



Faculty Handbook

Academic Year 2015-2016



TABLE OF CONTENTS

THE OFFICE OF ACADEMIC AFFAIRS.....	3
ALL FACULTY	3
Contact Hours.....	3
Course Syllabus.....	3
Academic Dishonesty.....	4
Academic Dispute Resolution	5
Contacting Students in the Event of Instructor Absence.....	6
IDEA—Individual Development and Educational Assessment	7
Instructional Supplies and Materials	7
Adjunct Faculty	7
Employment Offers.....	7
Course Cancellations.....	7
Faculty Observation	7
Teaching Credit Hour Limitations	7
Questions	8
Academic Opportunities for Students	8
Enhancing Student Success	9
Prerequisites.....	9
Student Attendance	9
iNotice	9
Student Ambassador Program	9
New Student Orientation.....	9
Career Development	10
Support for Students with Disabilities	10
CLASSROOM PROCEDURES	10
Faculty Signature.....	10
Blackboard.....	10
Returning Papers/Final Exams to Students	10
Faculty Initiated Drops/Withdrawals	10
Room Changes.....	11
Emergency / Incident Reports.....	11
Liability Release	11
Classroom Material/Procedures	11
STUDENT SERVICES	11
Registration.....	12
Class Rosters	12
Access to Student Records	13
The Family Educational Rights and Privacy Act (FERPA).....	13
Secondary School Student Enrollment.....	13
Student and Parent/Guardian Agreement	13
Grading	14

Incomplete Grade	15
Incomplete Grade Request Procedure	16
Directed Study.....	17
Independent Study.....	18
Grade Changes.....	18
End of Semester Grading.....	18
Employee Identification Card (WolfCard).....	18
DIRECTOR'S OFFICE	19
Faculty Convocation.....	19
UAA Awards Program.....	19
Room Requests.....	19
Director's Absence	19
DEPARTMENT OF ADMINISTRATIVE SERVICES.....	19
Payroll Procedures.....	19
Address/Phone Number/E-mail Changes.....	20
CAMPUS CACHE	20
Textbooks	20
Copy Center	21
Use of College Resources.....	21
Copyright and Intellectual Property Rights Policy.....	21
Mailboxes.....	21
ALVIN S. OKESON LIBRARY	23
Library Hours	23
Improving Students' Research Skills.....	24
Holds and Interlibrary Loan Services	24
Reserve Desk Services.....	24
Library Cards.....	24
Computer Lab.....	24
Audio-Visual Equipment	24
MARKETING & COMMUNICATIONS.....	25
LEARNING RESOURCE CENTER.....	25
CAMPUS SAFETY & SECURITY.....	26
Campus Closure Procedure.....	27
Emergency Evacuation	27
Hazardous Materials	27
Science Lab Regulations	28
Ordering/Receiving.....	28
Storing Chemicals/Supplies	28
Chemical Use.....	28
Lab Cleanup.....	28
Campus Regulations	29
Parking.....	29
REPORTING SEXUAL HARASSMENT	30
MSC Council of Coordinators	31

THE OFFICE OF ACADEMIC AFFAIRS

The mission of Mat-Su College (MSC) is to educate students and prepare them for future learning, employment, and community engagement through a challenging and rigorous curriculum combined with exceptional support.

Faculty wishing to update curriculum in their subject areas are encouraged to coordinate their efforts with the Office of Academic Affairs. All proposed curriculum changes must follow procedures and processes outlined in the most recent University of Alaska Anchorage (UAA) Curriculum Handbook for Faculty which can be found on the UAA website at <http://www.uaa.alaska.edu/governance/coordination/index.cfm>.

ALL FACULTY

Contact Hours

Academic standards are determined by the Faculty and are reflected by the standards maintained in each class. In general, the standard measure of course work (the credit hour) is defined by UAA as approximately 15 hours of lecture instruction, including exams. In addition, the student is expected to spend two to three times this amount of time in outside preparation. Thus, instruction for a three-credit course would amount to 45 hours in class per semester. The student would then be expected to spend an additional 90-135 hours in outside preparation. Vocational/technical courses, courses with labs, and practicum/work placement will vary.

One (1) contact hour is defined as 50 minutes of contact time. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.

Course Syllabus

Instructors shall give each student access to both a course syllabus during the first class meeting as well as an online copy through Blackboard.

The syllabus must explain the instructor's expectations of students, grading criteria to be followed, extent of material to be covered, student learning outcomes, and the instructor's attendance policy.

Syllabi are reviewed and approved by either the Subject Area Coordinator or the Director of Academic Affairs; check with your Area Coordinator about which method your program prefers. Instructors are required to provide a syllabus to their respective Subject Area Coordinator and the MSC Office of Academic Affairs prior to the start of the semester. It is essential that instructors provide copies of syllabi for three reasons. First, accreditation site visitors may ask to review syllabi. Second, the syllabus is one component of the scholarship of teaching that demonstrates an instructor's commitment to teaching and learning. And third, as stated in the UAA Catalog, students have the right to be informed about the nature of the course as well as the instructor's expectations, evaluation standards, and grading system at the beginning of each term. To ensure uniformity and consistency, please adopt the MSC Syllabus Template. The template guide is sent via email to all MSC instructors. A copy of the template can be found at: <http://matsu.alaska.edu/offices/academic-affairs/faculty-resource-section/>. If you choose not to use the template, please incorporate all of the information categories found on the template:

- name of campus (University of Alaska Mat-Su College);
- semester and year;
- course number and title;
- number of credits;
- type of course;
- class location;
- days and time;
- instructor name;
- instructor's department;
- instructor's contact information (email and phone number);
- office location and hours;
- prerequisites (if any);
- catalog description;
- course objectives and student learning outcomes (from CCG);
- texts (required and recommended);
- materials & supplies (required and recommended);

- study expectations outside of class;
- course policies;
- classroom atmosphere/behavior;
- attendance (absent, arrive late, and leave early);
- academic integrity;
- incompletes;
- withdrawals;
- children in the classroom;
- weekly calendar of topics, reading, tests, and assessments (table format) for each day the class meets during the week;
- review days (where applicable) for tests and assessments;
- assessment due dates;
- test/quiz days;
- required reading;
- supplemental reading;
- types of assignments, weights, and links to course objectives (table format);
- Blackboard use/expectations;
- grading (class participation, attendance, extra credit, makeup exams, late work);
- class atmosphere;
- availability of Disability Support Services;
- availability of the Learning Resource Center (LRC);
- iNotice referrals; and
- emergency evacuation.

The syllabus and the course content guide (CCG) are two separate and distinct documents. The CCG has been approved by the UAA Undergraduate Academic Board (UAB). The CCG outlines the content that is to be covered in the course and the syllabus must align with it. The course must be designed to help students achieve the learning outcomes identified in the CCG. The course syllabus informs students of the course requirements and course design. CCGs undergo periodic revision, and the most current CCGs may be obtained online at: <http://curric.uaa.alaska.edu/carsccgs/>.

Academic Dishonesty

Academic integrity is a basic principle requiring that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty include the submission of materials in assignments, exams, or other academic work from sources prohibited by the faculty member. The UAA Student Code of Conduct lists activities that are considered to be cheating, plagiarism and other forms of academic dishonesty, as follows:

- using material sources not authorized by the faculty member during an examination or assignment;
- utilizing devices that are not authorized by the faculty member during an examination or assignment;
- providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- knowingly permitting their works to be submitted by another person without the faculty member's permission;
- acting as a substitute or utilizing a substitute in any examination or assignment;
- fabricating data in support of laboratory or field work;
- possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- altering grade records of their own or another student's work; or
- offering a monetary payment or other remuneration in exchange for a grade.

Preventing and Reporting Academic Dishonesty

To report an incident, contact the Director of Academic Affairs at Mat-Su College. An instructor who believes a student has violated the Student Code of Conduct policies regarding academic honesty may elect to handle the incident formally or informally. Whichever option the instructor chooses, the incident must be reported to the Office of Academic Affairs. Academic Affairs will record the incident in their records. Academic Affairs checks Student Code of Conduct records each time the office is notified of a possible violation to determine if the student has a history of academic dishonesty.

The informal option: The instructor notifies the Director of Academic Affairs so that OAA may record the incident in their records. The instructor or the Director of Academic Affairs will discuss the incident with the student. The instructor chooses not to have the incident taken through the student disciplinary process.

The formal option: The instructor reports the incident to the Director of Academic Affairs and requests that the allegation of student misconduct be investigated through the student disciplinary process. An administrative review will be held with the student present. If the allegations are found to be true and the student has violated the UAA Student Code of Conduct, sanctions will be issued.

Academic Dishonesty and Assignment of a Grade

Assignments, tests, and quizzes are given to assess student learning. Faculty are responsible for assigning grades on submitted student work and for assigning final grades based on the student's demonstrated achievement of the student learning outcomes for the course. If a student cheats or turns in work that is not his own original work, it may not be possible to assess his learning. Faculty may choose to give full credit for the assignment or exam; give no or partial credit for the assignment or exam; or, allow the student to re-do the assignment or exam. In addition, faculty members may also fail the student for the course.

It is recommended that faculty include a statement about academic integrity in their syllabi.

The Student Code of Conduct

The UAA Student Code of Conduct applies to students enrolled at Mat-Su College. Any University student, faculty, or staff member may initiate a disciplinary action against a student or student organization for committing, attempting to commit, or intentionally assisting in the commission of a Code violation. The Director of Academic Affairs is the Student Conduct Officer at Mat-Su College. Allegations of a code of conduct violation should be submitted in writing to dmerickson@matsu.alaska.edu. It is recommended that faculty include a statement regarding student responsibility to know and follow the rules in the UAA Student Code of Conduct and provide a link to the Code in their syllabi.

Academic Dispute Resolution

Challenges to academic decisions or actions of the faculty member or academic administration will be reviewed as outlined in UA Board of Regents Policy 09.03.02 and University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. The Academic Dispute Resolution process is used when students allege grading error or arbitrary and capricious grading for a final grade assignment and the matter cannot be resolved informally between the faculty member and the student. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade. A complete copy of the Academic Dispute Resolution Procedure can be found at: <http://www.uaa.alaska.edu/deanofstudents/StudentJudicialServices/disputeresolutions.cfm>

Informal Resolution

Informal academic disputes involving student complaints about a faculty member in general, such as fairness in the classroom or failing to follow a syllabus should be handled between the instructor and the student. If the dispute cannot be resolved, students should contact the Subject Area Coordinator for further advisement; when necessary, the dispute would then move to the Director of Academic Affairs.

For informal academic disputes related to grades, where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or Subject Area Coordinator. The process must be initiated by the fifteenth class day of the next regular semester. The instructor or Subject Area Coordinator must respond to the request within five class days of receipt of the request for resolution.

Formal Resolution.

A student formally requesting a review of a final grade assignment must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade. The request must be filed by the twentieth class day of the next regular semester or within five class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any formal review. The dean/campus director or designee will forward the request to the MSC Academic Dispute Resolution Committee.

Faculty Substitution Policy

Major Emergencies

Major emergencies are defined as a serious medical condition, a death in the family, an accident, or another unforeseen catastrophic event.

In the event of an emergency, the first point of contact should be either the Subject Area Coordinator or the Office of Academic Affairs (OAA), who will decide what, if any, further actions should be taken. Such actions may include one of the following:

1. Reschedule
2. Provide an out-of-class work assignment
3. Schedule a class on Blackboard/Collaborate
4. Ask a colleague to teach
5. Arrange for a guest speaker
6. Make arrangements for a substitute and contact the Office of Academic Affairs

MSC has a small fund to pay for emergency substitutes; however, this is for EMERGENCIES only. The Director and his/her designee have final approval for paying emergency substitutes. Subject area coordinators and faculty are not authorized to offer or approve substitution pay.

Scheduled Events and Unforeseen Absences

Scheduled events and minor and unforeseen absences include conferences, vacations, work schedule conflicts, and absences other than major emergencies.

Full-time faculty must have the Director's prior approval for these absences. Adjunct faculty must consult with their respective Subject Area Coordinator prior to scheduling activities that prevent them from fulfilling their teaching assignments and must inform the Office of Academic Affairs prior to a planned absence and as soon as possible for an unforeseen absence. All instructors must contact their students and provide an appropriate solution to maintain contact hours. These may include one of the following:

1. Reschedule
2. Provide an out-of-class work assignment
3. Schedule a class on Blackboard/Collaborate
4. Ask a colleague to teach
5. Arrange for a guest speaker
6. Make arrangements for a substitute and contact the Office of Academic Affairs

MSC is not obligated to pay for scheduled substitutes. This includes substitutes for both full-time and adjunct faculty. Subject area coordinators and faculty are not authorized to offer or approve substitution pay.

Other Considerations

Family employment: Faculty employing immediate family members as a substitute is prohibited. This is in compliance with Alaska Ethics Act (AS 39.52.010 through 960). Effective January 1, 1999, "immediate family member" is defined by statute to include spouse, child, including stepchild or adopted child parent, sibling, grandparent, an aunt or uncle of the employee, and a parent or sibling of the employee's spouse. It also includes "another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage". Children, and parents are unable to substitute on your behalf.

Substantial absences: If adjunct faculty are absent a substantial part of the semester (three or more classes), compensation will be reconfigured appropriately. If absences are known in advance of the semester starting, the appointment letter must reflect these absences.

Contacting Students in the Event of Instructor Absence

It is the instructor's responsibility to notify students of any class cancellation. The most efficient way to inform students of unexpected class cancellations is via Blackboard using the email tool. It should be noted in the syllabus how students will be notified when class must be canceled. DO NOT use class rosters as phone trees; they contain student ID numbers and

must be kept confidential. When discarding rosters, please shred them or bring them to the Office of Academic Affairs to be shredded for disposal.

Student Course Evaluations

UAA uses the Individual Development and Educational Assessment (IDEA) program for student course evaluations.

IDEA requires faculty input in determining how best to evaluate courses. Faculty must complete a class-specific Faculty Information Form (FIF) for each of their courses so that IDEA may accurately rate students' evaluations of a course.

FIF links are sent to faculty via their UAA e-mail address shortly after the beginning of each semester. IDEA evaluations are available to students through the course Blackboard shell and are emailed to students at their official UAA email address. Scheduled deployment dates and change forms are available at <http://www.uaa.alaska.edu/facultyservices/IDEA/faculty/>

For assistance, please contact IDEA at ayidea@uaa.alaska.edu.

Instructional Supplies and Materials

Instructional supplies and materials are available through the Office of Academic Affairs. Submit requests for special materials as early as possible. All purchases require submission of a purchase requisition form with appropriate signature approval. Requisition forms are available on the MSC website at: <http://matsu.alaska.edu/office/forms-documents>.

Adjunct Faculty

Employment Offers

Candidates seeking adjunct faculty employment at MSC must apply online at the UAKJobs website. Subject area coordinators will review applications and select qualified applicants for interviews. Subject area coordinators and the Director of Academic Affairs will conduct the interview, after which a recommendation will be made to the College Director. All offers of employment to adjunct faculty can only be authorized by the College Director.

Whether an initial hire or a contract renewal, employment offers will be made only under the following conditions:

- the course is a financially responsible use of public resources;
- the applicant possesses the required credentials; and
- the applicant demonstrates the capacity to meet and maintain academic standards.

Course Cancellations

While every effort will be made to contact adjuncts in the event a course is canceled, adjuncts are strongly encouraged to check with the Office of Academic Affairs about the status of their course(s).

Faculty Observation

The Office of Academic Affairs will coordinate observation of each new adjunct faculty member. A completed copy of the instructional observation form (see Academic Affairs web page) will be given to the adjunct instructor for signature and comments. A copy will be included in the instructor's evaluation file. Adjunct faculty members are encouraged to request additional feedback by inviting other colleagues to observe classroom instruction and/or provide feedback on the syllabus, on classroom activities, and on course structure. Such additional observations shall remain confidential.

Teaching Credit Hour Limitations

Adjunct faculty members are limited to teaching no more than 15 credits for the University of Alaska during an academic year (fall and spring semesters). This calculation includes courses taught for ***any campuses*** in the UA statewide system. Additionally, adjunct faculty are limited to no more than nine credits in the spring and fall semesters and six credits in the summer. The Collective Bargaining Agreement between the University of Alaska and the United Academic Adjuncts AAUP-AFT/AFL-CIO can be found at <http://www.alaska.edu/labor/adjuncts-info/>.

Adjunct faculty members are responsible for advising MSC Academic Affairs if the limit is about to be exceeded; MSC will terminate any assignments beyond the 15-credit academic year limit and the semester limits of six or nine credits.

Questions

Questions and/or concerns should be directed to the subject area coordinator or the Office of Academic Affairs. Contact information for subject area coordinators is listed on the last page of this handbook. Please contact the Office of Academic Affairs at either 907-746-9339 or 907-745-9775.

Technology Support for Instruction

As an instructor at Mat-Su College, you have access to many instructional technologies designed to enhance teaching and learning. Here are a few:

- **Blackboard**: think of Blackboard as a way to store course content – syllabuses, handouts, supplemental material, videos, and so on. Better yet, you can use Blackboard to administer quizzes and store a virtual gradebook which students can check at any time! This is a tool many instructors are using – so much so that some students even insist that be used.
- **Classroom response systems**: more commonly known as clickers, these allow students to respond to questions you pose. This allows you to create discussion, break up classroom monotony, and assess student learning on-the-fly. They're really easy to start using, so give them a try! Clickers are available for check-out from the MSC Library.
- **Document cameras**: have a document or object you want to show the whole class? Put it underneath the lens of the document camera and have it displayed through the projector.
- **Slide advancers**: like PowerPoint but sick of being stuck behind a podium? These simple remote controls allow you to move back and forth within a PowerPoint from anywhere in the room. Slide advancers are available for check-out from the MSC Library.

There are many other tools available to you. Moreover, you may know of tools of your own you'd like to use. If you need help with any instructional technology – whether it's a little or a lot – or you have a problem you think technology can solve, but don't know how, help is available!

Micah Muer is responsible for instructional technology assistance. Micah can be reached at 907-745-9758 or mwmuer@matsu.alaska.edu. Appointments can be made for just about any time, but you can also chance it and stop by the library and see if he's available. Either way, he looks forward to working with anything to do with instructional technology!

Academic Opportunities for Students

Mat-Su College Student Showcase 2016

The Student Showcase is an annual event designed to recognize and celebrate academic excellence. Faculty are asked to encourage students who submit outstanding papers or projects to submit their work for possible inclusion in the Student Showcase. Works submitted may be on any subject but must have been produced for an MSC college-level course during the spring, summer, or fall semesters of 2015 and the spring 2016 semester. Submissions are not limited to written works and may include performance, visual art, music, mathematics, the sciences, technology, and other disciplines. To be eligible for consideration, the work must have been awarded an "A" grade.

Participation in the Showcase gives students an opportunity to gain experience in public presentations, enhance their resume, and see their work published.

Applications are available in the Office of Academic Affairs or online at <http://matsu.alaska.edu/office/student-services/student-showcase/>.

Mat-Su College Service Learning

Service learning combines academic and community involvement. Students meet course learning objectives through structured projects or activities that provide meaningful service to nonprofit organizations, community groups, or government agencies. Faculty who want to integrate service learning activities into their instruction can receive support (course design and funds for supplies) to initiate a service learning project from the Mat-Su College Service Learning

Committee. For more information and project proposal forms, please contact Dr. Debi Fox, Chair of the Mat-Su College Service Learning Committee at dhfox@matsu.alaska.edu or 745-9780.

Enhancing Student Success

Prerequisites

Students are responsible for meeting course prerequisites. Prerequisites are listed under individual course descriptions in the MSC Catalog. If students have not successfully completed the necessary prerequisites but feel confident performing course work, they may request permission from the instructor to enroll in the class.

The faculty member shall document the rationale and evidence for waiving prerequisites; a copy must be submitted to the Subject Area Coordinator for approval and subsequently be forwarded to the Office of Academic Affairs prior to the first class meeting.

A faculty withdrawal may be initiated for students who enroll without prerequisites or instructor permission. The instructor should verify that placement score requirements (Math, English, and preparatory English) and/or relevant prerequisites have been met.

Student Attendance

Research demonstrates that class attendance is one of the most critical components to student success. Regular attendance and active participation are expected in all classes. Students are responsible for all course work even if they are absent. Faculty must keep accurate attendance records for each class that has an attendance policy.

Students anticipating an absence are responsible for making arrangements with faculty members in advance to accomplish course requirements. Faculty are encouraged to make reasonable accommodations when possible. In some cases, accommodation may not be possible. A faculty member may initiate a drop/withdrawal (See Faculty Initiated Withdrawals under Classroom Procedures). However, the faculty member is under no obligation to initiate a drop for students who fail to meet individual course attendance requirements.

Unexcused absences may result in a student being withdrawn from the class or receiving a failing grade. Unreasonable refusal to accommodate an emergency absence may be appealed under the Academic Dispute Resolution Procedure.

iNotice

iNotice provides a safety net for students who may experience academic difficulty. Faculty are asked to review progress and submit an iNotice referral to Student Services when they notice students who may need extra help meeting their goals in class. An iNotice helps connect students to academic advising, tutoring, and other campus resources that support student retention and academic success. Students are notified of the referral and encouraged to take positive steps toward improving their academic performance. Additional information about iNotice is available in Student Services, FSM 101, and on the MSC website. To submit an iNotice report electronically go to: <http://matsu.alaska.edu/employees/inotice/>.

Student Ambassador Program

The Student Ambassador Program affords emerging student leaders the opportunity to develop their leadership, communication, and interpersonal skills. Students are selected based on their academic achievement and their connection and commitment to MSC. They work with the Student Retention Advisor and the Outreach Coordinator to promote MSC programs, resources, and activities to both new and prospective students, as well as to external constituencies, from the student perspective. A Student Services staff member and a faculty member serve as co-advisors for the program.

New Student Orientation

The New Student Orientation Program provides organized, purposeful, and instructional sessions for all new students to help them become familiar with the services and programs available at MSC. Hosted by Student Services, this orientation is vital for a successful transition as full and active members of the MSC community. New Student Orientation takes place prior to the beginning of the fall and spring semesters. Offered in collaboration with faculty, these sessions are designed to help students gain the skills, information, and meaningful relationships important to meeting long-term academic and personal goals. MSC's New Student Orientation program is an opportunity for students to have their questions answered and to receive guidance in navigating the logistics associated with starting college or transferring from another school. All Faculty are highly encouraged to attend New Student Orientation as their participation is vital in setting the stage for students' successful college careers.

Career Development

If students don't know where they are going after completing their college education, the MSC Career Development Coordinator is available to help them create a path to a successful employment future. Students have the opportunity to discover how their interests, personality type, skills, and prior experience can enrich their learning experience.

Career Advising

Career Advising is an educational process that fosters students' knowledge of self, academic success, personal development and the changing nature of careers. It begins by providing students with information resources, verifies their understanding through questioning, encourages them to apply what they are learning and challenges them to employ increasing sophisticated skills of analyzing, synthesizing and evaluating in their quest for lifelong learning.

Classroom Presentations

The Career Development Coordinator is available to meet with faculty interested in integrating career information into a course(s). Classroom presentations on job readiness such as preparing applications, resumes, and cover letters are available. Internships and work study experiences are also coordinated. Contact the Career Development Coordinator at 746-9319 for further information.

Support for Students with Disabilities

Students with a documented disability can receive appropriate accommodations to help make learning accessible and beneficial. Students begin this process by meeting with the Disability Support Specialist in Student Services. Once a student's disability has been confirmed, the instructors of the student's courses receives a letter explaining the appropriate accommodations that are needed in order to meet the student's learning needs. These letters are sent at the beginning of each semester. Call 745-9762 for more information.

CLASSROOM PROCEDURES

Faculty Signature

Some course descriptions list "Instructor Approval" as a registration restriction. For these classes, students must obtain the signature of either the faculty member teaching the course or the Subject Area Coordinator before being able to register for the class. Arrangements for any special accommodations should be made through the Office of Academic Affairs.

Blackboard

Blackboard is a valuable online tool that provides student and faculty interaction via the Web. Instructors post materials such as syllabi, activities, slides, videos, and reading assignments for students to review as part of class. Blackboard is accessed via the MSC website. While use of Blackboard for academic purposes is voluntary, faculty are reminded that they are required to enable each of their Blackboard course shells so student can access IDEA course evaluation surveys.

Returning Papers/Final Exams to Students

For those faculty members who return final exams and/or papers, specific information regarding a process for interested students to obtain these items should be provided prior to the completion of the course. Possibilities include the following:

- materials may be mailed in a self-addressed, stamped envelope provided by the student;
- the student may arrange to meet with the professor to pick up the materials; or
- arrangements can be made for the materials to be picked up in the Library (place items in a sealed envelope).

Due to FERPA laws, exams and/or student materials shall not be left where others will see the materials or individual grades (e.g. in the hallway in a box).

Faculty Initiated Drops/Withdrawals

At the beginning of the semester, faculty may drop students who fail to attend class by the seventh calendar day of the semester.

Faculty initiated withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course. Withdrawal forms are available from Student Services or faculty may submit the withdrawal online at https://www.uaa.alaska.edu/records/faculty_resources/faculty_drop_login.cfm. When using electronic forms, please check and verify that the withdrawal is posted by the next class day.

Room Changes

Classes should not be moved from the assigned classroom without prior approval from the Office of Academic Affairs.

Emergency / Incident Reports

In the event of an urgent emergency at Matanuska-Susitna College (MSC), please call the State Troopers at 911. Please take time to locate the nearest exit and emergency telephone when in campus buildings. Emergency telephones are located at the outside entrance to JKB by the Director's Office and at the west entrance to Snodgrass Hall (entrance facing the parking lot). Regular land-line phones are also available in every classroom.

After contact with 911, and/or in the event of less urgent situations, contact should be made with both on-campus security and the College Director or designee. The college contracts with a security firm to maintain a presence on campus during much of the day. When a representative of the security firm is present, they should be notified of security and safety concerns. In the event that there is no one present from the firm, then Physical Plant should be contacted. The College Director should always be notified of all significant problems within twenty-four hours, if not sooner.

College Director's Office	745-9726	Jalmar Kerttula Building (JKB) 101
Campus Security	761-3436	
Physical Plant	745-9789	

Liability Release

Classroom Material/Procedures

If a course involves lab work, use of chemicals, blood borne pathogens, use of motorized/ mechanical equipment, or travel in a university vehicle, faculty are **required** to inform students of all safety regulations and/or operating instructions as well as the location of the Material Safety Data Sheet (MSDS). In addition, students must sign an acknowledgment of release of liability form. Physical Plant provides safety regulations and the acknowledgment of release of liability form as well as maintains the MSDS binders located throughout the campus. An MSDS is required for each material brought into class. Please contact Physical Plant at 745-9750 to update the binders.

Field Trips

Students must complete the Student Liability Release Form before any class can be held off-campus. This is not needed for classes that are regularly scheduled elsewhere. This form is to be completed by instructors and students participating in field trips and other off-campus activities. Completed forms should be turned into the Director's Office. These forms are available on our website (Field Trip Form – 18 and older) at <http://matsu.alaska.edu/offices/academic-affairs/faculty-resource-section/>

STUDENT SERVICES

Student Services provides enrollment and retention services designed to support students on their academic journey. Students can access integrated services including:

- advising
- admission
- registration
- veteran benefits certification
- enrollment verification
- transcript services
- degree planning
- financial aid
- career development
- graduation

Academic Advisors assist students with career-life planning, program selection, study skills, and making a successful transition to college life. All students are encouraged to meet with an Academic Advisor prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection. Faculty can refer students

to academic counseling in Student Services if students experience academic problems due to poor study or attendance habits or seem to be having trouble transitioning to college.

Student services personnel encourage students to become engaged learners. Tools employed include outreach to prospective students, new student orientation, and retention programming throughout the year. Student Services staff also support faculty involvement in service learning and student clubs, recognizing that student-faculty engagement outside of class is a crucial element in student development.

Faculty may contact or visit Student Services for enrollment-related forms, faculty-initiated withdrawal paperwork, incomplete grade contract forms, directed study and independent study forms, or assistance in accessing faculty resources via UAOnline. Many of these forms can also be found at: <http://matsu.alaska.edu/office/forms-documents/>.

Registration

MSC offers open enrollment, which allows students to enroll in classes as either degree-seeking or non-degree-seeking students. Registration can be conducted in person or online.

Students are required to secure faculty signatures before registering in courses if an instructor approval restriction has been placed on a class, if a student is registering during the second week of the semester, or if the student is a high school student requesting enrollment under the secondary school student policy.

The following registration activity deadlines pertain to semester-length courses (15 weeks of instruction). Deadlines for courses more or less than semester-length are posted on the MSC Website. Students are not permitted to drop or withdraw from a course after it has ended.

Add/Drop Policy

Students may add semester-length classes through the end of the second week of the semester. A faculty signature is required after the first week of the semester and to add a closed (full) class.

Students may drop semester-length classes through the end of the second week of the semester without a faculty signature. Drops during this time are not reflected on the student's official transcript.

Withdrawal Policy

The withdrawal period begins the third week of the semester. Students do not need faculty signatures to withdraw. Courses will appear on the student's official transcript with a grade of W. After the withdrawal deadline, student-initiated withdrawals are not permitted.

A faculty member may initiate a drop/withdrawal prior to the withdrawal deadline for any student who fails to meet individual course attendance requirements; however, the faculty member is under no obligation to do so. Withdrawal forms are available in Student Services or on the MSC website at <http://matsu.alaska.edu/office/forms-documents>. Faculty may also withdraw students online: https://www.uaa.alaska.edu/records/faculty_resources/faculty_drop_login.cfm?CFID=31198204&CFTOKEN=80898587.

Class Rosters

Class rosters are available via UAOnline (<https://uaonline.alaska.edu/>). Please contact the UAA Helpdesk at 877-633-3888 for help with log-in or password resets. If any information appears incorrect on class rosters, please contact MSC Student Services at 746-9729 as soon as possible for assistance. Errors do occur and can be easily resolved if identified prior to grade submission. Students who are not listed on a class roster by the third week of the semester should not be allowed to attend class. Please refer those students to Student Services. Class rosters should be checked carefully to verify the class meeting information (course number, meeting time, room location). Student registration "Status" codes include the following:

RE	Registered	WD	Withdrawn
RW	Registered by Web	FW	Faculty Withdrawal
AU	Audit	WW	Withdrawn by Web

Student type codes include:

UA	Undergraduate	IA	Non-degree-seeking (pending admission)
XA	Non-degree seeking student	YA	Underage/high school student

Under no circumstances should copies of class rosters be given to students. These rosters are confidential documents covered by the Family Educational Rights and Privacy Act (FERPA). FERPA provides students with access to their own records and restricts others from access except on a need-to-know basis. Once information about a student is released, it cannot be re-released to another party. Therefore, please destroy any class rosters after they are no longer useful, so others cannot misuse them.

Access to Student Records

Records are maintained at MSC as well as on the Anchorage campus using the computerized system called BANNER. Electronic files are maintained for all MSC certificate and degree-seeking students. Unofficial transcripts are available through UAOnline. Official transcripts are available only through UAA and may be requested through UAOnline <https://uaonline.alaska.edu>

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of educational records, to establish the right of a student to review his/her educational record, and to provide guidelines for the correction of inadequate or misleading data through informal and formal hearings. A student also has the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

MSC may release, without consent, certain directory information (name, major, dates of attendance, and credentials awarded). No one outside the institution shall have access to, nor will the institution disclose any other information from, a student's educational record without the written consent of the student except to:

- personnel within the institution on a need to know basis;
- to officials from other institutions in which a student seeks to enroll;
- to persons in compliance with a judicial order;
- to persons in an emergency in order to protect the health or safety of the student or other persons; and/or
- as otherwise permitted under the Act.

[For exceptions to the above policy and more information, see the current UAA Catalog and/or University Regulation 09.04.00]

Secondary School Student Enrollment

Students who are in the 9th, 10th, 11th, or 12th grade are subject to the Secondary School Student Enrollment policy. These students may register for MSC courses but only with faculty permission and if space is available in a class.

The "University Determination" section of the policy (see below) outlines the criteria faculty use to evaluate students' readiness. All secondary school students are asked to meet with an Academic Advisor for an orientation session prior to enrollment. Instructors may consult with an Academic Advisor prior to granting permission for a student to enroll.

Due to University policy and FERPA regulation, Instructors are not at liberty to discuss grades or academic progress with parents of secondary school students.

Student and Parent/Guardian Agreement

The registration process at MSC requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student Signature Form and Parent/Guardian Statement of Understanding. Signing the Secondary School Student Signature Form signifies understanding of, and agreement with, all of the following:

- university work is much more rigorous and much less guided than secondary school work;
- the courses taken will establish an official transcript that will follow the student through the student's college/university career;
- adult themes and diverse perspectives are essential to university materials and discourse;

- a secondary school student who registers in university courses is responsible for maintaining at least a C (2.00 on a 4.00 scale) grade point average in selected college classes in order to register for additional college-level credits;
- the university will not act in a parental or supervisory role. Any UAA-approved secondary school student under the age of 13 must be accompanied at all times and directly supervised by a parent or legal guardian while on a UAA campus;
- a parent or guardian may not attend a course in which a secondary school student is registered unless that person is also registered for the course; and
- a secondary school student who registers for university courses is fully responsible for complying with all policies and procedures of the university. This includes being aware of and adhering to the University Student Code of Conduct and any registration or payment related deadlines.
- A permanent University disciplinary record is established for all students who violate the Student Code of Conduct.
- Regardless of age, Family Educational Rights and Privacy Act (FERPA) rights are transferred to the student upon registration. Parents/guardians will not be able to conduct business on students' behalf or access student records without submitting the appropriate release forms.

University Determination

The University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that the student lacks the maturity, the legal or intellectual ability, or the academic preparedness to participate on an equal footing with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate. Factors that may be considered in such a determination include, but are not limited to, the following:

- whether the parents (including guardians) of the student support the student's enrollment in the course;
- whether, in the judgment of the faculty member, the student possesses the intellectual and academic resources to participate meaningfully on an equal footing with other students;
- whether the student has the emotional maturity to absorb and appreciate the significance of material covered in the course;
- whether the student has the potential to behave appropriately so as to not disrupt the class or distract the faculty member or other students in the course;
- whether the student is independent and will not require undue care, attention, or monitoring by the faculty member and possesses the physical ability to perform physical functions without undue risk;
- whether the course involves high-risk activities for which the University requires a release of claims of all students, in light of the fact that such a release is not enforceable as to a student under the age of 18; and
- whether the student may lawfully participate in the course.

Please discuss any questions about this policy with an Academic Counselor.

Grading

MSC's grading system is described in the academic policies section of the current course catalog. Criteria for grading must be clearly explained in the first class.

Academic Letter Grades

A=Honor grade; indicates comprehensive mastery of required work.

B =Indicates high level of performance in meeting course requirements.

C= Indicates satisfactory or average level of performance.

D=Indicates the lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.

F=Indicates failure.

Non-academic Grades

CR=Indicates credit received for course.

NC=Indicates no credit received for course.

DF=Deferred; temporary grade that indicates course requirements cannot be completed by end of semester. (Not used at MSC.)
 I=Incomplete; temporary grade that indicates additional course work must be completed to receive final grade.
 P=Indicates passing work.
 NP=Indicates work that is not passing.
 NG=Indicates no grade, such as a lab where grade is calculated with lecture.
 NB=Indicates there is insufficient progress or attendance for evaluation to occur.
 AU=Audit indicates enrollment for information only; no credit received.
 W=Indicates withdrawal from course

These non-academic grades do not carry grade points and are not used to calculate GPAs. However, CR, NC, P, and NP grades may be used to determine satisfactory academic progress.

Change in Grading Option

Students may select a different grading option for a course as follows:

Credit/No credit:

Weeks 1-2 of semester
 Form filed with Student Services.

Weeks 3-end of semester
 Not permitted.

Credit to Audit:

Weeks 1-2 of semester
 Form filed with Student Services or via UAOnline.

Week 3- end of semester
 Not permitted.

Weeks 1-2 of semester

Faculty signature required.
 Form filed with Student Services.

Week 3- end of semester
 Not permitted.

Audit to Credit:

Check current semester course schedule for specific deadlines.

Incomplete Grade

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course but, for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. Students assigned an incomplete grade are not entitled to complete the remaining coursework within the classroom/lab or to any additional instruction, nor may they participate in the class/lab during a future semester without re-registering, paying tuition and retaking the course.

An Incomplete Grade Contract Form between the student and the faculty member, stipulating the assignment(s) required to finish the course and the time frame for submission, is required and should be filed with the Office of Academic Affairs when an incomplete grade is assigned. Coursework must be completed by the date specified in the contract, not to exceed one year.

Upon completion of the required coursework, the faculty member must submit a Change of Grade Form to the Office of Student Services. If coursework is not completed by the contract deadline and the faculty member does not submit a Change of Grade Form at that time, the incomplete will become a permanent grade. The student has until the last day of class of the first full semester following the end of the contract to resolve any grading discrepancies.

- See more at:

<http://catalog.uaa.alaska.edu/policies/academicstandardsregulations/grading/#sthash.ABsj6VTJ.dpuf>

Incomplete Grade Request Procedure

Student Responsibility:

1. The student must request an incomplete grade and contact the instructor for each course for which the Incomplete is necessary.
2. The student must provide documentation of extenuating circumstances as soon as the extenuating circumstances arise. Extenuating circumstances are unavoidable situations or conditions beyond the student's control. Examples include:
 - medical reasons: medical condition or hospitalization for a week or more resulting in the impairment of the student's ability to complete course requirements; must acquire physician's written documentation;
 - employment reasons: transfer to a remote location or major change in employment conditions; must acquire a voucher from employer;
 - military reasons: military service/deployment not within State of Alaska; must acquire documentation from a military official; or,
 - jury duty (must acquire a statement from the Court).
3. The student must sign, date, and give the form to the faculty member.
4. The student must complete the required assignment(s) in the manner agreed upon in the contract.

Faculty Responsibility:

1. Verify a passing grade of C or better in the course with a minimum of 70% of the course completed.
2. Complete the faculty portion of the Incomplete Grade Contract. Attach the course syllabus, a list of assignments to be completed, grading criteria, and statement of extenuating circumstances to the contract form.
3. Sign and date the Incomplete Grade Contract form.
4. Submit the form to the Director of Academic Affairs at least one week prior to date course grades are due.
5. Complete Change of Grade form when contract conditions are fulfilled and submit it to Student Services.

NOTE: Submission of Incomplete Grade Contract and supporting documentation does NOT approve the Incomplete. For approval, the Director of Academic Affairs must sign, date, and submit the Incomplete Grade Contract to Student Services. Student Services will provide written notification of approval to the faculty member and student.

No Basis Grade

A no basis grade (NB) may be used when the student has not attended or if there is insufficient student progress and/or attendance for evaluation to occur. No credit is awarded, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the incomplete grade. It cannot be removed later by completing outstanding work. A course receiving a NB grade will not be evaluated as a retaken course for academic record purposes. Faculty must submit a last date of attendance in conjunction with this grade.

Deferred Grade

A deferred grade (DF) is used when the student is making satisfactory progress but completion of the course (such as thesis, project, research courses, internships, etc.) typically requires more than one semester. Credit is withheld, without academic penalty, until the course requirements are met. If coursework is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one year, the DF will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Credit/No Credit

Credit/no credit (CR/NC) is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of 15 credits earned by this option may be applied to an associate or baccalaureate degree.

This option may not be used in courses that meet General Education Requirements (GERs) or major or minor requirements in a student's program. If a student later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the new department.

The CR/NC option is not available for graduate courses, nor can this option be used on courses repeated for GPA improvement.

The instructor grades students using the grading basis approved for the course (A-F or P/NP). Students are awarded credit for the course if their final grade is P or C or higher. A grade of CR (credit) is entered on the student's transcript.

For performance comparison only, a grade of CR is considered equivalent to a grade of C or higher. A grade of CR does not carry grade points and is not included in GPA calculations.

Through the end of week two of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to the Office of Student Services. Once selected, this grading option may not be changed to regular grading after the end of week two of the semester.

Pass/No Pass

In some courses, students are graded on a pass/no pass (P/NP) basis. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/no pass grading is not a student option.

When a course is graded pass/no pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of P (pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/no pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

Auditing

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw students if they fail to comply with the agreed upon terms. Students who audit courses are required to meet prerequisites, register and pay the same tuition as those who take the courses for credit. During the first and second weeks of the semester, audit-to-credit requires a faculty signature. Neither credit-to-audit or audit-to-credit changes are allowed after the second week of the semester. Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-examination for an audited course until the following academic year. - See more at: <http://catalog.uaa.alaska.edu/policies/academicstandardsregulations/registration/#sthash.3PZUlgLz.dpuf>

Directed Study

A directed study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. A directed study requires the approval of the department concerned and final approval by the dean/director. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F, P/NP), credits and course content cannot differ from the permanent course. Only regular (tenure track or term) faculty are allowed to supervise or to be the instructor of record for directed study courses. See more at: <http://catalog.uaa.alaska.edu/policies/academicstandardsregulations/courseinformation/#sthash.XLiyeEOe.dpuf>

Independent Study

An independent study course consists of topics or problems chosen by the student with the approval of the department concerned, supervision of an instructor and final approval by the dean/director. These courses are not duplications of and must differ significantly from any catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics that are not offered. Only regular or term faculty are allowed to be the instructor of record for the independent study courses. The initiation of independent study courses must come from faculty in the discipline and must be approved by the dean or director. - See more at:

<http://catalog.uaa.alaska.edu/policies/academicstandardsregulations/courseinformation/#sthash.XLiyeEOe.dpuf>

Grade Changes

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. Corrections of grading errors must be made by the last class day of the next regular semester following the one in which the grade was originally assigned. A Change of Grade Form must be submitted to the Office of Student Services by the appropriate faculty member after obtaining the signature of the Director of Academic Affairs. Change of Grade Forms will not be accepted if submitted by the student.

End of Semester Grading

UAOnline provides secure online access to class lists and a means to submit end of semester grades via the Internet. Using their University ID and password, faculty members are expected to submit their grades online at <https://uaonline.alaska.edu/>.

To submit grades, go to the Faculty Services portion of UAOnline, open the Faculty & Advisors menu, and access the Summary Class List. From the Summary Class List, follow the prompts to choose grades from the drop down menu provided. Grade submission may be completed partially and finished later, but all grades must be submitted prior to the due date set each semester, typically the Wednesday following the end of classes.

Prompt submission of grades is necessary for end-of-semester processing, including determining financial aid eligibility and transcript requests. Students may access their grades online within 24 hours of faculty submission.

All students appearing on the end-of-semester class rosters must be graded. If a student never attended or stopped attending class but did not officially withdraw, then the student's name will appear on the grade roster. In that case, a grade of F, I, or NB must be assigned. Incomplete grade contracts must be submitted via the Office of Academic Affairs prior to submitting an incomplete grade online.

Public Posting of Grades

Every faculty/staff member who has access to student records must accept responsibility to keep student information private. MSC **does not** release or publish personally identifiable information concerning its students. Personally identifiable information is data that includes the name of a student or a personal identifier, such as a social security number, a student number, etc. Grade rosters contain both the student's name and a student ID number.

Public posting of grades (by faculty or staff) may result in a violation of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and is prohibited at MSC.

Employee Identification Card (WolfCard)

All faculty, staff, and students are eligible for a UAA identification card, which is available through Student Services. Please present a government-issued photo ID when requesting your WolfCard.

DIRECTOR'S OFFICE

Faculty Convocation

A college convocation is held each year at the beginning of the fall semester for all staff and full-time and adjunct faculty to kick off the new academic year. The Director provides a "State of the College" address and discusses upcoming developments to the campus. It is a great opportunity to meet new faculty and visit with colleagues.

UAA Awards Program

MSC takes part in the UAA Awards Program, which recognizes outstanding teaching, service, and research by administrators, staff and both full-time and part-time faculty. Anyone connected with UAA may make nominations for these awards. Nomination forms are available on the UAA and MSC websites. The deadline for nominations is July 15th, and awards are given out at the UAA Convocation in August.

Room Requests

Use of classrooms or facilities for other than regularly scheduled classes (such as make-up classes, meetings, events) can be arranged through the Director's Office by calling 745-9726. Also, meeting space is available for non-profit groups and clubs.

Director's Absence

In the event of an extended absence by the College Director, the Director of Academic Affairs will serve as acting College Director.

DEPARTMENT OF ADMINISTRATIVE SERVICES

The Mat-Su College Department of Administrative Services provides faculty, staff, students, and vendors professional and efficient services in the following areas:

- personnel
- payroll
- procurement
- budget/finance
- travel
- asset management
- mail operation
- copy center
- shipping/receiving

The Department of Administrative Services endeavors to obtain the best value for the institution in accordance with established rules and regulations and to support the College's mission as a community-based leader in higher education. The department is made up of three primary units: Business Services, the Campus Cache, and the Copy Center. To learn more about the services provided and to obtain forms, please contact a MSC Administrative Services representative or see our website at: <http://matsu.alaska.edu/office/forms-documents>

Payroll Procedures

Payroll checks are mailed every other Friday from the university's statewide office in Fairbanks. The first paycheck is issued approximately four weeks after a faculty member's initial hire date. Then, a check will be issued every other Friday until the end of the contract.

Faculty are encouraged to take advantage of having their checks directly deposited into their bank or credit union account. Auto-deposit forms are available on the MSC website. When auto-deposit is initially activated, the first and possibly the second payroll checks will be live checks that need to be cashed. All subsequent checks will be deposited directly into the faculty member's bank account.

Pay stubs can be viewed on UAOnline and printed directly from this website. The pay stubs are usually available the Monday before payday. To view pay stubs, do the following:

- log on to <http://uaonline.alaska.edu/>;
- click "Login to Secured Area," and enter user name and password;

- select “Employee Services;”
- select “Pay Information;”
- click “Pay Stub;”
- select the pay stub year using the drop down menu, and click “Select;” and
- finally, click a blue “Pay Stub Date.”

Also available to view on UAOnline are:

- employment history;
- benefit elections;
- leave balances; and
- adjunct tuition credit waiver balance.

To reactivate a PIN, or for help in accessing UAOnline, contact the UAA Call Center: (907) 786-4646 (local); (877) 633-3888 (toll-free), or callcenter@uaa.alaska.edu. Hours: M-F: 6am-midnight; Saturday and Sunday: 8am-5pm.

Address/Phone Number/E-mail Changes

A University of Alaska Change Form is required for address, phone number or e-mail changes. This will ensure that W-2 forms are sent to the correct address. There may be a fee charged to employees if pay checks are lost and need to be reissued. Change forms are available on the MSC website. Submit completed forms to the MSC Human Resource Services office.

CAMPUS CACHE

The Campus Cache offers a limited number of textbooks, general school supplies, MSC apparel, and mementos. Hours of operation during fall and spring semesters are:

Monday – Thursday = 8:30 am - 7:30 p.m.

Friday= 8:30 am - 4:00 p.m.*

Saturday & Sunday = Closed*

Please see the MSC website or call 745-9739 for winter break and summer hours.

Textbooks

Textbooks for MSC courses are available through MBS Direct (Missouri Book Service), an online book company. Textbooks are also sold in the Campus Cache in a limited capacity. Online returns are processed according to MBS policies. Please see their website for more information. In-store purchases for textbooks are returnable no later than the add/drop deadline posted for the current semester, or the next business day after purchase. All in-store returns must be accompanied by the original cash register receipt. In the case of a canceled class, online orders will be issued a return mailing label; in-store textbook returns must be accompanied by an original receipt. If a mistake is made in regards to materials listed, the mistake will be corrected as soon as possible. Assistance is available to those students who ordered online with MBS or purchased in-store at the Campus Cache.

Textbooks and supplies for classroom use must be requested via adoption forms available electronically from the Campus Cache. Adoption forms will be sent to each faculty member's UA-generated email. To have educational material available in a timely manner, submit adoption forms by the indicated ordering deadline. Federal law mandates textbook information is available to students during registration. This makes it imperative that adoption forms be submitted on time.

The Campus Cache can order instructor desk copies. Publishers generally will issue a free copy of an adopted text to each instructor using the text. The academic department or individual instructor is responsible for requesting a desk copy on their adoption form. Campus Cache staff can also assist instructors if they prefer to order their own materials.

The Board of Regents has established the following policy concerning non-discrimination in textbooks and educational materials:

- Faculty will select textbooks and other educational material on the basis of educational soundness and relationship to the subject material; and
- Faculty will avoid material reflecting bias toward or against any person or group of persons based on their gender or protected status unless an explicit educational objective would require its use.

This policy does not prohibit the use of literary and other creative works for instructional purposes, nor is it intended to restrict the acquisition of materials for library holdings. See Regents' Policy 10.08.02 at <http://www.alaska.edu/bor/policy-regulations/>.

Copy Center

The MSC Copy Center and Mail Room are located in JKB 110 next to the Campus Cache. The Copy Center is staffed with a Copy Center Technician who is responsible for providing all copy services as requested. Policy and Procedure information is available at <http://matsu.alaska.edu/offices/copy-center-3/>.

Copy request forms are available on this site. For adjuncts not regularly on campus, the easiest method to utilize the Copy Center is to submit copy requests electronically (copycenter@matsu.alaska.edu). The Copy Center normally requires three days to complete copy requests. Completed copies are placed in the faculty member's mailbox (see "Mailboxes" below).

Use of College Resources

Use of college resources must be related to instruction. Classes requiring a large number of copies of handouts may have a materials fee added to cover the cost. The Copy Center will only make copies of course-related materials or work-related items. Use of the Copy Center for private or personal business is prohibited.

Copyright and Intellectual Property Rights Policy

The University of Alaska Anchorage provides network and computing infrastructure to promote the basic missions of the University in learning, research, and service, by facilitating communication, collaboration, and access to information resources. Users of this infrastructure must be mindful of and respect ownership of intellectual property and copyrighted information accessed through this infrastructure.

Copyright and intellectual property rights may attach to files of any media type, including software, texts, databases, images, video, music, and other audio files. Abuse of computing or network technologies to copy or distribute materials in violation of copyright, license agreement, or intellectual property rights undermines the free exchange of ideas and access to information resources central to the University's mission. Such abuse is expressly forbidden by University Policy and Regulation.

The University of Alaska Anchorage aggressively investigates specific claims of such abuse, including abuses using personally-owned computers connected to the University's network. Verified abuses may lead to immediate suspension of access to University networks and/or computing resources, subject violators to possible University disciplinary action, and expose them to fines, other civil penalties, and criminal prosecution by copyright owners.

The MSC Copy Center strictly abides by the Copyright Policy. DO NOT request nor expect the technician to break any laws. When in doubt, obtain proper permission from the appropriate publisher in advance.

Mailboxes

All faculty members are assigned mailboxes adjacent to the copy center in JKB 110. A "drop box" is provided inside the mail room for students. Please instruct students to clearly mark each item with the intended instructor's name. The Copy Center Technician will place items into instructor mailboxes.

A notification slip for any packages received will be placed in the appropriate mailbox. To pick up over-sized packages and copy requests, photo ID may be required.

NOTE: The outgoing mail slot is intended for official college business; MSC cannot process personal mail.

COMPUTING & TECHNOLOGY SERVICES

Campus Technology Services (CTS) provides support for the majority of technology services in use at the Mat-Su campus. CTS provides information and assistance on various technology-related services such as: e-mail, user accounts, software installation and licensing coordination, classroom equipment, video conferencing, and IP phones. CTS will provide support coordination assistance for services not under the authority of CTS.

Computer Availability

- Mat-Su College uses Virtual Desktop technology for many of our labs. This technology provides an anytime anywhere lab environment.
- A general computer lab is located in the Library. Students can access many of the virtual labs from the library.
- Computers and printers are available in the two adjunct faculty offices in Snodgrass Hall.
- All class rooms at MSC include a computer podium which contains various instructional equipment: computer, projector, and DVD/VCR.
- Various other multimedia equipment is available for checkout via the Library.

UAA Identity (Account) Management

UAA users can manage their accounts with the online Identity Management Tool (<https://me.uaa.alaska.edu/>) or contact the UAA Call Center: (907) 786-4646 (local); (877) 633-3888 (toll-free), or callcenter@uaa.alaska.edu. Hours: M-F: 6am-midnight; Saturday and Sunday: 8am-5pm.

E-mail

All faculty are assigned a UAA faculty e-mail address. This is the same account/e-mail used with the Blackboard system. Instructors must check their e-mail accounts regularly as this is the University's primary method of communication with faculty, staff, and students.

Printing

Printing in classroom lab environments is provided via the Managed Print service. The Managed Print service provides students with a form of "Follow-me-Printing" that allows a student to retrieve a print job from any participating printer. Below is a list of locations for "Follow-me-Printing"

- JKB-124
- JKB-125
- Library
- Learning Resource Center
- FSM-104

For information on the Managed Print service; <http://matsu.alaska.edu/offices/campus-technology-services/computer-services/>

Online Safety

The University of Alaska system will never ask for your password or other sensitive information via e-mail.

The University of Alaska is constantly under attack by phishing attempts. Phishing is an attempt to steal your identity (username/password) by masquerading as a legitimate entity, usually in the form of an e-mail. Never provide your account password electronically.

Support Contacts

UAA ITS – 786-4646 (local); (877) 633-3888 (toll-free) or callcenter@uaa.alaska.edu
(Blackboard, UAA E-mail, eLive)

Hours: M-F 6am-midnight; Saturday and Sunday – 8am-5pm.

Mat-Su Help Desk – 745-9764 | helpdesk@matsu.alaska.edu

Regents' Policy

P02.07.050. Standards for User Conduct.

Users:

- A. by virtue of their use of information resources agree to comply with this chapter and university regulation;
- B. shall obtain proper authorization to use information resources;
- C. shall use information resources in a responsible manner, which includes respecting the rights of other users, the integrity of the controls and physical facilities, and compliance with license or contractual agreements, regents' policy, university regulation, and local, state, and federal law; and,
- D. shall avoid disruption or threat to the viability of information resources and similar resources to which they are connected.

P02.07.066. Mobile Device Security.

- A. University employees and students using a laptop computer or mobile device (e.g. portable hard drives, USB flash drives, smartphones, tablets) are responsible for the university data stored, processed or transmitted via that computer or mobile device and for following the security requirements set forth in this policy and other applicable information resources policies and regulations regardless of whether that device is the property of the university or the individual.
- B. The use of unprotected mobile devices to access, store, manipulate or transmit university non-public information as defined in R02.07.094 is prohibited regardless of whether or not such equipment is owned or managed by the university.
- C. The chief information technology officer is responsible for coordinating with the campuses in the development of consistent measures and business practices for ensuring the security of non-public data on mobile devices.

Acceptable Use Policy

Anyone accessing any University of Alaska computer or any portion of the university computer system must follow acceptable use policies in the Computer Use and Software Copyright Policy, which is available at <http://technology.uaa.alaska.edu/admin/PoliciesAndProcedures/acceptableUse.cfm>.

ALVIN S. OKESON LIBRARY

The Alvin S. Okeson Library is located in the Okeson Library Building (OLB). It houses approximately 50,000 volumes of books, audio books, videos, maps, and microfilm. An additional 20,000 titles are available online through the catalog. A reference collection complements the holdings in the circulating collection. The Library subscribes to 47 periodicals in print with access to articles from several thousand more magazines and journals in electronic format. Patrons can locate and borrow materials from many libraries in South Central Alaska through the online catalog. Faculty and students can borrow material from libraries around the world through the interlibrary loan program. See more information at: <http://matsu.alaska.edu/library/>

Library Hours

Fall and spring semester hours are:

Monday to Thursday	8:30am to 8:00pm
Friday	8:30am to 6:00pm
Saturday	9:00am to 4:00pm
Sunday	Closed

The library is open from 9:00am to 5:00pm Monday to Friday and closed on weekends when classes are not in session. This includes non-instructional days during the summer.

Library hours are available by phone (745-9740) or on-line at: <http://matsu.alaska.edu/library/>.

Improving Students' Research Skills

The Library offers an active information literacy program to help students become better researchers. Research "how-to" sessions are provided upon request and can be designed to fit your course's specific needs. Please contact Micah Muer at 745-9758 for more information or to schedule a session. You can also click on the "Schedule Instruction" link in the "More Library Resources" section of the library's website. Staff members are available in the library to provide one-on-one research assistance to students.

Holds and Interlibrary Loan Services

The Library's online catalog lists the holdings of all UAA, UAS, Mat-Su Library Network, Anchorage Public Library, Juneau Public Library, and Alaska State Library collections. Library patrons can request items from them for delivery to the MSC campus by placing a hold through the catalog. Delivery of requested items generally takes 3-7 days once the item is available for checkout. Delivery times can be significantly longer if items are currently checked out or if other holds are pending.

Students, staff, and faculty may also use the library's interlibrary loan service to order material from libraries around the world. Delivery times range from a few days to several weeks, depending on several factors. For further information, please call Gini Geary at 745-9735.

Reserve Desk Services

Instructors may place items on reserve in the Library for students. A current library card is required to do so. Any delinquencies on an Instructor's account must be cleared before items can be placed on reserve. All items placed on reserve must be in adherence with current copyright guidelines*. The reserve desk can be reached by calling the main circulation number, 745-9740.

If you plan to show one of the library's videos during the semester, please place it on reserve at the beginning of the semester. Videos are part of the library's circulating collection. They are available to all library patrons for checkout unless they are on reserve.

* Section 108: United States Copyright Law. The copyright law of the United States [Title 17, United States Code] governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that use may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. No further reproduction and distribution of this copy is permitted by transmission or any other means.

Library Cards

Patrons must present a valid library card or Wolfcard to check out material. Cards issued by any UAA Library, Mat-Su Library Network library, or the Anchorage Public Library are accepted. Library card numbers are printed on the backs of student and faculty Wolfcards.

Computer Lab

The Library houses the general computer lab for the campus. Use of the computers is governed by UAA's Acceptable Use Policy. There are no time limits for students who are performing research or writing papers, and priority is given to currently enrolled MSC students. The public is allowed to use a portion of the lab when space is available. Students must have their WolfCards to print. Laptops are also available for use within the library.

Audio-Visual Equipment

The library has a sizable collection of instructional equipment. If you find yourself in need of something, we may have it.

Disability Support Services Room

A room is available for reservation by students who are registered with Disability Support Services. The computer in the room contains a variety of accessibility software. Bose noise-cancelling headphones are available from the circulation desk for students who need to work without any auditory distractions.

Distance Education Room

The distance education room is available for UA students who are taking a course from another campus. Reservations are strongly encouraged. Cameras, headphones, and microphones are available at the circulation desk.

Group Study Rooms

The library maintains two group study rooms that can be reserved. Each room seats at least 8 people and has a computer. A wireless mouse and keyboard are available at the circulation desk.

Instructional Technology Training

The library has an instructional technologist on staff to facilitate your experimentation with instructional technology. The library also has a technology sandbox that can be reserved if you need a place to develop course materials or experiment with a new teaching tool.

MARKETING & COMMUNICATIONS

The Marketing & Communications Department for Mat-Su College is responsible for capturing quantitative marketing data. This facilitates accurate placement of college information in digital and broadcast marketing as well as the traditional static marketing media. Marketing is also responsible for news releases, public service announcements, website and social media. All faculty and staff are encouraged to keep their information current on the MSC Website; contact the Marketing Office at marketing@matsu.alaska.edu. For assistance with social media posts, posters and electronic messaging and reserving displays for an event contact marketing@matsu.alaska.edu. Please note all campus delays and/or closures are published on the MSC Facebook page and Website.

THE LEARNING RESOURCE CENTER

The Learning Resource Center commemorates Elizabeth Fallon, Professor Emeritus at MSC. It is located in OLB 121 across from the Library. The LRC offers tutoring and test proctoring for MSC students, including test accommodations for students approved by Disability Support Services (DSS). A one-time student fee of \$5 per semester is attached to preparatory courses, 100- and 200-level composition courses, 100- and 200-level math courses, and some social science courses to support tutoring services.

Tutoring

Tutor schedules and disciplines are posted online (<http://matsu.alaska.edu/offices/learning-resource-center/>) and on the LRC bulletin boards.

- Writing tutors offer individual tutoring for all English courses and for essay writing for any MSC course. Students are encouraged to make appointments to see the writing tutor (<http://matsu.alaska.edu/offices/learning-resource-center/>)
- Math tutors work with groups of students on any MSC math courses. Appointments are not necessary.
- The availability of tutoring in other disciplines varies by semester.

Students are required to swipe in with their WolfCards or by typing in their ID numbers.

LRC staff can also recommend a variety of study guides and learning resources for interested students.

Test Proctoring

Retests or make-up tests for MSC students:

- Students should make their appointments online at <http://matsu.alaska.edu/offices/learning-resource-center/> and inform faculty that they are ready to test
- Faculty should attach a cover sheet to each exam and send to the LRC
 - Cover sheets, both standard and DSS, can be found:
 - Online in the LRC forms
 - On the wall outside the LRC
 - Inside the LRC
 - Exams may be submitted:
 - In person at the LRC
 - Through interoffice mail
 - Via email to testing.center@matsu.alaska.edu

The LRC also proctors tests for college credit (CLEP, DSST), distance ed., and certifications. Tests originating from outside the University of Alaska system have proctors fees attached to them.

CAMPUS SAFETY & SECURITY

Safety

While relatively safe, the MSC campus is not a sanctuary from crime and accidents. Faculty are encouraged to bring safety concerns to the attention of the College Director's Office or to contact the Physical Plant at 745-9750 (message) or 745-9789 (radio).

In the event of an urgent emergency at Matanuska-Susitna College (MSC), please call the State Troopers at 911. Please take time to locate the nearest exit and emergency telephone when in campus buildings. Emergency telephones are located at the outside entrance to JKB by the Director's Office and at the west entrance to Snodgrass Hall (entrance facing the parking lot). Regular land-line phones are also available in every classroom.

After contact with 911, and/or in the event of less urgent situations, contact should be made with both on-campus security and the College Director or designee. The college contracts with a security firm to maintain a presence on campus during much of the day. When a representative of the security firm is present, they should be notified of security and safety concerns. In the event that there is no one present from the firm, then Physical Plant should be contacted. The College Director should always be notified of all significant problems within twenty-four hours, if not sooner.

College Director's Office	745-9726	Jalmar Kerttula Building (JKB) 101
Campus Security	761-3436	
Physical Plant	745-9789	

The campus has an Automated External Defibrillator (AED) machine located in the lobby of the Fred & Sara Machetanz Building (FSM).

Safety Tips

Please consider the following tips for maximum safety:

- lock your car;
- check the back of your car before getting in;
- walk in well-lit areas during evening hours;
- walk with other people whenever possible;
- call Physical Plant and report any safety problems;
- remain constantly aware while walking on campus;
- do not leave valuables unattended, even for just a minute;
- do not loan out MSC keys;
- do not hesitate to call campus security if necessary; and
- do not hesitate to call Physical Plant staff at 745-9789 (radio) or 745-9750 (message) if necessary.

The College Director, or his/her designee, will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or his/her designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, the classroom intercom system, and/or verbally, or through the UA Alert Notification System which allows participants to choose to be contacted via text message, phone, or email.

Campus Closure Procedure

In the event that emergency closure of MSC is required for weather, natural disaster, or any other cause, including power/utility outages for more than one hour, the following processes will be utilized:

Morning Closure:

- Physical Plant employee contacts Director (or designee) for decision;
- Director's office calls media;
- MSC website and main MSC phone line (745-9774) are updated to reflect closure; and
- Faculty, students, and staff are informed via most major media outlets (radio and television).

Afternoon Closure (decision made no later than 11 a.m.):

- Director's office emails MSC faculty and staff, then contacts media;
- MSC Website and main MSC phone line (745-9774) are updated to reflect the closure;
- buildings are evacuated and secured; and
- Faculty, students, and staff are informed via most major media outlets.

Evening Closure (decision made no later than 3 p.m.):

- Director's office emails MSC faculty and staff, then contacts media;
- MSC website and main MSC phone line (745-9744) are updated to reflect closure;
- buildings are evacuated and secured; and
- Faculty, students, and staff are informed via most major media outlets.

Emergency Evacuation

In the event of an emergency (such as fire or earthquake), faculty should immediately evacuate their students from the building, assemble at a designated assembly point, and take role. This will ensure all students are accounted for. For this reason, it is important to take attendance at the start of each class.

Should the fire alarm sound, evacuate the area immediately and assemble in the nearest parking lot. Do not use the elevator; use a stairway. Close all doors. Remain with students, and make note of any students who may be missing.

NOTE: Instructors must take the class attendance sheet with them.

In case of an earthquake, immediately seek cover. Once shaking stops, evacuate the building (do not use elevator) and assemble in the nearest parking lot.

Hazardous Materials

Please refer to UAA Environmental Health Safety procedures when using any hazardous materials or equipment. This information is available through the UAA website at <http://www.uaa.alaska.edu/research/ric/envi-risk-management.cfm>

If an incident occurs during which a student, faculty member, or staff member is injured or ill during class, please call 911 and then contact Physical Plant at 745-9789. When the incident has been rectified, it must be reported to Administrative Services within three working days at 745-9723. To file an incident report or claim:

https://www.alaska.edu/risksafety/e_claims/

Science Lab Regulations

Lab Manager

The Lab Manager is located in SNOD 108C, 746-9341.

Safety

The science lab manager will provide each science instructor with a list of lab rules. A copy of this sheet must be signed and dated by Instructors and then returned to the science lab manager. Please have all students in laboratory classes read and sign a safety rules sheet at the beginning of each semester. Safety Data Sheets (SDS) sheets are available in all laboratories as well as on the website at: <http://matsu.alaska.edu/offices/science-labs-2>

It is the instructor's responsibility to be aware of all safety devices in the lab (i.e. fire extinguisher, fire blankets, eye-wash stations, chemical showers, and evacuation routes) and to share this information with students. Proper lab attire needs to be worn at all times when handling chemicals or other potentially hazardous material. Please wear and make sure that students wear gloves, lab coat, and goggles when appropriate.

UAA's Chemical Hygiene Plan (CHP) is required reading for science faculty and staff. It is available at: <http://matsu.alaska.edu/offices/science-labs-2>. The CHP is the policy that all science instructors are bound by while teaching science labs at MSC.

When teaching a class in Snodgrass Hall 106 (the microbiology lab), make sure that students disinfect their benches and wash their hands before AND after class to prevent microbial contamination.

Ordering/Receiving

Any supplies needed for a lab class should be ordered through the science lab manager, who will make sure that requests are placed in a timely manner. Please provide as much lead time as possible as shipping to Alaska can take up to two weeks, sometimes longer.

Shipping to Alaska is expensive. Whenever possible, coordinate orders with colleagues. Please be aware that any items purchased in the school's name but not coordinated with the science lab manager may be classified as an "unauthorized purchase," which must be reimbursed to MSC.

Storing Chemicals/Supplies

There are designated storage facilities for all chemicals used at MSC. To avoid potential hazards, chemicals are no longer to be stored in cupboards or under fume hoods. Please contact the science lab manager for assistance in determining where chemicals are located and where they should be stored.

Chemical Use

Instructors are required to use MSC chemical supplies for their lab classes. Lab Instructors are required to:

- be familiar with all of the hazards associated with the chemical. Read the MSDS sheets, know proper safety protocol, be aware of proper lab safety procedures;
- return chemicals to their proper storage area when finished;
- label all daughter containers with appropriate NFPA labels. See the science lab manager for proper procedures; and
- correctly dispose of chemical wastes.

Lab Cleanup

Part of the lab experience for students is learning how to keep a lab tidy. This is also an effective way for faculty to maintain a positive professional relationship with colleagues. At the end of class, make sure that:

- chairs are pushed in to the benches;
- papers, gloves, and miscellaneous items are not left on benches or the floor;
- all glassware is scrubbed and then given a final rinse with distilled water before left to dry;

- all used chemicals are disposed of correctly. **NOTE:** MSC is on a septic system; so many chemicals used in lab may NOT be poured down the drain. Please use provided hazardous waste containers, or consult with the science lab manager if unsure of proper procedures for the disposal of chemicals;
- all lab materials have been moved to a central location so that they can be put back in their correct places (e.g. on a cart, on a side-bench);
- the lights are turned off; and
- the laboratory doors are locked.

NOTE: Please report any malfunctioning science equipment or any broken glassware/equipment to the science lab manager as soon as possible.

CAMPUS REGULATIONS

Tobacco-Free Campus Policy

For the health and safety of our campus community, tobacco use and smoking, including the use of electronic cigarettes and similar products will be prohibited on university property starting November 19, 2015. (UA BOR policy P05.12.102)

Controlled Substances

Possession, use, or sale of illicit drugs, including marijuana, is prohibited on campus.

Alcohol

Personal consumption, possession, or display of beer, wine, or other alcoholic beverages is prohibited in MSC public places. Only the UAA Chancellor and Vice Chancellor for Student Affairs have the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification.

Children

Children (except enrolled secondary students) are not permitted in classes/labs offered to adults. In addition, children may not be left unattended anywhere on campus including the Library, hallways, cafeteria, and parking lots. This policy applies to students, staff, and faculty members.

Animals

Anyone wishing to bring a pet onto campus must first contact the Physical Plant. Pets are not permitted in any of the campus buildings without prior permission. Any animals outside of buildings must be on a leash, in a cage, or under some form of restraint. Students requiring the use of certified therapy or service animals for academic accommodation in the classroom are encouraged to liaison with Disability Support Services.

Parking

Parking at MSC is provided at no charge to faculty, staff, and students.

Handicap Parking

Spaces are designated near each entrance with distinctive blue and white signs and are reserved for the exclusive use of persons with physical impairments who have been approved to park there by the Department of Motor Vehicles. Offending vehicles may be impounded at the owner's expense.

Fire Lanes

Specific areas have been designated as fire lanes. Parking is prohibited in any of these areas in an effort to maintain emergency vehicle access. Offending vehicles may be impounded at the owner's expense.

REPORTING SEXUAL HARASSMENT

MSC COUNCIL OF COORDINATORS
AY 2015-16

Rachel Graham –Mathematics

SGH 126 746-9348
Mathematics (including preparatory level) and Statistics

rgraham10@matsu.alaska.edu

Harry Banks – Non-Medical Technical Education III

JKB 122C 745-9783
Computer Science, Computer Network Technology

hlbanks@matu.alaska.edu

Deborah Bannan – Behavioral Sciences

SNOD 138 746-9347
Human Services, Justice, Psychology, Sociology, Social Work, Counseling

dgbannan@matsu.alaska.edu

Deidre Berberich – Business Administration

JKB 122D 746-9315
Business, Economics, Accounting, Logistics, Computer Information Systems

drberberich@matsu.alaska.edu

Sheri Denison – English and Humanities

JKB 135 745-9786
PRPE Reading, PRPE Writing, Study Skills, Guidance, English, Communication, Creative Writing, Journalism, American Sign Language, Foreign Languages

sadenison@matsu.alaska.edu

Felicia Desimini – Fine Arts

FSM 210 745-9755
Music, Art, Dance, Theater, Interior Design, Intro to Humanities

fdesimini@matsu.alaska.edu

Robert DuBey – Natural & Physical

SGH 128 745-9773
Biology, Chemistry, Physics, Environmental Science, Geology, Agriculture, Veterinary Assisting, Geography, Dietetics & Nutrition

rdubey@matsu.alaska.edu

Gloria Hensel Non-Medical Technical Education II

FSM 112D 746-9345
Computer Information & Office Systems, Medical Assisting

gjhensel@matsu.alaska.edu

Erik Hirschmann – Social Sciences

JKB 114B 745-9733
History, Philosophy, Political Science, Anthropology

ethirschmann@matsu.alaska.edu

Mark Masteller – Non-Medical Technical Education I

JKB 122E 745-9784
Refrigeration & Heating, Engineering, Construction Management, Sustainable Energy

mamasteller@matsu.alaska.edu

Dane Wallace – Paramedical Technology

SGH 146 746-9329
Paramedical Technology, Emergency Medical Technician

dwallace6@matsu.alaska.edu

Education

Early Childhood Education, Elementary Education, Fundamentals of Education, Liberal Studies, (LSIC, LSIS, LSSS) Library Science.