



**Idaho State  
University**

**College of  
Technology**

# Computer Aided Design Drafting Technology

2024-2025



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# I. Message from the Dean

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. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

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 23,000. 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 prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

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 that provided in the Idaho State University Handbook and Official Student Code of Conduct.

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 be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

### Program Administration

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

#### College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Alesha Churba
Program Instructor	Matt Reseigh
Program Student Success Navigator	Jaycee Smith

## Program Information

### Degrees/Certificates Offered

- |                                      |   |
|--------------------------------------|---|
| • Intermediate Technical Certificate | Mechanical Drafting                       |
| • Intermediate Technical Certificate | Architectural Drafting                    |
| • Advanced Technical Certificate     | Computer Aided Design Drafting            |
| • Associate of Applied Science       | Computer Aided Design Drafting Technology |

### Program Objectives

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. The program will provide skills, knowledge, and training in current Computer Aided Design 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 and assemble structures, both for end consumers and other businesses.
3. Students will learn how to solve practical problems applying applications of mathematics and descriptive geometry. They will understand and demonstrate proper use of national standards in the creation and revision of technical drawings.

### Student Learning Outcomes

Graduates of the Computer Aided Design Drafting program will have the following learned capabilities:

1. Understand the disciplines of mechanical and architectural technology, as related to computer aided design and drafting.
2. Make computations involved with layout, dimensioning and detailing of machine parts, structural components, and commercial and residential structures.
3. Visualize forms and shapes from blueprints and sketches, understand and apply theoretical principles and technical knowledge in planning and solving design problems.

4. Utilize multiple computer-aided software platforms to create accurate three-dimensional models of machine parts, structural components, and commercial and residential structures.

## III. Policies & Procedures

### 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 8 am. The program phone number is (208) 282-5839 or (208) 282-2217.

### Grading Policy

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

Daily work, quizzes, and exams are all given a percentage weight at the discretion of the instructor. This program utilizes a “flipped classroom” concept where you are required to complete preparation work, reading, and studying outside of the classroom so there is adequate time to ask questions and get assistance while in the classroom. It is your responsibility to stay caught up on the reading and assignments. 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, they need 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 student must have a 2.0 GPA in the program's required curriculum in order to be eligible for a certificate or degree.

## 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.

## Rules

### 1. CARE AND CLEANING OF THE CLASSROOM AREAS

- All students will be responsible for keeping their desk areas clean at all times. Materials for cleaning tabletops will be provided. This is a very visible program (high school tours, etc.) so the classrooms 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 coordinator's email is [churales@isu.edu](mailto: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.

### 4. EXCEPTIONS

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

## 5. PROGRAM HOURS

- This is a **full-time program** meaning at least 30 hours per week is the norm required for success in the program. Required classes are held from 8 am – 10:45 am, five days per week with open lab time following until 3 pm daily. It is suggested that students return to the lab after classes and school and spend as much time as possible to stay up with assignment requirements. Students are expected to attend class every day.

## Program Rules

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).

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 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 3.
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 after class 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 their 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.

## Cell Phones

1. Cell phone ringing and phone conversations are disruptive to the learning environment; therefore, cell phone use is not permitted in the CADD program classrooms. 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 desktops and should never be left unattended in the 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 class time.

2. 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.
3. Cell phones should be stored in your file cabinet or backpack (away from the testing area) during a quiz or exam.
4. When a student is found in violation of the cell phone policy the following steps will be taken:
  - a. First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.
  - b. 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 student's program and college file.
  - c. Third occurrence: All remaining participation points will be lost and a second letter will be filed
  - d. Fourth occurrence: A failing grade in the appropriate course will be given.
5. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

## Music and Headphones

1. 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.
2. When a student is found in violation of the music and headphone policy the following steps will be taken:
  - a. First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.
  - b. 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 student's program and college file.
  - c. Third occurrence: All remaining participation points will be lost and a second letter will be filed.
  - d. Fourth occurrence: A failing grade in the appropriate course will be given.
3. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

## Classroom Speech and Language

1. 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 classroom and will not be tolerated. This includes cursing and vulgar language of any kind.
2. When a student is found in violation of the speech and language policy the following steps will be taken:
  - a. First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.
  - b. 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 student's program and college file.
  - c. Third occurrence: All remaining participation points will be lost and a second letter will be filed.
  - d. Fourth occurrence: A failing grade in the appropriate course will be given.
3. 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

1. 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).
2. 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.
3. When a student is found in violation of the language, attitude and actions policy the following steps will be taken:
  - a. 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.
  - b. Second occurrence: The student will be permanently removed from the program.

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

## Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology.

## Registration and Fee Collection Policy

- 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 MyISU and go to the Online Fee Payment tile.
- 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.

## Communicable Disease Safety Procedures

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA

16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on this policy, please visit: [Communicable Disease Policy](#)

## Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

## Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

## Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations to the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

## Smoke Free Campus

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

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

## Academic Integrity and Dishonesty Policy

### Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats.
- C. Instructors are encouraged to include specific information in the course syllabus on Academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.

- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

## Idaho State University Student Handbook

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.

1. Students Rights and Responsibilities (Page 4)
2. Withdrawal (Page 6)
3. Academic Standing (Page 10)
4. Petitions (Page 16)
5. Sexual Harassment (Page 18)
6. Student Complaints and Grievances (Page 18)

[ISU Student Handbook](#)

Additional Idaho State University policies:

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

## IV. College of Technology Resources and Services

### Services for Students

**STUDENT SERVICES:** This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

#### [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 they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic Support, Peer mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. [TAP CENTER](#)

**THE CENTER FOR NEW DIRECTIONS** Located within the RFC Complex on the third floor. 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/re-entering 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. [CENTER FOR NEW DIRECTIONS](#)

## Message from the Center for New Directions

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

### **Statement on Services**

- Students enrolled in Idaho State University College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call 208-282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in crisis.

[CENTER FOR NEW DIRECTIONS](#)

- **ISU Counseling and Mental Health Center (CMHC)** The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call 208-282-2130, Monday through Friday, from 8 am to 4 pm.

[COUNSELING AND MENTAL HEALTH CENTER](#)

## **Mental Health Services for Out of State ISU Students**

ISU Counseling and Mental Health Center has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

### **Accessing MySSP**

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

## **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**

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:

### **FINANCIAL AID**

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

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. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

### **SCHOLARSHIPS**

## Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

### [PARKING & TRANSPORTATION](#)

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 5<sup>th</sup> and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$116
- Reserved Lot: \$348

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 Complex 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 that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid or student's 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.

For more information on parking regulations, visit: <https://www.isu.edu/parking/permit-information/regulations/>

# V. Idaho State University Resources and Services

## Disability Services

### Mission Statement

The mission of Disability Services (DS) is to increase equal access and opportunities to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

### Contact Information

#### **Disability Services**

Rendezvous Complex, Room 125  
921 South 8<sup>th</sup> Avenue, STOP 8121  
Pocatello, ID 83209-8121  
Phone: 208-282-3599  
Fax: 208-282-4617

VP for ASL: 208-530-6505  
Email: [disabilityservices@isu.edu](mailto:disabilityservices@isu.edu)  
[DISABILITY SERVICES](#)

## Office of Equal Opportunity & Title IX

The Mission of the Office of Equal Opportunity & Title IX is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

### Contact Information

#### **Office of Equal Opportunity & Title IX**

Rendezvous Complex, Room 151C

921 South 8<sup>th</sup> Avenue, STOP 8315

Pocatello, ID 83209-8315

Phone: 208-282-3964

Fax: 208-282-5829

[EQUAL OPPORTUNITY](#)

## Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

# VI. Handbook Signature Form



**Idaho State  
University**

**College of  
Technology**

## 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 #

---

INSTRUCTOR SIGNATURE

## VII. Media Release



**Idaho State  
University**

**College of  
Technology**

### MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University (Idaho State) to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State's educational, marketing, and promotional purposes in perpetuity. Idaho State shall have the right to photograph, record, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse my name, image, voice and likeness in all markets, media, and technology now known or hereafter developed. Idaho State may exercise any of these rights itself or through any assignees, licensees, or other parties including other Universities.

I acknowledge that I will not be compensated for these uses, and that Idaho State exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State, its assignees, and its licensees from any claims that may arise from these uses, including without limitation claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State is not obligated to use any of the rights granted under this Release

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS (STREET)

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

# VIII. Computer Usage Policy



**Idaho State  
University**

**College of  
Technology**

## COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof 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 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, using 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the 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 #

# IX. Safety Precautions



**Idaho State  
University**

**College of  
Technology**

## 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 SIGNATURE

---

DATE

---

# X. Dismissal Policy



**Idaho State  
University**

**College of  
Technology**

## COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY DISMISSAL POLICY

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

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

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

\_\_\_\_\_  
DATE

# XI. Dismissal Policy



**Idaho State  
University**

**College of  
Technology**

## 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 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