2020-2021 Academic Calendar

FALL SEMESTER 2020

Fall 2020 course list available at UAOnline................................................................. Monday, March 23
Financial aid is disbursed.................................................................................. Friday, Aug. 14
First day of instruction; late registration begins ................................................. Monday, Aug. 24
Deadline for adding classes and late registration; 5 p.m. in person, midnight at UAOnline........... Friday, Sept. 4
Last day for student- and faculty-initiated drops with refund (course does not appear on academic record)........... Friday, Sept. 4
Deadline for tuition and fee payment; 5 p.m. in person, midnight at UAOnline........... Friday, Sept. 4
Labor Day (offices closed — no classes, registration or fee payment) .............. Monday, Sept. 7
Early progress reports due ................................................................................... Monday, Oct. 5
Deadline to apply for fall 2020 graduation ............................................................. Thursday, Oct. 15
Spring 2021 course list available at UAOnline....................................................... Monday, Oct. 26
Last day for student and faculty initiated withdrawals (W grade appears on academic transcript)............... Friday, Oct. 30
Spring 2021 priority registration begins (UAF degree students) ....................... Monday, Nov. 9
Spring 2021 open registration begins (all UAF, UAA and UAS students, including nondegree students)........ Monday, Nov. 23
Thanksgiving break (no classes, most offices closed) ......................................... Wednesday-Sunday, Nov. 25-29
Last day of instruction ..................................................................................... Saturday, Dec. 5
Final examinations ............................................................................................... Monday-Saturday, Dec. 7-12
Deadline for faculty to post grades, noon ............................................................... Wednesday, Dec. 16
Winter break (no classes, most offices closed; reopen Monday, Jan. 4, at 8 a.m.)................ Thursday, Dec. 24-Friday, Jan. 1

SPRING SEMESTER 2021

Deadline to apply for admission for spring semester (international students)........... Tuesday, Sept. 1
Deadline to apply for admission for spring semester (most graduate students; some programs have different deadlines).................. Thursday, Oct. 15
Spring 2021 course list available at UAOnline....................................................... Monday, Oct. 26
Deadline to apply for admission for spring semester (undergraduate students)............. Sunday, Nov. 1
Spring 2021 priority registration begins (UAF degree students) ......................... Monday, Nov. 9
Spring 2021 open registration begins (all UAF, UAA and UAS students, including nondegree students)........ Monday, Nov. 23
Financial aid is disbursed............................................................................. Monday, Jan. 4
First day of instruction; late registration begins .................................................. Monday, Jan. 11
Alaska Civil Rights Day (no classes, most offices closed).................................. Monday, Jan. 18
Deadline for adding classes and late registration; 5 p.m. in person, midnight at UAOnline............... Friday, Jan. 22
Last day for student and faculty initiated drops with refund (course does not appear on academic record)............... Friday, Jan. 22
Deadline for tuition and fee payment; 5 p.m. in person, midnight at UAOnline............... Friday, Jan. 22
Deadline for UA Foundation and privately funded scholarship applications........... Monday, Feb. 15
Deadline to apply for spring 2021 graduation ......................................................... Monday, Feb. 15
Early progress reports due .............................................................................. Monday, Feb. 22
Spring break (no classes)................................................................................ Monday-Friday, March 8-12
University holiday (most offices closed for spring break).................................. Friday, March 12
Fall 2021 course list available at UAOnline.......................................................... Monday, March 22
Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript)............... Friday, March 26
Last day of instruction ................................................................................... Monday, April 26
Final examinations ........................................................................................... Tuesday-Saturday, April 27-May 1
UAF Chukchi Commencement........................................................................ Thursday, May 6
Deadline for faculty to post grades, noon ............................................................ Wednesday, May 5
WELCOME!

Message from the Director

Stacey Glaser

Welcome to Chukchi Campus / University of Alaska Fairbanks. The 2020-2021 academic year is going to be a good one despite the circumstances we find ourselves in with COVID-19. It’s going to be good because our students will be taking classes and gaining skills necessary for a good life. Chukchi Campus is the local gateway to a world of career options, Inupiaq language and culture classes and other opportunities for learning.

We offer a variety of programs and classes and provide our students with access to all courses available through the University of Alaska system. Let us help you start your career or move your career forward or discover those that you may not be aware are available to you. Our classes are taught here at the Campus, in the high schools in the Northwest Arctic Borough School District and via distance over Zoom or teleconference.

We look forward to seeing you and helping you achieve your future.

Stacey Glaser

ABOUT THIS GUIDE

This guide was created for Chukchi Campus/University of Alaska Fairbanks students to help you navigate the process of taking classes and ultimately getting a degree. This guide, along with the supplemental course schedule will serve as your primary resource for finding courses, applying for admissions, advising, registering and completing your coursework.

In the supplemental course schedule you will find Chukchi Campus courses, distance delivered courses, and some UAF based programs. Distance courses are delivered by audio conference, Internet, email, Blackboard Collaborate, and Zoom. For full course descriptions, consult the UAF course catalog at http://uaf.edu/courses

Some courses are offered face-to-face in Kotzebue and others are limited to high school students in the region. Enroll in face to face courses only if you are able to attend in Kotzebue.

This Student Handbook was prepared on the basis of the best information available. All information including the academic calendar and statement of tuition and fees is subject to change without notice. The provisions of this Handbook are not to be regarded as an irrevocable contract between the student and the Chukchi Campus/University of Alaska Fairbanks. The University reserves the right to change any provision or requirements at any time during the period in which this guide is in effect.

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi
GENERAL INFORMATION

Chukchi Campus Directory

Like UAF Chukchi Campus on Facebook: facebook.com/chukchicampus

PO Box 297
Kotzebue, AK 99752
Phone: 907-442-3400 Fax 907-442-2322
Toll-free: 1-800-478-3402
Website: www.uaf.edu/chukchi

Find us on Facebook and Instagram

Director
Stacey Glaser
slglaser@alaska.edu
907-442-5051

Assistant to the Director
Karl Kowalski
kekowalski2@alaska.edu
907-442-5057

Student Services
Mary Booth-Barger
mboothbarger@alaska.edu
907-442-5053

Library Director
Mae Mendenhall
mgmendenhall@alaska.edu
907-442-2410

Library Assistant
Vacant
Email
Phone: 907-442-2410

Instructional Services
Antoinette Edenshaw
amendenshaw@alaska.edu
907-442-5052

Flight Sim/Hydroponics
Vacant
Email
907-442-5054

USDA Grant Coordinator
Annabelle Alvite
aalvite@alaska.edu
907-442-5056

Laborer
Gabe Hansen
gbhansen2@alaska.edu
907-442-3400

About Us

Iñuunaiyułiksraŋat Piqutigiplugu - For the Purpose of a Good Life

Chukchi’s mission is to be a responsive and collaborative rural college that inspires and develops each student to contribute to the cultural and civic needs of her or his community.

In 1971 the University of Alaska established a “rural education center” in Kotzebue. By 1978, the University of Alaska, Board of Regents had established Chukchi Community College, which operated until 1987, when the newly named Chukchi Campus became a branch of the University of Alaska Fairbanks (UAF).

Today, UAF Chukchi Campus offers a broad range of courses designed to serve the residents of the Northwest Arctic Borough. Some courses are held on-site at the Chukchi Campus, while many others are designed to allow students to take classes from just about anywhere. Distance education courses are offered online and by audio and video conference. Whether you are a high school student searching for college and vocational options, someone already in the workforce and looking to enhance job skills, or someone who has always wanted to learn to speak Iñupiaq, Chukchi Campus staff members are here to help you explore the options available to you.
Let’s Get Started

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

Registration, step by step
1. Speak with an advisor. It’s important that you speak with someone before you register so you’re aware of course details, modes of delivery and required course supplies/books.
2. To enroll in courses, you may need to take a placement test. Students should talk with an advisor about scheduling a placement test.
3. Based on your testing placement and potential funding, you will be advised on applicable courses in which to enroll and to work out a class schedule.
4. With advisor approval, register for courses. You can register online if you have a student account with http://uaonline.alaska.edu, with your advisor or through our registrar.
5. Verify your enrollment in your uaonline account.
6. Order your textbooks. See page 6 for details.
7. Line up your financial aide or funding sources. Most scholarship agencies require a copy of your enrollment. Find this in your uaonline account as well.
8. Make a note of the first day of class and talk to your advisor about potential student support resources.
9. Confirm your enrollment and financial aid status in your uaonline account.
10. Attend the first day of classes.
11. Drop and withdraw dates are important to keep in mind throughout the semester. Find those dates on the inside cover of this guide.

How do I browse available courses?
The supplemental schedule guide is a great place to start. It includes Chukchi Campus courses, courses offered by distance from other rural campuses and the Fairbanks Campus. To find the most current courses as well as courses offered by other campuses, check the UAF Course Finder

Go to https://www.uaf.edu/coursefinder

Narrow your search by term you are looking to take classes in and campus you wish to take classes from.

Clicking ecampus and Chukchi Campus will give you all the classes available to you if you wish to stay in Kotzebue for your classes.

Make selections under “Subject” if you wish to search by subject.

Click the “find” button at bottom of screen and available courses will pop up.

Note the Course Registration Numbers (CRNs) of the classes you want to take. This information will go on your registration form.

If you don’t find what you are looking for, contact a Chukchi Campus advisor for help with your search! Call: 907-442-3400.

Want to Teach@Chukchi? We Need You!

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

In order to meet the diverse needs of the Northwest Arctic region, we rely heavily on adjunct instructors -- part time instructors who teach a wide variety of courses.

Required credentials vary, depending on the subject to be taught. Some departments require instructors to have a master’s degree, some a bachelor’s degree, and some require no degree at all, but do require evidence of expertise in the subject matter to be taught. This can be certification, relevant work experience, evidence of artwork created, and so on.

Chukchi adjuncts teach community interest courses, workforce training, language, arts, traditional knowledge and courses that are required for various degrees. Here are a few of the many courses taught by adjunct instructors at Chukchi Campus:

• **Conversational Iñupiaq Language**
• **Introduction to Social Work**
• **Anatomy for Dental Assistants**
• **Maklak Making**
• **College Writing**
• **Toyo Stove Repair**

Interested in teaching? Contact

ANTOINETTE EDENSHAW
INSTRUCTIONAL SERVICES COORDINATOR
eMail: amedenshaw@alaska.edu
Phone: 907-442-5052
Toll-free: 1-800-478-3402

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi


**ORDERING TEXTBOOKS**

Once you’ve registered, you need to order textbooks. Students can order books through the UAF Bookstore. You can purchase your books anywhere you would like including another bookseller, but first you need to visit the UAF Bookstore web site to find out what books you need.

Note the department, course registration number (CRN), and section number for each of your courses.

Then:

- Go to [https://www.bkstr.com/alaskafairbanksstore/](https://www.bkstr.com/alaskafairbanksstore/)
- Point to “Textbooks” near upper left of the screen
- Select your term (semester)
- Have the CRN? Click “Shop By Course ID”
- Enter CRN and click “Find Materials for Course”
- No CRN? Click “Shop By Course”
- Enter your department
- Enter your course
- Enter your section
- Click “Find Materials for Course”
- View the list of books and materials. You might be able to buy used or new books. It’s also possible to rent some textbooks.

**Textbook ordering tips and tricks:**

1. Call for help. Need help ordering books or figuring out how to pay? You can call the UAF Bookstore: 1-888-280-8500 or contact a Chukchi Campus advisor for help.

2. Find your required books by ISBN #. Even if you’re purchasing or renting your textbook through an alternate book seller, use the UAF Bookstore website to locate the specific class and instructor. Not all instructors use the same books for the same course. Make sure the information you’re finding is specific to your class and instructor.

3. Save all return label and packaging supplies. Often bookstores or textbook rental sites have deadlines for book return. Pay attention! and make sure to return in time in order to receive your refund.
DISTANCE LEARNING—ARE YOU READY?

While some face-to-face courses are offered in Kotzebue and our regional communities, most courses available to you are taught from a distance. Make sure you’re ready for your first day of class.

Many UA resources require your UA username and password in order to login. If you don’t know what those are or are in need of a reminder, you can visit UA’s Easy Login Maintenance Option or ELMO for assistance.

Using ELMO:

1. Go to https://elmo.alaska.edu
2. Click on Option 3: Search for my Account
3. Enter your birth date, last name, and the last four digits of your social security number, then click GO ELMO! (It may take a minute or two depending on your internet connection.)
4. Answer any security questions to access your account information.
5. Your UA ID Number and UA Username should be viewable. You can change your password in the box on the bottom right side of the screen.

Audio Conference (AUDIO):

Students participate in audio conference classes by dialing a toll-free number listed next to each course in the supplemental course schedule. Equipment required: Telephone or headset with microphone, computer with Internet access.

How to call in to your audio course:
1. 2-5 minutes before class, dial 1-866-832-7806
2. Enter your PIN provided by your instructor or advisor.
3. Your instructor will begin class.

Blackboard Collaborate (COLL):

Blackboard Collaborate is accessed through Blackboard, online. It is a live video and presentation platform that your instructor may use to conduct live video classes. Equipment required: Computer with Internet access, 256 KBs or faster cable or DSL modem, headset with a microphone. Depending on your computer’s software, downloads may be required.

Don’t let technology issues and difficulties stand between you and a successful experience in your class. Use the resources available to rise above the challenges in front of you to move forward in achieving your educational goals.

Zoom Video

The University of Alaska uses Zoom to deliver courses by video. To participate in Zoom you will need a computer, tablet, smart phone and an Internet connection. Your instructor will email you a link to your class. When starting Zoom for the first time, you will be prompted to download the appropriate software or mobile app to your device.

More information on Zoom can be found by logging in with your UA username and password at:

http://alaska.zoom.us

Blackboard (BLKBD):

Instruction is delivered online. Blackboard is a web-based platform that can contain all your course instruction by written or video-recorded lectures, homework assignments, discussion groups and supplemental materials.

How to log in to Blackboard online:
1. Go to www.classes.alaska.edu
2. Enter your UA credentials
3. From here, access your courses, grades, and other useful information.

Equipment required: Computer with Internet access.

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi
GENERAL INFORMATION

HIGH SCHOOL/DUAL CREDIT ENROLLMENT

Are you a high school student who wants to take college classes at Chukchi?

Become a student by creating an account at the Admissions’s student portal. Once accepted as a student, register for classes at UAOnline. Registering for classes requires academic advising, placement testing, and approval.

https://uaf.edu/admissions/

Earning College Credit While in High School Dual Credit Courses

Tech Prep links a high school and college program so students can get a jump on a chosen career and begin earning college credit while in high school and won’t have to duplicate those studies later on. In a Tech Prep program, you begin your course of study in high school and continue in a postsecondary educational or apprenticeship program. Tech Prep emphasizes achievement of high academic and technical standards to prepare for postsecondary success and career readiness. The end result is a certificate or associate degree in a career field or a federally recognized apprenticeship.

Dual Credit courses allow students to:

1. Get a head start in an occupational endorsement, certificate, or degree program.
2. Transfer credits from Chukchi Campus to another university or college.
3. Apply skills for immediate entry-level employment.

Learn about Dual Credit Approved Classes

High school or vocational/technical students who are enrolled in a course that qualifies for Tech Prep should receive information from their teacher or guidance counselor about the program, as well as instructions about how to obtain registration materials.

If you don’t receive information or have questions about whether or not a specific class at your high school or vocational technical center qualifies for dual credit, check with your teacher or school counselor.

Learn about Registration Deadlines & Details

Students may register for a dual credit course anytime during the school year. The deadline for registration and payment is the first Monday in December for Fall semester and the second Monday in May for Spring.

There is no limit to the number of UAF credits a student may receive through Dual Credit. The cost is only $60 per course.

Grades received in the dual credit course will be reflected on your UAF transcript.

Dual credit courses currently offered include:

Education
Certified Nursing Assistant (CNA)
Welding (pending)
Construction Trades Technology (pending)
Placement Testing

Placement testing is required for all new undergraduate students wanting to take math or writing courses.

ACCUPLACER English Placement Test

UAF Chukchi Campus offers the English Accuplacer for free to all UAF Students. Just call or drop by from 9 am – 3 pm, Monday through Friday, and we will set you up to take the test. If you need to take the exam after 3 pm, call 907-442-3400 to schedule an appointment.

If you are in one of the Northwest Arctic Borough villages, we offer Accuplacer in cooperation with NANA. To take the Accuplacer in an outlying village, please contact the NANA Shareholder Relations Coordinator (SRC) in your village. We have provided the contact information for each of the SRCs on the inside back cover.

ALEKS Math Placement

If you are planning to take a math course, you are required to take the ALEKS math placement exam. The ALEKS test does not require a proctor and can be taken online from any location with internet access. The cost is $25 and is charged to the student’s account. Please note the $25 fee allows you to take the test up to 4 times. It also uses the results of your test to provide you with exercises specifically designed to help you improve your math score!

https://www.alaska.edu/aleks/

If you have trouble navigating the site, or would like to take the ALEKS test at Chukchi Campus, stop by Chukchi Campus, or give us a call at 442-3400.

PRAXIS

Chukchi Campus can administer the Praxis I and II exams required to obtain a teaching certificate. Students must register online at https://www.ets.org/praxis and comply with deadlines and dates.

Proctor Services

Chukchi Campus is also available to proctor all your exams. This includes not only UAF and UAA exams, but also those from other institutions and organizations.

1. Contact Mary Booth-Barger at 907-442-5053, or email mboothbarger@alaska.edu or Antoinette Edenshaw at 907-442-5052 or amedenshaw@alaska.edu to request a proctor.
2. Let your instructor know who your proctor will be. Institutions usually require the student to provide them with information such as the proctor’s job title and contact information.
3. At this point, the institution will contact the proctor to confirm the services and to have the proctor complete agreement and liability forms.
4. Once all of the above steps have been completed, you will need to schedule a date and time with your proctor to take your test.
APPLYING FOR ADMISSION

Whether you are interested in a degree, certificate or single special topics course, your journey begins by applying for admissions to the University of Alaska. Anyone can take classes at UAF. There are no GPA or transcript requirements to be a non-degree seeking student, however some courses require prerequisite coursework or placement test scores in order to enroll.

If you are just trying to decide if college is right for you by taking a class here or there, that is perfectly fine. Once you make the decision to seek a degree or formal certificate, you must apply for admissions as a degree-seeking student, visit the admissions website and click on the Undergrad and Grad application button.

If interested in just taking a class or two, click on the Just Take a Class/Non-degree seeking button and follow the step by step instructions.

Start by visiting the UAF Admissions website at: https://uaf.edu/admissions/

Advising Services: Chukchi Campus staff can help you identify courses that meet your needs, plan your schedule, and navigate the many processes you will encounter along your journey.

You Can Do It! Start on the Path to your Future Today with Chukchi College!

Directory Information

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms are available in the Office of the Registrar. No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate. The names of students who have requested their directory information be withheld will not appear in the published university chancellor’s and dean’s lists.

The following is considered directory information:

- Name
- E-mail address
- Home city and state
- Weight and height of students on athletic teams
- Dates of attendance at UAF
- Program/major field(s) of study
- Degrees and certificates received, including dates
- Participation in officially recognized university activities
- Academic and co-curricular honors, awards and scholarships received, including dates

Like UAF Chukchi Campus on Facebook: facebook.com/chukchicampus
WHAT is the Alaska Performance Scholarship (APS)?

The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement or work ready exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

WHO can get the APS?
Alaska residents who graduate from an Alaska high school (public, private, or home school), in 2011 or later and meet the qualifying requirements are eligible for an APS award.

WHERE can the APS be used?
The APS can be used at any participating college or university in Alaska, or for approved career and technical education programs in the state. Click here for more information on participating Alaska postsecondary institutions.

HOW MUCH is the APS?
There are three maximum annual award levels: up to $4,755, $3,566, and $2,378. Maximum levels are established based on a combination of minimum GPA and test scores. An APS award may not exceed qualifying costs of attendance (which typically include tuition; fees; required books, supplies, and equipment; room and board; and transportation) remaining after considering all other non-loan aid the student is eligible for. Students may remain eligible for up to 8 semesters, but must fully use the APS within six years of high school graduation.

WHEN will the APS be available?
The APS is sent to schools in two payments, usually 50% of the award when the student begins attendance, and the other 50% at the start of the next term or midpoint of a CTE program. Generally, your school will first apply your APS funds to your outstanding school debt for that year, if any, and then pay any remaining funds to you. Final award notification is made after the postsecondary education confirms qualifying enrollment. Students can monitor their status in their Alaska Student Aid Portal (ASAP) account.

Does the scholarship expire?
Yes. It must be used within six years of graduating high school unless the recipient qualifies for an extension. Students who wish to apply for an extension must send a written request to the commissioner, accompanied by a signed statement from the institution of higher learning in which the student is enrolled. See 4 AAC 43.045 for more information on extending the scholarship eligibility period. Additional allowable extensions will be set in regulation by the State Board of Education and Early Development through a public policy.

For more information visit: https://acpe.alaska.gov/FINANCIAL-AID/ AK-Performance-Scholarship

ALASKA EDUCATION GRANT

The Alaska legislature created the Alaska Education Grant (AEG) program to provide need-based financial assistance to eligible Alaska students attending qualifying postsecondary educational institutions in Alaska. The grant is funded through the Alaska Higher Education Investment Fund, a source of long-term funding for the AEG program. How much is the award?

Grant awards typically range from $500 to $4,000 per academic year. Award criteria includes:

- Financial need, determined by the student’s Estimated Family Contribution (EFC) as shown on their Free Application for Federal Student Aid (FAFSA)
- Prior academic year award recipient
- Date of FAFSA filing
- Enrollment level (full-time vs. half-time), as certified by the student’s institution of attendance
- To receive the maximum award, qualifying students must be enrolled in at least 15 credit hours for “On Time” enrollment status. Students with the highest financial need will be awarded in order of need until funds are exhausted.

A student may not receive more that a total of $16,000 in AEG award money over the course of their undergraduate education.

For more information visit: https://acpe.alaska.gov/FINANCIAL-AID/ AK-Education-Grant
A concern for most college students is how they will pay for classes. Searching for, identifying, and applying for funds is hard work—but it pays off.

There are many different types of aid such as grants, loans, and scholarships. Each have their own specific requirements based on the funding agency.

**Federal Pell Grants**
The Federal Pell grant is a need-based grant available to undergraduate students. Eligibility and award amount is determined each year by the FAFSA. The Pell grant ranges from $300 to over $3,000 per semester.

Federal Pell Grants are direct grants awarded to students with financial need who have not received their first bachelor’s degree or who are enrolled in certain post-baccalaureate programs that lead to teacher certification or licensure.

Awards for Federal Pell grants are prorated based on your enrollment status. Full-time students (12 or more credits) are eligible for the full amount of the semester award.

Federal Pell Grant funds will be deposited directly to the student’s school account any financial aid in excess of your account balance will be refunded to you.

**Grants/Scholarships**
Grants and scholarships are often called “gift aid” because they are free money – financial aid that does not have to be repaid. Grants are often need-based, while scholarships are merit-based. Grants and scholarships can come from the federal government, your state government, your college or school, or a private or non-profit organization. Do your research, apply for any grants or scholarships for which you may be eligible and be sure to meet application deadlines!

**Loans**
Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is in the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. With Direct Loans, you borrow directly from the federal government and have a single contact (your loan servicer) for everything related to payment, even if you receive Direct Loans at different schools You will have online access to your Direct Loan account information via your servicer’s website, there are several repayment plans from which to choose, and you can switch repayment plans if your needs change.

**How do I start?**
If you are a full-time, degree-seeking student, the first step in your search for financial aid is completing the Free Application for Federal Student Aid, or FAFSA. Note that timing is key with FAFSA. The earlier you apply (after October 1 of the year before the academic year in which you’ll enroll), the more likely it is that funds will be available to you.

*Note: Beware of websites that charge to help students complete the FAFSA. You can apply for free at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)*

**PLEASE NOTE:** Application deadlines vary. Check out the chart on the next page and apply on time!

Every student should complete a FAFSA worksheet through [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA allows the student the opportunity to receive grant and loan funding through the government. It may also be required for certain scholarships. The FAFSA must be completed every year to receive funding. If you need help, you may contact a Chukchi advisor by calling 907-442-3400.

**What else do I need to know?**
- It is your responsibility to ensure that all financial aid forms and documents are submitted to the UAF financial aid office by the deadline. If you need help with the financial aid process or have questions about funding options, contact your academic advisor.
- Your classes must be paid by the fee payment deadline listed inside the front cover to avoid paying late fees.
- After all fees, books and tuition have been paid, your remaining funds will be refunded to you via a check in the mail to your mailing address.
- Verify your financial aid status by checking your student account online at [http://uaonline.alaska.edu](http://uaonline.alaska.edu).

Apply online for the FAFSA
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

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

001063
What is the cost of taking courses?

Tuition and UA fees appear on chart at right. Courses may also require books, lab fees, materials fees, or other fees—be sure to add in those costs as well. Students are not considered registered until all tuition and fees are paid. Registered students may be dropped for non-payment if payments or arrangements have not been made by deadlines listed on the inside front cover.

Stay on top of your bills to avoid late fees!

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

How can I pay for my classes?

Your advisor can help you arrange a payment plan, walk you through paying online, and provide information about payment options. You can also call the UAF Office of the Bursar if you need help: 907-474-7384

Regional Scholarship Opportunities

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<thead>
<tr>
<th>REGIONAL SCHOLARSHIP</th>
<th>FALL DEADLINES</th>
<th>SPRING DEADLINES</th>
<th>MORE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td>After October 1 for funding July 1-June 30</td>
<td>Need W2 and tax information. Apply online: <a href="http://www.fafsa.gov">www.fafsa.gov</a></td>
<td></td>
</tr>
<tr>
<td>Aqqaluk Trust</td>
<td>August 1</td>
<td>January 10</td>
<td><a href="http://www.aqqaluktrust.com/">http://www.aqqaluktrust.com/</a></td>
</tr>
<tr>
<td>Kotzebue IRA</td>
<td>July 15</td>
<td>January 10</td>
<td><a href="http://www.kotzebueira.org/education/higher-education-scholarship.html">http://www.kotzebueira.org/education/higher-education-scholarship.html</a></td>
</tr>
<tr>
<td>Maniilaq Association</td>
<td>Various</td>
<td></td>
<td><a href="https://www.maniilaq.org/tribal-government-services/">https://www.maniilaq.org/tribal-government-services/</a></td>
</tr>
<tr>
<td>June Nelson Memorial Scholarship</td>
<td>March 16</td>
<td></td>
<td><a href="https://aasb.org/june-nelson-memorial-scholarship/">https://aasb.org/june-nelson-memorial-scholarship/</a></td>
</tr>
<tr>
<td>Alaska Village Electrical Coop Scholarship</td>
<td>April 15</td>
<td>August 15</td>
<td><a href="https://avec.org/about/scholarships/">https://avec.org/about/scholarships/</a></td>
</tr>
<tr>
<td>Teck-Cominco Alaska Scholarship</td>
<td>July 15</td>
<td>November 15</td>
<td><a href="https://www.teck.com/media/Scholarship-Program-Guidelines.pdf">https://www.teck.com/media/Scholarship-Program-Guidelines.pdf</a></td>
</tr>
<tr>
<td>Caleb Pungowiyi Scholars Program</td>
<td>July 15</td>
<td>December 1</td>
<td><a href="http://calebscholars.org">http://calebscholars.org</a></td>
</tr>
<tr>
<td>Frank R. Ferguson Memorial Scholarship</td>
<td>August 15</td>
<td>January 15</td>
<td><a href="https://www.nwabor.org/departments/frank-r-ferguson-memorial-scholarship-program/">https://www.nwabor.org/departments/frank-r-ferguson-memorial-scholarship-program/</a></td>
</tr>
<tr>
<td>UA Foundation and privately-funded scholarships</td>
<td>Feb 15</td>
<td>Find applications at <a href="http://uaonline.alaska.edu">http://uaonline.alaska.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kotzebue Lions Club</td>
<td>May 30</td>
<td></td>
<td><a href="https://www.nwarctic.org/domain/994">https://www.nwarctic.org/domain/994</a></td>
</tr>
<tr>
<td>City of Kotzebue</td>
<td>July 6</td>
<td></td>
<td><a href="https://www.cityofkotzebue.com/">https://www.cityofkotzebue.com/</a>(See: Permits, Licenses, and Forms)</td>
</tr>
<tr>
<td>Alaska Community Foundation (various)</td>
<td>Various</td>
<td></td>
<td><a href="https://alaskacf.org/scholarships/">https://alaskacf.org/scholarships/</a></td>
</tr>
</tbody>
</table>

Visit the UAF Chukchi Campus website: [www.uaf.edu/chukchi](http://www.uaf.edu/chukchi)
**GENERAL INFORMATION**

**Textbook Costs**

The cost for your textbooks and course materials will vary between $15 and $400 per course, depending on your instructor’s preferred textbook or course material. You can expect to pay $250 to $1,100 per semester on textbooks, depending on your course load. You can look up pricing information online at www.uaf.edu/bookstore/ or through your UAOnline account (using the links through the registration website).


The Bookstore has a “Price Match Promise” which means they will match prices with Amazon, Barnes & Noble, Chegg or a local competitor.

See Price Match Promise for details: https://www.bkstr.com/alaskafairbanksstore/price-match-guarantee

**Why do Textbooks Cost so much?**

When you take a college class, you almost always need to have the textbook, and you need the current edition, because the professor assigns problems from the book, or assigns students to read certain chapters. You can’t really buy another book that covers the same topics. In most cases, there are no substitutes for the assigned textbook.

Textbooks really are only sold to people taking the class. There’s a relatively small market for books, so authors need to make sure they make a lot more per copy to make it worth their time to write the book.

So, what can you do about it? Shop around. It’s your money. Make sure you are getting the best price. While we do not endorse any of the following, compare prices at:

- Amazon.com [Barnesandnoble.com](https://www.barnesandnoble.com)
- Campusbooks.com [Chegg.com](https://www.chegg.com)
- Textbooks.com [Boundless.com](https://www.boundless.com)

You could also save by purchasing a used book or renting the book for the semester provided those options are available for your text.
**Late Fees, Add/Drop and Refund Processing**

**Late Add / Late Registration Fee**

Cost: $50

Who pays: Students given permission to add a full semester-length class after the last day to pay tuition and fees will be charged a late registration fee of $50 that must be paid within five business days. No late fee will be charged when:

- you add a late-start course during the regular registration period for that course.
- you are moved into a class for which you were waitlisted.
- you change from one section to a different section of the same course.
- you move from one level of the same subject to another (i.e. from MATH F251X to MATH F151X) when you have the instructor’s permission for the class you are adding; the drop and add must be done on the same day.

This fee is refundable only if all classes for which you have registered are canceled.

**Late Payment Fees**

Cost: $125 for first; $175 for second; $50 per month for late payment plan payments.

Who pays: All students who have missed the fee payment deadline and have a balance of $300 or more. An additional $175 fee will be added to accounts which are not paid in full by the withdrawal deadline.

**Add/Drop**

A 100% swap of tuition after the last day to pay tuition and fees is allowed only if the drop and add are done from one level of the same subject to another on the same day. If an upper-level class is swapped for a lower-level class, the difference is refundable at 100% through the 100% tuition and fees refund period for that semester. If a lower-level class is swapped for an upper-level class, the student must pay the difference.

Late fees apply for added classes.

**Fee Refunds**

Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the 100% refund deadline.

**Refund Processing**

Financial aid will be disbursed to student accounts ten(10) business days prior to the first day of class for the semester and the Bursar’s Office will begin processing refunds at that time. Contact the Bursar’s Office for an advance of funds if you need your funds for books and supplies.

Refund processing is automatic for students who officially drop courses by published refund deadlines.

All refunds are processed electronically or by mail. The Bursar’s Office does not issue refund checks for amounts less than $10.

If you paid tuition and fees by credit card, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct-deposited in your bank account.

Once processed by the Bursar’s Office, direct deposit takes three to five business days to disburse to your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

Any balance owed to the university will be deducted from your refund.

**Direct Deposit of Refunds**

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. Sign up for direct deposit of your refund through UAOnline by following these steps:

Visit https://www.alaska.edu/uaonline/
Login with your UAnumber and password
At the “Student Services & Accounting Information” menu, select the “Direct Deposit Enrollment” link.
Select “1st time setup of direct deposit”.
Select the account type.
Enter the bank routing code.
Enter account number.
Re-enter account number.
Select “Submit”.

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi
**GENERAL INFORMATION**

**Education Close to Home**

There’s No Place Like Home....

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

Where to start?
Not sure how to make that first step? Chukchi Campus advisors are available to help with everything from course selection to degree planning and more.

Don’t hesitate to reach out and ask for resources, guidance, and encouragement.

Contact an advisor!

Outside Kotzebue? Contact Antoinette Edenshaw, Instructional Services Coordinator.
Email: amedenshaw@alaska.edu
phone: 907-442-3400
Toll-free: 1-800-478-3402

We’re on Facebook! Stay informed about financial aid resources, training programs, regional postsecondary events, and opportunities through the UAF Chukchi Campus Facebook page.

**Information Release & FERPA**

Student records are governed by the Family Educational Rights and Privacy Act (FERPA). For information on the University of Alaska’s FERPA policies, go to [http://www.alaska.edu/studentservices/ferpa/](http://www.alaska.edu/studentservices/ferpa/).

If you have questions about FERPA or wish to request a printed copy of the University’s policy, contact the UAF Office of Admissions and the Registrar at 907-474-5879.

**Student Code of Conduct & Crime Statistics**

UAF students are subject to the UA Student Code of Conduct. For the information on this, go to [http://www.alaska.edu/bor/policy/09-02.pdf](http://www.alaska.edu/bor/policy/09-02.pdf).

UAF is committed to providing a safe and respectful campus environment free from gender-based violence and sexual harassment. The Title IX Office leads the effort to ensure UAF moves beyond mere compliance with civil rights laws to embodying the principles of respect and equality for all.

For information about the University of Alaska Fairbanks Title IX offices, please visit [http://www.uaf.edu/equity/uaf.edu/titleix](http://www.uaf.edu/equity/uaf.edu/titleix).


Questions should be directed to the office of Judicial Services on the UAF campus at 907-474-7317 (phone), or 907-474-7900 (fax).
STUDENT ACCOUNT RESOURCES

Retrieve your UA ID number, username or password

Access ELMO—UA's Easy Login Maintenance Option!

☞ Go to https://elmo.alaska.edu
☞ Select Option 3 and follow the directions.

Having login or technology problems? Contact our Student Services Technology Specialist, Karl Kowalski at: kekowalski2@alaska.edu or call toll free: 1-800-478-3402, or 442-3400.

Update student account information online

It is your responsibility to keep your mailing and email addresses and phone number updated on UAOnline, so that you receive important communication from Chukchi Campus and UAF.

Use your UAF student email account

Every UAF student is assigned an official UAF email account upon enrollment. Email is the only way some information is distributed from UAF. You are responsible for knowing and acting on the contents of all university communications sent to your official UAF email account. Make sure you see these emails!

Here’s how:

☞ Check your UAF email account. Not sure how to access it? Go to alaska.edu/google.
☞ You can forward mail from your UAF account to an email address you check frequently. Learn how here: www.alaska.edu/google/faqs/top/ (click on “How do I forward my email to another account?”).
☞ If for some reason you have multiple UAF email accounts (e.g. a student account and a staff account), forward them to the account you check most often.

Attend class

You might be dropped if you do not attend the first class and have not received prior approval from your instructor. If you do not plan to attend, you must drop your classes by the deadline listed on the inside front cover, to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

Check your grades and access your transcripts

Provided you do not have holds on your account, you can access your unofficial transcript, midterm and final grades at UAOnline.

☞ Log in to UAOnline (https://uaonline.alaska.edu) secured area.
☞ Click on the following links:
☞ “Student Services & Account Information”
☞ “Student Records”
☞ Select “Midterm Grades,” “Final Grades” or “Academic Transcript” and follow the instructions.

You may obtain an unofficial transcript online at UAOnline or request one from a member of the Chukchi Campus student support team (see page 4).

Official Transcripts

Order an official transcript on the web at https://uaonline.alaska.edu and follow the instructions.

UAF DISABILITY SERVICES

UAF Disability Services provides accommodations to all UAF students, including Chukchi and eCampus students. Once approved, students are entitled to receive a variety of resources such as screen-reader software, recordings of lectures, extra time on assignments and exams, and access to listening devices.

How do I enroll for services?

To be considered for UAF Disability Services accommodations, students should be enrolled for at least one credit. Students must identify themselves to UAF Disability Services, provide documentation, and deliver the letter of accommodation to the faculty at the start of each semester, and if problems with accommodations should arise, alert the Disability Services Office.

UAF DISABILITY SERVICES
Office located at UAF in Fairbanks
Website: https://uaf.edu/disabilityservices/
Email: uaf-disability-services@alaska.edu
Phone: 907-474-5655 Fax: 907-474-5688
RESOURCES FOR STUDENTS

Need to arrange testing? Call us!
☞ Chukchi Campus testing
    907-442-3400

Need computer assistance? Get help with Blackboard, email, UAOOnline & more!
☞ UAF Office of Information Technology
    1-800-478-8226
    www.alaska.edu/oit/
    helpdesk@alaska.edu

Need help with homework? Live homework help for intro-level college students!
☞ Live Homework Help
    sled.alaska.edu/homework.html
☞ UAF Math Hotline
    1-866-823-6284 (866-UAFMATH)
☞ Online Tutoring -- Blackboard Collaborate
    www.uaf.edu/dms/mathlab/

Need someone to proofread your essay? Contact the Writing Center!
☞ UAF Writing Center (907)474-5314
    www.uaf.edu/english/student-resources/writing-center/
    uaf-writing-center@alaska.edu

Researching a particular topic? Call the library!
☞ UAF Off-Campus Library Services
    1-800-478-8226
    www.library.uaf.edu/offcampus
    uaf-ocs@alaska.edu

Need a registration form? Trying to contact a specific department? Find student resources online:
☞ Chukchi Campus web site
    www.uaf.edu/chukchi
☞ College of Rural & Community Development web site
    www.uaf.edu/rural/students/

Questions about classes, degrees, or financial aid? Contact your advisor! See page 4 for contact information.
The Registrar’s Office is responsible for keeping student education records. A complete copy of the university policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) is available at www.uaf.edu/reg/schedule.

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA. When a student signs the Tech Prep Registration form they are authorizing UAF and the partnership institution to discuss/release information to each other educational information and/or records pertaining to the student’s registration, attendance and/or performance in the Tech Prep program.

Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student’s education records to perform work appropriate to their position.

No other information from a student’s education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

FERPA - the Family Educational Rights & Privacy Act

"No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." — Title IX of the Education Amendments of 1972

The University of Alaska Board of Regents has clearly stated that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska.

If you report discrimination, harassment or violence to any university employee, they must notify the university Title IX coordinator about basic facts of the incident. Your choices for reporting include:

- You may access confidential counseling by contacting the Campus Health & Counseling Center;
- You may access support and file a Title IX report by contacting the UA Title IX Coordinator at 907-474-6600;
- You may file a criminal complaint with the University Police Department at 907-474-7721.

Even if the incident occurred off campus and the accused is not affiliated with UAF, the university must stop, remedy, investigate and prevent incidents by:

- Offering remedies to the victim.
- Taking immediate action to ensure a victim can continue their education free of ongoing harassment or retaliation.
- If requested, a no-contact order can be enacted before a formal hearing (vs the legal process).

PUSH BACK against SEXUAL MISCONDUCT

It’s everyone’s job to stop discrimination and assault!

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi
Important forms can be found at our website www.uaf.edu/chukchi/students, or at the University of Alaska Fairbanks’ website https://www.uaf.edu/reg/forms.php.

Some of the more common forms are included in this handbook:
- Registration Form
- Financial Need Sheet
- High School Enrollment Form
- Tech Prep Registration Form
- UA K-12 Student Parent/Guardian Authorization Form
- Add/Drop Form
- Sample Schedule worksheet

Registration Form
The registration form is used to gain admittance to classes through Chukchi Campus/UAF. Once completed, registration forms should be brought to our Student Services Technician, Mary Booth-Barger.

Registration priority is based on class standing for continuing students in degree or certificate programs. Graduate students and seniors have the highest priority, followed by juniors, sophomores, freshmen, new and returning degree students, and non-degree students. Your class standing as it appears on your registration form will be used.

Financial Need Sheet Request Form
Financial need sheets detail the amount of money you will be spending while attending college. The need sheet is required by most financial aid and scholarship organizations. It shows financial information for tuition, fees, transportation, meal plans, etc. This information can only be requested from the UAF Financial Aid Office at:

uaf-financialaid@alaska.edu | Phone: 907-474-7256; Toll-free: 1-888-474-7256

High School Enrollment Form
Use this form to enroll in Chukchi classes as a high school student.

Tech Prep Registration Form
Use this form to register for dual credit classes that also count toward college credit. Talk with your advisor to see if your classes qualify.

UA K-12 Student Parent/Guardian Authorization
Any student under the age of 18 who wishes to attend Chukchi Campus must have parent or guardian permission to attend.

Add/Drop Form
Following initial registration the add/drop form can be used to add additional classes or drop classes.

Applying for Admission
Every student must apply for admissions whether taking a single class or seeking a degree. Depending on desired degree or certificate, the fee price will vary. Visit: https://www.uaf.edu/reg/

What does wait-listing mean?
When a class is full, it is listed as “closed” and a wait list is created. If you want to be waitlisted for a closed class, your name is placed on the wait list in the order your request was received. You are not charged for a waitlisted course, and it does not count toward full-time status. If the instructor allows additional students and you are taken off the wait list and given a seat in the class, you will need to pay the tuition and fees at that time. If it appears you will not be able to enroll in a course for which you are waitlisted, you should select and enroll in a replacement class by the last day of late registration.

Applying for Graduation
Applications for graduation are completed online. Visit: https://www.uaf.edu/reg/grad/ or contact Mary Booth-Barger at 907-442-5053

UAF Graduation Application
The application process uses Google forms, therefore, you must be logged into your @alaska.edu account to complete this form. Using another gmail.com will not give you access to this application.

There is a non-refundable $50 fee for each graduation application. If you are applying for more than one degree, you must submit a graduation application for each degree.

Double major: If you are applying for a double major, please only apply once and list both majors.

Double degrees: If you are applying for double degrees, please fill out two applications and you will pay the application fee twice.

Occupational Endorsement Certificates do not apply for graduation. Instead, once you complete your final Endorsement course your department will send Graduation Services verification of your program completion.
REGISTRATION FORM

NAME: ___________________________  UA ID (or SSN): ___________________________
Please print (Last) (First) (M I)

Previous names used at the University of Alaska: ________________________________________

SEMESTER OF ENROLLMENT: Year 20 __ ___ Fall ☐ Spring ☐ Summer ☐ Date of Birth (MM/DD/YYYY): ________________

CURRENT MAILING ADDRESS: ________________________________________________________
Phone: ___________________________ Cell Phone: ___________________________
Email Address: ___________________________
(City) (State) (Zip)

DEMOGRAPHIC INFORMATION:
Your response helps us better serve students and impacts UAF's eligibility for some funding sources. See reverse side for information and codes.

Sex: ☐ Male ☐ Female ☐ Prefer not to answer  Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race: ________________  Vet/Military Status: ________________
US Citizen? ☐ Yes ☐ No  If no, Nation of birth: ___________________________  Nation of citizenship: ___________________________
Visa Type: ___________________________ Permanent Resident? ☐ Yes ☐ No
For instructions on withholding directory information, please see INFORMATION RELEASE on reverse side.

PRIOR EDUCATION INFORMATION
Did you graduate from high school? ☐ Yes  Graduation date? (MM/DD/Year): ________________ Name of high school: ___________________________
High School location: (city/state): ____________________________________________
☐ No  If NO, did you complete the GED? ☐ Yes ☐ No
Date GED completed? (MM/DD/Year): ________________ Location of GED (state): ___________________________

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>&quot;Yes&quot; if Audit</th>
<th>Instructor Signature</th>
</tr>
</thead>
<tbody>
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I understand I am responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling. The university may drop me for non-payment.

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

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

Processed By: ___________________________ Date: ________________

Visit the UAF Chukchi Campus website: www.uaf.edu/chukchi
**1 RACE***

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AA</td>
<td>Alaska Aleut</td>
</tr>
<tr>
<td>AE</td>
<td>Alaska Eskimo, Other/Unspecified</td>
</tr>
<tr>
<td>AH</td>
<td>Alaska Indian, Haida</td>
</tr>
<tr>
<td>AI</td>
<td>Alaska Indian, Other/Unspecified</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska Indian, Tlingit</td>
</tr>
<tr>
<td>AM</td>
<td>Alaska Indian, Tsimshian</td>
</tr>
<tr>
<td>AN</td>
<td>Alaska Native, Other/Unspecified</td>
</tr>
<tr>
<td>AQ</td>
<td>Alaska Eskimo, Inupiaq</td>
</tr>
<tr>
<td>AS</td>
<td>Alaska Native, Southeast</td>
</tr>
<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
</tr>
<tr>
<td>AY</td>
<td>Alaska Eskimo, Yup’ik</td>
</tr>
<tr>
<td>BL</td>
<td>Black, Non-Hispanic</td>
</tr>
<tr>
<td>IN</td>
<td>American Indian (Not Alaska Native)</td>
</tr>
<tr>
<td>NH</td>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>SI</td>
<td>Asian</td>
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<tr>
<td>UN</td>
<td>Unspecified</td>
</tr>
<tr>
<td>WH</td>
<td>White</td>
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</tbody>
</table>

* Requested for compliance with Title IV of the Civil Rights Act of 1964.

**3 INFORMATION RELEASE**

**FERPA**

The Office of Admissions and the Registrar is responsible for keeping student education records. The full copy of the university's policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) are available at [www.alaska.edu/studentservices/ferpa/](http://www.alaska.edu/studentservices/ferpa/).

**Directory Information**

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

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

The following is considered directory information:

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

**4 LATE PAYMENT/REINSTATEMENT FEES**

An additional $100 fee will be added to accounts which are not paid by the withdrawal deadline. The university may drop you for non-payment.

For more information about fees, contact the Office of the Bursar at 907-474-7384.
NEED SHEET REQUEST FORM

Name: ___________________________  Student ID ___________________________

Phone: ___________________________  Email: _____________________________

Academic Year: ___________________  Term:  _____ Fall  
                                 _____ Spring  
                                 _____ Summer

The need sheet will include the following information as of the day processed:
- Cost of Attendance for academic year
- Type and amount of financial aid award for academic year
- Eligibility status for term requested
- Registration status for term requested

UAF cannot provide need sheets to a third party.
Need sheets will be emailed directly to the student. The provided email must be an address that is in your student file. You can update email preferences on UAOnline. If the provided email is not listed in your file, your need sheet will be sent to your UAF assigned email address.

_______________________________________  ____________________
Student Signature      Date
# OFFICIAL PAPER TRANSCRIPT REQUEST FORM

## PLEAS PRINT CLEARLY

**NAME**

- **Last**
- **First**
- **MI**

*All previous names*

**Address**

- **City**
- **State**
- **Zip**

**Email**

**Date of Birth**

**UA ID# OR SSN**

**Dates Attended**

**Student Signature**

**Date**

## ORDINING INFORMATION

- Electronic transcripts can only be ordered through UAOnline. More detailed instructions can be found at [http://www.uaf.edu/reg/transcripts/](http://www.uaf.edu/reg/transcripts/).
- Only transcripts ordered through UAOnline will include coursework from all UA Schools (UAA, UAF, UAS, PWSCC).
- It is the student’s responsibility to view the unofficial transcript prior to placing orders for verification of grades and degrees.
- Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska.

*(Payment must be received before transcripts will be sent.)*

If you wish to pay by credit card, please call us.

Orders by paper request are $20 each and must be ordered from each UA school individually. They will be mailed 1st class within 5-7 business days.

$20 x [ ] = $0

**TOTAL COST** $0

### DESTINATION OF TRANSCRIPTS

- **Send transcripts—PROVIDE DESTINATION BELOW**
- **Will pick up—DO NOT COMPLETE DESTINATION BELOW**

1. **Name of recipient**
   - **Address**
   - **City**
   - **State**
   - **Zip**

2. **Name of recipient**
   - **Address**
   - **City**
   - **State**
   - **Zip**

*Transcripts are not processed without payment or signature. By signing below you agree with the terms and conditions stated within this document.*

Student Signature _______________________________ Date ____________________

OFFICE OF THE REGISTRAR  PO BOX 757495, FAIRBANKS, AK 99775-7495  TEL: 907-474-6300 / 877-474-6046  FAX: 907-474-1590  uaf-registrar@alaska.edu

Like UAF Chukchi Campus on Facebook: [facebook.com/chukchicampus](http://facebook.com/chukchicampus)
### Career Cluster Choices (select the career cluster in which you want to work):

- Agriculture, Environmental & Natural Resources
- Architecture and Construction
- Arts, AV Technology & Communications
- Business Management & Administration
- Computer Science & Information Technology
- Engineering & Technology
- Finance
- Government & Public Administration
- Health Sciences
- Information Technology
- Law, Public Safety, Security
- Law, Public Safety, Security
- Marketing, Sales & Service
- Manufacturing
- Science Technology, Engineering, Mathematics
- Transportation, Distribution & Logistics

### Statement of Understanding and Authorization to Discuss/Release Educational Information and/or Documents

The student and his/her guardian understand and accept that:

- TECH PREP work is more rigorous and often much less guided than regular secondary course work;
- Adult themes are often common to university materials and discussion;
- TECH PREP courses will establish a university transcript that will follow the student through his/her university attendance;
- Secondary students registering as university students are fully responsible for complying with all University policies and procedures which can be found at [http://www.uaf.edu/uaf/current/policies.html](http://www.uaf.edu/uaf/current/policies.html);
- Student and his/her guardian are responsible for all applicable tuition and fees whether or not the student successfully completes the course(s) in which the student is enrolled.

I authorize the _____________________________ (partnership institution) and the University of Alaska Fairbanks to discuss/release to each other educational information and/or records pertaining to my registration, attendance, and/or performance in the Tech Prep program.

X

### Course Costs

- $25 per CREDIT = TUITION

### Form of Payment

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

### OFFICE USE ONLY

- Received by: ____________________________  Date: ____________

Visit the UAF Chukchi Campus website: [www.uaf.edu/chukchi](http://www.uaf.edu/chukchi)
SECONDARY STUDENT PARENT/GUARDIAN AGREEMENT

Office of Admissions and the Registrar
907-474-7500 • 800-478-1823
admissions@uaf.edu • registrar@uaf.edu

The secondary student registration process at the University of Alaska Fairbanks requires parents/guardians of secondary students to agree to these terms. This agreement identifies some of the issues encountered by secondary students, but should in no way be considered comprehensive. This agreement needs to be completed once for any student who is under 18 & who has not graduated high school attending the University of Alaska Fairbanks.

As a parent/guardian of the above secondary student, I understand and agree that:

• University work is much more rigorous and less guided than secondary course work. Adult themes and diverse perspectives are essential to University materials and discourse.
• The student must meet the prerequisites of the course or courses in which they want to enroll.
• A secondary student who registers in 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 payment deadlines.
• It is the student’s responsibility to contact their high school counselor before enrolling at UAF if they want to use university credit to meet high school requirements.
• Courses taken will establish an official university transcript. This may impact future admissions, financial aid eligibility and/or ability to graduate with honors.
• Regardless of age, FERPA rights are transferred to the student upon registration. Parents/Guardians will not be able to access student records without a valid FERPA Release Form on file with the University.
• If a student decides to no longer attend a course, they must complete an Add/Drop Form to drop or withdraw from that course. Failure to do so may result in a failing grade and/or financial obligations including late fees.

I affirm that the information I have provided on this form is true and that I am in agreement with any additional charges that may be added to my account resulting from the above selections. I agree to pay all current semester charges, including but not limited to tuition, fees, housing, meal plan charges, and any additional fees on this form. I promise to pay attorney’s fees and other reasonable collection costs, which may be based on a percentage at a maximum of 40% of the debt, necessary for the collection of any amounts owed to University of Alaska. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods.

Parent/guardian name

Birthdate

Social security number

Parent/guardian signature

Date

11/2015
ADD / DROP FORM

NAME: ___________________________ UA ID: ____________________

(LAST) (FIRST) (MIDDLE) (8 digits)

SEMMESTER OF ENROLLMENT: Year 20____  ☑ Fall  ☑ Spring  ☑ Summer  Date of Birth (MM/DD/YYYY): ____________________

ADD A COURSE
1. Submit this form to the Office of the Registrar prior to the add/drop deadline.
2. Your advisor’s signature is required ONLY for an overload.
3. Instructor’s signature is required ONLY after the add/drop deadline or when a course requires additional permission.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Audit</th>
<th>Instructor Signature (when required)</th>
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☑ OVERLOAD APPROVAL: To register for 19 to 23 credits, students must have a 3.00 cumulative GPA, as well as advisor approval. If the student’s GPA is below 3.00 or the student is requesting more than 23 credits, dean approval is also required. Total number of credits allowed for semester: __________

Advisor’s Printed Name ____________________ Advisor’s Signature ____________________ Date __________

Dean’s Printed Name ____________________ Dean’s Signature ____________________ Date __________

DROP FROM A COURSE
Submit this form to the Office of the Registrar prior to the add/drop deadline.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Credits</th>
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CHANGE FROM CREDIT TO AUDIT
1. You must be currently enrolled in the class for credit to use this form to change to audit.
2. The course must have the audit option available.
4. Your instructor’s signature is required ONLY if changing to audit after the add/drop deadline.
3. Submit this form to the Office of the Registrar prior to the last day to withdraw.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor Signature (when required)</th>
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</table>

Student’s Signature ____________________ Date __________
SCHEDULE PLANNER

Use the table below to help you plan your course schedule. Work with your advisor to make sure you are selecting the courses that will help you reach your academic goals. Remember to make sure you don’t select two courses that meet in the same time slots. You might want to mark other time periods in which you will do homework, study or perform your other obligations such as work.

<table>
<thead>
<tr>
<th>Time</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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</tbody>
</table>
## NANA Shareholder Relations Coordinators

<table>
<thead>
<tr>
<th>City</th>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambler</td>
<td>Julia Visoscky</td>
<td>907-445-2260</td>
<td>907-445-2141</td>
<td>P.O. Box 115, Ambler, AK 99786</td>
<td><a href="mailto:julia.visoscky@nana.com">julia.visoscky@nana.com</a></td>
</tr>
<tr>
<td>Kiana</td>
<td>Naomi “Munick” Chappel</td>
<td>907-475-2287</td>
<td>907-461-2267</td>
<td>P.O. Box 114, Kiana, AK 99749</td>
<td><a href="mailto:naomi.chappel@nana.com">naomi.chappel@nana.com</a></td>
</tr>
<tr>
<td>Noorvik</td>
<td>Sophie Cleveland</td>
<td>907-636-2350</td>
<td>907-636-2352</td>
<td>P.O. Box 210, Noorvik, AK 99763</td>
<td><a href="mailto:sophie.cleveland@nana.com">sophie.cleveland@nana.com</a></td>
</tr>
<tr>
<td>Anchorage</td>
<td>Cordella Mendenhall- Smith</td>
<td>907-265-4365</td>
<td>907-343-5627</td>
<td>909 West 9th Avenue, Anchorage, AK 99501</td>
<td><a href="mailto:cordella.mendenhall-smith@nana.com">cordella.mendenhall-smith@nana.com</a></td>
</tr>
<tr>
<td>Kivalina</td>
<td>Janet Mitchell</td>
<td>907-645-2180</td>
<td>907-645-2169</td>
<td>General Delivery, Kivalina, AK 99750</td>
<td><a href="mailto:janet.mitchell@nana.com">janet.mitchell@nana.com</a></td>
</tr>
<tr>
<td>Selawik</td>
<td>Esther Sheldon</td>
<td>907-484-2377</td>
<td>907-484-2161</td>
<td>P.O. Box 60, Selawik, AK 99770</td>
<td><a href="mailto:esther.sheldon@nana.com">esther.sheldon@nana.com</a></td>
</tr>
<tr>
<td>Buckland</td>
<td>Moriah Sage</td>
<td>907-494-2301</td>
<td>907-494-2302</td>
<td>P.O. Box 107, Buckland, AK 99727</td>
<td><a href="mailto:moriah.sage@nana.com">moriah.sage@nana.com</a></td>
</tr>
<tr>
<td>Kobuk</td>
<td>Agnes Bernhardt</td>
<td>907-948-2261</td>
<td>907-948-2131</td>
<td>P.O. Box 45, Kobuk, AK 99751</td>
<td><a href="mailto:agnes.bernhardt@nana.com">agnes.bernhardt@nana.com</a></td>
</tr>
<tr>
<td>Shungnak</td>
<td>Andrew Tickett</td>
<td>907-437-2211</td>
<td>907-437-2140</td>
<td>P.O. Box 73060, Shungnak, AK 99773</td>
<td><a href="mailto:andrew.tickett@nana.com">andrew.tickett@nana.com</a></td>
</tr>
<tr>
<td>Deering</td>
<td>Debra Moto</td>
<td>907-363-2305</td>
<td>907-363-2107</td>
<td>P.O. Box 36109, Deering, AK 99736</td>
<td><a href="mailto:debra.moto@nana.com">debra.moto@nana.com</a></td>
</tr>
<tr>
<td>Noatak</td>
<td>J. Katie Barger</td>
<td>907-485-2265</td>
<td>907-485-2101</td>
<td>P.O. Box 108, Noatak, AK 99761</td>
<td><a href="mailto:janet.barger@nana.com">janet.barger@nana.com</a></td>
</tr>
<tr>
<td>Nina Lie – Director</td>
<td>Phone: 907-442-8118</td>
<td>1-800-478-3301</td>
<td>907-343-5733</td>
<td>P.O. Box 49 Kotzebue, AK 99752</td>
<td><a href="mailto:nina.lie@nana.com">nina.lie@nana.com</a></td>
</tr>
</tbody>
</table>

Visit the UAF Chukchi Campus website: [www.uaf.edu/chukchi](http://www.uaf.edu/chukchi)
Thinking About College? Check us out!

Chukchi Campus is the University of Alaska Fairbanks’ connection to the Northwest Arctic region. We work closely with local and regional organizations to offer courses and training throughout the region. There are many courses throughout the UA System available to you by distance.

Whether you want to pursue a degree, improve your job skills, learn the Iñupiaq language, master traditional crafts, or otherwise expand your knowledge, Chukchi Campus has something for you.

Check out this guide to learn more about attending Chukchi Campus and building your education plan. Courses are continually being developed. If you don’t see what you are looking for, contact us!