



**Idaho State
University**

**College of
Technology**

Business Management & Entrepreneurship Technology

2026-2027



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I. Message 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. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institute in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. 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 prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

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 Management & Entrepreneurship Technology program.

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's problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

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

College of Technology

Dean	Jerry Anhorn
Associate Dean of Instruction	Debra Ronneburg
Assistant Dean of Student & College Services	Tiffany Mitchell
Business & Consumer Services Co-Chair	Clayn Lambert
Business & Consumer Services Co-Chair	Duane Rawlings
Program Coordinator	Duane Rawlings
Program Instructors	Lindsay Allen
	Sara Turpin
Student Success Navigator	Jessica Woolley

Program Information

Degrees/Certificates Offered

Basic Technical Certificate	Business Technology
Basic Technical Certificate	Small Business Technology
Intermediate Technical Certificate	Bookkeeping and Accounting Technology
Intermediate Technical Certificate	Administrative Technology
Intermediate Technical Certificate	Hospitality Management
Associate of Applied Science	Bookkeeping and Accounting Technology
Associate of Applied Science	Administrative Management Technology
Associate of Applied Science	Hospitality Management
Associate of Applied Science	Small Business Technology
3 Year BAS	Applied Business and Professional Sales

Mission Statement

The Business Management & Entrepreneurship Technology program mission is to provide administrative, accounting, business, and computer technical skills necessary for successful performance in administrative and mid-management jobs in business and industry or entrepreneurial endeavors.

Program Objective

Graduates from the Business Management & Entrepreneurship Technology program will have acquired new or upgraded skills necessary for any business environment.

Student Learning Outcomes

Graduates of the Business Management & Entrepreneurship Technology program will have the following learned capabilities:

1. Demonstrate proficiency in digital input and transcription techniques.
2. Utilize spreadsheets to gather and organize data for business analysis.
3. Utilize word processing software to create letters, memos, reports, and tables.
4. Demonstrate the ability to effectively use business software, e-mail, and the internet.
5. Demonstrate the ability to use database management software to prepare reports, tables, and letters.
6. Demonstrate the ability to prepare employment search documents.
7. Demonstrate the ability to interview effectively for a position.

III. Policies & Procedures

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 8 am. The program phone number is (208) 282-3190, (208) 282-3328, or (208) 282-3298.

The specific attendance rules and policies for the Business Management & Entrepreneurship Technology program are as follows.

Program Hours & 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.

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7

Letter Grade	Percent	Points
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

Dress Code

Business Management & Entrepreneurship Technology students are encouraged to dress business casual and should demonstrate good personal hygiene as one would on a job.

Exit Examination

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

Program Rules

1. Any time you wish to meet with an instructor other than during class, please make an appointment to meet with that instructor.
2. The classroom should be kept neat. Please pick up garbage and keep your work area clean.
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. All calls should be taken outside of the classroom.

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, three Intermediate Technical Certificate options, and four Associate of Applied Science degree options are available:

- a. Administrative Technology (ITC)
 - b. Administrative Management (AAS)
 - c. Bookkeeping and Accounting Technology (ITC)
 - d. Bookkeeping and Accounting Technology (AAS)
 - e. Business Technology (BTC)
 - f. Small Business Technology (BTC)
 - g. Small Business Technology (AAS)
 - h. Hospitality Management (ITC)
 - i. Hospitality Management (AAS)
 - j. 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, has agreed to grant TECH PREP articulated credits to students who successfully complete the competencies equivalent to coursework in four (4) courses in the Business Management & Entrepreneurship 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 Management & Entrepreneurship Technology program must complete a minimum of 90% of the agreed-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 Management & Entrepreneurship Technology admission requirements and successfully complete one semester at ISU College of Technology before articulated credits are recorded on transcripts as passing grades.
 - d. Region V High Schools: American Falls, Aberdeen, Bear Lake, Blackfoot, Century, Grace, Highland, Malad, Marsh Valley, North Gem, Pocatello, Preston, Rockland, Snake River, Soda Springs, and West Side.
 - e. Articulated Courses: Keyboarding, Document Processing, Introduction to Computers, and Concepts of Accounting.
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 cumulative 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 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 Management & Entrepreneurship Technology Program Ambassador: Interested students may apply for selection as program ambassadors.

Ambassador Mission Statement

To represent the students of the Business Management & Entrepreneurship Technology program.

To promote the goals and standards of the Business Management & Entrepreneurship Technology program at Idaho State University College of Technology.

To share information about the Business Management & Entrepreneurship 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 Management & Entrepreneurship Technology program.

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

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.

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see the individual lab instructor. Inappropriate use may result in the denial of computer lab access at the College of Technology.

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- 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.

[Student Responsibilities](#)

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:

[FAFSA](#)

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status, such as address changes, 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:

[FINANCIAL AID](#)

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 Associate 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.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

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

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.

- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.
- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies

that investigate human and/or civil rights issues. The University adheres to all federal and state civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

This office is located in two locations: the main floor of the Roy F. Christensen (RFC) Complex, room 101, 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. Student Success Navigators 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.

[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 they are having difficulty, help should be sought immediately! Contact the TAP Center (Tutoring, Academic Support, Peer Mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[TAP Center](#)

Center for New Directions

Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. 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 for 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 'non-traditional' fields of training.

Message from the Center for New Directions

Success in this course depends heavily on your personal health and well-being. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

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

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit 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 the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' 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.

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- 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 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

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Business Management & Entrepreneurship Technology Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

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 completely limit what you can do and 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 is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, 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, using it 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the 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 #