGL 090A
57 – 69	ENGL 090B
70 +	BUS 109 or ENGL 111X

Math

Score	Recommended Courses
0 – 11	MATH 055A
12 – 22	MATH 055B
23 – 30	MATH 060A
31 – 38	MATH 060B
39 – 65	BUS 105 or MATH 103X or MATH 105
66 +	MATH 107X

Program active students are required to complete the placement assessments before their first registration so they can discuss the results with their program advisor. Contact the Student Services Office for more information concerning placement. The Dean of Instruction and Workforce Development may waive this requirement in cases where it is impossible for the student to take placement assessment.

Advisors will assist students in choosing the appropriate courses based on their placement scores to facilitate students' success in their chosen programs. Students with placement scores that do not qualify for college-level courses may be required to take additional courses in English and/or mathematics designed to enhance a student's skills in these disciplines.

Students who take the placement assessments at sites other than Iḷisaḡvik must send the results to the Registrar's Office before registering for classes. Village students may take the ASSET test at the North Slope Borough teleconference office in their village.

Course Enrollment

- ◆ Registration
- ◆ Course Load
- ◆ Full - Time /Part - Time Status
 - ◆ Course Numbering
- ◆ Course Requirements
 - ◆ Independent Study
- ◆ Registration Changes



REGISTRATION

İlisagvik distributes a published schedule of classes prior to each term. The schedule contains information about courses for that term. Registration forms can be picked up from any of the college sites in Barrow, from the North Slope Borough teleconference offices in the villages, and from the college web site <http://www.ilisagvik.edu>.

Students, particularly in villages, are encouraged to register early. Students who register early will have the best selection of courses and a better chance to receive materials prior to the beginning of classes. Also, early registration may prevent cancellation of courses due to insufficient enrollment.

Students not enrolled in a program, but wishing to explore courses or pursue personal interests, may register for classes without applying for admission.

First-time students must provide a copy of their Alaska Native Shareholder - Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.

Registration for special programs, short courses, seminars and other classes not part of the regular academic offerings will be announced prior to the beginning of the class start date.

All students admitted to a program must have their advisor sign their registration form.

COURSE LOAD

Students should consider a graduation timeline when planning their study load. A minimum of sixty credits is required for an associate degree. To complete that in two years, excluding summers, requires at least fifteen credits per semester. Certificates have variable credit requirements.

Many degrees require more than the minimum number of credits. Students should be certain of the number needed for their degree when planning their class schedules and time lines.

Students should be aware that the need for preparatory work before being admitted to general education required courses will increase the time it takes to complete their programs.

When planning course load, students should also keep in mind non-school demands on their time, such as employment and/or family responsibilities.

FULL-TIME/PART-TIME STATUS

Fall/Spring Semesters

Students registered for twelve or more credit hours during a fall or spring semester are classified as full-time. Students who register for fewer than twelve credits during a fall or spring semester are classified as part-time.

Students wishing to register for more than eighteen credits must talk with their advisor before seeking special permission from the Dean of Instruction and Workforce Development.

Courses that are audited, offered by schools other than İlisagvik, or challenged through credit-by-exam, are not included in the study load computation.

Summer Semester

Students who register for six or more credit hours during the summer session are considered full-time. Students may not exceed a total of twelve credits for any combination of classes during summer sessions without prior approval from their advisor and the Dean of Instruction and Workforce Development.

Students who register for fewer than six credits during the summer session are classified as part-time.

COURSE NUMBERING

001-099	Courses are nontransferable and do not apply toward the AA or AS degrees. They may meet minimum requirements for some AAS degrees.
100-199	Primarily for students who have earned 30 credits or fewer.
200-299	Primarily for students who have earned more than 30 credits.

COURSE REQUIREMENTS

Prerequisites

Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the course description and indicate the preparation and/or background necessary for that course. If a student has not met these requirements, the student may request permission from the instructor of the course to enroll in the class. A faculty member may withdraw students who do not meet the requirements or obtain faculty permission.

Co-Requisites

Co-requisites are courses that must be taken concurrently. Students are responsible for enrolling in and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions. A faculty member may withdraw students who do not enroll for the appropriate co-requisites.

Cross-Listed Courses

A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed “cross-listed.” Students may enroll in cross-listed courses under the discipline and prefix of their choice. Catalog descriptions of these courses include the phrase “cross-listed with.” The semester class schedule will indicate if a class is being offered in cross-listed format.

Repeatable Courses

Some courses, such as Special Topics and some developmental courses, may be taken more than once for additional credit. Only those courses for which this is explicitly noted in the course description qualify for this option.

Retaking Courses

Any course for which a student has received a grade noted on his/her college transcript may be retaken if the course is available and the program offering the course permits it. The student’s transcript will reflect all grades earned each time the student takes the course. Only the credits and, chronologically, the last grade earned are applied toward graduation requirements, prerequisite fulfillment, and cumulative GPA calculation. Students should notify the Registrar when a course has been retaken for grade improvement.

INDEPENDENT STUDY

An independent study course is one taken outside of the regular classroom environment, either because the student is unable to register for a needed course or because the student’s program calls for an individual project. Some valid reasons for being unable to register are:

- A course required for graduation is not offered when the student needs it.
- An unforeseen change in the student’s job status or a medical emergency.

The maximum number of credits allowed under independent study within a program is ten. Independent study status must be properly documented and may begin only after approval by the Dean of Instruction and Workforce Development, department head, and instructor supervising the course. Both in regular courses and in individual project courses, the instructor specifies the requirements to be completed by the student. These requirements may include tests, term/research papers, and/or demonstration of skill activities. The regular grading system applies to all independent study except for attendance. Students taking a course through independent study must register for the specific course section in the regular manner.

REGISTRATION CHANGES

Students wishing to make changes in their class schedule may obtain information about the drop/add procedure and Add/Drop/Change forms from the Registrar’s Office. Declared students wishing to drop or add a class(es) are required to have their advisor sign their Add/Drop/Change forms.

Cancellation of Registration

Students whose registrations are canceled as the result of disciplinary action forfeit all rights to a refund of tuition and fees. The college reserves the right to cancel a student’s registration if the student is substantially delinquent in debt repayment or has failed to arrange for payment.

Adding Semester-Length Courses

Students may add semester-length courses to their schedule until the last day for late registration (last day to add courses) as published in the academic calendar. Adding courses requires student and advisor signatures. Requests must be submitted by the last day for late registration.

With the signed approval of the instructor teaching the course and their faculty advisor, students may add a course after the last day of registration (last day to add courses) as listed in the academic calendar.

Dropping Semester-Length Courses

Students may drop courses without penalty until the last day for student-initiated drops as published in the academic calendar (third Friday after the first day of instruction). Dropped courses do not appear on academic records. Dropping courses requires student and advisor signatures (declared students only). Students are not responsible for the tuition and fees.

Dropping or Withdrawing From Short-Term Courses

Deadlines are adjusted proportionally for courses that are less than a semester in length. Students must submit Add/Drop/Change forms to the Registrar’s Office by the appropriate deadlines: students may drop without penalty in the first 15% of the term of the course (students are not responsible for the tuition and fees); students may withdraw in the first 60% of the term of the course (students are responsible for the tuition and fees).

Withdrawing From Courses After the Drop Deadline

Students who wish to withdraw from one or more courses after the drop deadline may request a student-initiated withdrawal from the Registrar’s Office. After the student initiated withdrawal deadline (eighth Friday after the first day of instruction), students should contact their instructor(s) and request an instructor-initiated withdrawal or contact the Registrar’s Office with the request. It is recommended that program active students meet with their advisors prior to withdrawing from courses. Students are responsible for the tuition and fees.



Courses from which students withdraw will appear on their academic record as “W” grades, but will not affect their GPA. This process requires both student and advisor signatures.

If a financial aid recipient drops some of his/her classes during the drop/add period, or indicates having never attended some of his/her classes, the recipient may lose some or all of his/her financial aid eligibility. It is highly recommended that the recipient discuss the situation with the financial aid officer before withdrawing from or dropping any courses.

In accordance with federal and state regulations, the financial aid office must also monitor student academic progress on an annual basis. This occurs at the end of spring semester. Withdrawal from any class may cause the student to be in a position of unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters.

Faculty-Initiated Withdrawal

If students do not meet the prerequisites for a course in which they have enrolled, or if students have not participated substantially in the course, the faculty member teaching that course may, at his/her discretion, withdraw the student from the class by the last day for faculty-initiated withdrawals as published in the academic calendar (ninth Friday after the first day of instruction). A grade of “W” will appear on the student’s academic record for that course. Faculty-initiated withdrawals submitted before the third Friday after the first day of instruction will be treated as a dropped class and will not appear on a transcript of the student’s academic record. Students who have been dropped are not responsible for the tuition and fees.

Students who have been withdrawn are responsible for the tuition and fees.

It is the student’s responsibility to drop or withdraw from courses in which they are not participating. Students should not assume that their instructors will withdraw them for failure to attend classes.

Auditing Classes

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. Students who audit classes are required to meet prerequisites, register and pay tuition and fees, but the credits are not included in the computation of study load for full-time/part-time determination or for overload status.

The requirement, acceptance and review of work, and lab privileges are at the discretion of the instructor. A grade of AU (audit) is granted to students who complete an audited course, but no credit is awarded. Audited courses do not apply toward degree requirements, and they will not transfer to other institutions.

When students register, they should indicate on the registration form their desire to audit a course. Students who want to change from audit to credit must request the change before the deadline to add a course (second Friday after the first day of instruction).

Changing From Credit to Audit

The change from credit to audit must be made by the last day for faculty-initiated withdrawals (ninth Friday after the first day of instruction). The changes require approval by the instructor of the course. For degree-seeking students, an advisor’s signature is also required.

Cancellation of Classes

Iñsaġvik College reserves the right to cancel or combine classes; to change the time, dates, or places of meeting; or to make other necessary revisions in class offerings. Iñsaġvik may discontinue a class at any time if enrollment falls below expected levels. If you start in a class that is canceled, you may continue in the course as arranged with the instructor.

Important Registration Changes			
Semester – Length Courses			
Action	Begins	Ends	Notes
Adding a class	First day of registration	Second (2 nd) Friday after the first day of instruction	Advisor's signature required
Dropping a class (class does not appear on transcript)	First day of instruction	Third (3 rd) Friday after the first day of instruction	Advisor's signature required for student in degree program
Faculty-initiated drop (class does not appear on transcript)	First day of instruction	Third (3 rd) Friday after the first day of instruction	Faculty/instructor will notify Registrar's Office
Withdrawing from a class (class appears on transcript with W grade)	Third (3 rd) Friday after the first day of instruction	Eighth (8 th) Friday after the first day of instruction	Advisor's signature required for student in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	Third (3 rd) Friday after the first day of instruction	Ninth (9 th) Friday after the first day of instruction	Faculty/instructor will notify Registrar's Office
Short – Term Courses			
Action	Begins	Ends	Notes
Adding short-term courses	First day of registration	First (1 st) Friday after the first day of instruction for the class	Advisor's signature required
Dropping short-term courses (class does not appear on transcript)	First day of instruction	When 15% of the class has been completed	Advisor's signature required for student in degree program
Faculty-initiated drop for short-term courses (class does not appear on transcript)	First day of instruction	When 15% of the class has been completed	Faculty/instructor will notify Registrar's Office
Withdrawing from a class for short-term (class appears on transcript with W grade)	When 15% of the class has been completed	When 60% of the class has been completed	Advisor's signature required for student in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	When 15% of the class has been completed	When 60% of the class has been completed	Faculty/instructor will notify Registrar's Office

College Credit

- ◆ Credit by Examination
- ◆ Transfer Credit
- ◆ Military Credit
- ◆ Class Standing
- ◆ Transcripts



COLLEGE CREDIT

The typical two-year associate degree offered by Iḷisaġvik usually requires 60 to 65 credits distributed across different areas of study. Certificates are offered for programs of less than two years in length and the number of credits needed varies depending on the length of the program. Students should find the program they are interested in pursuing and follow its credit requirements as listed in this catalog.

Continuing Education Units

Learning activities for which regular college credits are not given may be evaluated by a system of uniform continuing education units (CEU) and granted according to guidelines set forth by the Council on Continuing Education Units. One continuing education unit requires ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

CREDIT BY EXAMINATION

Iḷisaġvik College may grant credit for existing Iḷisaġvik courses based on prior learning experiences only through credit by examination. Credit by examination is a testing process to determine if students' previous experiences have given them the knowledge of the content of one or more Iḷisaġvik courses. Students passing this test may receive credit for the class without actually taking it by demonstrating through the examination process that they possess the knowledge taught in that course.

To be eligible to challenge a course by examination a student must:

1. Be currently enrolled and accepted into a program;
2. Present proof of prior background, experience or training to assure a reasonable chance of passing the examination;
3. Submit to the Registrar's Office a petition to challenge a course by examination. The petition must include the signed approval of the instructor, the appropriate department head (unless they are one and the same) and the Dean of Instruction and Workforce Development;
4. Upon approval of the petition, the appropriate college instructor will administer the written and/or practical examination. After passing the exam with at least a "C" grade or its equivalent, the student must formally register for the course and pay tuition based on credits earned.

A maximum of twelve credits may be earned at the college through credit by examination.

Please Note

- Credits earned in this manner will not be calculated as part of the student's grade point average (GPA).
- The credits are not included in the computation of study load for full-time/part-time determination or for overload status.
- A student who does not pass a challenge examination will not be permitted to repeat the challenge.

TRANSFER CREDIT

Credit earned at accredited institutions, through military educational experiences, or through documented training, may be accepted as transfer credit at Iḷisaġvik for students admitted to the college. Whenever possible, transfer credit is equated with Iḷisaġvik courses. The following regulations apply to transfer credit:

1. Students who have been accepted into a program may request that credits earned at an accredited institution of higher learning be accepted as transfer credit. Students must provide the Registrar's Office with official transcripts of their previous college credits to start the evaluation process for their transfer credits.
2. Undergraduate credits earned at the 100-level or above with a grade of "C" or higher at institutions accredited by one of the six regional accrediting agencies will be considered for transfer.
3. Transfer credit is not included in computing the GPA.
4. An entering transfer student's class standing is based on the number of credits accepted by Iḷisaġvik .

Credits earned more than ten years ago from another institution cannot be transferred to an Iḷisaġvik academic transcript without prior permission from the Registrar or Dean of Instruction and Workforce Development. Developmental English and math classes completed at other institutions are not considered transferable credits. In the case of 100-level transferable math and English classes completed at other institutions, the Registrar may require applicants to take COMPASS tests to determine their placement level.

Note: These credits do not count toward the residence requirement that at least 16 of the student's final 30 semester credits must be earned at Iḷisaġvik College.

MILITARY CREDIT

Up to eight elective credits may be awarded to students who have completed one calendar year of active duty military service. In addition, credits may be granted for formal service schools and the primary MOS rating as recommended in *The Guide to the Evaluation of Education Experiences in the Armed Services* prepared by the American Council on Education. No more than fifteen semester credits may be applied towards an associate degree. Exceptions are granted only to students enrolled in the service members' opportunity colleges.

How Credits Are Awarded

Credits may be awarded for formal service schooling and military occupational specialties (MOS) as recommended in *The Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education. A score of 60 on the MOS skill qualification test is required. A maximum of forty-nine combined credits from these sources can be applied towards associate degrees. Credits completed through the Community College of the Air Force or in Department of Defense courses are included in the category of military experience.

Credits may be awarded for formal schooling or vocational training sponsored by various organizations or industries according to guidelines contained in *The Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education.

Students requesting evaluation of transfer credit from these sources must provide the Registrar's Office with documented evidence of the training received. They should also provide, if possible, recommendations from the American Council on Education pertaining to the transfer value of this training.

The application and credit equivalency requirements are subject to review and approval by college faculty in the discipline for which credit is being considered. The appropriate department head and the Dean of Instruction and Workforce Development must also approve these credits.

CLASS STANDING

Students' class standings are based on the total number of credits they have earned. Classifications are:

- Freshman 0 – 29 credits
- Sophomore 30 or more credits

Transfer students are given class standing based on the number of transfer credits accepted by the college. Only students who are officially admitted to certificate or degree programs have class standing. Non-degree students are registered without class standing.

TRANSCRIPTS

The Registrar's Office maintains all official information regarding student records and processes admission paperwork, including transfer credit analysis. The college transcript is the official record of a student's academic achievement. The Registrar's Office will provide a copy of the student's official transcript, inscribed with the Registrar's signature and seal, upon receiving the student's written, signed request. Normal processing time is two days. Unofficial copies of transcripts may also be requested, but will not contain the Registrar's signature or seal.

Transfer credit equivalents vary among semester unit and quarter unit colleges and universities. Courses accepted for transfer that differ from equivalent Iñisagvik courses by less than one credit are equated to Iñisagvik courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent Iñisagvik courses by one or more credits, students can either take another class or petition for a waiver of credit. However, students must have at least 60 semester hours of credit to be awarded an associate degree.

Academic Expectations

- ◆ Course Expectations
 - ◆ Course Completion
 - ◆ Honor Code
 - ◆ Grade Changes
- ◆ Grade Point Average Computation
 - ◆ Academic Standing
 - ◆ Graduation



COURSE EXPECTATIONS

Syllabus/Course Outline

The course syllabus is the student's guide to the course. Students should receive a syllabus at the beginning of each course describing the course, policies within the course, and procedures that govern the delivery of the course. Students are responsible for obtaining the syllabus, or for having access to it electronically, and understanding the course policies it contains. Any questions about information in the syllabus should be directed to the instructor.

Assignments and Testing

Students should be aware of specific assignments, the scope of the assignments, due dates, grading criteria, and the application of the assignment to the course grade. Students should clarify these points with the instructor prior to submitting the assignment for grading.

Students should be aware of testing policies as written in the course syllabus. If the student is unable to take a test at the assigned time, the student is responsible for arranging an alternate testing time and making any other needed arrangements with faculty members prior to the test date. This is in effect only for those courses in which alternative test arrangements are an option. The alternate testing process includes accommodation for disability support services and absences on the day of the exam for illness or family issues. Students should clarify how to address alternate testing with the individual faculty member prior to the first exam.

Course Performance

Faculty members design course activities that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion. Faculty assign grades that indicate achievement of course outcomes. Student behaviors such as class attendance, class participation, completion of all assignments, and passing marks on all graded activities, are the foundation for a student's success in a course.

Attendance

Regular attendance is expected in all classes. When students register for courses, they assume responsibility for attendance and the completion of course work. The student who must miss class meetings is responsible for providing a legitimate excuse for absence to the instructor and making acceptable arrangements for completing required course work.

COURSE COMPLETION

Academic Letter Grades

The method of grading is an integral part of the course structure and is the same for all students taking the course. All course grades are letter grades unless otherwise specified in the course syllabus.

Instructors are required to state their grading policies in writing at the beginning of each course. Instructors will provide students enrolled in their courses with a syllabus containing the grading policy for the course as well as information about course content and requirements, including homework, exams, and attendance policies.

The following grades appear on academic records:

- A Indicates exceptional quality, originality, independent work, a thorough mastery of the subject and the completion of more work than is required.
- B Indicates outstanding ability above the average level of performance.
- C Indicates a satisfactory or average level of performance and lowest passing grade in program specialization requirements.
- D Indicates work of below average quality and performance. The lowest passing grade.
- E Indicates unacceptable work and performance. All "F" grades are included in GPA calculations unless repeated for credit and a higher grade is earned.

Pass/Fail

- P Indicates satisfactory completion of course requirements. Although "pass" is the equivalent of a grade of "C" or better, a pass grade is not included in a student's GPA. Credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress.
- F Indicates unacceptable work and performance. All "F" grades are included in GPA calculations unless repeated for credit and a higher grade is earned.

Credit by Exam

- EX Indicates credit given under the credit-by-examination option.

Transfer Credit

TR Indicates transfer credit from an educational institution separate from Iļisagvik College. Grades for transfer credits are not included in GPA calculations.

Incomplete Grade

I Indicates a temporary grade for incomplete work. When the I grade is assigned, the instructor includes a statement of both the work required to complete the course, the amount of time the student has to complete the work, and the letter grade the student will receive if the work is not completed. The maximum time allowed is three (3) months. At the end of the defined time limit, the grade will be changed by the Registrar to reflect the grade submitted by the instructor. Students cannot graduate with an "I" grade in any required course.

Withdrawn

W Indicates withdrawal from a semester-long course on the third Friday after the first day of instruction or 15% of the shorter courses. A student may initiate this process until the deadline for student-initiated withdrawal or faculty may initiate it until the deadline for a faculty-initiated withdrawal if a student stops attending or lacks a prerequisite for the course.

Audit

AU Indicates enrollment for informational purposes only. No academic credit is granted.

HONOR CODE

All forms of scholastic dishonesty are prohibited. Scholastic dishonesty includes, but is not limited to: cheating, plagiarism and collusion. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense and information provided by the instructor.

Cheating is when one acts with the intent to deceive. Examples include, but are not limited to, copying answers from another student's exam and using a cheat sheet or notes in an exam.

Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes and paraphrases or failing to give credit for someone else's ideas. Students are expected to clearly indicate when the work is not their own, in whole or part, and to attribute quotations and ideas to the original author or speaker. Work submitted for one course may be submitted for credit in another course only with the explicit approval of both instructors.

Collusion is the act of secretly working with others on an academic project for which a student is individually responsible.

Violations of the Honor Code

Violations of the honor code may result in warning, suspension or expulsion. This action is intended to educate the student, develop responsible citizenship, and protect other students' rights to participate fully in the educational process. Incidents of scholastic dishonesty will be reviewed by the instructor, student's academic advisor and the Dean of Instruction and Workforce Development.

Students will be given a failing grade for the course in which the violation occurred. Exceptions may be granted by the Dean of Instruction and Workforce Development after consulting with the instructor, student and the student's advisor. A notation of scholastic dishonesty will appear on the student's transcript.

GRADE CHANGES

Iļisagvik College believes that instructors are best qualified to evaluate the progress and academic performance of students in their classes. Except for incomplete or deferred grades, all grades submitted by instructors at the completion of courses are assumed to be final grades. These grades become part of a student's permanent academic record. A grade will not be changed unless the instructor has made a legitimate error in calculation. The Dean of Instruction and Workforce Development must approve all grade changes. A student must report the suspected grade error within a month into the next regular semester.

Grade Grievance Procedures

An instructor's assessment and evaluation of the quality of a student's work is not normally subject to review or modification. However, when a student believes that an assigned grade is unjust, was assigned arbitrarily or unfairly, or that crucial factors were not taken into consideration, the student may appeal the grade by following the procedure explained below.

Students are required to first meet with the instructor to discuss the disputed grade in an attempt to reach a mutually satisfactory resolution. The grade grievance procedure cannot go forward without a meeting and an initial review between the student and the instructor.

Second, if the disputed grade is not resolved through the meeting, the student is required to submit complete written documentation to the Dean of Instruction and Workforce Development fully describing the grievance. This must be submitted to the Dean of Instruction and Workforce Development for review no later than the end of the second week of the semester following the semester in which the disputed grade was given. All pertinent exhibits must be attached, including written results of meetings between the student and instructor.

Third, upon completion of the review, which includes an interview with the student and a written rebuttal by the instructor, the Dean of Instruction and Workforce Development will:

1. uphold the grade as initially given; or
2. reach an agreement with the instructor to change the grade.

If the student disagrees with the decision of the Dean of Instruction and Workforce Development, s/he has ten (10) calendar days from the date of the decision to submit a written appeal to the office of the President. The President may or may not choose to review the decision. The decision of the Dean of Instruction and Workforce Development will be effective during the appeal process. If the President issues no decision within ten (10) days, the appeal shall be denied. The decision rendered by the President is the final decision of the college.

GRADE POINT AVERAGE (GPA) COMPUTATION

The grade point average (GPA) is a weighted numerical average of grades earned. To compute the GPA, the total number of credits is divided into the total number of grade points earned per credit. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits for the course.

The following grades are calculated in a student's GPA:

Grade	Grade Points per Credit
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Grades of I, W, P, AU, EX, and TR have no grade points and do not affect the GPA.

Grades for all completed courses are included in student academic records. In cases where a course is repeated, only the most recent grade and credit for a course is computed in the GPA unless the course is a special topics or other course which may be repeated for credit. In cases where courses may be repeated for credit, all grades and credits are included in the GPA.

Auditing

Students wishing to enroll in one or more courses without taking them for credit may register as auditors, providing space is available in the class. Auditors pay tuition and fees for the course, but the credits are not included in the computation of a study load for determining full-time/part-time or overload status.

ACADEMIC STANDING

Good Standing

Students are in academic good standing if their most recent cumulative GPA is 2.0 or better. Students admitted to programs must also make satisfactory progress toward their certificates and/or degrees by completing 67% of courses in which they are enrolled. During their first semester, students are presumed to be in academic good standing. Final grades are issued at the end of each term.

Honors Lists

Academic honors are awarded to students with outstanding GPAs. Full-time, program-active students who have completed at least twelve credits graded with letter grades, and part-time students who have completed at least six credits graded with letter grades, may be eligible for academic honors at the end of each semester. Academic honors are recorded on permanent records. Students with outstanding GPAs are eligible for the President's, Dean's or Registrar's lists as follows:

President's List	Semester GPA of 4.0 (full-time, program-active students taking twelve plus letter-graded credits)
Dean's List	Semester GPA of 3.5 or higher, but less than 4.0 (full-time, program-active students taking twelve plus letter-graded credits)
Registrar's List	Semester GPA of 3.5 or higher (part-time students taking six to eleven letter-graded credits)

Unsatisfactory Progress Report

If, during a course, a student begins to perform below "C" work, the instructor will issue an unsatisfactory progress report. Copies of the reports are sent to student advocates, advisors, or funding agencies who may call the deficient student for a conference. It is the student's responsibility to keep informed of his/her own performance in a course.

Probation

Degree and certificate seeking students OR students receiving financial aid who fail to maintain a cumulative 2.0 GPA and/or fail to complete at least 67% of the courses in which they are enrolled, will be placed on academic probation. All students on academic probation will be required to meet with their advocate and faculty advisor who will help them plan how to improve their grades. Students are removed from probation when they complete a semester in good academic standing. Students on probation can still receive Financial Aid.

Suspension

Degree and certificate seeking students OR students receiving financial aid who fail to maintain a cumulative 2.0 GPA for two semesters in a row and/or fail to complete at least 67% of the courses in which they are enrolled, will be placed on suspension and must stop-out of college for one full semester (fall or spring). Suspension status is recorded on students' transcripts.

Students on suspension may register for, and attend, workforce development classes.

Returning From Suspension

Students may re-apply for admission after the semester stop-out period. If re-admitted, returning students will be on academic probation the first semester of their return. This status is recorded on students' transcripts. Students will be allowed to take a maximum of six credits to assist them in regaining good academic standing.

Extended Probation

Extended probation may be used to keep a student in college while the student is working to get back into good academic standing. The approval of the Dean of Instruction and Workforce Development is required for all extended probation cases.

Administrative Expulsion

Administrative expulsion occurs when a student is expelled from the college (or student housing) by the College President as a result of a violation of college policies, rules or regulations. Re-entry requires the approval of the College President.

Academic Petitions

Deviations from academic requirements and regulations must be approved by academic petition. Students may choose to petition for many reasons, including, but not limited to:

- exceptions to degree requirements
- extension of deadlines for incomplete "I" grades, drops, or academic suspension
- credit by examination
- general exceptions to the academic rules and regulations outlined in this catalog

Before petitioning, a student should consult with an advisor or faculty member on the issue in question. Petition forms are available at the Registrar's Office and must have all required approvals before submission.

GRADUATION

Iḷisaḡvik College issues certificates and degrees to graduates at the end of spring semester of each year. Although there may be some students who complete graduation requirements during the Fall term, those certificates and degrees will not be issued until the end of the spring semester. Students may ask for a letter of verification, if needed.

Applying for Graduation and Commencement

Students completing degree and certificate programs and wishing to graduate will need to apply for graduation by filling out the Application for Graduation form at the Registrar's Office (even if the student decides not to participate at the commencement).

Following verification that the program requirements have been satisfactorily met, students will be invited to participate at the annual commencement exercises. See academic calendar for dates for when to apply. Applications for graduation filed after the deadline are processed for graduation the following year.

We invite all students who complete requirements during the academic year to participate in the annual commencement ceremony in the spring.

Catalog Year

Students who wish to earn a certificate or degree must either meet the requirements specified in the catalog in effect at the time of admission to the program, provided their enrollment has been continuous, or the catalog in effect at the time of graduation.

Graduation Requirements

To earn a degree or certificate, students must satisfy general and program requirements as outlined in this catalog. Students must also earn a minimum GPA of 2.0 and a minimum grade of "C" in all program specialization requirements. Students should contact the Registrar's Office the semester before they anticipate graduating to request a credit audit that will tell them if they are eligible for graduation.

Graduation Check (Credit Audit)

Upon request by the student, the Registrar's Office will conduct a credit audit to determine the student's progress toward graduation. The office reviews courses completed and grades earned to determine if program requirements have been met. It is ultimately the responsibility of students to ensure that they complete the total number of credits required for their degrees.

Graduation with Honors

In order to graduate with honors, students must be graduating from a program that requires at least twelve credits for graduation and they must earn a cumulative GPA of 3.5 or higher in all college work completed at Iḷisaḡvik. Transfer students graduating with honors must complete twenty-four semester hours of residence credit for an associate degree. A GPA of 3.5 or higher entitles the student to graduate "cum laude." A 4.0 GPA entitles the student to graduate "summa cum laude."

Tuition, Fees, and Other Costs

- ◆ Tuition
- ◆ Fees
- ◆ Costs for Full-Time Students *not* Living on Campus
- ◆ Room and Board
- ◆ Annual Costs for Residence Hall Students
- ◆ Payment
- ◆ Deferred Payment Agreement
- ◆ Refunds



TUITION

In-State	\$100 for each credit hour
Out of State	\$150 for each credit hour

Tuition will not be charged for CEU courses. These courses may be subject to course fees or other charges.

The tuition schedule is subject to change.

In-State Tuition

For determining in-state tuition, an Alaskan resident is defined as:

- anyone who has been physically present in Alaska for one year immediately preceding registration at Iḷisaġvik (excepting vacations or other absences not exceeding an aggregate of ninety days with intent to return),
- and who declare his/her intention to remain in Alaska indefinitely.

Tuition Waivers

The College President may waive fees based on community need. Tuition waivers have been established for elders (fifty-five years old or older), fire and emergency personnel, and North Slope Borough School District certified teaching staff.

FEES

Registration Fee	\$50
Graduation Fee	\$20
Technology Fee	\$5 per credit hour
Student Support Services Fee	\$30 per semester (1 – 5 credits) \$60 per semester (6 – 12 credits)

Course Fees

Courses which require the use of special materials, supplies, or services, may have a materials or lab fee in addition to any applicable credit-hour charge. Many vocational programs, as well as science and other lab courses, require students to buy special supplies to supplement those furnished by the program. Students are responsible for these fees as well as for purchasing textbooks and tools. Some workshops, community education classes, and special interest courses have a fee. All course fees will be clearly identified in the current schedule of classes.

ESTIMATED ANNUAL COSTS FOR FULL TIME STUDENTS NOT LIVING ON CAMPUS

The following budgets are estimated for a student NOT living on campus and enrolled full time (12 semester hours) for the 2011-2012 academic year.

	Alaskan Resident	Non-Resident
Tuition	\$2,400	\$3,600
Registration Fee	100	100
Technology Fee	120	120
Student Support Services Fee	120	120
Books	800	800
Personal Expenses	2,730	2,730
Total	\$6,270	\$7,470

ROOM AND BOARD FEES

Room and board fees are due at the time of registration.

Student Housing

Housing at the residential center is \$2,000 per semester based on double occupancy. A damage deposit must be submitted at the time of admission to college. After receipt of an acceptable exit report, returning students will be allowed to carry forward the deposit to the next semester. Deposits will be forfeited if the exit report is not acceptable. Students may be charged for additional costs of repairs up to the total cost of the repairs. Students in that case will have to submit another damage deposit, as well as paying for any outstanding repair charges, before entering either residential or family housing for the next semester.

Students living in the Residential Center are responsible for all other living expenses such as toiletries, snacks, etc.

Dorm – Semester (based on double occupancy)	\$2,000
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Student Meals

Each residential student is required to purchase a semester meal plan for on-campus meals. Students who pay for a semester length meal plan will receive a picture ID meal card. Meals are served cafeteria-style and Sunday brunch is "all you can eat." Students must show their ID meal card at each meal to be served.

Residential Student Meal Plan	\$3,300
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For information about commercial rates or non-student costs, please visit our web site.

SUMMARY OF IĪISAĖVIK COLLEGE ANNUAL COSTS FOR RESIDENCE HALL STUDENTS

The following budgets are estimated for a student living on campus and enrolled full time (12 semester hours) for the 2011-2012 academic year.

	Alaskan Resident	Non-Resident
Tuition	\$2,400	\$3,600
Registration Fee	100	100
Technology Fee	120	120
Student Support Services Fee	120	120
Books	800	800
Room	4,000	4,000
Board	6,600	6,600
Travel (on-slope airfare)	1,880	1,880
Transportation Fee	250	250
Personal Expenses	2,730	2,730
Total	\$19,000	\$20,200

All expenses are estimates and subject to change. For information on individual program fees, contact the financial aid officer.

PAYMENT

All tuition, fees and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, VISA, or MasterCard.

Tuition and fee charges may be audited, corrected and adjusted before the end of the current semester. Students are notified of adjustments by mail. IĪisaĖvik College reserves the right to change its tuition or fees at any time.

Payment Plans

All fees are due at the time of registration unless the student has established a written, approved payment agreement with the business office. Student accounts will include charges for tuition and registration fees, residential room and student family housing fees and deposits, semester length meal plans and other materials, tools, lab, course, and travel fees. In addition, any charges unpaid at the end of the previous semester are due and must be paid before students may register for the next semester. If a student has a debt with the college, registration for the current semester may be denied and any payments received may be applied to the old debt.

DEFERRED PAYMENT AGREEMENT

Deferred payment agreements are legal contracts between the student and IĪisaĖvik College that allow the student to pay tuition and other fees in installments throughout the semester. It is the student's responsibility to make payments by the due dates agreed upon by the student and the college. Approval for the deferred payment agreement is based on the student's expected receipt of financial aid, credit history at the college, and academic background, including GPA and the number of credits completed at the college.

By the last day of the fee payment agreement, students must have either paid for their tuition, housing and, if applicable, semester length meal plans, or have been awarded financial aid. Students must be able to prove they have been awarded financial aid and are reasonably assured of receiving payment before the end of the semester. Additionally, students must be eligible to receive the aid when it arrives.

Deferred payment agreements will not be accepted for textbooks, registration fee, course fees less than \$100, and/or individual meal cards.

Debts and Forfeitures

Any and all college debts incurred by a student must be paid in full on the specified due dates (where applicable) or before the end of the semester. Any student who becomes delinquent in payment of these debts may have his/her registration canceled by the college. Examples of debts are housing, emergency loans, deferred payment agreements and charges that exceed amounts guaranteed by third party agents or agencies.

Any debts owed to the college by the student will be subtracted from any student refund before issuance of a check to the student. Any refunds or repayments that must be returned to the financial aid providers will be returned before the student receives the balance, if any, of the refund.

Diplomas and official transcripts will not be released until all debts to the college are paid or satisfactory arrangements are made for payment. Iḷisaḡvik College reserves the right to withhold final grades, transcripts, or diplomas from students who have not fulfilled all of their financial obligations to the institution. Students are held financially responsible for all courses for which they register.

REFUNDS

It is the responsibility of each student to register for, and drop or withdraw from, classes at Iḷisaḡvik in accordance with stated policies and timelines. If students do not attend classes, those classes will remain on his/her record and s/he will owe all tuition and fees for them. If a student registers for classes and decides not to attend, s/he must drop the classes before the published drop deadline or will be responsible to pay the appropriate tuition and fees.

Tuition Refund

Tuition and fees are refunded in full for courses canceled by Iḷisaḡvik College.

For students officially dropping from semester length classes, the following refund schedule applies:

- If the student drops during the first two weeks of class, 100% of tuition will be refunded.
- There will be no refund of tuition after the official drop date.

Deadlines are adjusted proportionally for courses that are less than a semester in length. For students officially withdrawing from a modular course, a course less than a semester in length, the following refund schedule applies:

- If the student drops before 15% of class instruction has been completed, 100% of tuition will be refunded.
- There will be no refund of tuition after the official drop date.

Refund Processing

- The date the drop/withdrawal is received by the Registrar's Office determines eligibility for a refund.
- Registration canceled as a result of disciplinary action will result in forfeiture of all rights to a refund of any portion of tuition and fees.

- For students who have a debt with the college, any refund resulting from a drop/withdrawal will be applied to that debt.
- Students who receive any type of external funding, including financial aid, may have their refunds applied to the external funding source. In the case of financial aid, the refund will be applied according to federal regulations.
- Material, lab and course fees are subject to this refund schedule.
- If any portion of the original tuition and fees payment was charged to a credit card, any refunds will first be credited to the credit card account. All remaining credit balance refunds will be paid to the student by check.

Tuition Refund Petition

Petitions for refund of college obligations may be granted when a student has been physically disabled, has experienced a death in the family, has a change in employment beyond the student's control, or has other extenuating circumstances. Written documentation of the condition is required. Petitions are reviewed only after a student has officially withdrawn from the course(s). Refund petitions for students who fail to comply with published deadlines, or withdraw due to changes in employment within the student's control, will not be considered. Petitions must be filed by the last day of instruction of the term for which the petition is filed. Completed petitions may be submitted to the business office, located in the main NARL campus building. For more information call 907.852.1825.

Room and Board Refund Process

For students officially withdrawing from the residential center or student family housing, the following room and board refund schedule applies:

Days 1 – 5	75% of semester room/board charge
Days 6 – 15	50% of semester room/board charge
Days 16 – 30	25% of semester room/board charge
Over 30 days	No refund

Students arriving late will have their housing charge prorated based on date of arrival.

Financial Aid

- ◆ Rights and Responsibilities
- ◆ Eligibility
- ◆ Types of Financial Aid
- ◆ Remaining Eligible
- ◆ Payment
- ◆ Repayment
- ◆ Village Student Travel



FINANCIAL AID

Financial aid is intended to help pay for tuition, fees, books, class supplies, living expenses and village travel, and is available from various federal, state, and local agencies. While financing an education is mainly the responsibility of the student and/or the student's parents, the Director of Financial Aid will make every effort to assist the students in becoming eligible and receive the appropriate financial aid program funds they are eligible for.

FINANCIAL AID STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights

As a student at Iḷisaḡvik College, you have the right to:

- Know the cost of attending Iḷisaḡvik College and its refund policies.
- Know what financial assistance is available.
- Know how to apply, how eligibility is determined and what terms and conditions are related to your financial aid awards.
- Request an explanation of your financial aid package.
- Request reconsideration of your financial aid package if you believe a mistake has been made.
- Know how the school determines if you are making satisfactory academic progress and what happens if you are not.

Students' Responsibilities

As a student, it is your responsibility to:

- Review and consider all information before you enroll.
- Contact a representative of Iḷisaḡvik College if you have any question about information you have received from the college.
- Accurately complete your application for student financial aid and submit it by the appropriate deadline. Errors can delay your financial aid. It is the student's responsibility to check the posted deadline dates.
- Apply once a year for Title IV funds; for most scholarships, you must apply every semester.
- Ensure the accuracy of all information. Misrepresenting information is grounds for denial of financial aid, and/or expulsion from college, and you may be subject to prosecution.
- Provide all additional documentation, verification, corrections and/or new information requested by either the financial aid officer or the agency to which you have submitted your application.

- Read and understand all forms that you are asked to sign and keep copies of them.
- Notify the financial aid officer of any change of name, address, marital status, attendance status and all outside scholarships or resources you will receive for educational expenses.
- Know the tax laws related to your financial aid. According to the Tax Reform Act of 1986, all scholarships, fellowships, and federal financial aid grants are counted as taxable income to the extent these awards, either individually or together, exceed the cost of tuition and related expenses. It is the student's responsibility to report all such aid on their tax return.
- Pay all educational expenses owed to Iḷisaḡvik College not covered by financial aid.

TYPES OF FINANCIAL AID

Grants and Scholarships

Grants are usually based on financial need, while scholarships are based on academic merit and promise as well as financial need. These types of financial aid are not loans and do not need to be repaid.

1. FEDERAL PROGRAMS

Federal Pell Grant

The Federal Pell Grant is an entitlement program for undergraduates and based on financial need. Every undergraduate should apply for it by completing and submitting the FASFA to the Department of Education. Once you have applied, the federal processor will send you or the college a student aid report (SAR) indicating whether you qualify for the grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a need based program for recipients who are Federal Pell eligible. The amount of the FSEOG awards range from \$200 to \$2,000 at Iḷisaḡvik College. FSEOG awards are limited and are awarded on a first come first served basis. The student must have remaining need after the Federal Pell is applied to receive FSEOG funds.

Federal Work Study (FWS)

Federal Work Study is a need based program to provide employment in the student's area of educational interest, if at all possible. The Federal Work Study Program (FWS) allows a student to work 20 hours a week while classes are in session. A student receiving FWS funds may work 40 hours a week during vacation times and in the summer if FWS funds are available. A student does not have to be Federal Pell eligible; however, the student must have unmet needs to be considered for FWS funds. The College has positions both on and off campus for FWS recipients. Campus jobs are available to students enrolled for at least six credits and eligible for FWS.

Eligibility – Federal Financial Aid

Students seeking financial aid assistance must meet the following listed conditions to be eligible for most financial aid programs:

1. Be a U.S. citizen or permanent resident
2. Be a high school graduate or have successfully completed the GED certificate
3. Complete and submit a free FAFSA to the Department of Education
4. Meet the admission requirements of the College and be admitted as a regular student
5. Be admitted to an approved degree or certificate program
6. Be enrolled in courses each semester in the approved program of study or approved remedial preparation courses for that program of study
7. Be in good academic standing according to the College's Standards of Academic Progress Policy
8. Submit applications to external scholarship programs and funding agencies by the posted deadline for the scholarship programs
9. Apply every year for Federal Financial Aid

2. LOCAL AND NATIONAL**Native Corporation Scholarships**

Some regional and village corporations provide scholarships to shareholders. It is the student's responsibility to apply before the deadline for local scholarships. Students should contact their regional and village corporations for details on eligibility and application procedures.

Arctic Education Foundation

Arctic Education Foundation (AEF) offers scholarships to ASRC shareholders. Students may contact ASRC at 907.852.8633 for eligibility requirements and application procedures.

In-House Scholarships

These are scholarships that have been given directly to the college. The college is responsible for posting the scholarships and selecting the students who will receive the scholarships. The scholarships are need based.

For more information on eligibility and application procedures, contact the financial aid office at 907.852.1708 or 1.800.478.7337, extension 1708.

Iñisaġvik College has two in-house scholarships: the American Indian College Fund and ConocoPhillips.

The American Indian College Fund – The majority of the funds go to students who are Alaska Native or American Indian. Students must be enrolled in a Tribe (example: Native Village of Barrow) and must fill out the application online at www.thecollegefund.org. Student must also send a digital photo

of himself/herself or go to the financial aid office to have a photo taken.

ConocoPhillips – Qualifications:

- Alaska resident
- Enrolled in an Iñisaġvik College course or program
- Preference given to students taking NSTC, First Aid/CPR, HAZWOPER, and CDL who are not eligible for other sources of funding
- Secondary consideration given to students from North Slope villages
- Pick up an application at the financial aid office

For more information about available grants and scholarships, students may contact their high school counselor or the college financial aid officer, and complete a free scholarship search online at <http://www.fastweb.com>.

Eligibility – Local Scholarships

Most full-time students are eligible to receive some type of financial assistance. Limited funding is also available for students attending part-time. To receive any scholarships the student must:

- Have a high school diploma or have successfully completed a GED certificate
- Be admitted as a regular student
- Be enrolled in a program leading to a degree, certificate or training that results in employment opportunities
- Be making satisfactory academic progress toward an educational goal
- Submit an application to the proper agency administering the scholarship programs

In some cases, the scholarship may be available for specialized training and/or workshops.

3. SPECIAL NOTE

Follow up on scholarship applications. Students should not assume that they will be receiving a scholarship simply because they have turned in the application. Check with scholarship providers to make sure they have received all of the necessary information and continue to follow up until you have received an award letter or letter stating that all scholarships have been awarded.

REMAINING ELIGIBLE FOR FINANCIAL AID

The U.S. Department of Education requires students to maintain satisfactory academic progress toward their degree or certificate in order to be eligible for financial aid. All semesters are reviewed and included in standards of academic progress.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress has the following components to measure a student's progress toward a degree or certificate:

1. The student must maintain a cumulative grade point average of 2.0.
2. Each semester the student must pass 67% of the credits in which s/he is enrolled.
3. Students can receive federal funding up to duration of eligibility, which is up to 150% of the time the program usually requires for completion.

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed each semester.

Financial Aid Probation

Students failing to meet the above requirements for the previous semester will be placed on financial aid/academic probation for the next semester. Students will be notified in writing that they have been placed on probation.

Students will be able to receive aid for the probation term. However, for financial aid eligibility to continue, students must meet the Satisfactory Academic Progress (SAP) requirements by the end of the probation term.

Financial Aid/Academic Suspension

Degree and certificate seeking students who fail to maintain a cumulative 2.0 GPA for two semesters in a row and/or fail to complete at least 67% of the courses in which they are enrolled for two consecutive semesters will be placed on suspension and must stop-out of college for one full semester (fall or spring). Suspension status is recorded on student transcripts.

Students can appeal for reinstatement for financial aid after they have met the one semester stop-out agreement.

Financial Aid Appeal Procedures

A student has the right to appeal financial aid decisions by appealing directly to the Director of Financial Aid. The Director will review the appeal and try to resolve the issue or issues with the student directly. If the attempt to resolve the issue or issues is unsuccessful, the Director has the option to make a decision in the case or refer the appeal to the Financial Aid Advisory Committee. The Committee will make a recommendation on the appeal to the Director. The Director can accept the Committee's recommendation or reject it. The Director has the final authority on all student financial aid appeals.

Students who have been placed on financial aid suspension or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. Financial aid appeal forms can be obtained from the financial aid office.

The appeal and the documentation will be reviewed by the Director of Financial Aid and students will receive written notification of the result of their appeal within 14 days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification. However, for financial aid eligibility to continue, students must meet the Standards of Academic Progress (SAP) requirements by the end of the term specified in the notification. All appeal decisions are final.

PAYMENT OF FINANCIAL AID

There will be three posted financial aid disbursement dates each semester. Financial aid will not be released to a student until the following has been met:

1. Students must be enrolled in the number of credits required by the scholarship or grant.
2. Students are expected to attend class. The financial aid officer will verify attendance for all financial aid recipients.
3. The business office will disburse all financial aid funds.
4. Students should contact the business office with any questions pertaining to financial aid disbursements.

Financial aid will not be released to a student prior to the first day of instruction for the program in which the student is enrolled. All educational expenses must be paid before any remaining balance is to be released to the student. The business office will disburse the funds balances on the posted disbursement dates. Proper identification with a photo ID must be presented before funds will be released.

REPAYMENT OF TITLE IV FUNDS

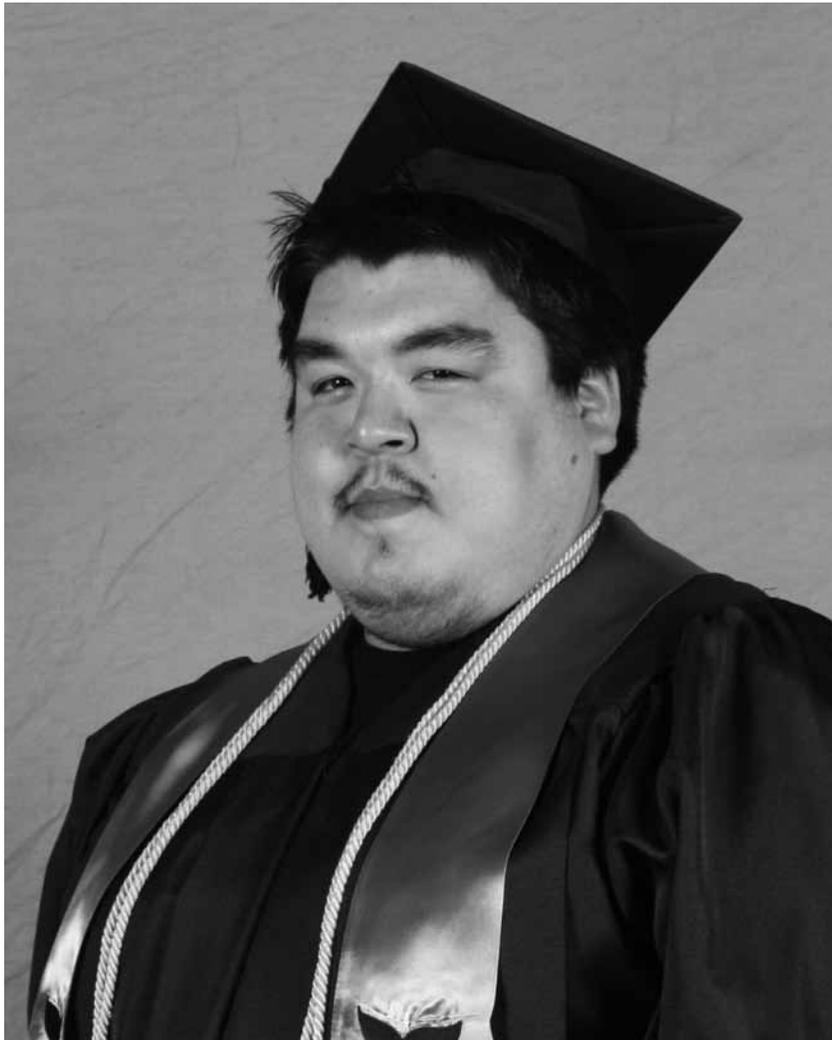
Students may be responsible for repayment of a portion (or all) of the financial aid received for a semester if s/he totally withdraws from classes during the semester. The amount of a refund, repayment or return of federal aid is based on the U.S. Department of Education regulations concerning return of federal financial aid. Any refund or repayment calculation exceeding the amount of the refund determined by college policy will be charged to the student. Students receiving financial aid are encouraged to meet with their academic advisor and with the financial aid officer before making the decision to withdraw from classes.

VILLAGE STUDENT TRAVEL

A student's travel expenses from a home village to attend courses in Barrow will be charged to the student's financial aid account. Student's travel charges must be covered by financial aid before refunds of excess financial aid are awarded. For more information about student travel, or to establish a written travel agreement, call the financial aid officer at 907.852.1708 or 1.800.478.7337, ext. 1708.

Student Rights and Responsibilities

- ◆ Student Responsibility
- ◆ Accommodation for Persons with Disabilities
- ◆ Freedom from Discrimination
- ◆ Freedom from Alcohol and Drugs
- ◆ Freedom from Harassment
- ◆ Freedom from Violence
- ◆ Student Conduct
- ◆ Intervention – Grievance Process
- ◆ Campus Security
- ◆ Wildlife on Campus
- ◆ Access to Records
- ◆ Family Educational Rights and Privacy Act
- ◆ Directory Information



STUDENT RESPONSIBILITY

Admission to Iñisaġvik College carries with it the students' obligations to conduct themselves as responsible members of the Iñisaġvik learning community. As members of the academic community, students are responsible for studying and learning. Iñisaġvik expects student conduct to be in accordance with traditional Iñupiaq values that address behavior within a community.

Students are responsible for fulfilling all program and other requirements and for knowing the information contained in this catalog. All students are expected to know their rights and responsibilities as well as what types of conduct and activities are prohibited. Student rights and responsibilities are outlined in the Student Handbook, available to each student upon admission. Students are required to abide by all regulations concerning campus life and student conduct.

ACCOMMODATION FOR PERSONS WITH DISABILITIES

Iñisaġvik College will make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Iñisaġvik College, Registrar's Office, PO Box 749, Barrow, Alaska 99723 or by calling 907.852.3333, 907.852.1763 or 800.478.7337.

FREEDOM FROM DISCRIMINATION

Iñisaġvik College is committed to a policy of education equity. The college admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to race, color, religion, gender, national origin, marital status, sexual orientation or disabilities. Any person having inquiries concerning college compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, is directed to contact the college Human Resources Department at 907.852.1838.

FREEDOM FROM ALCOHOL AND DRUGS

College policy requires an alcohol and drug free environment for the benefit of all students and staff. The possession, manufacturing, distribution, sale, transportation, and consumption of alcoholic beverages or illegal drugs are strictly prohibited. Violations of this policy may result in immediate dismissal from the college. Students enrolled in certain vocational programs may be subject to alcohol and drug testing.

FREEDOM FROM HARASSMENT

Harassment of any type is expressly forbidden and includes: physical or verbal abuse; sexual harassment; intimidation; or other conduct, including hazing, which unreasonably interferes with, or creates a hostile or offensive learning, living or working environment. Sexual harassment is a

form of student or employee misconduct which includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct or communication of a sexual nature. Other forms of harassment include, but are not limited to inappropriate conduct regarding gender, status, race, physical appearance or characteristics.

FREEDOM FROM VIOLENCE

Threatening or intimidating behavior and violence at any Iñisaġvik College facility are unacceptable behaviors and will not be tolerated. Violence includes any action (verbal, written or physical aggression) that is intended to control or cause, or is capable of causing death, serious bodily injury or harm to oneself or others, or damage to property. Violence includes threats or other conduct that in any way unreasonably interferes with or creates a hostile or offensive learning, living, or working environment. Physical intimidation or harassment may include holding, impeding or blocking free movement, following, stalking, touching or any other inappropriate physical contact or advances.

STUDENT CONDUCT

Whether on or off campus, all students are expected to obey all local, state and federal laws. The following constitute violations of the code of conduct while on campus, while in class, or while representing the college at a community event:

- smoking in undesignated areas
- the possession, manufacturing, transportation, use, sale, distribution or being perceptibly under the influence of any alcoholic beverage or illegal drug, including unauthorized prescription drugs
- threatening or causing a danger or harm to persons, properties, facilities or institutional operations
- knowingly providing false information, making false statements or filing false charges against the college, its employees, or students
- forgery, or alteration or misuse of official college documents, records, funds, or documents of identification
- theft from or damage to facilities or properties belonging to the college or members of the college community
- failure to comply with the directions of college officials in the legitimate performance of their duties
- possession of firearms or other weapons, even if licensed to do so, on campus
- setting off or tampering with any emergency or security equipment, alarms or devices

continued

- unauthorized access to a computer system or electronic equipment owned by the college, including copyrighted property
- engaging in harassment, sexual or otherwise, toward any member of the college community; engaging in lewd, indecent, or obscene behavior; or using college resources to view or produce lewd, indecent, or obscene material
- unauthorized entry into any locked or secured college property
- participating in an activity that materially or substantially interferes with the legitimate functions of the college or the private rights and privileges of others
- failure to comply with a request to identify oneself

INTERVENTION – GRIEVANCE PROCESS

The college has found that it is beneficial to intervene quickly in student disputes, disruptive behavior or violations of college policy. An intervention group can be called into session at any time whether or not a complaint has been filed. Every effort will be made to resolve the problem informally and directly with all involved.

Generally, the intervention group will meet as soon as possible after the members are notified of a problem or violation that may not be resolved informally. The intervention group may be comprised of the Dean of Students, Student Advocate, the student advisor, instructor(s), and one or more student representatives.

The intervention group will be guided by the Iñupiaq values in resolving problems and making recommendations.

The intervention group reviews and evaluates the complaint. The student may present information to aid in the recommendation for problem resolution. Should the student not attend the interview, the intervention group will review the facts of the case in the student’s absence. The group may create behavior contracts on behalf of the college and may recommend disciplinary actions it deems appropriate, up to and including expulsion from a student’s educational program and/or the residential center.

If the student disagrees with the recommendations of the intervention group, the case will be referred to the Dean of Instruction and Workforce Development. The Dean will review the recommendation and may interview intervention group members, students and others to determine if the recommendation was appropriate. If the Dean finds the recommendation to be valid, the recommendation will be upheld. If the student continues to disagree, the matter may be referred to the President. The President may choose to review the case, appoint a designee to review the case, or take no action. If the President chooses not to intervene, the recommendation stands.

CAMPUS SECURITY

The safety of our students, faculty and staff is of utmost importance. When the college identifies a potential threat or harm to students, staff or property, college administration will immediately take action to ensure safety including, but not limited to: room searches, lock-down, evacuation, or student expulsion.

The residential center and main campus utilize a digital surveillance system to ensure the safety of students and their property.

Under the federal government’s Campus Security Act, Iñisaġvik College must distribute and make available to students an annual security report containing a description of programs established to support safety, as well as related policies and statistics. This report is available upon request from the college facilities director.

WILDLIFE ON CAMPUS

Iñisaġvik is located on the Chukchi Sea. It is common to see arctic foxes and polar bears on and around campus. Wild animals are dangerous and unpredictable. Students, staff and visitors are strongly encouraged to maintain a safe distance from them and notify college staff or faculty immediately upon spotting them on campus.

College staff will make every effort to warn students of wildlife sighted around campus.

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean of Instruction and Workforce Development, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official to whom the records request was made does not maintain them, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to ask the college to amend an education record that the student believes is inaccurate or misleading. Students should write the appropriate college official clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. A list of who qualifies as a school official can be obtained from the college.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act protects a student's right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, or gender.

DIRECTORY INFORMATION

Directory Information is information that can be released to the public without permission from the student.

Directory Information at Iñisaġvik College:

- Student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers)
- Names and dates of previous high schools and colleges attended
- Classification (Freshman, Sophomore), enrollment status
- Major field of study
- Dates of attendance and anticipated date of graduation
- Participation in officially recognized activities
- Degrees and awards granted



Student Services

- ◆ Student Government
- ◆ Service to Our Community
- ◆ Student Organizations
- ◆ Student Orientation
- ◆ Recreation and Cultural Activities
- ◆ Computer Services
- ◆ Bookstore
- ◆ Distance Education
- ◆ Tuzzy Consortium Library
- ◆ Academic Assistance
- ◆ Adult Basic Learning Program
- ◆ General Education Development (GED) Testing
- ◆ English as a Second Language (ESL)
- ◆ Student Employment
- ◆ Job Placement
- ◆ Internships
- ◆ Food Services



STUDENT SERVICES

Student leaders and staff in student services invite all students to explore the services and student programs offered through Iḷisaġvik College. Barrow and village-based student services staff provide individualized student assistance, advocacy, strength-based counseling, referral services and academic assistance. Life-skills and college-success seminars are scheduled on a regular basis. Our Iḷupiaq values are the foundation for all programs and services.

STUDENT GOVERNMENT

In keeping with the long-time regional goal of self-determination and governance, Iḷisaġvik College strongly encourages its students to participate in leadership building activities. Iḷisaġvik's student government is the official representative body of students. Student leaders represent student views to the Board of Trustees, administration, staff and faculty and assist in outreach efforts on behalf of the college. Elections are held each fall. Full-time, part-time, residential and non-residential students are encouraged to participate. For more information, contact the student government advisor at 907.852.1730.

SERVICE TO COMMUNITY

Iḷisaġvik College supports a community of people committed to its mission. Students are encouraged to become involved in all programs, services and opportunities available. Service to family, elders and community is vital. Students have worked on a number of class and community projects that reflect this service.

STUDENT ORGANIZATIONS

Students have joined together to form an Iḷisaġvik College community basketball team, an organization of Native artisans and crafters, a computer club, and other activities. Any suggestions for student organizations and activities are welcome. Please contact 907.852.1809.

STUDENT ORIENTATION

Orientation is a series of planned events at the beginning of each semester that allows students to become familiar with their college. Orientation occurs prior to the first day of classes each semester and is a time when students are able to meet other students, faculty and staff. Organized by student services, orientation assists students through the registration and enrollment process.

RECREATION AND CULTURAL ACTIVITIES

Student Services staff provide numerous formal and informal recreational and cultural activities to enhance the learning environment.

Student Services maintains a recreation center on the main college campus. It is equipped with a basketball court, ping-pong and pool tables, weight machines, treadmill, stair steppers and other recreational equipment. Hours are posted on the Iḷisaġvik web site.

COMPUTER SERVICES

The Information Systems (IS) department provides local campus network, computing, telephone, and online services as well as a variety of important and useful technology-related services to students, staff and faculty.

E-Mail Access

Email accounts are available to all students, staff and faculty. Visit or contact the Information Systems department for more information.

Computer Labs

Open computer labs for all students are located at the main campus. These labs are generally accessible weekdays, evenings, and Saturdays, with specific hours for each posted at their location. An additional lab with programs for academic and recreational use by residential students is available in the residential center. Additional computers are available at the Tuzzy Consortium Library and through the village liaison offices located in the North Slope Borough Teleconference Center in each village.

Computing services are free to Iḷisaġvik students. Students using computers for academic purposes in open labs have priority over students using computers for other purposes. Students may obtain access to the Internet by filling out a network access form obtained from Information Services. Call 907.852.1776 for forms and information or e-mail: helpdesk@ilisagvik.edu.

Users of college computer labs are expected to:

- Respect the privacy of other users and their material
- Treat all computer equipment with care
- Maintain the integrity of the networks by not altering the network software or data
- Comply with all proper use requirements, including ethical and legal use of software

BOOKSTORE

The Iḷisaḡvik College bookstore is located in the main building, just off the lobby. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased in the store or by e-mail or telephone. Payment may be made through financial aid, credit cards, cash, checks or money orders. We also carry books on Iñupiaq language and culture and Arctic natural science, as well as biographies, stories, novels and children's books with Native and Arctic themes and Iḷisaḡvik-logo clothing and gifts. For questions, or to place a telephone order, call 907.852.1815, or 1.800.478.7337, extension 1815.

DISTANCE EDUCATION

Iḷisaḡvik College offers distance education via web-based online courses, video technology, teleconference and independent study. Services are provided in each village across the North Slope Borough. Village liaisons assist students in applying to Iḷisaḡvik, registering for courses, assist in training on use of technology, and referring them for available financial aid. Each village has computers for use in college studies.

TUZZY CONSORTIUM LIBRARY

The Tuzzy Consortium Library is named in honor of the late Evelyn Tuzroyluk Higbee and serves students, faculty, staff and the public throughout the North Slope. As a college library, the collection is developed in support of the mission of Iḷisaḡvik College. The library has a growing Alaska/circumpolar collection with an emphasis on information relating to the Arctic, polar regions, the North Slope, and Iñupiat history, language and culture.

The library's online catalog can be accessed at www.tuzzy.org. The online catalog is shared in partnership with the University of Alaska Fairbanks. All of the holdings of the Tuzzy Library and its branches in the villages of the North Slope, as well as all branches of UAF, can be searched through this link. The library also provides reference service and research assistance. Material may be requested from other libraries through interlibrary loan (ILL) services. Requests for interlibrary loan materials can be e-mailed, phoned or faxed to the library. Requests are usually filled in eight to twelve days.

The Tuzzy Consortium Library, located in the Iñupiat Heritage Center on North Star Street, is open six days a week, Monday through Thursday from 12:00 p.m. to 9:00 p.m. and Friday and Saturday from 12:00 p.m. to 5:00 p.m. The library can be contacted through email at tuzzy@tuzzy.org, phone at 907.852.4050 or by fax 907.852.4059. The library maintains a toll free number for village students at 800.478.6916.

ACADEMIC ASSISTANCE

Assistance is available for Iḷisaḡvik students, other college students and community members who need academic support. Faculty and staff provide assistance in English, math, computing and program-specific coursework. The Learning Resource Center is located in the main building at the NARL campus or students may access assistance online or by phone at 852.1760. For more information, visit our website.

ADULT BASIC EDUCATION

The Iḷisaḡvik College Adult Basic Education (ABE) program, located in Hut 60 on the main college campus, helps adults improve their basic skills in reading, writing, and mathematics for educational, vocational and personal success. The needs of individual students are met through diagnostic testing and individual study plans. Students work at their own paces. All services are free. The ABE program is an open entry/open exit program. Each village also has an ABE program. Contact the main office of ABE at 852.1741.

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

Iḷisaḡvik offers GED preparation and testing at Hut 60 on the main college campus. Students wishing to earn a high school equivalency diploma from the Alaska State Department of Labor may register at any time. Sixteen and seventeen-year-old students must be officially separated from their school districts to enroll and must have written agreement from their parent or guardian. Contact 852.1741.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) assistance and small group classes provide the opportunity for individuals fluent in another language to strengthen their English speaking, reading and writing skills. Participants may register at any time. Contact 852.1741.

STUDENT EMPLOYMENT

Iḷisaḡvik College provides employment opportunities for qualified students. Student employment will normally not exceed 20 hours per week during a semester. For information on eligibility criteria for student employment, contact the financial aid officer.

JOB PLACEMENT

The job placement office is located in the Iḷisaḡvik College Human Resources office on the main campus. The job board lists jobs available on-slope and statewide. The office also provides access to online worldwide employment opportunities.

The Savaat Center on the 2nd floor of the Wells Fargo Bank building in Barrow also provides career counseling and job placement assistance.

INTERNSHIPS

Iḷisaḡvik College offers all students assistance with internships, job shadows, on-the-job training and job placement. Students selected for internship positions must be in good academic standing with the college, degree-seeking, and possess demonstrated proficiencies. The work must provide an opportunity to meet academic, educational, and career objectives.

FOOD SERVICES

A full service cafeteria is open to students, faculty, staff and the general public. Hours are posted on the Iḷisaḡvik web site.

Each year, students work with kitchen staff to review and revise the menu to ensure the kitchen serves culturally appropriate and appetizing meals.

Student Meal Plans

All meals are served in the cafeteria. The meal plan includes breakfast, lunch and dinner Monday through Saturday; also including brunch (all you can eat), and dinner on Sundays. "To-go" meals are a regular portion size. With advance notice, the dining staff can serve meals in a "to-go" container for students who have classes until after closing time or under special circumstances for students who cannot be in the dining room during the regular meal hours.

Campus Dining Expectations and Policies

- Patrons are expected to consume the food they select. Guests are encouraged to enjoy all meals, but reminded not to waste food and/or supplies.
- Student meal plan service starts with lunch the day the residential facility opens and ends with lunch the day the residence hall closes.
- Generally, food must be consumed in the cafeteria. With the exception of pre-arranged "to-go" meals and sack lunches, students may not take food out of the dining room for later consumption or for giving to others. Plastic ware is available if meals are taken "to go." Unused meals may not be transferred to any other person.
- Dining customers are expected to return trays of used dishes to the dish return rack.
- Alaska health laws require patrons to wear a shirt and shoes in the dining areas.
- Guests are welcome, but must pay for their meals with cash, a check or a credit card.
- Students not living on campus may purchase individual meal cards by contacting the business office directly.

Special Dietary Needs

With advance notice, every effort will be made to accommodate individual dietary needs.

Special Dining Events

Iḷisaḡvik's Food Services is operated by the College. The cook and kitchen staff often help with many of the student activities and special events throughout the school year.

Examples of such activities may include:

- Welcome Bar-b-que
- Traditional Potlucks
- Invite-an-Elder-to-Dinner Day
- Get-to-Know-Your-Instructor Day
- Traditional St. Patrick's Day Dinner

RESIDENTIAL SERVICES

Iḷisaḡtuat Tuksumaviat – A Place for Students to Feel at Home

Iḷisaḡvik College operates a residential facility for full-time students. A cafeteria, lounge area, limited recreational equipment, laundry services and dormitory housing are available for students. The center is supervised by a dorm parent who ensures a safe, secure, culturally-rich, learning environment. All students living on campus are required to participate in an orientation program at the beginning of each semester designed to familiarize them with dorm rules and regulations and the programs and services available at the college. Residential students are required to attend various seminars throughout the semester designed to increase their success in all facets of college life.

HOUSING APPLICATION AND ADMISSION

Students may apply for campus housing by completing a residential housing application. Students are encouraged to submit this application along with their admission application. Residential housing applications are available at the main campus building and the North Slope Borough teleconference offices.

Admission to school residential facilities will be on a "first come, first served" basis, with North Slope residents given priority over off-slope applicants. Students accepted into housing will be notified in writing before the beginning of their planned semester at the college. Students living in the residential center must maintain full-time student status unless approved by the Dean of Instruction and Workforce Development.

FAMILY HOUSING

Iḷisaḡvik has limited family housing available. Students requiring family housing must follow the application and admission procedure described above. The Student Life Manager works with TNHA to secure appropriate living space for eligible students and their families. All family housing is off campus.

Programs

Associate of Arts Degree

Teachers for the Arctic

Iñupiaq Studies

Iñupiaq Fine Arts Certificate
Iñupiaq Language Certificate
Iñupiaq Studies Associate of Arts Degree

Allied Health

ASSOCIATE OF SCIENCE
Allied Health

ASSOCIATE OF ARTS
Human Services Emphasis

CERTIFICATE PROGRAMS
Allied Health
Medical Coding Specialist
Certified Nurse Aide

TRAINING PROGRAMS
Dental Assistant Trainee

Business

ASSOCIATE OF APPLIED SCIENCE
Accounting
Business and Management
Office Administration

CERTIFICATE PROGRAMS
Accounting Technician I and II

BUSINESS AND MANAGEMENT
Excellence in Public Service
Grants Management
Public Management Certificate
Village - Tribal Management
Business Specialist I and II
Entrepreneurship/Small Business-Management Certificate

OFFICE ADMINISTRATION
Office Administration I and II

Information Technology

IC-3 - Internet and Computer Core Certification
COMP TIA A+ Certification
COMP TIA Network+ Certification
Information Technology Specialist I and II

Emergency Services

ASSOCIATE OF APPLIED SCIENCE
Emergency Services

CERTIFICATE PROGRAMS
EMT: Emergency Medical Technician I
Firefighter I

Vocational Trades

CERTIFICATE PROGRAMS
Carpentry I
Electrical I, II, III, and IV Basic
Electrical I and II Advanced
Plumbing I, II, III and IV
Pipeline Insulation I
Scaffolding I
Pipefitting I

Heavy Equipment Operations

CERTIFICATE PROGRAMS

Heavy Truck Operations
Heavy Equipment Operations
Vac-Truck Operations

Community and Workforce Development

Adult Basic Education (ABE)

General Education Diploma (GED)

Jump Start

Distance Education

Associate of Arts Degree

The Associate of Arts degree offers students an opportunity to explore a variety of disciplines, focus on specific interests, or take specialized courses required in their anticipated baccalaureate programs. The program incorporates the history, values, traditions and knowledge systems of the Iñupiat to enhance student learning.

The AA degree is usually considered a transfer degree and can serve as the freshman and sophomore years at four-year colleges and universities. Students wishing to transfer are strongly urged to meet with their academic advisors early in their freshman year. The AA degree is also an excellent preparation for many career fields.

The general education portion of the Associate of Arts degree consists of core courses providing a base of knowledge in several domains.

Program Outcomes

Upon successful completion of the Associate of Arts degree, graduates will be able to:

1. Identify and ask focused questions; apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.
2. Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
3. Construct and analyze graphs and tables and translate from one form to another.
4. Critically evaluate complex communication in literary, social, cultural and/or scientific documents.
5. Communicate complex ideas clearly both in written and spoken English.
6. Demonstrate an understanding of Iñupiaq world view through history, language, performing and/or fine arts traditions.
7. Demonstrate an understanding of the history, values, arts, traditions and knowledge systems of world cultures including indigenous peoples.

8. Retrieve information using electronic methods and traditional library methods. Evaluate the validity of research sources, analyze primary and secondary resources, and organize a research essay and/or oral presentation demonstrating the appropriate research and documentation process.
9. Demonstrate basic computer literacy including Internet access, electronic communications (email and attachments), and basic software applications including word processing.
10. Integrate and practice Iñupiaq knowledge, culture, and values in classroom and other interpersonal settings.

Program Entry and Timing

The AA program is designed to accommodate full and part-time students. Students may begin at any point and may take classes for which they meet the prerequisites.

Course Requirements

The following matrix (page 44) is designed to assist in program planning and may be modified by the student in order to meet specific requirements of the intended four-year program at a university. Each student is urged to consult with an academic advisor early in his/her freshman year to plan a program of study with reference to a specific four-year program at a university.

Notes:

1. All credits must be at the 100 level or above with at least 20 credits at the 200 level.
2. Two semester-length courses in a non-English language (e.g. Iñupiaq) may substitute for one (3 credit hours) of the required Humanities and Social Science courses.
3. A student who achieves the IT competency rating through testing at admission will add equivalent General Electives Credit requirements so that in all cases an AA degree will require 60 credit hours.

ASSOCIATE OF ARTS DEGREE

Associate of Arts – Course Requirements				
Communications (9 credits)				Credits
COMM 131X	Fundamentals of Oral Communication			3
ENGL 111X	Introduction to Academic Writing			3
<i>Complete ONE of the following :</i>				
ENGL 211X	Academic Writing About Literature			3
ENGL 213X	Academic Writing About the Social and Natural Sciences			3
Mathematics, Science and Technology (11-12 credits)				
MATH	MATH 103X, Math 105, or Math 107X			3 – 4
IT 100	Introduction to Online Learning (or demonstrate competency)			1
LS 101X	Library Information and Research			1
<i>Complete ONE of the following :</i>				
BIOL 100X	Human Biology			4
BIOL 103X	Biology and Society			4
BIOL 104X	Natural History of Alaska			4
CHEM 103X	Introduction to General Chemistry			4
GEOS 100X	Introduction to Earth Science			4
<i>Complete ONE:</i>				
	Math or Science Elective			3
Iñupiaq Studies (6 credits)				
Complete 6 credits in 100 or 200 level IñU language and/or culture courses.				
Humanities and Social Science (15 credits)				
Complete 15 credits (3 credits from each column): see note 2 on previous page for exception				
A. Indigenous Peoples Perspectives	B. Art and Culture Perspectives	C. Global Perspectives	D. U.S. Perspectives	E. Individual and the Community Perspectives
ANTH 242 Native Cultures of Alaska	ART 200X Aesthetic Appreciation	HIST 100X Modern World History	HIST 117 US History	PSY 101 Introduction to Psychology
HIST 115 Alaska, Land and Its People	HUM 201X Unity in the Arts	ANTH 100X Individual, Society and Culture	ECON 100X/ PS 100X Political Economy	PSY 150 Lifespan Development
ANS 240 Alaska Natives in Film		ENGL 200X World Literature		JUST 110 Introduction to Justice
IñU 220 North Slope Iñupiaq History, Language, and Culture				SWK 103 Introduction to Social Work
HIST 200 Native American History				Any 3 credit HUMS course
General Electives (18 – 19 credits)				
Select any combination of 100 or 200 level courses NO COURSE CAN BE COUNTED MORE THAN ONCE TO MEET A REQUIREMENT IN MORE THAN ONE CATEGORY (18 – 19 credits)				
Associate of Arts – Total Credits				60

Iñupiaq Studies

The Iñupiaq Studies program is designed to accommodate full and part-time students. Students may begin at any point and may take classes for which they meet the prerequisites.

IÑUPIAQ FINE ARTS CERTIFICATE

Students who wish only to pursue the Certificate in Fine Arts and do not meet the general admission requirements may be admitted to the certificate program upon the recommendation of the faculty advisor when s/he sees evidence of potential success.

Iñupiaq Fine Arts Certificate		Credits
ART 105	Beginning Drawing	3
ART 113	Introduction to Painting	3
<i>Complete ONE of the following :</i>		
ART 212	Baleen Art	3
ART 220	Fundamentals of Carving	3
<i>Complete TWO of the following :</i>		
IÑU 213	Iñuit Storytelling	3
IÑU 214	Iñupiaq Drum Construction and Use	3
IÑU 257	Traditional and Contemporary Skin Sewing	3
IÑU 260	Iñupiaq Songs, Dance and Drumming	3
Iñupiaq Fine Arts Certificate – Total Credits		15

With the approval of the Iñupiaq Studies Coordinator, other ART courses may occasionally be substituted for up to 3 credits.

Iñupiaq Language Certificate I		Credits
IÑU 102	Conversational Iñupiaq I	3
IÑU 103	Conversational Iñupiaq II	3
IÑU 111	North Slope Iñupiaq Grammar I	3
IÑU 112	North Slope Iñupiaq Grammar II	3
<i>Complete ONE of the following :</i>		
IÑU 213	Iñuit Storytelling	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
Iñupiaq Language Certificate I – Total Credits		15

Students who can demonstrate proficiency in IÑU 102 and/or IÑU 103 may challenge the course(s) through Credit-by-Examination

Iñupiaq Language Certificate II		Credits
Complete the requirements for Iñupiaq Language Certificate I		15
IÑU 202	Conversational Iñupiaq III	3
IÑU 203	Conversational Iñupiaq IV	3
IÑU 211	North Slope Iñupiaq Grammar III	3
IÑU 212	North Slope Iñupiaq Grammar IV	3
<i>Complete ONE of the following not completed in Language I Certificate :</i>		
IÑU 213	Iñuit Storytelling	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
Iñupiaq Language Certificate II – Total Credits		30

IÑUPIAQ STUDIES ASSOCIATE OF ARTS DEGREE

Course Requirements

Iñupiaq Studies students must complete the following specialization and related instruction requirements: Students must complete 60 credits at the 100 level or above, with at least 20 of the 60 credits earned at the 200 level or above. Courses are distributed among degree requirements and electives.

Program Outcomes

Upon successful completion of the Iñupiaq Studies program, graduates will:

- Achieve a fundamental knowledge of Iñupiaq grammatical construction.
- Achieve and advance their capability to understand and then respond back in fluent Iñupiaq.
- Gain an appreciation of the centrality of language to culture as well as gained a basic understanding of the influences on Iñupiaq art across the North Slope.
- Develop objects of art in the Iñupiaq style using at least three different media; refined artistic skills in one or more media.
- Demonstrate increased understanding of the relationship of Iñupiaq culture to the land, sea and animals.
- Perpetuate the mission of the college and North Slope through integration of their studies into personal and professional life.

Iñupiaq Studies AA Degree – Course Requirements		
Communications (9 credits)		Credits
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<i>Complete ONE of the following :</i>		
ENGL 211X	Academic Writing About Literature	3
ENGL 213X	Academic Writing About the Social and Natural Sciences	3
Mathematics, Science and Technology (12 credits)		
MATH	MATH 103X or higher	3
IT 100	Introduction to Online Learning (or demonstrate competency)	1
LS 101X	Library Information and Research	1
<i>Complete ONE of the following :</i>		
BIOL 100X	Human Biology	4
BIOL 103X	Biology and Society	4
BIOL 104X	Natural History of Alaska	4
CHEM 103X	Introduction to General Chemistry	4
GEOS 100X	Introduction to Earth Science	4
<i>Complete ONE:</i>		
	Math or Science Elective	3
Humanities and Social Science (15 credits)		

continued

Complete 15 credits (3 credits from each column): See note* below.				
A. Indigenous Peoples Perspectives	B. Art and Culture Perspectives	C. Global Perspectives	D. US Perspectives	E. Individual and the Community Perspectives
ANTH 242 Native Cultures of Alaska	ART 200X Aesthetic Appreciation	HIST 100X Modern World History	HIST 117 US History	PSY 101 Introduction to Psychology
HIST 115 Alaska, Land and Its People	HUM 201X Unity in the Arts	ANTH 100X Individual, Society and Culture	ECON 100X / PS 100X Political Economy	PSY 150 Lifespan Development
ANS 240 Alaska Natives in Film		ENGL 200X World Literature		JUST 110 Introduction to Justice
IÑU 220 North Slope Iñupiaq History, Language, and Culture				SWK 103 Introduction to Social Work Any 3 credit HST course
HIST 200 Native American History				
IÑU 213 Iñuit Storytelling				
Iñupiaq Studies (24 credits)				
Iñupiaq Language	(Select 9 credits from the following courses)			
	IÑU 102	Conversational Iñupiaq I	3 cr	
	IÑU 103	Conversational Iñupiaq II	3 cr	
	IÑU 111	North Slope Iñupiaq Grammar I	3 cr**	
	IÑU 112	North Slope Iñupiaq Grammar II	3 cr**	
	IÑU 202	Conversational Iñupiaq III	3 cr	
	IÑU 203	Conversational Iñupiaq IV	3 cr	9
Iñupiaq Art and Culture	(Select 3 credits from the following courses)			
	IÑU 213	Iñuit Storytelling	3 cr	
	IÑU 214	Iñupiaq Drum Construction and Use	3 cr	
	IÑU 220	North Slope Iñupiaq History, Language and Culture	3 cr**	3
Iñupiaq Studies Electives	(Select 6 credits from the following courses)			
	ART 212	Baleen Art	3 cr	
	ART 220	Fundamentals of Carving	3 cr	
	IÑU 257	Traditional and Contemporary Skin Sewing	3 cr	
	IÑU 260	Iñupiaq Songs, Dances and Drumming	3 cr	6
	(Select 6 credits from the following courses)			
	ART 105	Beginning Drawing	3 cr	
	ART 113	Introduction to Painting	3 cr	
	IÑU 210	Iñupiaq Land Use, Values & Resources	3 cr**	6
Iñupiaq Studies AA Degree – Total Credits				60

** Not available for credit by examination. IÑU 210 may be substituted for IÑU 220.

IÑUPIAQ STUDIES ASSOCIATE OF ARTS DEGREE

The two year class rotation is as follows:

Fall (odd # years)		Credits
ART 105	Beginning Drawing	3
ART 220	Fundamentals of Carving	3
IÑU 102	Conversational Iñupiaq I	3
IÑU 202	Conversational Iñupiaq III	3
IÑU 111	North Slope Iñupiaq Grammar I	3
IÑU 211	North Slope Iñupiaq Grammar III	3
IÑU 214	Iñupiaq Drum Construction and Use	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
IÑU 257	Traditional and Contemporary Skin Sewing	3
Fall (even # years)		Credits
ART 105	Beginning Drawing	3
ART 220	Fundamentals of Carving	3
IÑU 102	Conversational Iñupiaq I	3
IÑU 202	Conversational Iñupiaq III	3
IÑU 111	North Slope Iñupiaq Grammar I	3
IÑU 214	Iñupiaq Drum Construction and Use	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
IÑU 257	Traditional and Contemporary Skin Sewing	3

Spring (even # years)		Credits
ART 113	Introduction to Painting	3
ART 212	Baleen Art	3
IÑU 103	Conversational Iñupiaq II	3
IÑU 203	Conversational Iñupiaq IV	3
IÑU 112	North Slope Iñupiaq Grammar II	3
IÑU 212	North Slope Iñupiaq Grammar IV	3
IÑU 213	Iñuit Storytelling	3
IÑU 260	Iñupiaq Songs, Dances and Drumming	3
Spring (odd # years)		Credits
ART 113	Introduction to Painting	3
ART 212	Baleen Art	3
IÑU 103	Conversational Iñupiaq II	3
IÑU 112	North Slope Iñupiaq Grammar II	3
IÑU 212	North Slope Iñupiaq Grammar IV	3
IÑU 203	Conversational Iñupiaq IV	3
IÑU 213	Iñuit Storytelling	3
IÑU 260	Iñupiaq Songs, Dances and Drumming	3
Summers		Credits
IÑU 210	Iñupiaq Land Use Values and Resources	3

The above rotation allows a student who is pursuing a certificate in either Iñupiaq Fine Arts or the Iñupiaq Language Certificate I and II to complete those certificates. For those who applied for the Iñupiaq Language Certificate II, we will offer the IÑU 211 and 212 in place of IÑU 111 and 112 on an as needed basis.

TEACHERS FOR THE ARCTIC

Teachers for the Arctic is a teacher preparation program at Iłisaġvik for early childhood education, elementary education or secondary education. Students interested in a teaching career should enroll in the Associate of Arts degree (AA) program at Iłisaġvik College and, following successful completion of the degree, transfer to participating colleges such as the University of Alaska Fairbanks, the University of Alaska Anchorage or Alaska Pacific University, to obtain a baccalaureate degree in education. The AA degree at Iłisaġvik provides the first two years of study for these degrees. Participants will also have an opportunity to take distance delivery classes from these universities if they choose to work and stay with their family. The Teachers for the Arctic program will support them in all these efforts.

Today, there are only a handful of certified teachers who are Iñupiaq or who have grown up on the North Slope. The Teachers for the Arctic program has been established to try to reverse this trend. Schools in this region are in dire need of Iñupiaq teachers to serve as role models for the youth of this region. The Teachers for the Arctic program would like to encourage those who may be interested in teaching in North Slope Borough schools to contact the program coordinator and enroll in the AA program at Iłisaġvik. Teaching can be such a gratifying profession, and helping young people learn and achieve their goals provides substantial satisfaction. In addition to this personal satisfaction, teaching careers also offer good benefits, like summers off for subsistence hunting. Anyone interested in entering this program will need to be dedicated, caring and committed to making a difference in the lives of youth. The program seeks to enroll enthusiastic learners who will be able to become role models for their communities.

Become a teacher for the future. Become a Teacher for the Arctic.

Contact Martha Stackhouse at 852.6704 or email: martha.stackhouse@ilisagvik.edu.

Allied Health

Allied Health Programs prepare local residents for health careers. In addition to academic offerings, Iñisaġvik College collaborates with the Arctic Slope Native Association and the North Slope Borough in offering internship experience. Some programs will be offered as employment opportunities become available, for example, the Dental Assistant Trainee program and the Certified Nurse Aide and Personal Care Attendant training programs.

Admission Requirements and Prerequisites

Students must meet general admission requirements and meet criminal background check requirements necessary to work in the medical field. Allied Health courses may require separate admission requirements and acceptance.

ASSOCIATE OF SCIENCE DEGREE IN ALLIED HEALTH

Program Outcomes

Upon successful completion of the Associate of Science in Allied Health degree, graduates will:

- Identify and ask focused questions, and apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.
- Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
- Demonstrate competency in the methodologies used to study living systems, with a focus on human biology.
- Identify the significant epidemiological, social and community changes on the North Slope as a result of first contact.
- Be prepared to pursue paraprofessional or professional degree in the health care field of their choice.

Associate of Science in Allied Health		
Course Requirements:		Credits
BIOL 100X	Human Biology	4
BIOL 211X	Human Anatomy and Physiology I	4
BIOL 212X	Human Anatomy and Physiology II	4
HLTH 101	Introduction to Health Professions	3
HLTH 204	Medical Terminology	3
	Allied Health electives (<i>see Allied Health advisor</i>)	23
General Requirements:		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
LS 101X	Library Information and Research	1
MATH 105	Basic College Algebra	3
<i>Complete ONE of the following :</i>		
PSY 101	Introduction to Psychology	3
PSY 150	Lifespan Development	3
<i>Complete ONE of the following :</i>		
ANTH 100X	Individuals, Society and Culture	3
BUS 155	Human Relations	3
	Humanities or Human Services elective	3
<i>Complete ONE of the following :</i>		
ANTH 242	Native Cultures of Alaska	3
IÑU 102	Conversational Iñupiaq I	3
IÑU 103	Conversational Iñupiaq II	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
HIST 115	Alaska, Land and Its People	3
Associate of Science in Allied Health - Total Credits		60

Allied Health Electives

A variety of electives can be chosen from the list below. The combination of electives that best fits the student will depend on the paraprofessional or professional program being applied for after obtaining the AS degree in Allied Health. Popular programs include nursing, paramedic, medical technology, radiology technology, pharmacy, and medicine. The student should contact the Allied Health advisor for more information on these choices.

		Credits
BIOL 105	Fundamentals of Biology I	4
BIOL 106	Fundamentals of Biology II	4
BIOL 240	Introduction to Microbiology	4
CHEM 103	Introduction to General Chemistry	4
HLTH 103	Introduction to Nutrition	3
HLTH 270	Introduction to Pathology	3
HLTH 271	Introduction to Pharmacology	3
HLTH 299	Allied Health Internship	1 – 3
MATH 107X	Functions of Calculus	4
PSY 240	Developmental Psychology	3

ASSOCIATE OF ARTS WITH HUMAN SERVICES EMPHASIS

For students interested in Human Services, please follow the requirements for the Associate of Arts degree. Contact the Allied Health advisor for more information. This transfer degree is ideal for students interested in psychology, counseling, social work, behavioral health and substance abuse specialties. The following courses would be added for the general electives under that degree:

		Credits
HUMS 125	Introduction to Addictive Processes	3
HUMS 205	Basic Principles of Group Counseling	3
HUMS 210	Crisis Intervention and Grief Counseling	3
HUMS 215	Individual Interviewing and Assessment	3
HUMS 255	Substance Abuse Counseling	3
HUMS 260	History of Alcohol in Alaska	1
HUMS 271	Ethics in Human Service	3



ALLIED HEALTH CERTIFICATE

Program Outcomes

Upon successful completion of the Allied Health Science Certificate, graduates will:

- Identify and ask focused questions, and apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.
- Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
- Demonstrate competency in the methodologies used to study living systems, with a focus on human biology.
- Identify the significant epidemiological, social and community changes on the North Slope as a result of first contact.
- Be prepared for entry level work in healthcare and/or to continue pursuing an Associate of Science in Allied Health degree.

Allied Health Certificate		
Course Requirements:		Credits
BIOL 100X	Human Biology	4
BIOL 211X	Human Anatomy and Physiology I	4
BIOL 211X	Human Anatomy and Physiology II	4
HLTH 101	Introduction to Health Professions	3
HLTH 204	Medical Terminology	3
Allied Health electives (see Allied Health advisor)		6
<i>Complete ONE of the following :</i>		
PSY 101	Introduction to Psychology	3
PSY 150	Lifespan Development	3
SWK 103	Social Work in Human Services	3
<i>Complete ONE of the following :</i>		
MATH 105	Business Math	3
BUS 105	Basic College Algebra	3
<i>Complete ONE of the following :</i>		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
Allied Health Certificate – Total Credits		33

MEDICAL CODING SPECIALIST CERTIFICATE

Program Outcomes

Upon successful completion of the Certificate of Medical Coding Specialist graduates will:

- Assign diagnostic and procedure codes using ICD coding system.
- Assign procedure codes using HCPCS/CPT coding system.
- Adhere to security, privacy and confidentiality policies.
- Perform mathematical calculations involving algebra.
- Support data collection and reimbursement system.
- Communicate in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Be prepared to take national credentialing exams.

Medical Coding Specialist Certificate		
Course Requirements:		Credits
BIOL 100X	Human Biology	4
HLTH 204	Medical Terminology	3
HLTH 270	Introduction to Pathology	3
HLTH 271	Introduction to Pharmacology	3
HLTH 299	Allied Health Internship	1 – 3
HIM 110	Introduction to Health Management	3
HIM 210	ICD-9-CM Coding	3
HIM 211	CPT-4 Coding	3
HIM 215	Health Insurance Claims Processing and Reimbursement	3
General Requirements:		
<i>Complete ONE of the following :</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra	3
<i>Complete ONE of the following :</i>		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
Medical Coding Specialist Certificate – Total Credits		32

CERTIFIED NURSE AIDE CERTIFICATE

Program Outcomes

These training courses are offered in conjunction with Tanana Valley Campus of University Alaska Fairbanks. Students complete class work taught by TVC faculty at Iḷisaḡvik and travel to Fairbanks for clinical experience.

Upon successful completion of the training programs, students will take a state certification exam in order to receive the state certification necessary to work in the nursing field and carry out these duties:

- Interact with and communicate effectively with patients
- Provide for the comfort and safety of patients
- Record and report patient observations
- Assist nurse with various procedures
- Become a productive member of a health care team
- Model professional behavior, ethics, and appearance

Certified Nurse Aide		
Course Requirements:		Credits
HLTH 107	Certified Nurse Aide	9
<i>OR</i>		
HLTH 111	Personal Care Attendant	4
<i>AND</i>		
HLTH 113	PCA to CNA Bridge	5
<i>In addition, students must pass the State of Alaska Certified Nurse Aide Examination.</i>		
Certified Nurse Aide – Total Credits		9

DENTAL ASSISTANT TRAINEE

Program Outcomes

Upon successful completion of the Dental Assistant Trainee program, trainees will:

- Collect diagnostic and treatment data.
- Manage infection and hazard control.
- Perform clinical supportive treatments.
- Take diagnostic radiographs.
- Perform dental laboratory procedures.
- Provide patient oral health instruction.
- Assist in managing medical emergencies.
- Model professional behaviors, ethics, and appearance.

Dental Assistant Trainee		
Course Requirements:		Credits
HLTH D101	Essentials of Dentistry	3
HLTH D121	Chairside Procedures I	4
Dental Assistant Trainee – Total Credits		7

Accounting

Program Overview

The Accounting program offers a course of study that will prepare participants for employment at many different levels depending upon their previous experience. This program offers students a Career Ladder approach to business office-related careers, which has the following advantages:

- The Accounting Technician I and II certificates are awarded to students for their progress and prepare them with the skills they need to obtain employment in a variety of entry-level positions.
- The certificates ultimately count towards an Associate of Applied Science degree, which is the highest level of employment readiness offered by Iñisaġvik College.

In addition, the accounting program offers students the opportunity to take courses that satisfy nearly all of the general core requirements of a four-year college. This track is recommended for students who wish to earn an associates degree, but who plan to continue their education and earn a bachelor's degree.

Courses are offered at varying times of day in order to allow students to pursue their career goals on either a full-time or part-time basis.

Program Outcomes

Upon successful completion of the Accounting programs, graduates are able to:

- Understand fundamental accounting principles and how they are applied to achieve proper financial oversight and management.
- Balance and reconcile accounting information using generally accepted accounting principles to ensure that financial data is compiled completely and accurately.
- Prepare professional financial statements and other reporting documents.
- Identify and use relevant accounting information to support managerial decision making.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic, and professional activities.
- Use current computer technologies, especially spreadsheets, accounting software, and presentation software, to perform accounting duties.
- Convey financial information effectively to financial and non-financial professionals both orally and in writing.
- Collaborate effectively with diverse individuals and organizations to achieve financial goals.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Accounting Technician I		
Course Requirements:		Credits
BUS 101	Principles of Accounting I	3
BUS 105 MATH 107+	Business Math, or Functions for Calculus (4 credits)+	3
BUS 151	Introduction to Business	3
BUS 155 ANTH 100X+	Human Relations, or Individuals, Society and Culture	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
Accounting Technician I – Total Credits		15

Accounting Technician II		
Course Requirements:		Credits
Complete the requirements for Accounting Technician I		15
BUS 109 ENGL 111X*	Business English, or Introduction to Academic Writing	3
BUS 112 ECON 100X+	Principles of Economics, or Political Economics (cross listed as PS 100X)	3
BUS 175	Customer Service	3
BUS 201S	Principles of Accounting II	3
BUS 254	Introduction to Organizational Management	3
Accounting Technician II – Total Credits		30

* Recommended for students who plan to transfer to a 4-year institution.

Associate of Applied Science in Accounting

This two-year Associate of Applied Science program is designed to place students on a pathway towards a supervisory position in an accounting and financial office environment.

Associate of Applied Science in Accounting		
Course Requirements:		Credits
Complete the requirements for Accounting Technician II		30
Communications		
BUS 220	Applied Business Communications	3
COMM 131X	Fundamentals of Oral Communication	3
Business – Management		
BUS 114	Payroll Accounting	3
BUS 202	Managerial Accounting	3
BUS 232	Contemporary Management Issues	3
BUS 233	Financial Management	3
BUS 239	Culture and Management	3
BUS 245	Computerized Accounting	3
Electives		
AAS Accounting Specialty: Take any BUS, IT, PADM, TM, or IÑU 100 or 200-level courses.		6
UA Core: The following courses meet UAA, UAF, and UAS core requirements and can be taken as electives.		6-12
<ul style="list-style-type: none"> • ENGL 200X (3 credits)+ • HIST 100X (3 credits)+ • IÑU language courses (up to 6 credits)+ • LS 100X (1 credit)+ • Any course with a "+" that has not been taken for credit • If needed, students can take additional core courses in lieu of BUS 114 and/or BUS 239. 		
Associates of Applied Science in Accounting – Total Credits		60

Business and Management

Program Overview

Iñisaġvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The various programs offer students a Career Ladder approach to business and office-related careers. The programs vary in length, but all coursework ultimately counts toward an Associate of Applied Science degree, which certifies the highest level of employment readiness offered by Iñisaġvik College.

FUNDAMENTALS OF WORKPLACE SUCCESS CERTIFICATE

The Fundamentals of Workplace Success program is designed to assist non-supervisory employees in strengthening skills required in an ever-changing workplace.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

Upon successful completion of the Fundamentals of Workplace Success Certificate, graduates are able to:

- Understand organizational mission, values, policies, and roles within public/non-profit service and private business on the North Slope that lead and contribute to organizational effectiveness and success.
- Display the ability to resolve conflict and manage change.
- Communicate effectively and confidently through presentation, electronic, verbal and nonverbal communication.
- Apply stress and time management techniques to maintain personal and professional well being.
- Manage business affairs with professionalism, integrity and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Fundamentals of Workplace Success Certificate		
Course Requirements:		Credits
BUS 155	Human Relations	1
PADM 104/BUS 106	Time Management	1
PADM 190/BUS 182A	Critical Employee Skills	1
PADM 192/BUS 175A	Customer Service	1
PADM 196	Effective Communication in the Multi-Cultural Workplace	1
Fundamentals of Workplace Success Certificate – Total Credits		5

If requested, these courses may be offered to specific work groups and can accommodate an independent schedule.

FUNDAMENTALS OF MANAGEMENT CERTIFICATE

The Fundamentals of Management Certificate is designed to teach practical, basic managerial skills necessary to assist managers in an ever-changing workplace.

Admission Requirements and Prerequisites

Students must be working as supervisors/managers or be identified as a management trainee by their organization. Completion of the Fundamentals of Management Certificate is preferred.

Program Outcomes

Upon successful completion of the Fundamentals of Management Certificate, graduates are able to:

- Understand organizational mission, values, policies and roles within public/non-profit service and private business on the North Slope that lead and contribute to organizational effectiveness and success.
- Communicate effectively and confidently through presentation, electronic, verbal, and nonverbal communication.
- Apply principles of public/non-profit financial management, including but not limited to, preparing and administering a budget, and analyzing data and reports.
- Manage North Slope employees effectively by setting goals, sharing expectations, providing feedback and fair performance evaluations.
- Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors.
- Use appropriate organizational/analytical skills to locate, manage, and apply information to solve simple and complex business problems.

- Apply appropriate employment laws to organizational and personnel processes.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Inupiaq knowledge, values and culture into business practice.

Fundamentals of Management Certificate		
Course Requirements:		Credits
BUS 119A	Office Finance	1
BUS 155A*	Human Relations	1
BUS 279A	Economic Development on the North Slope	1
PADM 156	Employment Law	1
PADM 186/BUS 239A	Contemporary Management Issues	1
PADM 188/BUS 234A	Human Resource Management – High Performance	1
PADM 189/BUS 239A	Culture and Management	1
PADM 196*	Effective Communication in the Multi-Cultural Workplace	1
PADM 247	Public Administration	1
Fundamentals of Management Certificate – Total Credits		9

*Can be completed through the Fundamentals of Workplace Success Certificate

GRANTS MANAGEMENT CERTIFICATE

The Grants Management Certificate Program is designed to help students develop a strong foundation in grants management while building math skills and related computer competency.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

- Analyze a program announcement to identify and analyze requirements.
- Draft narrative elements for a hypothetical project.
- Identify the budget considerations for the program using the application package, relevant statutes and regulations and other sources of information.
- Segment the proposed project into components for estimating resources needed to successfully carry out the stated objectives of the federal program.
- Prepare the application budget, including the appropriate computations and budget narrative.
- Develop measurable objectives and assign performance measures.
- Review project applications for the elements of measurable objectives, meaningful measures, and achievable targets.
- Analyze progress reports and develop a technical assistance plan for improving performance.
- Use lessons learned in one project phase to adjust objectives and targets for the next phase.

Grants Management Certificate		
Course Requirements:		Credits
BUS 105	Business Math	3
BUS 253	Grant Writing Essentials	3
BUS 255	Grant Compliance and Reporting	3
IT 130	MS Word, Modules A, B, C	3
IT 140	Spreadsheets, Modules A, B, C	3
Grants Management Certificate – Total Credits		15

VILLAGE – TRIBAL MANAGEMENT CERTIFICATE

The Village – Tribal Management Certificate Program is designed to teach the practical skills necessary to assist managers in strengthening leadership skills required in a village setting. The program’s broad course offerings allow village and tribal organization members to craft an individualized program that meets their professional needs.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

Upon successful completion of the Village – Tribal Management Certificate Program, graduates are able to:

- Understand organizational mission, values, policies, and roles within village/tribal entities on the North Slope that lead and contribute to organizational effectiveness and success.
- Communicate effectively and confidently through presentation, electronic, verbal and nonverbal communication.
- Apply principles of tribal financial management including, but not limited to, preparing and administering a budget, and analyzing data and reports.
- Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors.
- Use appropriate organizational/analytical skills to locate, manage, and apply information to solve simple and complex business problems.
- Apply appropriate employment laws to organizational and personnel processes.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Village – Tribal Management Certificate		
Course Requirements:		Credits
Management Core (5 credits)		
PADM 186/BUS 232A	Contemporary Management Issues	1
PADM 189/BUS 239A	Culture and Management	1
PADM 190/BUS 182A	Office Procedures	1
PADM 196	Effective Communication in Multi-Cultural Workplace	1
TM 105	Introduction to Tribal Finance	1
<i>Complete SEVEN of the following:</i>		
BUS 279A	Economic Development on the North Slope	1
PADM 156	Employment Law	1
PADM 186/BUS 232A	Contemporary Management Issues	1
PADM 189/BUS 239A	Culture and Management	1
TM 101	Tribal Management, Modules A, B, C	3
TM 102	Tribal Law and Government, Modules A, B, C	3
TM 199	Tribal Management Practicum	1
Village – Tribal Management Certificate – Total Credits		12

ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT CERTIFICATE

The Entrepreneurship/Small Business Management Certificate Program provides students with the knowledge and skills required to begin and run a small business. The program allows students to take advantage of the resources and funding available for rural entrepreneurial endeavors such as the Alaska Marketplace business plan competition. The program emphasizes how Iñupiaq values fit into management practices and how such values help create a positive working environment.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

Upon successful completion of the Entrepreneurship/Small Business Management (ESBM) certificate programs, graduates are able to:

- Understand fundamental managerial skills and techniques and how they are applied to achieve organizational strategies and create a positive and rewarding work environment.
- Recognize unique challenges that confront small business managers in rural Alaska and understand how to plan for, and deal with, such challenges.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic and professional activities.
- Integrate Iñupiaq knowledge, values and culture into business practice.
- Understand basic financial, legal, and economic concepts that apply to small business management.
- Complete an effective business plan that can be used as a means for attracting financing and as an operational guide for starting, running, and growing an entrepreneurial venture.

ESBM Specialist I		
Course Requirements:		Credits
BUS 101	Principles of Accounting I	3
BUS 102	Personal Finance	1
BUS 105	Business Math	3
BUS 151	Introduction to Business	3
BUS 260	Principles of Marketing	3
BUS 273	Small Business Management	3
ESBM Specialist I – Total Credits		16

ESBM Specialist II		
Course Requirements:		Credits
Complete the Requirements for ESBM Specialist I		16
BUS 109	Business English	3
BUS 175	Customer Service	3
BUS 239	Culture and Management	3
BUS 241	Business Law	3
BUS 279	Economic Development of the North Slope	3
ESBM Specialist II – Total Credits		31

BUSINESS AND MANAGEMENT

The Associate of Applied Science Degree in Business and Management provides students with the knowledge and tools to succeed as mid-level managers in a business environment or as an entrepreneur. The program emphasizes how Inupiaq values fit into management practices and how such values help create a positive management environment. This program also uses the Career Ladder approach, so that:

- Students are recognized at each level of accomplishment as they earn the Business Specialist I and II certificates.
- The students are prepared for a variety of entry-level positions as they learn the requisite skills for each certificate.
- The requirements of the certificates apply towards the Associates of Applied Science in Business and Management degree.

In addition, the business program offers students the opportunity to take courses that satisfy nearly all of the general core requirements of a four-year college. This track is recommended for students who wish to earn an associate's degree, but who plan to continue their education and earn a bachelor's degree.

The program offers participants the knowledge and information with which to plan and manage time, people and finances. It teaches basic concepts of law, business systems, accounting principles, and written and oral communication. Emphasis is also placed on how information technology tools can be used for problem solving in the workplace. Students may select program specialties in Business, Information Technology, Public Management, Small Business Management, Village-Tribal Management or Health Management.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

Upon successful completion of the Associate of Applied Science Degree in Business and Management, graduates are able to:

- Have a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Apply fundamental accounting and financial principles and demonstrate the ability to calculate, compile and analyze financial records to make prudent business decisions.
- Understand basic managerial skills and techniques and how they are applied to achieve organizational strategies and create a positive and rewarding work environment.
- Express ideas clearly and creatively in diverse ways through speech, writing, and visual presentation.
- Demonstrate research skills to access information from multiple sources; demonstrate critical thinking skills to evaluate and synthesize information in the form of conclusions, ideas and opinions.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic and professional activities.
- Demonstrate a working knowledge of computers using software packages to create spreadsheets, written reports, letters and presentations; communicate with clients and coworkers, and perform other general business duties.
- Integrate Inupiaq knowledge, values and culture into business practice.
- Demonstrate accomplishment of the outcomes for at least one of the specialties included in this program.

Business Specialist I		
Course Requirements:		Credits
BUS 101	Principles of Accounting I	3
BUS 105 MATH 107+	Business Math, or Functions for Calculus (4 credits)	3
BUS 151	Introduction to Business	3
BUS 155 ANTH 100X+	Human Relations, or Individuals, Society and Culture	3
IT 130 IT 140	Word Processing, Modules A, B, C, or Computer Spreadsheets, Modules A, B, C	3
Business Specialist I – Total Credits		15

Business Specialist II		
Course Requirements:		Credits
Complete the requirements for Business Specialist I		15
BUS 109 ENGL 111X+	Business English, or Introduction to Academic Writing	3
BUS 112 ECON 100X+	Principles of Economics, or Political Economics (cross-listed as PS 100X)	3
BUS 175	Customer Service	3
BUS 254	Introduction to Organizational Behavior	3
COMM 131X	Fundamentals of Oral Communication	3
Business Specialist II – Total Credits		30

+ Recommended for students who plan to transfer to a 4-year institution

Associate of Applied Science		
Course Requirements:		Credits
Complete the requirements for Business Specialist II		30
Communications		
BUS 220	Applied Business Communications	3
Business Core		
BUS 202	Managerial Accounting	3
BUS 232	Contemporary Management Issues	3
BUS 233 BUS 234	Financial Management, or Human Resource Management	3
BUS 239	Culture and Management	3
Business Requirements – Total Credits		45

To complete your degree, complete ONE of the following Program Specialties, or the UA Core track:

Business – Management Specialty (15 credits)		
(Complete with BUS, IÑU, IT, TM, or PADM courses; IÑU: Limited to 6 credits, 3 of which must be language)		15
Associate of Applied Science in Business – Management – Total Credits		60

Information Technology Specialty (15 credits)		
Course Requirements:		Credits
IT 101	Keyboarding Skills	1
IT 117, 118, 119	Internet and Computing Core	3
IT 292	PC Hardware and Troubleshooting	4
IT 293	Network Installation and Maintenance	4
	Business Electives	3
Associate of Applied Science in Information Technology – Total Credits		63

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Public Management Specialty (15 credits)

Course Requirements:		Credits
Completion of the Fundamentals of Workplace Success and the Fundamentals of Management Certificate		12
<i>Or, complete the following:</i>		
PADM 104	Time Management	1
PADM 156	Employment Law	1
PADM 196	Effective Communication in the Multi-Cultural Workplace	1
PADM 247	Public Administration	1
	Business Electives	11
Associate of Applied Science in Public Management – Total Credits		60

Small Business Management Specialty (15 credits)

Course Requirements:		Credits
BUS 202	Managerial Accounting	3
BUS 273	Small Business Management	3
BUS 279	Economic Development of the North Slope	3
<i>Complete TWO of the following:</i>		
BUS 157	Introduction to Tourism	3
BUS 260	Principles of Marketing	3
BUS 263	Public Relations	3
Associate of Applied Science in Small Business Management – Total Credits		60

Village – Tribal Management Specialty (15 credits)

Course Requirements:		Credits
Village/Tribal Management Certificate		12
	Business Electives	3
Associate of Applied Science in Village – Tribal Management – Total Credits		60

Health Management Specialty (15 credits)

Course Requirements:		Credits
HLTH 204	Medical Terminology	3
HLTH 299	Allied Health Internship	3
HIM 110	Introduction to Health Management	3
	Complete 6 credits in HLTH and HIM	6
Associate of Applied Science in Health Management – Total Credits		60

UA Core Track

The following courses meet UAA, UAF, and UAS core requirements and can be taken as electives.	15-18
<ul style="list-style-type: none"> • ENGL 200X (3 credits)+ • HIST 100X (3 credits)+ • IÑU language courses (up to 6 credits)+ • LS 100X (1 credit)+ • Any course with a "+" that has not been taken for credit • If needed, students can take an additional core course in lieu of BUS 202 	
Associate of Applied Science in Business and Management – Total Credits	
60	

OFFICE ADMINISTRATION

Program Overview

Iñisaġvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The various programs offer students a Career Ladder approach to business and office-related careers. This program is designed to provide students with skills to seek promotional advances from general office and clerical work to beginning-level Administrative Assistant in an office environment.

Program Outcomes:

Upon successful completion of the Office Administration Program graduates are able to:

- Use current and emerging word processing technologies to produce organizational documents and presentation materials.
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry.
- Individually and collaboratively manage multiple office tasks, prioritizing and reprioritizing in response to changing demands.
- Assess the image that is expected of office personnel in a specific industry group; reflect those expectations in personal appearance, professional conduct, and personal hygiene.

- Produce clear, concise and mechanically correct written documents.
- Model effective customer service interactions.
- Seek and respond to opportunities for increased responsibilities and professional advancement.
- Understand office functions as they contribute to sound business practices and procedures.
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (like inventory).
- Work ethically and effectively with subordinates, superiors, customers and other stakeholders in professional matters.
- Manage business affairs with professionalism, integrity and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Office Administration Certificate I		
Course Requirements:		Credits
BUS 108	Ten-Key Mastery	1
BUS 109	Business English	
BUS 119	Office Finance	1
BUS 155	Human Relations	3
IT 101	Keyboarding Skills	1
IT 130	Computer Word Processing, Modules A, B, C	3
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
Office Administration I – Total Credits		15

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Office Administration Certificate II

Course Requirements:		Credits
Complete the Requirements for Office Administration, Certificate I		15
BUS 105	Business Math	3
BUS 106/PADM 104	Time Management	1
BUS 203	Records Management	3
COMM 131X	Fundamentals of Oral Communication	3
IT 117	IC3 – Introduction to Personal Computers	1
IT 118	IC3 – Microsoft Office 2007	1
IT 209	Using Microsoft Outlook	2
LS 101	Library Information and Research Methods	1
Office Administration II – Total Credits		30

Associate of Applied Science in Office Administration

Course Requirements:		Credits
Complete the requirements for Office Administration, Certificate II		30
BUS 101	Principles of Accounting	3
BUS 107	Proofreading and Editing	2
BUS 151	Introduction to Business	3
BUS 220	Applied Business Communications	3
BUS 263	Public Relations	3
IT 140	Computer Spreadsheets Modules A, B	2
IT 255	Microcomputer Graphics – PowerPoint, Modules A, B, C	3
<i>Complete TWO of the following:</i>		
BUS 175	Customer Service	3
IÑU 102	Conversational Iñupiaq I	3
IÑU 103	Conversational Iñupiaq II	3
IÑU 111	Elementary Iñupiaq I	3
IÑU 112	Elementary Iñupiaq II	3
IÑU 220	North Slope Iñupiaq History, Language and Culture	3
<i>Complete TWO of the following:</i>		
BUS 233	Financial Management	3
BUS 234	Human Resource Management	3
BUS 241	Business Law	3
BUS 260	Principles of Marketing	3
BUS 299	Practicum in Business Management	3
Associate of Applied Science in Office Administration – Total Credits		61

INFORMATION TECHNOLOGY

Program Overview

Iñisaġvik College's information technology program currently is offering courses that allow students to receive certification for passing selected courses and, if the students so choose, to go on and earn industry recognized certification.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

Program Outcomes

Upon successful completion of the IT certification courses, students are able to:

- Use current and emerging software applications proficiently to conduct office operations.
- Support end-users in an office by:
 - Installing and upgrading software
 - Troubleshooting software and hardware problems
 - Performing basic computerized administrative functions
 - Coordinating a networked environment
 - Creating technical documentation and procedures
 - Developing system backups
- Function in the office with an understanding of organizational structure.
- Listen well, speak clearly, and produce written documents that meet a high standard of accuracy and mechanical correctness.
- Work effectively in a team environment.
- Interact effectively with clients and customers.
- Demonstrate professional behaviors that contribute to job acquisition and career advancement.

- Work ethically and effectively with subordinates, superiors, customers, and other stakeholders in professional matters.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

INTERNET AND COMPUTING CORE CERTIFICATION

Certiport's Internet and Computing Core Certification (IC3) is the ideal certification for anyone who wants to demonstrate critical computer and Internet skills valued in today's academic and professional environments. IC3 certifications help you learn and demonstrate Internet and digital literacy through a worldwide industry standard. This program also provides a solid foundation for the Information Technology advanced training. IC3 is a prerequisite course for other IT courses.

IC3 – Internet and Computing Core Certification		
Course Requirements:		Credits
IT 117	Introduction to Personal Computers	1
IT 118	Microsoft Office 2007	1
IT 119	Internet Use and Security	1
IC3 – Internet and Computing Core Certification – Total Credits		3

A+ COURSE

The CompTIA A+ industry certification is the computer technology industry's leading hardware and software support standard for entry level service technicians. A+ is rapidly becoming necessary for employment in the information technology field. In this course students will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on computer hardware and software. Successful completion of the course will prepare you to take the two certification exams. Upon successful completion, you will also receive recognition from Iñisagvik College that will identify the proficiency of your knowledge. The course number for A+ is IT 292.

NETWORK+ COURSE

CompTIA Network+ is another important industry certification that is widely recognized within the IT profession. Earning the Network+ certificate is considered to be the equivalent of two years of IT experience. In this course, students learn basic network installation and maintenance troubleshooting skills. Successful completion of the course will prepare you to take the certification exam. Upon successful completion, you will also receive recognition from Iñisagvik College that will identify the proficiency of your knowledge. The course number for Network+ is IT 291.

INFORMATION TECHNOLOGY SUPPORT SPECIALIST I CERTIFICATION

The Information Technology Support Specialist Certificate prepares students not only with basic computer knowledge and skills, but also prepares them to work effectively in a business setting. Students earning this certificate will be able to demonstrate to prospective employers the knowledge and skills they have learned and their readiness for employment in an entry level IT position.

INFORMATION TECHNOLOGY SUPPORT SPECIALIST II CERTIFICATION

This is a one-year certificate program designed to provide students with broader skills that will help them function more effectively as an IT professional.

Information Technology Support Specialist I Certification		
Course Requirements:		Credits
BUS 109	Business English	3
BUS 151	Introduction to Business	3
IT 101	Keyboarding Skills	1
IT 117, 118, and 119	Internet and Computing Core Certification (IC3)	3
IT 292	PC Hardware and Troubleshooting	4
Information Technology Support Specialist Certification – Total Credits		14

Information Technology Support Specialist II Certification		
Course Requirements:		Credits
Complete the requirements of the Information Technology Support Specialist I		14
COMM 131X	Fundamentals of Oral Communication	3
MATH	Math at 100 level or above	3
IT 291	Network Installation and Maintenance	4
<i>Complete TWO of the following:</i>		
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
IT 150	Computer Databases, Modules A, B, C	3
Information Technology Support Specialist II Certification – Total Credits		30

Emergency Services

Fire Science is a cooperative program between Iñisaġvik College and the North Slope Borough (NSB) Fire Department. The program prepares participants in Municipal Fire Control and upon completion they will be eligible to apply for Alaska state certifications as an EMT I and as a State of Alaska Fire Officer I. The program is operated in accord with the requirements of the 2002 National Fire Protection Agency (NFPA) Standards. Participants obtain classroom education, hands-on training and practical experience with the North Slope Borough Fire Department. The program is open to both paid and volunteer firepersons who are able to participate with the NSB Fire Department. Applicant must meet age, education and medical requirements of the NSB Fire Department. Certificates in EMT I and Firefighter I are offered and apply to the AAS degree in Municipal Fire Control. The program will take approximately three years to complete and is offered fall, spring and summer.

Program Outcomes

Upon successful completion of the Fire Science program graduates will be able to:

- Apply for certification as an EMT I.
- Sit for the State of Alaska Fire Officer I exam. (There is both a written and a practical exam. Written exam must be passed with a minimum score of 70%.)
- Meet the requirements of the National Fire Protection Agency (NFPA) Standard 1001, Standard for Firefighter Professional Qualifications.
- Apply effective emergency trauma procedures.

- Effectively operate Personal Protective Equipment.
- Demonstrate an understanding of the mission, organization and operating procedures of a municipal fire department.
- Effectively receive and transmit fire calls.
- Effectively write applicable reports.
- Demonstrate the correct use of various fire apparatus.
- Safely force entry into a structure and exit from hazardous conditions.
- Understand the use and purposes of various fire suppressants and effectively use these.
- Identify the correct use of various portable fire extinguishers.
- Extinguish flames in Class A, B and C materials using correct suppressants.
- Combat ground fires as a member of a team.
- Perform a fire safety survey in a private dwelling.

Course Requirements

The following matrix provides the requirements for an Associate of Applied Science degree in Municipal Fire Control. Applicants who wish to apply for this program should first consult with the NSB Fire Training Officer and then complete an application for admission to the program at Iñisaġvik College. Program advisor will be the NSB training officer.

EMT: Emergency Medical Technician I Certificate		
Communications:		Credits
<i>Choose ONE course from the following based on English placement scores*</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing About the Social and Natural Sciences	3
	Computation Skills	3
<i>Complete ONE of the following:</i>		
MATH 105 *	Basic College Algebra	3
BUS 105	Business Math <i>* Higher level Math courses may be substituted</i>	3
<i>Complete SIX CREDITS of the following:</i>		
EMS 103	Emergency Trauma Technician: First Responder AND	6
EMS 109	ETT to EMT Bridge	1
EMS 170	ETT to EMT Bridge EMT: Emergency Medical Technician I	5
EMT Certificate – Total Credits		12

Firefighter I Certificate		
Communications:		Credits
<i>Choose ONE course from the following based on English placement scores</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing About the Social and Natural Sciences	3
	Computation Skills (3 credits)	3
<i>Complete ONE of the following:</i>		
MATH 105*	Basic College Algebra, <i>or</i>	3
BUS 105	Business Math * Higher level Math courses may be substituted.	3
<i>Complete the following:</i>		
FIRE 101	Principles of Emergency Services	3
FIRE 131	Firefighter I, Series I	3
FIRE 133	Firefighter I, Series II	3
FIRE 135	Firefighter I, Series III	3
FIRE 137	Firefighter I, Series IV	3
Firefighter I Certificate – Total Credits		12

Associate of Applied Science in Emergency Services		
Course Requirements:		Credits
EMS 170	EMT: Emergency Medical Technician I, <i>or</i>	6
EMS 103	Emergency Trauma Technician: First Responder (1)	
EMS 109	<i>and</i> ETT to EMT Bridge (5)	
FIRE 101	Principles of Emergency Services	3
FIRE 105	Fire Prevention	3
FIRE 107	Strategy and Tactics	3
FIRE 117	Rescue Practices	3
FIRE 121	Fire Behavior and Combustion	3
FIRE 131	Firefighter I, Series I	3
FIRE 133	Firefighter I, Series II	3
FIRE 135	Firefighter I, Series III	3
FIRE 137	Firefighter I, Series IV	3
FIRE 202	Fire Prevention Hydraulics and Water Supply	3
FIRE 203	Hazardous Materials Chemistry I	3
FIRE 206	Building Construction for Fire Protection	3
FIRE 210	Fire Administration I	3
FIRE 214	Fire Protection Systems	3
	Total Fire Science Major	48
AAS Emergency Services – Total Credits		63

Associated Construction Trades

The Associated Construction Trades (ACT) program offers training in Carpentry, Electrical, Plumbing, Scaffolding, Insulation, and Pipefitting. The certificates offered within the ACT program are designed to prepare students to enter the work force with a minimal set of skills or to upgrade their current skill level for employment.

Iḷisaḡvik College uses the National Center for Construction Education and Research (NCCER) curricula, which are nationally recognized for craft training and provide a National Registry that provides transcripts, certifications and wallet cards to students who successfully complete all required course work.

Check the current year schedule to find out which classes are being offered in the Spring and Fall semesters for that year.

Admission Requirements and Prerequisites

You must pass a drug test and COMPASS math test to be accepted into these programs.

Students must be in good physical condition. Students should be able to tolerate confined spaces and heights. Students are expected to be able to read and understand task descriptions, safety manuals, and safety and warning signs. Students must also be able to give and receive oral safety warnings, instructions and task assignments.

Students registering for the complete program have priority enrollment. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the wait list for the semester in which they applied are given preference in the following semester.

Program Outcomes

In addition to apprentice and related learning courses, these programs are designed to assist the student in realizing the following outcomes:

- Apply critical thinking skills to investigate, interpret and communicate issues involving the trade, the community, and the home.
- Participate in coordinating projects and supervise others.
- Work with a team unit in a direction that aligns with stated vision, mission and values.
- Work within the legal, regulatory and code parameters of the trade/community.
- Seek out and engage in learning opportunities that broaden perspective, deepen understanding and increase personal fulfillment throughout life.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Fast Track Training

In an effort to better prepare students for the work place, along with the drug testing, some of these classes will be *six days a week, Monday through Saturday, 7:00 a.m. to 6:00 p.m.* This will not only give students an idea of what their work day will be like, but also allow students to complete the training in three to six weeks depending on the craft training they are taking.

Iḷisaḡvik College is working in partnership with employers to prepare students for jobs in the oil field and construction industry.

Pipeline Insulation		
Course Requirements:		Credits
CTT 101	Introduction to Construction Trades	2
CTT 104	Pipeline Insulation Level I	3
Pipeline Insulation – Total Credits		5

Scaffolding		
Course Requirements:		Credits
CTT 101	Introduction to Construction Trades	2
CTT 105	Scaffolding Level I	3
Scaffolding – Total Credits		5

Pipefitting Level I		
Course Requirements:		Credits
CTT 101	Introduction to Construction Trades	2
PMB 103	Pipefitting Level I	3
Pipefitting Level I – Total Credits		5

Carpentry I		
Course Requirements:		Credits
CARP 110	Carpentry Level I	5
CARP 111	Carpentry Level I Skills Lab	1
CTT 101	Introduction to Construction Trades	2
MTHC 101	Math for Carpenters A, B	2
Carpentry I – Total Credits		10

Plumbing I		
Course Requirements:		Credits
CTT 101	Introduction to Construction Trades	2
MTHC 101	Math for Plumbers	1
PMB 101	Plumbing Level I	5
PMB 102	Plumbing Level I Skills Lab	1
Plumbing I – Total Credits		9

Plumbing II		
Course Requirements:		Credits
Complete the requirements for Plumbing I		9
PMB 120 MTHP 101	Math for Plumbers B	1
PMB 121	Plumbing Level II	5
MTHP 101	Plumbing Level II Skills Lab	1
Plumbing II – Total Credits		16

Plumbing III		
Course Requirements:		Credits
Complete the requirements for Plumbing II		16
MTHP 101C	Math for Plumbers C	1
PMB 209	Plumbing Level III	5
PMB 210	Plumbing Level III Skills Lab	1
Plumbing III – Total Credits		23

Plumbing IV		
Course Requirements:		Credits
Complete the requirements for Plumbing III		23
PMB 211	Plumbing Level IV	5
Plumbing IV – Total Credits		28

Electrical I Basic		
Course Requirements:		Credits
CTT 101	Introduction to Construction Trades	2
ELEC 125	Electrical Training Level I	4
Electrical I Basic – Total Credits		6

Electrical II Basic		
Course Requirements:		Credits
Complete the requirements for Electrical I Basic		6
ELEC 126	Electrical Training Level II	6
Electrical II Basic – Total Credits		12

Electrical I Advanced		
Course Requirements:		Credits
CCS 101A,B,C	Tools for Success A, B, C	3
CTT 101	Introduction to Construction Trades	2
ELEC 125	Electrical Training Level I	4
ELEC 138	Electrical Level I Skill Development	2
ELEC 106A,B	Electrical Blueprints and Design	2
ELEC 166A,B	Introduction to National Electrical Code (NEC)	2
ELEC 206A	Commercial Wiring I, A	1
MTHE 101A,B	Math for Electricians A, B	2
Electrical I Advanced – Total Credits		18

Electrical II Advanced		
Course Requirements:		Credits
Complete the requirements for Electrical I Advanced		18
ELEC 126	Electrical Training Level II	6
ELEC 188	Electrical Skill Development Level II	2
ELEC 206B,C	Commercial Wiring I, B, C	2
ELEC 216A,B	Applied NEC Study, A, B	2
ELEC 276A,B	Advanced Blueprints and Design, A, B	2
Electrical II Advanced – Total Credits		32

Electrical III		
Course Requirements:		Credits
ELEC 251	Electrical Training Level III	7
ELEC 238	Electrical Skill Development Level III	2
ELEC 276 C	Advanced Blueprints/Design C	1
ELEC 216 C	Applied NEC Study, C	1
ELEC 206 C	Commercial Wiring I, C	1
ELEC 289	Electrical Practicum I	3
Electrical III Advanced – Total Credits		15

Electrical IV Advanced		
Course Requirements:		Credits
ELEC 252	Electrical Training Level IV	8
ELEC 288	Electrical Skill Development Level IV	2
ELEC 275	Advanced Electrical Topics A, B	2
ELEC 299	Electrical Practicum II	3
Electrical IV Advanced – Total Credits		15

CDL/Heavy Truck Operations

Program Overview

The CDL/Heavy Truck Operations program provides training in the safe operation and practical maintenance of a Class 8 tractor-trailer combination. Students will receive certificates indicating specific competencies upon completion of program requirements.

Program Outcomes

Upon completion of all requirements of the Heavy Truck Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of heavy equipment.
- Perform pre-trip and post-trip inspections.
- Apply knowledge concerning the service and maintenance of heavy equipment in arctic conditions.
- Maintain and perform proper shop and tool safety precautions.

Admission Requirements and Prerequisites

In order to be accepted into the Heavy Truck Operations program, the student must submit an application for admission, be at least 19 years old and have possessed a valid Class D driver's license for ONE YEAR prior to admission or receive instructor permission. Students must also pass a drug test required by the Alaska Department of Transportation regulations.

Students must be in good physical condition, be able to pass the vision tests associated with state driver testing, and be able to hear safety alarms and noises associated with malfunctioning equipment. Students are expected to be able to read and understand task descriptions, safety manuals, and safety and warning signs. Students must also be able to give and receive oral safety warnings, instructions and task assignments.

Students may register for individual Heavy Truck Operations courses on instructor's approval. Students registering for the complete program have priority enrollment. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the wait list for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements.

This program repeats every semester.

CDL/Heavy Truck Operations		
Course Requirements:		Credits
HEO 105	Commercial Driver's License Restricted Test Preparation	1
HEO 130	Operation of Class 8 Truck and Trailer	4
HEO 150	Commercial Driver's License Unrestricted Test Preparation	2
CDL/Heavy Truck Operations – Total Credits		7

Students must hold a current CPR/First Aid card prior to completion of program.

HEAVY EQUIPMENT OPERATIONS CERTIFICATE

Program Overview

Students will become familiar with basic operation and control system functions of heavy equipment and standard operating procedures as well as other duties required of a heavy equipment operator. This equipment will be operated in a controlled environment for the first four weeks of instruction. The last two weeks, students operate in real life simulation. This course includes classroom and outdoor usage of basic construction surveying techniques utilizing the National Council for Construction Education and Research curriculum.

Program Outcomes

Students will have basic skills required to operate heavy equipment and construction survey equipment. Upon completion of all requirements of the Heavy Equipment Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of heavy equipment.
- Perform pre-trip and post-trip inspections.
- Apply knowledge concerning the service and maintenance of heavy equipment in arctic conditions.
- Maintain and perform proper shop and tool safety precautions.

Admission Requirements and Prerequisites

Students must possess a Class B/CDL with Air Brake endorsement or receive instructor permission. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the wait list for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements. Students must also pass a drug test required by the Alaska Department of Transportation regulations. This program repeats once during the summer semester.

Construction/ Heavy Equipment Operations		
Course Requirements:		Credits
Must possess a valid B/CDL w/ Air Brake Endorsement		
HEO 170	Construction/Heavy Equipment Operations	6
Construction/ Heavy Equipment Operations – Total Credits		6

325 VAC TRUCK OPERATIONS CERTIFICATE

Program Overview

Students will become familiar with basic operation and control system functions of the 325 Vac Truck and with standard operating procedures and other duties required of a 325 Vac Truck Operator. This equipment is used in Alaska oil fields to transport and support fluid transfers.

Program Outcomes

At the completion of this course, students will have knowledge of basic operation procedures used by ASRC Energy Services in Kuparuk. Students will participate in the hands-on transfer of fresh water from storage containers to the 325 Vac Truck.

Upon completion of all requirements of the 325 Vac Truck Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of the 325 Vac Truck.
- Perform pre-trip and post-trip inspections.
- Apply knowledge concerning the service and maintenance of heavy equipment in arctic conditions.
- Maintain and perform proper shop and tool safety precautions.

Admission Requirements and Prerequisites

Students are required to pass all security and background checks, and obtain all necessary qualifications and certificates to operate in the Alaska oil fields. Students must meet additional qualifications as stated by ASRC Energy Services at the time of travel to Kuparuk. Federal drug and alcohol testing is required. They must have a current Unrestricted Class A/CDL with 'X' endorsement or instructors permission to be accepted into the course (off campus travel will be required during training).

Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the wait list for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general College admission requirements. Students must also pass a drug test required by the Alaska Department of Transportation regulations.

This program repeats Spring and Fall semesters.

325 Vac Truck Operations Certificate		
Course Requirements:		Credits
SAFE 106	NSTC Unescorted Training (<i>Prerequisite</i>)	.8 CEU
SAFE 110	40-Hour HAZWOPER	1
SAFE 123	Standard First Aid/CPR (<i>Prerequisite</i>)	.8 CEU
HEO 190	Vac-Truck Operations	4
CDL/Heavy Truck Operations – Total Credits		5

Community and Workforce Development

- Training to meet industry standards and regulatory requirements
- On- demand training to meet employer needs
- Training for career advancement
- Training to promote economic self- sufficiency
- Microsoft productivity software and QuickBooks classes to meet the level of your need

Community and Workforce Development: *Meeting the training needs of employers and individuals.*

The mission of Iḷisaḡvik's Center for Community and Workforce Development (CWFD) is inherent to the Iḷisaḡvik College mission of providing well-educated individuals to meet the human resource needs of North Slope employers. The goal is to empower North Slope communities and individuals by providing them with the quality training they need to realize economic self-sufficiency and employment security. CWFD works directly with employers to assist them in meeting present and future workforce needs. Trainings are delivered onsite in Barrow and in all North Slope villages.

Many CWFD courses are designed to help employers meet regulatory and industry standards. Please check the course listings for the full descriptions of these courses. Additional courses are available upon request.

In addition, CWFD also develops custom trainings on-demand for North Slope employers to meet specific workforce needs. Trainers for CWFD programs come from local, state and national sources. Some of the employer-demanded classes offered in the past include:

- Asbestos Abatement 40-hour and 8-hour Refresher
- Trainer Development
- Incident Command System (NIMS)
- Team Effectiveness
- Sexual Harassment Prevention
- Non-Violent Physical Crisis Intervention
- Business Planning for Media Professionals
- Video Production
- Conflict Management
- Food Worker Certification
- Supervisor Training
- Adobe Desktop Publishing Integrated software
- Marine Mammal Observer's Stewardship Training
- E-Commerce Marketing
- CAD Training

CWFD has an open-door policy for developing courses to meet the needs of local businesses and organizations. Services range from providing facilities and logistical support to planning, coordinating, crediting and delivering the instruction for entire programs. Delivery options include traditional classroom settings; workplace skills development provided on-site; on-line courses; assistance with mentorships and on-the-job training. Credits or CEU's are based on industry standards and are recorded on the college transcript.

For more information, please contact CWFD at 907.852.1868 or 907.852.1755; toll free at 800.478.7337, ext. 1868 or ext. 1755.

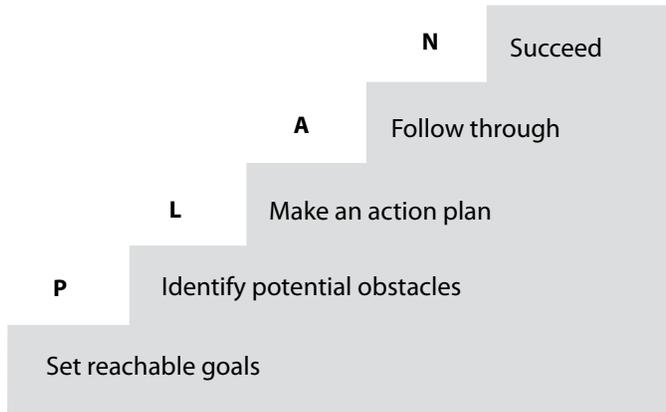
Workforce Development: Utilities and Facilities		Credits
WFDU 100	Certified Pool Operators	1.4 CEU
WFDU 101A	Boiler Basics	2-3 CEU
WFDU 101	Boiler Technician	3-4 CEU
WFDU 102	Tank Farm Operations	1-3 CEU
WFDU 219	Introduction to Alaskan Small Water Systems	1.5-3.0 CEU
WFDU 220	Water Treatment and Distribution Certification Exam Review	1.6-3.2 CEU
WFDU 229	Introduction to Alaskan Small Wastewater Systems	1.5-3.0 CEU
WFDU 230	Wastewater Collection and Treatment Certification Exam Review	1.6-3.2 CEU
WFDU 239	Introduction to Membrane Water Treatment	1.6 CEU
WFDU 289	Alaskan Water Treatment Systems–Intermediate Operator Training	1.5-3.0 CEU

Workforce Development: Marine		Credits
WFDM 091	Basic Safe Boating	1.2 CEU
WFDM 092	Cold Water Safety and Survival	2.4 CEU
WFDM 100	Emergency Procedures and Onboard Drills	1.8 CEU
WFDM 194	Basic Maritime Safety	.5
WFDM 200	100 Ton and OUPV (6 Pack) Course	4

Workforce Development: Industry		Credits
WFDI 101	Small Engine Repair	1-2 CEU
WFDI 102B	Fuel Dispenser Review Basics	0.8 CEU
WFDI 103	Asbestos For Supervisors and Contractors 40-Hour	1
WFDI 104	Asbestos For Supervisors and Contractors 8-Hour	0.8 CEU
WFDI 105	Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai)	1.5 - 3 CEU
WFDI 111	Appliance Repair and Refrigeration	3.5 CEU
WFDI 112	Refrigeration Small Systems Repair and Evacuation	2 CEU
WFDI 184	HVAC – Troubleshooting and Maintenance	1

Workforce Development: Small Business		Credits
WFDT 130	Eco-Tourism Internship/Practicum	3.5 CEU
WFDT 131	Introduction to Guide Training	.8-2.0 CEU
WFDT 132	Guide Training – ANWR and Local Environs	.8-1.5 CEU
WFDT 133	Alaska Guide Training	1.5-2.0 CEU

Foundational Studies



Adult Basic Education (ABE)

The Adult Basic Education (ABE) Program, a community outreach of Iñisaġvik College, offers instruction to adult learners in the foundational skills of reading, writing and mathematics. We believe in each individual's ability to learn and to become an active participant in the economy of the community. ABE pursues a two-fold goal: (a) to equip the adult learner with the skills and confidence to enter the workforce and/or (b) to prepare the learner for a successful transition into higher academic or vocational training.

General Educational Diploma (GED)

The General Educational Diploma (GED) is a group of five tests in the subjects of Reading, Writing, Math, Science, and Social Studies, which verify high school level skills for those who successfully complete the exams. New students in both programs are first evaluated for their entry level. Next, the staff will design a personalized, individual education plan with short-term goals, based on each student's Test for Adult Basic Education (TABE) results. This way, the students and their instructor can then constructively work together towards reaching those short-term goals.

The learning environment may be one-on-one with the coach or consist of small groups. Iñisaġvik's ABE/GED staff welcomes the opportunity to share both academic and life skills and embraces each learner as a unique human being with the potential to both benefit from and contribute to the community of the North Slope.

The ABE program also has an ESL (English as a Second Language) component through which students may learn or improve their conversational English skills.

Iñisaġvik recognizes the importance of lifelong learning and that philosophy is central to the mission of ABE/GED.

ABE/GED Program Outcomes Include:

- Students create a vision for their life; they set measurable, reachable short-term and long-term goals.
- Students build self-confidence and self-esteem.
- Students develop life skills that empower them to manage both personal and educational challenges.
- Students build reading, writing, math, science and social science skills that will serve as a foundation for continued growth and learning.

To register for the ABE/GED/ESL program, please contact Diana J. Perkett, Director, or Greg Shriver, Instructor, by calling 852.1741 or 852.1742. We are located in Hut 60 at the main college campus.

JUMP START, LEVEL I
JUMP START, LEVEL II

Jump Start introduces students to the foundational skills required for college success. Classes in study strategies, success skills and health will help students to make wise choices necessary to stay on track and achieve their goals. English and math prepare students for the transition into 100-level courses. Jump Start Level I and Level II will be awarded upon successful completion. Jump Start is designed as a full-time learning experience as well as for part-time students who score below the cut off scores for English and math 100 level classes.

Outcomes:

- Demonstrate ability to organize materials in a logical manner.
- Demonstrate leadership and participative skills to collaborate effectively.
- Demonstrate research skills necessary to retrieve digital and textual information.
- Demonstrate sufficient reading, oral and written English skills to be able to succeed in college-level courses.
- Demonstrate sufficient mathematical skills to be able to enter Math 105.
- Be able to apply mathematical operations including fractions, decimals, percents, ratios and basic linear equations.
- Demonstrate basic computer literacy skills.
- Demonstrate understanding of real numbers, equalities, inequalities, exponents and polynomials by solving systems of linear equations.

Jump Start, Level I		Credits
CCS 110	Study Skills	2
ENG 075	The Write Stuff	6
IT 117, 118	IC3 Modules	2
MATH 055	Applied Math	4
Total		14

Jump Start, Level II		Credits
CCS 196	Success Skills	2
ENG 090	Critical Reading and Writing	4
HLTH 102	Healthy Living	2
MATH 060	Beginning Algebra	4
Total		12

DISTANCE EDUCATION

Iḷisagvik College offers distance education courses utilizing both teleconference and MyCampus, the online course management system in use. Registration for an online course is the same as for other courses in Barrow. Village students wishing to take an online course should visit their teleconference center for assistance with registration. To successfully take an online course from home or from the teleconference center, students must be ready to handle the rigors of the online world. The tools, materials and skills needed to take an online course should not be overlooked. These include:

1. A dedicated internet connection at home is essential, unless you intend to use your village teleconference center's public computers.
2. Competency in computer use on either a Windows or MAC platform.
3. A working knowledge of file manipulation and management including attaching files, downloading, unzipping and file extensions.

In Barrow and in the villages, training can be provided on how the MyCampus system works. Village teleconference centers have staff that can help students enroll and order textbooks. Teleconference center personnel can also assist with basic computer troubleshooting. Those with limited computer knowledge should consider enrolling in IC3 – Internet Computing Core Certification (IT 117, IT 118, and IT 119) or IT 100 Introduction to Online Learning. These courses are offered each semester.

In addition, Iḷisagvik uses Elluminate, a synchronous web conferencing platform, to deliver instruction. Students participate from their own computer, at their own location, through an internet connection using a headphone with mic. This format requires students and instructor to meet at pre-designated times. Students should be comfortable in a live internet setting and either have permission of the instructor or have taken IT 100 Introduction to Online Learning course. For more information, contact the distance delivery instructor at rob.carrillo@ilisagvik.edu or call 852.1706.

Course Fees

Graduation Application Fee

Graduation fee \$ 20

Note:

Students who are working towards an Associate Degree will be charged a one-time fee of \$20 at the time they have completed their degree. No fees will be charged for preceding certificates.

Official Transcript Fee

An official transcript of a student's academic record is prepared by the Office of the Registrar for a \$5 fee.

Registration Fee (per semester) \$50

Student Support Services Fee

1-5 credits (per semester) \$60
6-12 credits (per semester) \$30

Technology Fee

A technology fee of \$5 per credit will be charged up to a maximum of \$60 per semester.



Specific Course and Material Fees

Science		Lab Fee
	All Biology, Chemistry, and Geology Lab Courses	\$35
Art		Materials Fee
ART 105	Beginning Drawing	\$50
ART 113	Introduction to Painting	\$100
ART 212	Baleen Art	\$100
ART 220	Fundamentals of Carving	\$100
Associated Construction Trades		Materials Fee
CARP 110	Carpentry Level I	\$ 75
CARP 111	Carpentry Level I Skills Lab	\$125
PMB 102	Level I Plumbing Skills Lab	\$200
PMB 103	Level I Pipefitting	\$100
PMB 121	Level II Plumbing Skills Lab	\$250
CTT 103 A and B	Introduction to Welding	\$75
ELEC 106	Electrical Blueprints and Design	\$25
ELEC 125	Level I Training	\$200
ELEC 126	Level II Training	\$200
ELEC 138	Level I Electrical Skill Development	\$200

Specific Course and Material Fees		
ELEC 188	Level II Electrical Skill Development	\$200
ELEC 206	Commercial Wiring I	\$150
ELEC 238	Electrical Level III Skill Development	\$200
ELEC 251	Electrical Level III	\$200
ELEC 252	Electrical Level IV	\$150
ELEC 275	Advanced Electrical Topics	\$200
ELEC 288	Electrical Level IV Skill Development	\$200
Driver's Education		Course Fees
DE 080	Driver's Education Test Prep for Written Exam	\$250
DE 081	Behind the Wheel Driving	\$450
DE 084	Basic Driver's Education	\$675
Heavy Truck Operations		Course Fees
HEO 002	Limited Class A/CDL	\$300
HEO 003	Limited Class B/CDL	\$250
HEO 004	CDL – Tank Vehicles	\$75
HEO 005	CDL – Hazardous Materials	\$75
HEO 006	CDL – Passenger Vehicles	\$75
HEO 007	CDL – Double/Triple	\$75
HEO 008	CDL – Combination Vehicle	\$75
HEO 009	CDL – Air Brake Restriction	\$75
HEO 010	CDL – General Knowledge	\$150
HEO 011	OSHA Forklift Operation	\$450
HEO 105	CDL – Restricted Test Prep	\$700
HEO 130	Operation Class 8 Truck and Trailer	\$5,300
HEO 150	CDL – Unrestricted Test Prep	\$5,700
HEO 170	Construction/Heavy Equipment Operations	\$6,300
HEO 175	Entry Level Operation of Class 8 Truck and Trailer	\$3,500
HEO 190	Vac-Truck Operations	\$6,500
HEO 175	Entry Level Class 8 Truck and Trailer	\$3,300
Information Technology		Exam Fees
IT 117	Computing Fundamentals: IC3 Module 1	\$33
IT 118	Core Applications: IC3 Module 2	\$33
IT 119	Living Online: IC3 Module 3	\$33
IT 130	Computer Word-Processing	\$85
IT 140	Computer Spreadsheets	\$85
IT 150	Computer Databases	\$85
IT 209	Using Microsoft Outlook	\$85
IT 291	COMP TIA Network+	\$163
IT 292	COMP TIA A+ Exam I	\$163
IT 292	COMP TIA A+ Exam II	\$163

Specific Course and Material Fees		
Industrial Safety		Course Fees
SAFE 102	CEU Hydrogen Sulfide	\$50
SAFE 103	Unescorted Training with H2S	\$250
SAFE 104	8-Hour HAZWOPER	\$50
SAFE 106	NSTC Unescorted Training	\$200
SAFE 110	40-Hour HAZWOPER	\$600
SAFE 115	24-Hour HAZWOPER	\$400
SAFE 122	Blood Borne Pathogens	\$150
SAFE 123	Standard First Aid and CPR	\$75
SAFE 124	Infant/Child CPR	\$75
SAFE 127	Adult CPR	\$75
SAFE 138	24-Hour Spill Response	\$700
SAFE 170	Confined Space	\$50

Workforce Development

Please note: If course fees are not shown, please contact WFD for a quote. The course fee of many WFD classes will ultimately depend on the enrollment numbers and location of offering. For the purposes of this catalog, the maximum fee with the minimum number of students has been shown. Course fees may be reduced depending on enrollment.

Workforce Development		Course Fees	Minimum Participants
Industrial/Utilities			
WFDI 103	Asbestos for Supervisors and Contractors 40-Hour	\$700	10
WFDI 101	Small Engine Repair		
WFDI 104	Sealed Combustion Room Heater Repair Basics		
WFDI 111	Appliance Repair and Refrigeration	\$700	10
WFDI 112	Refrigeration Small Systems Repair and Evacuation	\$750	10
WFDI 184	HVAC – Troubleshooting and Maintenance		
WFDU 100	Certified Pool Operators		
WFDU 101	Boiler Technician		
WFDU 101A	Boiler Basics		
WFDU 102	Tank Farm Operations		
WFDU 102B	Fuel Dispenser Review Basics		
WFDU 103	Power Plant Operator		
Water/Wastewater Treatment			
WFDU 219	Introduction to Alaskan Small Water Systems	\$650	10
WFDU 220	Water Treatment and Distribution Cert. Exam Review	\$625	10
WFDU 229	Introduction to Alaskan Small Wastewater Systems	\$620	10
WFDU 230	Wastewater Collection and Treatment Cert. Exam Review	\$650	10
WFDU 329	Introduction to Membrane Water Treatment		
WFDU 289	Alaskan Water Treatment Systems – Intermediate Operator Training		

Workforce Development		Course Fees
Marine		
WFDM 091	Basic Safe Boating	
WFDM 092	Cold Water Safety and Survival	
WFDM 100	Emergency Response Procedures and Onboard Drills	
WFDM 200	100 Ton/OUPV Course	
Tourism		
WFDT 130	Eco-Tourism Internship	

Customized Training by Iḷisaḡvik Faculty	
Instruction	\$100/hr
Materials	Varies with training
Travel/Lodging as needed	Varies with training
CEU/Credit	\$100 each

Iḷisaḡvik College Dorm Rates and Meal Prices

Fall 2011

Prices listed are for one semester, which generally averages 110-115 days and includes student orientation.

Full-time Residential Student Dorm Rates

per Semester: \$2,000

Full-time Residential Student Meal Plan

per Semester: \$3,300

Individual meal plan service starts with lunch the day the residential facility opens and ends with lunch the day the residence hall closes. The meal plan includes breakfast, lunch and dinner Monday through Saturday, brunch and dinner on Sundays. All in cafeteria meals are buffet style, and Sunday brunch is "all you can eat." Full time students not living on campus may also purchase a meal plan card by contacting the Business Office directly.

We debit student accounts for meal plans and dorm fees at the beginning of each semester. These fees are not refundable after the last day to drop/add classes. Refunds will be prorated on a percentage basis. Please contact the Business Office for more information.

Part-Time Residential Per Student Rate:

Double Occupancy/Day \$65
Single Occupancy/Day \$80

Non-Student Dorm Per Room Rates:

Double Occupancy/Day \$140
Single Occupancy/Day \$115

Long Term Dorm Rates:

Inquire with Student Services

Regular Meal Rates		
Meal	Price	Senior
Breakfast	\$7	\$5
Lunch	\$15	\$12
Lunch Special	\$10	
Dinner	\$15	\$12
Brunch	\$18	\$15
Kids under 10 brunch/dinner	\$13/\$12	

Course Descriptions

Alaska Native Studies

ANS 240 Spring 3 credits

Alaska Natives in Film

This class analyzes the portrayal of Alaska's Iñupiaq and Yup'ik peoples, and Iñuit in Canada and Greenland, as seen in films from the United States, Canada and Greenland. The focus of the class is on an examination of the social impact of the films and discussion of relevant political, educational and social topics that affect Alaska Natives. The course also explores how various film techniques are accomplished and how those techniques portray northern peoples in film. This course meets the Alaska State Department of Education certification requirement in Multicultural/Cross-Cultural Communication. *(Prerequisites: ENGL 111X or permission of instructor. ART 200X is also recommended.)*

Anthropology

ANTH 100X Fall 3 credits

Individuals, Society and Culture

An examination of the complex social arrangements guiding individual behavior and common human concerns in contrasting cultural contexts within and between indigenous, slave, feudal, capitalist and socialist societies. *(Prerequisites: ENGL 111X or concurrent enrollment in ENGL 111X.)*

ANTH 242 Fall 3 credits

Native Cultures of Alaska

Examines the traditional Aleut, Eskimo and Indian cultures of Alaska including: linguistic and cultural groupings, technology, subsistence patterns, social organization, religion, human ecology, history and current political, social and economic issues. This course meets the Alaska State Department of Education certification requirement in Alaska Studies. *(Prerequisites: ENGL 111X or permission of instructor.)*

Art

ART 105 Fall 3 credits

Beginning Drawing

This course serves as an introduction to the basic elements in drawing. Emphasis is placed on a variety of techniques and media. *(See fee schedule for material fees.)*

ART 113 Spring 3 credits

Introduction to Painting

Introduction of basic materials, various media and techniques available for painting will capture the artistic minds for those who have wanted to learn to paint. Students are taught about basic materials and techniques in either media. Pictorial principles and organization of paintings is also discussed. *(See fee schedule for material fees.)*

ART 190 Fall (odd years) 3 credits

Working with Digital Media (Cross listed as IT 190)

This course will provide students with skills to use software and application procedures for digital media. Skills developed in this course include techniques used to edit images for graphics applications, video creation and editing, internet skills, web content manipulation, file sharing and file transfer procedures. Students also become familiar with online research methods and hardware and software skills used in the digital editing profession.

ART 200X Spring 3 credits

Aesthetic Appreciation: Interrelation of Art, Drama and Music

Gain understanding and appreciation of art, drama, and music through an exploration of their relationship. Topics include the creative process; structure; cultural applications and diversity; the role of the artist in society, and popular movements and trends. *(Prerequisite: ENGL 111X)*

ART 212 Spring 3 credits

Baleen Art

Learn the art of baleen use of the Iñupiat of the North. Students will learn to separate baleen, clean, soak, and cut for future use. Students will have an option to learn to shape baleen into boats, including the attachment of sail rigging using traditional materials, and/or scrimshaw on baleen. They will also learn how baleen was used for survival in the old days and how baleen is used for creating other art objects of today. *(See fee schedule for material fees.)*

• *Please note: Because the Marine Mammal Protection Act of 1972 restricts the possession and use of raw baleen to Alaska Natives only, and as this course uses raw baleen, non-Native students are not eligible to enroll.*

ART 220 Fall 3 credits

Fundamentals of Carving

Fundamentals of carving antler, bone, horn, ivory and soapstone using both hand and electric tools will be taught in this class. Students will progress from easier mediums to more difficult, and choices in materials will be included. Students will become familiar with both traditional and contemporary Iñupiat artists' work from various areas of Alaska and other countries. Cost of tools and materials and methods of marketing work will also be explored. *(See fee schedule for material fees.)*

• *Please note: Because the Marine Mammal Protection Act of 1972 restricts the possession and use of raw ivory harvested after 1972 to Alaska Natives only, and as this course uses this ivory, non-Native students will work on other materials because federal law prohibits their use of the raw ivory.*

Business

BUS 101 Fall, Spring 3 credits

Principles of Accounting I

Accounting concepts and procedures for service and merchandising businesses owned by a single proprietor. Basic accounting principles including analyzing business transactions, T-accounts, journal entries, ledger accounts, posting and closing entries, accounts receivable and payable, payroll computations, and taxes. Includes recognizing accounting requirements and preparing financial statements. *(Prerequisites: Completion of or enrollment in BUS 105 or permission of the instructor.)*

BUS 102 Spring 1 credit

Personal Finance

Introduction to consumer financial issues including balancing a checkbook, creating a personal budget and savings plan, and methods of setting and obtaining personal financial goals. Opportunities and requirements for professional business careers are also discussed.

BUS 104 Spring 1 credit

Personal Income Tax

Details of taxable income, deductions, credits and exemptions, and forms. New tax law changes are emphasized. Record-keeping requirements and suggestions are given. Use of computer software in determining taxes, completing proper forms, and electronic filing are also covered. Students may receive assistance in completing their own taxes as time permits.

BUS 105 Fall, Spring 3 credits

Business Math

Review of basic math computation skills as they apply to various areas of business including retail applications, statistics and graphics. Designed to provide the skills necessary to make better business decisions. *(Prerequisites: Completion of MATH 060, COMPASS placement score of 39 – 65, or permission of instructor.)*

BUS 106 Fall/Summer 1 credit

Time Management (Cross listed as PADM 104)

Effective time management is essential to every employee's job. Completing tasks on time and remaining productive throughout the day are essential to job advancement. This course is designed to give employees the skills to effectively manage their time in order to maximize efficiency. Includes learning to set boundaries, organize and prioritize, and design action plans to achieve personal and professional goals.

BUS 107 Spring 2 credits

Proofreading and Editing

Provides instruction and practice in finding, marking and correcting errors commonly made, but often overlooked in business communication. Provides practice using special symbols to highlight errors and corrections to be made.

BUS 108 Spring, Fall 1 credit

Ten-Key Mastery

Develop proficient operating skills for the ten-key machine for such applications as discounting amount and percent change, prorating interest, commissions and payroll.

BUS 109 Fall, Spring 3 credits

Business English

Participants will develop skills in English fundamentals with an emphasis on language usage. Intensive study on grammar, punctuation, capitalization, spelling, word usage, and sentence structure. Also, participants will develop skills in writing business documents with emphasis on e-mails, letters, memos, reports, and other business documents.

(Prerequisites: Compass score of 70 or higher, or completion of ENGL 090 with permission of instructor.)

BUS 112 Spring 3 credits

Principles of Economics

Introduction to basic economic concepts, including supply and demand, inflation, money and banking, interest rates, economic growth, price determination, equilibrium, consumerism, unemployment, and economic stability.

(Prerequisites: Completion of or current enrollment in BUS 151.)

BUS 114 Fall 3 credits

Payroll Accounting

Methods to compile and calculate payroll information, earnings, deductions and net wages. Includes payroll records and city, state, and federal tax report forms and laws.

(Prerequisite: BUS 101.)

BUS 119 Fall, Spring 1 credit

Office Finance

Introduction to keeping business records and banking procedures as they relate to general office transactions. Language and documents of banking, including check processing, deposits, credits, payment functions, and reconciling bank statements.

BUS 151 Fall, Spring 3 credits

Introduction to Business

Business organization and structure, major business functions, business ownership, management, marketing, human resources, economics, labor relations and finance. Opportunities and requirements for professional business careers are also discussed.

BUS 155 Fall 1 or 3 credits

Human Relations

A survey of human relations to include attitudes, self-concepts, personal communication styles, motivation, goal setting, ethics, and managing change as applied to the business environment.

Module A – 1 credit

Module B – 2 credits; Prerequisite: Module A (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.)

BUS 157 As demand warrants 3 credits

Introduction to Tourism

Practices and concepts which enhance tourism to include hospitality, recreation and leisure travel both domestic and international. Methods of developing, organizing, funding, and planning a successful tourism economy. North Slope tourism opportunities are emphasized.

BUS 175 Fall 1 or 3 credits

Customer Service (Module A cross listed as PADM 192)

Course presents service to both internal and external customers as integral to the success of any organization. Includes empowering service providers, dealing with difficult people, building customer retention and satisfaction in the context of performance enhancement.

Module A – 1 credit

Module B – 2 credits; Prerequisite: Module A (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.) (Prerequisite: BUS 151 recommended.)

BUS 182 Fall, Spring 1 or 3 credits

Office Procedures (Module A cross listed as PADM 190)

Duties and responsibilities of general office employees including filing, processing mail, telephone communication, office supplies, employment procedures, basic requisitioning, office technology, tracking logs and travel arrangements, timesheets, reimbursement procedures, scheduling and planning meetings.

Module A – 1 credit

Module B – 2 credits; Prerequisite: Module A (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.)

BUS 198 As demand warrants 1 – 3 credits

Independent Project

Project will include learning and applying business concepts to significant problems and demonstrating the result to others. (Prerequisite: Permission of instructor.)

BUS 199, 299 As demand warrants 1 – 3 credits

Practicum in Business Management

For the student who is working in a business field who can apply and relate the impact of that experience on his/her academic coursework. Requires supervised training and work experience. The student and instructor together will analyze the student's work experience and relationship of the job to career and academic goals. Written report and student contract required. (Prerequisite: Permission of instructor.)

BUS 201S Spring 3 credits

Principles of Accounting II

Accounting concepts and procedures for businesses which are organized as partnerships or corporations and perform manufacturing operations. Accounting principles include notes payable and receivable, merchandise inventory, long-term bonds, statement analysis, corporate transactions, capital stock transactions, and property, plant and equipment. (Prerequisites: BUS 101 or permission of the instructor.)

BUS 202 Spring 3 credits

Managerial Accounting

Managerial accounting covers the internal use of financial information for decision-making, cost measurement and management, and performance evaluation. (Prerequisites: BUS 101 Principles of Accounting I and IT 140 Spreadsheets.)

BUS 203 Spring 3 credits

Records Management

Instruction in basic alphabetic storage with filing rules and cross-reference and procedures for retrieving records manually. Includes adaptations of alphabetic storage methods including geographic, numeric and subject; storage and retrieving special records (card files, visible records, micro recorders); organizations and operations of records management programs and control of record systems.

(Prerequisites: Current enrollment or completion of BUS 182.)

BUS 220 Spring 3 credits

Applied Business Communications

Students will become acquainted with the process and conventions of business and technical communication. Emphasis will be placed on creating, designing, and formatting business documents and conveying technical information in a manner that is easy to read and understand. (Prerequisites: ENGL 111X, BUS 109, or instructor approval.)

BUS 232 Spring 1 or 3 credits

Contemporary Management Issues (Module A cross listed as PADM 186)

Explores management functions, which include planning, organizing, motivating, directing, monitoring, problem-solving, and decision making. This course identifies how values, character, and trust are a necessary foundation for effective management and leadership. Inupiaq values fit naturally into the concepts, discussions, and assignments of this class.

Module A – 1 credit (no prerequisite)

Module B – 2 credits; Prerequisite: Module A. (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.) (Prerequisite for 3 credit course: BUS 151 Introduction to Business)

BUS 233 Fall 3 credits

Financial Management

Corporate financial planning and control, asset management, capital budgeting, financial markets and instruments. (Prerequisites: BUS 151 or permission of instructor.)

BUS 234 Fall 1 or 3 credits
Human Resource Management (Module A cross listed as PADM 188)
 Introduction to management principles and personnel practices in industry; analysis of labor-management problems; methods of recruiting; selecting; training and compensating employees; employee supervision, and labor laws and their applications.

Module A – 1 credit (no prerequisite)

Module B – 2 credits; Prerequisite: Module A (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.) (Prerequisite for 3 credit course: BUS 151 or permission of instructor.)

BUS 239 Fall 1 or 3 credits
Culture and Management (Module A cross listed as PADM 189)
 Course explores methods and strategies for integrating Iñupiaq values into team building, daily supervision, managerial processes, and leadership roles. The experience of Iñupiaq leaders and an array of research demonstrate how Iñupiaq values are an important foundation for improving effectiveness and dealing with conflict and change.

Module A – 1 credit

Module B – 2 credits; Prerequisite: Module A (Module B must be completed within 2 years of Module A; otherwise, students must enroll in Modules A and B to earn all three credits.)

BUS 241 Spring 3 credits
Business Law
 Legal aspects of business problems and issues. Principles of law in contracts, employment, personal sales, and property ownership. Overview of the judicial system, legal processes, administrative procedures, business ethics, and the Uniform Commercial Code. *(Prerequisites: BUS 151 or permission of instructor.)*

BUS 245 Fall 3 credits
Computerized Accounting
 Emphasizes the use of computerized accounting software and spreadsheets to perform basic accounting functions. Using automated software, students set up company accounts, analyze and input transactions, generate and customize financial reports, and complete end-of-period closing transactions. Spreadsheet applications are also used to create, enhance, and present financial information. *(Prerequisites: BUS 101 and IT 140 A, B and C or permission of instructor.)*

BUS 253 Fall 3 credits
Grant Writing Essentials
 This course teaches the basics of grant writing and creating budgets. Students will develop abstracts, program descriptions, budgets and budget narratives. Effective proposal management skills and program development will also be taught. *(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and score 70 or higher on the COMPASS English placement test.)*

BUS 254 Spring 3 credits
Introduction to Organization Management
 Methods of creating proper attitudes, communication styles, motivation, interactions, positive reinforcement, team building, and leadership skills. Evaluating and monitoring employees. *(Prerequisites: BUS 151 or permission of instructor.)*

BUS 255 Spring 3 credits
Grant Compliance and Reporting
 This course provides a strong foundation in monitoring activities and requirements of grant agreements to ensure program/project and financial compliance. Office of Management and Budget Circulars for Administrative Requirements and Cost Principles will be studied. Topics will include reducing the risk of mismanagement of grant funds, interagency agreements and program compliance. *(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and score 70 or higher on the COMPASS English placement test.)*

BUS 260 Spring 3 credits
Principles of Marketing
 Basic marketing principles and practices appropriate to small or large goods, or services, and for-profit and non-profit organizations. Examines target market, marketing mix, consumers, and competition. *(Prerequisites: BUS 151 or permission of instructor.)*

BUS 263 Spring 3 credits
Public Relations
 Introduces the student to public relations and the role it plays in our world and society. Public relations is image making, repairing and promoting. PR involves promotion, selling, advertising and creating public, corporate, government, church and other institutional images. Public relations professionals need skills in psychology, writing, mass media theory, image construction, persuasion and audience analysis.

BUS 273 As demand warrants 3 credits
Small Business Management
 The process of starting, managing or owning a small business. Includes the development of a business plan, budgeting, operations, and management. *(Prerequisites: BUS 151 or permission of instructor.)*

BUS 279 As demand warrants 1 – 3 credits
Economic Development on the North Slope
 Course explores past and current economic development activities on the North Slope. Topics include: sharing and exchanging goods; early development; small business and entrepreneurship development; workforce development; balancing subsistence with cash economy and impacts of existing and future industry development.

Carpentry

CARP 110 Fall 5 credits

Carpentry Level I

Introduces the carpentry trade, tools and materials. Concentrates on rough carpentry used in floor systems, framing walls, ceilings and roofs as well as windows, doors and weather stripping. Uses NCCER instructional modules.

(Prerequisites: Complete CTT 101 Introduction to Construction Trades; Pass a drug test and COMPASS math score of 39 or higher. (See fee schedule for material fees.)

CARP 111 Fall 1 credit

Carpentry Level I Skills Lab

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 110. *(Prerequisites: CTT 101 and concurrently enrolled in CARP 110; pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees.)*

MTHC 101 A and B Fall 2 credits

Introduction to Mathematics for Carpentry – Modules A and B

Reviews and applies mathematics principles related to carpentry. Covers whole numbers, fractions, decimals, weights, measures and proportions, ratios and proportions, percents, angles, perimeters, volume, surface area solids, metric system, board measurement, pricing, estimating and calculating the materials and cost of a job. Practice in calculating and pricing each component. *Prerequisites: Enrolled in CARP 110 and 111; pass a drug test and COMPASS math score of 39 or higher; intended to be taken concurrently with CARP 110.)*

Module A – 1 credit

Module B – 1 credit

Chemistry

CHEM 103X Fall (odd years) 4 credits

Introduction to General Chemistry (n)

Fundamentals of chemistry including historical and descriptive aspects as well as basic mathematical concepts. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. *(Prerequisites: Placement in ENG 111X or higher; placement in MATH 105 or higher, or permission of instructor. See fee schedule for material fees.)*

College and Career Skills

CCS 080 Fall, Spring 3 credits

English for Second Language Speakers

English language skills for the second language speaker. Class will focus on improving speaking, listening, reading, and writing skills critical for success in college or the workplace. Does not fulfill any English requirement. May be repeated for credit.

CCS 101 Fall, Spring 3 credits

Tools for Success

Provides information on the human relations skills needed to obtain and retain employment. Focuses on building good work attitudes and habits, building relations with supervisors, how to work effectively with others, analyzing personal work behavior, managing stress and resolving conflicts, thinking critically and giving and receiving constructive criticism. Uses NCCER instructional modules.

CCS 160 Fall, Spring 1 credit

Job Search Skills: Finding, Getting, and Keeping a Job

Students explore avenues for identifying employment opportunities, gather experience completing formal job applications, build and strengthen interview skills, and develop resumes, cover letters, and personal education and work histories for use in their searches for employment.

CCS 196 Fall, Spring 2 credits

Keys to College Success

Designed to increase the skills necessary to achieve academic and career goals. Includes time management, goal setting, understanding motivation, and changing non-productive habits and patterns. Also focuses on building good study habits and attitudes; building relationships with students and instructors; analyzing personal study behavior; managing stress and resolving conflicts; thinking critically and giving and taking constructive criticism.

Communications

COMM 131X Spring 3 credits

Fundamentals of Oral Communication: Group Context

The communication process with a focus on listening, perception, verbal and nonverbal communication, ethics, research, and organization. Emphasizes increased understanding of and effective performance in small group communication contexts. Students make several oral presentations in different formats.

Construction Trades Technology

CTT 101 Fall, Spring 2 credits

Introduction to Construction Skills

Overview of the construction industry to include basic safety, construction math, tool use and maintenance, reading basic construction blueprints, and the use of rigging equipment. This course is a prerequisite for any Carpentry, Electrical, Plumbing or Pipefitting course. Uses NCCER instructional modules. *(Prerequisites: Pass a drug test and COMPASS math score of 39 or higher.)*

CTT 103 Spring 1 credit

Introduction to Welding

Basic welding procedures and safety practices used in cutting steel with oxyfuel equipment and shielded metal arc welding. *(See fee schedule for material fees.)*

CTT 104 As demand warrants 3 credits

Insulation Level I

This course introduces the student to the Insulation Industry as it is involved with the Process Piping Industry. The student will learn about the importance of communication with other trades in the construction industry. Identifies the tools of the trade, their safe and proper use as well as proper care of them. Covers the proper handling, storage and distribution of material. Identification of and relationship between pipe size and insulation size. Students will learn about the characteristics of fiberglass pipe insulation and size requirements, and insulation requirements for basic types of fittings, valves, and flanges. *(Prerequisites: Pass a drug test and COMPASS math score of 39 or higher.)*

CTT 105 As demand warrants 3 credits

Scaffolding Level I

This course introduces the student to the scaffold building industry. The student will learn about the different types of scaffold and terms: stationary, mobile, and suspension scaffolds. Includes an overview of the safety regulations and guidelines of the industry, safe use and applications of tools used in the trade. Explains math calculations of scaffold loads, live loads, and wind loads. *(Prerequisites: Pass a drug test and COMPASS math score of 39 or higher.)*

Economics

ECON 100X Spring 3 credits

Political Economy

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. *(Prerequisites: ENG 111X or concurrent enrollment in ENG 111X.)*

Education

ED 199/299 As demand warrants 1 – 3 credits

Practicum in Education

Individualized work experience which results in the acquisition of classroom skills. May include training seminars or other learning activities directly related to the classroom. Credit is variable depending on the quality and quantity of the learning acquired in the workplace.

ED 201 Fall 3 credits

Introduction to Education

The prospective teacher is acquainted with the nature of teaching including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in public schools as a teacher's aide. Open to all students. Required for all students majoring in education.

Electrical

ELEC 106 Fall 2 credit

Electrical Blueprints and Design

Introduction to reading and working with blueprints emphasizing electrical drawings and understanding a typical set of electrical plans. *(See fee schedule for material fees.)*

ELEC 125 Fall 4 credits

Electrical Training Level I

A beginning level course covering electrical safety, hand bending, fasteners, electrical theory one and two, test equipment, National Electrical Code, boxes and fittings, conductors, blueprints and residential wiring. Course uses NCCER instructional modules. *(Prerequisites: NCCER Core training. See fee schedule for material fees.)*

ELEC 126 Spring 6 credits

Electrical Training Level II

An advanced electrical course covering second year topics such as AC current, motors, grounding, conduit bending, conductor installations, cable tray, electrical services, circuit breakers and fuses, contactors and electric lighting. Uses NCCER instructional modules. *(Prerequisites: NCCER Level I. See fee schedule for material fees.)*

ELEC 138 Fall 2 credits

Electrical Skill Development Level I

Beginning labs covering the use of electrical hand and power equipment. Wiring simulations and practice including switches, receptacles and fixtures. Students complete small wiring projects, practice hand bending of conduit and learn pipe threading. *(See fee schedule for material fees.)*

ELEC 166 Fall 1 credit

Introduction to National Electrical Code (NEC)

Introduction to the National Electrical Code as the basic standard that governs electrical work. The purpose, scope and layout of the NEC will be covered in depth along with how to find answers to common electrical installation questions.

ELEC 188 Spring 2 credits
Electrical Skill Development Level II
 Installation of various types of boxes, drilling, wiring of switches, receptacles, fixtures, setting and wiring panels. Includes single pole switches, three and four-way switches, dimmers, low voltage wiring and various appliances. (See fee schedule for material fees.)

ELEC 206 Fall, Spring 1 – 3 credits
Commercial Wiring I
 Introduction to wiring methods and materials used in light commercial buildings. Installation of wiring in conduit systems and rules governing these types of installations including services, feeders, and lighting and power distributions systems. (See fee schedule for material fees.)

Module A – 1 credit. Plans, specifications and power distribution.
Module B – 1 credit. Branch, circuits and feeders.
Module C – 1 credit. Lighting and services.

ELEC 216 Spring 1 – 3 credits
Applied NEC Study
 Application of the National Electric Code and how to use it as a guide for any type of wiring installation. How to find answers to common questions in the code and how to apply it to a wide variety of building situations.

Module A – 1 credit. Chapters 1 – 4 NEC
Module B – 1 credit. Chapters 5 – 8 NEC
Module C – 1 credit. Tables and Examples

ELEC 238 As demand warrants 2 credits
Electrical Level III Skill Development
 Hands on lab activities covering the skills introduced in the NCCER Level III course. Labs include motors, branch and feeder circuits, lighting applications, hazardous locations, transformers, and motor controls. (See fee schedule for material fees.)

ELEC 288 As demand warrants 2 credits
Electrical Level IV Skill Development
 Hands on lab activities covering the skills introduced in the NCCER Level IV course. Labs include feeders and services, standby and emergency systems, fire alarms, HVAC controls, Heat trace and freezing protection, and special locations. (See fee schedule for material fees.)

ELEC 251 As demand warrants 7 credits
Electrical Level III
 An advanced electrical course covering 3rd year topics such as load calculations, conductor selection, lighting applications, hazardous locations, overcurrent protection, distribution equipment, transformers, services, motor calculations, motor control, and voice and data. Uses NCCER instructional modules.

ELEC 252 As demand warrants 8 credits
Electrical Level IV
 An advanced electrical course covering 4th year topics such as load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, Heat trace and freeze protection, motor operation and maintenance, medium voltage terminations, special locations, and skills for the crew leader. Uses NCCER instructional modules.

ELEC 275 As demand warrants 1 – 3 credits
Advanced Electrical Topics
 Advanced theory and skill training in electrical and electronic systems. Topics may vary with needs of students but may contain subjects such as electronic theory, voice and data systems, fiber optics, TV and antenna systems, wind and solar power etc.

ELEC 276 Spring/Fall 1 – 3 credits
Advanced Blueprints and Design
 Advanced skills in understanding of blueprints and the design process by working with actual prints of construction projects, sheet by sheet, to the completion of the project.

Module A – 1 credit. Residential and multifamily
Module B – 1 credit. Commercial/industrial
Module C – 1 credit. Advanced projects

ELEC 289 As demand warrants 1 – 3 credits
Electrical Practicum I
 Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in a learning environment what will be expected on the jobsite.

ELEC 299 As demand warrants 1 – 3 credits
Electrical Practicum II
 Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in a learning environment what will be expected on the jobsite.

MTHE 101 Fall 1 – 2 credits
Math for Electricians
 Reviews basic principles of Mathematics, Algebra and Trigonometry as they relate to Electrical applications. Problems are related to learning activities in ELEC 125. To be taken concurrently with ELEC 125.

Module A – 1 credit
Module B – 1 credit

Emergency Medical Technology

EMS 103 As demand warrants 1 credit
Emergency Trauma Technician: First Responder
This course was designed to provide basic emergency care knowledge and skills for students who respond with emergency care. The objective of the first person on an emergency scene is to recognize the needs of the victim and deliver quality care to the patient, minimizing discomfort and preventing further complications.

EMS 109 As demand warrants 5 credits
ETT to EMT Bridge
This course prepares Alaska registered Emergency Trauma Technicians (ETT) to advance to the level of Emergency Medical Technician I (EMT) by completion of a bridge program. The course provides ETTs with the additional knowledge and skills required by the national DOT EMT – Basic Curricula. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures.

EMS 124 As demand warrants 1 credit
Emergency Medical Technician Refresher
Review of skills and emergency medical procedures at the Basic EMT I, II or III level. Emergency medical care procedural changes, newly developed equipment and its use, changes in State licensing practices, and other medico-legal requirements. *(Prerequisites: EMT I, II or III certification that may not be expired more than one calendar year.)*

EMS 135 As demand warrants 1 credit
Aeromedical Evacuations in Alaska
History of Alaska aero-medical transport, physiological aspects of pressure and atmosphere; physical effects of flight on the patient and escort; aircraft and equipment considerations; legal aspects of air transport, effects of aero-medical transport on specific medical situations. *(Prerequisite: EMS 170)*

EMS 170 As demand warrants 6 credits
EMT: Emergency Medical Technician I
Provides the necessary training to become a state certified EMT I in accordance with national Emergency Medical Technician Basic curriculum. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Topics include: roles and responsibilities of the EMT; medico-legal considerations in EMS; respiratory and cardiac emergencies; trauma management; medical emergencies and management; environmental emergencies; childbirth; hazardous situations and materials; patient packaging and triage, and communications and report writing. *(Prerequisites: Possess a valid CPR Provider level card (2005 guidelines) on the first day of the course. Students should be sufficiently proficient in reading, writing, and speaking English to understand course materials and participate in discussions and patient care scenarios.*

Students must have the strength to be able to move victims, sufficient vision to assess the condition of a victim, and dexterity to perform the skills procedures.)

EMS 230 1 – 3 credits
Emergency Medical Technician II
Improvement of EMT skills in trauma intervention for the seriously injured patient through advanced techniques in fluid therapy. Use of MAST pants, utilization of specific drug therapy and advanced airway care covered. *(Prerequisites: EMT I certification as described in State EMT regulation 7AAC26.010 or EMS 119.)*

EMS 231 2 credits
Emergency Medical Technician III
This course acts as an introduction to basic cardiac anatomy and physiology, cardiac electro-physiology, recognition and treatment of basic lethal arrhythmias, use of defibrillator monitor, use of morphine, lidocaine, epinephrine 1:1000, recognition and treatment of extremity pain due to isolated trauma. *(Prerequisites: EMT II certification as described in the State EMT regulation 7AAC26.010 or EMS 230.)*

English

ENGL 075W Fall, Spring 2 – 4 credits
The Write Stuff
This class emphasizes the fundamental English skills necessary for college or the workplace. This includes sentence and paragraph writing, reading, vocabulary building and presentation skills. Will be offered in 2 credit modules.

*Module A – 2 credits
Module B – 2 credits
(Prerequisite: Module A: COMPASS Score 0-22; Module B: COMPASS Score 23-44 or completion of 075W Module A)*

ENGL 090 Fall, Spring 2 – 4 credits
Critical Reading and Writing
This course builds on the English skills gained in ENG 075. Emphasis is on multi-paragraph writing, academic reading, and critical thinking and presentation skills. The successful completion of this course will prepare the student for the English demands of college transfer courses. Will be offered in 2 credit modules.

*Module A – 2 credits
Module B – 2 credits
(Prerequisite: ENGL 090 Module A: COMPASS Score 45-56, or the completion of 075W Module B; ENGL 090 Module B: COMPASS Score 57-69, or completion of ENGL 090 Module A)*

ENGL 111X Fall, Spring 3 credits
Introduction to Academic Writing
Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring and testing ideas. Concentration on research methods and techniques. *(Prerequisites: English COMPASS score 70+; or completion of ENGL 090 with permission of instructor.)*

ENGL 118 Fall 1 – 3 credits

Topics in English

Exploration of various composition and/or literary topics including fiction and essay writing, literature genres (e.g. biography and native stories), and poetry. Specific topic to be announced in College semester schedules. Recent courses have included “Telling Your Story: the Personal Memoir,” and “Writings about the Arctic.” Course may be repeated for credit when content varies. Counts as ELECTIVE only. No prerequisite or placement required.

ENGL 200X Fall 3 credits

World Literature

Introduction to reading and appreciation of a variety of literary texts from different cultures. Includes exposure to myth, poetry, storytelling, and drama. Students will gain an understanding of cultural differences and universals in texts from American, American minority, Western European and non-Western sources. *(Prerequisite: ENGL 111X)*

ENGL 211X Spring (even years) 3 credits

Academic Writing About Literature

Instruction in writing through close analysis of literature. Research essay required. *(Prerequisite: ENGL 111X)*

ENGL 213X Spring (odd years) 3 credits

Academic Writing About the Social and Natural Sciences

Instruction in critical reading and persuasive 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. *(Prerequisite: ENGL 111X)*

ENGL 218 As demand warrants 3 credits

Themes in Literature

Exploration of literary themes in various genres of literature, including fiction, poetry and drama. Specific theme is announced at registration. Course may be repeated for credit when content varies. Recent themes have included: Literature for the Writer, Literature of War and Terror, and Literature of the American Southwest. *(Course may be repeated for credit when content varies. Prerequisite: ENGL 111X)*

ENGL 271 Fall 3 credits

Introduction to Creative Writing

Close study and practice of forms and techniques of fiction, essay, and poetry writing for beginning and advanced writers; discussion of students' work in class and individual conferences. *(Prerequisite: ENGL 111X)*

Fire Science

FIRE 101 As demand warrants 3 credits

Principles of Emergency Service

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government;

laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems, and introduction to fire strategy and tactics.

FIRE 105 As demand warrants 3 credits

Fire Prevention

This course provides fundamental information regarding the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of fire codes; identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FIRE 107 As demand warrants 3 credits

Tactics and Strategy

The principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground. *(Prerequisites: FIRE 101 or permission of the instructor.)*

FIRE 109 As demand warrants 3 credits

Fire Behavior and Combustion

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

FIRE 110 As demand warrants 1 credit

Introduction to Incident Command System

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS), including persons involved with emergency planning and response and recovery efforts. This NIIMS ICS orientation introduces ICS, unified and area command, and multi-agency coordination to those persons responsible for the on-scene ICS organization. Includes discussions on responsibilities and information transfer between agency executives and incident commanders. Contact NSBFD if advanced ICS training above the 100 level is needed.

FIRE 112 As demand warrants 1 credit

Coaching the Emergency Vehicle Operator

This course provides the classroom portion required to meet the certification requirements for the State of Alaska Emergency Vehicle Driver. The program is based in part on NFPA 1001, NFPA 1500, and IFSTA Apparatus Driver. The course is intended to provide emergency vehicle drivers with the knowledge and skills to safely operate apparatus and reduce one of the leading causes of fatalities in the nation. *(Prerequisite: Valid driver's license.)*

FIRE 117 As demand warrants 3 credits

Rescue Practices

Rescue situations and techniques, including vehicle extrication, rescue carries, ventilation principles, structural rescue, use of portable hand and power tools, wildland/canine search and rescue, ice and water rescue, and emergency life saving principles. *(Prerequisites: EMS 170 or permission of the instructor. All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour personal protective equipment and self contained breathing apparatus safety orientation must be completed in order to participate in live fire exercises.)*

FIRE 121 Fall, Spring 1 credit
Basic Firefighter
 Introduction to firefighting, especially in rural areas with limited resources. This course provides knowledge and skills to enable students to meet the standards of Basic Firefighter as published by the Alaska Fire Standards Council and includes information in NFPA 1001 Firefighter Professional qualifications. The course utilizes State of Alaska Fire Service Training Firefighter I Skills check off sheets to evaluate performance of psychomotor skills.

FIRE 131 As demand warrants 3 credits
Firefighter I, Series I
 The initial phase in a four-phase process for achieving State of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. *(Prerequisite: All students are required to wear a complete set of fire department approved protective clothing (turnout gear).)*

FIRE 133 As demand warrants 3 credits
Firefighter I, Series II
 The second phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. *(Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)*

FIRE 135 As demand warrants 3 credits
Firefighter I, Series III
 The third phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. *(Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)*

FIRE 137 As demand warrants 3 credits
Firefighter I, Series IV
 The final phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the

student to sit for the Alaska State Firefighter I certification exam. *(Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)*

FIRE 138 As demand warrants 6 credits
Firefighter II
 Advanced technical knowledge of fire alarms, communications, fire behavior, self contained breathing apparatus, rescue, safety ladders, fire hose, nozzles and appliances, fire streams, water supplies, sprinklers, overhaul and inspections. All students are required to wear a complete set of fire department approved protective clothing (turnout gear). *(Prerequisites: Firefighter I certification and permission of the instructor.)*

FIRE 202 As demand warrants 3 credits
Fire Protection: Hydraulics and Water Supply
 Provides a foundation of theoretical knowledge to understand the principles of the use of water in fire protection and their application to analyze and solve water supply problems. *(Prerequisites: FIRE 101 and successful completion of MATH 060 or higher.)*

FIRE 203 As demand warrants 3 credits
Hazardous Materials Chemistry I
 Chemistry review of common hazardous materials including problems of recognition, reactivity and health risks encountered by firefighters. *(Prerequisites: Satisfactory demonstration of basic chemistry knowledge or permission of the instructor.)*

FIRE 206 As demand warrants 3 credits
Building Construction for Fire Protection
 The components of building construction that relate to fire and life safety. Focus on firefighter safety. Includes elements of construction and design features shown to be key factors when inspecting buildings, preplanning fire operations and operating emergencies. *(Prerequisite: FIRE 101)*

FIRE 210 As demand warrants 3 credits
Fire Administration I
 Organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer. *(Prerequisites: FIRE 101 or permission of the instructor.)*

FIRE 214 As demand warrants 3 credits
Fire Protection Systems
 Features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable extinguishers. *(Prerequisites: FIRE 101 or permission of the instructor.)*

FIRE 294 As demand warrants 1 credit

Fire Officer I

This course provides current and potential officers with knowledge and skills to assist them in effectively managing company and department operations. The course is based on National Fire Protection Association (NFPA) standard 1021 (Fire Officer Professional Qualifications). Topics include human resource management, community and governmental regulations, administration, inspection and investigations, emergency service delivery and safety.

Geoscience

GEOS 100X Spring (even years) 4 credits

Introduction to Earth Science (n)

Survey of four main disciplines of earth science: geology, oceanography, meteorology, and astronomy. Labs serve as vehicles to learn scientific methodology and to provide evidence to illustrate theories presented in lectures. *(Prerequisite: Placement in ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor. See fee schedule for lab fees.)*

GEOS 215 Fall (odd years) 3 credits

Topics in Modern Science for Everyone (n) (Cross listed as BIOL 215)

This course is for you if you wonder about the science reports that you hear in the media and wish you understood them better. Topics will range from advances in genetics and medicine, to climate change and the extinction of the dinosaurs, to resource availability and management. *(Prerequisite: A 100-level 4-credit laboratory science course.)*

Health

HLTH 101 Fall 3 credits

Introduction to the Health Professions

Explore careers in the health profession. Course content provides the student with knowledge regarding work description, work environment, employment opportunities, education and skill requirements. Will also cover a brief explanation of the evolution of medicine, health problems and future health care trends.

HLTH 103 Spring 3 credits

Introduction to Nutrition

This course defines the science of nutrition and discusses importance of nutritional adequacy and balance for optimal growth and health in a subsistence environment. Also identifies dietary subsistence sources of the major nutrients, their effects on health when there is a deficiency and excess and examine the inherent risks and benefits of a subsistence diet.

HLTH 107 As demand warrants 9 credits

Certified Nurse Aide Training

This program is offered in cooperation with Tanana Valley College of University of Alaska Fairbanks. Trains entry level workers in basic skills needed to assist nurses and to be effective health care team members. Students qualify to sit for the Alaska State Certification Exam for Nursing Assistants. Minimum of 90 lecture hours and 80 lab/clinical hours. Course consists of about 2½ weeks of classroom time in Barrow and 2½ weeks of clinical experience in Fairbanks.

(Prerequisites: COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)

HLTH 111 As demand warrants 4 credits

Personal Care Attendant Training

Designed to train entry level health care workers in basic skills necessary to provide care in homes and facilities and to be efficient health care team members. Will receive a state issued certification of completion for PCA training. For each student a minimum of 88 hours of classroom, lab, and/or practicum included. *(Prerequisites: COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)*

HLTH 113 As demand warrants 5 credits

PCA to CNA Bridge

Trains Personal Care Attendants to become Certified Nurses Aides. Build upon basic PCA skills and experience. Provides the additional classroom, laboratory and clinical hours necessary to sit for the Certified Nurses Aide certification exam. *(Prerequisites: HLTH 111, or agency training with two years experience and COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)*

HLTH 204 Fall 3 credits

Medical Terminology

Study of medical terminology including analysis and origin of word roots, prefixes, and suffixes. Content presented by body systems, focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Use of medical dictionary, word pronunciation and abbreviations. Designed for health care providers and those preparing for further study in health-related fields.

HLTH 270 Spring (odd years) 3 credits

Introduction to Pathology

Introduces basic concepts underlying various pathological processes in human diseases. Pathogenesis, etiology, and predisposing factors will be examined for the most common diseases and disorders of each body system. Discussion also includes diagnostic process, appropriate testing, and various treatment options. *(Prerequisites: BIOL 100X and HLTH 204)*

HLTH 271 Spring (even years) 3 credits
Introduction to Pharmacology
 This course is designed to give an overview of pharmacology, including how drugs are named, their classifications, routes of administration and mechanism of action. Course content and discussions will focus on giving participants a broad understanding of the discipline and the most frequently used terminology. (*Prerequisites: BIOL 100X and HLTH 204*)

HLTH 299 As demand warrants 1 – 3 credits
Allied Health Internship
 This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in a healthcare setting and under the supervision of both a qualified professional healthcare worker and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail. (*Prerequisites: HLTH 101, HLTH 204, BIOL 100X, BIOL 211X, and concurrently taking BIOL 212X. Medical Coding or Health Information Management internships also require HIM 110, HIM 210, HIM 211, and HIM 215.*)

HLTH D101 As demand warrants 3 credits
Essentials of Dentistry
 Essentials of Dentistry will provide an overview of dental assisting, oral health education, infection control, and patient record management, and Basic Life Support certification. It includes an introduction to basic dental procedures, safety, dental anatomy and dental radiography. The course prepares graduates of the Dental Assistant Trainee program for entry-level positions in health care settings such as dental assisting in the Barrow and village dental clinics.

HLTH D121 As demand warrants 4 credits
Chairside Procedures I
 Practical training and experience in beginning skills necessary to function as a chairside dental assistant in a general dentistry practice. Emphasis on developing clinical skills in four-handed dentistry techniques. Training will occur in the dental clinic setting under the supervision of the SSMH Dental Clinic staff. Students will be required to spend 180 hours in training and pass competency-based performance assessments. (*Prerequisite: HLTH D101*)

Health Information Management

HIM 110 As demand warrants 3 credits
Intro to Health Information Management
 This course is designed as an overview to the healthcare delivery system and the health information management profession. During the course, students will learn about the Health Information profession, the organization of healthcare in the United States, the role of providers, Information Systems related to the health record, filing methods, storage and retention, functions of the health record, content and structure, and data sets for various types of healthcare facilities.

HIM 210 As demand warrants 3 credits
ICD-9-CM Coding
 This course reviews the role of the coding professional, the history of classification systems with emphasis on the basic rules and guidelines of the International Classification of Disease, Ninth Revision, Clinical Modification (ICD-9-CM). This course will review the purpose and use the structure and conventions of ICD-9-CM. Detailed study will cover coding procedures in assigning ICD-9-CM codes for diagnosis and procedures with emphasis on coding in the inpatient care setting, coding compliance programs, performance measurement, staff recruiting and retention, coding for reimbursement and the transition to ICD-10. (*Prerequisite: HLTH 204*)

HIM 211 As demand warrants 3 credits
CPT-4 Coding
 This course reviews the basic principles, characteristics, and conventions of coding with the current procedural terminology (CPT), nomenclature and introduces the concept of compliance programs including auditing and monitoring, compliance considerations unique to certain healthcare settings, and CMS initiatives to reduce Medicare payment errors and high-risk areas for fraud/abuse enforcement. (*Prerequisite: HLTH 204*)

HIM 215 As demand warrants 3 credits
Health Insurance Claims Processing and Reimbursement
 This course explores and provides a contemporary look at the principles and practice of insurance and reimbursement processing, including the completion of the claims for inpatient, outpatient, emergency department and office encounters. The students will also explore the structure and purpose of insurance plan options, chargemaster review, carrier requirements, State and Federal regulations, and healthcare reimbursement methodologies such as payment systems, fee for service, managed care, and global payments. (*Prerequisite: HLTH 204*)

Heavy Equipment Operation

HEO 002 As demand warrants 2.0 CEU
Limited Class A/CDL
 This class will prepare the student to add the Class A/CDL vehicle endorsement to their commercial driver's license. Additional license endorsements include combination, Air brake and Double/Triple. (*Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license, be 19 years of age or older, or instructor permission. See fee schedule for course fees.*)

HEO 003 As demand warrants 2.0 CEU
Limited Class B/CDL
 This course will prepare the student to add a Class B/CDL vehicle endorsement to their Commercial Driver's License. Additional license endorsements include Tank, Passenger and Hazardous Materials. (*Prerequisites: Valid Class D (Basic)*)

driver license for one year prior to application for CDL license, be 19 years of age or older, or instructors permission. See fee schedule for course fees.)

HEO 004 As demand warrants 0.4 CEU

CDL – Tank Vehicles

This course will prepare students to add the Tank Vehicle endorsement to their class A or B commercial driver's license. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or instructor permission. See fee schedule for course fees.)

HEO 005 As demand warrants 0.4 CEU

CDL – Hazardous Materials

This course will prepare students to add the Hazardous Materials endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to haul placarded hazardous materials shipments. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 21 years or older, or instructor permission. See fee schedule for course fees.)

HEO 006 As demand warrants 0.4 CEU

CDL – Passenger Vehicles

This course will prepare students to add the passenger vehicle endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to operate vehicles that can carry 15 or more people (including the driver) for compensation. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years or older, or instructor permission. See fee schedule for course fees.)

HEO 007 As demand warrants 0.4 CEU

CDL – Double/Triple

This course will prepare students to add the Double/Triple endorsement to their class A or B commercial driver's license. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older or instructor permission. See fee schedule for course fees.)

HEO 008 As demand warrants 0.4 CEU

CDL – Combination Vehicles

This course will prepare students to upgrade from a class B or C commercial driver's license to the class A commercial driver's license. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or the student must obtain instructor permission. See fee schedule for course fees.)

HEO 009 As demand warrants 0.4 CEU

CDL – Air Brake Restriction

This course will prepare students to pass the air brakes exam in order to remove the restriction from their commercial driver's license. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older or the student must obtain instructor permission. See fee schedule for course fees.)

HEO 010 As demand warrants 0.8 CEU

CDL – General Knowledge

This course will prepare students to upgrade from a Class D (basic) driver's license to the class A, B and C commercial driver's license. Successful completion of this course will allow the student to enter into the commercial driving industry and to complete other commercial drivers' license endorsements. (Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or instructor permission. See fee schedule for course fees.)

HEO 011 As demand warrants 1.6 CEU

Forklift Operator Training

This course of instruction is an employee/employer based course of instruction. Instruction prepares participants to safely operate multiple types/styles of forklifts. Students learn proper pre-trip inspection procedures and study the policies, procedures, and hazards for each piece of equipment including proper loading and unloading practice. This course complies with OSHA Standard 1926.602. Participants will receive an OSHA compliant certification upon successful completion of the course. (See fee schedule for course fees.)

HEO 104 As demand warrants 2 credits

Introduction to Heavy Equipment Operations

Familiarization of basic heavy equipment operations. Some basic construction surveying techniques on how to check trench depth. Basic Safety and Equipment pre-start requirements. (Prerequisite: Permission of instructor.)

HEO 105 Fall, Spring 1 credit

Commercial Driver's License – Restricted Test Preparation

Preparation for written test component for the State of Alaska Commercial Drivers License. State exam given by the State of Alaska Department of Motor Vehicles examiners or other third party examiner. (See fee schedule for course fees.)

HEO 108 As demand warrants .5 – 2.0 credits

Equipment Specific Training

This is an employer determined course designed to emphasize training on specific pieces of heavy equipment according to defined needs. Each course includes fundamental subject matter in both classroom and practical aspects of each piece of equipment with an emphasis on safety, pre-trip inspections, basic rules of operation, and other areas of concern. Focus is on the hands-on, skills training once the classroom topics have been covered. Equipment may be selected from any of the following: dozer, front loader, skid steer, backhoe, excavator, snow blower, dump truck, forklift, roller, or grader.

HEO 130 Fall, Spring 4 credits

Operation of Class 8 Truck and Trailer

On-road truck driving skills and preparation for unrestricted CDL driver's skills test given by State of Alaska Department of Motor Vehicles examiners or other third party examiner. (Prerequisites: Students must pass a drug test prior to course start date in accordance with Department of Transportation Rules

and Guidelines. The student must complete HEO 105 or possess a valid restricted CDL and/or Commercial Instruction Permit or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. Students who are not program active will be considered on a space available basis. See fee schedule for course fees.)

HEO 150 Fall, Spring 2 credits
Commercial Driver's License Unrestricted Test Preparation
 Preparation for CDL behind-the-wheel exam given by State of Alaska Department of Motor Vehicles examiners or other third party examiner. Student will receive instruction in various traffic situations to include both urban and rural driving. (Prerequisites: The student must complete HEO 130 or HEO 194 or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. Students who are not program active will be considered on a space available basis. See fee schedule for course fees.)

HEO 170 Summer 6 credits
Construction/Heavy Equipment/Earthmoving Equipment Operations
 An entry-level course in the operations of heavy equipment in the construction field. Includes basic construction equipment and safety procedures and preventative maintenance of dump trucks and tractors. Instruction in the operation and maintenance of track and rubber tire earthmoving equipment. Also, use of basic surveying equipment with emphasis on measurements and mathematics used in surveying during construction operations. (Prerequisites: Students must pass a drug test prior to course start date in accordance with Department of Transportation Rules and Guidelines. The student must possess a valid CDL or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. See fee schedule for course fees.)

HEO 175 As demand warrants 2 credits
Entry Level Operation of Class 8 Truck and Trailer
 This unit will provide actual over the road training and include behind the wheel exam with a State of Alaska examiner. During this period, the student will receive training in basic shifting and backing procedure of a Class 8 Tractor/Trailer combination or straight vehicles, vehicle inspection procedures and coupling and uncoupling procedures (where applicable). This truck-driving program aligns with the industry requirements and will prepare a student for an entry-level position in the truck driving industry. Applicants should have prior behind the wheel experience in the type of vehicle they choose to operate. (Prerequisites: Students must possess a valid IA, IB or IC instructional permit and meet state and federal drug and alcohol guidelines. See fee schedule for course fees.)

HEO 190 Fall, Spring 4 credits
Vac-Truck Operations
 Students will become familiar with basic operation and control system functions of the 325 Vac-Truck Operator, equipment used in Alaska oil fields to transport and support fluid transfers. This course mirrors actual workplace skills and hours and students must be committed to actual workplace conditions in order to succeed in this course. (Off campus travel will be required during training.) (Prerequisites: Students must pass a drug test prior to course start date. Must have a valid Unrestricted Class A/CDL with X endorsement or instructor's permission. Students must pass an assessment process to evaluate fitness and readiness for employment in the oil field industry. Students must possess current certifications required for oil field employment as stated by ASRC Energy Services (NSTC, 40 hour HAZWOPER and Standard First Aid/CPR certificates) at the time of travel to Deadhorse for training. See fee schedule for course fees.)

History

HIST 100X Spring 3 credits
Modern World History
 Significant aspects of modern world history from the 1700s to the present day. The course examines major global developments using an issues approach to address such aspects of the modern world as revolutionary change, interaction of peoples, ideology and the chronological background of significant historical events and processes. (Prerequisites: ENGL 111X or concurrent enrollment in ENGL 111X.)

HIST 115 Spring 3 credits
Alaska, Land and Its People
 A survey of Alaska from earliest days to the present, its peoples (Native and non-Native), and the social, economic and political issues and prospects that concern Natives and non-Natives and the relationships between both groups. This course meets the Alaska State Department of Education certification requirement in Alaska Studies.

HIST 117 Fall 3 credits
United States History
 A survey course that focuses on the basic issues and events of American History most closely connected with present day America. The central theme of the course is America's great diversity in race, ethnicity, gender and economic classes.

HIST 200 Fall 3 credits
Native American History
 A survey of the history of America with an emphasis on Native Americans from the 19th century to the present. Explores key historical, cultural, political, social, legal, economic and spiritual elements concerning Native Americans and the interaction of Native and non-Native Americans. (Prerequisites: ENGL 111X or the student must receive instructor approval.)

Humanities

HUM 201X Fall 3 credits

Unity in the Arts

Concentration on the interdependence of the visual arts, the performing arts, and literature as set against specific social, political and cultural backgrounds of selected eras.

(Prerequisite: ENGL 111X)

Human Services

HUMS 125 Fall (even years) 3 credits

Introduction to Addictive Processes

Focus on gaining knowledge of psycho-social aspects of addiction. Historic and behavioral approaches, disease concept and current trends relating to addiction are presented. Twelve-step and self-help approaches explored

HUMS 205 Spring (odd years) 3 credits

Basic Principles of Group Counseling

Concepts and techniques of working with small groups, including establishing group goals, effective group interaction, termination and evaluation. Development of therapeutic group activities presented.

HUMS 210 Fall (odd years) 3 credits

Crisis Intervention and Grief Counseling

Helping people in crisis from a theoretical and experiential perspective. Understanding how people feel, think and behave during periods of crisis and grieving. Suicide, violence, life transitions and AIDS explored.

HUMS 215 Fall (odd years) 3 credits

Individual Interviewing and Assessment

This course covers basic interviewing skills such as establishing rapport, active listening and eliciting information. Basic clinical interventions such as displaying empathy, establishing boundaries, interpreting body language and tone of voice, assessing client issues, goal setting and contracting are also covered. Ethical conduct and personal awareness and growth are emphasized.

HUMS 255 Spring (even years) 3 credits

Substance Abuse Counseling

This course covers treatment modalities specific to chemical dependency such as twelve-step programs as well as individual, group and family therapies. Skills covered in this course are assessment, treatment planning, documentation of client progress and facilitating an intervention. The mandates of State of Alaska and Federal laws are emphasized.

HUMS 260 Spring (odd years) 1 credit

History of Alcohol in Alaska

This course will examine significant historical force, events, and consequences related to alcohol and other drug use in Alaska. Topics include the impact of: Russian and American traders; miners; missionaries; disease; U.S. Military rule; Federal/Territorial/State legislation; the transition from Territory to Statehood; health and safety issues; prevention and treatment, and recent history and trends.

HUMS 271 Spring (even years) 3 credits

Ethics in Human Service

This course examines ethical issues such as confidentiality, rights of clients, privileged communications, privacy and duty to warn. Federal and State of Alaska laws regarding substance abuse counseling and mental health counseling are explored. Ethical decision-making and the identification of unethical behavior are also discussed. Oral presentations are required.

Industrial Safety

SAFE 102 As demand warrants 0.1 CEU

CEU Hydrogen Sulfide

The H₂S Safety program is designed for Prudhoe Bay employees, but can be used by others to ensure that they can recognize the hazardous characteristics of hydrogen sulfide and can correctly apply the standards and procedures to safely perform work in H₂S designated areas. *(See fee schedule for course fees.)*

SAFE 103 As demand warrants 0.9 CEU

Unescorted Training with H₂S

The Unescorted and H₂S Safety program for employees in the North Slope oil production area. *(See fee schedule for course fees.)*

SAFE 104 Monthly 0.8 CEU

8-Hour HAZWOPER Annual Refresher

Required yearly refresher course for 40-Hour HAZWOPER or for the 24-Hour HAZWOPER technician level. *(See fee schedule for course fees.)*

SAFE 106 Monthly 0.8 CEU

NSTC Unescorted Training

The Unescorted program must be completed by all employees who work on the North Slope oil production area in either long term or temporary assignments or are visitors without escort. *(See fee schedule for course fees.)*

SAFE 110 Monthly 1 credit

40-Hour HAZWOPER

This course introduces students to recognition of, protection from, and working with hazardous substances during clean-up activities at work sites containing hazardous waste substances. This course complies with federal regulations 29 CFR 1910.120 and applicable EPA regulations. A 40-Hour HAZWOPER Certificate shall be issued upon successful completion of the course. *(See fee schedule for course fees.)*

SAFE 115	As demand warrants	0.5 credit
24-Hour HAZWOPER Technician Level		
Upon successful completion of this course, the student will receive a certificate of training completion for the Hazardous Materials Technician as outlined in 29 CFR 1910.120(q). Topics covered will include PPE, Hazard-Risk analysis, site control, emergency response planning, the DOT and NIOSH guides, Incident Command System, respiratory equipment, instrumentation and monitoring. <i>(See fee schedule for course fees.)</i>		
SAFE 122	As demand warrants	0.4 CEU
Blood Borne Pathogens		
Hazards in the workplace; employees with potential for exposure; OSHA requirements; rights and responsibilities; program development and record keeping. <i>(See fee schedule for course fees.)</i>		
SAFE 123	Monthly	0.8 CEU
Standard First Aid and CPR w/AED		
This course will give individuals the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, and adult cardiac arrest until advanced medical care can arrive. Course includes instruction on AED (automated external defibrillator). Certification awarded upon successful completion. <i>(See fee schedule for course fees.)</i>		
SAFE 124	Monthly	0.4 CEU
Infant/Child CPR		
This course will give individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for breathing and cardiac emergencies in infants and children until advanced medical personnel arrive and take over. Certification will be awarded upon successful course completion. <i>(See fee schedule for course fees.)</i>		
SAFE 127	As demand warrants	0.4 CEU
Adult CPR		
Completion of this course will satisfy the annual requirement for American Red Cross adult CPR training. This course can be challenged and, if successfully completed, satisfy the annual American Red Cross adult CPR training requirement. Challenging the course is by appointment only. <i>(See fee schedule for course fees.)</i>		
SAFE 138	As demand warrants	0.5 credits
24-Hour Spill Response		
An intense course designed for professionals requiring refresher training for on-the-job capabilities. Designed to instruct personnel with specific responsibilities to deploy, use, and function within an Incident Command System while responding to hazardous materials emergencies. <i>(See fee schedule for course fees.)</i>		
SAFE 170	As demand warrants	0.4 CEU
Confined Space		
Confined spaces types, potential hazards testing, protective equipment and rescue techniques. Confined Space Safety certification issued upon successful completion. Meets Federal and State law requirements. <i>(See fee schedule for course fees.)</i>		

Information Technology

IT 100	Fall	1 credit
Introduction to Online Learning		
This class will provide students with the necessary tools to successfully complete online courses. This introduction will simulate online learning in either 1) a face-to-face, traditional format, or 2) an online format with teleconference support. Topics covered in this class will include navigating web pages, downloading and uploading files, posting personal profiles, participating in online discussion, working with email attachments, taking online quizzes and exams, checking grades, and planning and organizing for successful completion.		
IT 101	Fall, Spring	1 credit
Keyboarding Skills		
Training to improve keyboarding with an emphasis on correct techniques, increasing speed and accuracy using the touch typing method. May be repeated once for credit.		
IT 109	Fall, Spring	1 credit
Machine Transcription		
Training in machine transcription with an emphasis on the proper use of the software and hardware used for machine transcription. Review of the use of MS Word, language and vocabulary skills.		
IT 111	As demand warrants	1 credit
Computer Operating Systems for End Users		
The computer operating system is the environment that allows use of the computer for the things you want to do. This class covers the basic manipulation of the operating system for making use of the computer more accessible, fun and productive. <i>(Prerequisites: IT 117 or permission of instructor.)</i>		
IT 117	Fall, Spring	1 credit
Introduction to Personal Computers: IC3 Module 1		
This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to use the computer operating system. It also provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. <i>(See fee schedule for exam fees.)</i>		
IT 118	Fall, Spring	1 credit
Microsoft Office 2007: IC3 Module 2		
This course prepares the student for the Internet Computing Core Certification (IC3) and teaches the common program functions in Word, Excel and PowerPoint. The IC3 certification helps you learn and demonstrate Internet and digital literacy through a worldwide industry standard. You will be able to start and exit a Windows application and utilize sources of online help, identify common on-screen elements of Windows applications, change application settings and manage files within an application. Provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. <i>(See fee schedule for exam fees.)</i>		

IT 119 Fall, Spring 1 credit

Internet Use and Security: IC3 Module 3

This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to understand and identify network fundamentals, benefits and risks of network computing and the Internet. It also identifies the relationships between computer networks, other communications networks and how electronic mail applications work. It teaches the appropriate use of e-mail and e-mail related "netiquette." (See fee schedule for exam fees.)

IT 127 Fall 3 credits

Computers as Problem-Solving Tools

Use of computer applications in a business environment focusing on how the computer can be used as a tool for solving typical business problems. (Prerequisites: IT 117 or permission of instructor.)

IT 130 Fall, Spring 1 – 3 credits

Computer Word-Processing

Introduces basic, intermediate, and advanced word-processing operations. Create, format, and revise documents from simple memos to a report incorporating graphics, charts and tables. Offered in one credit modules.

Module A – 1 credit

Module B – 1 credit

Module C – 1 credit

(Prerequisites: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees.)

IT 135 Fall 1 credit

Desktop Publishing

In-depth hands-on experience using a personal computer with word-processing, graphics page layout, a scanner and related graphics software. Course covers how to utilize the features of a page layout program to create effective, professional documents for both camera-ready and on-line publications. Explores elements that go into the design and the requirements for professional publishing. (Prerequisites: IT 117 or permission of instructor.)

IT 140 Fall, Spring 1 – 3 credits

Computer Spreadsheets

Use of spreadsheets as analysis and decision-making tools and their use in the business environment. Introduces fundamental, intermediate, and advanced spreadsheet concepts and operations and covers how to create, format, and revise spreadsheets, create graphs, as well as using a spreadsheet as a business analysis and decision-making tool. Will be offered in one credit modules.

Module A – 1 credit

Module B – 1 credit

Module C – 1 credit

(Prerequisites: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees.)

IT 150 Fall, Spring 1 – 3 credits

Computer Databases

Fundamental, intermediate, and advanced database concepts and operations to help keep track of business or personal information. Covers how to use, design, create, and revise databases, as well as use a database as a business analysis and decision-making tool. Will be offered in one credit modules.

Module A – 1 credit

Module B – 1 credit

Module C – 1 credit

(Prerequisites: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees.)

IT 175 Spring 3 credits

Creating and Administration of a Web Page

Students will have an operational interactive web page. They will learn the fundamentals of web tools, web design programs, page layout, graphics, HTML programming concepts, how to set up a web site, maintenance, and utilization of other helpful resources. (Prerequisites: IT 117 or permission of instructor.)

IT 190 Fall (odd years) 3 credits

Working with Digital Media (Cross listed as ART 190)

This course will provide students with skills to use software and applications for digital media. Skills developed in this course will include techniques used to edit images for graphic applications, video creation and editing, internet skills, web content manipulation, file sharing and file transfer procedures. Students will also become familiar with online research methods, and hardware and software skills in the digital editing profession.

IT 209 Spring 2 credits

Using Microsoft Outlook

This course provides the student with introductory, intermediate and some advanced procedures, tools and technological information used in electronic communication in the business environment today. This course uses real-world examples and scenarios in Microsoft Outlook that allow the student to meet the electronic infrastructure of e-mail, as we know it today. (See fee schedule for exam fees.)

IT 255 Fall 1 – 3 credits

Microcomputer Graphics—PowerPoint

The purpose of this course is to learn how to use a powerful presentation graphics program that provides everything needed to produce an effective presentation in the form of black-and-white or color overheads, 35mm photographic slides, or on-screen slides. Used to support business and professional environmental tasks in your presentations to make them more interesting and helpful.

Module A – 1 credit

Module B – 1 credit

Module C – 1 credit

IT 291 Spring 4 credits

Network Installation and Maintenance

CompTIA Network+ is an important industry certification that is widely recognized within the IT profession. In this course, students learn basic network installation and maintenance troubleshooting skills. *(Prerequisites: IT 117 or permission of instructor. See fee schedule for exam fees.)*

IT 292 Fall, Spring 4 credits

Introduction to PC Hardware and Troubleshooting

The CompTIA A+ certification is the computer technology industry's leading hardware and software support standard for entry level service technicians. In this course, students will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on computer hardware and software. *(Prerequisites: IT 117 or permission of instructor. See fee schedule for exam fees.)*

IT 299 Fall, Spring 4 credits

Information Technology Internship/Practicum

This course provides students with the opportunity to further develop information technology support skills in an actual work environment. Goals and objectives for each internship are developed by the student and the instructor. Documentation of the time spent in the internship and evaluation of the experience as it relates to the initially stated goals and objectives will be required. Course covers advanced topics relating to the Internet and its use. Emphasis on use of the Internet for information gathering and supplying, security issues and current trends. *(Prerequisite: Student must have completed 30 credits of program specialization required course work.)*

Iñupiaq

IÑU 102 Fall 3 credits

Conversational Iñupiaq I

Introductory course for students who want to acquire the ability to listen, comprehend and then respond in Iñupiaq, the language of the North Slope. First learn to understand simple spoken language, then to speak simple Iñupiaq, developing a beginning level of communicative competence in the language.

IÑU 103 Spring 3 credits

Conversational Iñupiaq II

Continuation of IÑU 102 for students who want to increase their ability to listen, comprehend and then respond in Iñupiaq, the language of the North Slope. First learn to understand simple spoken language, then to speak simple Iñupiaq, developing a beginning level of communicative competence in the language. *(Prerequisite: IÑU 102)*

IÑU 111 Fall 3 credits

North Slope Iñupiaq Grammar I

Introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it

provides a framework for learning to speak, read, and write the language. *(Prerequisite: Permission of instructor.)*

IÑU 112 Spring 3 credits

North Slope Iñupiaq Grammar II

Introduction to Iñupiaq, the language of the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. Introduction to dialect differences. *(Prerequisite: IÑU 111)*

IÑU 118 As demand warrants 1 – 3 credits

Topics in Iñupiaq Studies

Exploration of various Iñupiaq Studies topics such as sewing; crimping maklaks; making patterns and cutting material; sewing together the maklaks to the soles; beading; learning how to qupak; how to take tendons from caribou, separate them and how to braid them to make thread; learning how to construct various frames to make kayaks or umiaq; how to sew skins together to construct the kayak or umiaq; construct umiat; sewing skins to make parkas, or anything else that pertains to Iñupiaq Studies. *(Course may be repeated for credit when content varies.)*

IÑU 202 Fall 3 credits

Conversational Iñupiaq III

Continuation of IÑU 103. Conversational course for students who want to further their fluency in Iñupiaq, the language of the North Slope. Students will expand their vocabulary and learn proper ways in responding. This course will increase vocabulary by learning traditional and seasonal activities that promotes our Iñupiaq Values. *(Prerequisites: IÑU 103 or instructor permission.)*

IÑU 203 Spring 3 credits

Conversational Iñupiaq IV

Continuation of IÑU 202. Conversational course for students who want to further their fluency in Iñupiaq, the language of the North Slope. Students will expand their vocabulary and learn proper ways in responding. This course will increase vocabulary by learning traditional and seasonal activities that promotes our Iñupiaq Values. *(Prerequisites: IÑU 202 or permission of instructor.)*

IÑU 210 Summer 3 credits

Iñupiaq Land Use Values and Resources

An overview of the core elements of the Iñupiaq worldview of their geography and ecosystem. Examination of the complex relationships of people with the land, ocean and natural resources will be an integral part of the course. Culturally proper behaviors in the treatment of the land and resources will be discussed including North Slope geography landmarks, Traditional Land Use Inventory, camps, hunting areas, animals of the area, place names, plants of the area, historic use, flora and fauna, hunting and subsistence. Demonstrations of appropriate uses of animals and other resources will be incorporated.

IÑU 211 Fall 3 credits

North Slope Iñupiaq Grammar III

This class is an advanced continuation of learning the Iñupiaq language as spoken in Alaska. For Iñupiaq speakers, the course provides advanced literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the Iñupiaq language. First three chapters of the North Slope Iñupiaq Grammar – Second Year by Edna Ahgeak MacLean will be covered. The class will learn Iñupiaq grammar and structure by studying, reading and through oral exercises in class.

IÑU 212 Spring 3 credits

North Slope Iñupiaq Grammar IV

This class is an advanced continuation of IÑU 211, continuing to focus on the Iñupiaq language as spoken in Alaska. For Iñupiaq speakers, the course provides advanced literacy and grammatical analysis. For others, it provides a framework for learning to speak, read and write the Iñupiaq language. Second half, last three chapters of the North Slope Iñupiaq Grammar – Second Year by Edna Ahgeak MacLean will be covered as listed. The class will further its knowledge of Iñupiaq grammar and structure by studying, reading and through more advanced oral exercises in class.

IÑU 213 Spring 3 credits

Iñuit Storytelling

Provides a comparative survey and overview of Iñuit Storytelling across the circumpolar North. It will explore both traditional and contemporary art forms of storytelling from Arctic countries. Stories will be researched, transcribed and translated from Iñupiaq into English and then retold to the class or to entities such as NSBSD classrooms. Course content consists of interviewing Elders, reading and discussion of books from IHLC Elders conferences; books from Russia, Canada, Greenland and Lapland. Internet may also be used in research. (Prerequisites: Must have completed IÑU 111 and 112.)

IÑU 214 Fall 1 – 3 credits

Iñupiaq Drum Construction and Use

Art of making a traditional drum and how to use the drum will be taught in this class. Local expert(s) will share their knowledge of how a drum is made and how it used to be made long ago. Students will learn to steam, bend and put on a handle with hardwood. The end product will have a skin membrane or other suitable material placed on the frame. Students will practice holding and beating the drum after it is completed.

IÑU 220 Fall 3 credits

North Slope Iñupiaq History, Language and Culture

Provides a solid foundation regarding indigenous knowledge about North Slope Iñupiaq history, language and culture. Significant historical events dating back to prehistoric times and to the present will be emphasized, as well as linguistic and cultural characteristics of the Iñupiaq.

IÑU 257 Fall 3 credits

Traditional and Contemporary Skin Sewing

Traditional skin sewing taught by local experts. Students will learn to sew by hand and with a sewing machine. Students will select a project to work on during the first week of class and will be expected to have finished the project by the final class of the semester. Students will be responsible for supplying their own furs and materials. May be repeated once for credit.

IÑU 260 Spring 3 credits

Iñupiaq Songs, Dances and Drumming

Traditional Native Alaskan singing, drumming and dancing from the North Slope's indigenous group are taught by experienced performers. Students will learn to sing both invitational and motion dances. After learning the songs and meaning of the motions, students will learn to motion dance. Students will also be taught the use of the traditional drum with the rhythm of the song.

Journalism and Public Communications

JPC 204 As demand warrants 3 credits

Writing for the Media

Basic writing structures in a variety of media, including print, broadcast (radio and television), public relations and advertising. Basic skills are taught in information gathering, evaluation and writing for delivery to a mass audience.

JPC 290 As demand warrants 3 credits

Photojournalism

Creating effective photos and photo essays for newspapers, magazines and television. Learning to recognize, develop and create photo stories; how to coordinate words and photos and to lay them out on a page. Photo editing. How to present material to potential markets. Material and course fees will be required.

Justice

JUST 110 As demand warrants 3 credits

Introduction to Justice

This course provides a survey of philosophies, functions and methods of social control with an emphasis on the role of law and those involved in its administration—police, courts, and correction organizations. Topics of interest are to include study of history, organization, processes and problems related to law and justice agencies in a heterogeneous, democratic society.

Library Sciences

LS 101X Spring 1 credit

Library Information and Research

Introduction to effective library research methods and principles of information organization and retrieval. Emphasis on applied experience with finding and evaluating information, especially through use of library catalogs, journal indexes and Internet resources.

Mathematics

MATH 055 Fall, Spring 2 – 4 credits

Applied Math

Fundamentals; review of whole number and fractional computation including applications, module reviews, decimal and integer computation including applications; introduction to equation solving percents and ratios; solving proportions and linear equations. Will be offered in 2 credit modules.

Module A – 2 credits

Module B – 2 credits

(Prerequisite: Module A: COMPASS Score 0 – 11; Module B: COMPASS Score 12-22, or completion of MATH 055 Module A)

MATH 060 Fall, Spring 2 – 4 credits

Beginning Algebra

Review of operations. Solving linear equations, inequalities, and word problems. Simplifying expressions with exponents and polynomials. Factoring and simplifying rational expressions. Will be offered in 2 credit modules.

Module A – 2 credits

Module B – 2 credits

(Prerequisite: Module A: COMPASS Score 23 – 30 or completion of MATH 055 Module B; Module B: COMPASS Score 31 – 38 or completion of MATH 060 Module A)

MATH 105 Fall, Spring 3 credits

Basic College Algebra

This course is an overview of basic college algebra skills. Topics include graphing and functions, polynomials, rational expressions, and equations, quadratic functions and the algebra of functions. (Prerequisites: Math 060 or equivalent; COMPASS Score 39 – 65)

MATH 107X Spring 4 credits

Functions for Calculus

A study of algebraic, logarithmic and exponential functions, together with selected topics from algebra. (Prerequisites: MATH 105; COMPASS Score 66+)

MATH 108 As demand warrants 3 credits

Trigonometry

Covers angular measure and trigonometric functions (sine, cosine, tangent, cotangent) and graphs of trigonometric functions. Includes complex numbers, DeMoivre's theorem, and solutions of right, acute and oblique triangles. (Prerequisite: MATH 107X)

MATH 200X As demand warrants 4 credits

Calculus I

A first course in calculus covering limits and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution. (Prerequisites: MATH 107X and MATH 108 or concurrent enrollment in MATH 108.)

MATH 201X As demand warrants 4 credits

Calculus II

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. (Prerequisites: MATH 200X.)

MATH 205 As demand warrants 3 credits

Mathematics for Elementary School Teachers I

Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers and introduction to rational numbers. (Prerequisite: MATH 200X)

MATH 206 As demand warrants 3 credits

Mathematics for Elementary School Teachers II

This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability and statistics. (Prerequisite: Math 205)

Plumbing

PMB 101 As demand warrants 5 credits

Plumbing Level I

This course introduces the plumbing trade and tools. Covers the reading and interpretation of plumbing drawings. Students learn measuring, cutting and fitting techniques for various types of pipe and the installation of fixture. This plumbing course uses NCCER instructional modules. (Prerequisites: Complete CTT 101 Introduction to Construction Trades; pass a drug test and COMPASS math score of 39 or higher.)

PMB 102 As demand warrants 1 credit

Plumbing Level I Skills Lab

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101. (Prerequisites: CTT 101 and concurrently enrolled in PMB 101. Pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees.)

PMB 103 As demand warrants 3 credits

Pipefitting Level I

This course introduces the student to the Pipefitting Industry; work performed by, responsibilities of, and the career opportunities in the pipefitting trade. Covers the safe use of hand tools and power tools used in the trade. Explains the safe use of oxyfuel cutting equipment and provides instruction on use of the equipment. Students will be introduced to straight line, piercing, beveling, washing and gouging cutting. Students will learn the safe use of ladders and scaffolds, and the safe use, maintenance and operation of motorized

equipment on the job site. (Prerequisites: Complete CTT 101; pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees.)

PMB 120 As demand warrants 5 credits
Plumbing Level II

Students learn to read and interpret civil architectural, structural, mechanical, plumbing and electrical drawings when installing plumbing systems. Focuses on locating and installing water supply piping and drain, waste and vent systems. Installation of roof, floor and area drain systems is taught along with valves, fixtures and water heaters. Introduces students to safe techniques for installing and testing gas and oil systems. Troubleshooting and repairing fixtures is covered. Uses NCCER instructional modules.

(Prerequisites: Complete CTT 101, PMB 101, and PMB 102; pass a drug test and COMPASS math score of 39 or higher.)

PMB 121 As demand warrants 1 credit
Plumbing Level II Skills Lab

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing Level II, PMB 120. (Prerequisites: Complete CTT 101, PMB 101, PMB 102, and concurrently enrolled in PMB 120. See fee schedule for material fees.)

PMB 209 As demand warrants 5 credits
Plumbing Level III

Students will practice sizing water supply piping systems, drain – waste – venting system. Different types of venting techniques will be discussed as well as storm systems. Potable water treatment and backflow preventers as well as sewage pumps and sump pumps will be discussed. Corrosive-resistant waste piping and compressed air systems will be reviewed. (Prerequisites: Complete CTT 101, PMB 101 – 102, 120 – 121, MTHP A & B; pass a drug test and COMPASS math score of 39 or higher.)

PMB 210 As demand warrants 1 credit
Plumbing Level III Skills Lab

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing Level II, PMB 120. (Prerequisites: Complete CTT 101, PMB 101, PMB 102 – 120 – 121, and concurrently enrolled in PMB 209. See fee schedule for material fees.)

PMB 211 As demand warrants 5 credits
Plumbing Level IV

Students will be introduced to business principles and skills for crew leaders. Hydronic and solar heating systems, private water and waste disposal systems will be discussed. Booster, recirculation, swimming pools and hot tubs will also be introduced to the students. The plumbing code will be discussed and students will learn how it is implemented.

(Prerequisites: Complete CTT 101, PMB 101 – 102, 120 – 121, 209 – 210, MTHP A & B; pass a drug test and COMPASS math score of 39 or higher.)

MTHP 101 As demand warrants 3 credits
Introduction to Mathematics for Plumbing

Reviews and applies mathematics principles related to plumbing. Covers plumbing specific problems, including calculating pipe lengths, runs and calculating offsets for angles.

Module A – 1 credit. Review of mathematics, algebra and geometric principles. Must be taken concurrently with PMB 101.

Module B – 1 credit. Basic practical applications of mathematical principles to calculating lengths, runs and costs. Must be taken concurrently with PMB 120.

(Prerequisites: Enrolled in PMB 101 – 102 and 120 – 121; pass a drug test and COMPASS math score of 39 or higher.)

Module C – 1 credit. Reviews weights and measures; area and volumes. Explains the concepts of temperature and pressure and how they apply to plumbing installations.

(Prerequisites: Enrolled in PMB 209 - 210; pass a drug test and COMPASS math score of 39 or higher.)

Political Science

PS 100X Spring 3 credits
Political Economy

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. (Prerequisites: ENGL 111X or concurrent enrollment in ENG 111X.)

Psychology

PSY 101 Fall 3 credits
Introduction to Psychology

Covers general principles of psychology emphasizing natural science and social science orientations. Topics will include the nervous system; sensation and perception; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological and therapeutic strategies.

PSY 121 Fall /Spring 3 credits
Positive Psychology and Well-Being

Explores Positive Psychology at the introductory level by applying concepts and skills to develop overall well-being. Topics include: science of positive psychology, process of adaptation, adjustment to challenges of life, coping with stress and transitions, improving character and self-esteem. Applying concepts to the self will develop skills for helping others.

PSY 150 Spring (odd years) 3 credits
Lifespan Development
 Reviews physical, cognitive and socio-emotional aspects of human growth, maturation and development across the life span. Covers prenatal period; infancy; early and middle childhood; adolescence; and early, middle and late adulthood.

PSY 240 Spring (even years) 3 credits
Developmental Psychology in Cross-Cultural Perspective
 Examine the process of human development from conception to death. Life-span development is studied by looking at culture, cognitive and physical growth, social and emotional maturation. How biology and the environment interact to shape personality and behavior is also explored.
(Prerequisite: PSY 101)

Public Administration

PADM 104 Fall 1 credit
Time Management (Cross listed as BUS 106)
 Effective time management is essential to every employee's job. Completing tasks on time and remaining productive throughout the day are essential to job advancement. This course is designed to give employees the skills to effectively manage their time in order to maximize efficiency. Includes learning to set boundaries, organize and prioritize, and design action plans to achieve personal and professional goals.

PADM 156 Spring 1 credit
Employment Law
 Course provides an overview of the legal parameters that guide the work of a supervisor. Topics include: Native American employment preference, discrimination, FMLA and other leaves, ADA, sexual and other harassment, Fair Labor/employee rights, OSHA, NSB ordinances, whistle blowers, employee privacy, and computer and electronic communication.

PADM 186 Spring 1 credit
Contemporary Management Issues (Cross listed as BUS 232, Module A)
 Learners identify principles of effective leadership; review leadership styles and types of power; evaluate selection and development of effective teams and realize strategies to empower, influence and mentor local employees. Emphasis is on skill building in context of the team-oriented work environment.

PADM 188 Fall 1 credit
Human Resource Management – High Performance (Cross listed as BUS 234, Module A)
 Effective staff development allows local organizations to grow their own professional workforce. This process includes establishment of a career ladder; creating action plans to reach career goals; communication of performance related expectations; assessment of individual and work unit performance; identification and correction of performance problems and policies governing progressive discipline.

PADM 189 Fall 1 credit
Culture and Management (Cross listed as BUS 239 Module A)
 Course explores methods and strategies for integrating Inupiaq values into team building, daily supervision, managerial processes, and leadership roles.

PADM 190 Fall 1 credit
Critical Employee Skills (Cross listed as BUS 182, Module A)
 Designed for employees seeking ways to increase their personal effectiveness and satisfaction on the job. Includes topics on achieving personal, professional and organizational goals; balancing pressures and demands of professional life to maintain productivity; stress management; goal setting and prioritizing.

PADM 192 Fall 1 credit
Customer Service (Cross listed as BUS 175, Module A)
 Examines customer service towards the internal and external customers. Course covers concepts of excellence in customer relations as a means to enhancing effectiveness of the organization. In addition, students will analyze market identification, market needs and promotion. Course material applicable to employees in general and supervisory positions.

PADM 196 Fall 1 credit
Effective Communication in the Multi-Cultural Workplace
 Course covers principles of oral and written business communication with emphasis on business writing, electronic communication, managing meetings, listening and response skills. All elements are taught in the context of a multi-cultural environment and stress awareness of appropriate behaviors and language choices.

PADM 247 Spring 1 credit
Public Administration
 Introduction to the challenge of managing agencies and implementing policies in public entities on the federal, state, and local level. Course emphasizes current practices of public administration and the effects of social, economic and political environments on state and local administration.

Social Sciences

SSC 118 As demand warrants 1 – 3 credits
Topics in the Social Sciences
 Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." No prerequisite or placement required.

SSC 218 As demand warrants 1 – 3 credits
Topics in the Social Sciences
 Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content

varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." Research paper required. (*Prerequisites: ENGL 111X or concurrent enrollment in ENGL 111X.*)

Social Work

SWK 103 As demand warrants 3 credits

Social Work in Human Services

This course summarizes the principles of social work emphasizing the beliefs, values, and skills of the profession as well as generalist social work practice and systems theory. Diversity of cultures, life-styles and needs, human services, community organization, ethics and social policy are covered.

Statistics

STAT 200 Spring 3 credits

Elementary Probability and Statistics

This course is an introduction to statistics and probability. It covers descriptive statistics, frequency distributions, sampling distributions, elementary probability, estimation of population parameters, hypothesis testing (one and two sample problems), correlation, simple linear regression, one-way analysis of variance and parametric methods. (*Prerequisites: Math 107X or permission of instructor.*)

Tribal Management

TM 101 As demand warrants 1 – 3 credits

Introduction to Tribal Management

An introduction to tribal management concepts and issues, indigenous political systems to include duties and powers of local government, customary law and justice in Alaska emphasizing the organization of Native governance and management under federal Indian law and Alaska state-chartered local government and tribal court process and implementation.

TM 102 As demand warrants 1 – 3 credits

Tribal Law and Government

This course examines government-to-government relationships, tribal governing structures, etc. Issues and topics include sovereignty, treaties, Federal and Alaska state court cases and Federal and State laws and regulations and the history of social, political and economic issues that affect the current situation of tribal governments in Alaska.

TM 105 As demand warrants 1 – 3 credits

Introduction to Tribal Finance

An introduction to tribal finance applications, functions, program and organizational management, budgeting, program reporting and bookkeeping basics.

Workforce Development

DE 080 As demand warrants 1.0 CEU

Driver's Education Test Preparation of Written Exam

This course will prepare the student to take the State of Alaska DMV written examination to obtain a basic driver learner's permit or a restricted "off road" Class D license. Safe operation and driving practices will be stressed including driving under the influence and insurance laws, rules of the road and sign recognition. (*See fee schedule for course fees.*)

DE 081 As demand warrants 2.0 – 3.0 CEU

Behind the Wheel Driving

This course will prepare the student with actual behind-the-wheel driving experience in preparation for the State of Alaska Department of Motor Vehicles Drivers License Examination. Safety and proper vehicle handling will be stressed. (*See fee schedule for course fees.*)

DE 084 Fall, Spring 1 credit

Basic Driver Education

This course will prepare the student to take the State of Alaska written general knowledge test to obtain a basic driver learner's permit and to take the regular Department of Motor Vehicles Driver Road Test Examination through the provision of behind-the-wheel instruction. Safety and proper vehicle handling will be stressed including rules of the road and sign recognition (*See fee schedule for course fees.*)

WFD 016 As demand warrants 0.3 – 1.0 CEU

Preventing Sexual Harassment

This seminar covers basic guidelines of conduct and legislation with the goal of preventing sexual harassment in the workplace. Topics include federal legislation, such as Equal Pay Act, Age Discrimination in Employment Act, Americans with Disabilities Act, etc., dealing with discrimination and harassment at work, expectations, what to do in a hostile work environment, and more. Participants learn through various case studies and gain understanding about investigation processes and subsequent consequences.

WFD 004 As demand warrants 0.3 – 0.6 CEU

Time Management

Participants are introduced to the basic concepts of time management to include planning and prioritizing, setting boundaries, setting realistic goals, understanding priorities, and eliminating time wasters. All concepts are explored in the context of Iñupiaq and Western cultures.

WFD 005 As demand warrants 0.3 – 1.0 CEU

Customer Service and Beyond

Participants learn about the importance of customer service to organizational success. Effective strategies, such as active listening, creatively resolving conflict, overcoming negativity, and developing emotional intelligence, prepare learners to confidently deal with customers in many everyday settings. Activities include case studies and role play for hands-on practice to different scenarios.

WFDB 006 As demand warrants 0.3 – 1.0 CEU

Business Grammar and Writing

This seminar familiarizes participants with the general principles of typical communications with a focus on appropriate format, language, style, structure, and mechanics. Types of communications covered include: email, fax, memos, and business letters. The workshop is very interactive, and participants have many opportunities to practice writing business correspondence.

WFDB 008 As demand warrants 0.1 – 0.5 CEU

Telephone Etiquette

Participants will learn basic guidelines for telephone interaction in a professional setting. They will be taught practical skills to help them become more effective in dealing with internal and external customers. Activities include role play, discussion, surveying phone etiquette of local entities; topics include attitude, tone of voice, voice mail, and clear communication.

WFDB 011 As demand warrants 0.3 – 1.0 CEU

Conflict Resolution

This workshop teaches essential strategies for establishing and maintaining productive work relationships in a professional environment. Topics include cultural views of conflict, role of perception of goals, resources and interference, and destructive and constructive approaches to conflict resolution.

WFDB 018 As demand warrants 0.3 – 1.0 CEU

Priorities and Projects

This seminar analyzes basic principles of time management and project management. Participants learn to set goals, prioritize tasks, establish a schedule, set boundaries and are introduced to the benefits of using a planner. Students are also familiarized with the four phases of project management: defining, planning, implementing, and closing. Additional topics include communicating progress and analyzing stakeholders.

WFDB 121 As demand warrants 1 – 2 CEU

Matting and Framing – Showcasing Your Art

This class will introduce students to the basics of custom framing, selection of materials, frame matting and glass, how to cut and join frames. Designing and cutting mats, cutting and installing fillets, mounting styles and methods of putting it all together into a finished custom frame package (*bring in your own images to frame; due to material limitations we ask that the finished frame and matting be no larger than 20"x 22"*).

WFDI 101 As demand warrants 1 – 2 CEU

Small Engine Repair

This workshop offers students a hands-on class in the basics of diagnostics and repair. Participants learn common problems associated with engine failure, how to diagnose a problem and recognize the different parts of a small engine, looking at the inner workings of an actual small engine. The second half of the workshop will focus on replacing any necessary parts, fluids or belts and finish up on how to properly care for small engines. (*See fee schedule for course fees.*)

WFDI 103 As demand warrants 1 credit

Asbestos for Supervisors and Contractors 40-Hour

This 40 hour seminar meets the requirements of the State of Alaska DOL 8 AAC 61.600-790, Federal OSHA, 29 CFR 1910, 1915 and 1926 and the Environmental Protection Agency 40 CFR Part 763 Subpart E. It covers the basics of asbestos abatement work through lectures, films, and hands-on workshops. This certification is required for all workers, contractors and supervisors, and recommended for health and safety professionals, maintenance and custodial personnel, school administrators, engineers and project managers in the asbestos field. (*See fee schedule for course fees.*)

WFDI 104 As demand warrants 0.8 CEU

Asbestos for Supervisors and Contractors 8-Hour

This 8-hour seminar meets the requirements of the State of Alaska, Department of Labor (DOL), Occupational Safety and Health (OSH) and EPA/AHERA. It satisfies the requirements of the yearly AHERA refresher and the DOL OSH one year renewal. This seminar is designed to review the material covered in the 40 hour certification course; cover new rules/regulations passed in the last year; discuss problems encountered in the field, new abatement techniques, and safety and health issues. This class is open to anyone currently holding a 40-hour Asbestos Abatement Certification.

WFDI 105 As demand warrants 1.5 – 2.5 CEU

Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai)

This class teaches skills for the preventative maintenance, troubleshooting and repair of oil-fired Toyo, Monitors, and gas fired Rinnai heaters (where appropriate). Training will be offered on-site in the villages and will provide both classroom and hands-on learning opportunities. (*See fee schedule for course fees.*)

WFDI 111 As demand warrants 3.5 CEU

Appliance Repair and Refrigeration

This program trains students in residential appliance and refrigeration repair. Laboratory activities involve hands-on exercises. Students may elect to earn refrigerant recovery certification through an EPA required certification exam. The purpose of this program is to prepare students for employment as electric home appliance and certificated refrigeration technicians or appliance service representatives. (*See fee schedule for course fees.*)

WFDI 112 As demand warrants 2 CEU

Refrigeration Small Systems Repair and Evacuation

This training introduces the use of refrigeration tools, materials, and procedures needed to repair and evacuate refrigeration systems containing less than five pounds of refrigerant. Topics include: refrigeration tools; piping and tubing practices; service valves and gauges, and leak testing. Students will perform hands on refrigerant recovery, recycling, evacuation and charging practices, and identify and discuss safety concerns. Upon completion, students should be able to identify system components and understand their functions, identify and use common and

specialty refrigeration tools, and maintain components of a basic compression refrigeration system. (*Prerequisites: EPA Type I Refrigerant Recovery Certification. You can obtain this by taking WFDI 111. See fee schedule for course fees.*)

WFDI 184 As demand warrants 4 CEU

HVAC – Troubleshooting and Maintenance

Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, and troubleshooting from the boiler through the facility.

(*See fee schedule for course fees.*)

WFDM 091 As demand warrants 1.2 CEU

Basic Safe Boating

This 12-hour course uses the Seven Steps to Survival as a framework to teach basic safe boating topics. It covers preparation for boat trips, float plans, navigation rules, cold water survival skills, personal flotation devices (PFDs), signals, compasses and charts, and GPS. It includes pool or cold water practice of cold water survival skills. (*See fee schedule for course fees.*)

WFDM 092 As demand warrants 2.4 CEU

Cold Water Safety and Survival

This course uses the Seven Steps to Survival as a framework to train in cold water survival skills. It covers cold water immersion, cold water near drowning, hypothermia and protection techniques. Students will discuss cold water survival techniques and assess personal flotation devices (PFDs). Using immersion suits, students practice survival techniques in a pool or cold water. Use of compasses to follow a course; man overboard; survival kits, and different types of signals, including EPIRBs, flares and Mayday may be practiced in cold water. This course emphasizes hands-on learning.

(*See fee schedule for course fees.*)

WFDM 100 As demand warrants 1.8 CEU

Survival Equipment, Procedures and Onboard Drills

AMSEA's course is U.S. Coast Guard accepted, required for commercial fishing vessels, and recommended for captains and crew serving on any commercial or personal vessel. This course helps mariners prepare for some of the most common at-sea emergencies such as onboard fire, unintentional flooding, person overboard, and abandon ship. Students practice with emergency equipment such as immersion suits, life rafts, signaling devices, (maydays, EPIRBs, pyrotechnics, etc.), flooding control kits, fire fighting gear, and more. Students also become familiar with practices such as crew duties during emergencies, helicopter rescue, dewatering pumps, cold water survival skills, and more. It provides practical information on the survival equipment found on most commercial vessels and on conducting emergency onboard drills. Skills are learned in a hands-on format using the equipment. It meets the USCG training requirements for conducting emergency drills on commercial fishing vessels. Upon successful course completion students earn drill conductor certification cards. (*See fee schedule for course fees.*)

WFDM 102 As demand warrants .5 credit

Basic Maritime Safety

The course consists of two parts: (1) Alaska Water Wise - A Course for Alaskan Boaters is an entry level boating course that presents a variety of boating topics that foster safe operation of boats in compliance with Alaska's boating laws. The course is taught by State-registered boating safety instructors. This course is designed in a modular format that can be taught as a continuous course or taught in parts over several days. (2) Includes overview of USCG licensing; vessel licensing and other legal requirements; chart navigation; vessel stability; emergency procedures; mapping out a course of action and one-on-one interviews in preparation for a maritime career.

WFDM 200 As demand warrants 3 – 4 credits

100 Ton and OUPV (6 Pack) Course

This course is for those with boating experience interested in earning a U.S. Coast Guard license. Topics include navigation, seamanship, safety and rules of the road, and will prepare students to pass the USCG exams. This is a U.S. Coast Guard (USCG) approved course. Students should plan to spend time studying on their own, in addition to the 60 – 88+ hours of classroom instruction. After successfully completing the course, students have one year to fulfill other USCG requirements including documenting sea time, First Aid/CPR, physical examination, drug test, character references and proof of citizenship. (*See fee schedule for course fees.*)

WFDT 130 As demand warrants 3.5 CEU

Eco-Tourism Internship

This course will introduce North Slope students to the lucrative field of eco-tourism, providing a hands-on opportunity in the field. Students will learn the skills required of those hoping to start careers in wilderness guiding. (*See fee schedule for course fees.*)

WFDT 131 As demand warrants 0.8 – 2.0 CEU

Introduction to Guide Training

This is an introductory training, tailored to meet local conditions, where participants will learn the necessary skills to provide locally based guiding and visitor services in order to start their own community based guiding and tourism related businesses.

WFDT 132 As demand warrants .5 – 1.0 CEU

Guide Training – ANWR and Local Environs

Trainers will describe and discuss the Marine Mammal Protection Act; guide and employee responsibilities; current research; local and community-based management, and associated legal roles and responsibilities. Trainers will instruct participants on polar bear viewing protocols, and permitting requirements for guiding visitors on Refuge lands and waters. Participants will discuss safety plan contents and work in groups to draft applications and develop applications for Refuge special use permits.

WFDT 133 As demand warrants 1.5 – 2.0 CEU

Alaska Guide Training

The Tour Guide Training is designed as a 2 ½ day curriculum in a fun interactive hands-on workshop format. It is appropriate for experienced guides as well as those who might be new to guiding. A workbook, facilitated discussions, interactive activities, and a field session are designed to give participants an opportunity to apply what they learn in the course, as they learn it, making it easier to apply to any specific Alaskan tour experience they might lead.

WFDU 100 Fall 1.4 CEU

Certified Pool Operator

The Certified Pool Operators (CPO) course provides the basic knowledge, techniques and skills of pool and spa operations. Participants will gain a better understanding of the operator's role in pool care and management. The CPO certification program includes pool and spa chemistry, testing, treatment, filtration, maintenance, automatic feeding equipment and government requirements. The two-day class is taught by a National Swimming Pool Foundation Instructor and covers information from the CPO Handbook including a new section on metric calculations. The instructor will also review local and state codes. Students must pass the required open book exam to obtain their CPO certification. *(See fee schedule for course fees.)*

WFDU 101 As demand warrants 3 – 4 CEU

Boiler Technician

This class is a technician level class that investigates glycol systems, pumps and lead-lag boiler systems. It covers the trouble shooting of electrical and mechanical systems, auxiliary systems and operating controls; the review and diagnosing of problems related to burners, including oil and gas controls and safety. Depending on course length, the class will cover State of Alaska safety codes, pressure vessels and burner safety. Students may opt to take the Class IV Boiler Certification Exam. *(See fee schedule for course fees.)*

WFDU 101A As demand warrants 2 – 3 CEU

Boiler Basics

This is an introductory course designed for anyone who needs to understand fundamental operation of boilers in order to improve efficiencies and safety at their facilities or in the home. We will cover basic trouble shooting and mechanical systems, diagnose common problems related to burners, including parts, fuel controls and safety. The process for burner tuning and tools used for efficiency testing will be covered. *(See fee schedule for course fees.)*

WFDU 102 Spring, Summer 1 credit

Tank Farm Operations

This course provides participants with the knowledge needed to safely and effectively oversee tank farm fuel transfers and to handle the initial stages of spill response. Students will become familiar with tank farm inspection and maintenance procedures. They will learn to follow best-management-practices in the transfer of fuel products. During the spill response and ICS portion of the course, students will become familiar with the emergency procedures outlined

in their facility response plan. They will also learn to plan and document required response exercises that provide an opportunity to practice and improve response capabilities. *(See fee schedule for course fees.)*

WFDU 219 As demand warrants 3.0 CEU

Introduction to Alaskan Small Water Systems

This is the ADEC-approved introductory class for water treatment and distribution system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Ground and surface water source treatment technologies and basic operational practices used in Alaska are presented, along with a description of storage and distribution system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Water Treatment and Water Distribution System Operator certification exams at the end of the course. *(Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate. See fee schedule for course fees.)*

WFDU 220 As demand warrants 1.6 – 3.2 CEU

Water Treatment and Distribution Certification Exam Review

A review class for operators preparing to take Level 1 – 4 ADEC water treatment or distribution certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.uas.alaska.edu/attac/calendar.html> *(See fee schedule for course fees.)*

WFDU 229 As demand warrants 1.5 – 3.0 CEU

Introduction to Alaskan Small Wastewater Systems

This is the ADEC-approved introductory class for wastewater collection and treatment system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Preliminary, primary and secondary treatment technologies and basic operational practices used in Alaska are presented, along with a description of wastewater collection system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Wastewater Collection and Wastewater Treatment System Operator certification exams at the end of the course. *(Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate. See fee schedule for course fees.)*

WFDU 230 As demand warrants 1.6 – 3.2 CEU
Wastewater Collection and Treatment Certification Exam Review

A review class for operators preparing to take Level 1 – 4 ADEC wastewater treatment or collection certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.uas.alaska.edu/attac/calendar.html> (See fee schedule for course fees.)

WFDU 239 As demand Warrants 0.8 – 1.6 CEU
Introduction to Membrane Water Treatment

The program provides an introduction to membrane technology, description of the principles of membrane elements including basic theory, membrane terminology and membrane structure. Illustration of the membrane system design process and overview of systems operation will be discussed. It includes practical information about performance and operating conditions of reverse osmosis and nanofiltration technology for brackish and seawater desalting. A section of the seminar is dedicated to the modern microfiltration and ultrafiltration technology applied for treatment of potable water and as a pretreatment of feed water for RO systems. Course material also includes information on process and equipment applied in membrane bioreactor (MBR) systems including operation and maintenance considerations. An overview of commercial MF and UF membrane products will be provided. Description of system configurations will be reviewed.

WFDU 289 As demand warrants 1.5 – 3.0 CEU
Alaskan Water Treatment Systems – Intermediate Operator Training

This is the intermediate level water treatment operator training course developed for the ADEC for operators advancing their licensing to a Level 2 or 3. The course provides a thorough overview of state of the art in Alaskan water treatment technology including water sources, pretreatment, coagulation, flocculation, sedimentation, filtration, disinfection, membrane separation, softening, fluoridation, iron and manganese treatment, corrosion control, and an update on current ADEC and EPA drinking water regulations. Students completing the 4-day course will receive 3.0 CEUs toward operator certification in the State of Alaska.

If you have any questions about when courses will be available, feel free to pick up a copy of the latest course schedule or call the Registrar's Office at 852.1763.





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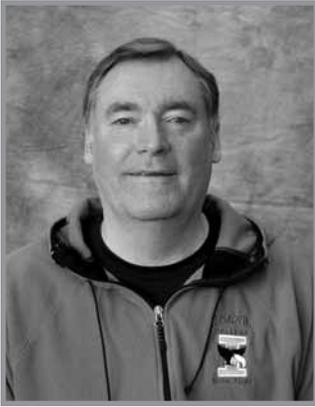


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REGISTRATION FORM

Office of the Registrar
 P.O. Box 749
 Barrow, AK 99723
 Phone: 907.852.1788 or 1763
 Fax: 907.852.1784

PLEASE PRINT CAREFULLY – Complete all information requested below

Semester (Check one): Spring Summer Fall Year 20_____

 Last Name First Name Middle SS# (new students only) or student ID

 Mailing Address City State Zip Code Date of Birth

 E-mail Address Work Phone Home Phone

Male Female Corporation /Tribe* *Please provide copy to Registrar's Office for verification if you have not done so already.
 NSBSD Teacher** Emergency Personnel** Senior (55 yrs old or Older)** **Please fill out the Waiver Form

Ethnic Origin	Residency	Degree
<input type="checkbox"/> Alaskan Native <input type="checkbox"/> Hawaiian	<input type="checkbox"/> Alaska Resident (1 Year)	<input type="checkbox"/> Non-Degree Seeking
<input type="checkbox"/> African American <input type="checkbox"/> Hispanic	<input type="checkbox"/> Other State Resident	<input type="checkbox"/> Dual/High School Student
<input type="checkbox"/> American Indian <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Degree/Certificate Program
<input type="checkbox"/> Asian <input type="checkbox"/> Other	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Active Military/Dependent	

REQUIRED FIELDS for CDL courses. (If you are taking CDL classes, please answer these questions.)
 Do you currently have a learner's permit? Yes No
 Have you ever had your driver's license revoked or suspended? Yes No
 Have you had a valid driver's license for at least one year? Yes No
 Driver's License # _____ State _____

Dept	Course #	Sec #	Course Title	Dates / Days / Times	Credits	Audit	Instructor
Total credits							

BILL TO: (Please fill out this part if the billing is not going to you.)
 Financial Aid Employer-Funded Grant-Funded Other _____
 Contact Person: _____ Address or Phone #: _____

Release Information: The Family Educational Rights and Privacy Act protects a student's right to privacy by limiting information that can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, gender. **DIRECTORY INFORMATION** is information that can be released to the public without permission from the student. Directory Information at Ilisagvik College includes: student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers), student photo, names and dates of previous high schools and colleges attended, classification (Freshman, Sophomore), enrollment status, major field of study, dates of attendance and anticipated date of graduation, participation in officially recognized activities, degrees and awards granted. **If you DO NOT want this info released, see the Registration Office for the Opt Out form.**

Tuition:	\$	_____
Registration Fee:	\$	_____
Technology Fee:	\$	_____
Student Activity Fee:	\$	_____
Course, Lab & Materials Fee:	\$	_____
Other:	\$	_____
TOTAL TUITION & FEES =	\$	_____

_____ Student Signature (Required)	_____ Date	_____ Advisor Signature (Instructor)	_____ Date
_____ Parent Signature (If Student under 18)	_____ Date	_____ Business Office Signature	_____ Date
		_____ Registration Office Signature	_____ Date



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www.ilisagvik.edu

Call Our Recruiter's Office - Get Started Today!

1.800.478.7337, ext. 1799 or 907.852.1799

Iġisagvik College is Alaska's Only Tribal College and is accredited by the Northwest Commission on Colleges and Universities



Contact Iġisagvik College:

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