BUSINESS TECHNOLOGY
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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 your 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.

PROGRAM ADMINISTRATION

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

College of Technology Dean
R. Scott Rasmussen

Department Chair
Teena Rhoads

Program Coordinator
Marie Campbell

Program Instructors/Option Advisors
- Administrative Technology: Gene Warren
- Accounting Technology: Marie Campbell
- Small Business Technology: Duane Rawlings

Program Advisor
Regina Terrell

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 first be brought to the attention of the instructors and option advisor. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the option advisor, a meeting may be arranged with an advisor from College of Technology Student Services at (208) 282-2622.
III. 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 classes on a regular basis, and an attendance record will be maintained in each class. Specific attendance rules and policies will be outlined on class syllabi. The program phone number is 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 within 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>.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 board in the classroom area for your reference.

2. The classrooms 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 is 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 cutoff. 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.

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. 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 Intermediate Technical Certificate options, three Associate of Applied Science degrees, and two Basic Technical Certificate options are available:

   * Administrative Technology (Intermediate Technical Certificate)
   * Administrative Management (A.A.S.)
   * Accounting Technology (Intermediate Technical Certificate)
   * Accounting Technology (A.A.S.)
   * Business Technology (Basic Technical Certificate)
   * Small Business Technology (Basic Technical Certificate)
   * Small Business Technology (A.A.S.)

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 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.

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.

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

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 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. Grade 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 awarded if the examination is passed. Since no credits are 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; 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.

ADA STATEMENT

STUDENTS WITH DISABILITIES

ISU is committed to providing equal access to its programs and services. If you have a disability or think you have a disability (physical, learning, hearing, vision, or psychiatric) that may need a reasonable accommodation, please contact Disability Services located in the Rendezvous Center, Room 125, 282-3599, as early as possible. University policy states that it is the responsibility of students to contact instructors during the first week of each semester to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

AA/EEOC STATEMENT

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to the Director of the Affirmative Action Office located in the Rendezvous Center, Room 157, at (208) 282-3964.
I. INTOXICANTS POLICY

Any instructor who observes behavior which suggests that a student may be under the influence or detects the odor of an intoxicant on 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 school 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.

II. 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.

DISCIPLINARY PROCEDURES

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 incidents 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 hearings 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. Any 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 any 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.
V.
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. https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/

1. FERPA (page 4)
2. Smoking (page 6)
3. Sexual Harassment and Title IX (page 17)
4. Withdrawal (page 33)
5. Satisfactory progress (page 34)
6. Academic Standing (page 37)
7. Petitions (page 50)
8. Communicable Diseases (page 54)
9. Affirmative Action (page 55)
VI.
COLLEGE OF TECHNOLOGY
RESOURCES AND SERVICES

SECTION I
SERVICES FOR STUDENTS

Student Services: This office is located on the main floor of the RFC Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Admission advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a students' educational goals.

Hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

isu.edu/tech/departments/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 Resource Center, located on the third floor, Room 365, of the Roy F. Christensen (RFC) complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs.

isu.edu/tech/departments/resource-center/

The Center for New Directions: Located within the RFC Complex on the third floor, Room 372. 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/reentering 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 'non-traditional' fields of training. https://isu.edu/cnd/

SECTION II
REGISTRATION AND FEE COLLECTION
POLICY FOR 2018-2019

• 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 Bengal Web 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: https://fafsa.gov/. 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 available to the general university population.

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. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. https://isu.academicworks.com/users/sign_in

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.

HOW TO OBTAIN A SHORT-TERM LOAN

Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration Building or complete online form at isu.edu/finserv/forms/sbstlapp1.pdf

NOTE: The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2012 to June 30, 2012).

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 Fifth and Humboldt Street, telephone (208) 282-2515 or 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 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 owner’s expense when it accumulates $50 in citations.

Any traffic tickets or resulting fines owed 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.
SECTION VI
TRANSPORTATION

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, 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 https://isu.edu/transportation/

Pocatello Regional Transit (PRT): Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit 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.

SECTION VII
GRADUATION

NOTE: Students should refer to the policies in the program section of the handbook to determine eligibility for a Certificate and/or Associate of Applied Science degree.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Students are encouraged to apply the semester before they intend to graduate in order to confirm all requirements are met. Information about applying and costs can be located on the ISU Registrar’s office website: isu.edu/registrar/graduation-application/

The College of Technology graduation ceremonies are held in May and December. Students who have applied for graduation will receive information regarding this ceremony. The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May.

ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a once-in-a-lifetime experience and an opportunity for family and friends to honor all the graduates. Whether or not a student is unable to attend the graduation exercise, the student’s diploma will be mailed at a later date.
VII.

COLLEGE OF TECHNOLOGY
HANDBOOK SIGNATURE FORM AND PHOTOGRAPHY CONSENT RELEASE

Idaho State University
College of Technology
921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

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 NUMBER ___________________________

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 marketing 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 ___________________________
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 is 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 NUMBER
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 own 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.

Print Name Date

Signature Locker #