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I. Letter from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students – like you.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 25,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be well prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, 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 your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
Dean
II. Program 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 Business Technology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Business Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Professional Technical Education and is approved by the State Board of Education.

COLLEGE OF TECHNOLOGY

Dean
R. Scott Rasmussen

Associate Dean
Debra Ronneburg

Business & Support Services Chair
Clayn Lambert (Interim Co-Chair)
Korey Mereness (Interim Co-Chair)

Program Coordinator
Duane Rawlings

Program Instructors
Gene Warren
Lindsay Allen

Program Academic Advisor
Michelle Havens
III. Fall 2020 Health & Wellness Plan

Idaho State University will resume full campus operations for the Fall 2020 semester, which will include in-person instruction, an adjustment to the fall academic calendar, and implementation of public health guidelines. Currently, the University is following State of Idaho guidelines to rebound to normal operations. Detailed information is available online and regularly updated at: isu.edu/coronavirus/

Fall 2020 Schedule

The University will adjust the Fall 2020 academic calendar to ensure that all face-to-face instruction has been completed by Tuesday, November 24, two days before Thanksgiving. The University will shorten the Thanksgiving Break to three days (Wednesday through Friday), and classes will meet on the Monday and Tuesday of Thanksgiving Week. Following Thanksgiving, the University will have one week of online final exams (November 30 – December 4). The start date for the fall semester will remain on Monday, August 17.

This adjustment to the calendar will allow the University to complete all face-to-face instruction before late fall, when projections in our neighboring states suggest greater prevalence of general illness and perhaps an increased threat from COVID-19. The change also supports student academic progress and ensures the University meets all federal and accreditation requirements.

<table>
<thead>
<tr>
<th>August 17</th>
<th>Fall Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5 - 9</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>November 24</td>
<td>Face-to-Face Instruction Concludes</td>
</tr>
<tr>
<td>November 25 - 27</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 30 - December 4</td>
<td>Online Final Exams</td>
</tr>
<tr>
<td>December 15</td>
<td>Semester Grades Due</td>
</tr>
</tbody>
</table>

**Note: Any deviations from this schedule will be given in advance by the instructors.**
Health and Safety

Adjustments have been made on campus to ensure health and safety. University officials are working with state and local public health officials to implement a number of recommendations from the Centers for Disease Controls. Classes are being moved into larger meeting places for increased social distancing, some class times have been changed to accommodate classroom availability, and some instruction will make use of hybrid in-person and online models.

For the Fall 2020 semester, all individuals should continue to:

• Engage in physical distancing of at least six feet.
• Wear face coverings in public places – including interactions within six feet or when indoors in common areas or classrooms.
• Stay home if sick or if someone in your household is sick.
• Practice good hand hygiene – wash hands regularly with soap and water.
• Do not shake hands, high-five, hug, etc.
• Cover coughs and sneezes.
• Disinfect surfaces and high-touch objects regularly.

Cloth Face Coverings

All members of our Bengal community have a shared responsibility in doing their part to protect one another, our families, and those who are medically vulnerable. All faculty, staff, students, and visitors are required and expected to wear face coverings for the Fall 2020 semester.

The CDC recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms.

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you.

When using a cloth face covering, make sure:

• The mouth and nose are fully covered.
• The covering fits snugly against the sides of the face so there are no gaps.
• You do not have any difficulty breathing while wearing the cloth face covering.
• The cloth face covering can be tied or otherwise secured to prevent slipping.
• Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.
IV. Program Policies

Attendance Policy

Employers are very interested in a student’s attendance and study habits because they reflect how he/she will perform on the job. Every student is expected to attend class on a regular basis, and an attendance record will be maintained in each class. Specific attendance rules and policies will be outlined on the class syllabi. The program phone number is (208) 282-3597.

Information regarding school closures due to weather may be obtained by calling (208) 282-3936.

Program Hours and Break Times

Program hours are between 8 am and 3 pm, Monday through Thursday. Class schedules vary within the program hours with some late afternoon, evening, and online courses available.

Break times are at the discretion of each instructor.

Grading Policy

Program Policy Statement: A grade of C- or better must be attained in all required courses of a chosen option. If a grade of C- or better is not achieved in a required class, the student may repeat the class only one time. A minimum cumulative GPA of 2.0 is required for graduation.

Each student’s grades will be determined by the instructor’s guidelines with each class and the certificate option chosen.
Generally grading will be:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

**NOTE:** To obtain grades, call (208) 282-4300 and follow prompts.

**Exit Examination**

Business Technology students are required to take an exit examination during their last semester of school.

**Dress Code**

Business Technology students are encouraged to dress business casual and should demonstrate good personal hygiene as one would on a job. Students should be considerate in applying strong perfumes; many individuals are sensitive or even allergic to strong scents.

**Smoking**

Smoking is not allowed on the Idaho State University campus.
Program Rules

1. Any time you wish to meet with an instructor other than during class, please make an appointment to meet that instructor during posted office hours. The teaching schedule will be posted on the bulletin boards in the classroom area for your reference.
2. The classroom should be kept neat. No eating or drinking is allowed in the classrooms.
3. Office phones are for business use only by ISU personnel. Phone messages and other notices affecting you will be posted. It will be your responsibility to watch for these notices. Cell phones should be turned off during classes.
4. Children should not be brought into the program area.
5. Locker Policy:
   a. You must sign up for a locker. Don't just take an empty one.
   b. Lockers with combinations are available at no cost.
   c. For lockers without combinations, you will need to provide your own padlock. (If you wish, you may place a second locker key in your personal file.)
   d. Let the instruction assistant know when you check out of your locker.
   e. Your locker will be held for you over the summer months if you have registered for fall.
   f. If you do not return, your padlock will be cut off. Contents of your locker will be held for only one month after school begins – after that ISU will not be responsible for its contents.
   g. Please do not put liquids in lockers. Spilled liquids can ruin contents of the lower lockers.
   h. Do not put stickers (or write) on the lockers – inside or outside.
6. 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 or online at isu.edu.
7. Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

General Program Information

1. It is necessary that the student entering this program have a basic understanding of English and Math. In addition, it is helpful to the student if he/she has had keyboarding and other business classes.
2. Enrollment in this program will give the student an opportunity to prepare for employment in office and small business careers. Two Basic Technical Certificate options, two Intermediate Technical Certificate options, and three Associate of Applied Science degree options are available:
   a. Administrative Technology (ITC)
   b. Administrative Management (AAS)
   c. Accounting Technology (ITC)
   d. Accounting Technology (AAS)
   e. Business Technology (BTC)
   f. Small Business Technology (BTC)
   g. Small Business Technology (AAS)
   h. The length of completion of these options depends on credit given for previous training, competency, or examination.

3. Articulation: Idaho State University in cooperation with Region V high schools have agreed to grant TECH PREP articulated credits to students who successfully complete the competencies equivalent to course work in four (4) courses in the Business Technology program. For more information, contact the Tech Prep office at (208) 282-4663. Rules governing this agreement are:
   a. Students desiring to articulate to the ISU Business Technology program must complete a minimum of 90% of the agree upon (state approved) competencies and present a completed high school transcript to the postsecondary Student Services department within one and a half academic years following high school graduation.
   b. No more than one-third of the total required credits for the Associate of Applied Science or Certificate program can be articulated. ISU may articulate up to 11 credits for Business Technology competency. The exact number of credits will be determined by a grade of B or above in high school Business and Office Education classes.
   c. Students must meet the Business Technology admission requirements and successfully complete one semester at ISU College of Technology before articulated credits are recorded on transcripts as passing grades.

4. Completing a Course: There are at least four ways in which a student may complete a course in the Business Technology program. Refer to the Undergraduate Catalog/General Information/Alternative Credit Opportunities for more information.
   a. Register for and pass the course.
b. Credit by Challenge Examination. Registered students may obtain credit for
a class by procuring a petition and obtaining the appropriate signatures by
the second week of class. Credit and grades obtained by examination are
not used in determining the load or grade point average for the semester in
which the examination is taken; they are used in calculating the
accumulative grade point average. When an examination for credit is taken,
whatever grade is made is recorded. The cost by examination is outlined in
the current university catalog.

c. Experiential Learning Assessment (Work Experience). The student may
request academic credit through the portfolio method. The student
thoroughly describes and documents knowledge gained experientially and
also demonstrates how knowledge gained outside the classroom is related
to college level learning. Grades earned may be a satisfactory or
unsatisfactory. The cost is outlined in the university catalog.

d. Course Proficiency Examination. Those students wanting to petition a
course may be required to take a proficiency examination. The student
must have recently taken and passed one or more related academic
classes. A passing grade of 70% is required, as determined by the program
faculty and/or the department chair. There are no costs or credits earned, if
the examination is passed. Since no credit is earned upon the completion
of a proficiency examination, students are still required to have
accumulated all necessary credits for graduation.

5. Release Form: A student must sign a Release Form if he/she would like to
authorize the instructors in the program to release information to prospective
employers regarding grades, attendance, or other pertinent information for gaining
employment.

6. Student Organization: Business Professionals of America (BPA) is a national
student organization composed of state associations and local chapters serving
persons pursuing careers in business and office occupations as well as former
members. This organization provides the opportunity for the development of
leadership skills, personal and professional growth, and career-related
competencies. Involvement in Business Professionals of America will enhance
social awareness, civic responsibility, and understanding of the business
community. The student is encouraged to attend all BPA activities, as some
activities may be required for class credit.

7. Business Technology Program Ambassador: Interested students may apply for
selection as program ambassadors.

AMBASSADOR MISSION STATEMENT
To represent the students of the Business Technology program.
To promote the goals and standards of the Business Technology program at Idaho State University College of Technology.

To share information about the Business Technology program with prospective students and the public through tours, school and office visits, technology fairs, etc.

To serve as a liaison between students and faculty within the Business Technology program.

To foster goodwill within the program, the school, and the community.

Disability Services

MISSION STATEMENT

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.
Office of Equity and Inclusion

MISSION STATEMENT

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive. This webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

CONTACT INFORMATION

Office of Equity and Inclusion:

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829
V. College of Technology Policies

Intoxicants Policy

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

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

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

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.

DICIPLINARY PROCEDURE

1. The faculty will notify the student privately of the incident(s) that have led 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.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.

3. The student should refrain from 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 incident(s) 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 Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

**CHANNELS OF REDRESS**

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.

2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean’s formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or
her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student’s grade.

3. And Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

PROCEDURE FOR AN APPEAL TO SCHOLASTIC APPEALS BOARD

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.

2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean’s formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.

4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.
VI. Idaho State University Policies

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. Smoking  (page 23; Smoking Policy ISUPP 2370)
2. Sexual Harassment  (page 18; Sexual Harassment Policy)
3. Withdrawal  (page 6; Withdrawing from Courses)
4. Academic Standing  (page 10; Academic Standing)
5. Petitions  (page 16; Petition Policies)
6. Academic Integrity  (page 15; Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates)
7. Substance Abuse  (page 20; Substance Abuse Policy)

isu.edu/Student_Handbook

Additional Idaho State University policies:

1. FERPA
   - isu.edu/ferpa
2. Title IX
   - isu.edu/titleIX
3. Satisfactory Academic Progress
   - isu.edu/satisfactory-academic-progress
VII. Idaho State University Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Disability Services
   • isu.edu/disabilityservices

2. Student Resources
   • isu.edu/student-resources

3. Parking Services
   • isu.edu/parking

4. Counseling and Testing Services
   • isu.edu/ctc

5. Health at ISU
   • isu.edu/health

6. Commencement
   • isu.edu/graduation

7. Coronavirus
   • isu.edu/coronavirus
VIII. College of Technology

Resources and Services

Section I: Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 184, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student’s educational goals.

Hours are 7:30 am to 5:00 pm Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

[link to student services]

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 TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 162 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[link to tutoring]

The Center for New Directions: Located within the RFC Complex on the third floor. The Center’s telephone number is (208) 282-2484. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence
building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'not-traditional' fields of training.

[isu.edu/cnd](https://isu.edu/cnd)

### Section II: Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a $50 late fee. For tuition payment information, login to the ISU BengalWeb and go to the Finances tab.
- Students who are enrolled only in the eight-week classes (early and late), 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 the deadline may be disenrolled.

### Section III: 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:

[studentaid.gov/fafsa](https://studentaid.gov/fafsa)

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. The website for financial aid is:

[isu.edu/financialaid](https://isu.edu/financialaid)

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

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. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

Section IV: Short-Term Loans

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. 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.

isu.edu/short-term-loans

Section V: Traffic and Parking

Note: Please refer to the ISU Parking web address at:

isu.edu/parking

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: $100
- Reserved Lot: $300
- Reduced Fee: $50 (at Holt Arena only)

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at the owner’s expense when it accumulates $50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student’s transcripts, certificates, and/or 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 VI: Transportation

ISU Commuter Express: Idaho State University Commuter Express is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. Buses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls 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, or go to:

isu.edu/transportation/commuter-express

Bengal Shuttle: Pocatello Regional Transit (PRT) 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. For information on schedule and drop off points, go to:

isu.edu/parking/bengal-shuttle
IX. Handbook Signature Form & Photography Consent Release

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Business Technology Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

__________________________________________  __________________________
PRINTED NAME                      DATE

__________________________________________
SIGNATURE                       BENGAL ID #

__________________________________________
INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

__________________________________________  __________________________
PRINTED NAME                      DATE

__________________________________________
SIGNATURE
X. Computer Usage Policy

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

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.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

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.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for University instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

________________________________________________________________________
PRINTED NAME

________________________________________________________________________
SIGNATURE

________________________________________________________________________
DATE

________________________________________________________________________
BENGAL ID #
XI. Locker User Agreement

The Business Technology (BT) Locker Policy as per the Student Handbook states the following usage rules:

- You must sign up for a locker; do not just take an empty one.
- Lockers are available to the students at no cost.
- You will need to provide your padlock. (If you wish, you may place a second locker key or combination in your personal file.)
- Let the BT Instruction Assistant know when you check out of your locker at the end of your program.
- Your locker will be held for you over the summer months if you have registered for the fall.

If you are not enrolled in BT classes for at least one semester, and after at least three (3) contact attempts by BT staff and receiving no contact from you, the BT program has the right to remove your lock and the contents of the locker. Contents of your locker will be held for only one month after the removal of the lock – after that, BT or ISU will not be responsible for its contents.

Please do not put liquids in lockers. Spilled liquids can ruin contents of the lower lockers. Also, please do not put any markings, writing, or stickers on the lockers – inside or out. They are extremely hard to remove.

Please be appropriate with your use of these public lockers. They are not your private property. They need to be kept in good condition for the next students to use.

By signing below, I acknowledge and will comply with the above Locker User Agreement. Failure to do so could result in termination of my locker privileges. I also understand the Business Technology program or ISU is not responsible for my locker contents at any time.

______________________________  ________________
PRINTED NAME        DATE

______________________________  ________________
SIGNATURE        LOCKER NUMBER

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