Welding

2020 – 2021
# Table of Contents

I. Letter from the Dean ............................................................................................................................................................................ 2

II. Program Introduction ........................................................................................................................................................................... 3
    Program Administration ....................................................................................................................................................................... 3

III. Fall 2020 Health & Wellness Plan .................................................................................................................................................. 4
    Fall 2020 Schedule ............................................................................................................................................................................. 4
    Health and Safety ............................................................................................................................................................................... 5
    Cloth Face Coverings ......................................................................................................................................................................... 5

IV. Program Policies ................................................................................................................................................................................ 7
    Attendance Policy .................................................................................................................................................................................. 7
    Grading Policy .................................................................................................................................................................................... 8
    Program Hours and Break Times ...................................................................................................................................................... 8
    Clothing ............................................................................................................................................................................................ 8
    Personal Safety .................................................................................................................................................................................. 9
    Cell Phone Policy .............................................................................................................................................................................. 9
    Communicable Disease Safety Procedures .................................................................................................................................. 9
    Stealing, Cheating, Dishonesty ...................................................................................................................................................... 10
    General Disclaimer ........................................................................................................................................................................ 10
    Disability Services .......................................................................................................................................................................... 11
    Office of Equity and Inclusion ..................................................................................................................................................... 12

V. College of Technology Policies .......................................................................................................................................................... 13
    Intoxicants Policy .............................................................................................................................................................................. 13
    Dismissal Policy ............................................................................................................................................................................... 13

VI. Idaho State University Policies ..................................................................................................................................................... 16

VII. Idaho State University Resources and Services ........................................................................................................................ 17

VIII. College of Technology Resources and Services ........................................................................................................................ 18
    Section I: Services for Students ......................................................................................................................................................... 18
    Section II: Registration and Fee Collection Policy ...................................................................................................................... 19
    Section III: Financing Your Education ........................................................................................................................................... 19
    Section IV: Short-Term Loans ....................................................................................................................................................... 20
    Section V: Traffic and Parking ....................................................................................................................................................... 20
    Section VI: Transportation .......................................................................................................................................................... 21

IX. Handbook Signature Form & Photography Consent Release .................................................................................................. 22

X. Computer Usage Policy ................................................................................................................................................................. 23
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 Welding 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 Welding 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
Trade & Industrial Department Chair Dave Treasure
Program Coordinator/Instructor Lucas Bloxham
Instructors David Erickson
Kyle Lester
Matthew Reseigh
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 be 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>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Fall Classes Begin</td>
</tr>
<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

There are some simple steps to follow that will expedite your enrollment efforts. They are as follows: First an application must be filled out and mailed with a $20 registration fee; Second, your high school or college transcript needs to be sent in; Third, you need to schedule to take the COMPASS test through a counselor or Student Services. Entrance criteria for the COMPASS are minimum scores of 40 in the areas of math, reading, comprehension and sentence structure. If minimum scores are not achieved remediation through Adult Basic Education program may provide the necessary upgrading for admission.

Attendance Policy

Every student is expected to attend class on a regular daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 7 am. The program phone number is (208) 282-3500.

The specific attendance rules and policies for the Welding program are as follows.

**EXCUSED-UNEXCUSED ABSENCES**

Shop attendance is mandatory for all students. There will be no excused absences. If a student misses 6 days shop attendance, their grade will be cut one letter grade; 8 days, 2 grade cuts; 10 days, 3 grade cuts; 12 days, 4 grade cuts. In technical elective subjects, if a student misses a class, it will be their responsibility to find out what was covered. In the event of special circumstances, it is at the discretion of the instructor to excuse students on an individual case.

NOTE: Employers are very interested in a student’s attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program’s advisory committee have asked that an attendance policy be established to develop good work habits.

**TARDIES**

Tardy to Class: Six tardies will be equivalent to one absence.
Grading Policy

A student will have to earn a "C" or better grade in any welding core course to proceed toward graduation.

<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>

Program Hours and Break Times

AM CLASSES

The shop will be open at 6:45 am. Classes will begin at 7 am and end at 1:30 pm, Monday through Friday. One 15-minute break will be provided during the morning hours. Lunch break will be for 30 minutes.

PM CLASSES

The shop will be open at 11:45 am. Classes will begin at 12 pm, and end at 6:30 pm, Monday through Thursday. Friday class will start at 1:30 pm and end at 8 pm. One 15-minute break will be provided during the afternoon hours. Lunch break will be for 30 minutes.

Clothing

1. Long sleeve shirt that is loose enough to button collar.
2. Coveralls with no cuffs.
3. Leather work boots above the ankles.
4. Gauntlet type leather gloves.
5. Leather sleeves for out-of-position welding.
6. Welding caps must be worn.

**Personal Safety**

1. Safety glasses will be worn at all times while in the shop. Regular prescription glasses will be accepted.
2. Face shield will be worn at all times while using pedestal grinder, hand grinder, or wire brush. This includes safety glasses.
3. PPE for welding or burning must be of the type that will fit over safety or regular glasses.
4. No one will burn without proper PPE.
5. No welding or cutting will be done without safety glasses being worn.
6. Horseplay will not be tolerated due to the hazards and dangers of fire, as well as the safety and well-being of all students.
7. Long hair can be a safety hazard in the welding occupation; therefore, it is mandatory that such hair be cut or controlled.
8. Hair on the face (beards, sideburns, and mustaches) can be a safety hazard in the welding occupation, therefore, it is recommended that such hair be shaved or trimmed to a reasonable length.
9. Mustache wax will not be allowed.

**Cell Phone Policy**

During classroom instruction, students are required to put cell phones into a status that will not interrupt class. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.

Furthermore, students are not to conduct outside calls during lab time. While less intrusive than in a classroom, conversations on cell phones take away from valuable instruction time in the lab.

**Communicable Disease Safety Procedures**

The following guidelines are meant to address program procedures established to reduce the chance of transmitting the Human Immunodeficiency Virus and other communicable diseases from one person to another. Should an incident occur where someone in the program area is bleeding, notify the instructor and/or program coordinator immediately.
1. In case of bleeding incident, no-sterile disposable gloves shall be worn by a person who may handle the blood when providing care for nosebleeds, bleeding gums, cuts, wounds or secretions from open sores. These gloves are to be provided to all faculty, staff, and students who are serving in a supervisory capacity, i.e., instructors, instructor aides, and clerical.

2. Any blood soiled items such as bandages or clothing that result from a blood spill or bleeding incident will be placed in an autoclave bag which will be taken to the University Health Center for processing.

3. Any spills resulting from a bleeding incident shall be cleaned up with a solution of 10% chlorine (1 part chlorine to 9 parts water). Rags or towels used in the cleaning will be placed in an autoclave bag, which will be taken to the University Health Center for processing.

4. Individuals having lesions (such as scratches or abrasions) on exposed extremities should cover their wounds prior to any instructional activity and should be advised not to come in contact with blood or blood products.

5. Kits containing disposable gloves, disposable towels, chlorine solution, and masks will be readily accessible in the instructional area. Kits are available in the program area located in close proximity to first aid kits.

6. These guidelines are posted on the program area bulletin boards.

Stealing, Cheating, Dishonesty

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.

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

General Disclaimer

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

CONTACT INFORMATION

Disability Services; Division of Student Affairs:

Rendezvous Complex, Room 125
921 South 8th Avenue, Stop 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617
VP for ASL: 208-417-0620
Email: disabilityservices@isu.edu
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 submitted 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.

[isu.edu/tech/student-services](http://isu.edu/tech/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.

[isu.edu/tech/tutoring](http://isu.edu/tech/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

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

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

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.

[link]

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.

[link]

Section V: Traffic and Parking

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

[link]

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](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](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 Welding 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 ___________________________ DATE __________

SIGNATURE ___________________________ BENGAL ID # ________