STUDENT SERVICES
General Information, Admissions, Registration, Student Records, Transcripts, and Graduation
Academic Advising, Veterans' Information, Financial Aid, Disability Support Services, and Career Development
745-9746

745-9762

745-9739

745-9740

CAMPUS TECHNOLOGY SERVICES
745-9764

745-9772

LIBRARY
CASHIER
Cashier, Supplies, Clothing, Textbooks, Student Accounts, and Refunds
745-9739

745-9740

745-9764

745-9772

TESTING, TUTORING, AND LEARNING RESOURCES
Testing, Tutoring, and Learning Resources
745-9772

OTHER
Art Department
745-9755

CIOS Skill Center
745-9763

Student Government Office
745-9759

Security
761-3436

Phone Menu, General Information, and Campus Closures — 745-9774

Mailing Address: PO Box 2889, Palmer, AK 99645

Physical Address: 8295 E College Drive, Palmer

Email: info@matsu.alaska.edu

Web: matsu.alaska.edu
### Dates & Deadlines

All registration dates refer to semester length classes. See Registration Guidelines for short session deadlines. View Academic Deadlines on our web page [www.matsu.alaska.edu](http://www.matsu.alaska.edu) for complete dates including Summer.

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2016 Semester</th>
<th>Spring 2017 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>View course schedule and textbooks on UAOnline</td>
<td>March 21, 2016</td>
<td>October 31, 2016</td>
</tr>
<tr>
<td>Priority Registration – Seniors (90+ credits)</td>
<td>April 4</td>
<td>November 14</td>
</tr>
<tr>
<td>Priority Registration – Juniors (60-89 credits)</td>
<td>April 5</td>
<td>November 15</td>
</tr>
<tr>
<td>Priority Registration – Sophomores (30-59 credits)</td>
<td>April 6</td>
<td>November 16</td>
</tr>
<tr>
<td>Priority Registration – Freshmen (0 – 29 credits)</td>
<td>April 7</td>
<td>November 17</td>
</tr>
<tr>
<td>Pending Degree-Seeking (new applicants) and UAF or UAS degree-seeking</td>
<td>April 11</td>
<td>November 21</td>
</tr>
<tr>
<td>Open Registration (non-degree &amp; secondary school)</td>
<td>April 18</td>
<td>November 28</td>
</tr>
<tr>
<td>UA Scholar admission deadline (any UA campus)</td>
<td>May 1</td>
<td>n/a</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>August 24</td>
<td>January 11</td>
</tr>
<tr>
<td>Semester begins</td>
<td>August 29</td>
<td>January 17</td>
</tr>
<tr>
<td>Add/drop period begins</td>
<td>September 6</td>
<td>January 23</td>
</tr>
<tr>
<td>Change to/from audit period begins</td>
<td>September 9</td>
<td>January 27</td>
</tr>
<tr>
<td>Registration begins for Senior Citizens using a tuition waiver</td>
<td>September 10</td>
<td>January 28</td>
</tr>
<tr>
<td>Add requires faculty permission</td>
<td>September 19</td>
<td>February 6</td>
</tr>
<tr>
<td>Last day to add</td>
<td>November 4</td>
<td>March 27</td>
</tr>
<tr>
<td>Last day to drop with tuition/fees refund</td>
<td>November 7</td>
<td>March 27</td>
</tr>
<tr>
<td>Last day to choose audit status</td>
<td>December 8</td>
<td>April 28</td>
</tr>
<tr>
<td>Last day to change to/from audit, CR/NC</td>
<td>December 12-17</td>
<td>May 2-6</td>
</tr>
<tr>
<td>Last day to apply for admission</td>
<td>December 22</td>
<td>May 11</td>
</tr>
<tr>
<td>Withdrawal period begins (W appears on academic record)</td>
<td>December 22</td>
<td>May 11</td>
</tr>
<tr>
<td>Payment deadline, 5:00 p.m.</td>
<td>September 19</td>
<td>February 6</td>
</tr>
<tr>
<td>Late payment fee assessed $125 after 5:00 p.m.</td>
<td>November 7</td>
<td>March 27</td>
</tr>
<tr>
<td>Last day to withdraw (withdrawal deadline)</td>
<td>December 8</td>
<td>April 28</td>
</tr>
<tr>
<td>Last day to add Directed Study, Independent Study, Practicum, and Internship classes</td>
<td>November 4</td>
<td>March 27</td>
</tr>
<tr>
<td>Open Entry/Skills Center classes registration deadline</td>
<td>December 22</td>
<td>May 11</td>
</tr>
<tr>
<td>Late payment fee assessed $175</td>
<td>December 8</td>
<td>April 28</td>
</tr>
<tr>
<td>Last day to apply for fall graduation</td>
<td>December 22</td>
<td>May 11</td>
</tr>
<tr>
<td>Grades available on UAOnline</td>
<td>December 22</td>
<td>May 11</td>
</tr>
</tbody>
</table>

#### Holidays

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 5 (campus closed)</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 24-26 (campus closed)</td>
<td>Campus reopens January 2</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 24-Jan 1 (campus closed)</td>
<td></td>
</tr>
<tr>
<td>Alaska Civil Rights / MLK Day</td>
<td>January 28 (campus closed)</td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 13-17 (no classes/campus open)</td>
<td>March 16 &amp; 17 (campus closed)</td>
</tr>
</tbody>
</table>
Failure to read the online Registration Guide or the UAA eCatalog does not excuse the student from the rules and procedures described in those documents. The University reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time. Check the course schedule on our website for updated information.

The University of Alaska Anchorage and Matanuska-Susitna College have a strong institutional commitment to the principles of diversity and take affirmative action to achieve that end. The University does not discriminate in its educational and employment programs and activities on the basis of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy or parenthood.

Mat-Su College is an EEO/AA employer and educational institution.

Checklist for Success

☐ Get Admitted Pg. 3
☐ Apply for Financial Aid Pg. 4
☐ Take Placement Test Pg. 6
☐ Meet with Your Advisor Pg. 6
☐ Register for Classes Pg. 8

You’re registered! What’s next?

☐ Order Textbooks Pg. 13
☐ Pay Tuition & Fees Pg. 14
☐ Policies Pg. 16
☐ Resources Pg. 19
☐ Student ID Card Pg. 19
☐ New Student Orientation Pg. 20
☐ University Technology Inside Back Cover
☐ Campus Map Back Cover
Degree Programs

Associate of Arts
- General Studies Emphasis
- Fine Arts Emphasis
- Humanities Emphasis
- Natural Science Emphasis
- Social Science Emphasis

Associate of Applied Science
- Accounting
- Computer Systems Technology
- General Business
- Human Services
- Nursing (offered through UAA campus)
- Paramedical Technology
- Refrigeration and Heating Technology
- Small Business Administration

Undergraduate Certificate
- Refrigeration and Heating Technology

Occupational Endorsement Certificates
- Office Foundations
- Office Support
- Cisco-Certified Network Associate
- Commercial HVAC Systems
- Commercial Refrigeration Systems
- Residential and Light Commercial Air-Conditioning and Refrigeration
- Residential and Light Commercial Heating and Ventilation
- Sustainable Energy
- Veterinary Assisting

The University Catalog contains information on academic policies, certificate and degree requirements, and course descriptions. catalog.uaa.alaska.edu
Your first step in becoming a college student is to apply for admission. You must apply either as “degree-seeking” or “non-degree-seeking” before registering for classes. View descriptions of our degree and certificate programs on our web site: matsu.alaska.edu.

Students admitted to UAA, UAF, or UAS degree programs are welcome to attend Mat-Su College without applying separately.

ADMISSION DEADLINES
- Mat-Su College accepts applications for admission until the add/drop deadline of each semester (2nd Friday of the semester).
- Priority admission is given to early applicants. Apply 6 weeks or more before the start of the semester to help ensure that your financial aid is available prior to the payment deadline.
  Avoid late fees – Apply early!

DEGREE-SEEKING REQUIREMENTS
- Most certificate and associate degree programs operate under an open admission policy. To qualify for admission to associate degree or certificate-seeking status you must 1) have earned a high school diploma, GED, or at least 24 college-level semester credits; or 2) be 18 years of age or older and have participated in MSC’s Ability to Benefit process.
- Specific certificate and degree programs may have additional admission requirements. Consult the certificate and degree requirements section of the UAA Catalog. Open registration does not guarantee admission to a certificate or degree program.

ADMISSION FEE
- There is a $40 fee to apply for an associate, certificate, or occupational endorsement program.
- There is no admission fee for non-degree seeking or secondary student admission.

The admission fee is non-refundable. Please do not submit more than one application unless requesting more than one degree. If you have any questions about your application, please contact Student Services at 745-9746.

ADMISSION DOCUMENTS
If you are currently attending high school, submit a current in-progress transcript at the time you apply. This will be used to make an initial admission decision. After high school graduation, send us an official final high school transcript showing a graduation date.

If you have completed one or more college-level credits from a regionally accredited institution (except other UA campuses), please submit official transcripts. If you earned less than 24 semester college-level courses, we will also need your high school transcript to complete your admission.

Send your official high school transcript or GED and official transcripts from all regionally accredited colleges and universities attended to the following address:

Mat-Su College/UAA
Student Services
PO Box 2889
Palmer, AK 99645

E-mail: info@matsu.alaska.edu

To be considered “official,” we must receive transcripts in an envelope sealed by the issuing institution. We also accept e-transcripts sent from issuing institutions. You do not need to request transcripts from any University of Alaska campus.

Follow up promptly when contacted via email by our admissions office.

Your admission is not complete until we receive your final high school & college transcripts.
Financial Aid Guidelines

Financial Aid Steps

Step 1: Complete your FAFSA
File your FAFSA online at www.fafsa.ed.gov. The FAFSA is available on January 1st of each year. It is important to apply as soon as possible. You may be eligible for supplemental funds given to early applicants.

Step 2: Complete the admission process
Submit all required documentation. In order to receive financial aid, your admission must be complete.

Step 3: Apply for UA Scholarships
Log in to your UAOnline account at www.uaonline.alaska.edu to apply for scholarships. The deadline to apply is February 15th of each year.

Step 4: Review your financial aid award letter

Step 5: Accept or decline your award
Log in to your UAOnline account at uaonline.alaska.edu to accept or decline your award. If you accept a loan, there are additional steps that you must complete. Contact the Financial Aid Office to discuss your options and/or any questions you may have. Call 745-9762 or stop by FSM 101.

Step 6: Monitor your financial aid status on UAOnline
After your award letter is mailed to you, communications regarding your financial aid will come via your UAOnline account and your UAA email account.

Eligibility
To be considered for financial aid, you must:
1. Have a high school diploma or GED;
2. Be accepted with no conditions for admission to an eligible degree-seeking program;
3. Meet satisfactory academic progress as defined by Student Financial Aid regulations (policy available online at: uaa.alaska.edu/financialaid/policies.cfm.

NOTE: If you do not maintain satisfactory academic progress, you may have the option to appeal for reinstatement of financial aid. See an academic advisor to begin the appeal process.

Loans
To accept a Federal Direct Stafford Loan, go to uaonline.alaska.edu. For detailed instructions, go to the FINANCIAL AID page on our website and select "Financial Aid Checklist". If you are applying for a Federal Direct Stafford Loan for the first time, you must complete a Master Promissory Note and an Entrance Loan Counseling session before funds are disbursed. Both may be accessed by going to our FINANCIAL AID page under "Loan Information" or at studentloans.gov.

Alternative loans are available to help supplement Federal Stafford loans but are not meant to replace them. You can access the Alaska Supplemental Education Loan application and information at acpe.alaska.gov.

Registration Changes
Any change in registration status can impact financial aid. Before withdrawing or requesting an audit or incomplete, discuss this with a financial aid or academic advisor. Incompletes, audits, withdrawals, or grades of "F" or "NB" may adversely affect loan or award eligibility. If you withdraw completely from classes, you may be ineligible for next semester’s aid. If you withdraw from all classes prior to completing over 60% of the semester, you may be required to return funds.

Types of Financial Aid
The types of financial aid most commonly used at the Mat-Su College include:

- Pell Grants
- Direct Stafford Loans
- Alaska Performance Scholarship
- Veterans Affairs Educational Benefits
- UA Scholars Award
- UA Foundation Scholarships
- Mat-Su College Scholarships
- Native Corporation Scholarships

More information about types of aid and how to apply can be found at uaa.alaska.edu/financialaid/aid-types.cfm

FINANCIAL AID DISBURSEMENT
All financial aid that we receive on your behalf will first be applied directly to your student account and used to pay for your semester charges. Any amount remaining after your bill is paid will be sent to you either via a direct deposit to your bank account or via a check that is mailed to you. Be sure to keep your mailing address current! We charge $18.50 to stop pay/reissue any check that is lost or misplaced including those lost in the mail due to an incorrect address on file with us.

Federal financial aid (Pell, SEOG, Subsidized and Unsubsidized Direct Stafford Loans) cannot be used to...
Post 9/11-GI Bill recipients who have outstanding balances from previous terms will have late fees assessed and will not be allowed further registration activity until any past-due balance is paid.

**AVOIDING DELAYS IN FINANCIAL AID DISBURSEMENT**
Visit the UAOnline website at [uaonline.alaska.edu](http://uaonline.alaska.edu) and check the status of your financial aid application. Ensure that any outstanding requirements have been met. Financial aid processing takes time. Monitor your financial aid progress on UAOnline and respond promptly to requests for information. You may contact the Financial Aid Office for clarification of your UAOnline information if needed. Call 745-9762 or go to the FINANCIAL AID page on our website.

**DIRECT DEPOSIT AT THE UNIVERSITY OF ALASKA**
Electronic deposit of financial aid and refunds directly to your bank account is available. To set-up direct deposit and verify your full account number and routing information with your bank, log in to UAOnline, then:
1. Click on Student Services
2. Click on Direct Deposit Services
3. Click on First time set-up of direct deposit (Take note of the other options available here once you have initially set-up direct deposit)
4. Follow the instructions on how to enter your bank information
5. Be sure to end by clicking on the "Submit" button

**Satisfactory Academic Progress (SAP)** is the federal requirement that students make real and measurable progress toward their degree in order to be eligible to receive federal aid. All students are monitored for SAP whether or not they applied for or received financial aid during prior semesters. Students are not eligible for federal, state, or institutional financial assistance if they do not meet SAP requirements.

There are 3 minimum SAP requirements:
1) Cumulative GPA of 2.0 or above
2) Cumulative completion rate of 67% or above (W's, I's, and F's all count towards classes not completed)
3) Your total attempted credits is equal to or less than 150% of the length of your primary degree program

If you are not meeting the minimum requirements for SAP, you may need to complete an appeal before you receive any future financial aid. You can find out more information about SAP on the Office of Student Financial Assistance website or by meeting with your academic advisor.

**POST-9/11 GI BILL RECIPIENTS**

**VA EDUCATIONAL BENEFITS**

**VA EDUCATIONAL BENEFITS CERTIFICATION**
If you plan to use VA educational benefits, meet with the MSC VA Advisor and complete a Request to be Certified form after completing registration. Access the online request forms at [matsu.alaska.edu/office/student-services/veterans-educational-benefits-assistance/](http://matsu.alaska.edu/office/student-services/veterans-educational-benefits-assistance/).

**DEFER PAYMENT & AVOID LATE FEES**
If you are using Post 9/11 GI Bill benefits you will have your tuition and fees deferred at the beginning of each semester as long as you have no outstanding balance and you request certification of enrollment before the payment deadline. This will prevent late fees (and a registration hold) from being assessed on your current term balances if 100 percent of your tuition and fees will be paid for by the VA. If your Post-9/11 GI Bill eligibility rating is for less than 100 percent, then you are expected to pay the remaining portion by the payment deadline. Late fees will not be reversed for certification requests submitted after the payment deadline.

**OTHER FINANCIAL AID & POST-9/11 GI BILL**
When other financial aid (student loans, Pell grants, etc.) disburses to your account, it is applied to your account balance to cover tuition and fees for the semester. Any funds that remain are disbursed to you on the scheduled disbursement date as long as you have met all requirements. Tuition and fees are not billed to the VA until after the Add/Drop period. After tuition and fees are submitted, the amount of funds to be paid by the VA will be determined and that portion of the remaining financial aid funds will be disbursed to you in a second disbursement after the add/drop date.

**Checklist for VA Educational Benefits**
- 1. Request VA benefits (VONAPP)
- 2. Apply for admission
- 3. Meet with VA Advisor and bring certificate of eligibility to Mat-Su College
- 4. Register for classes
- 5. Request certification of enrollment

Remember! Submit your Request to Be Certified form every semester after registering for classes.
Placement & Advising

Placement Testing
If you are registering for math or English for the first time, you’ll need to be placed at the appropriate level. Math placement is based on Accuplacer scores, AP Credits, or college transfer credits. English placement is based on Accuplacer scores, AP Credits, college transfer credits, or ACT/SAT scores high enough to place you into ENGL A111.*

*Minimum of ACT English 22 or minimum of SAT Critical Reading 530; if scores are less than minimum, take the Accuplacer.

To schedule an Accuplacer testing session, visit the Learning Resource Center on our website or call 907-745-9772. There is a $15 fee payable in the Campus Cache for each testing session. You will need to bring a receipt showing you have paid and a photo ID to your testing session.

Your placement test is important and doing well can save you time and money. Come well rested and plan to spend at least two hours testing. There is no time limit. Access a study guide and sample test and read the FAQs on our website to learn more about placement testing.

Academic Advising & Counseling
matsu.alaska.edu/office/student-services/academic-advising/

If you are a degree-seeking student, plan to meet with an advisor at least once a year. Your academic advisor can help you with:
• Understanding your program’s requirements
• Creating a semester-by-semester plan in DegreeWorks
• Developing educational and career goals
• Choosing General Educational Requirements (GER)
• Understanding placement results
• Improving study skills
• Understanding policies and procedures
• Changing your major
• Transitioning successfully to college
• Identifying helpful resources
• Staying on track to graduate

You may meet with any academic advisor or counselor in Student Services. Advisors are available year round by appointment or at the beginning of each semester on a walk-in basis. For further information or to set up an appointment, call 745-9762. Please bring a government issued photo ID or WolfCard to your appointment.

Career Development Services
matsu.alaska.edu/office/student-services/career-advising/

Do you know where you are going? Schedule an appointment with the MSC Career Counselor early in your educational career. Discover how your interests, personality, skills, prior experience, and knowledge about occupations and employment trends can enrich your learning experience.

The MSC Career Counselor is also available to assist with job search, resume writing, interviewing, and internship placement. Take advantage of career assessments and the Alaska Career Information System (AKCIS), a comprehensive guide that provides career information and tools for people throughout Alaska. Call 745-9762 to schedule an appointment.

Disability Support Services (DSS)
matsu.alaska.edu/office/student-services/msc-policies/disability-support/

Providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. The campus Disability Support Services (DSS) specialist is housed in the Student Services department. Contact Student Services/DSS in FSM 101 or call 745-9762. Possible accommodations are made within the ADA guidelines and academic requirements of each class. They are based on current documentation in conjunction with the student’s individual needs. Early contact with the DSS specialist helps you secure a positive educational experience.

Get the most out of your education and graduate on time. A good plan saves you time & money.

Find out more at alaska.edu/stayontrack
## Plan Your Schedule

Use the space below to plan your schedule and prevent course time conflicts.

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
How to Register

Log on to UAOnline at **uaonline.alaska.edu**

Need help logging on? Contact UAA HelpDesk 1-877-633-3888

- Select **Student Services & Account Information**
- Select **Registration**
- If you know the CRN of classes you want to take, go directly to **Register/Add/Drop Classes** and enter it in the **Add Classes Worksheet**
- To search for courses, use **Schedule Planner** and select **UAA - Matanuska Susitna**
  OR
  Select **Class Schedule Search** and choose the semester you plan to attend and **UAA - Matanuska Susitna** from the list of campuses

**Final steps:**
- Ensure you meet all prerequisite requirements and registration restrictions
- Read and acknowledge the **Mandatory Payment Agreement**. Payment or payment plan is due by the semester payment deadline to avoid late charges.
- Select **Complete Registration Changes** and view your current schedule and tuition charges
- Double check class locations and campus
- If you encounter an error, read the message to resolve it or contact Student Services for help at 907-745-9746

**New Students**

before registering on UAOnline

**Go to**

https://me.uaa.alaska.edu

**Follow the prompts to**

- Activate your account (Set your password)
- Look up your UA Username and UA ID Number
- Change your password

Contact the UAA Call Center if you encounter any log in problems. 1-877-633-3888
callcenter@uaa.alaska.edu

**Always LOG OUT of UAOnline and close your browser window to help protect your personal information.**
How to Search for Mat-Su Classes on UAOnline

Log on to UAOnline uaonline.alaska.edu
Select ‘Class Schedule’

Select/Fill out the information for determining classes:
A. Select correct ‘Term’
B. Select ‘UAA - Mat-Su Campus’ under Campus
C. Select the ‘Type of Course Delivery’
   - Traditional Courses: Face to Face Instruction
   - eLearning Courses: Online Instruction
   - Blended Courses: Online & Face to Face Instruction
   - All Courses
D. Select ‘Subject’ (you can select one or multiple subjects)

Select ‘Class Search’ to view all classes offered through Mat-Su College.

If you need further assistance registering for classes, go to matsu.alaska.edu/office/student-services/registration-guide/

or call Student Services (907)745-9746
REGISTRATION GUIDELINES

REGISTRATION DATES & DEADLINES
As a college student, it is your responsibility to be aware of registration dates and deadlines. Dates and deadlines are posted on our website calendar and on the inside cover of this guide.

Classes with Irregular Dates (Short session, late starting)
Classes meeting for less than the full semester have deadlines as follows:

<table>
<thead>
<tr>
<th>Last day to drop and receive a 100% refund – 5:00 pm</th>
<th>Start day of class plus 5 business days or regular refund deadline if class starts during week 1 of the semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a class</td>
<td>2nd day class meets</td>
</tr>
<tr>
<td>Add requires faculty approval</td>
<td>After class has met once</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Same as full semester classes unless grade already posted</td>
</tr>
</tbody>
</table>

After the add/drop deadline, dropping or withdrawing from classes with irregular dates is not allowed via UAOnline and must be done using a Registration Changes form in Student Services.

LATE REGISTRATION – ADDING CLASSES
You may still register for full semester classes during the first two weeks of the semester. During week two of the semester, instructor permission is required. Please discuss make-up work and attendance expectations with your instructor when requesting permission to add a class after it has started. Instructors must sign and date a Registration Changes form or enter an override in UAOnline before you can be added to the class.

FULL CLASSES (closed)
Registering into full classes is not allowed unless the instructor grants an overload with written permission. To find a class with an available seat, please go to UAOnline and select Class Schedule. Then select the Term, Campus, and Subject, and click on “Class Search”. Then click on the blue CRN of the class in which you want to see if there are any seats available.

REGISTRATION BY PROXY
If you are unable to register in person, you may have a proxy register for you. Provide your proxy with a signed Proxy for Registration form along with your registration form. A Registration by Proxy form is available from Student Services or online at matsu.alaska.edu/office/student-services/student-forms. The proxy must present a photo ID and must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student. Spouses, parents, and friends are required to have a signed authorization to register for another person, including secondary students.

SECONDARY SCHOOL STUDENT ENROLLMENT POLICY
Secondary school (High School) applicants may be admitted on a semester-by-semester basis to non-degree-seeking status and may attend college courses by special permission. Applications for admission to MSC are available online and in Student Services. Enrollment policies for qualified secondary school students are listed on the MSC website at matsu.alaska.edu/office/student-services/admissions/secondary-school-students/

ONLINE LEARNING

Online (Web) Courses - PX / PY sections
In an online course, your entire contact with other students and the instructor is conducted over the Internet. The majority of the coursework is transmitted to and from you via the Internet and Blackboard. Be sure to log in to your online courses before the first day of class. Online courses have start dates and deadlines. Your instructor will contact you through your UAA email account.

Class Time + Online = Blended Learning - PN sections
Blended courses are for students who want the best of both worlds. Blended courses require both class attendance and access to a computer. Part of the class is taught online and part in a traditional classroom setting. Students who are reluctant to take an online course might choose a blended course to become familiar with the procedures and technology used in online instruction.
Audit  ●  Drop  ●  Withdrawal

**Life happens** to all of us, so if something comes along that makes your class schedule unmanageable, here are some options for altering it:

**DROP for 100% refund**
You are allowed to drop a course during the add/drop period. The course will not appear on your transcript and your tuition and fee charges are reversed. You can drop online or by filling out a form in Student Services. **Even if you don’t attend the class, you still must drop to receive a refund and avoid a failing grade.**

**DROP one class and ADD another**
Until the end of the add/drop period, you can drop a class and add another class if you meet the prerequisites for the class you want to add and there is space available. However, during the 2nd week of the semester, you’ll need instructor permission to add a class.

**Change to AUDIT**
Audit means you attend the course, but you are not graded. An audited course is listed on your transcript as “AU” and does not impact your grade point average (GPA). The cost for auditing a course is the same as taking it for credit. Audited courses are not eligible for Financial Aid. You can change to an audit during the add/drop period by using UAOnline or by filling out a form in Student Services.

**WITHDRAW**
After the add/drop deadline and before the withdrawal deadline, you can still withdraw from a class to salvage your GPA. That’s because a withdrawal is not factored into your GPA. The course appears on your transcript with a grade of “W.” To withdraw, go to UAOnline or fill out a form in Student Services. **There is no refund for withdrawing.** Even if you haven’t paid, you will still be charged for the class.

Withdrawing has different implications for Financial Aid depending on your funding sources (e.g. Pell, Federal Loans, APS, UA Scholars, VA GI Bill, Private Scholarships). Please speak with your advisor before withdrawing.
Waitlisting
When a class is full, it is listed as "closed." Some courses offer a waitlist option. To add yourself to a waitlist for a closed class, enter the CRN in the Register/Add/Drop page and click the "Compete Registration Changes" button. Then select "Wait List" from the drop down menu and click "Compete Registration Changes" again.

If a seat becomes available in the class and your name is at the top of the waitlist, you will receive an e-mail in your preferred e-mail account. The email will specify how long you have to register (between 12 and 48 hours depending on how close it is to the start of the semester.) If you do not register within the specified amount of time, the system will remove you from the list and the next student will be given a chance to register.

You will not be able to waitlist for a class if
- the class would put your credit load over the maximum allowed credits.
- you have holds on your account.
- you do not meet the prerequisites or other restrictions for the class.

Tuition/fee payment for waitlisted classes
- Waitlisted classes appear on your schedule but are not included in the total number of credits needed to qualify for financial aid.
- Tuition and fees are calculated only for the credits you are officially enrolled in and do not include waitlisted classes.
- If it appears you won’t get into the waitlisted class by the published last day to pay tuition and fees, you must immediately pay for any courses you are enrolled in to avoid late charges.

During the second week of the semester all classes are considered closed, and you’ll need faculty permission to enroll even if a space opens up. Being on the wait list before this time does not guarantee you a seat in the class.

The University Catalog is the place to look to learn more about common terms used in college. For example, here’s what the catalog has to say about prerequisites, corequisites, and registration restrictions.

To access the catalog, go to https://catalog.uaa.alaska.edu/

Prerequisites
Students are expected to meet prerequisites for all courses. Prerequisites are listed with the course description and indicate the preparation and/or background necessary to undertake academic study. If a student has not met the necessary prerequisites, the student may request permission from the instructor of the course to enroll in the class. It is the responsibility of the department to enter the appropriate override codes that will allow the student to register. A faculty member may withdraw students who enroll without prerequisites or faculty permission.

Corequisites
Corequisites are courses that must be taken concurrently. Students are responsible for enrolling in and attending all corequisite courses in the same semester. Corequisites are listed in the individual course descriptions. A faculty member may withdraw students for not enrolling in the appropriate corequisite(s).

Registration Restrictions
In addition to prerequisites, registration restrictions are conditions a student must meet before enrolling in a course. Examples include, but are not limited to, admission requirements, special approval, level requirements, and special licenses or credentials.
How to Purchase Textbooks

Textbooks for Mat-Su College courses are primarily available through MBS Direct, an online book provider.

ON CAMPUS: The Campus Cache carries a limited quantity of textbooks. They are available for purchase one week prior to the start of the semester.

ONLINE: Log on to http://bookstore.mbsdirect.net/matsu.htm at time of registration to view a complete list of required and recommended textbooks for Mat-Su College courses along with instructions and information on ordering. Just click on Order Your Books to begin.

- Phone: 800-325-3252
- Fax 800-449-0143 (order form available at www.mbsDirect.net)
- Mail Order

Be sure to select the correct course section.

Books may be delivered directly to your home or sent via UPS to: Mat-Su College, 8295 E. College Dr., Palmer, AK 99645, and picked up at the Campus Cache. Only books purchased from MBS can be picked up on campus.

How to pay for textbooks & course materials:
- All major credit and check cards
- Personal checks by mail
- Money order by mail
- Student financial aid

When to place your order: Virtual Bookstore is open at time of registration. Orders are shipped within 24 hours (unless noted during the checkout process).

How to return a book: If for any reason you need to return a book, it must be returned to MBS within two weeks after class start date or within 21 days of date shipped, whichever is later. Credit will be issued in the same manner the payment was originally made. Allow 2 weeks for processing time. Return policies and procedures are printer on each packing list.

How to sell books back to MBS: If the title(s) have a buyback value you can sell your textbook back to MBS. A quote via email listing the value of the book(s) for resale as well as a convenient pre-paid shipping label will be sent to you. Students can also go online at http://bookstore.mbsdirect.net/matsu.htm for a quote at any time.

Campus Cache: 745-9739 option 1

Financial Aid and Textbooks

If you have applied for admission and financial aid, but have not yet received your financial aid funds, you may be eligible for a BOOK VOUCHER. A book voucher allows you to order textbooks through the Mat-Su College Virtual Bookstore and pay for them later with your financial aid funds. Here’s what you need to do—
1. Complete your application for admission, the FAFSA, and turn in all required paperwork
2. Figure out how much money your books will cost, including shipping.
3. Take the cost estimate to the Campus Cache (bookstore), JKB 109, and sign up for a voucher.

If you receive funds from an agency, you may also qualify for a book voucher. Check with your agency for special instructions.
Tuition, Fees, Payments, and Refunds

<table>
<thead>
<tr>
<th>Tuition Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower-Division...... course numbers 050 - 299</td>
</tr>
<tr>
<td>Resident $192.00 per credit hour</td>
</tr>
<tr>
<td>Non-resident $681.00 per credit hour *</td>
</tr>
<tr>
<td>Upper-Division...... course numbers 300 - 499</td>
</tr>
<tr>
<td>Resident $232.00 per credit hour</td>
</tr>
<tr>
<td>Non-resident $721.00 per credit hour *</td>
</tr>
</tbody>
</table>

* Non-resident students who restrict their registration to no more than four (4) credits each semester are charged resident tuition. Any credits registered beyond the 4-credit limit will cause all credits to be assessed at the non-resident tuition rate.

Tuition does not include lab/material fees or other fees.

**Fees**
- Accuplacer Test Fee (placement) $15
- Admission Application Fee (degree-seeking) $40
- Computer Classroom Fee $25 per semester
- Credit-by-Exam Fee (per credit) $40
- Distance Education Fee $38 per course
- Facilities Fee $6 per credit
- Graduation Application Fee $20
- Lab, Material, and Other Fees Varies by course
- Late Payment Fees $125 & $175
- Library Card Replacement $1 & $5
- Learning Center Fee $5 per semester
- Network Charge 4% of tuition
- Non-Credit Course Fee Varies
- NSF/Return Check Fee $30
- Practicum Insurance Fee Varies
- Student Activity Fee 2% of tuition to a maximum of 12 credits
- Student Government Fee 1% of tuition to a maximum of 12 credits
- Student ID Replacement Fee $5
- Technology Fee $5 per credit to a maximum of $60.00 per campus
- Transcript, unofficial no charge
- Transcript, official UAA PDF (order online) $12
- Transcript, official UAA paper normal processing $15
- Transcript, official UAA paper expedited 24 hr processing $30

All MSC fees are approved by the University of Alaska Board of Regents and are subject to change.

**Alaska Residency**
Students may qualify for resident tuition through one of the following means:
1. Provide proof of Permanent Fund Dividend Eligibility
2. Provide proof of physical presence in Alaska for two or more years
3. Provide proof of graduation from a qualified Alaska high school within one year of enrollment
4. Be eligible for an exemption*

Students must submit a completed Application for Resident Tuition form to Student Services prior to the add/drop deadline. The form is available on the FORMS page on our website or at www.alaska.edu/studentservices/Student/residency-form/

The complete UA Board of Regents residency policy is available at alaska.edu/bor/policy-regulations/.

**Come Home to Alaska Program**
Great news! The University of Alaska is offering the resident tuition rate to anyone whose parent, grandparent or even great grandparent is a current Alaska resident. It's the University's way of saying, "Come Home to Alaska!"

**PAYMENT PROCESS**
All tuition, fees, and other charges for the semester must be paid by the payment deadline or, if registering after the payment deadline, at the time of registration. There will not be a University-initiated drop for non-payment. Late fees will be added to student accounts with unpaid balances after the payment deadline.

To view your electronic bill, log in to UAOnline and find your Student Account under the Student Services and Account Information tab. An electronic bill will be generated on the 15th of each month and made available via UAOnline. An email reminder will be sent to your designated preferred email or your UAA-assigned email address each time the bill is generated. Paper bills are not mailed.

You may pay through UAOnline with a credit card or e-check, or you may pay in person in the Campus Cache (bookstore/cashiering) in JKB 109. Contact a cashier at 745-9739 (option 1) for assistance.
PAYMENT PLANS
You can pay your tuition and fees through monthly payments by enrolling in a payment plan. The University uses Tuition Management System (TMS) for this service. TMS charges an initial enrollment fee for semester or annual plans. To learn more about payment options or to set up a payment plan, register for classes on UAOnline and then go to “Account Detail by Term” under the Student Account menu. Choose “UAA Campus Payment Plans.” You can use this link to set up a plan and to make payments. Staff in the Campus Cache, JKB 109, can also help you.

AGENCY SPONSORED STUDENTS
If you are sponsored by an agency (WIA, DVR, VA, etc.) you must contact that agency for details on how to obtain funding and the procedures required to meet your payment obligation. Bring any agency required paperwork to the Campus Cache for processing.

SHARE ACCOUNT ACCESS
You can share access to your Student Account so that a parent or sponsor can pay your bill online. The person you authorize can view your account activity and outstanding balance. Follow the prompts in the Student Account Center to set up permissions. This authorization is only for payment purposes and does not cover UAA Release of Information procedures handled by Student Services.

FINANCIAL OBLIGATIONS
If you register for classes, the University holds you financially responsible for that registration. Payment of tuition and fees, promissory notes, tuition assistance forms, or agency authorization are due by the payment deadline.

If you change your mind after registering for classes, you must drop your courses during the 100% refund period to avoid the obligation to pay. This is true even if you never attend any classes. You are responsible for tuition and fees for courses not dropped during the 100% refund period.

FAILURE TO MEET FINANCIAL OBLIGATIONS
University policy requires a financial hold be placed on your account if you fail to meet your financial obligations. This hold will prevent any enrollment, transcript, or graduation activity. Interest, late fees, or collection costs will be added to your account. The past due debt will be reported to a local credit bureau. Unpaid tuition and fees will be referred to a collection agency and/or collected via garnishment of State of Alaska Permanent Fund Dividends (PFD).

SENIOR CITIZEN TUITION WAIVERS
Regular tuition shall be waived for Alaska residents who meet the following criteria: they must be age eligible to receive full (unreduced) social security retirement benefits and they must register on a space available basis. More information on senior citizen waivers is available on our web page.

REFUND POLICY
Refund processing is automatic if you drop by the deadlines. Lack of attendance does not constitute dropping a class. Please allow 4-5 weeks for processing your refund

- **Full-semester length classes**: A 100% refund of tuition and fees is automatically processed when official drop activity is completed before the published add/drop deadline. No refund is issued for a drop/withdrawal after the add/drop deadline for full-semester length classes.
- **Classes with irregular start or end dates**: The 100 percent refund period ends at 5 p.m. seven days after the first published class day. Please note that the refund date is not the payment deadline.
- **Canceled classes**: If a class is cancelled, a 100% refund of tuition and fees is automatically processed.
- **Noncredit, CEU and self-support classes**: One hundred percent of tuition is refunded if the student officially drops at least two business days before the first class day. There is no refund after this time.

Refer to the Registration Guide on our web page for more detail about payment and refunding policies and procedures. In the event of exceptional circumstances, contact an advisor in Student Services.
CAMPUS SAFETY & EMERGENCY PROCEDURES
At Mat-Su College, safety is a primary concern; however, our campus is NOT a sanctuary from crime, and accidents still occur no matter how hard we try to prevent them. Students are encouraged to be responsible for their own safety and to bring safety concerns to the attention of MSC faculty or staff or the on campus security guard when they observe an unsafe environment. Please contact Security at 761 3436.

When on campus, take time to locate the nearest exit and emergency telephone. Emergency phones are located outside the entrance to JKB by the Director’s Office, the lobby in FSM on the first floor, and at the west entrance to Snodgrass Hall.

Visit the CAMPUS SAFETY page on our website for information on safety and procedures for emergencies at MSC.

CAMPUS SECURITY & FIRE SAFETY REPORT
The Campus Security and Fire Safety Report is required by federal law and contains policy statements and crime statistics for UAA/MSC. The policy statements address UAA’s policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by UAA, and on public property within or immediately adjacent to the campuses. In addition, the report includes fire safety information and statistics pertaining to UAA’s residential communities. This report is available at uaa.alaska.edu/safety. You may also request a paper copy from the UAA Dean of Students Office, Student Union Room 204 or MSC Student Services.

CAMPUS SEX CRIMES PREVENTION ACT
The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act’s intent is to extend the protections of sex offender registries to college campuses. Sex offenders, who already must register with the state of Alaska (as required by state law) must provide notice to the state that they are employed, carry on vocation at, or are a student at UAA. Members of the campus community may obtain information concerning registered sex offenders from the Alaska Department of Public Safety at dps.alaska.gov/sorweb/sorweb.aspx.

CODE OF CONDUCT
As with all members of the university community, Mat-Su College requires students to conduct themselves honestly and responsibly and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct (the Code). Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the College or at activities authorized by the College. Provisions of the Student Code of Conduct are available in Student Services and are published in the Fact Finder Student Handbook available online at uaa.alaska.edu/studentaffairs/fact-finder.cfm.

DRUG FREE SCHOOLS NOTIFICATION
The Drug Free Schools Notification contains UAA’s alcohol and other drug policies, behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This notification contains physiological effects, risks and criminal penalties associated with alcohol and other drug use. The notification is available at uaa.alaska.edu/students/drugfreeschoolsreport.cfm. You may also request a paper copy from the UAA Dean of Students Office, Student Union Room 204 or MSC Student Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
UAA/MSC provides information on its policies regarding who has legal access to students’ educational records, procedures to inspect and challenge the contents of a student’s educational records, and complaint procedures for alleged violations of FERPA policies. Please refer to the UAA Catalog, the Fact Finder Student Handbook, or the MSC website for the policy text and a link to the University of Alaska Board of Regents’ Policy and University Regulation (09.04.00) regarding education records.

GAINFUL EMPLOYMENT PROGRAMS
Many UAA/MSC certificate and occupational endorsement programs are defined as Gainful Employment programs for the purposes of student financial aid. Valuable consumer information about these programs, including program cost, graduation rates, job placement rates, and student loan debt can be found at uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm.
NONDISCRIMINATION AND TITLE IX COMPLIANCE

It is the policy of the Board of Regents of the University of Alaska System that in accordance with federal and state law, illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability, marital status, pregnancy, or, parenthood is prohibited. Decisions affecting individuals shall be based on the individual's qualifications, abilities and performance as appropriate.

The Board of Regents of the University of Alaska System affirms its commitment to a safe and healthy educational and work environment in which educational programs and activities are free of discrimination on the basis of sex. The board further affirms its commitment to respond appropriately to sexual harassment and sexual violence in accordance with applicable law as amended from time to time, including Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act, Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of sex in employment), Alaska Statute 18.80, and due process of law.

The Title IX Coordinator for UAA is responsible for overseeing, coordinating and monitoring the University’s policy prohibiting discrimination, sexual assault, sexual harassment, dating and domestic violence, stalking, and retaliation ensuring compliance with federal and state discrimination and sexual harassment laws. For assistance with discrimination, please contact the Office of Equity and Compliance, Phone: 907-786-1424 or the Office for Civil Rights, Phone: 206-607-1600

STUDENT DISPUTE/COMPLAINT RESOLUTION

Procedures for resolving student complaints or concerns may be found in the UAA Fact Finder Student Handbook and on the UAA Dean of Students’ web page. If you would like to speak to someone at the Mat-Su College campus, contact one of the following:

Diane Erickson, Ed.D
Office of Academic Affairs
(907) 746-9324

Sandra Gravley
Student Services
(907) 745-9762

STUDENTS’ RIGHT TO KNOW

UAA/MSC provides general consumer information such as tuition costs and fees, timelines, procedures to officially withdraw, refund schedules, financial assistance programs, and eligibility and application process. This information may be found in the UAA Catalog, or you may request it from MSC Student Services. Student completion and graduation rates, transfer-out rates, and retention rates are available from UAA Office of Institutional Research by calling (907) 786-1493 or visiting uaa.alaska.edu/ir.

VOTER REGISTRATION

Students can find voter registration information at www.elections.alaska.gov. On-campus voter registration is available in Student Services. Voter registration for UAA students experiencing disabilities is available at Disability Support Services, Rasmuson Hall Room 105, or by calling (907) 786-4530 or (907) 786-4536 TTY.

MORE INFORMATION

For details on university policies and student rights, freedoms and responsibilities, please refer to Student Freedoms, Rights & Responsibilities in the UAA Catalog at catalog.uaa.alaska.edu/ and the UAA Factfinder Handbook available on the UAA Dean of Students’ website.
CAMPUS CLOSURES
In the event of severe weather, natural disaster, utility outages lasting more than one hour, or other causes, the decision to close campus or cancel any or all MSC activities is made only by the College Director or designee. Campus closure notification is distributed via:
- The MSC web-site and social media outlets
- The UA Alert system; www.alaska.edu/uaalerts/
- The main campus phone number 745-9774, option #1
- The large electronic external sign
- All local radio stations (such as 99.7)

We make every attempt to notify all outlets by 7:00 a.m. for morning classes, by 11:00 a.m. for afternoon classes and by 4:00 p.m. for evening classes.

CHILDREN ON CAMPUS
Children are not permitted in classes/labs offered to adults (except enrolled underage students) and may not be left unattended anywhere on campus including the library, hallways, cafeteria, and parking lots. This policy applies to visitors, students, staff, and faculty members.

LOST AND FOUND
The college has a centralized lost and found area in Student Services. The college is not responsible for any personal belongings, tools, or equipment left on campus or the grounds. Unclaimed items are donated to charity at the end of each semester.

PETS ON CAMPUS
Anyone wishing to bring pets onto campus must first contact the Director’s Office. Pets are not permitted in any of the campus buildings without prior permission. Any animals outside of the buildings must be on a leash, in a cage, or under some form of restraint. Students experiencing disabilities need to contact the Disability Support Services specialist in Student Services for the approval process to bring service animals into classrooms, the library, and other buildings.

PHOTO & VIDEOTAPE POLICY
MSC takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, library, lounge areas, and at special events. MSC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MSC do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity purposes.

TOBACCO-FREE ENVIRONMENT
Out of respect for others and the campus environment, tobacco use and smoking, including the use of electronic cigarettes and similar products are prohibited on university property (UA BOR policy P05.12.102).

UA ALERTS
The University of Alaska Notification System makes every effort to release information about emergencies (incidents) that may disrupt university operations. This multi-modal system of notification includes:
- Personal Notification
  Via email, telephone, and text message blasts via Blackboard Connect
- Mass Notification
  Loudspeaker and hallway beacon alerts (where available)
- Community Alert
  Press releases and contact with local media, alert notices on Facebook, and the university homepages.

Contact information is automatically uploaded from UA Online. If you want to add additional text and cell phone information for crisis alerts, make changes at alaska.edu/uaalerts.

WEAPONS POLICY
The use, possession, or sale of firearms, explosives (including firecrackers), dangerous chemicals, or other dangerous weapons is prohibited on campus.

WILDLIFE ON CAMPUS
The campus of Matanuska-Susitna College is situated in a 950 acre wooded site. Wildlife is sometimes seen wandering on campus and on the Nature Trail. People must remember that wild animals are dangerous and unpredictable. Maintain a safe distance from all wildlife and notify MSC Security of their presence. Feeding and/or harassment of any wildlife is a violation of the University Student Code of Conduct and the state law.

Personal safety guide
www.uaa.alaska.edu/students/personalsafety.cfm
Helpful Resources

DISABILITY SUPPORT SERVICES
If you experience a disability and would like information regarding support services, your first step is to make an appointment with the DSS Specialist.
Location: Student Services (FSM 101)
Phone: 745-9762
Email: disability.services@matsu.alaska.edu

LEARNING RESOURCE CENTER (LRC)
matsu.alaska.edu/offices/learning-resource-center/
Location: OLB 121 (across the hall from Library)
Phone: 745-9772
- Assessment testing and test proctoring
- Tutorial services for math, writing, and other subjects
- Audio/video tapes
- Student computers
- Rosetta Stone language software

STUDENT ID CARD (WOLFCARD)
Student ID cards are issued to registered students in
Student Services, FSM 101, at the start of each semester.
Present a valid form of photo identification at the time of
application (driver’s license, state ID, passport, etc.) and
complete an application form. Your first WOLFcard is free.

MANAGED PRINT SERVICES
matsu.alaska.edu/wp-content/uploads/Print-Manage-
notice-Printed.pdf
- Mat-Su College students who have paid the
  Technology Fee will start each semester with a credit
  of $12 in their Managed Print accounts. Swipe your
  WolfCard to print for free in our general computer lab
  located in the Okeson Library.
- Balances will not carry over to the next semester.
  Additional funds can be added to the Wolf Bucks
  portion of the ID cards if needed.

FREE SOFTWARE
As a student you have access to free software and cloud storage. www.uaa.alaska.edu/technology

Microsoft Office (Office-365)
Download and install Office-2013 on up to 5 personal devices.
  *Word *Excel *Power Point* Cloud Storage

UAA software
  *Symantec Antivirus
  *MalwareBytes v.9

Google Apps @UA (www.alaska.edu/google)
  *Gmail *Cloud Storage

Mat-Su College Virtual Lab
Remote access to Mat-Su computer labs.
matsu.alaska.edu/offices/campus-technology-services/
Orientations

New Student Orientation
Incoming freshmen and new transfer students are invited to attend New Student Orientation. Students admitted to UAA degree programs who are attending Mat-Su College are also welcome.

There is NO CHARGE to attend. Please RSVP by registering for GUID A001 New Student Orientation

Register through UAOnline with your other courses

- Learn strategies for academic success
- Explore the campus
- Become familiar with Mat-Su College resources
- Meet our faculty and staff
- Make new friends

Email NSO@matsu.alaska.edu
or call 745-9762

Session dates and times available at
matsu.alaska.edu/office/student-services/new-student-orientation-program/

Skill Center Orientations
matsu.alaska.edu/offices/cios-homepage/

Pick one session to attend if you are registered for a CIOS Skill Center class.

- Fall semester CIOS Orientation
  Location: FSM 106 (all sessions)
  Date: Aug 29-31, September 1
  Time: 10:00-10:30A and 6:00-6:30P

Email CIOS@matsu.alaska.edu
or call 745-9763

Orientation dates and times are also available at
matsu.alaska.edu/office/student-services/course-schedules/
The university assigns all students a log-in account used to access on-campus computers, Blackboard, and University-issued student email accounts.

**Username and Password**

New to UAA? Activate your account and set your UA Password. You will be asked a series of security questions to confirm your identity.

- Go to [me.uaa.alaska.edu](http://me.uaa.alaska.edu)
- Choose from the options listed
- Option 1: Change My Password
- Option 2: Activate My Account
- Option 3: Forgot Password/Find ID & Username

**Blackboard**

Blackboard (Bb) is an online course resource used to support learning. Use of Blackboard will vary by class and instructor.

- To log in, go to [www.uaa.alaska.edu/classes/](http://www.uaa.alaska.edu/classes/)
- Enter your Username and password.
- Click ‘Login’

It must be at least 24 hours since you registered for classes to access your classes. Chrome is the preferred browser to use with Blackboard.

**Webmail**

Every student has an email account. Check it often for messages from faculty, updates on course changes, and important announcements.

- Log in at [www.alaska.edu/google/](http://www.alaska.edu/google/)
- Enter your UA Username and UA Password
- Click ‘Sign In’

Your e-mail address will be: `username@alaska.edu`
(example: Hank Jay Seawolf = hjseawolf@alaska.edu)

For log in assistance, contact the UAA Call Center: 907-786-4646, Toll-free 1-877-633-3888.

Protect your personal information! LOG OUT of all accounts when you’re done.