ISU-Meridian
Handbook 2018 - 2019

WELCOME TO IDAHO STATE UNIVERSITY
BENGAL COUNTRY
I. BUILDING INFORMATION

Address:
Sam and Aline Skaggs Health Science Center
1311 E. Central Dr.
Meridian, ID 83642
Main office phone (208) 373-1700
Website: www.isu.edu/meridian

Regular Building Hours:
- Monday - Friday: 7:30am - 12:00am*
- Saturday: 8:00am - 4:00pm*
- Sunday: Closed

* Students cannot enter the building prior to 7:30am. It is mandatory that you use your Bengal ID card to access the facility through the front doors during the following times: Monday – Friday from 7:00pm – 12:00am, and Saturday from 8:00am - 4:00pm. Staff will not open the doors at any time during these hours. Clinic doors close at 5:00pm.

During the summer semester, ISU-Meridian will close at 5:00pm on Fridays.

NOTE: While using your Bengal ID to access the building, do not allow another person to walk in behind you. Each person will need to use his or her own Bengal ID. Anyone caught letting people in the building risks having their door access suspended.

Front Office:
The following services are provided by the front office cashiers: fee payment, parking permits, citation payments.
Bengal ID cards and clinical badges, are obtained at the front desk with proper ID.
They can also assist with questions regarding Student Computer accounts.

Cashier hours: Monday – Friday, 8:00am – 4:30pm - Fall & Spring semesters
            Monday – Friday, 8:00am – 3:30pm - Summer semester

All cashiering services can be completed on-line through BengalWeb. Directions are available at the front desk.
Classrooms:

Classroom Policy

1. Drinks and small snacks are allowed in the room as long as students pick up after themselves. If the rooms are not left clean this policy will no longer be in effect.

2. All students are to respect their classmates. This means that students will not talk and be disruptive during class time. Any student being disruptive will be asked to leave. If a student continues to be disruptive, Academic and Student Affairs will be involved.

3. There will be no unnecessary noises made over the intercom system or the microphones in distance learning classrooms. This is very disruptive to all distance learning locations and will not be tolerated.

4. If a student has concerns regarding the behavior of another student, he/she should speak to the ISU-Meridian Associate Vice President.

Traditional Classrooms

Schedules are posted outside each classroom door. Classrooms may be used by students for studying, but please check the schedule for availability. Schedules are subject to change without notice. Please do not remove chairs from any classrooms. If you move furniture within the classroom, please move it back.

Distance Learning Classrooms (DL)

Equipment in the DL classrooms is not for student use unless it is used during a class. Students may use the DL classrooms for studying unless a class is scheduled. If you would like to have a class recorded, please contact the instructor. Classes are encoded and uploaded to Moodle at the discretion of the instructor.

Emergency Evacuation Plan:

1. Everyone must EVACUATE the building when a fire alarm sounds and proceed to the emergency assembly location near the southeast parking lot. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and West Ada School District.

2. In the event of an emergency, students are to vacate the building immediately through the nearest exit. If any of the clinics are in session, staff and students will be responsible for escorting their clients out of the building. Clinic supervisors will be responsible for conducting a physical count of their respective students and clients.

3. Persons needing special assistance not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Emergency response personnel will evacuate occupants needing special assistance from the building.
4. Please remain calm and leave the building from the nearest exit. Use handrail in stair wells and stay to the right.

5. Upon exiting the building, DO NOT LEAVE the premises so that everyone can be accounted for unless extreme life threatening circumstances exist. The gathering point will be the southeast corner of the parking lot to allow fire and EMS vehicles clear access to the building.

6. The Fire or Emergency Department will give clearance to re-enter the building to ISU-Meridian administration officials. An ISU-Meridian administrator will announce ALL CLEAR to re-enter ISU-Meridian.

**Active Shooter/Violent Intruder Event Procedures:**

An Active Shooter or Violent Intruder Event is anytime an individual is actively shooting or seriously attempting to harm individuals. An Intruder event is anytime an individual is inside the building unauthorized and/or with the intent to harm others. If these situations occur you will be notified, as quickly as possible to take RUN/HIDE/FIGHT actions. Each action should be considered independently and used to your best advantage. You must decide what course of action you will take until law enforcement arrives.

Lessons learned from such tragic events as Columbine, Virginia Tech, Sandy Hook have led the country into what is now being taught and used nationwide by police departments throughout the United States. This national program is called RUN/HIDE/FIGHT and is being adopted by countless universities, public schools, and private businesses across the country.

**RUN/HIDE/FIGHT** is a training solution that increases our faculty/staff and students' odds of survival during a violent intruder event. **RUN/HIDE/FIGHT is exactly what it says** and is a set of proactive strategies that increase chances of survival during an armed intruder event. These are option for you and are not designed to be used in order. While no one can guarantee no casualties or injuries, we can guarantee that passing on knowledge will empower people with options of survival through lessons learned.

Additional information may be found at http://www2.isu.edu/pubsafe/errp/ActiveShooter.shtml

**Parking:**

Parking areas are as follows:

South Side: Motorcycle, Visitors, Faculty/Staff, Reserved, and Clinic

West Side – NW Front Lot: General Student parking where ISU Parking signs are posted

West Side – Soccer Field Lot: General Student parking where posted for ISU

Parking permits are required 8:00am - 12:00am except on Sundays and legal holidays when classes are not in session. Signs clearly indicating Faculty/Staff, General Permit, Visitor, Reserved, Clinic and Motorcycle lot designations are posted at each parking area. Anyone with a valid ISU permit can park in any general lot after 4:00pm and on
weekends, unless otherwise posted. No parking is allowed in the high school or district parking lots, except where designated.

Student parking permits are $100/year or $70/semester. Permits may be purchased online or at the front office during normal cashier hours. If purchasing online please print your receipt and take it to the front office to receive your permit.

Citations will be issued for violation of the parking policy. Citations can be paid at the front office cashier window with cash or check. Please keep in mind that the front office staff and ticket writers are not able to assist in negotiating or appealing any citations.

It is important that everyone follow the signage, arrows, and speed limits through the parking lots. ISU Parking Permits are required for all the below listed areas.

West Side – NW Front Lot: The West Ada School District staff, Renaissance High School Staff and their visitors also use this area. Enter the lot from the west most entrance (this entrance is one way in) off E Central Drive and the ISU Student parking will be immediately to your left. Park only in the designated ISU areas. For safety, please use one of the crosswalks to cross the one way exit lane in front of the high school before walking to the south side of the building. (DO NOT ENTER THE BUILDING THROUGH THE HIGH SCHOOL ENTRANCE ON THE WEST SIDE.)

Exiting the west lot, please be patient and utilize the proper lane to proceed east or west. This exit is a one way lane.

Soccer Field Lot: This area is located just off Central Drive in front of the soccer field. The area is designated ISU General Permit parking between 7 am and 4 pm with a few open public-parking stalls. Park in the ISU area only. For safety, please proceed to the building utilizing the sidewalk and use the crosswalk to cross the One Way exit road in front of the high school before walking to the south side of the building. (DO NOT ENTER OR EXIT THE BUILDING THROUGH THE HIGH SCHOOL ENTRANCE ON THE WEST SIDE.)

South Lot parking: Students may utilize the General Permit Faculty/Staff lots only after 4pm weekdays, holiday or weekends. Please access this area from the west side of the building. (REMEMBER SPEED LIMIT IS 15 MPH AND THIS IS THE SCHOOL BUS AND HIGH SCHOOL STUDENT ROUTES).

Parking spaces on the north side of the building are reserved for the West Ada School District. Please remember that cutting through parking spaces is unsafe and that the speed limit is 15mph for all parking areas.

Complete Parking Regulations may be found at www.isu.edu/meridian/parkingregulations.shtml
Weapons Policy:
Weapons are prohibited for all persons, including holders of the two special classes of concealed carry permits, on all ISU-Meridian property as well as Renaissance High School and West Ada School District properties. A weapon is any firearm, any knife with a blade longer than four inches, or any other deadly or dangerous weapon.

Only certified City, County, State and Federal police officers, with appropriate identification, and ISU Public Safety personnel are authorized to carry a weapon on campus.

Smoke Free Campus Policy:
Smoking is prohibited on all Idaho State University property, as well as Renaissance High School and West Ada School District properties. This includes all grounds, including exterior open spaces, parking lots, and sidewalks.

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities.

Smoking is hereby defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars, pipes, or e-cigarettes.

II. STUDENT SERVICES

WELCOME TO A “CARING” ISU COMMUNITY!

“A caring community is a place where the well-being of each member is sensitively supported and where service to others is encouraged.” -Ernest Boyer

Share concerns for Idaho State University students who might benefit from available support services to assist with academic, career, financial and/or other personal matters by submitting a confidential Notice of Concern.

Early warning signs may include:
- class absences;
- behavior that suggests feeling overwhelmed;
- isolation;
- depression;
- a difficult situation that places a student in need of additional support.
Help us, help you, help friends.

Submit your notice at: https://isu.starrezhousing.com/StarRezConcerns

Or go to the Student Affairs webpage and click on the ‘Notice of Concern’ link.

Title IX Notice of Non-Discrimination

Idaho State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." -Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation, 34 C.F.R. Part 106 (Title IX). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual misconduct.

- **Sexual Discrimination** refers to an adverse act of sexual discrimination (including sexual harassment and sexual assault) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972 and its implementing regulations.

- **Sexual Harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to:
  1. Sexual violence
  2. Sexual advances
  3. Requests for sexual favors
  4. Indecent exposure
  5. Verbal, nonverbal or physical unwelcome conduct of a sexual nature

These actions are considered sexual harassment when such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, is considered to be limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the university. Acts of verbal, non-verbal or physical aggression, intimidation or hostility if based on gender or gender-stereotyping may be considered sexual harassment, even if those acts do not involve conduct of a sexual nature.

- **Other Sexual Misconduct** refers to a physical sexual act that includes, but is not limited to:
  1. Assault
  2. Battery
  3. Unwelcome touching
  4. Rape
  5. Sexual violence
These acts may be perpetrated against an individual who has not given consent or against an individual who is incapable of giving consent, due to the use of drugs, alcohol, or other incapacitation.

Retaliation
Any person who brings forward a complaint or participates in an investigation is protected from retaliation to the full extent of the law.

Complaints: Who to Contact
While compliance with the law is the responsibility of all members of the ISU community, listed below are the staff members who have primary responsibility for Title IX compliance. Concerned parties may choose to contact any of the following individuals and make a complaint under the grievance procedures at ISU. ISU is committed to resolving issues through our internal processes. We have programs designed to support and assist victims. Individuals also have the right to file a complaint directly with the Office of Civil Rights (OCR) under the complaint process of the OCR.

Matthew Wright, Title IX Coordinator
Director of Equal Opportunity
Affirmative Action and Diversity
(208) 282-1439 or wrigmatt@isu.edu

Brian Sagendorf
Director of Human Resources
(208) 282-2517 or sagebria@isu.edu

Disability Services
Disability Services is committed to increasing access to all programs and services sponsored or funded by Idaho State University through the provision of accommodations and other disability related services. Further, we are committed to ensuring equal opportunity for all employees and students with disabilities. If you have a diagnosed disability or if you believe you have a disability that may require a reasonable accommodation, please contact Soni Myers or Karina Mason Rorris. Students and employees need to self-identify and disclose to Disability Services in order to start the interactive process (which is a dialog between a designated Disability Services staff member and the student or employee). Information and application for services are located on the Disability Services website, www.isu.edu/ada4isu.

ISU-MERIDIAN
Sam and Aline Skaggs Health Science Center
Soni Myers, Coordinator
Disability Services
(208) 373-1723
myersoni@isu.edu

ISU-POCATELLO
Karina Mason Rorris, Director
Disability Services
(208) 282-2294
henskari@isu.edu
Career Services
The Career Services staff in Pocatello provides these resources to you through a variety of methods:
- classroom presentations scheduled by professors
- through the use of well-designed self-help materials
- via individual appointments

Visit our website at www.isu.edu/career.

POCATELLO
Dr. Lance Erickson, Director
Career Center
(208) 232-2380 or careers@isu.edu

Collaboration Table
A collaboration table is available for student use by room 611, the Student Activity Board office. A large screen display with laptop/device connections allows for groups to work together on digital projects. Currently, the table is available on a first-come, first-served basis and cannot be reserved.

Computer Labs
There are computers, printers, a scanner, and telephone available for student use in the computer labs at ISU-Meridian. In order to have computer lab access you must request a computer account application from the IT Technicians (room 686C) and pay a semester fee of $35 ($30 for summer semester). IT Technicians are available to advise/troubleshoot for students in the computer lab. Absolutely no food will be allowed in the computer lab.

E-mail Accounts
Students admitted to ISU are issued an ISU e-mail account. We strongly encourage you to use this e-mail for all ISU correspondence. If you must use a personal e-mail account, please forward your ISU e-mail to your personal account. Most departments (Admissions, Registration, Financial Aid, etc.) will communicate via email using your ISU email address. Your ISU email is provided by Gmail. Once you have earned 24 credits through ISU, you are eligible to keep your ISU email forever.

To access BengalWeb:
1. Visit bengalweb.isu.edu
2. Enter your ISU username & password

To access email:
1. Visit www.isu.edu
2. Click on “Quicklinks”
3. Click on “Google Apps”
4. Click on “Log In” under the Gmail icon
5. Enter your ISU email address & password
Faxing and Scanning Documents
The front office staff will fax or scan documents to Financial Aid, Admissions, and the Registrar for you. See your department administrative assistant for all other faxing needs (personal items needing to be faxed/scanned e.g.: scholarship applications, assignments, resume, etc.). The front office will not be responsible for confirming the documents have been received.

Financial Aid, Scholarships, Registration
There are enrollment professionals on site to assist students with financial aid, scholarships, registration, etc. See the front office staff for assistance.

Graded Course Assignments and/or Exams
Graded papers/exams will be returned to your department’s administrative assistant for distribution. Those students who are taking online classes or do not have a department in the facility can pick up their graded papers/exams at the front office (Bengal ID card required to pick up papers). Your graded paper will not be given to someone else without written permission.

Group Study Rooms
Two group study rooms are available for students. They include a height adjustable table and a large screen display with laptop connections for easy collaboration. The rooms may be booked via YouCanBook.me using the links posted outside of the study rooms. Maximum booking time is 3 hours with preference given to groups. No food or drink is allowed.

Health Services
Unity Health Center, an urgent care clinic, is located at 745 S. Progress Avenue. Unity Health Center will see ISU students as part of an agreement between Unity Health Center and ISU Student Health Services. It is our hope that this arrangement will provide a medical home for ISU Meridian students.

Appointments are preferred but not necessary, as walk-ins are always welcome. Unity Health Center provides comprehensive medical care services including colds and broken bones to ongoing medical issues like high blood pressure.

To obtain services at Unity Health Center under the ISU agreement, ISU students must present a valid ISU student Bengal Card.

Students will be billed per usual and customary practices of Unity. It is advisable to contact your insurance provider in order to verify your coverage and financial responsibility. Contact Unity Health Center for more information regarding financial assistance.
Counseling Services
ISU students can access counseling services through the ISU-Meridian Counseling Clinic. To schedule an appointment, please call (208) 373-1719. ISU-Meridian Graduate Counseling students, please refer to your handbook.

Fitness Center
ISU-Meridian shares fitness facilities with Renaissance High School. Hours of operation are Monday – Friday 6:30am – 8:00am and 2:30pm – 6:30pm. Hours are subject to change. A Bengal ID is required to use the Fitness Center.

Wellness Center
ISU offers Wellness Classes in the Wellness Center, room 837 on the second floor. The schedule of classes is posted outside the Center and on ISU Events boards. The schedule is subject to change throughout the semester.

Basketball Court
West Ada School District has allowed ISU students use of the basketball court which is located in the east parking lot. ISU students must provide his/her own basketball. The hoops are not break away hoops so do not hang on them. Students from West Ada District and Renaissance High School have first priority.

NOTE: Recreation is allowed only in the designated areas listed above. No activities will be allowed in any other area of the building.

Student Food Services
There are several food options located in the building. There may be changes, so please be aware of signs and information regarding the different food service options.

- Café Renaissance: Run by the West Ada Culinary students. Open 11:30am - 12:00pm on select Thursdays & Fridays. Limited items are offered each day. Café Renaissance is typically open from October through May.
- Bengal Den: located on the east side of the second floor above the east entrance. A variety of vending machines, microwave, Keurig coffee maker, and a sink are available for use. The area also provides the display for the Spirit Store, ample outlets for electronic devices, and a comfortable seating area. No eating or food prep items are supplied.
- Student Break Room: Located in room 535 on the first floor. A microwave and refrigerator are available for both student and staff use. Please mark things that you plan to store in the kitchen and be sure to clean up after yourself. ISU-Meridian does not provide eating or food prep items. Refrigerators will be cleaned out every Friday night so please take items out that you do not want discarded.
- Vending Machines: Located in the student mall areas on the first and second floors.
• **Food Trucks:** Various food trucks are scheduled regularly during the lunch period. The schedule is posted on ISU Events boards and at the front desk.

• **Menu book:** A book with local area restaurants is located on the table across from the stairs, near the Student Services bulletin board.

*Students, faculty and staff who order food from any type of delivery MUST meet the delivery person at the front office waiting area at the time of delivery.* Delivery people are not allowed to wander around the building because of our co-location with the high school. *Front office staff will not call you when your food delivery arrives, and are not allowed to sign for purchases.*

**Student ID Cards (Bengal Cards)**
Due to the nature of the open campus with Renaissance High School, ISU students must carry their Bengal ID cards on their person at all times and produce it when asked.

Bengal ID Cards may be obtained from the front office. ID cards will be valid for the time period a student is enrolled in an ISU-Meridian program and provide identification for students using the BSU Library and Unity Health Center. Replacement cost is $15.00.

**Telephones & Calls to Pocatello Campus**
A telephone is available for student use in the drop in computer lab, room 829 on the second floor. Dial 8 for an outside line to make a local or toll-free call. Students may make university related calls to the ISU Pocatello campus using a direct line in the computer lab. To call the Pocatello Campus, dial the last four digits of the campus telephone number. Some departments have provided 800 numbers for Meridian students to use when making university-related calls (check with your department for these numbers).

**Textbooks**
ISU textbooks are available locally through the campus bookstore at the College of Western Idaho. Check with your program for a list of required textbooks.

CWI Bookstore
5725 E Franklin Road
Micron Education Center
Nampa, Idaho 83653
Phone: (208) 562-2401
Email: cwibkstr@bkstr.com
www.bkstr.com/westernidahostore

ISU Bookstore
921 S 8th Avenue
Ponds Student Union Building
Pocatello, ID 83209
Phone: (208) 282-3237
Email: isu-pocatello@bkstr.com
www.bkstr.com/idahostatepocatellostore

**Computer Access:** A computer that can to used to Apply to ISU, Register for Classes, Pay Fees, or Access Financial Aid Documents is available for use on the north side of the front desk.
Welcome to ISU-Meridian! You DO have access to the Idaho State University Library system, even though you are at a satellite campus. The physical space may be limited, but the online resources are extensive, and the ISU librarians are friendly & want to help you!

Physical Space
The ISU Meridian Library is currently under construction.

Library Staff
The ISU Meridian Librarian is specially trained in health sciences information, so she is ready to help you with questions about databases like PubMed and evidence-based practice information sources. Her office is located within the high school library. There is also an ISU student who staffs the library during the evenings.

Librarian: Kristin Whitman - Health Sciences Librarian
whitkri5@isu.edu
208-373-1817

Main Library in Pocatello:
Call: 208-282-3152
Email: refdesk@isu.edu
Website: http://www.isu.edu/library/
The library’s website should be bookmarked ASAP! So much is available online, including e-books, journals, and databases.

Services
Have a question about library resources? ASK!! We can help you:

• Order materials from the Pocatello library. For FREE
• Order materials from other libraries. For FREE
• Track down elusive books and articles
• Refine your research topics
• Choose the right databases to search

Online Resources
Health Sciences Library Pages: https://www.isu.edu/library/libandcoll/ihsl
ISU Library’s YouTube channel: https://www.youtube.com/channel/UCr55cC1I+CpQ_wOA9CAw
Guides for each major: http://www.isu.edu/library/research/subjects.shtml

Other Libraries
ISU Meridian students can get a Boise State University Library card. This only allows you to use online resources on their campus, and you can check out a limited number of books. Take your driver’s license & ISU ID to the BSU Library’s Circulation Desk to get their card.