



**Idaho State  
University**

**College of  
Technology**

# **Aircraft Maintenance Technology**

**2025-2026**



# Table of Contents

I. Message from the Dean.....	3
II. Program Introduction.....	4
Program Administration.....	4
College of Technology.....	4
Program Information.....	5
Degrees/Certificates Offered.....	5
Mission Statement.....	5
Program Objective .....	5
Student Learning Outcomes .....	5
III. Policies & Procedures .....	6
Attendance Policy.....	6
Grading and Task Requirements.....	6
General Disclaimer .....	8
Dress Code.....	8
Mandatory Safety and Health Rules.....	8
Class Conduct.....	10
Program Specific Conduct Expectations.....	10
Disruptive Behavior.....	10
Transportation .....	12
Airport Rules.....	12
Speed Limit .....	12
Listening to Music .....	12
Current FAA Testing Fees .....	13
Toolbox Policy .....	13
Computer Misuse .....	13
Registration and Fee Collection Policy .....	14
Communicable Disease Safety Procedures.....	14
Accommodations for Students with Disabilities .....	15
Appeals and Dismissals.....	15

Student Conduct Rules and Regulations .....	15
Smoke Free Campus .....	16
Academic Integrity and Dishonesty Policy .....	16
Policy Statement.....	16
Idaho State University Student Handbook.....	17
Additional Idaho State University policies: .....	17
IV. College of Technology Resources and Services .....	18
Services for Students .....	18
Message from the Center for New Directions.....	19
Financing Your Education .....	20
Traffic and Parking .....	21
V. Idaho State University Resources and Services .....	22
Disability Services.....	22
Mission Statement.....	22
Contact Information .....	22
Office of Equal Opportunity & Title IX .....	23
Contact Information .....	23
Additional Resources and Services.....	24
VI. Handbook Signature Form .....	25
VII. Media Release .....	26
VIII. Computer Usage Policy .....	27

# 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 Aircraft Maintenance 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 Aircraft Maintenance 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
Technical Department Chair	Mike Wheelock
Program Coordinator	Tyler Sprague
Program Instructors	Matt Weaver
	Barry Everett Jr.
Program Student Success Navigator	Gretchen Rowe

## Program Information

### Degrees/Certificates Offered

- |                                      |                         |
|--------------------------------------|-------------------------|
| • Intermediate Technical Certificate | Airframe                |
| • Advanced Technical Certificate     | Powerplant              |
| • Associate of Applied Science       | Airframe and Powerplant |

### Mission Statement

Our mission is to develop skilled aircraft maintenance professionals who are committed to serving the needs of the aviation maintenance industry. We train students in accordance with FAA CFR Part 147 standards with high caliber classroom instruction, realistic hands on training, and practical experience across a broad spectrum of aviation maintenance topics in both airframe and powerplant areas.

### Program Objective

To prepare graduates for entry-level employment as aircraft maintenance technicians in compliance with FAA regulations.

### Student Learning Outcomes

Graduates of the Aircraft Maintenance Technology program will have the following learned capabilities:

1. Students will acquire knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for the General AMT (A&P) requirements.
2. Students will acquire the knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for Airframe structures and systems.

Students will acquire the knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for Powerplant theory, maintenance, systems, and components

## III. Policies & Procedures

### Attendance Policy

Timely and regular attendance is an industry expectation the department enforces as part of our mission to train qualified workers with a strong work ethic. In order to achieve the maximum benefit from your training, regular class attendance and participation are necessary.

Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor by 8:00 am. Instructor contact information is listed in each course syllabus. It is unacceptable to have another person make the notification.

The specific attendance rules and policies for the Aircraft Maintenance Technology program are as follows:

1. Total absences must not exceed 20% of the meeting time for the course.
2. Absences in excess of 20% may result in the course grade being lowered two percentage points for each and every absence in excess of the 20% limit.
3. Tardy = arriving 1-10 minutes after class starting time. 6 tardies = one absence. Absence = more than 10 minutes after class, or not showing at all.
4. Excused absences
  - a. Is one that requires a medical professional's signed note stating time and date of absence
  - b. Family, or friend's death
  - c. Valid illness
  - d. Appointments, or issues that cannot be taken care of outside of class hours
5. Waiver on any of the above rules may be made only for unusual circumstances by petition of the student to the course instructor.

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. Employers make request applicants to approve access to grade and attendance records.

### Grading and Task Requirements

A minimum of one weekly quiz will be given for each class. A weekly lab (shop) grade will also be given. Additional projects may be assigned to earn extra credit. A final exam will be given for each class. One re-take of a failed exam is permitted and a 70%

will be entered in the gradebook if 70% or higher is achieved. Failure of the final exam results in class failure.

**Grades will be based on the following considerations**

1. **Shop Practice** – Judgement, common sense, cooperation, attitude, safety, organization, cleanliness, efficiency, application of theory, respect for property and persons, work completed, attendance, adherence to FAA and school policies, taking directions, and supervision.
2. **Tasks** – All tasks are to be completed in the course in which they are assigned. Incomplete tasks are made up at a later date or tasks initially graded below 70 percent will be scored at a maximum of 70 percent when completed. Course in which tasks are not completed will be given a failing grade.
3. **Theory** – Attendance, preparation of material, conduct, productivity, cooperation, attitude, adherence to FAA and school policies, and grades for tests, quizzes, and worksheets.
4. Disciplinary or corrective grading for unexcused absences, conduct, etc. will be in accordance with Idaho State University's grading policy and instructor's syllabus.

At the completion of the General and Airframe sections, each student will be required to take three practice exams for each curriculum subject that will determine eligibility to receive a letter of completion. The minimum score for each test is 87%.

An accumulative grade point average of 2.00 or higher is required for graduation.

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

\*14 CFR 147 curriculum requires a C or higher to pass



## 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.

## Dress Code

**Shirts:** No sleeveless shirts. No profane or suggestive graphics.

**Pants:** Long pants and appropriate shorts are acceptable.

**Shoes:** Fully enclosed shoes. Steel toe safety shoes recommended. No sandals or flip-flops.

## Mandatory Safety and Health Rules

1. All occupational injuries and illnesses, no matter how slight, must be reported to your instructor immediately. If you are injured in school and do not report the occurrence to your instructor, the school will not be responsible for any medical expense incurred by you on your own.
2. Submitting false or fraudulent information when reporting an accident or injury is unlawful and will be cause for dismissal.
3. Fighting, gambling, horseplay and other misconduct, are not permitted, nor shall threatening or attacks upon another student be tolerated.
4. The use or possession of intoxicants or drugs on the job is prohibited. Any student reporting for school intoxicated or under the influence of intoxicating liquor or drugs will not be allowed to work and will be administered disciplinary action which could result in immediate termination.
5. Keep clear of all suspended apparatus. Avoid pinch points and swinging or suspended loads.
6. Be alert for and heed all information and warning signs at all times.
7. Personal protective equipment such as hard hats; eye, face, hearing and respiratory protection will be furnished and used as required. As a minimum, sturdy work shoes or boots will be required for foot protection.

8. Full body clothing will be required to avoid sunburn and exposure to sparks and hazardous chemicals. T-shirts with short sleeves will be required as a minimum during hot weather.
9. Do not use compressed air to “dust-off” yourself or clean about any area.
10. Unless authorized, do not attempt to repair or tamper with equipment that is not functioning properly. Report malfunctions to your supervisor.
11. Whenever anyone is required to work on or in close proximity to electrical equipment or circuitry, appropriate tagging will be placed to identify all controls deactivating the circuit, and the circuit shall be locked out, when possible.
12. Jumping on or off equipment or vehicles, either moving or stationary is prohibited.
13. Misuse of tools and equipment or circumventing safety devices can result in injury to yourself or others. Do not use modified tools or equipment without proper safeguards to perform your job.
14. All fire protection and emergency equipment are plainly marked and must be kept free of obstruction for emergency use.
15. Unless specifically authorized, firearms and explosives are prohibited.
16. Report all unsafe and unhealthy practices and conditions to your supervisor at once.
17. Only authorized, properly trained, licensed/certified (if required) and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and similar equipment.
18. Ride only in vehicles designated and designed for transporting personnel.
19. Do not smoke in areas marked “No Smoking” or near flammable or combustible materials or their storage areas.
20. Store and use gas cylinders in a secure, upright position, with their valve caps secure and the cylinders shielded from the sunlight.
21. Maintain good housekeeping at all times. Keep waste, debris, and rubbish cleaned up. Place all lunch papers, cups, cans and other litter in trash receptacles. Discard and/or store all oily rags, waste and similar combustible materials in metal containers provided for that purpose.
22. Riding loads, slings, the ball, crane hook or other material hoisting equipment is prohibited except in an emergency.
23. Keep all machinery guards, guardrails and other protective devices in place and in good operating order.
24. Be alert at all times to conditions and work processes in your area and surrounding areas and with the presence of other workers and equipment so that you can foresee and avoid potential dangers.
25. Work area guidelines and regulations for environmental protection must be strictly followed. All hazardous material must be properly handled, stored and disposed of.

## Class Conduct

### Program Specific Conduct Expectations

Every student is expected to maintain professional and appropriate behavior at all times while attending the Aircraft Maintenance Technology program.

1. Horseplay of any kind will not be tolerated.
2. Profane language, graphics, jokes, or sexual innuendos will not be tolerated.
3. Eating in the shop or classroom (except during authorized breaks) is not allowed.
4. Students will attend each course meeting on time and not depart until the meeting ends.
5. Students will be courteous and respectful to the instructor and other students.
6. Students will not attend class in an impaired condition.
7. Stealing, Cheating, Dishonesty, and other violations of the student accordance with the AISU Student Code, ISU Student Handbook, and ISU policies.
8. Mobile phones should be in silent mode at all times. Use should be minimized and not distracting, or disruptive. (See Disruptive Behavior)

### Disruptive Behavior

Idaho State University prohibits student conduct that disrupts teaching and learning activities. Examples of frequently reported disruptive behavior include:

1. Habitually arriving late and/or departing early.
2. Conspicuously eating during class meetings.
3. Persistently interrupting the instructor while they are speaking.
4. Consistently and conspicuously conversing (side conversations) with other students while the instructor is speaking.
5. Using electronic devices to do tasks or activities that distract other students (e.g. watching movies, web browsing, listening to music).
6. Treating others in class with contempt, disdain, and disrespect (e.g. shouting others down, name calling, making fun of their questions or responses, derisively commenting about them as opposed to an idea they shared, etc.).
7. Conspicuously reading materials that are not assigned for the class (newspapers, magazines, notes, etc.).
8. Making loud and/or obnoxious noises (clicking or tapping pens) or shouting.
9. Persistently asking questions that are unrelated to the topic of lecture or discussion.

10. Engaging in threatening speech or actions that lead others to feel afraid for their physical safety and wellbeing.
11. Disregarding instructions or directions or distracting others while directions or instructions are being given.
12. Behaving recklessly with equipment or materials that can cause injury.
13. Creating a scene or drawing attention to a situation that should be handled discretely (e.g. receiving critical feedback or corrections, discussing personal issues publicly, or challenging/questioning a grade in front of others).
14. Monopolizing discussion time with needlessly long (time consuming) comments.
15. Receiving or sending phone calls and text messages, and
16. Sleeping.

If an instructor asks a student to leave the class for being disruptive, the student should leave the class quietly and discretely. If a student chooses not to leave, a Public Safety officer may be called to assist him or her. If a student chooses to leave the class but needlessly draws attention to his or her departure, it will only support an allegation of disruptive behavior.

Although a student may disagree with the instructor's directive to leave the class or laboratory, questioning the instructor during the class or instructional interaction only serves to extend the duration of the alleged disruption. Students asked to leave may seek redress for misplaced directives or perceived unfairness by meeting with the instructor during his/her office hours or submitting a complaint to the instructor's supervisor (department chair) or with the Office of Student Affairs.

Failing to comply with the request of an instructor is a violation of the University's Student Conduct Code.

Idaho State University students are expected to observe and follow the directions and instructions of their course instructors. Typically, expectations, directions, and instructions are conveyed to students through the course syllabus. However, instructors may also share expectations at the time assignments are given or prior to or during a particular educational activity. Regardless of the time at which expectations are delivered or the medium used, students should observe and follow them.

Violation of conduct rules will result in disciplinary action. First offense will result in disciplinary action. First offense will result in marking the student absent for one (1) hour. Second offense will result in the student reporting to the department chair and time missed will be counted as absent. Conduct will be recorded on the student's permanent record and may be made available to perspective employers, spouses, parents, etc. in accordance with FERPA regulations.

Note: Waiver of any of the above rules may be made only by a student petition and approval by the program coordinator.

## Transportation

ISU nor Pocatello Regional Transit (PRT) offer transportation from campus to the Pocatello Regional Airport. Students will be required to provide their own transportation or arrange for carpooling.

In case of a medical situation students must arrange transportation to a medical facility. If a student is unable to arrange transportation an ambulance will be called. All medical transportation will be at the student's expense.

## Airport Rules

We are a guest at Pocatello Regional Airport and our actions reflect on Idaho State University. The general speed limit is 35 MPH. The speed limit around the terminal is 10 MPH. Please obey all speed limits and traffic signs. Each student will be required to complete a Transportation Security Administration (TSA) security screening for issuance of an airport security badge. This badge is used for entry into the building and must be on your person while at the airport facility. The initial badge fee is \$60.00. The fee for losing, or failing to return your badge upon leaving the program is \$150.00.

## Speed Limit

We are a guest at Pocatello Regional Airport and our actions reflect on Idaho State University. The general speed limit is 35 MPH. The speed limit around the terminal is 10 MPH. Please obey all speed limits and traffic signs. Airport security may require additional badging and security screening for access.

## Listening to Music

Music will be allowed on a limited basis and only with the express permission of the instructor. The instructor may discontinue the privilege if he or she determines there is an issue of safety, dispute, or disruption of the instruction environment. Music volume may not exceed the level determined by the instructor.

Music may not be played during the following times:

1. Critical evolutions (i.e. engine run-up, jacking or aircraft, etc.)
2. Lectures and didactic
3. Movement of aircraft
4. Lab demonstrations

Music with suggestive or profane lyrics is prohibited. For safety earbuds or headsets may not be worn at any time in the building.

## Current FAA Testing Fees

### FAA Testing Fees

General Written Test	\$175.00
General Oral & Practical Test	\$500.00
Airframe Written Test	\$175.00
Airframe Oral & Practical Test	\$500.00
Powerplant Written Test	\$175.00
Powerplant Oral & Practical Test	\$500.00
Written Test Retake (after failure)	\$175.00
	Per test
Retesting after failure; per	\$150.00
section failed or not tested	Per test
Temporary Certificate Issue	\$40.00
Late Payment Fee	\$50.00
Total Testing Fees (except failures)	\$2,440.00

**Note:** Fee schedule can change without notice.

## Toolbox Policy

Personal tools are not required for the program. Your instructor can advise you with a minimum tool list that can be useful for an entry level mechanic.

All tools and personal property must be picked up within 90 days after a student completes, or otherwise departs the program. Property remaining after 90 days will be disposed of in accordance with Idaho Statutes.

## 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: \$183
- Reserved Lot: \$365

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 Aircraft Maintenance 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 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 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 #