COLLEGE OF TECHNOLOGY
STUDENT HANDBOOK

Cosmetology

2019-2020
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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 our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
Dean
II. PROGRAM INTRODUCTION

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Cosmetology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

All students are directly responsible to the instructors. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Student issues should be brought to the attention of the instructors and program coordinator. If a student would like to consult with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622. Students may also contact the Business & Support Services Department Chair Teena Rhoads.

PROGRAM ADMINISTRATION

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

COLLEGE OF TECHNOLOGY

Dean: Scott Rasmussen
Associate Dean: Debbie Ronneburg
Business & Support Services Chair: Teena Rhoads
Program Instructor/Coordinator: Casie Jensen
Program Instructors: Phoebe Greene, Heather Harris, Elizabeth Quick
Instructor Assistant: Gara Armstrong
Program Advisor: Regina Terrell

PROGRAM ROLE AND MISSION

The Cosmetology program strives to provide the student with the best instruction and supervision possible, prepare the student to meet and exceed cosmetology industry standards for entry-level skills, and create a pleasant and positive learning environment for all students to grow and become the very best that they can be.

GENERAL PROGRAM INFORMATION

COSMETOLOGY COURSES

The Idaho State Board of Cosmetology requires that students complete a minimum of 2000 hours of instruction to qualify for
licensure by examination. These hours are attainable by regular attendance in this 3.5 semester program. Students will be able to complete the 2000 hours by regular attendance. Students will be responsible for monitoring their own hours. If a student does not complete the full 2000 hours by the last week of the 3.5 semester program, the student will have to return to finish the required hours. Financial aid will not be available to cover these additional credits.

Students MUST have funding for the .5 semester that occurs in the first 8 weeks of summer. It is encouraged that the student secures this funding with the first semester’s financial aid or loan.

Students returning will not be allowed to work on the public. The returning student will be assigned to work in the dispense area.

NAIL TECHNOLOGY

Nail Technology is an option within the Cosmetology program and is offered only in the fall. Students enrolled in the Nail Technology option who also wish to complete the Cosmetology program may receive a 250-hour credit toward the 2000-hour requirement for Cosmetology licensure.

PROGRAM HOURS AND BREAK TIMES

The Cosmetology program hours for fall and spring semesters are Monday through Friday, 8 am to 5 pm. Summer sessions are Monday through Friday 7:30 am to 4 pm. The Nail Technology program is only offered in the fall semester, Monday through Friday, 8 am to 5 pm. Students are allowed two 15-minute breaks (one in the morning and one in the afternoon), and a daily lunch break of one hour, during which the program will be closed. During summer session, students are permitted a 30-minute lunch break.

Monday of each week will be faculty/staff in-service and students will start at 9 am in the fall and spring semesters.

TEXTBOOKS

Cosmetology and Nail Technology text books are included in student kits. Student kits are purchased through the program and must be paid for on/or before the first Friday of the first semester. If the student fails to pay for the kit by that first Friday of the semester, they will not receive a kit. The student will not be allowed to attend class until the kit is paid for.

GRADING

Records of progress are maintained throughout the semester in each student’s individual file. Final grades are issued at the end of the semester and recorded on the student’s university transcript. Mid-semester grades are not reported unless a grade of “D” or “F” is given, which is then maintained as a separate record by the ISU Registrar. A student’s final grade may be based on the following categories of
assessment: examinations, reports, quizzes, assignments, application on mannequins, class projects, and class participation. The percentage of grade assigned to each category will vary from class to class depending on the individual instructor’s requirements.

The following grading system will be applied in Cosmetology courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
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<tr>
<td>C+</td>
<td>77-79%</td>
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<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

To continue to the next semester, a student must earn a grade of “C” or better in each course taken and pass competency exams at 73% or better. Practical grades are based on the finished requirements sheet. Form R-40, which is required by the State of Idaho Cosmetology Board is used.

COMPETENCY EXAMINATIONS

BASIC CLASS
The student is required to successfully pass each practical subject tested on. Students must score a minimum of 73% before progressing in the curriculum. Only one retake of these examinations will be allowed on each subject. If the student does not score a minimum of 73% he or she must repeat the semester or course.

JUNIOR CLASS
Students are required to successfully complete two competency examinations, which include both theoretical and practical components. Students must score a minimum of 73% on these examinations before progressing in the curriculum. Only one retake of these examinations will be allowed. If the student does not score a minimum of 73%, he or she must repeat the semester or course. If a student has a written medical excuse, a family illness or death, the student will be permitted to take the examination with proper documentation.

SENIOR CLASS
Students are required to take two mandatory mock board exams simulating the licensure examination administered by the State of Idaho Board of Cosmetology. The mock board exams include written theory and application components. Students must score a minimum of 73% on these examinations before progressing in the curriculum. Students are NOT allowed to retake mock board exams.

LIVE-WORK SERVICES
A critical component of the Cosmetology curriculum is live work performed by the student on clientele. Because live work is part of the educational process, a student’s work will be critiqued while he or she is providing client services. The critique may require that the student’s work be corrected in front of clients. Faculty will have final authority in determining what client services will be provided by the student.
STUDENT COMPETITION

Each year in April the Cosmetology program sponsors a hair and fashion show called MANE ATTRACTION. All students are required to participate in submitting a model for the show each semester they are in school. This is graded on participation.

STUDENT PROPERTY

Lockers are proved for students to store personal property. Students must supply their own lock and are responsible for any articles they place in the area. They are responsible for keeping their locker secured and for keeping the area neat at all times. In addition, students should make sure all personal tools and equipment used in the program area and on the clinic floor are clearly identified as belonging to the student.

STUDENT PARKING

Students may purchase a parking permit for one of the lots on campus. Parking is not allowed in the Cosmetology Patron Parking area and will be subject to a $30 fine. If a student is caught parking in the Cosmetology Patron Parking area they will be turned in to parking authorities.
III. PROGRAM POLICIES

Students are expected to comply with the Cosmetology program policies set forth in the following sections, which apply to all components of the program.

ATTENDANCE

Attendance is critical to a student’s success in the Cosmetology program and is required in ALL classes. Absences, tardiness, and leaving early will be penalized with grade reductions. Specific attendance rules are included in course syllabi, and instructors will keep attendance records for their courses. If a student must be absent for any reason, he or she must call the Cosmetology program area and leave a message on the day of the absence, before 7:45 am during fall and spring semester and before 7:15 am during summer session. It is the student’s responsibility to get the information and/or assignments he or she may have missed due to absence, tardiness, or leaving early. Make-up work and late assignments are addressed by each class instructor. If a situation exists beyond the student’s control (e.g. medical or other hardship), the student should contact an instructor immediately and seek the appropriate withdrawal if necessary.

If a student is repeatedly absent from school, he or she will not be permitted to book appointments and provide services to clients or have personal services done for themselves. Once this occurs, the student will be required to work on mannequins to fulfill his or her Form R-40 requirements. Removal from the appointment books is up to the discretion of the instructors.

Attendance is taken twice a day, at 8 am or 7:30 am and 1 pm or 12 pm. Ten points is given for being on time, 5 points for calling the front desk to inform us you will be late.

CLASSROOM PERFORMANCE

When students attend class, they must comply with the following rules of conduct:

- Actively listen
- Follow directions
- Participate in activities the instructor assigns for the class
- Keep alert and do not sleep
- Be courteous to the instructor and to fellow students
- Refrain from private conversation while class is in progress

STUDENT DRESS CODE

The Cosmetology program area is a professional setting, and the student’s total look should conform to that standard. All clothing worn in the program area must be clean and in good repair. If a student
Personal hygiene is a MUST. COME WITH MAKEUP AND HAIR DONE. A minimum of lipstick and mascara are required. If a student is in violation of the dress code, they will be sent home and lose hours. Students are representing the beauty industry.

FOR THE CLASSROOM AND LAB FLOOR

Pants:
- Long black pants, skirt, dress or capris (must fall at the bottom of the knee), leggings or tights must be under all skirts and dresses; also in black. NO JEANS, LEGGINGS, (unless under a skirt or dress), SWEATS, OR SCRUBS.

Tops:
- Polo shirts, blouses, nice t-shirts, (no logos), must be black, gray, or white.
- Must have a sleeve that covers the arm pits and comes over the shoulder. NO KEY HOLE SLEEVES.
- Must cover your cleavage, bottom, and belly.
- Cutting vest and/or apron must be black and must be worn when on the lab floor. (Cutting vest comes in the kit)
- Name tag. (Comes in the kit)

Shoes:
- Sandals, tennis shoes, dress shoes or boots.
- No shoeless (barefooted) students.
- Think comfort and safety. Students may be on their feet up to 8 hours a day.

Hats:
- No hats of any kind allowed on the lab floor. Except on Bengal Wednesday, when an ISU baseball cap may be worn.

GENERAL RULES FOR THE PROGRAM AREA AND CLINIC FLOOR FOR PROFESSIONAL BEHAVIOR

- Students are to maintain a respectful and hardworking attitude while attending the Cosmetology program.
- Students are NOT allowed in the faculty or staff offices, unless asked by the faculty or staff member.
- NO answering phone calls when the client is in the chair. If it is an emergency, family and friends may call the front desk at (208) 282-2866.
- Students will not be allowed to lounge, sleep, or prop feet up while at their station and in the chair.
- Texting, gaming and talking on the phone will not be tolerated on the lab floor.
- Students must complete Form R-40 daily and be signed by an instructor. Instructors will be available to sign the student’s form R-40 after 4:45 pm during fall and spring semesters and after 3:45 pm during summer session.
- All discussions in the program area should be kept at a professional level. Students should avoid engaging in topics of conversation that may be deemed inappropriate or offensive to their peers, faculty, and staff, including but not limited to religious beliefs,
political affiliations, personal relationships, and similar subjects.

- Vulgar language, racist or ethnic jokes, sexual innuendoes, and similar conversation are prohibited in the program area.
- Students must clean up after themselves in the hallways and foyer.
- Students should keep their voices at a professional level when in the hallways and foyer. There are other programs in session.
- Children and visitors are not allowed in the program area unless they have an appointment.
- If a student disagrees with a faculty or staff member on a matter, the student should arrange to discuss it OFF the floor and away from the clientele. Public confrontations are not professional.
- Breaks should be taken off the clinic floor. Idly sitting at the stations does not reflect a professional work ethic to clientele.
- Stations and chairs (hydraulic, shampoo, or dryer) are expensive items, and students should treat them with respect. Do not put feet on furniture.

CLIENT SERVICES

- Students must ensure all work done on clinic floor is checked by an instructor and that all services are charged.
- Students should not interrupt while an instructor is with another student or client. However, if a chemical service must be checked or if there is an emergency, students should let an instructor know immediately.
- Chemical records must be completed for each chemical service.
- Students should not leave a client at the shampoo bowl unattended.
- Students should assist clients with coats or jackets at the front desk; clients should not take either to the lab floor.
- Students may schedule appointments and assist clientele with retail purchases, if they have received training in these areas by program staff.
- Only products from a professional product line may be displayed on station tops.

SAFETY AND SANITATION

- Students must keep their station area clean and organized, which may require cleaning after each client. Floor around the student chair must be swept and cleaned up of any hair residue. The client should also be cleaned up of any hair residue on the face, cape, neck, and arms. This should all occur BEFORE an instructor is asked to come and check the services performed. If the client needs more cutting after being checked by an instructor, the client and floor need to be cleaned of all hair residue BEFORE the client leaves the chair.
- No food or drink is allowed at a student station (a bottled water is fine). Small purses, wallets, and day planners may be locked in stations for security, if they are placed inside a sealed, labeled container as required by State Cosmetology law. All other personal items must be stored in the student lockers.
- Students may use empty stations but must clean them before leaving at the end of the day. Empty stations are not additional storage units, and personal belongings should not be kept there.
Please keep chairs at empty stations pushed completely in for safety and space.

• Students must clean hair out of brushes.
• Students should remove their own perm rods from shampoo bowls and clean the area after they use it. Rods should be rinsed thoroughly.

**MISCELLANEOUS**

• Students should take care to protect station surfaces from products, especially those that may stain or degrade the surface.
• Students must check out with the front desk when they leave the program area. They must also check appointments before leaving. Failure to do so will result in a grade reduction.
• For personal services, students must check with their floor instructor and pay for product before the service is done.

**CO-CURRICULAR ACTIVITIES DURING SCHOOL HOURS**

At times, a student will have the opportunity to participate in co-curricular activities that count toward the 2000-hour instruction requirement. To receive credit for hours, the student must obtain the approval of a cosmetology instructor before attending the co-curricular activity. The instructor may take into consideration the student’s attendance and grades in the Cosmetology program in approving hours for a co-curricular activity. If the student fails to obtain an instructor’s pre-approval, the time in attendance at the activity will not count toward fulfilling the student’s hours, but will be treated as an absence.

When attending a co-curricular activity, a student must check in with the person designated by the Cosmetology program to obtain written verification of the number of hours attended by the student. The verification must be signed by the designated person and submitted to the instructor. Students should not unilaterally arrange classes or workshops with supply houses, individuals, etc., but should request that an instructor evaluate the activity and determine whether to schedule it.

**CHEATING, STEALING, AND DISHONESTY**

Cheating, stealing, and dishonesty violate the ISU Student Conduct Code; any incidents will be handled on an individual basis. Students should familiarize themselves with the ISU Student Handbook policies.

**PUBLIC HEALTH STANDARDS AND PROCEDURES**

Students are expected to follow the public health standards and policies in effect within the Cosmetology program.

Students who are pregnant are encouraged to check with a physician concerning safety precautions that may be
advisable due to the chemicals used in the Cosmetology program.

AIDS STATEMENT POLICY/COMMUNICABLE DISEASES

The Cosmetology program recommends the use of universal precautions in the handling of or exposure to blood and body fluids. The precautions outlined below must be followed when there is a chance of exposure to the blood and/or body fluids of clients:

- If there are any open sores and/or lesions, students will glove-up and seek a determination by the clinic floor instructor whether or not the student can proceed with the service.
- Hands should be washed before and after contact with each client – even when gloves have been used. If hands come in contact with blood, body fluids, or human tissues, the hands should immediately be washed with soap and water.
- Sharp objects (razor blades, nippers, cuticle scissors, etc.) should be handled so as to prevent accidental cuts or punctures. If an accidental cut or puncture is inflicted, disinfection procedures should be followed using barbicide, which procedures have been approved under Idaho Cosmetology Law. Any other precaution may include the use of a 1:10 dilution of bleach.
- The use of a straight edge razor blade is prohibited; an electric clipper will be used for removal of superfluous hair on male and female clients.
- In case of an accident, notify the floor instructor who will then call ISU Public Safety, (208) 282-2515, to file an accident report.

BLOOD SPILL PROCEDURE

1. If a blood spill occurs, the following steps must be followed:
   - Supply injured party with a bandage if necessary and liquid spray/antiseptic.
   - Double bag all blood-soiled (contaminated) articles and label with red or orange bio-hazard warning.

2. If an injury or cut occurs, the following steps must be followed:

   **STUDENT INJURY OR CUT**
   - STOP service and clean injured area.
   - APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
   - BANDAGE (Band-aid) injury with adhesive dressing.
   - COVER with finger guard or glove as appropriate.
   - CLEAN model or station as necessary.
   - DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
   - RETURN to service.

   **CLIENT/MODEL INJURY OR CUT**
   - STOP service.
   - GLOVE hands of student.
   - CLEAN injured area as necessary.
   - APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
   - COVER with bandage (Band-aid).
   - DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
   - RETURN to service.
   - Instructor must wear unused disposable latex gloves or non-allergenic equivalent when
• Checking that student’s service (hair cut). Double bag and dispose of gloves.
• Follow with antimicrobial scrub on hands.
• Document incident in blood spill log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic to touch the skin or contact the wound. Use an applicator. Instructors must complete an incident report.

Following an accident, the instructor must immediately contact ISU Public Safety (208) 282-2515, to do an accident report. If there is a blood spill, contact ISU Biohazardous Waste Control, (208) 282-2310.

WET DISINFECTION STANDARD

• All tools and implements, except those which come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, bactericidal, virucidal, and fungicidal disinfectant that is mixed and used according to the manufacturer’s directions.

• All tools and implements which have come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, and tuberculocidal disinfectant that is mixed and used according to the manufacturer’s directions.

STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container.
IV. COLLEGE OF TECHNOLOGY POLICIES

INTOXICANTS POLICY

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

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 incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

CHANNELS OF REDRESS

An aggrieved student may:

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

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

3. 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 an additional investigation deemed appropriate to help in the decision-making process. Nothing
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.


1. FERPA (page 5, D Privacy & Educational Records)
2. Smoking (page 19; Smoking Policy ISUPP 2370)
3. Sexual Harassment and Title IX (page 18, Sexual Harassment Policy)
4. Withdrawal (page 6, Withdrawing from Courses)
5. Satisfactory Progress (page 8, Loss of Financial Aid Eligibility)
6. Academic Standing (page 10, Academic Standing)
7. Petitions (page 16, Petition Policies)
SECTION I
SERVICES FOR STUDENTS

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

Hours are 7:30 a.m. to 5:00 p.m. Monday through Friday. 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 262, of the 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.

isu.edu/cnd/
SECTION II
REGISTRATION AND FEE COLLECTION POLICY FOR 2019-2020

• 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: 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.

isu.academicworks.com/

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
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/media/libraries/finance-and-business-affairs/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, 2013).

**SECTION V TRAFFIC AND PARKING**

**NOTE:** Please refer to the ISU parking web address at: isu.edu/parking/

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2515 or (208) 282-2625.

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

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

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 PROGRAM 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
VIII. COMPUTER USAGE POLICY

COMPUSER 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