ISU-Meridian Health Science Center
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Building and Student Handbook

I. BUILDING INFORMATION

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

Building Hours:
- Monday - Thursday: 7:30am – 10:00pm*
- Friday: 7:30am – 8:00pm*
- Saturday: 10:00am – 4:00pm*
- Sunday: Closed

* Students cannot enter the building prior to 7:30am. It is mandatory that you use your Bengal ID card to access the facility through the front doors during the following times: Monday – Thursday from 7:00pm – 10:00pm, Friday from 5:00pm - 8:00pm, and Saturday from 10:00am - 4:00pm. Staff will not open the doors at any time during these hours. Clinic doors close at 5:00pm.

Front Office:
The following services are provided at the front office cashier window: fee payment, student ID cards, clinical badges and parking permits.

Cashier hours: Monday – Friday, 8:00am – 4:30pm fall & spring semesters
- Monday – Friday, 8:00am – 3:30pm summer semester

Classrooms:

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, Academic and Student Affairs will be involved.
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 Associate Vice President.

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

**Distance Learning Classrooms (DL)**
Equipment in the DL classrooms is not for student use unless it is used during a class. Students may use the DL classrooms for studying unless a class is scheduled. If you would like to have a class recorded, please contact the instructor. Classes are encoded and uploaded to Moodle at the discretion of the instructor.

**Emergency Evacuation Plan:**
1. Everyone must EVACUATE the building when a fire alarm sounds and proceed to the emergency assembly location in the southeast parking lot. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and West Ada School District.

2. In the event of an emergency, students are to vacate the building immediately through the nearest exit. 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 stairwells 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.

**Lockdown Procedures:**
A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and can shelter students, faculty, staff and visitors in better secured location as a threat develops until law enforcement
arrives. Faculty/Staff are responsible for students and visitors and should try to assist any person needing help such as person(s) with a disability.

Lessons learned from such tragic events as Columbine, Virginia Tech, Sandy Hook have led the country into what is now being taught and used nationwide by the Dept. of Homeland Security, FEMA, and NYCPD, and is being adopted by countless universities, public schools, and private businesses across the nation.

ISU Public Safety and Meridian Police recently sent officers to a training seminar that aligns with the new direction the nation is headed to for instruction on violent intruder/active shooting situations. This national program is called ALICE.

ALICE- is the leading training solution that increases our faculty/staff and students odds of survival during a violent intruder event. ALICE, which stands for Alert, Lock-down, Inform, Counter, and Evacuate, is a strategy that goes beyond the conventional lock-down.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive strategies that increase chances of survival during an armed intruder event. While no one can guarantee no casualties or injuries, we can guarantee that passing on knowledge will empower people with options of survival through lessons learned.

Additional information may be found at www.isu.edu/meridian/PDF/2014 Emergency Procedures.pdf

Parking:
Parking permits are required 8:00am - 10:00pm except on Saturdays, Sundays, and legal holidays when classes are not in session. Signs clearly indicating Faculty/Staff, Student, Visitor, Reserved, Clinic and Motorcycle lot designations are posted at each parking area. Anyone with a valid ISU permit can park in any general lot after 4:00pm and on weekends, unless otherwise posted. No parking is allowed in the high school or district parking lots.

Reserved parking permits are $300/year or $215/semester and student parking permits are $100/year or $70/semester. If space is available, Faculty/Staff permits may be purchased by students at $150/year or $100/semester after the second week of fall semester. Permits can be purchased online or at the front office during normal cashier hours. If purchasing online please print your receipt and take it to the front office to receive your permit.

Citations will be issued for violation of the parking policy. Citations can be paid at the front office cashier window. Please keep in mind that the front office staff and ticket writers are not able to assist in negotiating or appealing any citations.

It is important that everyone follows the signage and arrows to the ISU parking lots. Enter ISU-Meridian by turning left at the Central Drive entrance closest to the Locust Grove intersection. Please note that the lane located next to the building on the east side is for emergency vehicles only and should be avoided. Parking spaces toward the front of
the building are reserved for the West Ada School District. Please remember that cutting through parking spaces is unsafe and that the speed limit is 15mph for all parking areas. The Renaissance High School entrance on the west side of the building is for high school students only.

Complete Parking Regulations can be found at www.isu.edu/meridian/parkingregulations.shtml

**Weapons Policy:**
Weapons are prohibited to all persons, including holders of the two special classes of concealed carry permits, on all ISU-Meridian property as well as Renaissance High School and West Ada School District properties. A weapon is any firearm, any knife with a blade longer than four inches, or any other deadly or dangerous weapon.

**Smoking Policy:**
Smoking is prohibited on all Idaho State University property, as well as Renaissance High School and West Ada School District properties. This includes all grounds, including exterior open spaces, parking lots, and sidewalks.

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities.

Smoking is hereby defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars, pipes, or e-cigarettes.

**II. STUDENT SERVICES**

**Disability Services**
Disability Services is committed to increasing access to all programs and services sponsored or funded by Idaho State University through the provision of accommodations and other disability related services. Further, we are committed to ensuring equal opportunity for all employees and students with disabilities. If you have a diagnosed disability or if you believe you have a disability that may require a reasonable accommodation, please contact Karina Hensley or Ali Crane. Students and employees need to self-identify and disclose to Disability Services in order to start the interactive process (which is a dialog between a designated Disability Services staff member and the student or employee). Information and application for services are located on the Disability Services website, www.isu.edu/ada4isu.

POCATELLO
Karina Hensley, Assistant Director
Disability Services
(208) 282-2294 or henskari@isu.edu

ISU-MERIDIAN Health Science Center
Ali Crane, Director
Enrollment and Student Services
(208) 373-1706 or cranali@isu.edu
**Career Services**
The Career Services staff in Pocatello 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 www.isu.edu/career.

POCATELLO  
Dr. Lance Erickson, Director  
Career Center  
(208) 232-2380  
careers@isu.edu

**Computer Labs**  
There are computers, printers, a scanner, and telephone available for student use in the computer labs 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 of $35 ($30 for summer semester). IT Technicians are available to advise/troubleshoot for students in the computer lab. Absolutely no food will be allowed in the computer lab.

**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 communicate via email using your ISU email address. Your ISU email is provided by Gmail and is yours for life.

To access BengalWeb:
1. Visit www.isu.edu  
2. Click on “Current Students”  
3. Click on “Log into Bengal Web” button  
   * For further assistance, click the “User’s Guide to BengalWeb” under “Tools”.

To access webmail:
1. Visit www.isu.edu  
2. Click on “Quick Links” tab at the top  
3. From the drop down menu, select “Google Apps”  
4. Click on “Gmail: Email for life”  
5. Enter your ISU email address & password

**Copier**  
There is a copier available for student use located in the student mall common area on the first floor. Cost is $0.05 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 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
Unity Health Center will see ISU students as part of an agreement between Unity Health Center and ISU Student Health Services. It is our hope that this arrangement will provide a medical home for ISU Meridian students.

Unity Health Center
9 am-7 pm Mon-Sat
745 S. Progress Avenue
10 am-4 pm on Sun
Meridian, ID
(208) 895-6729
www.uhcidaho.com

No appointments are necessary as walk-ins are always welcome. See the Unity website for price lists and services provided by Unity. Unity Health Center provides comprehensive medical care services including colds and broken bones to ongoing medical issues like high blood pressure.

Full time students will receive a Wellness Check coupon to be used by the student during that semester for a preventative services visit. In order to obtain the coupon, students need to take their Bengal Card to the front office.

Student Health Insurance Program has made special arrangements with Unity for providing services and for billing arrangements. Significant discounts have been arranged for office visits and other services provided at Unity. 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

To obtain services at Unity Health Center under the ISU agreement, ISU students must present a valid ISU student Bengal Card, receipt of current semester fees, and proof of insurance (insurance card).
Students with insurance other than Student Health Insurance will be billed per usual and customary practices of Unity. It is advisable to contact your insurance provider in order to verify your coverage and financial responsibility.

Unity has special discounted rates for those without insurance, 25% cash payment-in-full program and Unity’s discount fee policy.

**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. Call for an appointment at (208) 426-1601. If you are not in the counseling program, please utilize the ISU-Meridian Counseling Clinic.

**Fitness Center**
ISU-Meridian shares fitness facilities with Renaissance High School. Hours of operation are Monday – Friday 6:30am – 8:00am and 3:00pm – 6:30pm. Hours are subject to change. You must show your student ID to use the Fitness Center.

**Wellness Center**
ISU offers several Wellness Classes in the Wellness Center across from the Front Office. The schedule of classes is posted outside the Center and is subject to change throughout the semester.

**Basketball Court**
West Ada School District has allowed ISU students use of the basketball court which is located in the east parking lot. ISU students must provide his/her own basketball. The hoops are not break away hoops so do not hang on them. Students from West Ada District and Renaissance High School have first priority.

**NOTE**: *Recreation is allowed only in the designated areas listed above. No activities will be allowed in any other area of the building.*

**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. Closed summer semester.
- **Café Renaissance**: Run by the Meridian Culinary students. Open 11:30am - 12:00pm on select Thursdays & Fridays. 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 Friday night 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.

Students, faculty and staff who order food from any type of delivery MUST meet the delivery person at the front office waiting area at the time of delivery. Delivery people are not allowed to wander around the building because of our co-location with the high school. Front office staff will not call you when your food delivery arrives, and will not be responsible for signing for any purchases.

**Student ID Cards (Bengal Cards)**
Due to the nature of the open campus with Renaissance High School students 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.

Bengal ID Cards may be obtained from the front office. ID cards 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 Unity Health Center. Your student ID card is required to process all financial transactions at the cashier window and to pick up graded papers. Replacement cost is $15.00.

**Bengal Card Hours**
First two weeks of the semester:
Monday-Thursday, 8:30am - 11:30am and 2:00pm - 6:30pm
Remainder of the semester:
By appointment only.

**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 or toll-free 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
Welcome to ISU-Meridian! You DO have access to the Idaho State University Library system, even though you are at a satellite campus. The physical space may be limited, but the online resources are extensive, and the ISU librarians are friendly & want to help you!

**Physical Space**
The ISU Meridian Library shares space with the Renaissance High School Library. It is located across from the high school cafeteria, in the northwest area of the building. There are two ISU study rooms with two computers in each room. ISU Wi-Fi is also available, so feel free to bring your own devices. Hours vary from semester to semester, but the library is generally open from 7:30am – 6:00pm, M-F.

**Library Staff**
The ISU Meridian Librarian is specially trained in health sciences information, so she is ready to help you with questions about databases like PubMed and evidence-based practice information sources. Her office is located within the high school library. There is also an ISU student who staffs the library during the evenings.

**Librarian:** Molly Montgomery- Health Sciences Librarian
montmol2@isu.edu
208-373-1817

**Services**
Have a question about library resources? ASK!! We can help you:

- Order materials from the Pocatello library. For FREE
- Order materials from other libraries. For FREE
- Track down elusive books and articles
- Refine your research topics
- Choose the right databases to search

**Online Resources**
The library’s website [http://www.isu.edu/library/](http://www.isu.edu/library/) should be bookmarked ASAP! So much is available online, including e-books, journals, and databases. We also have guides for each major: [http://www.isu.edu/library/research/subjects.shtml](http://www.isu.edu/library/research/subjects.shtml)

**Other Libraries**
ISU Meridian students can get a Boise State University Library card. This only allows you to use online resources on their campus, and you can check out a limited number of books. Take your driver’s license & ISU ID to the BSU Library’s Circulation Desk to get their card.