



**Idaho State  
University**

**College of  
Technology**

# Automotive Collision Repair & Refinishing

2024-2025



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# I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

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

Once again, welcome to the College of Technology.

Go Bengals!

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

Jerry Anhorn

Dean

## II. Program Introduction

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

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

### Program Administration

The Automotive Collision Repair & Refinishing program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

#### College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Trevor Pickens
Program Instructors	Andrew Merlette
	Logan Pickens
Program Student Success Navigator	Jaycee Smith

## Program Information

### Degrees/Certificates Offered

- Intermediate Technical Certificate Automotive Collision Repair
- Intermediate Technical Certificate Automotive Refinishing
- Advanced Technical Certificate Automotive Repair & Refinishing
- Associate of Applied Science Automotive Collision Repair & Refinishing

### Mission Statement

The role and mission of the Automotive Collision Repair and Refinishing program is to prepare the student in their chosen field, to enable them to be proficient in their abilities to attain job entry education in the areas of: Automotive Collision Repair, Automotive Refinishing, Automotive Collision Repair & Refinishing, or an Associate of Applied Science Degree in Automotive Collision Repair & Refinishing. These options include all three areas of Automotive Service Excellence Certification:

1. Non-Structural Analysis and Damage Report
2. Structural Analysis and Damage Report
3. Painting and Refinishing

We strive to instill the best attitudes in our students to do their best in everything they do, to provide customer and employer satisfaction through excellence and quality workmanship.

### Program Objective

Graduates of the Automotive Collision Repair and Refinishing program will be able to provide realistic training that prepares the graduate for a career in collision repair and/or refinishing utilizing the latest technologies, methods, and materials.

### Student Learning Outcomes

Graduates of the Automotive Collision Repair and Refinishing program will have the following learned capabilities:

1. Use safety, proper mixing, sanding and straightening of Body Filler to industry standard of dent repair
2. Weld plug, lap, butt with backing and butt weld to I-CAR standards

3. Use Mitchell estimating systems (Book and Computer) to figure repair and refinish times
4. Show ability to determine correct product and application method to restore corrosion protection to vehicle
5. Replace windshield in a manner safe to the student and vehicle to meet Federal Motor Vehicle Safety Standard FMVSS 212/208
6. Understand 5 types of frame damage. Use dimension charts, hanging gauges and tram bar to verify proper alignment
7. Identify the two types of plastic, and repair to acceptable level a single side repair, a double side repair and a tab repair on both types of plastic
8. Prepare and measure a Uni-body car on the Chief Impulse Frame bench. Measure with both mechanical and computer measuring systems.
9. Identify all Suspension components and their function, show ability to align and measure Caster, Camber, SAI, and Toe.
10. Demonstrate methods of finding wind and water leaks in and around wheel wells, trunks door openings and glass.
11. Identify voltage, amperage, resistance and trace schematics to show function of circuit. As they pertain to parallel and series circuitry.
12. Identify Dangers of working with Hybrid vehicles. Use published information to disconnect high voltage battery in two Hybrid vehicles
13. Identify components of an air- bag system, use published information to identify parts that need to be inspected after deployment, and parts that must be replaced after deployment.
14. Understand all policies, procedures, and apply all safety aspects related to automotive refinishing, understand EPA and OSHA regulations, and demonstrate proper selection and use of Personal Protective Equipment.
15. Explain and demonstrate how to properly clean a vehicle prior to repair work.
16. Explain and demonstrate the use of masking materials and how to featheredge paint in a repair area on a vehicle.
17. Have a solid understanding of different types and demonstrate the proper use of those materials such as sandpaper, sanding methods, use of fillers, and mixing paint.
18. Demonstrate the use of paint manufacture's manuals to mix their products and demonstrate the use of their products from the substrate to the final top coat.
19. Determine proper corrosion repair materials and demonstrate their application methods.
20. Explain and demonstrate the use of detailing products and their application methods.
21. Understand and apply all safety aspects related to automotive refinishing.
22. Properly identify paint problems, the cause and how to correct it.

23. Understand and demonstrate how to adjust a color to match a vehicle as close as possible for a blend
24. Demonstrate the use of paint manufacturer's paint manuals to mix and apply materials to complete a spot repair and methods for a proper blend.
25. Properly identify plastics, demonstrate their refinishing methods and product used.
26. Demonstrate proper removal methods for nibs and imperfections in a refinish job.
27. Understand and apply all safety aspects related to automotive refinishing.
28. Properly identify paint problems, the cause and how to correct them.
29. Properly identify a tri-stage finish and methods of matching a tri-stage finish.
30. Properly care for and use common technician hand tools, power equipment and standard collision repair and refinishing shop equipment according to NATEF shop safety procedures.
31. Demonstrate a clear understanding of right to know laws and regulations, OSHA, EPA, and DEQ concerns related to the Auto Collision repair and Refinishing industry.
32. Demonstrate knowledge and proper use of hand tools and shop equipment to repair damaged metal panels to previous undamaged shape.
33. Demonstrate proper disassembly and assembly of vehicle door components.
34. Properly identify the ADAS systems and recalibrate after a repair.

### Skills USA

Skills-USA, (Vocational Industrial Clubs of America), has been active at ISU's College of Technology for over 28 years. The ISU Skills-USA Club competes in a State and National competition each year.

Skills-USA is the national organization for students enrolled in trade, technical, industrial and health occupation programs in public high schools, trade and technical schools, junior and community colleges. Skills-USA concentrates on three major areas.

First, Skills-USA is involved in skill training. By bringing together students, teachers, and representatives from both management and labor, Skills-USA makes possible the exchange of ideas and the sharing of information. The result is an improved training program that is up-to-date on the skills employers are seeking.

Second, Skills-USA helps its members develop their leadership skills – those personal skills that are so often overlooked as important business tools.

Third, Skills-USA works at opening doors to job opportunities and business contacts. More than 470 major corporations, labor organizations, and professional trade associations are members and supporters of Skills-USA, and more are getting involved all the time.



## Forward

With the advent of the computer, the automotive field of today has become a highly technical industry. This has affected the automotive collision repair and refinishing and painting industry.

The automobile of today is being constructed of new products, such as high strength steel, high strength, low alloy steel and plastic skinned materials, which have created a new challenge for the auto body technician. The technician must possess the ability to repair the automobile and must not alter the safety factors, which are built into the car.

The complexity that has developed in the auto body industry has created the need for a more skilled individual. The opportunity for employment is good for those who are willing to learn and apply their skills.

Now that you are entering the automotive collision repair and refinishing field, set a goal and remember that the ladder to success can only be climbed with your hands busy learning a skill. We welcome you to the College of Technology.

## Advisory Committee

The committee consists of members selected from the automotive collision repair and refinishing industry. The committee meets twice a year to provide the program with information on what type of teaching and training the students should be receiving and to help the school fulfill its objective to the student.

## III. Policies & Procedures

### Attendance Policy

Every student is expected to attend class on a regular daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 7 am. The program phone number is (208) 282-3305.

The specific attendance rules and policies for the Automotive Collision Repair & Refinishing program are as follows.

- A. Tardiness: Students will forfeit 10 points from their daily grade for each tardy.
  - The following are examples of being tardy:
    1. Showing up after 7:30 am, leaving for break before 10:00, returning from break after 10:20, leaving before 12:00 noon, taking longer than a 1 hour lunch, or leaving before 2:30 pm.
    2. 1 minute to 15 minutes is a tardy.
    3. Being 16 to 45 minutes late will be considered a 1/2 hour absence.
    4. Being 46 to 60 minutes late will be considered being a 1 hour absence.
  - Special situations will be handled on an individual basis. Make up time will not be allowed.
- B. Absences:
  - Students are allowed 3 days absence per session without a grade cut (excluding the last week of the session). Doctor excuse's count towards students allowed 3 day absence.
  - Special situations will be handled on an individual basis. (Such as extended illness, jury duty, etc.)
  - For each day absent after the allowed 3 days, the student will lose 9 points from his or her final grade. Each hour absent, the student will lose 1 1/2 points from his or her final grade. Each 1/2 hour absent the student will lose 3/4 of a point from his or her final grade.
  - After an excused absence, written tests and assignments that were missed can be made up on the student's own time. (Before school, breaks, lunch, or after 2:30 pm.) Students have three days to makeup missed tests and assignments. It is the student's responsibility to make up the missed tests and assignments.
  - If the 3 days absence per session is not used: 1 point per day that is not used will be added to a student's final grade. (Maximum: 3 points)
- C. Check-In Procedure:
  - A time clock is used and students must check in prior to 7:30 am and be ready to begin class at 7:30 am.

- If you are going to be working in the lab, you must be in your work clothes or coveralls or you will be tardy.
- Students must punch out for lunch at 12:00 noon, and not before, and punch in prior to 1:00 pm so class can begin at 1:00 pm.
- At the end of the day, the student must punch out at 2:30 pm and not before.
- You and only you will punch your timecard in and out.

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

## Grading Policy

Records of progress are kept and filed in the permanent record file of each student. Grades are given in both theory and practical lab at the end of each session. Final grades reflect on average of all daily grades and tests given during the session. Appearance and attitude are also considered in determining the final grade.

Each student will be required to pass all phases within the session in order to receive a passing grade. If a student fails any phase, they will be given an "I" grade and may make it up the next session on the student's own time after school. Failure to do this will bring an F grade and the student will be required to leave school for the next session. Students may repeat each class only once.

The following areas will compile the theory grade:

- Attitude
- Attendance
- Preparation of Material
- Conduct
- Participation in Class
- Cooperation
- Written Tests

The following areas will compile the lab practice grade:

- Attitude
- Judgement
- Common Sense
- Cooperation
- Safety
- Organization

- G. Cleanliness
- H. Application of Theory
- I. Work Completed
- J. Attendance
- K. Amount of Supervision Required

Daily grades will be given to evaluate the student's progress in the classroom and lab. The grading scale is as follows:

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

## Shop Rules

1. The shop or lab area is a classroom and unauthorized visitors are not allowed and will be asked to leave because of both student interruption and safety.
2. Be careful of fire, watch out for gasoline, paint thinners, upholstery, etc. Be aware of the nearest fire extinguisher before starting on an assigned job.
3. Turn off all equipment and paint booth light and fans, when you are finished with a job.
4. Return all equipment to the appropriate area when you are finished with it. Clean and roll up all cords and hoses.
5. Keep your work area clean and orderly. Clean all tools, paint guns, etc. Be sure to return all equipment to its proper place so the next student that needs it can find it.
6. Accept assignments and carry them out completely. Do not forget to have an instructor inspect all assignments. An evaluation sheet should be filled out on all lab projects.
7. Determine what parts and paint materials are needed on a project and order them at the same time.

8. KEEP all parts and screws taped together as a unit and then mark them as to what they are and where they go. Don't lose them. Keep them in the can or upstairs in the storage area. DO NOT keep them in your toolbox.
9. Only the instructor will determine lab jobs.
10. Operate equipment only after you have had proper instruction and take proper care of it. If in doubt, ask the instructor.
11. No tools will be checked out to be used outside of the shop.
12. If you break a tool or it malfunctions while you are using it, please report it immediately. Don't try to repair it yourself without permission.
13. Don't leave before the job is finished, such as a paint job, washing a car, sanding, etc. Sometimes you may have to forego a break, noon hour, or stay after school to finish a job. Some jobs cannot be left unfinished for a half-hour or longer before you may have to redo that particular job.
14. Cleanup in the shop is done daily at 2:15 and washed down if needed. The shop is always washed down on Fridays at 2:00 pm.
15. Students will be able to work on their own vehicles during their last two weeks in the full program of their choice.
16. Customer cars should not be driven by anyone except the individual working on them. Students should not sit in customer cars during break or noon hour. Keep all windows rolled up as much as possible, and do not play the radios or stereos.
17. Due to safety, students are required to shave their beards, full or partial. When students are painting, it is important that the mask fit tightly to avoid the intake of paint fumes.
18. Your hair should be cut or controlled (i.e., put under hat) at all times in the shop. Once again, this is due to safety.
19. No smoking is allowed in the lab area or classroom, by State Law.
20. Chewing of tobacco will not be allowed.
21. Baseball-type caps are the only types of hat allowed in the lab or classroom.
22. Shoes must be worn at all times and they must be a regular work shoe - no tennis shoes.
23. No horseplay allowed in classroom or lab area.
24. Watch your language - vulgarity has no place in school or on a job.
25. Cell Phone Policy: During classroom instruction, faculty and students are required to put cell phones into a status that will not interrupt class. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.
26. Furthermore, faculty and students are not to conduct outside calls during lab time. While less intrusive than in a class room, conversations on cell phones take away from valuable instruction time in the lab.
27. Safety glasses must always be worn while in the lab area.
28. Due to safety reasons, NO music devices are allowed in the lab area or classroom.

## Safety Policy

Any student in the lab area must wear eye protection, a quality pair of safety glasses. If their hair is longer than shoulder length, the hair shall be cut or controlled by means of a hat or net to contain all of one's hair to prevent it from getting caught in machinery, electric and air power tools or any other hazard that may exist. Sparks may and will ignite loose hair.

Visitors must wear safety glasses and must be accompanied by an authorized person or tour guide. All visitors must check in with an instructor.

All clothes shall be snug fitting garments while in the shop and all students must have on a full set of program coveralls.

Gloves are to be worn in all vital areas of the shop in both Collision and Refinishing. Gloves may vary as to application being performed.

All students' shoes will be a quality, hard covered (leather or imitation leather). No soft or canvas shoes will be allowed.

ANYONE not following these guidelines will be asked to leave!

## Tools

1. Students are responsible for purchasing the required tools for the program. Students must purchase their tools within the first three weeks of school. If you do have a problem, please see your instructor.
2. Toolboxes and tools should be marked clearly with your name or initials. The school is not responsible for loss or theft of your tools. Students are encouraged to cover their tools on a renter's policy or their parents' homeowners in case of theft.
3. A complete set of tools is required within the first three weeks of school.
4. For your own protection, we encourage students not to lend or borrow tools.

## Interruption of Training

If a student finds it necessary to leave school for a session or two, this can be done. The school cannot guarantee an opening in the program on the date the student wishes to return. The student can petition the session prior to when they wish to return to school. Petitions may be obtained from the College of Technology Student Services office.

## General Disclaimer

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

## Computer Misuse

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

## Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, login to MyISU and go to the Online Fee Payment tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

## Communicable Disease Safety Procedures

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

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The

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

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

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

For more information on this policy, please visit: [Communicable Disease Policy](#)

## Accommodations for Students with Disabilities

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

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

## Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.



For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

## Student Conduct Rules and Regulations

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

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

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

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

## Smoke Free Campus

Idaho State University 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

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

## Academic Integrity and Dishonesty Policy

### Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats.

- C. Instructors are encouraged to include specific information in the course syllabus on Academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

## Idaho State University Student Handbook

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. Students Rights and Responsibilities (Page 4)
2. Withdrawal (Page 6)
3. Academic Standing (Page 10)
4. Petitions (Page 16)
5. Sexual Harassment (Page 18)
6. Student Complaints and Grievances (Page 18)

[ISU Student Handbook](#)

### Additional Idaho State University policies:

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

## IV. College of Technology Resources and Services

### Services for Students

**STUDENT SERVICES:** This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

#### [STUDENT SERVICES](#)

**TUTORING ASSISTANCE:** Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic Support, Peer mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. [TAP CENTER](#)

**THE CENTER FOR NEW DIRECTIONS** Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available 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. [CENTER FOR NEW DIRECTIONS](#)

## Message from the Center for New Directions

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

### **Statement on Services**

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

[CENTER FOR NEW DIRECTIONS](#)

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

To establish services:

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

[COUNSELING AND MENTAL HEALTH CENTER](#)

## **Mental Health Services for Out of State ISU Students**

ISU Counseling and Mental Health Center has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

### **Accessing MySSP**

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

## **Financing Your Education**

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

### **FAFSA**

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

### **FINANCIAL AID**

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

### **SCHOLARSHIPS**

## Traffic and Parking

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

[PARKING & TRANSPORTATION](#)

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

Cost:

- General Lot: \$116
- Reserved Lot: \$348

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 that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid or student's transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

# V. Idaho State University Resources and Services

## Disability Services

### Mission Statement

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

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

### Contact Information

#### **Disability Services**

Rendezvous Complex, Room 125  
921 South 8<sup>th</sup> Avenue, STOP 8121  
Pocatello, ID 83209-8121  
Phone: 208-282-3599  
Fax: 208-282-4617

VP for ASL: 208-530-6505  
Email: [disabilityservices@isu.edu](mailto:disabilityservices@isu.edu)  
[DISABILITY SERVICES](#)

## Office of Equity & Inclusion

The Mission of the Office of Equity and Inclusion is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

### Contact Information

**Office of Equity and Inclusion**  
Rendezvous Complex, Room 151C  
921 South 8<sup>th</sup> Avenue, STOP 8315  
Pocatello, ID 83209-8315  
Phone: 208-282-3964  
Fax: 208-282-5829  
[EQUITY & INCLUSION](#)



## Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

# VI. Handbook Signature Form



**Idaho State  
University**

**College of  
Technology**

## HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Automotive Collision Repair & Refinishing Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BENGAL ID #

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

## VII. Media Release



**Idaho State  
University**

**College of  
Technology**

### MEDIA RELEASE

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

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

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

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

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS (STREET)

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

# VIII. Computer Usage Policy



**Idaho State  
University**

**College of  
Technology**

## COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof 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 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, using for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

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PRINTED NAME

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DATE

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SIGNATURE

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BENGAL ID #