

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

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

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:

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 rooms is not for student use unless it is used during a class. Students may use the DL rooms for studying during the day (8:00 am-5:00 pm) unless a class is scheduled. The policy for videotaping DL classes is posted in each classroom.

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.

Emergency Evacuation Plan:

- 1) Everyone must EVACUATE the building when a fire alarm sounds. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and Joint School District No 2.
- 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 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.

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 shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

During a lock-down faculty, staff and students should ensure that:

1. Students and faculty are to remain in the classrooms. Do NOT answer the door.
2. Keep away from any windows and doors, lay flat on the floor or seek protective cover for you and others (concrete walls, thick desks, filing cabinets. Cover may offer extra protection.)
3. Remain calm and assist others with you in remaining calm, quiet and out of sight.
4. Place signs in exterior windows to identify the location of injured persons.
5. All doors, windows and classrooms will be closed and locked or barricaded, if possible.
6. Turn off all lights and close blinds.
7. Silence all cell phones.
8. Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
9. If you cannot get through by phone and have email capability, contact Public Safety at emergency@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
10. Account for everyone in the room or office.
11. DO NOT APPROACH EMERGENCY RESPONDERS – let them come to you.
12. Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
13. No one will be allowed to enter or leave the building(s) or area(s).
14. Parents, friends, concerned loved ones will not be allowed to pick up faculty, staff or students from the university, unless instructed to do so.

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, 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 p.m. and on weekends, unless otherwise posted.

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 August 29th. Permits can be purchased at the front office during normal cashier hours.

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

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

II. STUDENT SERVICES

Disability Services

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 Todd DeVries 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
Todd DeVries, Director
Disability Services
(208) 282-3599 or devrtodd@isu.edu

ISU-MERIDIAN Health Science Center
Ali Crane, Director, Enrollment and
Student Services
(208) 373-1706 or 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 www.isu.edu/career.

Pocatello
Troy Kase, Director
Career Center
(208) 232-2380
careers@isu.edu

Meridian
Shawn Forney, Coordinator
Counseling & Testing
(208) 373-1700
fornshaw@isu.edu

Computers

Computers, printers, scanner, and telephone are 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. 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. Log on to 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. Log on to 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 username & password

Copier

There is a copier available for student use located in the student mall common area on the first floor. 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

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	8 am-8 pm Mon-Sat
745 S. Progress Avenue	10 am-7 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 in Spring and Fall semester to be used by the student during that semester for a preventative services visit.

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.

Students with insurance other than Student Health Insurance will be billed per usual and customary practices of Unity.

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

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 Unity Health Center. It is advisable to check your coverage with your insurance carrier, so you know your financial responsibilities.

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.

Library Resources

Library resources for ISU-Meridian students include:

- ◆ ISU–Meridian Library
- ◆ BSU Albertsons Library (Boise)
- ◆ ISU Libraries (Pocatello – includes Eli M. Oboler Library and Idaho Health Sciences Library)
- ◆ Local public and hospital libraries in the Treasure Valley (call ahead for information)

ISU-Meridian Library:

ISU is sharing library space with the Renaissance High School in the Meridian Center across from the Cafeteria. Four ISU computers are 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 and journals is available. Online books and journals are available via the Libraries' catalog and/or Web pages.

Please contact the front office staff regarding hours and if you have any questions or concerns.

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.

BSU (Boise State University) Albertsons Library:

You can use 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 may 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

ISU Libraries, Pocatello:

Services provided to Meridian students include:

- ◆ Research assistance,
- ◆ Check-out and mailing of ISU Libraries materials,
- ◆ Online delivery of print journal articles available at the ISU Libraries, and
- ◆ Interlibrary loans of items not owned by ISU Libraries.

These Library web sites provide information regarding resources and services available to ISU-Meridian students:

- ◆ Distance Library Services: <http://www.isu.edu/library/distance>
- ◆ Eli M. Oboler Library: <http://www.isu.edu/library>
- ◆ Idaho Health Sciences Library: <http://www.isu.edu/library/ihsindex.shtml>

For more information, contact:

Idaho Health Sciences Library
1-800-363-4781
(208) 282-4295 (fax)
ihs1@isu.edu

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

Fitness Center

ISU-Meridian is sharing 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.

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 11:30am -12:00pm. 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)

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 cards may be obtained from Bengal Card Services. Go to the student services window at the front office for assistance. 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 week of semester: Monday-Thursday, 8:30am - 11:30am and 5:00pm - 7:00pm

Remainder of semester: Monday & Wednesday, 8:30am - 11:30am and 5:00pm - 7:00pm

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