

Idaho State

UNIVERSITY

College of Technology

Energy Systems Technology &
Education Center



Student Handbook



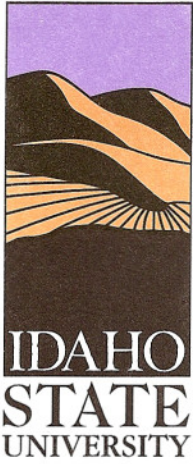
The information in this Handbook is available in alternative formats including large print and audiotape.

Students may contact:

ADA & Disabilities Resource Center
Rendezvous Complex, Room 125

if they have questions on accommodations for disabilities.

Phone: 282-3599 (TDD or Voice)



**College of
Technology**

921 South 8th Avenue,
Stop 8380
Pocatello, Idaho
83209-8380

Dear ISU College of Technology Student:

Congratulations on your decision to pursue your education through the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to extend a warm welcome and best wishes for your educational endeavors. The College of Technology is one of seven colleges on the Idaho State University campus designed to meet the needs of students, businesses, and industries.

The ISU College of Technology faculty and staff are pleased that you have decided to become a part of the largest, most comprehensive, postsecondary technical institution in the state of Idaho. You also belong to a college that offers certificates, associates, bachelors, and graduate degrees in both technical and academic programs.

Amid the excitement of enrolling in the College of Technology, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact any of the individuals listed in this handbook. Idaho State University employees want to see *you* succeed and will be happy to assist you.

We are happy to have you here!

Sincerely,

A handwritten signature in cursive script that reads "Marilyn E. Davis".

Marilyn E. Davis, Ed.D.
Dean

MED/dac

MEMORANDUM

TO: **All Energy Systems Technology &
Education Center Students**

FROM: **R. Scott Rasmussen
Department Chair**

Date: **August 2011**

SUBJECT: **ESTEC Alcohol Policy**

The following is the policy regarding the use of alcohol by students of the ESTEC. This policy is currently in effect and will be enforced by all ESTEC faculty. The purpose of the policy is to protect students from harm or accident to themselves or others.

INTOXICANTS POLICY

Any instructor who observes behavior which suggests that a student may be under the influence **or** detects the **odor** of an intoxicant on a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the lab.
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 determine which steps should be taken.
4. The counselor will then provide a report to the instructor summarizing any outcomes from the meeting with the student.

This policy does not supercede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

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COLLEGE OF TECHNOLOGY HANDBOOK

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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 Energy Systems Technology & Education Center (ESTEC) programs. 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 ESTEC programs are 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.

Interim College of Technology Dean:	R. Scott Rasmussen
Interim Executive Director:	Lawrence Beaty
Associate Director Curriculum & Instruction	Lawrence Beaty
Associate Director Grants & Management	Sherry Rindels-Larsen
Program Instructors:	
Core	Steve Maclure
	Mike Tauscher
	Steve Larson
	Don Shepherd
Core Lab Assistant	Philip Williams
Instrumentation & Controls Engineering Technology	Jeremy Perschon
Nuclear Operations Technology	Michael Fort
Electrical Engineering Technology	
Mechanical Engineering Technology	Evan Smith
Wind Engineering Technology	
Instrumentation & Automation Engineering Technology	Terry Snarr
Program Counselor:	Student Services

All students are directly responsible to the instructors first. 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 instructors. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor a meeting may be arranged with the Executive Director, or 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 daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 8:00 a.m. The department phone number is 282-3085.

- Students are expected to attend all meetings or classes in which they are registered. The Center has established the following specific regulations governing attendance.
- No one extracurricular activity may take students away from the campus more than twelve college instructional days.

The specific attendance rules and policies for the ESTEC programs are as follows:

Absences:

Semester: (16 weeks)

1. A student will be allowed to be absent from a course of study a maximum of five meetings of the class in a semester. Each hour of absence will be recorded.
2. If a student is absent more than five meetings of the class in a semester, his/her grade in that course shall be lowered by two percentage points for each and every absence in excess of the five meetings specified.
3. Tardy = arriving 1 to 10 minutes after class starting time. Absence = more than 10 minutes after class starting time.
4. Two tardies will be equivalent to one absence.
5. Waiver on any of the above rules may be made only for unusual circumstances by petition of the student to the course instructor.

NOTE: *Summer courses have different absentee policies. Please check with instructor at beginning of course for specifics.*

NOTE: Employers are very interested in a student's attendance and study habits because they reflect 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.

Break Times:

Breaks will be allowed during the lab period as designated by the instructor.

Changing College of Technology Programs:

If a student wishes to change his/her College of Technology program, he/she must see a counselor in Student Services and complete the administrative paperwork.

ESTEC Program Selection:

All students who wish to select the Energy Systems Electrical, Instrumentation & Control or Instrumentation & Automation Engineering Technology programs will compete as follows:

- At the end of the first semester, students wishing to enter the three programs above will rank these programs in order of preference 1,2, or 3. Students will be given their choice of program based on their cumulative GPA in first semester ESTEC courses. If ties exist, second semester mid-term grades and interviews will be used to determine final program selection.
- The number of students allowed into each of the three programs will be based on space available.
- Program seats will not be reserved for students wishing to sit out a semester.
- Students may elect to repeat a semester to improve their GPA increasing their chances of entrance into their program of choice.
- Students wishing to change programs after selections have been made will be allowed to do so based on space availability and GPA.

Grading Policy:

Grading is done on an enhanced grading system and will be specifically addressed during orientation. Copy of grading policy is included in this handbook.

Course Requirements

Completion of PHYS 101 and either COMM 101 or ENGL 101 is required prior to entry into any of the ESTEC programs.

Electronic Devices:

Electronic devices should not be used anytime during class. This includes, computers, cell phones, and etc. The only exceptions to this policy are scientific calculators and computers being used for lab reports, data recording, circuit simulation, programming PLCs, and etc. Cell phones should be silenced. No texting on phones during class. If you need to take an important call on your cell phone (job search, medical, and etc.), set it on vibrate and leave the classroom to answer. Any non-compliance with this policy will be noted and will have a strong impact on your final grade. The electronic device policy must be complied with especially during quizzes and the exams. Failure to do so will amount to academic dishonesty and will be pursued to the full extent permissible based on the university guidelines.

Dress Code:

To be addressed by instructor during orientation.

Safety Rules:

No food or drink permitted in lab or front reception area.

Computer Labs:

There are computer labs available in various locations on the ISU Campus. Individual lab rules should be followed. The *STUDENT CODE OF CONDUCT* outlines University policies regarding computer use.

Smoking:

Smoking is NOT ALLOWED IN ANY STATE BUILDING or within 20 feet of any entrance.

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 in Student Services. Download the Student Handbook in PDF format. <http://www.isu.edu/studenta/handbook.pdf>
Calendar - <http://www.isu.edu/departments/areg/acadclnd.shtml>

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited, and is punishable by expulsion.

AA/EEOC Statement

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 and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to the Director of the Affirmative Action Office located in the Administration Building, Room 318d at (208) 282-3964.

ADA

Students having questions about accessibility or requesting reasonable accommodations as indicated in the Americans with Disabilities Act (ADA) or Section 504, should contact the Director of the ADA and Disabilities Resource Center located in Gravelly Hall, Room 123 at (208) 282-3599.

General Disclaimer:

Note: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the instructor of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

IV. FOOD.

Labs – NO food or drinks will be permitted in the Labs.

Classrooms – Food in the classrooms will be left to the teachers' discretion.

Other options

- The RFC Building has a cafeteria where you can purchase lunch and breakfast daily – times subject to change.
- The T&T Building, room 301 has microwaves and a sink where students can prepare food.
- The Rendezvous Building has a convenience store and foodcourt, where food can be purchased or prepared daily.

SECTION II
Idaho State University
College of Technology
Energy Systems Technology & Education Center
Student Printing and Misuse of Computer Resources Policy

Printing

Limited draft quality printing may be available. Printing multiple copies is not permitted from the network; you may make copies at a copy center. Users are required to notify program instructor before printing. Depending on printer demands, scheduling may be necessary. Faculty will terminate unauthorized output.

Those persons involved in unauthorized printing will be subject to disciplinary action. Students may receive disciplinary action under the “Student Code of Conduct Violations” in the ISU STUDENT HANDBOOK.

Examples of approved printing include:

Work required for a course
Personal academic research
Personal resume
Personal letter/sign for ISU student organization

Examples of unauthorized printing include:

Multiple copies of the same documents
Documents related to a business
Personal legal documents
Any document created for financial gain, for either personal or an associate
Publicly offensive materials

Misuse of Computing Resources

Copying Computer Software

Idaho State University does not own much of the computer software in use on campus. Instead, the University obtains licenses for the use of computer software from variety of outside sources. Faculty, staff, or students do not have the right to reproduce it unless authorized. Therefore, faculty, staff, and students shall not duplicate computer software nor use the software in any manner not in accordance with the particular license agreement involved. Those persons caught making, acquiring, or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances. This may include criminal prosecution and disciplinary action under “Student Code of Conduct Violations” of the ISU STUDENT HANDBOOK.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or Internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

SECTION III
IDAHO STATE UNIVERSITY
COLLEGE OF TECHNOLOGY
ENERGY SYSTEMS TECHNOLOGY & EDUCATION CENTER
STANDARD OPERATING PROCEDURE

College of Technology, ESTEC programs will use an enhanced grading system to describe the instructor's evaluation of a student's performance in each course.

Letter Grade	%	Points	Performance
A	94-100	4	Excellent
A-	90-93.9	3.7	Excellent
B+	87-89.9	3.3	Good
B	83-86.9	3	Good
B-	80-82.9	2.7	Good
C+	77-79.9	2.3	Adequate
C	73-76.9	2	Adequate
C-	70-72.9	1.7	Adequate
D+	67-69.9	1.3	Marginal
D	63-66.9	1.0	Marginal
D-	60-62.9	.7	Marginal
F	Below 60	0	Unacceptable

- At the beginning of each course, the instructor will inform students of these criteria to be used in judging their performance.
- New and transfer students with a plus-minus grading system using different point values for their grades will be assigned Idaho State University point values listed above.
- Other grading symbols may apply as indicated in Idaho State University Undergraduate Catalog.
- This policy does not reflect non-ESTEC program courses.
- Students must earn a C- or better in all ESTEC courses in order to move forward in the program.
- A cumulative GPA of 2.0 is required for graduation.

Fall 2011 GENERAL EDUCATION SCHEDULE:

The following is the General Education Fall schedule. Please assist your students to register for these classes. If you have any questions, contact the General Education office at 282-3597.

TGE 135 Workplace Relations 3 credits				01 2-3:15 MW Pein #14442	
English 101 ENGL 3credits		A-2 On-Line Lambert #13812	A-1 12-12:50 pm MWF Lambert #13811	A-3 2-2:50 pm MWF Edwards #13813	
English 102 ENGL 3 credits	A-2 On-Line Lambert #13810		A-1 12-12:50pm MWF Edwards #13809		
Speech 101 COMM 3 credits	A-2 9-9:50 MWF Pein #13815	A-3 11-11:50 am MWF Pein #13816	A-4 11-11:50 MWF Branden #13817	A-1 2-2:50 pm MWF Branden #13814	
Math 123 MATH 3 credits	A-1 On-Line Barclay #13818	A-4 On-Line Barclay #14445	A-2 3:15-4:30 T, R Allen #13819	A-3 3-3:50 pm MWF Hardy #14281	
Physics 101 PHYS 3 credits 1 lab credit	01 8-8:50am MWF Barclay #12997	02 3-4:15pm MW Barclay #12999	Physics 1101L 3-6 pm 01-T Staff # 13177 02-R, Staff #13179	Physics 101L 6-9:00 pm 04-W Staff #13180	
Employment Strategies 158 TGE 1-2 credits ***		03 12-12:50 MW (2 cr) Pein #13790	02 2-2:50 T, R Pein #13789	01 On-Line (2 cr) Lambert #13788	04 On-Line (1 cr) Lambert #13791 Early 8 wk
TGE 100A Algebra TGE 4 credits	01 9-9:50am MTWR Allen #13794	02 11-11:50 MTWR Allen #13795	03 3-3:50pm MTWR Mundt #13796	04 12-12:50 pm MTWR Hardy #13797	

*** Please note the credit hours for each class and choose appropriately.

General Education Department

Name		Extension
Teena Rhoads	Department Chair	5687
Sheri Kunkel	Administrative Assistant	3597
Faculty:		
Diane Allen	Mathematics	3200
Dr. Bryan Barclay	Mathematics, Physics	4092
Rebecca Branden	Writing, Technical Writing, Learning Strategies, English	4423
Deb Pein	Speech, Employment Strategies, Mant 135	3363
Dr. Jim Hardy	Speech, Applied Ethics, Mathematics, Tech Science	2496
Raushanna Byington	Resource Center,	3208
Clayn Lambert	English, Employment Strategies	3257
Jessica Taylor-Edwards	English, Reading, Speech, Writing	3200
Carol Mundt	Mathematics	2810

- General Education classes are offered during times that accommodate your program's schedule. Many goal-filling classes are at 8:00am, 12:00 pm, and after 2:00 pm. Class times can be adjusted to accommodate unique scheduling needs of programs with adequate advanced notice.
- Students can conveniently take their general education classes, here, on the College of Technology campus.
- The faculty understand professional-technical education and possess Idaho Division of Professional-Technical Specialist Certificates.
- Please feel free to contact the General Education Department at X 3597.

SECTION IV
Idaho State University Student Handbook

Mission Statement

The mission of Idaho State University is to advance scholarly and creative endeavors through the creation of new knowledge, cutting-edge research, innovative artistic pursuits and high-quality academic instruction; to use these qualities to enhance technical, undergraduate, graduate, and professional education, health care, and other services provided to the people of Idaho, the Nation, and the World; and to develop citizens who will learn from the past, think critically about the present, and provide leadership to enrich the future in a diverse, global society.

For questions on student policies and procedures consult the Idaho State University Student Handbook found at:

<http://www.isu.edu/studenta/handbook/index.shtml>

The following policies and procedures can be found in the Idaho State University Student Handbook.

- Home Page
- A Brief History
- Mission Statement
- Policy Statement
- Academic Calendar
- Withdrawal Procedures
- Probation Policy
- Dismissal Policy
- Petitions
- Scholastic Appeals
- Rights, Responsibilities and Judicial Structure
- Code of Conduct
- Judicial System
- Policies and Procedures
- Student Affairs Home Page

College of Technology students are responsible to read and become familiar with these policies and procedures.

We welcome you to the Energy Systems Technology & Education Center and wish you the best of luck, may your stay at ISU be one of education and growth.

Idaho State University College of Technology

Section I

Services for Students

1. Student Services: This office is located on the main floor of 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 students' educational goals. Hours are 7:30 a.m. to 7:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. Walk-in hours are available to prospective and enrolled students. 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.

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!

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

3. Adult Success Center: Located on the third 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 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. The Success Workshops were developed to help students be successful while attending the College of Technology. A series of workshops are presented each semester on topics that affect student success. All workshops are **FREE** and available to everyone. Students do not have to sign up, they can bring their lunch and just drop in. For more information, contact the Success Workshop at <http://www.isu.edu/ctech/success/index.shtml>

6. Center for New Directions: Located within the RFC Complex on the third floor, Room 372. The Center's telephone number is (208) 282-2454. 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 short-term 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 or visit the web site at <http://workforcetraining.isu.edu/>

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 Hilline, 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 The Blackfoot office is located at 60 Cedar Street. Their number is (208) 785-6390. 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 Afarm 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

Larry Murillo

P.O. Box 306

Fort Hall, Idaho 83203

Telephone: (208) 478-3737

General Information/Intake Academic Services (Higher Education)

Nadine Auck

P.O. Box 306

Fort Hall, Idaho 83203

(208) 478-3978

On the ISU campus, Native American students may contact:

Native American Academic Studies

Johanna Jones

Museum Building, Room 404, Stop 8012

Pocatello, Idaho 83209

Telephone: (208) 282-4429

Section II

Registration and Fee Collection Policy for 2010-2011

- All students who are enrolled in semester-based programs must pay their tuition by August 22, 2011. For tuition payment information login to the ISU Bengal Web and go to the Finances Tab.
- Students who are enrolled only in the eight-week classes (early and late), beginning in August, October, September or March, must pay tuition by the first day of class:

NOTE:

It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to deadline may be disenrolled.

Section III

Withdrawal Policy

Early and Late Eight-Week Classes

- A student may officially withdraw from early 8-week courses through September 23th
- A student may official withdraw from late 8-week courses through November 21st
 - Refer to the ISU website for calendar information:
<http://www.isu.edu/areg/acadclnd.shtml>
- Students who complete a withdrawal by the official deadline will receive a 'W' grade on their transcript.
- After the official deadline is past, 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 full semester (16 week) courses or completely through October 28th.
 - Refer to the ISU website for calendar information:
 - <http://www.isu.edu/areg/acadclnd.shtml>
- Students who complete a withdrawal by the official deadline will receive a ‘W’ grade on their transcript.
- After the official deadline is past, 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.

Medical Withdrawals

Voluntary Medical Withdrawal

(Student Initiated Medical Withdrawal)

A medical withdrawal request must involve the student being ill or disabled from an illness, not the effects of another person’s illness. It is initiated in the same manner as other withdrawals, as noted above. Only complete withdrawals from the University are eligible to be considered for a medical withdrawal.

To initiate a medical withdrawal before the complete withdrawal deadline (typically the Friday before Closed Week—consult the Class Schedule), a student first needs to completely withdraw from all classes through the Office of Registration and Records. When that is done the student may then apply for a medical withdrawal through the Student Health Center by completing a medical withdrawal application form. This form may be obtained from the Student Health Center, the Office of Registration and Records, the Counseling and Testing Center, Supplemental Academic Advising Services, the Student Services Office in the College of Technology, and the outreach offices of Idaho Falls, Twin

Falls, and Boise. It is also available on ISU's website. Completed forms should be submitted to the Student Health Center within two weeks (10 working days) of the date of complete withdrawal. The application must include a narrative summary written by the student requesting the medical withdrawal as well as medical documentation from a physician or counselor describing the problem and their recommendations that withdrawal due to illness is necessary. The Medical Withdrawal Committee then reviews the completed application and determines medical withdrawal eligibility.

Note: for refund information, see ISU's [Refund Policy](#) and [Refunds for Exceptional Circumstances Policy](#) in the ISU Undergraduate Catalog. If you wish to initiate an appeal for refund of fees, please contact Financial Services at 282-2287.

If the complete withdrawal deadline (typically the Friday before Closed Week—consult Class Schedule) has passed, a student can still seek a medical withdrawal designation. First, the student fills out a petition for hardship withdrawal through the dean's office of the college in which the student is enrolled (Arts and Sciences for undecided students and Student Services for College of Technology). If the dean (or designee) grants the student a hardship withdrawal, the student may then pursue a medical withdrawal designation as outlined in the above paragraph. The dean (or designee) may choose instead to sign a referral allowing the Student Health Center to examine the evidence (always medically related) and determine whether a withdrawal is warranted. Only if a hardship withdrawal is granted, or a referral is signed by the dean's office, will the Medical Withdrawal Committee consider a request for a medical withdrawal designation.

The Medical Withdrawal Committee

The Medical Withdrawal Committee may include the Director of the Student Health Center (or designee), the Director of the Counseling and Testing Center (or designee), the University Controller (or designee), the Associate Dean of Student Affairs (or designee), and/or the Director of the ADA and Disabilities Resource Center (or designee).

Appeal of Denial of Medical Withdrawal

If the medical withdrawal is denied, the student may appeal the decision by written request to the Vice President for Student Affairs. The appeal must be received within one month of the date of denial. The Vice President's (or designee's) decision is final.

Medical Readmission

Students who have withdrawn for medical reasons may be required to petition the University Medical Withdrawal Committee for readmission. The decision to require a petition for readmission is based on need for further documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student. The decision is made at the time that the medical withdrawal is granted. This decision will be included in the letter of notification to the student that the medical withdrawal has been granted.

Students may forward their written petition for readmission to the Medical Withdrawal Committee via the Student Health Center staff. The granting readmission decision is based upon consideration of (1) reports of treatment, (2) letters of recommendation, and in some instances, (3) a personal interview with the medical director.

Appeal of Denial of Readmission

In the event of denial of readmission, the student may appeal to the Vice President for Student Affairs. A written appeal (a letter from the student explaining the circumstances) must be received in the Vice President for Student Affairs' Office within two weeks (10 working days) of receipt of notification of denial of readmission. The Vice President's (or designee's) decision is final.

Mandatory Medical/Psychiatric Withdrawal

The Directors of the University Counseling and Testing Services and the Student Health Center are authorized to order a mandatory medical or psychiatric withdrawal in those situations where there is reason to believe that a student is a substantial threat to him/herself or interferes with the welfare of other members of the University or the

education process of the institution. These directors may require immediate withdrawal if there appears to be a substantial imminent threat. Either director may request that the student be professionally evaluated by a physician, psychologist, or psychiatrist. The student shall be notified in writing of initiation of the withdrawal process.

If a psychological/psychiatric evaluation is required and the student does not comply within a reasonable time or refuses to comply, mandatory withdrawal may be ordered by either director. The responsible director shall submit a written report to the Medical Withdrawal Committee and the Vice President for Student Affairs summarizing the need for mandatory withdrawal and the reasons for the action. The student and the director will have the opportunity to present information to the Medical Withdrawal Committee. The Medical Withdrawal Committee shall convene at the earliest reasonable time for final determination of disposition. If the physician ordering the withdrawal is also on the Medical Withdrawal Committee, another physician from the Student Health Center or the Center Director will be appointed to sit on the committee for that case.

In the event that mandatory withdrawal is ordered, the student may appeal to the Vice President for Student Affairs. A request for an appeal must be filed in writing to the Vice President for Student Affairs within two weeks of receipt of notification of mandatory withdrawal.

NOTE:

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

Section IV

Refund Policy

Please refer to the ISU website for current information about refunds:

NOTE: To receive a refund of tuition, a student must complete an official web withdrawal via BengalWeb. Please contact Student Services if you need assistance.

Section V

College of Technology Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

Prior to making a decision of dismissing a student the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedures

- A. The faculty will notify the student privately of the incident(s) that have lead to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.

- B. The meeting should be scheduled as soon as possible after the incident(s) occurred.
- C. The student should refrain attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual.

After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested).
2. The letter should indicate the incidents that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Undergraduate Catalog. The student should be given a copy of the Undergraduate Catalog or notified that the Catalog is available online, in Student Services, and in the Admissions/ Registration and Records Office. The initiation of the appeal must occur within fifteen (15) working days of the notification of the dismissal.*

Students receiving letters of dismissal from a program will automatically be dropped from all courses exclusive to that program regardless of whether they choose to appeal and will receive a full refund of fees. A "W" grade will then be entered on the transcript for all program exclusive courses not completed. Students receiving dismissal letters after the 10th day of classes may petition the dean of the college for permission to complete the program exclusive courses in which they are enrolled. Students who appeal the dismissal will be blocked from registration for further program exclusive courses during the appeals process itself.

Procedures for the Appeal of Dismissal

Step 1: Departmental Level

- A. The student must request reconsideration in writing using the Protocol for Appealing Dismissal from an Undergraduate Program which is described in the last paragraph below.
- B. A majority of the faculty of the program and the Department Chair must meet within fifteen (15) days of the filed appeal and must decide by two-thirds (2/3) vote of those present to sustain the dismissal, or the dismissal is revoked. If necessary, the meeting of the faculty may include those participating by telephone. Should it prove impossible during the summer to convene a majority of the faculty, the department is required to assemble them in the first week they are on contract in the Fall semester. In such instance, if the student chooses to appeal the department's decision, the dean of the college and the Scholastic Appeals Board (Board) will attempt to expedite the procedure described below.
- C. Either decision (revoke or sustain) is to be explained in writing to the student. Copies of this decision and explanation should be sent to the Vice President of Academic Affairs.
- D. If the department upholds the dismissal, the student may appeal the decision to the dean of the college. The student must appeal to the dean of the college within fifteen (15) working days of the notification of the department's decision.
- E. If the dismissal is revoked, the department chairperson shall notify in writing the student and the Vice President of Academic Affairs, and the student shall be reinstated.

Step 2: Dean of the College

- A. If the student appeals to the dean of the college, then the dean must do the following:
 - 1. Read the student's written statement.
 - 2. Read the written decision and explanation of the faculty.
 - 3. The dean may interview the student or the faculty in the department or conduct any other appropriate investigation that may aid in the decision-making process.

4. The dean must consider the appeal within fifteen (15) working days of the student's filed appeal and must decide to either revoke or sustain the dismissal.
- B. Dean Overrule. If the dismissal is revoked, the dean must state in writing the reasons for the over-rule and notify the student, the department, and the Vice President of Academic Affairs, and the student shall be reinstated. The faculty of the department may appeal the dean's decision to the Scholastic Appeals Board.
 - C. Dean Sustains Dismissal. If the dean sustains the decision to dismiss, he or she must notify in writing the student, the department, and the Vice President of Academic Affairs.

Step 3: The Scholastic Appeals Board via the Vice President of Academic Affairs

1. The student may appeal to the Scholastic Appeals Board if the dean of the college sustains the dismissal. The student must appeal to the Scholastic Appeals Board within fifteen (15) working days of the notification of the dean's decision. This appeal must be in writing.
2. The Scholastic Appeals Board must consider the appeal within fifteen (15) working days of the student's notification of appeal. The appeal review should include copies of documents prepared in Step 1 and Step 2 of the appeals process.
3. The Vice President of Academic Affairs and/or the Scholastic Appeals Board may interview the student, faculty, or college dean to secure whatever information might be deemed necessary to aid in the review process.
4. The Board's decision to revoke or sustain the dismissal is final.
5. The Board's decision is to be prepared in writing and with all other documentation kept in the student's file.
6. The Vice President of Academic Affairs must notify in writing the student, the department, and college dean of the decision.
7. If the decision is to revoke the dismissal, the Vice President of Academic Affairs must reinstate the student in the program.*

**The procedures outlined herein for a student's Dismissal from an Undergraduate Program*

and Appeal of Dismissal do not apply to nor supersede the policies and procedures for scholastic probation, scholastic dismissal, and violations of student conduct codes outlined in the ISU Student Handbook and Undergraduate Catalog.

Protocol for Appealing Dismissal from an Undergraduate Program

Protocol for appeal of dismissal from an undergraduate program must include the student's name, department/college, and date of the appeal. Also included must be the rationale for appeal of the dismissal. The student should state as succinctly as possible the reasons for making the appeal.

Satisfactory Progress, Scholastic Probation, and Dismissal (Fall 2010)

All students enter Idaho State University in Good Academic Standing. Each semester of attendance thereafter, and based on both the semester GPA and the cumulative GPA, students earn placement in one of the following Academic Standing categories:

Good Academic Standing, Academic Warning, Probation One, Probation Two, Dismissal

To remain in Good Standing and be making Satisfactory Academic Progress, students who have attempted up to 25 credits (including transfer credits) must maintain a minimum cumulative GPA of 1.75. Students with 26 or more credits attempted (including transfer credits) must maintain a cumulative GPA of 2.00.

Scholastic Probation Scale

Academic Standing	Credits Attempted (Including transfer)	Required Minimum Cumulative GPA	Maximum Allowed
Good Standing	Up to 25 credits (freshmen)	1.75 GPA	Up to 18
	26 and more credits (sophomores, juniors, seniors)	2.00 GPA	

Academic Warning, Probation One, Probation Two, and Dismissal

If the appropriate minimum cumulative GPA is not attained, students will be placed on Academic Warning and limited to a maximum of 13 credits for the next semester of attendance and must complete the Online Probation Workshop (www.isu.edu/advising/nosearch/probation) prior to course registration.

Students on Academic Warning must earn a semester GPA of 2.00 (or attain the appropriate cumulative GPA) or will be placed on Probation One and limited to 9 credits for the next semester of attendance.

Students on Probation One must earn a semester GPA of 2.00 (or attain the appropriate cumulative GPA) or will be placed on Probation Two and limited to 6 credits for the next semester of attendance.

Students on Probation Two must earn a semester GPA of 2.00 (or attain the appropriate cumulative GPA) or they will be academically dismissed from the university.

Students on Academic Warning, Probation One, and Probation Two status

- *who earn a 2.00 semester GPA but not the appropriate cumulative GPA will be held, the next semester, to the maximum number of credits for the preceding probationary status (not to exceed 13 credits).*
- *who earn the ISU cumulative GPA for their grade level will return to Good Academic Standing.*

To alert the student to the possible resulting probationary or dismissal status, all ISU students (and their advisors) are notified at mid-semester if semester course grades are unsatisfactory.

Semester and/or Cumulative GPA

Academic Standing	Maximum Credits Allowed	Other Probationary Requirements	Needed to Avoid the Next Probationary Level	
Academic Warning	13 credits	Complete Online Probation Workshop Meet with assigned advisor prior to registering for classes	<u>Semester GPA</u> 2.00	<u>Cumulative GPA</u> 1.75 (freshmen)
Probation One	9 credits			2.00 (sophomore, juniors, and seniors)
Probation Two	6 credits			
Dismissed	Students must have attempted at least 12 college level credits at ISU without achieving the needed GPA to be dismissed.			

In the case of extraordinary and substantiated circumstances, dismissed students may petition for readmission by submitting appropriate materials to the Readmission Review Board located in Central Academic Advising (CAA) College of Technology students complete this process in Student Services. Please call 208-282-2622 for more information.

Section VI

General Policy Statement

Affirmative Action

The EEO/AA policy and statement plan is available in printed form in several locations around the University. Copies may be found in the:

1. Office of Dean of Students
2. Student Government Office
3. TRIO Student Services
4. Financial Aid Office
5. Counseling & Testing Center
6. Enrollment Planning and Academic Services
7. ADA & Disabilities Resource Center
8. Career Development Center
9. Center for New Directions

FERPA

Notification of Student Rights Under 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:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students should ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of

Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. 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.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4604

Notice of Directory Information

FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act. Idaho State University has defined its "Directory Information" as follows:

- Student Name
- Address listings
- Telephone listings
- E-mail Address
- Dates of Attendance, including whether or not currently enrolled
- Enrollment Status
- Class Level
- Full-Time/Part-Time Status
- College
- Major field of study
- Degree Types and Dates
- Club and Athletic Participation Records

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 their address and telephone number in the student directory must notify the Office of Registration and Records in writing prior to the beginning of the Fall Semester for the academic year. A student may expedite this process by logging on to their BengalWeb Portal. Click on "Student Records Information," and then select "Student Address/Email change request" and take the appropriate action listed to withhold your name and address information from any printed or on-line student directory.

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.

Student permission must be obtained before releasing non-directory information.

However, FERPA allows disclosure without student consent to:

- School faculty and staff who have a need to know to fulfill their official responsibilities.
- Other schools to which a student is transferring.
- Accrediting organizations.
- Organizations doing certain studies for or on behalf of the University.
- Appropriate parties in connection with financial aid to a student.
- Parents when a student over 18 is still a dependent.
- Certain government officials in connection with local, state or federally supported education programs.
- Individuals who have obtained court orders or subpoenas.
- Faculty and school officials who have a need to know concerning disciplinary action taken against a student.

- Persons who need to know in cases of health and safety emergencies when necessary to protect the health and safety of the student and/or others.
- State and local authorities to whom disclosure is required by State laws.

FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level.

Parents may access a student's educational records if the student is claimed as a dependent for Federal income tax purposes. Access is granted to both the parent who claims the student as well as the parent who is not claiming the student.

Parents may complete and return the [Declaration of Dependence for Purposes of Obtaining Student Education Records](#) to the Office of Registration and Records. This form must be completed each time information is to be released.

A parent may access student information but may not act on the student's behalf except in emergency situations.

A student may grant release of their student education records to designated individuals by completing a [Student Release of Educational Records](#) form and returning it to the Office of Registration and Records. An individual granted access to student educational records by the student may be permitted access to the specified educational record information but may not act on the student's behalf except in emergency situations.

Documents that a student does not have a right to see include:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in the student's file before 01/01/75.
- Confidential letters, etc., associated with admissions, employment, job placement or honors to which a student has waived rights of inspection and review.
- Educational records containing information about other students such as grades, test scores, etc.

Intoxicants Policy

If an instructor observes behavior that 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 based on 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

Where can a student find out about jobs through the College of Technology Work Study program?

The Fiscal Records office coordinates the Work Study program for the ISU College of Technology. The office is located 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 can a student acquire a copy of their college transcripts?

Students can access and print a copy of their unofficial transcript through their BengalWeb. If official transcripts are needed, you may request one online at <http://transcripts.isu.edu/> or in person at the Office of Registration and Records. The cost is \$5.00 per copy.

Can College of Technology students take an academic course while enrolled as a College of Technology student?

Yes. Students may register online through BengalWeb if they meet pre-requisites for the courses. There is no charge if a student is currently enrolled full-time at the ISU College of Technology (summer term excluded). ISU students are limited to a total of 18 credits per semester without special permission. A student is allowed to add one required general education course in addition to their core program courses per semester. A petition is required to register in additional beyond these limits.

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 may not be applicable.

Where do students 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.

Where do students get information about jobs off campus?

The Career Center is located in the Museum building, room 440, telephone (208) 282-2380. The Regional Department of Labor and is located at 430 North 5th Avenue, telephone (208) 236-6710.

Where can student go 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.

Can students use the Student Health Center if they are 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.

Who do students see about withdrawing from school?

Student should 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 is required to get into ISU student functions?

For most functions, student identification cards (Bengal 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 are available on the web at: <http://www.fafsa.ed.gov/>. It is strongly recommended that students apply early. 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 if you plan to withdraw from school, (208) 282-2756.

Scholarships

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population. Their website is: <http://www.isu.edu/scholar/>

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

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and emergency situations. The maximum amount of each loan is \$500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

How to Obtain a Short-Term Loan

Complete a loan application and promissory note at the Office of Finance and Administration, Room 123 in the Administration Building.

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, 2010 to June 30, 2010).

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 third floor of Gravelly Hall, 1001 South 8th Street, telephone (208) 282-2130.

3. Academic Skills Center: Located in room 323 of the Rendezvous 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 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. **All students and parents** are encouraged to read the Welcome Letter from Dr. Solbrig, Director of the Student Health Services in the 2009-2010 Brochure.

All **full-time domestic undergraduate** students taking twelve (12) or more credit hours, **graduate** students taking nine (9) or more credit hours and **College of Technology** students taking four (4) or more credits who, by current fee structure or by contractual agreement, are required to pay full-time fees are automatically enrolled in the student health insurance plan. Students must show proof of comparable coverage by September 8, 2009, in order to waive coverage and have the student insurance premium removed from their bill. A student who waives for the Fall semester will not be charged and is ineligible for coverage in the Spring/Summer semester.

Exceptions will be made if there is a documented change in the insurance status such as marriage, termination of dependent coverage because of attained age, etc. and the student enrolls within 31 days of the qualifying event. Students with initial enrollment in the Spring who wish to waive, must show proof of comparable coverage on or before January 25, 2010. A student waiving coverage cannot enroll in the Plan at a later date during the current academic year. Therefore, make your choice after careful consideration of your needs that may arise during the year.

College of Technology students who enroll in the late-8 week session beginning in October, but not attending the summer session, may purchase coverage for the summer session by submitting session premium to the Office of the Student Health Insurance Representative. This will ensure that a break in coverage does not occur.

All **international** students taking one (1) or more credit hours are automatically enrolled in the student health insurance plan.

All **domestic undergraduate students** taking ten (10) or eleven (11) credit hours and paying full-time undergraduate fees are eligible to enroll in the student health insurance plan on a voluntary basis. Eligible students must complete and enrollment form and submit to the insurance company prior to September 8, 2009.

Please review the eligibility section of the 2010-2011 brochures for further details about eligibility guidelines and benefits.

If you have any questions, please contact Academic HealthPlans at 888-308-7320.

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. Contact the office for current costs that may apply to some activities.
7. Veterans Administration Outpatient 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 Sanctuary The office is located in the Student Union Building Room 303.

You can contact a representative at (208)282-4298. The veterans and military members living, working, and receiving their education at the Idaho State University are a valued and vital component of our campus community. We recognize and honor their sacrifices and value their life experiences as they broaden the diversity of our staff, faculty and student body. The mission of Veterans' Sanctuary Program at Idaho State University is to assist veterans, guardsmen, reservists, and others receiving US military benefits in making a successful transition into the ISU community.

The Sanctuary helps students make the transition from active military duty to ISU, and from ISU to active military duty. Whether you are a new student who has completed your service, a student who interrupted your education to serve and are now returning, or a student who began your studies elsewhere and are transferring here, we will help guide you to the resources you need to make the most of your ISU experience.

Additional Veteran's links and resources can be found at:

www.isu.edu/veterans/links.shtml

8. Student Employment on Campus: Student positions for on-campus employment are advertised by the office of Human Resources and can be found on their website under Bengal Jobs: <http://www.isu.edu/humanr/studentoncampus.shtml>
Please contact the department listed for further information or contact Student Employment at (208) 282-4828.
9. The Career Center: Located on the fourth floor of the Museum building, room 440. Their number is (208) 282-2380. The ISU Career Center is a comprehensive office serving both the career development and employment needs of our students and alumni. Our goal is to assist in developing partnerships between students, alumni, and faculty designed to enhance the career development of our students.
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

childcare services twelve months a year, from 7:30 a.m. to 5:30 p.m., Monday through Friday. The telephone number is (208) 282-2769. Infant childcare, 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 various dental hygiene services. Students may call (208) 282-3282 for an appointment and current costs.

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. Outdoor Adventure Center: Located in the PSUB (lower level). Their number is (208) 282-3912. 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. 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_menu.shtml

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 fifth and Humboldt Street, telephone (208) 282-2515 or 282-2625.

Cost: General Lot: \$100

Reserved Lot: \$300

Reduced fee \$50 at 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 ISU towing policy. 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 Idaho Falls, Exit 113, and Blackfoot. 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.
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. 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 is free of charge!

PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available.

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.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Information about applying and costs can be located on the ISU Registrar's office website:

<http://www.isu.edu/areg/grad.shtml#gradapp>

The College of Technology Commencement is held in May, July and December. Students who have applied for graduation will receive information regarding this ceremony. 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 all the graduates. Whether or not 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.