

Idaho State
UNIVERSITY



COLLEGE OF TECHNOLOGY

Early Childhood Care and Education
Associate Degree Program

2008/2009

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**Early Childhood Care and Education Associate Degree Program
Student Handbook
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EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE DEGREE PROGRAM

I INTRODUCTION:

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Early Childhood Care and Education Associate Degree Program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

II PROGRAM ADMINISTRATION

The Early Childhood Care and Education Associate Degree Program is operated by the College of Technology, Idaho State University. The program works in cooperation with the State Division of Professional Technical Education and is approved by the State Board of Education.

College of Technology, Interim Dean:	Dr. Marilyn Davis	282-2507
Health Occupations Department Chair:	Dr. Paul Peterson	282-4169
Program Coordinator/Instructor	Betty McQuain	282-4637
Instructor/Field Advisor	Sue Ingram	282-2780

Details regarding program procedures will be covered and questions will be answered during orientation at the beginning of the program, or as the need arises. Problems of any nature will first be brought to the attention of the instructor and program coordinator by the student. The ECCEAD Office is located in RFC Bldg #48, room 151. The program coordinator or instructor will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a counselor from the College of Technology Student Services (282-2622).

III PROGRAM POLICIES

Attendance Policy:

Every student is expected to attend class on a regular basis. It is also expected that the *student* has made prior arrangements to meet other life responsibilities so that a job, child care responsibilities, anticipated medical treatments or any other commitment are not an accepted excuse for absence for any class during the normal class day. Should the student not be able to attend for any reason the student is responsible for contacting the department or instructor, at 282-2780 or 282-4637 before 12:00 p.m. Three absences each semester are allowed without penalty for day-time technical certificate students; one absence each semester is allowed without penalty for night-time technical certificate students and A.A.S. students enrolled in CHLD 210, 215, and 220. Attendance could count as much as 10% of each course grade.

The attendance policy also applies to the practicum site. Practicum attendance is a student responsibility for the course and is expected to conform to the work schedule the student has submitted to the instructor. Because most center policies and licensing regulations state that individuals who are ill should not come to work for the health of all in the program, up to 3 days of absence due to illness per semester are allowed without penalty. The first three days of absence will be recorded for this purpose. Days missed

after 3 will count against attendance points. Students always have the right to discuss extenuating circumstances with the instructor and request make-up assignments. It is the instructor's prerogative to determine the reasonableness of the request and grant it or not. Attendance at practicum could count as much as 10% of each course grade.

Tardies:

Tardy means arriving late or leaving early from class. Accumulating three (3) tardies will equal one (1) absence. Three or more tardies will be subtracted from attendance points.

Program Information

Technical Certificate

- a. Classes are held Monday, Tuesday, Wednesday, and Thursday from 3:00 p.m. to 5:00 p.m. or one night per week from 7:00 – 9:50 during fall semester (subject to change for spring semester). A minimum of eighteen to twenty-five hours of on-the-job or assigned practicum placement in an early childhood care and education site is required each week (may vary per class/credit hours—see instructor).
- b. **NOTE:** Employers are very interested in a student's attendance and study habits because it reflects how he/she will perform on the job. Representatives from business and industry on the program's advisory committee have asked that an attendance policy be established to develop good work habits.
- c. There are periodic workshops and other professional development projects during the year which may have different hours. Students will be notified in advance of workshops so that they may make the necessary arrangements for attendance, which is mandatory. Additional costs may be incurred by the student.
- d. Course Assignments:

ALL course assignments are due **as scheduled in the course syllabus**.
Assignments that are turned in **one to six days late** will be given a 20% deduction.
Assignments that are turned in **one week late** will be give a 50% deduction.
No assignments will be accepted after one week beyond the deadline unless there are extreme extenuating circumstances and arrangements have been made with the instructor.
- e. Grades for Technical Certificates:

Course Attendance	10%
Course Assignments	30%
Tests and Quizzes	10%
Practicum	50%
- f. Grades for Associate of Applied Science Degree courses will be per instructor's syllabus.
- g. Instruments/Books/etc: You will need specified text books during each class period. (See book and tool list, or syllabi). There is a class fee of \$15.00 per semester.

- h. Homework: You are expected to use outside time for study of subject matter for each course. Expect at least five hours per week.
- i. Stealing, Cheating, Dishonesty and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code Handbook, and calendar available at Student Services. Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.
- j. The program has materials and equipment available for check out for use in early childhood classrooms. Students are encouraged to check out materials on a regular basis. **ALL MATERIALS CHECKED OUT TO STUDENTS ARE TO BE RETURNED TO THE PROGRAM IN GOOD CONDITION AND ARE CONSIDERED THE RESPONSIBILITY OF THE STUDENT UNTIL THE MATERIALS HAVE BEEN RETURNED TO INSTRUCTORS AND SIGNED IN BY THE STUDENT.** Students will be responsible to replace any materials that are not returned in a timely manner, are returned with missing pieces, or are damaged. If materials are not replaced, transcripts will be held until obligations are met.
- k. Students are expected to be appropriate in their style of dress and general personal hygiene. No shirts with violent or scary graphics should be worn when working with children.

All courses from fall semester are prerequisite to the spring semester. Students must complete each course within the curriculum with a grade of "C" or 73% or better within the scheduled sequence.

If a student earns a grade of less than "C", [73% or better] that student must repeat the course before advancing within the curriculum.

Grading Policy

- a. All practical and theoretical competencies must be evaluated by the instructor or field advisor for each individual and the applicable degree of competency must be achieved in each course.
- b. "Competency Evaluation Forms" will be submitted by the instructor for each student.

	93-100=A	90-92=A-
87-89=B+	83-86=B	80-82=B-
77-79=C+	73-76=C	70-72=C-
67-69=D+	63-66=D	60-62=D-
Below 60=F		

More information on grading is contained in each course outline.

IDAHO STATE UNIVERSITY PLUS/MINUS (+/-) GRADING

Point Values for Grades

A	4	C+	2.3
A-	3.7	C	2.3
B+	3.3	C-	1.7
B	3	D+	1.3
B-	2.7	D	1
		D-	.7
		F	0

Quizzes and Tests

- a. Tests will be given periodically throughout each session. Adequate advance notice will be provided.
- b. Quizzes may be given at any time and without notice.

Practicum

1. a. Conduct in the practicum site is to be professional *at all times* and in harmony with the NAEYC Code of Ethical Conduct. Inappropriate behavior can result in suspension from class. All certificate students are required to attend eighteen to twenty-five hours per week of on-the-job or assigned supervised practicum training in a child care/education site. Credit for non-classroom practicum hours are limited to **no more** than 2 hours per week.

- b. Competencies related to NAEYC associate degree program standards are to be designated by the instructor and used as objectives for each course. You will receive a practicum observation rubric outlining practicum competencies for each course.
2. Placement will be made at the beginning of the fall semester. During the fall semester, all students may have experience with both Infants/Toddlers and Preschool children. During the spring semester, students will choose, based on availability, the age group with whom they will spend the entire spring semester.
3. Attendance and tardiness policies for practicum are stated in the Child Development Student Handbook, pages 1-2. Practicum time sheets are kept from **Monday –Friday** weekly and are due on the first class meeting of each week.
4. Each technical certificate student will complete a weekly journal that documents daily experiences with children and adults in the classroom, followed by personal reflections or questions about these experiences. Journals are due each Monday (or first day of class) and will not be accepted more than one week late. Journals turned in 1-6 days late will be given a 20% grade reduction; journals turned in 1 week late will be given a 50% grade reduction.
5. Listed below are offenses for which one warning will be given. Subsequent offenses may be grounds for dismissal.
 - a.
 - * Inability to perform job tasks
 - * Violation of site personnel policies
 - * Insubordination
 - * Abusive or improper treatment of children or other employees, including gossip (see NAEYC Code of Ethics)
 - * Excessive absenteeism or tardiness as stated in the student handbook
 - * Breach of confidentiality
 - b. Neglect, verbal harassment, or physical abuse of any child will be grounds for **dismissal** from a child care center and possibly the program.
 - c. Dismissal from a work/practicum site may also result in dismissal from the Early Childhood Care and Education Associate Degree Program

PROCEDRUES FOR APPEAL OF DISMISSAL

Decisions to dismiss a student from their program of study are subject to “due process,” protections as outlined the ISU Student Handbook. These protections may be found in the “Dismissal Policy,” described in the “Appeal of Dismissal from the Undergraduate Program,” section of that Handbook.

7. Grading for practicum shall count forty percent of the course grade.
 - a. Ten percent (10%) attendance
 - b. Ten percent (10%) journal
 - c. Thirty percent (30%) on site observation of student and site supervisor evaluations.

EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE DEGREE STUDENTS

All policies regarding attendance, assignments, grading and general program information as outlined on pages 1-5 of this handbook apply. The following are specific to students working toward the Associate Degree in Child Development and taking CHLD 210, 215, 220 and 250.

All courses in the ECCEAD major and ENGLISH 101 and 102 must be completed with a grade of “C” or better. Students must maintain an overall 2.0 GPA in all courses to graduate.

Classes meet in the evening from 7-9:50 (or on an individual basis for CHLD 250) and is offered at distance sites.

All students are expected to be employed in the field of early childhood and be able to implement assignments in their work setting. If the student is not employed, then special arrangements will need to be made with the instructor to include volunteer work that will meet the assignment requirements.

There is a class fee of \$15.00 per semester.

IDAHO STATE UNIVERSITY College of Technology

PRACTICUM SITE CRITERIA FOR EARLY CHILDHOOD CARE AND EDUCATION STUDENTS

The following criteria are important components of the practicum or work experience for our students.

All practicum sites must meet the following:

1. Practicum site programs and teachers hold current child care licenses from the appropriate licensing authority.
2. Program Director is a member of NAEYC and the IdahoSTARS Professional Development System.
3. Cooperating Teacher is a member of NAEYC and the IdahoSTARS Professional Development System and holds, at a minimum, a current Child Development Associate credential (CDA) or a technical certificate in Child Development or Early Childhood Care and Education from an accredited college or university.
4. Program Director and Cooperating Teacher are willing to work collaboratively with the faculty from the ECCEAD Program to strive to meet the NAEYC Early Childhood Accreditation standards in the classrooms where practicum students are placed.
5. Beginning Fall Semester 2009, practicum site programs must achieve a Quality Rating of at least 3 stars from the IdahoSTARS Quality Rating System. Beginning Fall Semester 2011, practicum site programs must achieve a Quality Rating of at least 4 stars from the IdahoSTARS Quality Rating System.

6. Students receive a written job description for their position in the classroom, which will be shared with ECCEAD faculty. To do a job well, one must know what the expectations are.
7. A developmentally appropriate class schedule is posted in cooperating classrooms.
8. Visible weekly lesson plans, which have been developed involving *both cooperative teacher and practicum student*, are posted. Lesson plans should reflect children's strengths, needs, and interests as documented through developmentally appropriate assessment.
9. In cooperating classrooms, students should be able to see the following.
 - Both indoor and outdoor play
 - Opportunities for individual play, small group play and large group play
 - Both quiet and active times
 - Child-initiated and child-directed activities, as well as teacher-directed activities
 - Open-ended activities
10. Consistent classroom rules are implemented and positive guidance techniques are modeled by the cooperating teacher.
11. Student teachers will collaborate with cooperating teachers to implement "center" activities and special projects during the first semester and two-week long lesson plans the second semester. These plans will be assigned in advance and approved by the cooperating teacher and ECCEAD faculty before implementation and documentation of completion.
12. It is desirable for students to be placed in the same classroom for both semesters. It is hoped they can be one of the "team" in all ways possible, doing the things that other team members do, including attending parent meetings. Being a reliable team member is an important and employable skill.
13. Practicum time sheets must be signed by director/supervising teacher weekly, *after* the student has filled in hours and signed time sheet. Students may count no more than 2 hours of outside preparation or meeting time toward the minimum 18-25 weekly practicum hours. The main purpose of the practicum is to give students contact time with children.

Student Evaluation CHLD 105
Idaho State University College of Technology
Early Childhood Care and Education Associate Degree Prog.



Student Name _____
 Practicum Site _____
 Supervisor _____
 Date _____

Answer 1-10 by Checking Yes/No Please explain any rating of no	Yes	NO	Comments
1. Punctual			
2. Regular attendance			
3. Appropriate appearance			
4. Follows center rules and regulations			
5. Cooperative with supervisor/coworkers			
6. Takes responsibilities as assigned			
7. Appropriate interactions with parents			
8. Flexible			
9. Honest			
10. Positive Attitude			
<i>Concerns or areas for improvement:</i>			
Bright Spots			

Signature

ISU COLLEGE OF TECHNOLOGY
HEALTH OCCUPATIONS DEPARTMENT
 Medical History and Physical Examination
 Early Childhood Care and Education Associate Degree Program



Report of Medical History

Students complete this before going to your physician for examination

Last Name	First	Middle	Sex: M F
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Home Address	City	State	Zip	Date of Birth
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PERSONAL HISTORY

Please check those which you have had or now have

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
<i>Head Injury with Unconsciousness</i>				<i>Tuberculosis</i>			
<i>High or Low-Blood Pressure</i>				<i>Heart Condition</i>			
<i>Back Problems</i>				<i>Disease or Injury of Joints</i>			
<i>Stomach, Intestinal, Gallbladder Trouble</i>				<i>Jaundice</i>			
<i>List All Operations:</i>				<i>Kidney Disorder</i>			
				<i>Allergy: Asthma</i>			
				<i>Hayfever</i>			
<i>List Current Medications:</i>							

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the College of Technology Health Occupations Department.

<i>Applicant's Signature</i>	<i>Date</i>
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**PHYSICIAN PLEASE COMPLETE
REPORT OF HEALTH EVALUATION**

BP _____ Vision-Right 20/ _____ Left 20/ _____ Height _____
 Pulse _____ Corrected-R 20/ _____ Left 20/ _____ Weight _____

Are there any abnormalities?	Yes	No	Describe fully:
1. Head, Ears, Nose or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			

TB	MMR	VARICELLA	HEPATITIS A	HEPATITIS B	TETANUS
NST-Negative Skin Test PST-Positive Skin Test NCX-Negative Chest X-Ray	B57-Born before 1957 +DIS-Physician diagnosed disease 2MMR-Completed 2 MMR immunizations	+ Positive Titer - Negative Titer +DIS-Confirmed hx of disease 2VV-2 doses varicella vaccine	+ Positive Titer - Negative Titer C-Completed Hep A vaccine IP-Hepatitis A vaccine series in progress D-Written declination of vaccine series	+ Positive Titer - Negative Titer C-Completed Hep B vaccine IP-Hepatitis B vaccine series in progress D-Written declination of vaccine series	Record date of last booster
<i>Use above approved abbreviations in completing form</i>					

*When it becomes available in the fall, the flu vaccine is recommended for Child Development students.

Is the patient now under treatment for any medical or emotional condition?
 Does this person have any limitations regarding lifting and moving of people and or equipment?
 In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the Health Occupations Department as well as for being employed professionally following graduation? Yes _____ No _____

Comments:

Physician's Signature: _____

Print Name: _____

Address: _____

Phone: _____

Evacuation Procedures

Campus Emergency Services: ON CAMPUS: 2515 OFF CAMPUS: 282-2515

In an emergency in which Public Safety cannot be reached, dial 911

8.1 Building Evacuation

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.
- B. When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same.
- C. Remember that elevators are reserved for the persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.
- D. Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the person with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.
- E. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated persons with disabilities rescue area on each floor of the building. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.
- F. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
- G. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- H. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- I. Do not return to any evacuated building unless told to do so by emergency personnel, building or University officials.

8.2 Campus Evacuation

- A. Evacuation of all or part of the campus grounds will be announced by Public Safety.
- B. All persons (student and staff) are to vacate the site in questions immediately and relocate to another part of the campus grounds as directed.

Follow the building evacuation procedures described above for individual building and affected sites.

I acknowledge I have received, read and understand the Early Childhood Care and Education Associate Degree Program Student Handbook.

Signature

CONSENT FOR PHOTOGRAPH AND/OR VIDEO RELEASE

I, understand that my photograph/video may be used for educational purposes. I understand that these photographs/videos may be used in class discussions, reproduced to facilitate written and digital formats (i.e.; use on the Internet) and/or used in public relations materials (i.e.; brochures, pamphlets, flyers).

Please check the following boxes as pertains to your limitations:

- Please check if you require your photographs/videos to be altered such that facial identity is hidden.
- Use photographs/videos as taken and do not alter them.

It has been explained to me that these photographs/videos will remain anonymous.

Signature

***Health Occupations Department
Consent for Release of Information***

I hereby consent and give my permission to the faculty and staff of Idaho State University College of Technology (CTech) Health Occupations Department to provide information, both oral and written, to prospective employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to a prospective employer seeking to verify and evaluate my qualifications for a position. I understand that I have the right to revoke this Consent for Release of Information at any time, but that I must do in writing and that any such revocation will become effective only upon actual delivery to the Health Occupations Chair.

Signature

Print Name

Bengal Card Number

Idaho State University College of Technology

Section I Services for Students

1. Student Services: This office is located in the RFC Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Admission counselors are available to give students guidance with issues such as admissions, class and schedule advisement, academic and career counseling, and general information pertaining to a student's educational goals. Hours are 7:30 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays. Prospective and enrolled students may stop in anytime. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-5216.
2. Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have peer tutors available who are familiar with the required curriculum and assignments.

Contact the **Resource Center**, located on the 3rd floor, Room 365, of the Roy F. Christensen (RFC) complex or telephone Lana Neely at (208) 282-3208 for an appointment to discuss specific tutoring needs.

NOTE

It is important to request assistance as **EARLY** in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately!

3. Adult Success Center: Located on the 3rd floor of the RFC Complex, Room 374, the Center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, as well as Monday and Thursday evenings from 6:30 p.m. to 9:30 p.m. Telephone (208) 282-2468 for information on the resources available. **Adult Basic Education** classes are continually in session, and interested students may also work toward their **GED certificate** at the Center. Those students who may benefit from **English as a Second Language** may receive services as well.
4. STARS Success Workshops: Success workshops in such areas as test anxiety/strategies, time and stress management, campus resources, and study skills assist students in learning to become successful students. These workshops are offered free of charge to current students during the noon hour and at various times in program areas. For more information, contact the STARS Success Workshop
<http://www.isu.edu/ctech/studentservices/STARS%20WEBSITE%20INFO/index.shtml>

6. Center for New Directions: Located within the RFC Complex on the 3rd floor, Room 372. The Center's telephone number is (208) 282-2454 and the director is Chris Brower. Support programs are available for men and women who, for various reasons, must reenter the job market (including, but not limited to: divorce; separation; death; or disability of a spouse). Services are available on job seeking skills, career information, self-esteem, building self-confidence, and personal counseling. The Center also provides a limited number of Anon-traditional@ scholarships for women and men interested in pursuing Anon-traditional@ fields of training.

7. Workforce Training: Located within the RFC Complex in Room 101 and can be contacted at (208)282-3372. Individuals interested in upgrading their personal knowledge or expanding their employment skills can choose to enroll in any of 150 short-term **evening** courses. Examples include: Certified Nurses Assistant training, business and computer, office practices, automotive, electronics, and many others. The costs for these courses are in addition to full-time fees. Inexpensive educational upgrading is available while individuals remain employed on their current job. For the most current brochure or additional information, please contact the Workforce Training office at (208)282-3372.

8. Workforce Investment Act (WIA): This vocational training program is administered by the local Department of Labor office. For more information call one of the following numbers:

Pocatello	(208)236-6710
Blackfoot	(208)236-6713
Idaho Falls	(208)557-2500
Twin Falls	(208)735-2500
Burley/Rupert	(208)678-5518
Rexburg	(208)557-2501
Salmon	208)756-2234

9. Vocational Rehabilitation Services: The Pocatello regional office is located at 1070 Hilina, Suite 200. Their number is (208) 236-6333 (call for an appointment). Other offices that can be contacted are Blackfoot (208)785-6649, Idaho Falls (208) 525-7149, Rexburg (208) 356-4190, Preston (208) 852-0092, Burley (208) 678-3838, Twin Falls (208) 736-2156, or Salmon (208) 756-2114. This State of Idaho agency provides services to eligible students who possess a mental or physical disability (including learning disabilities) which results in a substantial handicap to obtaining and/or maintaining employment. A variety of services may be provided, including cost of training at ISU College of Technology.

10. Community Council of Idaho (formerly known as Idaho Migrant Council): The Blackfoot office is located at 60 Cedar Street. Their number is (208) 785-6390. Lew Rodriguez is the Regional Manager. For more information call one of the following numbers: Idaho Falls (208) 524-0980, Burley (208) 878-1171, Twin Falls (208) 734-3336. Services are provided for seasonal agricultural farm workers@ to obtain training and skills necessary to become employed in stable, non-seasonal jobs. Applicants must be legal residents of the United States and be economically disadvantaged. In addition to counseling, eligible students may receive funding for training at ISU College of Technology. Additional services may include job development and job placement.

11. Shoshone-Bannock Tribes: Located in Fort Hall, Idaho, the Tribe may provide a variety of funding programs for Native Americans.

Tribal Education/Employment/Training Office

Donner Elsworth, Director
P.O. Box 306
Fort Hall, Idaho 83203
Telephone: (208) 478-3737

General Information/Intake Academic Services (Higher Education)

Nadine Auck (208) 478-3978
P.O. Box 306
Fort Hall, Idaho 83203

On the ISU campus, Native American students may contact:

Native American Recruitment and Retention

Johanna Jones
c/o Enrollment Management Office
Administration Building, Room 320
Pocatello, Idaho 83209
Telephone: (208) 282-4429

Section II

Registration and Fee Collection Policy for 2008-2009

Students who do **NOT** utilize the TRAN PAY tuition payment process follow these steps:

1. All students who are enrolled in semester-based programs must pay their tuition prior to August 25, 2008. Tuition may be paid in person at the Pond Student Union Building (PSUB) Ballroom January 7, 2009 through January 9, 2009 for the spring semester.
2. Students who are enrolled only in the eight week classes (early and late), beginning in August and September 2008, will pay tuition on the first day of class:

NOTE:

It is the individual student=s responsibility, regardless of funding source, to see that his/her fees are paid on time and that he/she is officially enrolled at ISU. This means if fees are not paid through TRAN PAY, the student must pay in person at the PSUB by September 9, 2008.

Students who do not pay fees prior to this date will be disenrolled.

Section III

Withdrawal Policy

Early and Late Eight Week Classes

A student may officially withdraw from school in the first two (2) weeks of any eight-week course of instruction. Last day to withdraw for early eight weeks is September 8, 2008 and late eight weeks is October 31, 2008. A AW grade will appear opposite the courses on the transcript. Beginning the **THIRD**

(3rd) week of classes, students may withdraw for medical reasons only. Students wishing to withdraw for other than medical reasons after the deadline date must initiate a petition in the Student Services office. All withdrawal procedures require a student to see a counselor in the ISU College of Technology Student Services office to avoid grade penalties and complications with the ISU Financial Aid office.

NOTE:

Students who pay semester tuition but are attending eight week classes will be treated as semester students for withdrawal purposes.

Semester Programs

A student may officially withdraw from school in the first eleven (11) weeks of any semester; deadline is October 31, 2008. A grade of AW@ will appear opposite the courses on the transcript. Beginning the **TWELFTH** (12th) week of classes, students may withdraw for medical reasons only. Those students who wish to withdraw for other than medical reasons after the deadline date must initiate a petition in the Student Services office. All withdrawal procedures require a student to see a counselor in the ISU College of Technology Student Services office to avoid grade penalties and possible complications with the ISU Financial Aid office.

Medical Withdrawals

Students must start the withdrawal process with a Student Services Counselor. Medical withdrawals are granted **ONLY** by the Medical Withdrawal Committee of the ISU Student Health Center and will be applicable to all courses in which the student is currently enrolled. A AW@ grade will appear on the student=s transcript for these courses. The physician in the ISU Student Health Center will notify the ISU College of Technology Student Services office when the necessary steps have been successfully completed. The telephone number at the Student Health Center is (208) 282-2330 or 282-3320.

NOTE:

Students who leave school, for any reason, who are receiving federal financial aid are strongly encouraged to notify the ISU Financial Aid office at 282-2756.

**Section IV
Refund Policy**

Semester Programs

100% of tuition refunded during the first week of the semester, minus a \$25.00 processing fee. **Withdraw on or before August 29, 2008.**

75% of registration fee refunded during the second week of the semester. **Withdraw by September 8, 2008.**

50% of registration fee refunded during the third and fourth weeks of the semester. **Withdraw by September 22, 2008.**

Eight Week Classes (early and late)

100% refund of registration fees during the first week of class, minus a processing fee. **Withdraw by August 29 (early) or by October 24, 2008 (late).**

50% refund of registration fees during the second week of class. **Withdraw by September 8, 2008 (early), or by October 31, 2008 (late).**

NOTE:

To receive a refund of registration fees, a student must complete an official web withdrawal. Please contact Student Services if you need assistance.

**Section V
Probation and Dismissal Policy**

Students will be placed on **probation** when their cumulative grade point average (GPA) drops below a 1.75 in the current coursework, up to 25 credit hours. After students accumulate 26 credit hours, they **must** maintain a 2.00 GPA to remain off probation. Students on probation will be **dismissed** at the end of any probationary eight-week class or semester in which the student obtains a GPA of less than 2.00.

Students on probation who attain a GPA of 2.00 or higher during the next eight-week class period or semester after being placed on probation, but whose cumulative GPA is still below a 2.00, will remain on probation but will not be dismissed.

Once students have been academically dismissed under the scholastic probation and dismissal ruling and there has been a lapse a semester, students may **petition** for permission to reenter their training program. If permission is granted, the student will reenter on probation. Students should contact the ISU College of Technology Student Services office for assistance in developing a petition to return to classes.

NOTE:

Students receiving federal financial aid may lose funding assistance due to poor academic performance and failure to meet the Satisfactory Academic Progress policy. See ISU financial aid regulations for more details. The ISU Financial Aid office is located in the Museum building, room 337, or call (208) 282-2756 or 282-4888.

**Section VI
General Policy Statement**

Affirmative Action

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin, or veteran status. The University is an Equal Opportunity Employer and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to Leonard Buddy Frazier, Director of the Affirmative Action Office located in the Museum Building, Room 422, (208) 282-3964.

FERPA

Idaho State University in compliance with the Family Education Rights and Privacy Act (FERPA), is responsible for protecting and maintaining the privacy of student records and judiciously evaluating requests for release of information from those records. FERPA affords students certain rights with respect to their education records. These rights are:

- The right to inspect, review, and amend the student's education records.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by Idaho State University to comply with the requirements of FERPA.

Students may restrict access to their directory information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request. Although the initial request may be filed at any time, the restriction of information is permanent until you request, in writing, that it be removed. The restriction will remain in place even after you have stopped attending or have graduated from Idaho State University.

At Idaho State University, students who wish to restrict access to all of their directory information, as listed above, may do so by returning a [Non-Disclosure Declaration](#) of Educational Record Information to the Registrar. Please understand that placing a full Non-Disclosure hold on your student records will cause any and all future requests for contact information from ISU persons, on non-essential matters, and from non-institutional persons and organizations, including scholarship organizations, prospective employers, etc., to be denied.

For more information see <http://www.isu.edu/areg/ferpastd.shtml>.

Intoxicants Policy

If an instructor observes behavior which suggests that a student may be under the influence of an intoxicant or detects the odor of an intoxicant on a student, the following actions will be taken:

1. The instructor will notify the student that they will not be allowed in any lab setting while it is suspected he/she is intoxicated.
2. The student will be told to report to Student Services to visit with a counselor.
3. After discussing the matter with the student, the counselor will then determine which steps should be taken.
4. The counselor will then provide a report to the instructor summarizing any outcome from the meeting with the student.

Sexual Harassment

Policy: The sexual harassment of any student, employee, or recipient of the services of ISU is absolutely forbidden. It is contrary to the purpose of the University and violates state and federal laws and the rules and governing policies and procedures of the Idaho State Board of Education. Harassment on the basis of sex is a violation of Section 703 of the Title VII of the Civil Rights Act of 1964 as amended.

Definition: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

1. Submission to such conduct is made either explicitly, or is made a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Additionally, any person who is qualified for, but denied an employment benefit because of another's submission to sexual harassment is protected by this policy.

Communicable Diseases

The Office of Student Affairs shall disseminate information to students regarding the University's statement on serious communicable diseases, including AIDS. Students participating in coursework or activities in academic or vocational departments where there exists a reasonable potential for the exchange of certain body fluids shall be made aware of any departmental policies and procedures concerned with communicable diseases by the responsible faculty or staff member. University faculty/staff available to provide additional information includes: University Counseling and Testing Center (208) 282-2130, and Student Health Center personnel (208) 282-3320 or 282-2330.

General Education Requirements

Students who wish to receive an Associate of Applied Science (A.A.S.) Degree must complete sixteen (16) credits of transferable general education coursework. The sixteen hours must include:

1. Six (6) credit hours of communication selected from Goal 1 and/or 2.
2. Three (3) credit hours of mathematics/computation from Goal 3.
3. Three (3) credit hours of social science/human relations/interpersonal communications selected from Goals 6, 7, 9, 10A, 11 or 12.
4. Four (4) additional credit hours from any courses that meet the requirements for Goals 4 through 12.

Check your program's requirements for specific general education goal requirements.

Section VII Frequent Student Questions

Whom do I see about the College Work Study program?

Byron Miles coordinates the Work Study program for the ISU College of Technology. His office is located in the Fiscal Records office in the RFC Complex, room 145. For information regarding Work Study employment, telephone (208) 282- 3120. The Financial Aid office determines eligibility for the College Work Study program.

Where do I go if I need a copy of my college transcripts?

The ISU College of Technology Student Services office can provide unofficial copies. If official copies are needed, you may request one online at transcripts.isu.edu., in person at the Office of Registration and Records. The cost is \$5.00 per copy.

May I take an academic course while enrolled as a College of Technology student?

Yes. You may register online through My ISU or at the Students Services office in the Roy F. Christensen building. There is no charge if a student is currently enrolled full-time at the ISU College of Technology.

NOTE:

If a student is receiving federal financial aid assistance, the class enrolled in must relate to the declared major area of study. If not, financial aid is not applicable.

Where do I go with traffic problems, parking tickets, fines, etc.?

The Public Safety Department for ISU is located on the corner of South 5th Avenue and Humboldt Street, telephone (208) 282-2515. A student may appeal a traffic action taken against him/her. Fines are reduced by one-half if paid within three (3) days.

Where do I get information about jobs off campus?

The Student Employment office is located in the Museum building, room 440, telephone (208) 282-2778. The Regional Department of Labor and is located at 430 North 5th Avenue, telephone (208) 235-5420.

Where may I go on campus to cash a personal check?

Personal checks may be cashed at the information desk of the PSUB, telephone (208) 282-2700. Proper identification is required (\$25.00 maximum).

Is there a film theater on campus?

Yes. The theater is located in the PSUB and there is **no** charge for students with a valid student identification card. Guests are charged \$2.00 for admission.

May I use the Student Health Center if I am not on the Student Health Insurance program?

Yes. Full-time students are not charged for Health Center services unless x-rays, medication, or other services are required. The Center is located at 990 South 8th Street, telephone (208) 282-2330. No appointment is necessary, and there is a full-time physician on duty from 8:30 a.m. to 5:30 p.m., Monday through Friday. Since services and hours may change, it is recommended that students call ahead for further information.

Whom do I see about withdrawing from school?

See one of the counselors in the ISU College of Technology Student Services office. If a student is receiving federal financial aid, contact the Financial Aid office in the Museum building, room 337, telephone (208) 282-2756 or 282-4888.

What identification do I need to get into ISU student functions?

For most functions, student identification cards are all that is needed (example, football and basketball games, or use of the gym exercise facilities). Some activities may require a small fee.

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a **Free Application for Federal Student Aid (FAFSA)** form each year they are enrolled at the University. FAFSA applications can be picked up at the Financial Aid office located in the Museum building, room 337, telephone (208) 282-2756, or at the College of Technology Student Services office. It is strongly recommended that students apply **early** and keep copies of all documents sent to the federal government eligibility offices. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately with any personal changes, (208) 282-2756.

Scholarships

Numerous scholarships are available to College of Technology students. The ISU school newspaper, *The Bengal*, lists those scholarships available to the general university population.

The most common scholarships are the **Associated Students of ISU (ASISU) Need** and **Scholastic** awards. Funds for these scholarships come from a portion of the registration fees each student pays. Applications for ASISU scholarships are made available every semester to currently enrolled students.

Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line at the following web address <http://www.isu.edu/departments/scholar/>.

NOTE:

The ISU Scholarship office is located in the Museum building, room 327, telephone (208) 282-3315. All scholarships available to students at ISU are listed in that office.

Section IX Short-Term Loans

Eligibility Requirements

1. Must demonstrate financial need.
2. Must have realistic resources for loan repayment.
3. Must be in good standing (conduct, financial) with ISU.
4. Must have a minimum 2.00 GPA (some exceptions are made).
5. Must be currently enrolled in a regular, full-time program at ISU.
6. Loan **MUST** be repaid by the last day of class in the semester in which it is received.

NOTE:

The short-term loan is limited to a maximum of \$300.

Students who wish to apply for a short-term loan may pick up an application in the ISU Financial Aid office located in the Museum building, room 337, telephone (208) 282-2756. Completed applications must be returned to the Financial Aid office for processing. Under normal circumstances, applications will be processed in a day or two.

NOTE:

The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2008 to June 30, 2008).

Waiver of Non-Resident Tuition

This waiver is given to a limited number of disadvantaged and deserving non-resident students. Rigid criteria with several priority categories are reviewed by a committee to determine the student's eligibility. An application and additional information may be obtained by contacting the ISU Financial Aid office, P.O. Box 8077, Pocatello, Idaho, 83209, (208) 282-2756. Students may also call the ISU Admissions office at (208) 282-2475. Both offices are located on the 3rd floor of the Museum building. Applications received by February 26 of each year will receive first consideration for the Non-Resident Fee Waiver; others will be placed on a waiting list.

Tips to Help Manage Your Student Loans

1. **Get organized.** Maintain a student loan file for all loan documents, promissory notes, disclosure statement, information received from entrance interview, letters received from lender, and payment records.
2. **Read mail.** Important notices about loans, including any loan transfers, exit interview, or graduation date information will come by ISU email. Open and read these notices immediately and respond or file them as appropriate.
3. **Know who holds and services loans.** A loan holder and loan servicer may be two different companies. Many loan holders contract with servicing agents to collect payments and administer loans. It's the student's job to keep track!
4. **Direct lending.** As of 1995-96, ISU is now a direct lending school, which means the University will no longer be dealing with banks. Promissory notes will be returned to the University. Any loans taken out prior to 1995-96 will have a different lender.
5. **Entrance interviews.** These are required for students who are first-time student loan borrowers. The student loan checks will not be released until the interview is completed. For entrance counseling refer to: <https://www.dlssonline.com/borrower/EntrCounselingStart.do?cmd=initializeContext> As part of the entrance interview a Electronic Promissory Note, please refer to : <https://dlenote.ed.gov/empn/index.jsp>
6. **Call if things change.** Be sure to let loan holders or servicers know of changes in name or address or if leaving or returning to school. It is important to notify the student loan interviewer of any of the above changes.
7. **Exit interviews.** Remember, an exit interview is a federal requirement upon completing education or graduating. Withdrawal from school, quitting school, or dropping to less than half-time (less than 6 credits) requires an exit interview as well. Refer to [Exit Counseling https://www.dlssonline.com/borrower/BorrowerLogin.jsp](https://www.dlssonline.com/borrower/BorrowerLogin.jsp)
8. **Call if having trouble making payments on time.** Students may be eligible for a deferment or forbearance. Students may also be able to change to another repayment option, such as graduated repayment, to better manage their budget.

9. **Write loan account number on all loan-related correspondence and checks.**
10. **Make loan payments on time.** Some servicers offer interest rate discounts for borrowers who make consistent, timely payments.
11. **Consider refinancing or consolidating loans.** Refinancing is usually used to lower the interest rate. Consolidation will give students one monthly payment. Students may also consolidate loans with spouse to further streamline budget.

Section X Campus Services

1. Student Health Center: Is a fully staffed facility with a resident doctor, lab technician, x-ray technician, and pharmacy available at reduced costs to students. **No appointment is necessary. A valid ISU student I.D. is required for service.** Doctor visits are free to all full-time students and \$10 for part-time students and spouses with a valid card. **All students may use the Health Center** regardless of whether they retain the student health insurance or not. The Student Health Center is located at 990 South 8th Street (on campus); telephone (208) 282-2330.
2. University Counseling and Testing Center: Provides support services with individual counseling, crisis counseling, stress management, marital counseling, and individual growth guidance. Students may take tests for GED (high school equivalency) as well as competency testing (CLEP) for college credit. The Center is located on the 3rd floor of Gravelly Hall, 1001 South 8th Street, telephone (208) 282-2130.
3. Academic Skills Center: Located in room 434 (top floor) of the Museum building, telephone (208) 282-3662. The Center provides short-term workshops (free) on topics such as test anxiety, developing good study habits, getting good grades, taking notes, and class management. Tutoring assistance is available for writing skills, mathematics, and reading skills. **English for Speakers of Other Languages (ESOL)** is also provided. Study Skills for Success is offered in addition to free tutoring upon request. Students may call (208) 282-3334 to schedule an appointment or for more information.
4. ADA and Disabilities Resource Center:
Students having questions about accessibility or requesting reasonable accommodations as indicated in the Americans with Disabilities Act (ADA) or Section 504 should contact Dennis Toney, the Director of the ADA and Disabilities Resource Center located in Gravelly Hall, room 123 at (208) 282-3599.
5. Student Health Insurance Office: Located in the Student Health Center at 990 South 8th Street on the top floor, telephone (208) 282-2972. Ms. Crystal Ross, Student Health Coordinator, can assist with any claims or questions regarding insurance coverage. Health insurance is **mandatory** for all students attending Idaho State University. Full time students will be allowed to waive the student insurance, if they provide proof of other medical insurance coverage. By waiving the insurance for spring semester 2008, you will not be eligible for insurance coverage in the fall semester 2008 unless extenuating circumstances exist. Students who pay insurance and then wish to receive a refund have ten (10) days, **from the date of payment**, to request an insurance refund in the student insurance office. The 2006- 2008 cost is approximately \$465 each semester. Family and spouse plans are also available.
6. Fitness and Wellness Center: Located in Reed Gymnasium, room 105, telephone (208) 282-2117.

The Gym is on Martin Luther King Jr. Way across from the ISU College of Technology RFC Complex. Activities such as individualized exercise programs, swimming, weight loss classes, and a variety of exercise activities for students are available. Reed Gym is open Monday through Friday from 6:00 a.m. to 11:00 p.m. There is no cost to full-time students. Part-time students pay \$25.00 for full access.

7. Veterans Administration Out-Patient Clinic for Southeast Idaho: Located at 1651 Alvin Ricken Drive (above AMIS on the north end of campus). Telephone (208) 232-6214 to schedule an appointment. Eligible veterans may obtain medical referrals and medication.

Veterans Clerk for ISU is Nona Cristupa and Mark Balko. Their office is located in the Office of Academic Admissions in the Museum building, telephone (208) 282-4225. Students can obtain information on New Chapter 30 (GI Bill and Reserve), Chapter 31 (vocational rehabilitation for veterans with disability benefits), and Chapter 106 (education assistance programs). Veterans who need to contact the Regional Veterans Administration may call **1-800-827-1000 in Boise, Idaho, or 1-800-613-4012 in Salt Lake City, Utah.**

Bannock County Veterans Service office is located within the Southeast Idaho Vet Center at 1800 Garrett Way. Contact Debbie Harmon, telephone (208) 236-7411.

The Southeastern Idaho Vet Center: Located at 1800 Garrett Way (Westwood Mall). Their number is (208) 232-0316. Those veterans experiencing personal problems or those who could benefit from individual, marital, or group counseling may obtain services by scheduling an appointment. Transportation to the Regional Veterans Hospital in Salt Lake City, Utah, is also available on a periodic basis.

The local veteran's representative at the Regional Department of Labor office is Ron Tapia. His office is located at 430 North 5th Avenue, and his telephone number is (208) 235-5444.

8. The Student Employment Center: Located on the 4th floor of the Museum building, room 440, their number is (208) 282-2778. The Center helps students with part-time employment both on and off the ISU campus. The Center also assists students with summer employment opportunities.
9. The Career Development Center: Located on the 4th floor of the Museum building, room 440. Their number is (208) 282-2380. This office assists students with career guidance and the development of career plans. The staff aids students in developing a personal, confidential credential file with letters of reference, constructing an effective resume, and designing professional cover and follow-up letters. Throughout the year, the office conducts Aon campus@ interviews and makes available excellent career seeking and career exploration resources.
10. ASISU Early Learning Center (Licensed Child Care Center): Located in the new addition of the PSUB. The Center provides ISU student parents, faculty, and staff child care services twelve months a year, from 7:30 a.m. to 5:30 p.m., Monday through Friday. Contact Kerry Williamson, Director, telephone (208) 282-2769. Infant child care, ABaby U@, and ALatch Key@ programs are also available. Care is provided for children from six weeks to ten years old.
11. ASISU Legal Aid Office: Located in room 299 of the Hypostyle. Their number is (208) 282-3435. Every Monday and Thursday from 4:00 p.m. to 6:00 p.m. full-time students can receive free legal advice. Call for an appointment in advance.
12. Speech and Audiology Center: Located in the Life Sciences Complex, Building C. Students may obtain speech and hearing evaluations and personal therapy. Call (208) 282-3495 for an

appointment. Full-time ISU students receive a discount of 50% on any costs associated with a diagnostic evaluation. Costs begin at approximately \$30. It is suggested that students call ahead to determine actual costs and services available.

13. Dental Hygiene Clinic: Located on campus at the corner of South 8th Street and Martin Luther King Jr. Way. Students registered full-time can receive dental cleaning services for \$19. Dental filling, teeth and gum cleaning is also available to students starting at \$20 and up. Students may call (208) 282-3282 for an appointment.
14. Students Community Service Center: Located on the main floor of the PSUB. Their number is (208) 282-4201. Linda Burke is the Director. The Center coordinates volunteer activities within the Pocatello community for those students wishing to enhance their education with these types of volunteer extracurricular activities. Campus student groups may earn funding for volunteer community service work. The student volunteer coordinators for the 2006- 2008 school year are Jamie Dewey, telephone number (208) 282-4522, Rebecca Stalder, telephone number (208) 282-3494, and Jordan Elliott, telephone number (208) 282-4522.

Section XI

Campus Recreational Services

1. The Earl R. Pond Student Union Building (PSUB): A gathering@ location for a variety of campus activities. In addition to the Games Center, there is an Arts and Crafts Center, Program Board, film theater, photocopy service, check cashing, automatic teller machines, a variety of food services, a bookstore, Bengal Barber Shop, Early Learning Center, student organization meeting rooms, U.S. Post Office, and University newspaper The Bengal@, located in the PSUB, to mention a few. Call the Information Desk at (208) 282-2700 for more information.
2. C.W. Hog: This is the Cooperative Wilderness Handicapped Outdoor Group. Located in the PSUB (lower level). Their number is (208) 282-3912. This nationally known program provides recreational activities to people who have handicaps. The emphasis is placed on assisting individuals with disabilities to enjoy and participate in snow and water skiing, river rafting, and other outdoor fun. This volunteer group invites persons without handicaps to get involved as well. Enjoy Idaho!
3. ISU Outdoor Program: Located in the PSUB (lower level). Their number is (208) 282-3912. Dana Olson-Elle is the Director. This is a unique student service which allows ISU Students to learn and enjoy the outdoor recreational resources of the Intermountain West. Skiing, kayaking, white water rafting, backpacking, and outdoor survival workshops are a few of the activities available.
4. Wilderness Rental Center: Located in the PSUB (lower level). Their number is (208) 282-2945. Brian Hetrick is the Director. The Center provides students the equipment and support items necessary to get personally involved in many outdoor adventures. Rent skis, boots, poles, white water rafts, oars, life jackets, backpacking equipment, etc., at reduced prices for students.
5. Reed Gymnasium/Campus Recreation: Located on Martin Luther King Jr. Way across from the RFC Complex. Their number is (208) 282-2252. Offers a multitude of exercise facilities at no cost to full-time students: swimming, basketball courts, racquetball courts, climbing wall, tennis courts, indoor running track, weight rooms, sauna bath, steam room, aerobic classes, and much more. Check it out! Reduce the stress!
6. ASISU Intramural Program: Available to all ISU College of Technology students. **Team** and **individual** sport competition as well as **Co-Ed** leagues are open to students both semesters of the school year. Call Shelby Williams, Director, at (208) 282-3516. for information. There are noon leagues specifically designed for College of Technology students! Go to Reed Gym to

inquire about current intramural activities.

7. The PSUB Recreation Center: Located in the PSUB (lower level). Includes a nine lane bowling alley, billiard tables, table games, and a large variety of video and pinball machines. The bowling alley has equipment available for rent. Call (208) 282-3335 for information on the Games Center.

Section XII Traffic and Parking

NOTE:

Parking at ISU is a privilege which is revocable for cause! Please refer to the ISU parking web address at <http://www.isu.edu/pubsafe/parking/parkregs.html>

1. Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2515 or 282-2625.

Cost: General Lot: \$45/year or \$35/semester
Reserved Lot: \$85/year or \$50/semester
Reduced fee \$25/year or \$15/semester at Holt Arena only
Free parking on northern end of Holt Arena only
2. Students may park **only** in the area their parking decal designates. Students at the ISU College of Technology **may not park in the Cosmetology Patron parking spaces**. The parking meters at the RFC are reserved for visitors and new applicants coming to inquire about school. Students are **NOT PERMITTED** to park in metered spaces. Students should become aware of the new ISU towing policy which became effective in January 1997. Any vehicle will be towed at owner=s expense when vehicle accumulates \$50 in citations!
3. Any traffic tickets or resulting fines owed the University must be paid or students= transcripts, certificates, and/or associate degrees will **not** be released upon completion of their training program. In addition, registration for the next term will **not** be permitted until the fines and other financial obligations are paid or proper arrangements are made **by the student**.

Section XIII Transportation

1. ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including: Rexburg, Rigby, Idaho Falls, Shelley, Blackfoot, Twin Falls, and Burley. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460. Terry French is the Program Supervisor.
2. Pocatello Regional Transit (PRT): Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. PRT provides

transportation services within the metropolitan Pocatello vicinity. Student discounts are available; 304 each way, \$12 monthly, or \$42 per semester. The manager of PRT is Ron Binggelli.

NOTE: Pocatello Regional Transit provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10 minute basis during the school day and it=s free of charge!

Section XIV Graduation

NOTE:

Students should refer to their training program curriculum to determine eligibility for a Certificate and/or Associate of Applied Science degree being awarded at graduation ceremonies.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Applications for graduation are available in the Student Services office. The application should be completed and left with the graduation clerk. There is a graduation/diploma fee of \$20. Students do not graduate unless they apply for graduation.

The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May. ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a *once in a lifetime* experience and an opportunity for family and friends to honor the graduate. If a student is unable to attend the graduation exercise, the student's diploma will be mailed in the diploma cover to the address recorded as the *diploma address*.

Royal-T Papers is the official ISU supplier for caps, tassel, and gown rental at \$26. Students must return the gown but may keep the cap and tassel. Graduation garments must be ordered in advance. Other graduation supplies (graduation announcements, party invitations, thank you notes, etc.) can also be ordered from Royal-T Papers. All students who apply for graduation will receive a packet from Royal-T Papers containing information regarding commencement and for placing orders for graduation supplies and cap and gown rental. Contact Linda Martin in the Student Services office at (208) 282-2977 for additional information.