

STUDENT HANDBOOK

2018-2019

*discover* OPPORTUNITY

# AUTO COLLISION REPAIR AND REFINISHING

# TABLE OF CONTENTS

I. College of Technology Welcome.....	3
a. Letter from Dean Rasmussen	
II. Program Introduction.....	4
a. Program Administration	
b. Admission Requirements	
c. Course Requirements	
d. Graduation Requirements	
e. Grading Scale/Satisfactory Progress	
f. Important Partnerships	
g. Other Information	
III. Program Policies.....	6
a. Attendance	
b. Grading Policies	
c. Safety Rules	
d. Electronic Devices	
e. Food/Drink	
f. Academic dishonesty	
g. Other	
IV. College of Technology Policies.....	11
a. Intoxicants Policy	
b. Dismissal Policy	
V. Idaho State University Policies.....	13
a. Withdrawal	
b. Satisfactory Progress,	
c. Affirmative Action	
d. FERPA	
e. Sexual Harassment	
f. Communicable Diseases	
g. Smoking	
h. Link to ISU Handbook	
VI. Student Services Overview.....	14
a. Resources and Services	
VII. Handbook Signature Form and Photography Consent Release.....	17
VIII. Computer Usage Signature Form.....	18

# Idaho State UNIVERSITY College of Technology

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 Automotive Collision Repair and Refinishing program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

### PROGRAM ADMINISTRATION

The Automotive Collision Repair and Refinishing 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
Trade & Industrial Department Chair:	Dave Treasure
Program Coordinator/Instructor:	Russell Butler
Instructors:	Don Beamis
Instructor Assistant:	
Program Counselor:	Philip Jones

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 first 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 counselor from the College of Technology Student Services (282-2622).

### ROLE AND MISSION

The role and mission (goal) 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 and Refinishing, or an Associate of Applied Science Degree in Automotive Collision Repair and 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.  
Facilities:

The Automotive Collision Repair and Refinishing lab and classrooms are located on the first level of the Roy F. Christensen Building on the College of Technology campus.

## 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.

## SCHOOL OBJECTIVE

The objective of the school is to provide you with the most up-to-date training in Auto Collision Repair and Refinishing in order that you reach the job entry level of this field.

## 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. PROGRAM POLICIES

#### 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 your instructor by 7:30 a.m. The program phone number is (208) 282-3305. Outside phone calls (coming in or going out) should be limited to emergencies.

The specific attendance rules and policies for the Automotive Collision Repair and 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: Showing up after 7:30 a.m., 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 p.m.

- 1 minute to 15 minutes is a tardy.
- Being 16 to 45 minutes late will be considered being a 1/2-hour absence.
- 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 p.m.) Students have three days to make up 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 a.m. and be ready to begin class at 7:30 a.m. If you are going to be working in the lab, you must be in your 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 p.m. so class can begin at 1:00 p.m. At the end of the day, the student must punch out at 2:30 p.m. and not before. You and only you will punch your time card 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 an 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, he/she 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:

- A. Attitude
- B. Attendance
- C. Preparation of material
- D. Conduct
- E. Participation in class
- F. Cooperation
- G. Written tests

The following areas will compile the lab practice grade:

- A. Attitude
- B. Judgment
- C. Common sense
- D. Cooperation
- E. Safety
- F. Organization
- G. Cleanliness
- H. Application of theory
- I. Work completed
- J. Attendance
- K. Amount of supervision required

The plus/minus grading system will be implemented for new students entering Applied Technology programs beginning the fall of 1999.

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

93 - 100 =	A =	4.0
90- 92 =	A- =	3.7
87 - 89 =	B+ =	3.3
83- 86 =	B =	3.0
80- 82 =	B- =	2.7
77 - 79 =	C+ =	2.3
73- 76 =	C =	2.0
70- 72 =	C- =	1.7
67- 69 =	D+ =	1.3
63- 66 =	D =	1.0
60- 62 =	D- =	0.7
Below 59 =	F =	0.0

An average grade of a B must be maintained in order to be recommended by an instructor for industry employment while attending school or to enroll in the internship program.

Coveralls:

- A. Coveralls must be worn for cleanliness as well as safety.
- B. Students are required to wear coveralls when working in the lab area.
- C. Coveralls will be provided by the program at a minimal cost to the student. Three pairs of coveralls will be issued: one pair to wear, one pair in your locker, and one pair at the laundry for cleaning and repair. (Coveralls are picked up every week for cleaning.) The cost of coveralls is included in your fees.

## 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. If you must remove an engine from a car and then replace it, do not start the car without an instructor present.
11. Operate equipment only after you have had proper instruction and take proper care of it. If in doubt, ask the instructor.
12. No tools will be checked out to be used outside of the shop.
13. 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.
14. 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.
15. 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 p.m.
16. Students will be able to work on their own vehicles during their last two weeks in the full program of their choice.
17. 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.
18. 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.
19. 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.
20. No smoking is allowed in the lab area or classroom, by State Law.
21. Chewing of tobacco will not be allowed.
22. Baseball-type caps are the only types of hat allowed in the lab or classroom.
23. Shoes must be worn at all times and they must be a regular work shoe - no tennis shoes.
24. No horseplay allowed in classroom or lab area.
25. Watch your language - vulgarity has no place in school or on a job.



26. 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.  
Furthermore, faculty and students are not to conduct outside calls during lab time. While less intrusive than in a classroom, 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. Do to safety reason NO music devices are allowed in the lab area or classroom.

## REMEMBER, "SAFETY FIRST"

### COMMUNICABLE DISEASE SAFETY PROCEDURES

The following guidelines are meant to address program procedures established to reduce the chance of transmitting the Human Immunodeficiency Virus and other communicable diseases from one person to another. Should an incident occur where someone in the program area is bleeding, notify the instructor and/or program chairman immediately.

1. In case of a bleeding incident, non-sterile disposable gloves shall be worn by any person who may handle the blood when providing care for nosebleeds, bleeding gums, cuts, wounds or secretions from open sores. These gloves are to be provided to all faculty, staff, and students who are serving in a supervisory capacity, i.e., instructors, instructor aides and clerical.
2. Any blood soiled items such as bandages or clothing that result from a blood spill or bleeding incident will be placed in an autoclavable bag which will be taken to the University Health Center for processing.

3. Any spills resulting from a bleeding incident shall be cleaned up with a solution of 10% chlorine (1 part chlorine to 9 parts water). Rags or towels used in the cleaning will be placed in an autoclavable bag, which will be taken to the University Health Center for processing.
4. Individuals having lesions (such as scratches or abrasions) on exposed extremities should cover their wounds prior to any instructional activity and should be advised not to come in contact with blood or blood products.
5. Kits containing disposable gloves, disposable towels, chlorine solution, and masks will be readily accessible in the instructional area. Kits are available in the program area located in close proximity to first aid kits.
6. These guidelines are posted on the program area bulletin boards.

## TOOLS

1. Students are responsible for purchasing the required tools for the program (see attached tool list). 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 he/she wishes to return to school. Petitions may be obtained from the College of Technology Student Services office.

Stealing, Cheating, Dishonesty and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code, Handbook, and Calendar available in Student Services.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited and may be grounds for dismissal.

## REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students having questions about accessibility or requesting reasonable accommodations as indicated in the Americans with Disabilities Act (ADA) or Section 504, should contact Dennis Toney, the Director of the ADA and Disabilities Resource Center located in Graveley Hall, Room 123 at (208) 282-3599.

## DISCLAIMER

Note: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution that 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.

### COLLEGE OF TECHNOLOGY AUTOMOTIVE COLLISION REPAIR & REFINISHING PROGRAM 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!

# IV. COLLEGE OF TECHNOLOGY POLICIES

## I. INTOXICANTS POLICY

Any instructor who observes behavior which suggests that a student may be under the influence or detects the odor of an intoxicant on a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following school day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

## II. DISMISSAL POLICY

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

## DISCIPLINARY PROCEDURES

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

## NOTIFICATION PROCEDURES

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incidents that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

## CHANNELS OF REDRESS

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearings before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.
3. Any Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct any additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student

grades or reinstating a student, outside of the appeals process described herein.

## PROCEDURE FOR AN APPEAL TO SCHOLASTIC APPEALS BOARD

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.
2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean's formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the Office.
3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.
4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

## V. IDAHO STATE UNIVERSITY POLICIES

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

<https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/>

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

# VI. COLLEGE OF TECHNOLOGY RESOURCES AND SERVICES

## SECTION I

### SERVICES FOR STUDENTS

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

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

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

**NOTE:** It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the Resource Center, located on the third floor, Room 365, of the Roy F. Christensen (RFC) complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs. [isu.edu/tech/departments/student-services/](http://isu.edu/tech/departments/student-services/)

**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](http://isu.edu/cnd)

## SECTION II REGISTRATION AND FEE COLLECTION POLICY FOR 2018-2019

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

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

## SECTION III FINANCING YOUR EDUCATION

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

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population.

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. [https://isu.academicworks.com/users/sign\\_in](https://isu.academicworks.com/users/sign_in)

## SECTION IV SHORT-TERM LOANS

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is \$500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

### HOW TO OBTAIN A SHORT-TERM LOAN

Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration

Building or complete online form at [isu.edu/financialaid/](http://isu.edu/financialaid/)

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

## SECTION V TRAFFIC AND PARKING

NOTE: Please refer to the ISU parking web address at [isu.edu/parking/](http://isu.edu/parking/)

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

Cost: General Lot: \$100  
Reserved Lot: \$300  
Reduced fee \$50 at Holt Arena only

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at owner's expense when it accumulates \$50 in citations.

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

## SECTION VI TRANSPORTATION

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460, or go to [isu.edu/transportation/](http://isu.edu/transportation/).

Pocatello Regional Transit (PRT): Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge! PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available.

## SECTION VII GRADUATION

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

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

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

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



VII.  
COLLEGE OF TECHNOLOGY  
HANDBOOK SIGNATURE FORM AND PHOTOGRAPHY CONSENT RELEASE

**Idaho State**  
**UNIVERSITY**  
**College of Technology**

921 S 8th Avenue, Stop 8380  
Pocatello, Idaho 83209-8380

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Automotive Collision Repair and 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 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

### **Idaho State** **UNIVERSITY** **College of Technology**

921 S 8th Avenue, Stop 8380  
Pocatello, Idaho 83209-8380

#### COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

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

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or Internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BENGAL ID NUMBER