

# ISU-Meridian Health Science Center

## ISU-Meridian Health Science Center Building and Student Handbook

### I. BUILDING INFORMATION

**Address:**

1311 E. Central Dr.  
Meridian, ID 83642  
Main office phone (208) 373-1700  
Website: <http://www.isu.edu/meridian>

**Hours:**

Monday through Thursday	7:30 a.m. – 10:00 p.m.*
Friday	7:30 a.m. – 8:00 p.m.*
Saturday	10:00 a.m. – 4:00 p.m.
Sunday	Closed

*\* It is mandatory that you use your Bengal ID card to access the facility during the following times:* Monday – Thursday from 7:00 p.m. – 10:00 p.m., Friday from 7:00 p.m. - 8:00 p.m., and Saturday from 10:00 a.m. - 4:00 p.m.,. Staff will not open the doors at anytime during these hours.

**Front Office:**

The following services are provided at the front office: Tranpays, Registration Bills, fee payments, Fee Loans, and pictures for student ID cards. Your Bengal card is required for all financial transactions.

**Note:** Cashier hours (fee payments, tranpays, fee loans, purchasing computer accounts, etc.) are **Monday – Friday, 8:00 a.m. – 4:30 p.m. during fall & spring semesters and Monday – Friday, 8:00 a.m. – 3:30 p.m. during summer semester.**

**Classrooms:**

Distance Learning Classrooms (DLC)

Equipment in the DLC rooms is not for student use unless it is used during a class. Students may use the DLC rooms to study in during the day (8:00 a.m.-5:00 p.m.) unless a class is scheduled. The policy for videotaping DLC classes is posted in each DLC.

### **Distance Learning Classroom Policy**

1. Drinks and small snacks are allowed in the room as long as students pick up after themselves. If the rooms are not left clean this policy will no longer be in effect.
2. All students are to respect their classmates. This means that students will not talk and be disruptive during class time. Any student being disruptive will be asked to leave. If a student continues to be disruptive, that student will be dismissed from the class permanently.
3. There will be no unnecessary noises made over the intercom system. This is very disruptive to all distance learning locations and will not be tolerated.
4. If a student has concerns regarding the behavior of another student, he/she should speak to the ISU-Meridian Dean.

This policy was created for the best interest of our students. ISU-Meridian strives to have a positive learning environment. We appreciate your cooperation in following these few simple rules.

### **Traditional Classrooms**

Schedules are posted outside each classroom door. You may use a classroom for studying, but please check the schedule outside the door for availability. Schedules are subject to change without notice. Do not remove chairs from classrooms.

### **Emergency Evacuation Plan:**

- 1) Everyone must EVACUATE the building when a fire alarm sounds. There will be NO EXCEPTIONS. There will be monthly fire alarms as part of the requirements for ISU-Meridian co-locating with Renaissance High School.
- 2) In the event of an emergency, students are to vacate the building immediately. If any of the clinics are in session, staff and students will be responsible for escorting their clients out of the building. Clinic supervisors will be responsible for conducting a physical count of their respective students and clients.
- 3) Persons needing special assistance not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Emergency response personnel will evacuate occupants needing special assistance from the building.
- 4) Please remain calm and leave the building from the nearest EXIT. Use handrail in stair wells and stay to the right.

- 5) Upon exiting the building, DO NOT LEAVE the premises so that everyone can be accounted for. The gathering point will be the southeast corner of the parking lot to allow fire and EMS vehicles clear access to the building.
- 6) The Fire or Emergency Department will give clearance to re-enter the building to ISU-Meridian administration officials. An ISU-Meridian administrator will announce ALL CLEAR to re-enter the ISU-Meridian Health Science Center.

**Parking:**

Beginning August 2009, parking permits will be required at the ISU-Meridian facility. This is implemented as a safety tool to be able to quickly identify and aid in accounting for faculty/staff and students in an emergency. Funds generated from this will be used to repair and maintain the parking lot. The Meridian Joint School District No. 2 will also be using a parking permit system for emergency identification and accountability of their faculty/staff and students. Spaces have been designated for clinic, visitors, faculty/staff and student parking.

Parking permits will be sold for \$55/year or \$40/semester. Permits will be available during orientation, August 18, 4:00-6:00 and August 20, 6:00-7:00. In addition, permits will be available for purchase all day Aug 19 and 20. After August 20 permits can be purchased at the front office during normal business hours.

Parking Regulations can be found on the ISU-Meridian website under Parking.

## **II. STUDENT SERVICES**

### **ADA & Disabilities Resource Center**

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability, or if you believe that you have a disability that might require reasonable accommodations, please contact Dennis Toney or Ali Crane. University policy states that it is the responsibility of the students to contact instructors during the first week of each semester to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

POCATELLO  
Dennis Toney, Director  
ADA & Disabilities Resource Center  
Room 123, Graveley Hall  
(208) 282-3599 or [tonedenn@isu.edu](mailto:tonedenn@isu.edu)

ISU-MERIDIAN Health Science Center  
Ali Crane, Director, Enrollment and  
Student Serv.  
ISU-Meridian  
Room 637  
373-1706 or [cranali@isu.edu](mailto:cranali@isu.edu)

### **Career Services**

ISU-Meridian Health Science Center provides comprehensive career services for all students. Our main focus is to help you develop and implement a successful job search. We can assist you in preparing a first-class resume and cover letter; coach you in improving your interviewing skills; and consult with you on the best job search

techniques. We sponsor a Health Professions Career Fair each year; provide you access to ISU Bengal Jobs, our online job posting system; and subscribe to many of the best online resources available. Career counseling is also available for students needing information and guidance on identifying career and academic program options.

The Career Services staff provides these resources to you through a variety of methods:

- classroom presentations scheduled by professors
- through the use of well-designed self-help materials
- via individual appointments

Visit our website at <http://www.isu.edu/career>

Pocatello  
Troy Kase, Director  
Career Center  
Room 440  
(208) 232-2380  
[careers@isu.edu](mailto:careers@isu.edu)

Meridian  
Shawn Forney, Coordinator  
Counseling & Testing  
Room 684A  
(208) 373-1700  
[fornshaw@isu.edu](mailto:fornshaw@isu.edu)

### **Computers**

Computers, printers, scanner, and telephone are available for student use in the computer lab at ISU-Meridian. In order to have computer lab access you must request a computer account application from the IT Technicians (room 588) and pay a semester fee. IT Technicians are available to advise/troubleshoot for students in the computer lab. Absolutely no food will be allowed in the computer lab.

Wireless laptops will be available to check out through the front office for use in the facility. The checkout process is as follows:

1. You must have a current Bengal card and ISU student computer account. Per the student computer contract, your computer account is not to be shared with anyone (including family, friends and fellow students).
2. There is a 3-hour checkout limit. After being returned for one hour you may check it out for another 3- hour checkout period.
3. The laptops cannot be reserved and will be checked out on a first come, first serve basis.
4. The laptops cannot leave the building.
5. The laptops will print to the printer in computer lab room 505.
6. When returning the laptops, you must check them in with the front office staff (student ID required to check in laptops). Do not leave the laptop on the front counter; you are liable for the laptop while checked out in your name.
7. See the computer technicians if you are having problems with the laptop.

### **E-mail Accounts**

Students admitted to ISU are issued an ISU e-mail account. We strongly encourage you to use this e-mail for all ISU correspondence. If you must use a personal e-mail account, please forward your ISU e-mail to your personal account. Most departments (Admissions, Registration, Financial Aid, etc.) will send e-mail to your ISU account.

To access MyISU portal:

1. Log on to <http://my.isu.edu>
2. Click on "Login"
3. Enter username and pin (username is your Bengal Card Number or your Social Security Number) pin is your birth month and year, example; August of 1979 would be **0879**)

To access webmail:

1. Log on to <http://webmail.isu.edu>
2. Enter username & password

### **Copier**

There is a copier available for student use located in the student mall on the 1<sup>st</sup> and 2<sup>nd</sup> floor common areas. Cost is .05 per copy.

### **Fax Machine**

The front office staff will fax documents to Financial Aid, Admissions, and Registration for you. See your department administrative assistant for all other faxing needs (personal items needing to be faxed e.g.: scholarship applications, assignments, resume, etc.). The front office will not be responsible for faxes that are not received.

### **Financial Aid, Scholarships, Registration**

There are two enrollment professionals on site to assist students with financial aid, scholarships, registration, etc. See front office for assistance.

### **Graded Course Assignments and/or Exams**

Graded papers/exams will be returned to your department's administrative assistant for distribution. Those students who are taking online classes or do not have a department in the facility can pick up their graded papers/exams at the front office (Bengal ID card required to pick up papers). Your graded paper will not be given to someone else without written permission.

### **Health Services**

Boise State Health and Wellness Services will see ISU students as part of a reciprocity agreement between BSU and ISU. ISU students must present a valid ISU student Bengal Card, receipt of current semester fees, and proof of insurance (insurance card) in order to obtain services at BSU. BSU will bill your health insurance as a courtesy to you, but you

are ultimately responsible for billable charges such as offices visit charges, medications, laboratory tests, and any other billable services. Please contact Boise State Health and Wellness Services for current estimated prices. BSU accepts checks, cash, or credit cards as payment for services. It is also advisable to check your coverage with your insurance carrier, so you know your financial responsibilities.

The phone number for BSU Health and Wellness Services is (208) 426-1459. Appointments are required.

The Health and Wellness Center hours:

Monday, Wednesday, Thursday, Friday	8:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 5:00 p.m.

The Health and Wellness Center is located on the corner of University Drive and Chrisway Street on the BSU campus. Metered parking is available.

If you have questions concerning the ISU health insurance coverage, please call the ISU Student Health Insurance coordinator at (208) 282-2972 or visit the website at: [www.isu.edu/departments/stuhlth/insurance](http://www.isu.edu/departments/stuhlth/insurance).

### **Counseling Services**

ISU students can access counseling services through the ISU–Meridian Counseling Clinic. To schedule an appointment, please call (208) 373-1719.

ISU-Meridian Graduate Counseling students ONLY may access the BSU counseling services through the BSU Health and Wellness Services. The BSU Counseling Services phone number to schedule an appointment is (208) 426-1601. If you are not in the counseling program, please utilize the ISU-Meridian Counseling Clinic.

### **Library Resources**

Library resources for ISU-Meridian students include:

- ◆ ISU–Meridian
- ◆ BSU Library (Boise)
- ◆ Eli M. Oboler Library and Idaho Health Sciences Library (Pocatello)
- ◆ Saint Alphonsus Medical Library (Boise)
- ◆ Local public libraries in Boise, Meridian, etc.

Note: Assistance from the ISU-Meridian staff is available for obtaining ISU library materials only. All books being returned to Pocatello through the front office must be returned to the front office 5 days before the due date. ISU-Meridian is not responsible for books not returned on time.

**Library (ISU-Meridian):**

ISU will be sharing library space with the Renaissance High School in the Meridian Center. Four ISU computers will be available for research purposes. Log in with your Bengal ID number and last name; no ISU computer account is required. A small collection of print books, mostly for reference, will be available. Online books are available via the Libraries' catalog or Web pages.

Library hours, services, resources, procedures etc. are likely to be changing during the 2009-2010 academic year. We appreciate your patience and understanding during this time. Please visit the Library or contact the front office staff if you have any questions or concerns.

**LIBRARY – BOISE STATE UNIVERSITY:**

You can use the BSU Albertsons' Library as an ISU student to check out books or review materials. If you wish to check out items, please follow these steps:

1. Go to circulation desk on first floor.
2. Tell them you are an ISU student at Meridian.
3. They will need to see your driver's license and a current ISU student ID card.
4. BSU will issue you a BSU Library Permit (takes about 5 minutes).
5. When you check out items at BSU, show the BSU Library Permit along with a Photo ID.

A listing of journals located at the BSU Library can be found at <http://journals.boisestate.edu>.

Please inquire at the Circulation Desk about computers available for use by non-BSU students.

Library Information: (208) 426-1204

Reference Desk: (208) 426-3301

**Library – ISU Oboler, Pocatello:**

These Library Web pages provide information regarding resources and services available to ISU-Meridian students:

- ◆ Catalog (ISU books, government documents, videos): <http://opac.isu.edu>
- ◆ Databases – Geosciences:  
<http://www.isu.edu/library/research/geosci.htm>
- ◆ Databases – Health/Medical:  
[http://libpublic2.eol.isu.edu/wiki/index.php/Category:Databases\\_-\\_Research\\_Topics](http://libpublic2.eol.isu.edu/wiki/index.php/Category:Databases_-_Research_Topics)

- ◆ Databases – Sports Science and Sports Education:  
<http://www.isu.edu/library/research/sports.htm>
- ◆ Fees: <http://www.isu.edu/library/services/ddfeechart.htm>
- ◆ Journals, Magazines, Newspapers: <http://atoz.ebsco.com/home.asp?Id=isun>
- ◆ Requesting articles, non-ISU book (online form in catalog):  
<http://www.isu.edu/library/services/illrequest.htm>
- ◆ Requesting articles (in PubMed):  
<http://www.isu.edu/library/services/illloansomedoc.htm>
- ◆ Requesting ISU books: <http://www.isu.edu/library/distance/reqbook.htm>

Contact Information:

Eli M. Oboler Library  
<http://www.isu.edu/library>  
 1-800-314-4781  
 (208) 282-5847 (fax)  
<http://www.isu.edu/library/services/email.htm>

Idaho Health Sciences Library  
<http://www.isu.edu/library/ihs1>  
 1-800-363-4781  
 (208) 282-4295 (fax)  
[ihs1@isu.edu](mailto:ihs1@isu.edu)

### **Locker Rental**

There are lockers located across from the front office and available to rent on a first-come first-serve basis. Renters must use lock provide by ISU-Meridian. No personal locks allowed. Renters will be charged for lost locks.

Locker rentals end or need to be re-rented three (3) days prior to the end of the semester. Yearly rentals expire three (3) days prior to the start of the fall semester.

ISU-Meridian is not obligated and will not contact each renter prior to cleaning out lockers. Contents from expired lockers will be cleaned out by ISU-Meridian staff and there will be a \$3.00 recovery fee for items left in locker. Contents will be kept for one semester and then donated to local charities.

ISU-Meridian has the authority to enter your locker at any time (i.e. maintenance, emergency), and will attempt to give prior notice to the renter if a locker needs to be entered.

Preferred locker location and size must be determined at the time the rental fee is paid. Lockers cannot be changed until the end of the rental period.

Idaho State University is not responsible for the contents of rental lockers. Any damage to a locker will be charged to the renter.

Special events may close the locker area. Signs will be posted.

The following items are not allowed in lockers: **Flammable Substances, Firearms, Explosives, Alcohol or controlled substances.**

**Prices**

Locker	\$15.00/Sem.*
	\$35.00/Yr.
Lost Lock	\$5.00
Clean out	\$3.00

**Refund Policy**

0-1 week into semester	100%
1-2 weeks into semester	75%
2-3 weeks into semester	50%
3-4 weeks into semester	25%
After 4 weeks	no refund

\*Year rentals start at Fall Semester only.

**Student Food Services**

There are several food options located in the building. There may be changes, so please be aware of signs and information regarding the different food service options.

- ◆ Cafeteria: Located in Renaissance High School. Serving coffee in the morning and full service lunch options.
- ◆ Café Renaissance: Run by the Meridian Culinary students open Thursday & Friday. Limited items each day.
- ◆ Student Break Room: A microwave and refrigerator are available for both student and staff use. These items are located in room 535. Please mark things that you plan to store in the kitchen and be sure to clean up after yourself. ISU-Meridian does not provide cups, forks, spoons or paper plates. Refrigerators will be cleaned out every Saturday so please take items out that you do not want discarded.
- ◆ Vending Machines: Located in the student mall areas on the first and second floors.

**Student ID Cards (Bengal Cards)**

In addition to ISU starting classes in fall 2009, the Meridian Joint School District Number 2 will also be opening their new Renaissance High School combining rigorous academics with the International Baccalaureate program. Because high school students will be housed in the same building with ISU it is necessary that all faculty and staff members wear name badges for identification purposes. In addition, ISU students must carry their student ID cards on their person at all times and produce it when asked. We know this is a major change in culture, but in the overriding interest of security and collaboration, we appreciate the cooperation of everyone.

Bengal cards may be obtained from Bengal Card Service. Go to the student service window at the front office for assistance. ID cards with six-digit ID numbers will be issued for students at the time they enter ISU programs in Meridian. ID cards will be valid for the time period a student is enrolled in an ISU-Meridian program and provide identification for students using the BSU Library and BSU Health Center. Your student ID card is required to process all financial transactions at the cashier's window, to check-in and check-out laptops, and to pick up graded papers. Replacement cost is \$15.00.

**Bengal Card Services hours:**

**First Week of Semester:** Monday-Thursday, 8:00 to 11:00am,

and 2:00 to 7:00pm

**Remainder of Semester:** Monday and Wednesday: 8:30 am - 11:30 am  
and 5:00 pm - 7:00 pm

Please see Bengal Card Services flyers posted on the student bulletin board in the student mall, or call (208) 373-1700 for hours.

### **Telephones & Calls to Pocatello Campus**

A telephone is available for student use in the computer lab. Dial 8 for an outside line to make a local call or 1 (800) call. Students may make university related calls to the ISU Pocatello campus using a direct line in the computer lab. To call the Pocatello Campus, dial the last four digits of the campus telephone number. Some departments have provided 800 numbers for Meridian students to use when making university-related calls (check with your department for these numbers).

### **Textbooks**

The majority of textbooks are normally ordered through the BSU Bookstore prior to the start of classes. Textbooks ordered through BSU will be in the "ISU" section of the BSU Bookstore. Check with your individual program for a textbook list.

ISU Bookstore – (800) 688-4781

Boise State Bookstore - 426-book or website: [www.boisestatebooks.com](http://www.boisestatebooks.com)