Idaho State University
Meridian
2019–2020 Student Handbook
I. **Basic Information**

Address:  
Sam and Aline Skaggs Health Science Center  
1311 E Central Drive  
Meridian, ID 83642

Phone:  
(208) 373-1700

Website:  
[www.isu.edu/meridian](http://www.isu.edu/meridian)

Building Hours:  
Monday–Friday  7:00am–12:00am*  
Saturday  8:00am–4:00pm*  
Sunday  Closed

*Students cannot enter the building prior to 7:00am. It is mandatory that you use your Bengal Card to access the facility through the front doors during the following times: Monday–Friday from 7:30pm–12:00am and Saturday from 8:00am–4:00pm. Staff will not open the doors at any time during these hours.

II. **Building Entrances/Exits**

Main Entrance/Exit:  
Open  7:00am–7:30pm  Monday–Friday  
Card Access Only  7:30pm–12:00am  Monday–Friday  
Card Access Only  8:00am–4:00pm  Saturday

Clinic Entrance:  
Open  7:00am–7:30pm  Monday–Friday

TVAPL (East) Entrance:  
Open  7:00am–5:00pm  Monday–Friday

Idaho State students are prohibited from entering and/or exiting through any of the Renaissance High School entrances/exits
Meridian Building Information

While using your Bengal Card to access the building, do not allow another person to walk in behind you. Each person is required to use his/her own Bengal Card. Anyone caught letting people in the building risks having their door access suspended.

III. Front Office

The following services are provided by the front office cashiers: fee payment, parking permits, and citation payments. All cashiering services can also be completed online through BengalWeb. Visit the front desk for more information.

Front Office Hours:
Monday–Friday, 7:30am–8:00pm*

Cashier Hours:
Monday–Friday, 8:30am–4:30pm, Fall Semester
Monday–Friday, 8:30am–4:30pm, Spring Semester
Monday–Friday, 8:00am–3:30pm, Summer Semester

*During the summer semester, the Meridian front office will close at 5:00pm on Fridays.

Bengal Cards and clinical badges are obtained at the front desk with proper identification. The front office staff can also assist with questions regarding student computer accounts.

IV. Classroom Policy

1. Drinks and small snacks are allowed in the room as long as students pick up after themselves. If the rooms are not left clean, this policy will no longer be in effect.

2. All students are to respect their classmates. This means that students will not talk and be disruptive during class time. Any student being disruptive will be asked to leave. If a student continues to be disruptive, Academic and Student Affairs will get involved.
3. There will be no unnecessary noises made over the intercom system or the microphones in distance learning classrooms. This is very disruptive to all distance learning locations and will not be tolerated.

4. If a student has concerns regarding the behavior of another student, he/she should speak to the Idaho State Meridian Associate Vice President.

5. Please do not remove chairs from any classrooms. If you move furniture within the classroom, please move it back.

**Traditional Classrooms:** Schedules are posted outside each classroom door. Classrooms may be used by students for studying, but please check the schedule for availability. Schedules are subject to change without notice.

**Distance Learning (DL) Classrooms:** Equipment in the DL classrooms is not for student use unless it is used during a class. Students may use the DL classrooms for studying, unless a class is scheduled. If you would like to have a class recorded, please contact the instructor. Classes are encoded and uploaded to Moodle at the discretion of the instructor.

V. **Emergency Evacuation Plan**

1. Everyone must EVACUATE the building when a fire alarm sounds and proceed to the emergency assembly location near the southeast parking lot. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and West Ada School District.

2. In the event of an emergency, students are to vacate the building immediately through the nearest exit. If any of the clinics are in session, staff and students will be responsible for escorting their clients out of the building. Clinic supervisors will be responsible for conducting a physical count of their respective students and clients. Persons needing special assistance and not able to exit directly from the building are to proceed to and remain in stairwell vestibules located by the Bengal Den and the 24/7 stairwell. Emergency response
3. Personnel will evacuate occupants needing special assistance from the building.

4. Please remain calm and leave the building from the nearest exit. Use handrails in stair wells and stay to the right.

5. Upon exiting the building, DO NOT LEAVE the premises so that everyone can be accounted for, unless extreme life threatening circumstances exist.

6. Please assemble on the grass near the southeast parking lot, as follows, to allow fire and EMS vehicles clear access to the building. Follow the directions of the evacuation monitors at the assembly area.
   
   i. **Primary Assembly Area:** The grassy knoll area at the southeast corner of the parking lot, where Idaho State and ICOM parking lots meet.

   ii. **Disabled Assembly Point:** In the grassy area directly across from the Main Entrance. This area is for anyone that is disabled and their caregivers and/or instructors.

   iii. Alternate Assembly Area is the southwest corner of the parking lot under the freeway sign post. This area should ONLY be used when the primary area is unavailable.

7. The Fire or Emergency Department will give clearance to re-enter the building to Idaho State administration officials. An Idaho State administrator will announce ALL CLEAR to re-enter the building.

VI. **Active Shooter/Violent Intruder Event Procedures**

An Active Shooter or Violent Intruder Event is anytime an individual is actively shooting or seriously attempting to harm individuals. If these situations occur, you will be notified as quickly as possible to take **RUN/HIDE/FIGHT** actions. Each action should be considered independently and used to your best advantage. You must decide what course of action you will take until law enforcement arrives.
Lessons learned from tragic events such as Columbine, Virginia Tech, and Sandy Hook have led the country into what is now being taught and used nationwide by police departments throughout the United States. This national program is called **RUN/HIDE/FIGHT** and is being adopted by countless universities, public schools, and private businesses across the country.

**RUN/HIDE/FIGHT** is a training solution that increases our faculty, staff, and students’ odds of survival during a violent intruder event. **RUN/HIDE/FIGHT is exactly what it says** and is a set of proactive strategies that increase chances of survival during an armed intruder event. These are options for you and are not designed to be used in order. While no one can guarantee no casualties or injuries, we can guarantee that passing on knowledge will empower people with options of survival through lessons learned.

Additional information may be found at [http://www2.isu.edu/pubsafe/errp/ActiveShooter.shtml](http://www2.isu.edu/pubsafe/errp/ActiveShooter.shtml).

**VII. Weapons Policy**

Weapons are prohibited for all persons, including holders of the enhanced concealed carry permits, on all Idaho State Meridian property as well as Renaissance High School and West Ada School District properties. A weapon is any firearm, any knife with a blade longer than four inches, or any other deadly or dangerous weapon.

Only certified City, County, State, Federal, and retired police officers, with appropriate identification, and Idaho State Public Safety personnel are authorized to carry a weapon on campus.

**VIII. Smoke Free Campus Policy**

Smoking is prohibited on all Idaho State property, as well as Renaissance High School and West Ada School District properties. Smoking is prohibited on all grounds, including exterior open spaces, parking lots, and sidewalks.

Idaho State is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. This policy is intended to reduce the
health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities.

Smoking is hereby defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars, pipes, or e-cigarettes.

IX. **Parking**

Student parking permits are $100/year or $70/semester. Permits may be purchased online, with credit card or debit card, or at the front office, with cash or check, during cashier hours. If purchasing online, please bring identification to the front office to receive your permit.

Parking permits are required from 8:00am–12:00am, except on Sundays and legal holidays when classes are not in session. Signs clearly indicating Faculty/Staff, General Permit, Visitor, Reserved, Clinic, and Motorcycle lot designations are posted at each parking area. Anyone with a valid Idaho State permit can park in any Idaho State general lot after 4:00pm and on weekends, unless otherwise posted. No parking is allowed in the Renaissance High School, West Ada School District, or ICOM parking lots, except where designated. Parking areas are as follows:

**West Side, NW Front Lot:** General Student parking where Idaho State signs are posted, which includes the front section of the West Ada School District/Renaissance High School staff lot along the west curb area and the first two double rows. The West Ada School District staff, Renaissance High School Staff, and their visitors also use this area. Enter the lot from the west-most entrance (this entrance is one-way in) off E Central Drive and the Idaho State student parking will be immediately to your left. Park only in the designated Idaho State areas. For safety, please use one of the crosswalks to cross the one-way exit lane in front of the high school before walking to the south side of the building. **(DO NOT ENTER OR EXIT THE BUILDING THROUGH THE HIGH SCHOOL ENTRANCE ON THE WEST SIDE.)** When
exiting the west lot, please be patient and utilize the proper lane to proceed east or west. This exit is a one-way lane.

**West Side, Soccer Field Lot:** General Student parking. This area is located just off E Central Drive in front of the soccer field. The area is designated Idaho State General Permit parking between 7:00am–4:00pm. This area is also open to public (not Idaho State affiliated) parking with a 2-hour limit during these hours. For safety, please proceed to the building utilizing the sidewalk and use the crosswalk to cross the one-way exit road in front of the high school before walking to the south side of the building. (DO NOT ENTER OR EXIT THE BUILDING THROUGH THE HIGH SCHOOL ENTRANCE ON THE WEST SIDE.)

**South Side Lot:** Clinic, Faculty/Staff, Motorcycle, Reserved, and Visitor parking areas. Students with a valid permit may utilize the General Permit Faculty/Staff lots only after 4:00pm on weekdays and on holidays or weekends. Please access this area from the west side of the building.

THE SPEED LIMIT IN ALL PARKING AREAS IS 15 MPH. Keep in mind that the high school students and buses use the west side routes.

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

Parking spaces on the north side and northeast/east side of the building are reserved for the West Ada School District.

Complete Parking Regulations may be found at [www.isu.edu/meridian/parkingregulations.shtml](http://www.isu.edu/meridian/parkingregulations.shtml).

NOTE: Idaho State will be expanding the university's parking lot this fall. Parking lot information and policies may change.
I. Supporting Idaho State Students

WELCOME TO A “CARING” IDAHO STATE COMMUNITY!

“A caring community is a place where the well-being of each member is sensitively supported and where service to others is encouraged.” -Ernest Boyer

The faculty and staff at Idaho State are here to support students in a holistic way. Please share concerns for Idaho State students who might benefit from available support services to assist with academic, career, financial, and/or other personal matters by submitting a confidential Notice of Concern.

Early warning signs may include
- Class absences;
- Behavior that suggests feeling overwhelmed;
- Isolation;
- Depression; or
- A difficult situation that places a student in need of additional support.

Help us, help you, help friends.

Submit your notice at https://isu.starrezhousing.com/StarRezConcerns or go to the Student Affairs webpage, click the Student Support link, scroll down to the CARE Team section, and select the Notice of Concern link.

II. Title IX Notice of Non-Discrimination

Idaho State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads, "No person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." -Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation, 34 C.F.R. Part 106 (Title IX).
Title IX protects all people, regardless of their gender or gender identity, from sex discrimination, which includes sexual harassment and sexual misconduct.

**Sexual Discrimination** refers to an adverse act of sexual discrimination (including sexual harassment and sexual assault) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972 and its implementing regulations.

**Sexual Harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to
- Sexual violence,
- Sexual advances,
- Requests for sexual favors,
- Indecent exposure, or
- Verbal, nonverbal, or physical unwelcome conduct of a sexual nature.

These actions are considered sexual harassment when such conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, is considered to be limiting the individual’s ability to participate in or benefit from the services, activities, or opportunities offered by the university. Acts of verbal, non-verbal, or physical aggression, intimidation, or hostility, if based on gender or gender-stereotyping, may be considered sexual harassment, even if those acts do not involve conduct of a sexual nature.

**Other Sexual Misconduct** refers to a physical sexual act that includes, but is not limited to
- Assault,
- Battery,
- Unwelcome touching,
- Rape, or
- Sexual violence.

These acts may be perpetrated against an individual who has not given consent or against an individual who is incapable of giving consent due to the use of drugs, alcohol, or other incapacitation.
**Retaliation:** Any person who brings forward a complaint or participates in an investigation is protected from retaliation to the full extent of the law.

**Who to Contact with Complaints:** While compliance with the law is the responsibility of all members of the Idaho State community, listed below are the staff members who have primary responsibility for Title IX compliance. Concerned parties may choose to contact any of the following individuals and make a complaint under the grievance procedures at Idaho State. Idaho State is committed to resolving issues through our internal processes. We have programs designed to support and assist victims. Individuals also have the right to file a complaint directly with the Office of Civil Rights under the complaint process of the Office of Civil Rights.

**Matthew Wright**  
Director of Equal Opportunity  
Affirmative Action and Diversity  
(208) 282-1439  
wrigmatt@isu.edu

**Lyn Redington**  
Vice-President for Student Affairs  
(208) 282-2315  
redilyn@isu.edu

**Brian Sagendorf**  
Director of Human Resources  
(208) 282-2517 or sagebria@isu.edu

III. **Bengal Cards/Student ID Cards**

Due to the nature of the open campus with Renaissance High School, Idaho State students must carry their Bengal Cards on their person at all times and produce it when asked.

Bengal Cards may be obtained from the front office. Bengal Cards will be valid for the time period a student is enrolled in an Idaho State program and provide identification for students using the Boise State University Library and Unity Health Center. The cost of a replacement card is $15.00.
IV. **Career Services**

Career services are available in Meridian. Dr. Cliff Rone is the newly hired staff member who will provide career counseling/career services for the students in Meridian.

**Clifford “Cliff” Rone, Ph.D.**
Licensed Psychologist
Office Room: 785
208-373-1921
roneclif@isu.edu

Please become familiar with the following services and resources that will help you. To learn more, please visit [www.isu.edu/career](http://www.isu.edu/career).

- **Handshake**: This is a free job searching resource that can be found at [www.isu.edu/career/handshake/students-and-alumni/](http://www.isu.edu/career/handshake/students-and-alumni/). This site advertises full-time jobs, part-time jobs, internships, etc. Other career-related events are posted as well.

- **FOCUS2**: This free career guidance program can be found at [www.isu.edu/career/focus2](http://www.isu.edu/career/focus2). This resource can help make college and career decision-making easier.

- **Resumes**: Have your resume reviewed or use our excellent resume resources/samples.

- **Interviewing**: Schedule a practice interview or use our excellent interviewing resources/samples.

- **Career Counseling**: Schedule an appointment with a Career Counselor to help you with your decision-making.

- **Presentations**: Professors can schedule career-related presentations for their classes.
V. **Collaboration**

A **Collaboration Table** is available for student use by room 611, the Student Activity Board office. A large screen display with laptop or device connections allows for groups to work together on digital projects. Currently, the table is available on a first-come, first-served basis and cannot be reserved.

Two **Group Study Rooms** are also available for students. They include a height adjustable table and a large screen display with laptop connections for easy collaboration. The rooms may be booked via YouCanBook.me using the links posted outside of the study rooms. Maximum booking time is three hours with preference given to groups. No food or drink is allowed.

VI. **Computer Labs & Access**

There are computers, printers, a scanner, and telephone available for student use in the Meridian computer labs, rooms 680 and 829. All registered students have a computer account. IT Technicians are available to advise and troubleshoot with students.

To place a telephone call, dial 8 for an outside line to make a local or toll-free call. Students may make university-related calls to the Pocatello campus using a direct line in the computer lab. To call the Pocatello campus, dial the last four digits of the campus telephone number. Some departments have provided 800 numbers for Meridian students to use when making university-related calls. Please check with your department for these numbers.

Absolutely no food will be allowed in the computer labs.

**Student Services Kiosk:** A computer that can be used to apply to Idaho State, register for classes, pay fees, or access financial aid documents is available for use on the north side of the front desk.
VII. **Counseling Services**

Idaho State students can access counseling services through the Idaho State Meridian Counseling Clinic. To schedule an appointment, please call (208) 373-1719. Idaho State graduate counseling students, please refer to your handbook.

VIII. **Disability Services**

Disability Services is committed to increasing access to all programs and services sponsored or funded by Idaho State through the provision of accommodations and other disability related services. Further, we are committed to ensuring equal opportunity for all employees and students with disabilities. If you have a diagnosed disability or if you believe you have a disability that may require a reasonable accommodation, please contact Soni Myers or Karina Mason Rorris. Students and employees need to self-identify and disclose to Disability Services in order to start the interactive process, which is a dialog between a designated Disability Services staff member and the student or employee.

Information and application for services are located on the Disability Services website at [www.isu.edu/disabilityservices](http://www.isu.edu/disabilityservices).

**MERIDIAN**

**Soni Myers**  
Coordinator  
(208) 373-1723  
myersoni@isu.edu

**POCATELLO**

**Karina Mason Rorris**  
Director  
(208) 282-2294  
henskari@isu.edu

IX. **Email Accounts**

Students admitted to Idaho State are issued an Idaho State email account. We strongly encourage you to use this email for all Idaho State correspondence. If you must use a personal email account, please forward your Idaho State email to your personal account. Most departments (Admissions, Registration, Financial Aid, etc.) will communicate via email,
using your Idaho State email address. Your Idaho State email is provided by Gmail.

To access BengalWeb, please visit www.bengalweb.isu.edu and enter your Idaho State username and password.

To access email take the following steps:
1. Visit www.isu.edu
2. Click on Quicklinks
3. Click on Google Apps
4. Click on Log In under the Gmail icon
5. Enter your Idaho State email address and password

X. Faxing and Scanning Documents

The front office staff will fax or scan documents to Financial Aid, Admissions, and the Registrar for you. See your department administrative assistant for all other faxing or scanning needs, including scholarship applications, assignments, resume, etc. The front office will not be responsible for confirming that documents have been received.

XI. Financial Aid, Scholarships, & Registration

There are enrollment professionals on site to assist students with financial aid, scholarships, registration, etc. See the front office staff for assistance.

XII. Fitness Services

Idaho State supports the total health of our students and has several options for exercise on or near campus.

- Basketball Court: West Ada School District has allowed Idaho State students use of their basketball court, which is located in the east parking lot. Idaho State students must provide their own basketball. The hoops are not break-away hoops, so do not hang on them. Students from West Ada School District and Renaissance High School have first priority.
Meridian Student Services

- **Fitness Center**: Idaho State Meridian shares fitness facilities with Renaissance High School. It is available from Monday–Friday 6:00am–7:30am by request and 3:00pm–6:30pm. To request early hour access, please go to https://forms.gle/CXG8R6uBxfTQ2ZnS7. Hours are subject to change. A Bengal Card is required to use the Fitness Center.

- **Soccer Field**: There is a soccer field west of the building which is available for student use.

- **Wellness Center**: Idaho State offers wellness classes in the Wellness Center, room 837 on the second floor. The schedule of classes is posted outside the Center and on Idaho State Events Boards. The schedule is subject to change throughout the semester. There is also some cardio equipment for your use.

*Recreation is allowed only in the designated areas listed above. No activities will be allowed in any other area of the building.*

XIII. **Food Services**

There are several food options located in the building. There may be changes, so please be aware of signs and information regarding the different food service options.

- **Bengal Den**: Located on the east side of the second floor above the east entrance, the den has a variety of vending machines, a microwave, a Keurig coffee maker, and a sink available for use. The area also provides the display for the Spirit Store, ample outlets for electronic devices, and a comfortable seating area. No eating or food prep items are supplied.

- **Cafeteria**: Located in Renaissance High School, the cafeteria serves coffee in the morning and full service lunch options. The cafeteria is closed during the summer semester.

- **Café Renaissance**: Run by the West Ada School District culinary students, the café is open from 11:30am–12:00pm on select Thursdays
Meridian Student Services

and Fridays. Limited items are offered each day. Café Renaissance is typically open from October through May.

- **Food Trucks**: Various food trucks are scheduled regularly during the lunch period. The schedule is posted on Idaho State Events Boards and at the front desk.

- **Menu Book**: A book with local area restaurants is located on the table across from the stairs near the Student Services bulletin board.

- **Vending Machines**: Machines with multiple food and drink options are located in the student mall areas on the first and second floors and in the Bengal Den.

*Students, faculty, and staff who order food from any type of delivery MUST meet the delivery person at the front office waiting area at the time of delivery.* Delivery people are not allowed to wander around the building because of our co-location with the high school. *Front office staff will not call you when your food delivery arrives and are not allowed to sign for purchases.*

XIV. **Graded Course Assignments &/or Exams**

Graded papers and exams will be returned to your department’s administrative assistant for distribution. Those students who are taking online classes or do not have a department in the facility can pick up their graded papers or exams at the front office. Your Bengal Card is required to pick up papers. Your graded paper will not be given to someone else without written permission.

XV. **Health Services**

Unity Health Center is an urgent care clinic that will see Idaho State students as part of an agreement between Unity Health Center and Idaho State Student Health Services. It is our hope that this arrangement will provide a medical home for Meridian students.

Unity Health Center is located at 1130 E Fairview Avenue. Appointments are preferred but not necessary, as walk-ins are always welcome. To make an appointment, you may call 208-896-6729. Unity Health Center provides
comprehensive medical care services, from colds and broken bones to ongoing medical issues like high blood pressure.

To obtain services at Unity Health Center under the Idaho State agreement, Idaho State students must present a valid student Bengal Card.

Students will be billed per usual and customary practices of Unity Health Center. It is advisable to contact your insurance provider in order to verify your coverage and financial responsibility. Contact Unity Health Center for more information regarding financial assistance.

XVI. **Library Services:**

You DO have access to the Idaho State University Library system, even though you are at a satellite campus. Our online resources are extensive, and the Idaho State librarians are friendly and want to help you!

The new Idaho State Meridian Library is expected to open at the beginning of the fall 2019 semester, and its operating hours will be posted on the main library website at [http://www.isu.edu/library](http://www.isu.edu/library). (You may need to scroll down to see the library hours). The library will offer a quiet study space, including two study rooms, as well as a staffed reference desk to help students with their research.

The Idaho State Meridian Librarian is specially trained in health sciences information, so she is ready to help you with questions about databases like PubMed and evidence-based practice information sources. She is typically available between 8:00am–5:00pm, and by appointment.

**MERIDIAN**

**Kristin Whitman**

Health Sciences Librarian

whitkri5@isu.edu

(208) 373-1817

**POCATELLO**

208-282-3152

refdesk@isu.edu

[http://www.isu.edu/library](http://www.isu.edu/library)

**Services:** Have a question about library resources? ASK! Librarians can help you

- Refine your research topic,
Meridian Student Services

- Choose the right databases to search,
- Track down elusive books and articles,
- Order materials from the Pocatello library, for FREE, or
- Order materials from other libraries for FREE.

The library's website should be bookmarked ASAP! So much is available online, including e-books, journals, and databases. Additional online resources include

- Health Sciences Library Pages at https://www.isu.edu/library/libandcoll/ihsl,
- Idaho State Library's YouTube Channel at http://www.youtube.com/c/ISULibraries, and

**Other Libraries:** Idaho State Meridian students can also get a Boise State University Library card. This allows you to use online resources on their campus and you can check out a limited number of books. Take your driver's license and student Bengal Card to Boise State University library's circulation desk to get a card.
Students should read and refer to the Idaho State University Student Handbook for additional policies and procedures, which can be found at www.isu.edu/deanofstudents/students-conduct.

NOTE: This Idaho State University Meridian Student Handbook is not an exhaustive list of Idaho State policies and procedures at this campus.