

Idaho State
UNIVERSITY



COLLEGE OF TECHNOLOGY

DENTAL LABORATORY TECHNOLOGY
STUDENT HANDBOOK

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Dental Lab Technology Student Handbook
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DENTAL LABORATORY TECHNOLOGY SECTION I

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 Dental Laboratory Technology program. The information in this handbook is meant to supplement the Idaho State University Bulletin and Official Student Code of Conduct.

** For additional information see Idaho State University's web page at, www.isu.edu , or the I.S.U. College of Technology at, www.isu.edu/ctech

II PROGRAM ADMINISTRATION

The Dental Lab Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Vocational Education and is approved by the State Board of Education.

**Dean, College of Technology
Chair, Health Occupations
Program Coordinator**

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“THIRD PARTY COMMENTS -Commission’s policy on “Complaints.”

The institution and the program have to be in compliance of Commission Standards and policies. These questions can be directed to **the Commission on Dental Accreditation at 211 E. Chicago Avenue Suite 1900, Chicago, IL 60611-2678. Main 313-440-2915`fax 312-440-2915.**

III PROGRAM DESCRIPTION

The Dental Laboratory Technology Program operated by Idaho State University is conducted under the guidance of the Idaho State Division of Professional and Technical Education.

The trained laboratory technician is a highly skilled artisan who works in cooperation with licensed dentists with the ultimate goal of maintaining and improving a patient's dental health, function and/or esthetics. The dental technician is an integral part of the dental health team and can, through his/her knowledge and developed skills, find the dental laboratory vocation a rewarding career suitable for both young and mature men and women. His/her vocation is involved with the fabrication of dental restorations, corrective appliances, or any device the licensed dentist might place in the mouth of a patient.

The trained dental laboratory technician may work either in a dentist's office, commercial laboratory, or

for himself/herself as owner-operator of his/her own dental laboratory. It is in the laboratory that precision

dental appliances are constructed in accordance to the prescription of the dentist. The dental technician deals directly and solely with the dentist.

The employment opportunities for the dental technician are many and varied. Due to the growth of dental prosthodontics, the employment as a specialist in the areas of complete dentures, crown and bridge, partial dentures, orthodontic appliances, and ceramics has grown. The experienced dental technician may consider being self-employed, or perhaps become a dental sales representative. Salaries widen as experience is gained.

IV PHILOSOPHY OF THE IDAHO STATE UNIVERSITY DENTAL LABORATORY

Within the field of Dental Laboratory Technology there are five basic specialties: crown and bridge, ceramics, dentures, partials, and orthodontics. In each of these specialties there are many levels of dental technicians. There are many dental laboratory programs throughout the United States that instruct in only one of these specialties, and this is usually a six- to a nine-month program. The program at Idaho State University is two years in length.

The DLT program at Idaho State University is different from most others, with the exception of the other American Dental Association accredited programs (ADA). The ADA specifies that the school will instruct in basic laboratory techniques in each of the five dental laboratory specialties. In addition, the school must also instruct in *two* or more specialties at a depth and scope beyond the basic technique level.

ISU strives to instruct at a higher scope and depth in three areas: Crown and Bridge, Ceramics and Denture specialties. The dental laboratory curriculum also reflects the interrelationship of general studies, physical sciences and dental sciences.

Dentistry is changing in materials, techniques, and new products at a speed that is nearly impossible to keep up with. In addition, dental schools (dentists) are teaching fewer laboratory-related techniques and in some cases significantly limiting the scope of laboratory education, e.g., dentures, partials. It is important that the technician today not only be a highly skilled craftsman but also highly knowledgeable in many other related subjects. Through the expanded knowledge and skills gained in the five specialties and with the understanding of the interrelationships and other technical aspects, the students will be better equipped to be tomorrow's production technicians, department heads, managers, owners, and master technicians.

V ACCREDITATION

ADA (American Dental Association):

ACCREDITATION STATEMENT: *The program in dental laboratory technology is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval (without reporting requirements). The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611.*

The American Dental Association (ADA) accreditation standard goals for all ADA accredited Dental Laboratory Programs states, "The dental laboratory curriculum shall prepare students to perform basic or

general techniques and procedures in all aspects of dental technology." Accreditation Standards (Dental Laboratory Technology Education Programs, paragraph 5.1)

The curriculum shall also prepare students to perform competently in one or more of the following disciplines or specialties to assure that graduates can function effectively in a variety of employment settings: Complete Denture Prosthodontics, Removable Partial Denture Prosthodontics, Fixed Prosthodontics (Crown and Bridge), Ceramics, and Orthodontics/Pedodontics.

VI. PROGRAM GOALS AND OBJECTIVES

The goal in the Dental Laboratory Technology Program at Idaho State University, College of Technology, is to exceed the ADA standards by training students for proficiency in three of the five specialties: Complete Denture Prosthodontics, Fixed Prosthodontics (Crown and Bridge), and Ceramics.

CDT/RG Exam Results and Employment Rates

The following information represents the CDT exam and graduate placement results of past Dental Laboratory Technology students.

EXAM PASS RATE	2006-2007= 100%
Exam pass rate	2005-2006= 100%
Graduate placement	100%
Graduate placement	100 %

VII. ADMISSION REQUIREMENTS

ISU DENTAL LAB ADMISSIONS REQUIREMENTS

COMPASS TEST: Writing 68, Math/pre-algebra 38, Algebra 47 **OR** an **ACT** score of 19 in Math and 20 in English. Lower scores may require remedial classes.

SEE STUDENT SERVICES FOR COMPLETE INFORMATION.

Applicants are encouraged to spend 4 hr., at a minimum of observation in a dental laboratory(s)

**All applicants are encouraged to have an informational interview with the Dental Lab Technology Coordinator for pre-admission advising prior to acceptance into the program.*

All applications are required to have a second interview with Dental Lab Program Coordinator in July.

After the interview students are required to take the following tests

- *Practical exam -Hands on examination (1 hour)*
- *Industrial psychological Exam.- A test that covers five skills and characteristics critical To success on the job. The battery measures: Dexterity (hand eye coordination), Dimension (object visualization) and NPF stress tolerance).*

Total test time is approximately 30 minutes

Total Testing times 11/2 HOURS

Students who are required to retake a DLT class must petition through the Student Services Office. Re-enrollment will be on a space available basis only, see grading policy, curriculum, and course descriptions.

Enrollment date: August-Fall Semester

Registration fees: Paid every August, January and May.

Further information may be obtained from the ISU College of Technology Student Services Office at (208) 282-2622.

American Disabilities Act Statement

“Our program is committed to all students achieving their potential. If you have a disability or think you have a disability (physical, learning disability, hearing, vision, psychiatric) which may need a reasonable accommodation, please contact the ADA & Disabilities Resource Center located in Gravelly Hall, Room 123, 282-3599, as early as possible.” It is the responsibility of the student to bring it to the attention of the faculty. Accommodations will not be made retroactive. (Do not wait until the end of the semester to tell someone.)

VIII CURRICULUM

The program consists of five semesters, four full (16weeks) plus two 8-week summer semesters.

Upon completion of the program an Associate of Applied Science degree in Dental Laboratory Technology is available to the student. A minimum of 85 credits is required for the Associate of Applied Science degree in Dental Laboratory Technology, 6 semesters, (F1, Sp1, SI, F2, Sp2, S2).

Those wishing to complete a Bachelors of Applied Technology (BAT) degree should contact ISU, College of Technology, Student Services at 236-2262.

IX PROGRAM POLICIES

A. ATTENDANCE POLICY

Students are expected to attend every class on time. Positive attendance accounting will be maintained by each instructor; attendance will be taken A.M. and P.M. An absence in the A.M. or P.M. will be counted as an absence for the entire day. Serious illness, hospitalization, and other such emergencies may be taken into account by faculty when evaluating absences.

Every student is expected to attend class on a daily basis. It is also expected that the student will make prior arrangements so that a job, child care, anticipated medical treatments, etc. will not interfere with any class during the normal class day. Doctor's notes are **not** considered valid excuses for absence.

To make up any absence, the permission of the instructor is required. The student is responsible for all assignments during the student's absence. It is the responsibility of the student to contact the instructor concerning make-up of absences. The third absence will result in a final grade reduction of 10 percent per course. Each additional absence results in an additional 5 percent deduction.

1. Make-Up of Absence

A written report or project of the subject matter missed or a special assignment over some appropriate topic, to be determined with instructor approval. Reports or projects will be scheduled on a specified date and time. Reports/assignments will be graded for subject content, appropriateness, depth and scope, and demonstrated knowledge. Late reports/assignments will not be accepted. The length of the paper will be a minimum of three pages of text for the first absence to be made up. Each additional day of make-up, five pages per day are required. **(See above and term paper guidelines under grading).** Not more than five days of make-up will be permitted in any given semester.

2. Tardy

Tardy means arriving late to class. Tardiness is defined as an excess of 10 minutes late. Students must be in class or lab throughout the day unless assigned elsewhere by instructor. Three (3) tardies will equal one (1) absence.

3. Exceptions:

Summer session courses DLT 115, 150, 151, 152, 153, 154 & 155; Spring semester 273, 274 & 277 allow only one absence without grade reduction (see above).

DLT 267, no absence is permitted. **Being absent or leaving early will result in an unsatisfactory/failing grade.**

4. Super clean:

Failure to participate in super clean will result in a 5 percent grade reduction in each lab class of that semester.

GRADING POLICY

1. General Education Courses

Students must maintain a "C" or better in all course work each semester! Failure to maintain a "C" (70%) will stop your progress in the Dental Laboratory Technology Program. (See Promotion and Advancement)

2. DLT Lecture Courses

General Grading Policy: Students are expected to be here for every test. Maximum make-up test grade is 70 percent. **Students will be required to maintain a minimum grade of "C" in all course work.** A final grade of a 69 percent (C-) or lower will require the student to retake the course before proceeding (see course prerequisites under course descriptions). Failure to take the final examination will result in a grade of "F" regardless of what the previous grades have been. Arrangements to take the final examination, or tests, other than the scheduled time is at the discretion of the instructor. **Class notebooks (notes) are required, and count toward the final grade, see individual course syllabus. Class participation accounts for a percentage of the final grade, see course syllabus.**

a. Quizzes and Tests

1. **Tests** will be given periodically throughout each session. Adequate advance notice will be provided.
2. Quizzes may be given at any time and without notice. . A good guideline is one quiz per week or chapter, per subject.
3. All quizzes, tests, and exams will be written in black ink, blue ink, or lead pencil as necessary. If a quiz, test, or exam is written in colored ink or pencil, other than specified, it will not be graded.
4. Point values will vary, see individual course syllabi. **b. Term Papers**

Failure to follow the required guidelines will result in term papers not being graded.

Term papers are to be typed with one-inch margins, double-spaced, font size #12. The paper will include a title page, a table of contents, annotated foot notes at the bottom of each page (Chicago Style), and a bibliography page at the end of the paper. Graphs, pictures, diagrams, etc. are highly recommended but do not count towards the minimum number of pages. The title, table of contents, and bibliography pages will not count towards the minimum number of pages.

Term papers will utilize a **minimum of three outside sources. Textbooks are not to be used.** Supplemental sources i.e., Periodicals, Journals, or the Internet may be used, but a minimum of two reference texts must be used, i.e., Rumford and Ash is recommended as a reference. *If a supplemental source is used, a copy of the entire article must be included with the paper along with the Internet address.* Grading will be based upon content, grammar, punctuation.

Handwritten papers will not be accepted. Each term paper is to be clean and put in a folder.

** For DLT 113, the topic is “**Occlusion,**” and the term paper is to be a minimum of 15 pages. Although the general topic is occlusion, students are required to speak with the instructor for approval and submit an outline of their specific focus on the paper before beginning. This paper is not to be started until the eighth week. See your instructor before starting the paper.

In DLT 153, the topic is “Removable Orthodontic Appliances,**”. An outlined subject must be approved by the instructor. It must be a minimum of 12 pages. See your instructor before starting the paper.

Plagiarism will be taken very seriously papers will be checked using plagiarism softwear.
See ISU and DLT student handbook.

Due Dates; Term papers not turned in on the assigned date will receive a 15% penalty for the first day, 10% the second day, and for each day thereafter. After five days late the papers will not be accepted. Extra credit papers will not be accepted late.

3. DLT Lab Courses

Students will be required to maintain a minimum grade of "C" or better in all course work, including general education courses for graduation from the DLT program. A final grade of 69 percent (C–) or lower will require the student to retake the course before proceeding (see course prerequisites under course descriptions). All lab work will be turned in for a grade, accompanied by an evaluation sheet. (Project evaluation sheets and all steps will be graded by the instructor.) **Any step not graded in proper sequence will receive a grade of “0.”** Evaluation sheets will be turned in at the end of semester for recording and compiling of grades. All projects must be completed, graded and the grade sheets turned in no later than noon on the date due.

*DLT 267 & 285 will be a satisfactory (S) unsatisfactory (U) grade. More information on grading is contained in each course syllabus

Late projects require the approval of the instructor to be considered for a grade. If accepted late, the grading will be as follows: any project received late within one day will receive a 10 point reduction. For each additional day a project is late (or any portion of the day) there will be a five point reduction per day. If prior approval is not granted, projects that are not completed / graded on or before the due date will not be accepted for a grade and will be averaged in as a “0”. See the specific syllabi (i.e. DLT 112, DLT 114).

- a. Extra credit projects are available. These will be additional projects and will be graded and averaged as a regular project. Students must see instructor for project details and due date.

94-100	A	80-82	B-	66-67	D+
90-93	A-	76-79	C+	63-65	D
86-89	B+	70-75	C	60-62	D-
83-85	B	68-69	C-	0-59	F

C. MISCELLANEOUS

1. Instruments/Books/Etc.

Students will need text books and lab instruments during class and lab times on a daily basis.

2. Homework

Students are expected to use outside time for the study of subject matter of each course.

3. Pregnancy

Some chemicals, primarily polymethylacrylates monomers (plastics), may not be in the best interest of the unborn child. It is essential that you consult your obstetrician.

4. Children

No small children are to be brought into the lab classroom during class hours.

5. Health Insurance

Students are required to have and maintain the ISU student health insurance or a private equivalent during enrollment in the DLT program.

6. Petitions

Petitions are only a request for a student to deviate from normal procedures or requirements. Petitions are judged on a case-by-case basis.

7. Letters of recommendations for students will not be given due to the appearance of a conflict of interest. Exception: Letters for scholarship purposes.

8. Conflict resolution

Problems of any nature will first be brought to the attention of the instructor and program coordinator. They will seek assistance for a student. If a student feels the need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a counselor from College of Technology Student Services (282-2622), Health Occupations Department Chair, (282-4370). Any issues related to curriculum or course content may also be addressed to the American Dental Association (1-800-621-8099 x 2675).

9. Cellular phone, and radios etc., are not allowed during class, or lab hours, not even with head phones.

D. PROGRAM HOURS AND BREAK TIMES

Fall & Spring

Classes are held six hours per day, five days per week. Class time starts at 8:00 a.m. and ends at 3:00 p.m.; lunch is from 12:00 to 1:00 p.m. A break is available at 10:00 to 10:20.

Summer hours:

8:00 a.m. to 3:00 p.m. Lunch: 12:00 p.m. to 1:00 p.m.

Break, 10:00 to 10:20

E. PROMOTION AND ADVANCEMENT

*The DLT program does **not** have advanced placement. Any advanced standing in regards to the general education requirements is at the discretion of the Idaho State University Admission Office/Student Services. All courses from one semester or summer session are prerequisite to the next semester or summer session. Students must complete each course within the curriculum with a grade of "C" or better within the scheduled sequence. If a student earns a grade of less than "C" in any required class, that student must repeat the course before advancing within the curriculum. (See Grading Policy, General Education Courses).*

X BOOK, TOOL LIST, AND CLASS FEE'S

* Note: Prices are subject to change at any time without prior notification.

** The purchase of printed material (handouts) may be required. The vendor currently is Kinkos. All applicable classes will be announced and the cost is expected to be minimal.

DLT Books: 1st Year, Fall Semester

DLT 111	Oral Anatomy Tooth Morphology: <i>Illustrated Anatomy of the Head and Neck</i> by Febrenbach & Herring	\$48.00
	Air Force Manuals (3) as follows:	
	<i>Dental Laboratory Technology, Basic Science,</i>	Vol. I \$70.00
	<i>Removable Prosthetics,</i>	Vol. II \$70.00
	<i>Fixed and Special Prosthodontics and Orthodontic Appliances,</i>	Vol. III \$70.00
	<i>American Heritage Dictionary</i>	\$6..00
DLT 112	Dental Anatomy Laboratory:	
DLT 113	Occlusal Concepts/	
DLT 114	Occlusion Laboratory: <i>Removable Prosthodontics Techniques</i> by Sowter	\$45.50
	<i>Fixed Restorative Techniques</i> by Murray & Sluder	
DLT 115	Applied Dental Chemistry and Physics:	

DLT Books 1st Year, Spring Semester

DLT 131	Crown and Bridge Concepts: <i>Metal Ceramic Technology</i> by Naylor	\$72.00
	* <i>Fixed Restorative Techniques</i> by Murray and Sluder	*
	* <i>Fixed and Special Prosthodontics and Orthodontic Appliances, AFM Vol. III</i>	*
	* <i>Basic Cast Restoration</i> by Ney	*
DLT 132	Crown and Bridge Techniques: * <i>Fixed Restorative Techniques</i> by Murray and Sluder	*
	* <i>Fixed and Special Prosthodontics and Orthodontic Appliances, AFM Vol. III</i>	*
DLT 133	Complete Denture Principles	*
DLT 134	Complete Denture Techniques: * <i>Removable Prosthodontics Techniques</i> by Sowter	*
	* <i>Removable Prosthetics, AFM Vol. II</i>	*
DLT 135	Restorative Dental Materials by Robert G. Craig	\$100.00
	General Education Class/es of Choice	

DLT Books 1st Year, Summer Session

DLT 151 Removable Partial Denture Concepts
 DLT 152 Removable Partial Denture Techniques:
 **Removable Partial Denture Design*, 4th ed. by Krol \$80.00
 **Removable Prosthodontics Techniques* by Sowter *
 **Removable Prosthetics*, AFM Vol. II *

DLT 153 Concepts of Orthodontic/Pedodontic

DLT 154 Orthodontic/Pedodontic Treatment:
 **Fixed and Special Prosthodontics and Orthodontic Appliances*, AFM Vol. III *
 ***Videos are available at our library on different types of Orthodontic Appliances.**
 ***Handouts from instructor.**

General Education Class/es of Choice Variable

DLT Books 2nd Year, Fall Semester

DLT 263 Removable Prosthodontic Concepts

DLT 264 Removable Prosthodontic Techniques:
 **Removable Partial Denture Design*, 4th ed. by Krol *
 **Removable Prosthetics*, AFM Vol. II *
 **Removable Prosthodontics Techniques* by Sowter
 *

DLT 271 Porcelain Fused to metal Substructure Concepts

DLT 272 Porcelain Fused to Metal Substructure Techniques:
 **Metal Ceramic Technology* by Naylor *
 **Fixed and Special Prosthodontics and Orthodontic Appliances*, AFM Vol. III *

General Education Class/es of Choice Variable

DLT Books 2nd Year, Spring Semester

DLT 155 Professional Industrial Relations:
 Managing for Profit by Peter Stein (NADL) \$60.00

DLT 273 Fixed Ceramic Restoration Concepts

DLT 274 Fixed Ceramic Restoration Techniques
 **Metal Ceramic Technology* by Naylor *
 **Basic Cast Restoration* by Ney *
 **Fixed and Special Prosthodontics and Orthodontic Appliances*, AFM Vol. III *

DLT 277Dental Implant and Precision Attachment-An Introduction:
 Attachments and Implants Reference Manual, 6th ed. by Staubli, CDT N/C

General Education Class/es of Choice
 * Air force Manuals I,II & II must be copied at Kinko's
 * **These books have been purchased in previous semesters**

TOOLS, 1ST YEAR

<u>Quantity</u>	<u>Description</u>
1	Ultra Waxer
2 ea	# ½ Hollenbeck
1 ea	Crown Gauge
1 ea	Crown Holder, Straight
1 ea	Carver #1, PKT
1 ea	Carver, LaFriener
1 ea	Hemostat small (1 straight)
1 ea	Knife Handle #3 Bard-Parker
1 ea	Knife, #7 Green handle plaster (BDM)

<u>Quantity</u>	<u>Description</u>
1 ea	Plaster saw frame 5" pinned
1 ea	Spatula #31
1 ea	Spatula #7
1 ea	Torch, Alcohol (Plastic)
1 ea	Electronic Waxer with 1 lg. pkt and 1 red needle. 2 ultra spatula cord and handle
1 ea	Bur holder
1 ea	optivisor
1 ea	alcohol torch
1 ea	Bard parker handel with blades
1 ea	metal caliper
1 ea	wax caliper
1 ea	boley gauge
1 ea	kelly hemostat
1 ea	La Frener
1 ea	½ hollinback

Approximate Total Tools-First Year \$850.

TOOLS, 2ND YEAR

<u>Quantity</u>	<u>Description</u>
1 ea	Brush, #6 Sable (Williams Ivoclar)
1 ea	Brush, Vita, #10 (vident)
1 ea	Brush, Vita Sable #00 (vident)
1 ea	Opaque tool (Williams - Ivoclar)
1 ea	Tool, Vita Ceramic #34 Modeling Inst. A-51-158 (vident)
1 ea	Keramogrip tweezers

Second year tools \$150

CLASS FEES

A \$75.00 class / lab fee is assessed each semester (Fall of 2004)

DLT 112 \$ 75.00

DLT 132 \$ 75.00

DLT 152	\$ 75.00
DLT 264	\$ 75.00
DLT 272	\$ 90.00
DLT 299	\$100.00

XI CURRICULUM SEQUENCE -- ASSOCIATE OF APPLIED SCIENCE DEGREE

A minimum of 85 DLT credits are required for a Dental Laboratory Technology Associate of Applied Science degree (F1, Sp1, S 1, F2, SP2, S2). **The following DLT courses are required and must be taken in sequence.** *A minimum of 16 General Ed. credits are required. See ISU goal requirements.*

All course work, DLT and General Ed must be completed with a minimum of a “C” prior to enrollment in DLT 285 or 286.

1ST YEAR, FALL

DLT 111 Oral Anatomy & Tooth Morphology	4 cr.	Daily	8- 3
DLT 112 Dental Anatomy Laboratory	4 cr.	“	
DLT 113 Occlusal Concepts	2 cr.	“	
DLT 114 Occlusion Laboratory	3 cr.	“	
DLT 115 Applied Dental Chemistry and Physics	2 cr.	“	
			(15 DLT)

1ST YEAR, SPRING

DLT 131 Crown & Bridge Concepts	3 cr.	Daily	8-3
DLT 132 Crown & Bridge Techniques	4 cr.	“	
DLT 133 Complete Denture Principles	2 cr.	“	
DLT 134 Complete Denture Techniques	3 cr.	“	
DLT 135 Dental Materials	3 cr.	“	
			(15 DLT)

SUMMER SESSION I

DLT 151 Removable Partial Denture Concepts	3 cr.	Daily	8:00 - 3:00
DLT 152 Removable Partial Denture Techniques	4 cr.	“	
DLT 153 Concepts of Orthodontic/Pedodontic Treatment Appliances	1 cr.	“	
DLT 154 Orthodontic/Pedodontic Treatment Appliance Techniques	1 cr.	“	
			(7 DLT)

2ND YEAR, FALL

DLT 263 Removable Prosthodontics Concepts	2 cr.	Daily	8-3
DLT 264 Removable Prosthodontic Techniques	3 cr.	“	
DLT 271 Porcelain Fused to Metal Substructure Concepts	3 cr.	“	
DLT 272 Porcelain Fused to Metal Substructure Techniques	4 cr.	“	
DLT 267 Dental Laboratory Orientation	1 cr.	8-5 (5 days, first two weeks)	
			(13 DLT)

2ND YEAR, SPRING

DLT 273 Fixed Ceramic Restoration Concepts	3 cr.	Daily	8-3
DLT 274 Fixed Ceramic Restoration Techniques	5 cr.	“	
DLT	3 cr.	“	
DLT 155 Professional Industrial Relations	3 cr.	“	
TGE 158 Applied Job Search (Optional, but highly recommended)	(2 Cr.)	TBA	
			(14-16 DLT)

SUMMER II

DLT 285 Dental Lab Clinical Practice	5 cr.	Daily 8-5
or		
DLT 286 Dental Lab Specialty Practice	5 cr.	Daily 8-3
	(5)	

DLT 69-71 credits
General Education 16 Minimum
Total Credits 85

XII COURSE DESCRIPTIONS

***All courses must be completed with a “C” or higher for graduation. Each course may be repeated once. Failure to pass the class the second time will result in immediate dismissal from the program.**

DLT 100 Technical General Education (variable) 1-16 credits. The basic mathematical skills of fractions, decimals, percents, proportions are reviewed. Also, for technical fields, beginning algebra through the application of the quadratic equation is studied. An experiment-based science class that emphasizes development and application of equations and problem-solving techniques is taught. Communication skills, critical thinking, and basic technical writing are stressed.

DLT 111 Oral Anatomy and Tooth Morphology 4 credits. A theoretical study of the oral structures, systems and dentition. The student will study the skeletal, muscular, vascular and neural systems of the oral environment as well as terminology, tooth anatomy and general considerations.

DLT 112 Dental Anatomy Laboratory 4 credits. This laboratory course provides the student experience in waxing anatomically correct individual tooth patterns on models with removable dies.

DLT 113 Occlusal Concepts 2 credits. This course is designed to enable the student to become acquainted with various occlusal concepts and theories commonly accepted within the dental field.

DLT 114 Occlusal Laboratory Practice 3 credits. Laboratory exercises provide practice in waxing anatomically correct tooth patterns on casts with removable dies semi-adjustable articulator so that the patterns interdigitate and occlude.

DLT 115 Applied Dental Chemistry and Physics 2 credits. A lecture/lab class relating basic chemistry and physics applied to materials used in dental laboratories. Topics include, but not limited to, atomic structure, bonding, investments, gypsum materials. Properties of metals: malleability ductility, electronegativity, stress, strain, elasticity, and thermal properties.

DLT 131 Crown and Bridge Concepts 3 credits. A theory course to study various procedures for model development, waxing, casting, finishing and polishing crowns and bridges. Primarily crown and bridge and full-cast restorations. *Prereq: completion of DLT 111 & 113 with a C or better.*

DLT 132 Crown and Bridge Techniques 4 credits. A laboratory course to introduce students to various techniques in model development, waxing, spuing, investing, casting, finishing and polishing crowns and bridges. *Prereq: completion of DLT 112 & 114 with a C or better.*

DLT 133 Complete Denture Principles 2 credits. This theory course introduces the student to the general principles and procedures involved in the fabrication of complete dentures. *Prereq: completion of DLT 111 & 113 with a C or better.*

DLT 134 Complete Denture Techniques 3 credits. A laboratory course designed to provide experiences in laboratory procedures used in the fabrication of complete dentures. *Prereq: completion of DLT 112 & 114 with a C or better.*

DLT 135 Dental Materials 3 credits. This theory course describes the uses, characteristics, properties, manipulation, reactions and technique variables that affect the desired properties of commonly used dental materials. *Prereq: completion of DLT 115 with a C or better.*

DLT 151 Removable Partial Denture Concepts 3 credits. This lecture course covers the broad aspect of removable partial dentures from identification of parts of frameworks and completed dentures to classifications, concepts of survey and design, duplication, waxing, casting, finishing and polishing using chrome cobalt alloys. In addition, tooth arrangement, processing and other considerations are covered. *Prereq: completion of DLT 131, and 133 with a C or better.*

DLT 152 Removable Partial Denture Techniques 4 credits. This laboratory course offers the student experience in surveying, duplication, waxing, casting, finishing and polishing frameworks. *Prereq: completion of DLT 132 & 134 with a C or better.*

DLT 153 Concepts of Orthodontic/Pedodontic Treatment Appliances 1 credit. This lecture course is designed to enable the student to acquire the knowledge necessary to perform the varied laboratory procedures in the fabrication of orthodontic/pedodontic appliances. *Prereq: completion of DLT 131, 133 & 135 with a C or better.*

DLT 154 Orthodontic/Pedodontic Treatment Appliance Techniques 1 credit. This laboratory course will provide experience in wire bending and contouring necessary for the fabrication of removable appliances. *Prereq: completion of DLT 132 & 134 with a C or better.*

DLT 155 Professional and Industrial Relations 2 credits. Covers a variety of topics necessary to the understanding and comprehension of the relationships between the dental profession and dental laboratory industry. Topics include history, education, recognition programs. Ethical and legal aspects are covered as well as the work environment and infection control. The dental health team concept is covered also. *Prereq: completion of DLT 131, 132, 133, 134, & 135 with a C or better.*

DLT 263 Removable Prosthodontics Concepts 2 credits. This theory course is a continuation of DLT 133 and 151. Topics covered deal with different types of removable prosthodontic appliances, complete denture to partial denture, plastic vs. porcelain teeth, overdentures, and repairs among other topics. *Prereq: completion of DLT 133, 151, 153 & 155 with a C or better.*

DLT 264 Removable Prosthodontic Techniques 3 credits. This laboratory course covers different types of denture cases, tooth arrangements, immediate dentures, repairs and relines. *Prereq: completion of DLT 152, 154, & 155 with a C or better.*

DLT 267 Dental Laboratory Orientation 1 credit. This course will consist of visits to different laboratories to observe dental technology in the real world, dental lab environment. Prereq: completion of DLT 111 through 155. Grading based upon satisfactory / unsatisfactory. ***Insurance required.**

DLT 271 Porcelain Fused to Metal Substructure Concepts 3 credits. This is a lecture course designed to give the student an understanding of the requirements of porcelain fused to metal substructure design in single copings, bridge construction, combination crown and bridge- porcelain cased, and in the use of stress breakers (semi-precision attachment). *Prereq: completion of DLT 131, 135 & 155 with a C or better.*

DLT 272 Porcelain Fused to Metal Substructure Techniques 4 credits. This is a lab course designed to give the practical hands-on experience of fabricating P.F.M. substructures of different design requirements. The projects completed in this course will be used to fabricate the P.F.M. projects for DLT 274. *Prereq: completion of DLT 132, 135 & 155 with a C or better.*

DLT 273 Fixed Ceramic Restoration, Porcelain Concepts 3 credits. This is a lecture course in the porcelain phase of porcelain fused to metal restoration and also, all porcelain (no metal) jacket crowns, veneers, inlays and onlays. *Prereq: completion of DLT 135, & 272 with a C or better*

DLT 274 Fixed Ceramic Restoration, Porcelain Technique 4 credits. This is a lab course in the porcelain phase of porcelain fused to metal restoration and also all porcelain (no metal) jacket crowns, veneers, inlays and onlays. *Prereq: completion of DLT 135, & 272 with a C or better*

DLT 285 Dental Laboratory Clinical Practice 5 credits. This course is an on-site dental laboratory experience designed to provide the student with an actual workload and environment. The requirements of this course may also be met through actual employment. All necessary evaluation procedures must be followed. **Insurance required. *Important! *The student must be enrolled and participating in DLT 285 either in a clinical practice environment or as an employee of a dental laboratory. If the student is not fulfilling the requirement of DLT 285 hours or not enrolled in DLT 286 a grade of F will be given to the respective students.*** *Prereq: completion of DLT 263, 264, 267, 271, 273 & 274 with a C or better. Grading based upon satisfactory / unsatisfactory.*

DLT 286 Dental Laboratory Specialty Practice 5 credits. This course is a practical laboratory experience designed at ISU to provide the student the opportunity to apply the knowledge and skills learned in the formal portion of the program. This course may be taken in lieu of DLT 285 with the instructor's approval. *Prereq: completion of DLT 263, 264, 273 and 274 with a C or better and permission of the instructor.*

DLT 299 Advanced Directed Studies 1-8 credits. Designed to meet specific needs of the student through individual work under faculty guidance. Instructor permission is required.

If General Ed courses are not available during 8-9 a.m. They must be taken at noon or after 3:00 p.m.

*** Students who demonstrate adequate academic skills to succeed in the occupational content courses of the program will be given an "S" grade for DLT 100 and will not be required to attend this course. See Student Services.**

General Education Requirements: The Twelve Goals

Goal 1 and/or 2	6 credits	(English 101, 102)
Goal 3	3 credits	(Math)
Goals 1-12	4 credits	
Goals 6,7, 9, 10A, 11, 12	3 credits	(Humanities)
Goal 1: Engl 101 (can bypass if ACT English score is 25-27)		3 cr.

Engl 102 (must complete with a C- or higher to receive AAS degree) 3 cr.

Goal 2:

Comm 101 2 cr.

Goal 3:

Math 123 3 cr. Math 130 4 cr. Math 170 4 cr.

Math 127 3 cr. Math 160 4 cr. Math 253 3 cr.

Goal 4:

Biol 100 4 cr. Biol 202, 202L 4 cr. Biol 203, 203L 4 cr. Biol 205 4 cr.

Goal 5:

Chem 100 4 cr. Geol 101, 101L 4 cr. Phys 100 4 cr.

Geol 100 4 cr. Geol 115 4 cr. Phys 152, 153 4 cr.

Another means to satisfy this goal is to take one sequence from the following:

Chem 101-101 10 cr. Phys 111, 112, 113, 114 8 cr.

Chem 111-112 9 cr. Phys 211, 212, 213, 214 10 cr.

Goal 6:

Amst/Musc 106 3 cr. Art 102 3 cr.
 Amst/Art Appreciation 3 cr. Engl/Thea 12 3 cr.
 M C 210 3 cr. Musc 100 3 cr/ Art 100 3 cr.

PE 201 3 cr. Art 101 3 cr. Thea 101 3 cr.

A student may elect to take both of the following courses to satisfy goals 6 and 7:

Hum 101 3 cr. Hum 102 3 cr.

Goal 7:

Engl 110 3 cr. Engl 115 3 cr. Engl 257 3 cr. Engl 258 3 cr.

Goal 8:

Phil 101 3 cr.

Goal 9:

Amst/Hist 111 3 cr. Amst/Hist 112 3 cr. Amst 200 3 cr.

Goal 10A:

Anth 237 3 cr. Amst/Anth 238 3 cr. Lang 207 3 cr. Hist 101 3 cr.

Hist 102 3 cr. Hist 251 3 cr. Hist 252 3 cr. Hist 254 3 cr.

Hist 255 3 cr.

Goal 10B:

Anth/Shos 101-102 8 cr. Fren 101-102 8 cr. Germ 101-102 8 cr. Lang 101-102 8 cr.

Latn 101-102 8 cr. Russ 101-102 8 cr. Span 101-102 8 cr. Fren 201-202 8 cr.

Germ 201-202 8 cr. Lang 201-202 8 cr. Russ 201-202 8 cr. Span 201-202 8 cr.

Goal 11:

Econ 100 3 cr. Econ 201 3 cr. Econ 202 3 cr. Amst/Pols 101 3 cr.

Goal 12:

Anth 100	3 cr.	Psyc 101	3 cr.	Psyc 102	3 cr.	Soc 101	3
Soc 102	3 cr.					cr.	

XIII STUDENT CODE OF CONDUCT, Rights Responsibilities and Judicial Structure.
(See Idaho State University Student Handbook -- This list is not all inclusive).

A. CONDUCT IN THE CLASSROOM
UNACCEPTABLE BEHAVIOR

1. Disruptive Behavior in Classrooms and Laboratories

Control of the order and direction of a class or laboratory, as well as the scope and treatment of subject matter, rests with the individual faculty member. Disruption of the classroom is forbidden. Each student has the obligation to respect the rights of others in the maintenance of classroom order and in the observance of courtesy. The faculty member has the right to request that a student leave the classroom, to remove a student from the course or to give a reduced grade in cases of disruptive classroom behavior.

2. Academic Dishonesty: Dishonest conduct is unacceptable. In cases of academic dishonesty, such as cheating or plagiarism, students will be dismissed from class, given failing grades or otherwise disciplined by the faculty member. Before students are allowed to repeat the course, they must submit a petition to, and obtain approval from, the Scholarship Requirements Committee or the designated official of the college having jurisdiction over the course. Faculty members are responsible for deciding academic dishonest cases which occur in their classes, except when a case involves additional violation of University policies. Such other violations may be resolved under the Student Code of Conduct, Rights, Responsibilities and Judicial Structure or other applicable procedures.

DISHONESTY - Any dishonest/illegal acts by the student towards faculty/staff, the University, or any student within the jurisdiction of Idaho State University will receive a grade of "F" for all courses of that semester whether it is the first day of class or the day of graduation.

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.

B. STUDENT CODE OF CONDUCT

1. Under the general heading of dishonesty, the following are specifically prohibited:
 - a. Falsification of documents
 - b. Misuse of University documents as (a) above
 - c. Telephone misuse
 - d. Computer misuse

2. Under the general heading of inappropriate behavior, the following are specifically prohibited:
 - a. Harassment in any form i.e., sexual, hazing, physical, etc.
 - b. Theft

LAB REGULATIONS

1. Students' conduct is expected to be that of adults attending a college with a will to learn.
2. Disruptive individuals and/or sleepers will be asked to leave class.
3. Lab/Practical time is to be devoted to productive, supervised hands-on practice of manipulative skills.
4. Competencies are to be designated by the instructor.
5. Conduct in the lab is to be professional at all times. Inappropriate behavior can result in the suspension from class. Make-up work resulting from a suspension must be completed during regular lab time.
6. Tobacco will not be allowed in the lab area at any time.
7. Public telephones are available near Culinary Arts (in the hall across from the elevator) and near Cosmetology. Calls from the DLT program telephone are to be only for school (program) business. Incoming calls are for emergencies only.
8. Cellular phones are to be turned OFF during class hours.
9. Long hair is to be tied back, or rolled up (male or female).

D. LAB EQUIPMENT

1. Lab materials and equipment are the responsibility of each student. Missing or damaged lab supplies and/or equipment will be replaced at the expense of the responsible party. Supplies and/or equipment are to be used in the program facility only.
2. School equipment, tools and supplies cannot be checked out for any reason.
3. Student use of lab equipment is for school projects only.

THE EQUIPMENT AND TOOLS IN THE LABORATORY, LATHES, GRINDERS, KNIVES AND CARVING INSTRUMENTS, CAN BE DANGEROUS. IF YOU HAVE ANY DOUBTS ABOUT THEIR PROPER USAGE, STOP AND ASK FOR ASSISTANCE.

LAB COATS ARE PROVIDED. CLEAN COATS ARE TO BE WORN AT ALL TIMES IN THE LAB. THEY ARE TO STORED IN YOUR LOCKER, NOT ON THE BACK OF YOUR CHAIRS.

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 non-traditional scholarships for women and men interested in pursuing non-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:

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.

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 affect 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.

Section VIII 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

Must demonstrate financial need.

Must have realistic resources for loan repayment.

Must be in good standing (conduct, financial) with ISU.

Must have a minimum 2.00 GPA (some exceptions are made).

Must be currently enrolled in a regular, full-time program at ISU.

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>
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 Gravely 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 {ristupa 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 on 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, Baby U, and Latch 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!
2. 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; 30¢ 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.