WELDING
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……………………………………………………………………………………………………………………5
   a. Attendance
   b. Grading Policies
   c. Safety Rules
   d. Electronic Devices
   e. Food/Drink
   f. Academic dishonesty
   g. Other

IV. College of Technology Policies………………………………………………………………………………………………..10
   a. Intoxicants Policy
   b. Dismissal Policy

V. Idaho State University Policies………………………………………………………………………………………………12
   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…………………………………………………………………………………………………..13
   a. Resources and Services

VII. Handbook Signature Form and Photography Consent Release……………………………………………………………..16

VIII. Computer Usage Signature Form……………………………………………………………………………………………..17
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 Welding 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 Welding 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: Randy Humpherys
Instructors: Randy Humpherys, Lucas Bloxham, David Erickson, Buck Ryan
Program Advisor: 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 conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.
There are some simple steps to follow that will expedite your enrollment efforts. They are as follows: First an application must be filled out and mailed with a $20.00 registration fee; Second, your high school or college transcript needs to be sent in; Third, you need to schedule to take the COMPASS test through a counselor or Student Services. Entrance criteria for the COMPASS are minimum scores of 40 in the areas of math, reading comprehension and sentence structure. If minimum scores are not achieved remediation through Adult Basic Education program may provide the necessary upgrading for admission.

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 7:00 a.m. The program phone number is (208) 282-3500.

The specific attendance rules and policies for the Welding program are as follows.

EXCUSED-UNEXCUSED ABSENCES

Shop attendance is mandatory for all students. There will be no excused absences. If a student misses 6 days shop attendance, their grade will be cut one letter grade, 8 days, 2 grade cuts, 10 days, 3 grade cuts, 12 days, 4 grade cuts. In technical elective subjects, if a student misses a class, it will be their responsibility to find out what was covered. In the event of special circumstances, it is at the discretion of the instructor to excuse students on an individual case.

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.

Tardy to Class: Six tardies will be equivalent to one absence.

Grading Policy: The plus/minus grading system was implemented for new students entering College of Technology programs beginning the fall of 1999. NOTE: A student will have to earn a “C” or better grade in any welding core course to proceed toward graduation.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-99</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; below</td>
</tr>
</tbody>
</table>

PROGRAM HOURS AND BREAK TIMES

Classes will begin at 7:00 a.m. and end at 1:30 p.m. Monday through Friday. One 15-minute break will be provided during the morning hours. Lunch break will be for thirty (30 minutes). The shop will be open at 6:45 a.m. and will close at 3:30 p.m.

CLOTHING

1. Long sleeve shirt that is loose enough to button collar.
2. Coveralls with no cuffs.
3. Leather work boots above the ankles.
4. Gauntlet type leather gloves.
5. Leather sleeves for out-of-position welding.
6. Welding caps must be worn.
PERSONAL SAFETY

1. Safety glasses will be worn at all times while in the shop. Regular prescription glasses will be accepted.
2. Face shield will be worn at all times while using pedestal grinder, hand grinder, or wire brush. This includes safety glasses.
3. Goggles for welding or burning must be of the type that will fit over safety and regular glasses.
4. No one will burn without burning goggles.
5. No welding or cutting will be done without safety glasses being worn.
6. Horseplay will not be tolerated due to the hazards and dangers of fire, as well as the safety and well-being of all students.
7. Long hair can be a safety hazard in the welding occupation; therefore, it is mandatory that such hair be cut or controlled.
8. Hair on the face (beards, sideburns, and mustaches) can be a safety hazard in the welding occupation, therefore, it is recommended that such hair be shaved or trimmed to a reasonable length.
9. Mustache wax will not be allowed.

CELL PHONE POLICY

During classroom instruction, faculty and students are required to put cellphones 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.

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, 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 autoclave 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 autoclave 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.

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.
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.

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.

COLLEGE OF TECHNOLOGY 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 REVIEW PROCEDURES

A. Faculty will notify the department chair of the student’s incident(s) that will lead to a disciplinary 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.

B. Faculty will notify the student privately of the incident(s) that has led to a disciplinary review and schedule a meeting time. The faculty will explain the purpose of the review.

C. The meeting should be scheduled as soon as possible after the incident(s) occurred.

D. 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. The department chair should coordinate this step with the dean. The student will remain in all other theory classes until a review is complete.

E. Faculty should conduct any appropriate investigation that may aid in the decision-making process. FERPA rights of the student should be protected if interviewing other students.

F. After the disciplinary review, the faculty should determine what penalty to impose. In determining what penalty 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.

G. The student must be notified in writing of the outcome of the disciplinary review and if a penalty will be imposed. If the student is dismissed, a letter must be sent to the student and copies sent to the department chair and dean.

H. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right to appeal according to the Idaho State University College of Technology Dismissal Policy. The student should be given a copy of the policy. The initiation of the appeal must occur within fifteen (15) working days of the notification of the dismissal.*
PROCEDURES FOR THE APPEAL OF DISMISSAL

STEP 1: DEPARTMENT LEVEL

A. The student may appeal the penalty imposed by the instructor to the department chair of the program. This appeal must be filed, in writing, and must include the student’s name, program/department, and date of the appeal. Also included must be the rationale for appeal of the dismissal. The student should state as succinctly as possible the reasons for making the appeal. The student may attach documentation to support the letter of appeal.

B. If the student appeals to the department chair, then the department chair must do the following:
   1. Read the student’s written statement.
   2. Read the written decision and explanation of the faculty.
   3. The department chair may interview the student or the faculty in the department or conduct any other appropriate investigation that may aid in the decision-making process.
   4. The department chair must consider the appeal within fifteen (15) working days of the student’s filed appeal and must decide to either revoke or sustain the dismissal. The department chair may request an extension in cases where further investigation is necessary if the student agrees.

C. Either decision (revoke or sustain) is to be explained in writing to the student. A letter should be mailed to the student with copies sent to the faculty and dean.

D. If the department chair upholds the dismissal, the student may appeal the decision to the dean. The student must appeal to the dean within fifteen (15) working days of the notification of the department chair’s decision.

E. If the dismissal is revoked, the student shall be reinstated.

STEP 2: DEAN OF THE COLLEGE

A. If the student appeals to the dean, then the dean must do the following:
   1. Read the student’s written statement.
   2. Read the written decision and explanation of the faculty.
   3. The dean may interview the student or the faculty in the department or conduct any other appropriate investigation to aid in the decision-making process.
   4. The dean must consider the appeal within fifteen (15) working days of the student’s filed appeal and must decide to either revoke or sustain the dismissal. The dean may request an extension in cases where further investigation is necessary if the student agrees.

B. Dean Overrule. If the dismissal is revoked, the dean must state in writing the reasons for the over-rule. A letter should be mailed to the student and copies sent to the faculty and department chair. The student shall be reinstated. The faculty of the department may appeal the dean’s decision to the Scholastic Appeals Board via the Vice President of Academic Affairs.

C. Dean Sustains Dismissal. If the dean sustains the decision to dismiss, he or she must notify the student in writing. A letter should be mailed to the student and copies sent to the faculty and department chair.

Students dismissed from a program will be dropped from all courses associated with the program regardless of whether they choose to appeal and will receive a full refund of fees for these courses, if applicable. Students who appeal the dismissal will be blocked from registration for further program courses during the appeal process.

STEP 3: THE SCHOLASTIC APPEALS BOARD VIA THE VICE PRESIDENT OF ACADEMIC AFFAIRS

A. The student may appeal to the Scholastic Appeals Board if the dean of the college sustains the dismissal. The student must appeal to the Scholastic Appeals Board within fifteen (15) working days of the notification of the dean’s decision. This appeal must be in writing.

B. The Scholastic Appeals Board must consider the appeal within fifteen (15) working days of the student’s notification of appeal. The appeal review should include copies of
documents prepared in Step 1 and Step 2 of the appeals process.

C. The Vice President of Academic Affairs and/or the Scholastic Appeals Board may interview the student, faculty, or college dean to secure whatever information might be deemed necessary to aid in the review process.

D. The Board’s decision to revoke or sustain the dismissal is final.

E. The Board’s decision is to be prepared in writing and with all other documentation kept in the student’s file.

F. The Vice President of Academic Affairs must notify in writing the student, the department, and college dean of the decision.

G. If the decision is to revoke the dismissal, the Vice President of Academic Affairs must reinstate the student in the program.*

*The procedures outlined herein for a student’s Dismissal from an Undergraduate Program and Appeal of Dismissal do not apply to nor supersede the policies and procedures for scholastic probation, scholastic dismissal, and violations of student conduct codes outlined in the ISU Student Handbook and Undergraduate Catalog.
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 continuance standards of the program/departments 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.
CHANNLES 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 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/

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/

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. https://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: https://fafsa.gov/. It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student
status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school. (208) 282-2756. The website for financial aid is: isu.edu/financialaid/

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

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholaristic 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://www.isu.edu/scholarships/

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, 2017 to June 30, 2017).

SECTION V
TRAFFIC AND PARKING

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

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 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 https://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/

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 Welding 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 ___________________________
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