

Idaho State University - Boise
Building/Student Handbook
12301 W Explorer Dr, Suite 102
Boise, ID 83713-1571
Main Office phone (208) 373-1700
Website: <http://boise.isu.edu>

BUILDING HOURS:

Main Building

Monday through Thursday	8:00 a.m. – 10:00 p.m.*
Friday	8:00 a.m. – 8:00 p.m.*
Saturday	10:00 a.m. – 4:00 p.m.*
	Extended hours 4:00 – 8:00 p.m. by Bengal Card only
Sunday	Extended hours noon – 11:00 p.m. by Bengal Card only

Bridger Building

Monday through Thursday	8:00 a.m. – 10:00 p.m.*
Friday	8:00 a.m. – 5:00 p.m.
Saturday	CLOSED
Sunday	CLOSED

**** It is mandatory that you use your Bengal ID card to access the facility during the following times:*** Monday – Thursday from 7:00 p.m. – 10:00 p.m., Friday from 7:00 p.m. - 8:00 p.m., and Saturday from 10:00 a.m. - 4:00 p.m, and during “Extended Hours”. Staff will not open the doors at anytime during these hours.

FRONT OFFICE:

The following services are provided at the front office: Tranpays, Registration Bills, fee payments, Fee Loans, and pictures for student ID cards. Your Bengal card is required for all financial transactions.

Note: Cashier hours (fee payments, tranpays, fee loans, purchasing computer accounts, etc.) are **Monday – Friday, 8:00 a.m. – 4:30 p.m. during fall & spring semesters and Monday – Friday, 8:00 a.m. – 3:30 p.m. during summer semester.**

DUE TO FEDERAL REGULATION STUDENTS ARE NOT ALLOWED IN THE FRONT OFFICE OR WORKROOM. For confidentiality reasons these rooms are designated for faculty & staff only.

BUILDING INFORMATION

Parking

Please do not park in marked parking spaces (visitor, Adecco, CCS, etc.). Owners will be towed at their expense. The center is not responsible for any citations received for illegal parking.

CLASSROOMS:

Distance Learning Classrooms (DLC)

Equipment in the DLC rooms is not for student use unless it is used during a class. Students may use the DLC rooms to study in during the day (8:00 a.m.-5:00 p.m.) unless a class is scheduled. The policy for videotaping DLC classes is posted in each DLC.

Distance Learning 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, that student will be dismissed from the class permanently.
3. There will be no unnecessary noises made over the intercom system. 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 - Boise's management assistant.

This policy was created for the best interest of our students. ISU - Boise strives to have a positive learning environment. We appreciate your cooperation in following these few simple rules.

Traditional Classrooms

Schedules are posted outside each classroom door. You may use a classroom for studying, but please check the schedule outside the door for availability. Schedules subject to change without notice.

Mail

A post office box is located on the corner across the street from ISU-Boise for mailing personal mail. Students are responsible for their own mail. There is also a mail drop between the stairwell and elevator at the west-end of the main building. For same day mail service Monday – Friday, please deposit your mail in the drop by 10:30 a.m.

Graded Course Assignments and/or Exams

If graded papers/exams have been returned to the front office for distribution to students we will post your course number on the bulletin board in the main hallway. Individual papers may be picked up at the front office; picture ID required. We cannot give your graded paper to someone else without written permission.

Student Union

The Student Union facilities, kitchen, microwave and refrigerator are all 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. There is a large student area with vending machines and tables and chairs in the Bridger Annex. ISU-Boise does not provide cups, forks, spoons or paper plates. Refrigerators will be cleaned out every Friday.

Emergency Evacuation Plan

In the event of an emergency, students are to vacate the building immediately. If the speech pathology clinic or the counseling clinic is in session, 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.

Fire extinguishers are located throughout the building. The main building has an emergency flashlight located under the counter in the front office and a first aid kit is located next to the restroom by the Student Union. The Bridger Annex has a flashlight and a first aid kit located in the filing cabinet of the workroom. Both buildings are equipped with emergency lighting in the event of a power failure.

STUDENT SERVICES:

ADA & Disabilities Resource Center

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability, or if you believe that you have a disability that might require reasonable accommodations, please contact Dennis Toney or Ali Crane. University policy states that it is the responsibility of the students to contact instructors during the first week of each semester to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

POCATELLO

Dennis Toney, Director
ADA & Disabilities Resource Center
Room 123, Graveley Hall
(208) 282-3599 or tonedenn@isu.edu

BOISE

Ali Crane, Director, Student Services
ISU-Boise
Room 104
373-1706 or cranali@isu.edu

Financial Aid, Scholarships, Registration, etc.

There are two enrollment professionals on site to assist students with financial aid, scholarships, registration, etc. Call 373-1706 or 373-1751 for assistance or to schedule an appointment.

Student ID Cards (Bengal Cards)

Bengal cards may be obtained from Bengal Card Services located in the Bridger Annex. See the Bridger Annex front desk staff for assistance. ID cards with six-digit ID numbers will be issued for students at the time they enter ISU programs in Boise. ID cards will be valid for the time period a student is enrolled in an ISU-Boise program and provide identification for students using the BSU Library and BSU Health Center. Your student ID card is required to process all financial transactions, to check-in and check-out laptops, and to pick up graded papers. Replacement cost is \$15.00.

Bengal Card Services hours: Please see Bengal Card Services flyers posted on the student bulletin boards, or call 373-1796 or 3737-1797 for hours.

Computers

Computers, printers, and a scanner are available for student use in the computer lab at the ISU-Boise. In order to have computer lab access you must request a computer account application from the IT Technician and pay a semester fee. IT Technicians are available in both buildings to advise/troubleshoot for students in the computer lab. Absolutely no food will be allowed in the computer lab.

Wireless laptops will be available to check out through the front office and through the Bridger Annex front desk for use in the facility. The checkout process is:

1. You have a current Bengal card and ISU student computer account. Per the student computer contract, your computer account is not to be shared with anyone (including family, friends and fellow students).
2. There is a 3-hour checkout limit. After being returned for one hour you may check it out for another 3- hour checkout period.
3. The laptops cannot be reserved and will be checked out on a first come, first serve basis.
4. The laptops cannot leave the premises of the building it is checked out in.
5. The laptops will print to the computer lab of the building it is checked out in.
6. When returning the laptops, you must check them in with the front office staff (student ID required to check in laptops). Do not leave the laptop on the front counter; you are liable for the laptop while checked out in your name.
7. See the computer technician if you are having problems with the laptop.

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.

To access MyISU portal:

1. Log on to <http://my.isu.edu>
2. Click on "Login"
3. Enter username and pin (username is your Bengal Card Number or your Social Security Number) pin is your birth month and year, example; August of 1979 would be **0879**)

To access webmail:

1. Log on to <http://webmail.isu.edu>
2. Enter username & password

Copier

There is a copier available for student use located in the main building. Cost is .05 per copy. Change is limited in the front office so please bring change with you.

Fax Machine

There is a fax machine (373-6741) in the computer lab of the main building for student use. If you have personal items needing to be faxed (e.g.: scholarship applications, assignments, resume, etc.), we asked that you please use the student fax machine. The front office will not be responsible for faxes that are not received. No long distance faxes allowed.

Telephones & Calls to Pocatello Campus

A telephone is available for student use in the main building computer lab. Dial 9 for an outside line to make a local call or 1 (800) 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 8 and then the last 4 digits of the campus telephone number. Some departments have provided 800 numbers for Boise students to use when making university-related calls.

Textbooks

The majority of textbooks are normally ordered through the BSU Bookstore prior to the start of classes. Textbooks ordered through BSU will be in the "ISU" section of the BSU Bookstore. Check with your individual program for a textbook list.

ISU Bookstore – (800) 688-4781

Boise State Bookstore - 426-book or website: www.boisestatebooks.com

HEALTH SERVICES:

Boise State Health and Wellness Services will see ISU students as part of a reciprocity agreement between BSU and ISU. ISU students must present a valid ISU student Bengal Card, receipt of current semester fees, and proof of insurance (insurance card) in order to obtain services at BSU. BSU will bill your health insurance as a courtesy to you, but you are ultimately responsible for billable charges such as offices visit charges, medications, laboratory tests, and any other billable services. Please contact Boise State Health and Wellness Services for current estimated prices. BSU accepts checks, cash, or credit cards as payment for services. It is also advisable to check your coverage with your insurance carrier, so you know your financial responsibilities.

The phone number for BSU Health and Wellness Services is 426-1459. Appointments are required.

The Health and Wellness Center hours:

Monday, Wednesday, Thursday, Friday	8:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 5:00 p.m.

The Health and Wellness Center is located on the corner of University Drive and Chrisway Street on the BSU campus. Metered parking is available.

If you have questions concerning the ISU health insurance coverage, please call the ISU Student Health Insurance coordinator at 282-2972 or visit the website at: www.isu.edu/departments/stuhlth/insurance.

Counseling Services:

ISU students can access counseling services through the ISU – Boise Counseling Clinic. To schedule an appointment, please call 373-1719.

ISU-Boise Graduate Counseling students ONLY may access the BSU counseling services through the BSU Health and Wellness Services. The BSU Counseling Services phone number to schedule an appointment is 426-1601. If you are not in the counseling program, please utilize the ISU-Boise Counseling Clinic.

LIBRARY RESOURCES:

Library resources for ISU-Boise students include:

- ◆ ISU - Boise
- ◆ BSU Library (Boise)
- ◆ ISU Oboler Library (Pocatello)
- ◆ Saint Alphonsus Medical Library (Boise)
- ◆ St. Luke's Health System Libraries (Boise)

Note: Assistance from the ISU Boise staff is available for obtaining ISU library materials only. All books being returned to Pocatello through the front office must be returned to the front office 5 days before the due date. ISU-Boise is not responsible for books not returned on time.

Library-ISU Boise:

Currently we have books and journals in the library about Speech Pathology, Public Health (MPH), and Nursing. However, other ISU students are welcome to check out these books. These items may **not** be up-to-date; check the publication dates and evaluate their usefulness to your research. If you have any questions regarding using these books and journals in your research, ask your professors.

All books and journals need to be checked out through the Bridger Annex front desk staff. They may be checked out for 3 weeks. Reference material, including theses and masters projects, is to remain in the building. Overdue books or journals will incur a \$0.30/day late charge. If a book or journal is lost, the student will incur the cost of replacing the book or journal. All items must be returned prior to the end of semester.

Books and journals - three week checkout period

1. Fill out an orange checkout card, including your name, book or journal title, with volume number, and date checked out.
2. Replace the book or journal on the shelf with the orange checkout card.
3. The library card inside the book or journal is to be filled out with your name and date checked out.
4. Give the library card to the front desk staff in the Bridger Annex.
5. Book is to be returned to the front desk staff in the Bridger Annex.

Video Tapes - day or overnight checkout only

1. For day use, tapes may be checked out from 8:00 a.m. to 4:45 p.m. For overnight use, tapes may be checked out before 4:45 p.m. and returned by 8:00 a.m. the following day or by 8:00 a.m. Monday if checked out on Friday. (Extensions may be obtained for special circumstances.)
2. Fill out an orange checkout card with your name, videotape title or number and date checked out.
3. Replace the videotape on the shelf with the orange checkout card.

ISU Boise Library Resource Binder:

A Library Resource Binder is located in the library and contains listings of the following information separated by department:

- ◆ Library books sorted by Author
- ◆ Library books sorted Title
- ◆ Library journals listed alphabetically
- ◆ Master's Papers/Thesis
- ◆ Reference materials
- ◆ Tapes (audio & video)

LIBRARY – BOISE STATE UNIVERSITY:

You can use the BSU Albertson's Library as an ISU student to check out books or review materials. If you wish to check out items, please follow these steps:

1. Go to circulation desk on first floor.
2. Tell them you are an ISU student at Boise.
3. They will need to see your driver's license and a current ISU student ID card.
4. BSU will issue you a BSU Library Permit (takes about 5 minutes).
5. When you check out items at BSU, show the BSU Library Permit along with a Photo ID.

A listing of journals located at the BSU Library can be found at <http://journals.boisestate.edu>.

Please inquire at the Circulation Desk about computers available for use by non-BSU students.

Library Information: 426-1204

Reference Desk: 426-3301

Library – ISU Oboler, Pocatello:

These Library Web pages provide information regarding resources and services available to ISU-Boise students:

- ◆ Catalog (ISU books, government documents, videos): <http://opac.isu.edu>
- ◆ Databases – Geosciences (articles): <http://www.isu.edu/library/research/geosci.htm>

- ◆ Databases – Health/Medical (articles):
http://libpublic2.eol.isu.edu/wiki/index.php/Category:Databases_-_Research_Topics
- ◆ Databases – Sports Science and Sports Education (articles):
<http://www.isu.edu/library/research/sports.htm>
- ◆ Fees: <http://www.isu.edu/library/services/ddfeechart.htm>
- ◆ Journals, Magazines, Newspapers: <http://atoz.ebsco.com/home.asp?Id=isun>
- ◆ Requesting articles, non-ISU book (in catalog):
<http://www.isu.edu/library/services/illrequest.htm>
- ◆ Requesting articles (in PubMed): <http://www.isu.edu/library/services/illloansomedoc.htm>
- ◆ Requesting ISU books: <http://www.isu.edu/library/distance/reqbook.htm>

Contact Information:

Eli M. Oboler Library

<http://www.isu.edu/library>

1-800-314-4781

(208) 282-5847 (fax)

<http://www.isu.edu/library/services/email.htm>

Idaho Health Sciences Library

<http://www.isu.edu/library/ihs>

1-800-363-4781

(208) 282-4295 (fax)

ihs@isu.edu