

STUDENT HANDBOOK  
2018-2019

*discover* OPPORTUNITY

COMPUTER AIDED DESIGN DRAFTING  
TECHNOLOGY

(208) 282-2622

**Idaho State**  
UNIVERSITY  
College of Technology

[isu.edu/ctech](http://isu.edu/ctech)

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# 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 Computer Aided Design Drafting Technology program. The information provided in this handbook is meant to supplement the Idaho State University Student Handbook.

### PROGRAM ADMINISTRATION

The Computer Aided Design Drafting Technology program is operated by the Idaho State University College of Technology. The program works in cooperation with the Idaho Division of Professional-Technical Education and is approved by the State Board of Education.

#### COLLEGE OF TECHNOLOGY

Dean:	Scott Rasmussen
Associate Dean:	Debbie Ronneburg
Technical Department Chair:	Michael Wheelock
Program Coordinator/Senior Instructor	Alesha Churba
Instructor	Ginger Cuttlers
Program Advisor:	Regina Terrell

All students are directly responsible to the instructor first. Details regarding program procedures will be covered and questions will be 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 instructor and program coordinator. These individuals 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 an advisor from the ISU College of Technology Student Services Office (282-2622).

### III. PROGRAM POLICIES

#### GENERAL STATEMENT

Design drafters work with professional engineers on a daily basis. Therefore, their behavior, dress and work ethic must mirror that of engineers. Good habits are vital to getting that first job and for advancement later. Design drafters must be dependable, technically capable, and willing to work closely with others in a congenial manner. The following rules for the Computer Aided Design Drafting Technology program have been established with these requirements in mind.

#### RULES

##### 1. Care and Cleaning of the Lab and Classroom Areas.

All students will be responsible for keeping the drawing areas clean at all times. Materials for cleaning tabletops will be provided. All clutter must be removed from the drawing lab and the computer lab. This is a very visible program (high school tours, etc.) so it must look good at all times.

##### 2. Dress and Behavior.

We do not attempt to dictate dress or behavior, but keep in mind that drafters interact with other professional people. One's dress and behavior should create a favorable impression for you, the College of Technology, and your future employer. Attire is to emulate business and industry.

##### 3. Attendance.

Industry generally allows one sick leave per month and tardiness is not accepted. Every student is expected to attend class on a daily basis. Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor before the beginning of scheduled classes. The program instructors emails are adamrob2@isu.edu and churales@isu.edu. All Computer Aided Design Drafting Technology classes will have a participation component as part of each course's grading

policy. Excessive tardiness or absences will be reflected in the participation grade.

#### Exceptions

Absence due to illness or injury may be excused upon receipt of documentation from a physician or at the discretion of the instructor.

#### Program Hours

Classes are held six hours per day, five days per week. Classes will begin and end on time. Students are expected to attend class every day. While instructors will be available during posted class times, labs will be open from 8:00 a.m. to 4:00 p.m. although the same instructor will not be present for the entire available lab hours.

#### GRADING POLICY

##### Grading Scale

A	100-93.00
A-	92.99-90.00
B+	89.99-87.00
B	86.99-83.00
B-	82.99-80.00
C+	79.99-77.00
C	76.99-73.00
C-	72.99-70.00
D+	69.99-67.00
D	66.99-63.00
D-	62.99-60.00
F	59.99 & Below

Daily work, quizzes, and exams are all given a percentage weight at the discretion of the instructor. Generally, assignments which require more effort are assigned more weight.

Courses listed will be taught in sequential blocks of instruction. Successful completion (D- or better) of each course is required

before the student can progress in the program. If a student fails to get a D- or better, he/she needs to petition to continue in the program and must repeat the failed course. A D- in any Computer Aided Design Drafting Technology course will allow a student to continue, however, it could prevent a student from graduating if the cumulative grade point average is less than 2.0 (a D- equals a 0.7).

A student must have a 2.0 GPA in the program's required curriculum in order to be eligible for a certificate or degree.

## SMOKING

SMOKING IS NOT PERMITTED IN ANY STATE OF IDAHO BUILDING. In addition, use of tobacco in any form will not be allowed in the Computer Aided Design Drafting Technology program.

## COMPUTER MISUSES

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. Refer to the ASISU Student Handbook, Student Code of Conduct section, for additional information.

## CODE OF CONDUCT

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 Handbook and calendar available in the ISU College of Technology Student Services office.

Plagiarism is considered academic dishonesty. Plagiarism is defined as representing another person's words, ideas, data or work as one's own. The penalty for academic dishonesty can include a failing grade in the course as well as a notation on the student's transcript of academic dishonesty.

Sharing of electronic files, which includes but is not limited to, drawing files and study question files, is considered a form of plagiarism. It is expected that each student will perform their own work on an individual basis unless the assignment is a

"group" project. Students who willingly share their files with others will face the same penalties as those who attempt to submit those files as their own.

## DISRUPTIVE BEHAVIOR

Disruptive behavior in the classroom is a serious issue and is of the greatest importance to the instructors in the Computer Aided Design Drafting program. Due to the need to deal appropriately with specific disruptive behavior in the classroom the following policy is included in the CADD student handbook in accordance with the ISU student handbook policy (included below).

## CELL PHONES

Cell Phones

I. Cell phone ringing and phone conversations are disruptive to the learning environment. Therefore, cell phone use is not permitted in the CADD program classrooms and laboratories. Cell phones should never be set to ring audibly while in an area of study. If cell phones are carried by students, they should only be set to vibrate and be kept on the student's person or in a backpack or other personal storage area. Phones set to vibrate should never be left on desk tops and should never be left unattended in the laboratory or classroom. Students should avoid taking personal calls during class time but most importantly, it is disrespectful to the faculty and other students to take a personal phone call during lecture or instruction.

II. It is understandable that emergencies take place in every student's life and exceptions can be given in cases that are of the appropriate importance. When it is necessary to take a phone call, please do not answer your phone until you are out of the classroom or laboratory.

III. Cell phones should be stored in a locker or backpack (away from the testing area) during a quiz or exam.

IV. When a student is found in violation of the cell phone policy the following steps will be taken:

1) First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.

2) Second occurrence: Loss of two additional participation points (two percent of the overall grade in the course), as well as a formal letter of warning to be included in the students program and college file.

3) Third occurrence: All remaining participation points will be lost and a second letter will be filed.

4) Fourth occurrence: A failing grade in the appropriate course will be given.

V. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

## MUSIC AND HEADPHONES

I. Personal audio devices are permitted in the classroom, however they will not be permitted to disturb other students. Audio devices should never be set to a volume level that can be heard by other students or instructors.

II. When a student is found in violation of the music and headphone policy the following steps will be taken:

1) First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.

2) Second occurrence: Loss of two additional participation points (two percent of the overall grade in the course), as well as a formal letter of warning to be included in the students program and college file.

3) Third occurrence: All remaining participation points will be lost and a second letter will be filed.

4) Fourth occurrence: A failing grade in the appropriate course will be given.

III. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

## CLASSROOM AND LABORATORY SPEECH AND LANGUAGE

I. Language in the classroom should always be of the appropriate nature. All speech should be kept void of offensive, derogatory, or abusive words or phrases. Additionally, you should maintain an appropriate volume and be professional at all times. Loud voices, laughter, and inappropriate language are disruptive to students who wish to study in the laboratory or classroom and

will not be tolerated. This includes cursing and vulgar language of any kind.

II. When a student is found in violation of the speech and language policy the following steps will be taken:

1) First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.

2) Second occurrence: Loss of two additional participation points (two percent of the overall grade in the course), as well as a formal letter of warning to be included in the students program and college file.

3) Third occurrence: All remaining participation points will be lost and a second letter will be filed.

4) Fourth occurrence: A failing grade in the appropriate course will be given.

III. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

## ABUSIVE AND DISRESPECTFUL LANGUAGE, ATTITUDES, AND ACTIONS TOWARD STUDENTS OR FACULTY

I. Disrespect in language or attitude toward instructors will not be tolerated. This includes language that is derogatory toward or about individual instructors, courses, or program policies. While we do not attempt to govern personal attitudes or feelings, the expression of those attitudes and feelings in a negative non-constructive manner in program areas or toward program faculty is unacceptable without exception. If there is a problem with instructors, courses, or policies this should be handled privately with the appropriate individual(s).

II. Disrespect in language or attitude toward other students will not be tolerated. All students have a right to feel comfortable and at ease in the classroom. This includes actions or words which are negative, disrespectful, or hostile toward another student.

III. When a student is found in violation of the language, attitude and actions policy the following steps will be taken:

1) First occurrence: The student will receive a verbal warning and individual

counseling session with the appropriate program faculty. Also a formal letter of warning to be included in the student's program and college file.

2) Second occurrence: The student will be permanently removed from the program.

IV. This policy applies to the program in its entirety. Penalties will transfer between courses or sessions.

CADD students must also comply with the following policy as per the ISU Student Handbook as follows.

## Student Handbook

### A. Disruptive Behavior in Classrooms and Laboratories

Control of the order and direction of a class or laboratory, as well as the scope and treatment of the subject matter, is up to with the individual faculty member. Disruption of the classroom is forbidden. Each student has the obligation to respect the rights of others in the maintenance of classroom order and in the observance of courtesy. The instructor has the right to impose sanctions in cases of disruptive classroom behavior. Prior to taking such action, however, it is recommended that a faculty member follow these procedural steps:

1) Inform the student that the behavior in question is disrupting the class and request that the student discontinue the behavior. In the case of aggressive disruptive behavior, the instructor should ask the student to leave the classroom immediately or initiate action to have the student removed by seeking assistance from ISU Public Safety or the department chair. In a case of aggressive disruptive behavior, the instructor should immediately notify the department chair and dean's office having jurisdiction over the class, who in turn may contact the Office of Student Affairs and ISU Public Safety in order to determine the appropriate action to be taken. Such action, depending upon the nature and severity of the behavior, may warrant, but not be limited to, any sanction listed in paragraph c.

2) If the disruptive behavior continues (whether in the same or a subsequent class period), the instructor should again direct the student to stop the behavior and ask to meet with the student outside of class (e.g. in the instructor's office) to inform the student that the behavior is disruptive. At this point, the instructor should direct the student to review the section "Conduct in the Classroom" of the Student Code of Conduct in the Student

Handbook and follow up with a letter to the student. The letter should describe the specific behavior that is disruptive, reference the warnings given to the student, and state what further actions may take place if the behavior were to continue. The instructor should also express the belief that this letter will constitute the final step for resolution of the particular situation. A good reason to carry out this step is to create the expectation that the student will resume appropriate classroom behavior. The letter will also serve as documentation that may become necessary if the disruptive behavior continues. A copy of the letter should be sent to the chair of the department for the class, Vice President for Student Affairs, and the chair of the student's major department.

3) If the disruptive behavior continues, the instructor's options include:

a) asking the student to leave the classroom, which may be followed up with a call to ISU Public Safety, if necessary, to have an officer escort the student from the room (notify the department chair that this was done); b) imposing a grade reduction; c) assigning an "F" in the course; d) withdrawing the student from the course and/or; e) sending a second letter to the chair of the student's major department, which may lead to further sanctions, including dismissal from the program or the university. If the instructor chooses any of options b-e, it should be done in conjunction with her/his department chair, and the academic dean (or dean's representative) should be notified. Sanctions assigned by a professor under this policy may not be avoided by withdrawing from or dropping the class. When sanctions require action by the Registrar, the Registrar shall be notified in writing by the department chair or dean involved in the case.

4) Any student appeal of sanctions imposed due to disruptive behavior in the classroom is made to the dean (or dean's representative) of the college having jurisdiction over the course. The decision of the dean is final for that particular class; in the case of a graduate student, appeals follow the same steps as appeals of grades or dismissal. The graduate council's decision is final. In neither case is the matter appealable through the scholastic appeals process.

Students and faculty members should be aware that if the department chair or college dean (or dean's representative) becomes involved, he or she will assess all relevant information and recognize the obligation of fairness to the instructor, the student, and the class.

## PROGRAM OBJECTIVES

The student will perform:

1. The Computer Aided Design Drafting (CADD) Program at the Idaho State University College of Technology will address the interests and requirements of both current and potential participants in career opportunities within engineering and architectural firms, machinery manufacturers, structural steel fabricators, and construction companies.
2. This program will provide skills, knowledge, and training in current Computer Aided Drafting Technology theory utilizing various software programs to produce high-precision graphics required by architecture, engineering, construction and other industries. Such industries use these graphics to manufacture goods and machinery, both for end consumers and other businesses.
3. Students will learn how to solve practical problems applying applications of mathematics, physics, and descriptive geometry. They will understand and demonstrate proper use of national standards in the creation and revision of technical drawings.

# 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.  
[isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/](https://isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/)

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

# VI. COLLEGE OF TECHNOLOGY RESOURCES AND SERVICES

## SECTION I

### SERVICES FOR STUDENTS

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

Hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-5216. [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/resource-center/](http://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](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) 282-2800. 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.

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, 2019 to June 30, 2019).

## 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. Buses 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 Computer Aided Design Drafting Technology Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

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

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

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in marketing promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

- Photographs must be altered to ensure facial identity is hidden.
- Do NOT use my photo for promotional or educational use.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

IX.  
CONSENT FOR RELEASE OF INFORMATION

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

COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY  
CONSENT FOR RELEASE OF INFORMATION

I, hereby consent and give my permission to the faculty and staff of the Idaho State University College of Technology Computer Aided Design Drafting Technology program to provide information, both oral and written, to prospective employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to a prospective employer seeking to verify and evaluate my qualifications for a position. I understand that I have the right to revoke this Consent of Release of Information at any time, but that I must do so in writing and that any such revocation will become effective only upon actual delivery to the Computer Aided Design Drafting Technology Program Coordinator.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

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

# X. SAFETY PRECAUTIONS

**Idaho State**  
**UNIVERSITY**

**College of Technology**

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

## COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY SAFETY PRECAUTIONS

The instructor has demonstrated to me how to operate tools, machines, and equipment correctly and safely. I promise to observe all safety precautions, and if ever in doubt regarding my operation of machines, I will get the necessary information from my instructor.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

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

THIS IS TO CERTIFY THAT \_\_\_\_\_ has been given safety instructions and safety demonstrations on the use of tools, machines, and equipment in the labs.

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

XI.  
DISMISSAL POLICY

**Idaho State**  
**UNIVERSITY**

**College of Technology**

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

COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY

THIS IS TO CERTIFY THAT \_\_\_\_\_ has been given a copy of the College of  
Technology Dismissal Policy.

STUDENT'S SIGNATURE \_\_\_\_\_

PRINTED STUDENT'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_