

Boise State University
Student Handbook
2013 - 2014

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BOISE STATE UNIVERSITY

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Section 1 - Introduction

About the Handbook

This handbook is intended as a tool to assist students at Boise State University. Although it contains a wealth of important information, it should not be considered a binding contract between any person and Boise State University. Sometimes, you'll be directed to other websites and publications that will provide more complete and detailed information. Because this handbook is subject to change and is frequently updated, you may want to review it often for the most current information. Welcome to Boise State!

Boise State University Mission Statement

1. Type of Institution

Boise State University is a comprehensive, urban university serving a diverse population through undergraduate and graduate programs, research, and state and regional public service.

Boise State University will formulate its academic plan and generate programs with primary emphasis on business and economics, engineering, the social sciences, public affairs, the performing arts, and teacher preparation. Boise State University will give continuing emphasis in the areas of the health professions, the physical and biological sciences, and education and will maintain basic strengths in the liberal arts and sciences, which provide the core curriculum or general education portion of the curriculum.

2. Programs and Services

Baccalaureate Education:

- Offers a wide range of baccalaureate degrees and some qualified professional programs

Associate Education:

- Offers a wide range of associate degrees and some qualified professional programs
 - Effective July 1, 2009 most associates degree and professional technical programs have transferred to the College of Western Idaho.

Graduate:

- Offers a variety of masters and select doctoral degrees consistent with state needs

Certificates/Diplomas:

- Offers a wide range of certificates and diplomas

Research:

- Conducts coordinated and externally funded research studies

Continuing Education:

- Provides a variety of life-long learning opportunities

Technical and Workforce Training:

- Offers a wide range of vocational, technical and outreach programs*

Distance Learning:

- Uses a variety of delivery methods to meet the needs of diverse constituencies

3. Constituencies Served

The institution serves students, business and industry, the professions and public sector groups throughout the state and region as well as diverse and special constituencies. Boise State University works in collaboration with other state and regional postsecondary institutions in serving these constituencies.

Student Affairs Vision, Mission and Values

Vision

As a result of our work every Boise State student is more self-aware, community oriented and prepared to change the world.

Mission

Boise State University Student Affairs connects with students to provide vital services, resources, and learning opportunities preparing them for work and life beyond the blue.

Values

In promoting the University's shared values the Division of Student Affairs is

- Focused first on every student's growth and development
- Civic minded and passionate about fostering diverse and inclusive communities
- Committed to excellence, integrity, and fiscal responsibility
- Dedicated to service and continually evolving in all that we do

About Boise State

Welcome to Boise State University, Idaho's metropolitan research institution. You are now a member of the Bronco family! This section of the handbook includes information about characteristics that make Boise State distinct, such as its history, location and traditions.

History

Boise Junior College was founded in 1932, the height of the Great Depression, by Bishop Middleton S. Barnwell. In its first year, the college had 70 students and fourteen faculty members. Boise Junior College was governed by the Episcopalian Church until 1934. The school became Boise College in 1965, when it began offering four-year baccalaureate degrees, and became Boise State College in 1969. Boise State College then gained university status in 1974, and became Boise State University. Boise State is now the largest university in Idaho, with nearly 20,000 students from all 50 states and 65 different countries.

Faculty

Boise State professors have been recognized with numerous awards and honors. The award-winning faculty includes Idaho Environmental Educator of the Year, national Marketing Educator of the Year and Idaho Nurse of the Year for Academic Education. Boise State has also had eleven Idaho Professor of the Year honorees since 1990. Our faculty provides expert commentary for the NBC Today show, New York Times, Washington Post and USA Today. They also serve as consultants internationally at The Hague, the Chinese National Academy of Sciences and the United Nations.

Research

A talented and dynamic faculty, with credentials from top research institutions and with distinguished backgrounds in industry, has fueled our progress as a metropolitan research university of distinction. Undergraduate, master's and doctoral students work alongside faculty in vital research areas such as sensor development, geochemistry and geophysics, public and health policy, novel

materials, biomolecular studies and nanoelectronics. Our research programs are supported by significant and increasing external funding from federal and state agencies, and from private businesses and industry. The university's growing intellectual property portfolio has great potential for commercial development and technology transfer.

Location

Boise, the City of Trees, is Idaho's state capital and the third largest metropolitan area in the Northwest United States. A city of great variety, Boise boasts numerous recreational, cultural and business opportunities. Just a short distance from the Boise State campus, students can enjoy an array of outdoor activities, including hiking, camping, fishing, and hunting, river rafting and skiing. Boise also offers cultural events, such as the Idaho Shakespeare Festival, performances by the Boise Philharmonic and Ballet Idaho and the Gene Harris Jazz Festival. Also, a footbridge adjoins the campus to Julia Davis Park, where the Boise Art Museum, Idaho State Historical Museum, and Zoo Boise are located. The Boise economy is based on high technology, agricultural products, tourism, government agencies, and manufacturing. We hope you will enjoy all that the Boise community has to offer!

Symbol

The B logo represents the university's location in the city of Boise and the Bronco nickname. Both of the official blue and orange school colors are represented in the mark. The Garamond and Gotham Black typography bring a modern clarity to the identification and a consistent presentation among all the colleges, departments and units. The forward-moving B demonstrates our personality traits of determination, strength, character and community.

Mascot

The mascot was selected by a group of students in 1932. They chose the Bronco because wild horses could be found near Boise, many students rode horses at the time, and because of the prevalence of farming and ranching in the Boise area. Coaches, administration and students approved the choice, and the Bronco became the official mascot. The Bronco is now named Buster. Buster Bronco placed third in the 2007 Sports Illustrated Power Mascot Ranking and was selected for the seventh annual Capital One All American mascot team in 2008.

Colors

Boise State's school colors were also selected in 1932. The students decided on orange and blue because they wanted colors that were different from the colors of their rivals in the region. Students proudly wear the orange and blue to show their Boise State spirit.

Fight Song

Go Orange, Go Big Blue, Fight, Fight, BSU
Fight Broncos celebrate the orange and blue
Boise will stand and cheer for BSU
Fight for distinction and our alma mater
bravely defending BSU
Fight on Courageously for Boise State
Success and Honor make her great (B S U)
Boise's proud tradition heads up competition
Glory for B - S - B - S - U
Go! Orange! Go! Big! Blue!
Fight! Fight! B-S-U!

[Fight Song MP3](#)

Boise State University Statement of Shared Values

Boise State University is committed to personal and social development, educational excellence, and civic engagement. Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one's own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum, and adhere to the principles of civil discourse. "Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness," (Forni, 2002, p. 9).

Higher education has the duty to educate students to be responsible citizens. Boise State strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values (Josephson, 2002).

Academic Excellence – engage in our own learning and participate fully in the academic community's pursuit of knowledge.

Caring – show concern for the welfare of others.

Citizenship – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

Fairness – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

Respect – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn't resort to intimidation, coercion or violence to persuade.

Responsibility – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

Trustworthiness – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

Section 2 – Academic Resources

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Academic Advising

Academic Advising is important to your success at Boise State. An advisor can help you outline a college program to reach your goals by giving you information about degree programs, courses, campus resources, college policies/procedures, and career opportunities. If you are an undergraduate student pursuing an academic degree, you can view and change your major or minor on my.boisestate by accessing the ‘View/Change My Major/Minor Plans’ link in the My Academics section. If you already have selected a major, contact your academic department to connect with an advisor. If you have not yet chosen a major, you can work with an advisor from [Advising & Academic Enhancement](#) which is located in the Academic and Career Services Building in Room 111, 1464 University Drive, (208) 426-4049.

Academic Appeals

Students have the right to appeal any academic policy or requirement. Appeal forms are available either online through the Registrar’s Office, or in-person at the Registrar’s Office, Admin Building, Room 110. For questions, call (208) 426-4129.

The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances make it impossible for the student to comply with the policy or requirement.

- An undue hardship on the student would result from a strict application or interpretation of the policy or requirement.
- NOTE: Extenuating circumstances must be beyond the student’s control and the undue hardship must be a condition far more serious than simple inconvenience.

Academic Calendar

The calendar lists important dates and deadlines for the academic session. The calendar is also where you’ll find the final examination schedule. See the current [Academic Calendar](#) and calendars for upcoming semesters at registrar.boisestate.edu.

Academic Grievances (Policy #3140)

Students have the right to appeal an academic policy or requirement. The spirit behind the policy is for a student to have recourse for a situation when s/he feels s/he has been treated unfairly. The goal is to address “unfair treatment” that does not fall into other categories (e.g., discrimination based on a protected class). The policy, including the procedure for submitting an academic grievance, may be found at [Undergraduate Appeals](#) or by contacting the Office of the Vice Provost for Undergraduate Studies at (208) 426-4062.

Albertsons Library

The library contains a large collection of books, periodicals, maps, government documents and much more. It’s also a great place to study! For more information, including hours, services and resources, visit [Albertsons Library](#).

Canceling Classes for Adverse Weather Conditions

Boise State University has procedures regarding the cancellation of classes in the event of adverse weather and driving conditions. View the [Closure Procedures](#).

Commencement Information

[Commencement](#) is the graduation ceremony held every December and May to honor those who are receiving a certificate, associate degree, baccalaureate degree, master’s degree or doctoral degree. Commencement takes place in the Taco Bell Arena and tickets are not required. For more information, visit academics.boisestate.edu/provost/commencement/.

Extended Absence from Class

If you will be missing classes for an extended period of time, be sure to contact your instructors. If you’re missing class because of a medical emergency, contact the Office of the Dean of Students, Norco Building Room 116, (208) 426-1527.

Extended Studies

[Extended Studies](#) expands the educational reach of the University by offering classes at regional sites, through distance education, during the summer, through its “After Work” programs, and even at high schools through concurrent enrollment programming. Extended Studies also offers noncredit, personal enrichment and professional development programs. The Division of Extended Studies is located at 220 E. Parkcenter Blvd, Boise, (208) 426-1709.

Grade Appeals (Policy #3130)

Students have the right to appeal an academic policy or requirement. A grade appeal is a complaint regarding a final course grade. The policy, including the procedure for submitting a grade appeal, may be

found at [Undergraduate Appeals](#) or by contacting the Office of the Vice Provost for Undergraduate Studies at (208) 426-4062.

Grading System

Boise State University uses a plus/minus grading system on a 4.0 grading scale. For more information about the grading system, consult the [Registrar's Office](#), Admin Building, Room 110, (208) 426-4980 or <http://registrar.boisestate.edu>.

Graduation Information

When you have met all the degree requirements for your major, you can apply for graduation on [my.boisestate](#). To learn more about graduation requirements, the application for graduation and the deadlines, click on [graduation information](#) or contact a graduation evaluator in the Registrar's Office, Admin Building, Room 110, (208) 426-3486.

Honors College

The [Honors College](#) at Boise State University offers talented, highly motivated students the personalized attention of a small liberal arts school while drawing upon the resources of a metropolitan research university. Open to majors from all academic disciplines, the mission of the college is to provide students with exceptional opportunities. To find out more about what the Honors College has to offer and how you can apply, call (208) 426-1122, email honorscollege@boisestate.edu or visit the Honors College offices located in Driscoll Hall.

Intensive English Program

The [Intensive English Program](#) provides opportunity for students to improve English language skills. Emphasis is placed on rigorous language skills development, university preparation, and intercultural understanding and communication. For more information contact the Intensive English Program, Liberal Arts Building, Room 120, (208) 426-1921, or ieassistant@boisestate.edu.

International Learning Opportunities

International Learning Opportunities (ILO) offers students a chance to participate in study abroad, the National Student Exchange and other international learning opportunities. This office supports Boise State faculty with USAC teaching abroad applications, Fulbright scholars, fosters international collaboration in scholarly endeavors, and facilitates the development of international cooperative agreements. For more information, contact the International Learning Opportunities, Academic and Career Services Building, Room 114, (208) 426-2630, or studyabroad@boisestate.edu.

International Student Services

Location: Second Floor, Student Union Building

Telephone: (208) 426-3652

Email: internationalinfo@boisestate.edu

Jury Duty

Boise State University supports civic engagement and encourages students to be responsible citizens by fulfilling their obligation when called upon for jury duty. The University may request a postponement of a jury commitment only in cases of extreme academic hardship. Find additional information at academics.boisestate.edu/undergraduate/jury-duty.

National Student Exchange

The National Student Exchange program (NSE) is a unique opportunity to enhance your education. Nearly 200 institutions in the United States, Canada, Puerto Rico, U.S. Virgin Islands and Guam are members of NSE; coordinators negotiate exchanges at the member institutions. For more information, contact the NSE, Academic and Career Services Building, Room 114, or (208) 426-2630.

Schedule of Classes

Course listings are available at my.boisestate, or you can view the Registrar's Schedule of Classes. You may also add and drop classes on my.boisestate during your registration period. Contact the Help Center, Administration Building, Room 110, (208) 426-2932, if you need help with viewing the schedule. If you need assistance in selecting your classes, visit your faculty advisor or an academic advisor in the Gateway Center.

Service-Learning

[Service-Learning](#) exists to foster active citizenship and enhance learning through academically-based community service. Courses with a Service-Learning component provide students with an opportunity to apply course concepts to a community service project. For more information, contact the Service-Learning Office, Simplot-Micron Building, Room 102, (208) 426-1004, or servicelearning@boisestate.edu.

Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a federal law that limits the amount of information that can be released about students to people outside the University without students' specific written permission. Additional information about [FERPA](#), including the privacy request and release of information form, is available through the [Registrar's Office](#).

Testing Services

For testing information, contact [University Testing Services](#) at (208) 426-2762. Testing includes COMPASS (for math and English placement), CLEP tests and additional test proctoring services. Find them at the Academic and Career Services Building, Room 115, 1464 University Drive.

Tutoring Services

Need some extra help in a class? Check out the tutoring options available through [Advising & Academic Enhancement](#), located in the Academic and Career Services Building in Room 111, 1464 University Drive, (208) 426-4049.

University Catalog

For current information about Boise State University, its academic colleges and degree requirements, consult the [University Catalog](#).

Withdrawal from the University

If you're considering withdrawing from Boise State University, it's a good idea to speak with your academic advisor first. If you do not have an advisor, see the previous section about Academic Advising. If you decide to withdraw, you must drop all classes on my.boisestate.br. If the semester withdrawal deadline has passed, you are liable for fees and you must make an appointment with the [Registrar's Office](#) to begin the appeal process. Also, if you're receiving financial aid, you should

consider the impact that a complete withdrawal may have on your current and future financial aid. Contact the [Financial Aid Office](#) for more information.

Writing Center

The [Writing Center](#) is a free service open to all members of the Boise State community and a place where you can find support for your writing efforts. The Writing Center is located in the Liberal Arts Building, Room 200. Call (208) 426-1298.

Section 3 – Campus Resources / Student Services

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Admissions

The [Admissions](#) Office responds to prospective and newly-admitted students. They provide information about Boise State University, host campus tours, conduct information sessions, process applications for admission, evaluate application materials for admissibility, and coordinate international student admission and outreach. Enrollment counselors visit high schools and attend college fairs in and out of state to share information about the University.

If you want more information about Boise State and the application process, Admissions is the place to go for answers. Find the office at 1700 University Drive, Boise, ID 83725-1320 (on the west end of the first floor on the Student Union between the Information Desk and the Special Events Center). Call (208) 426-1156.

Affirmative Action/EEO

The mission of the [Office of Equal Employment Opportunity/Affirmative Action](#) is to ensure Boise State University compliance with federal, state, and local laws and regulations pertaining to non-discrimination and affirmative action. The office creates and monitors the Boise State Affirmative Action Plan and implements innovative programs to increase Boise State's awareness of and commitment to diversity, equity and affirmative action in the workplace.

It is the policy of Boise State University not to discriminate against any individual in matters of admission, employment, housing, services or in the educational programs or other activities based on non-meritorious factors including, but not limited to, discrimination on the basis of age, race, color, religion, sex, national origin, ancestry, disability, veteran status, or political affiliation. It is the policy of the university not to discriminate against any individual on the basis of sexual orientation in the following areas: personnel decisions, housing, student admissions and evaluation, facilities, or in educational programs or other activities ([Boise State Policy on Nondiscrimination and Affirmative Action](#)). Call (208) 426-1979.

Alumni Association

The [Boise State Alumni Association](#) connects, celebrates and engages alumni and friends of the University to build lifelong relationships that support the future of Boise State. The association works to attract the best and brightest students through scholarships and provides social activities, such as parties before home football games, Homecoming festivities, reunions and a pre-commencement celebration. The Alumni Center is located at 1173 University Drive, across the street from Bronco Stadium. Call (208) 426-1698.

Boise State Bookstore & Bronco Shops

For textbooks, school supplies, and a whole lot more, visit the [Boise State Bookstore](#) on the first floor of the Student Union Building. You can also find all your official Bronco gear at the five [Bronco Shop](#) locations around the Treasure Valley.

BroncoCard / Campus ID

A BroncoCard is the key to campus life. Among many other functions, your BroncoCard grants you access to your residence hall, holds the balance for your meal plan and flex dollars, allows you to print in the university computer labs, and is necessary to get your free student ticket for football games. The [Bronco Card/Campus ID Office](#) is located on the first floor of the Student Union. For more information, call (208) 426-4171.

BroncoMail (Student Email)

All current Boise State University students can log in to their BroncoMail powered by Google email accounts at <http://broncomail.u.boisestate.edu/>. You can forward your BroncoMail to an email address of your choosing. For more information, consult the Help Desk, (208) 426-4357.

BroncoTEC

Purchase computers, software, and other technical supplies from [BroncoTEC](#), located on the first floor of the Student Union. Many items are available at discounted “academic” prices if purchased through BroncoTEC while you’re enrolled at Boise State.

Calendar of Events

Keep up-to-date on campus events and news at events.boisestate.edu. Submit your student organization events by contacting krissansing@boisestate.edu.

Campus Read

The Campus Read committee of students, faculty and staff, collaborates with the President’s Office to select a book that will encourage students to read beyond textbooks; raise awareness and tolerance of intergenerational and cultural likenesses and differences; promote academic discourse and critical thinking; provide an introduction to the expectations of higher education; integrate an academic and social experience into the campus community; and create a sense of community by increasing student-to-student and student-to-faculty interaction. For more information, visit [Campus Read](#).

Campus Recreation

Campus Recreation offers exciting, challenging and fun activities. The Recreation Center serves as the hub for students, faculty, staff, and alumni who want to participate in physical activity. Campus Rec provides competitive and recreational sports, fitness classes and personal training, outdoor trips and education, as well as informal recreation opportunities such as cardio and strength training. The Center is located adjacent to the Student Union Building at 1515 University Drive. For more information visit [Rec Center](#) or call (208) 426-1131.

Career Center / Bronco Jobs

The [Career Center](#) can help you plan and implement career objectives, find student employment and experiential education opportunities, and meet your post graduate career goals. Visit the Career Center at 1464 University Drive in the Academic and Career Services Building, Room 111, or call (208) 426-1747. You can also check out [BroncoJobs](#), an online database for Boise State students and alumni where employers list job opportunities and internships.

Children’s Center

The Boise State University [Children's Center](#) provides a quality child care program for the children of full and part-time Boise State students, faculty, and staff. The center is located at 1830 Beacon Street. For more information, call (208) 426-4404.

Computer Labs

There are numerous [computer labs](#) available for use by students on campus. These labs provide computer systems, software, and printers for you to do your work at no cost (printing costs may vary).

Conference Services / Catering

Planning an event on campus? Contact [Conference Services](#) for all your room reservation needs. Offices are located on the second floor of the Student Union. Call (208) 426-1677. Would you like to serve refreshments at your event? If so, [University Catering](#) can assist you with your food service needs. Contact them at (208) 426-3890.

Convocation

[Convocation](#) is Boise State's official kickoff event for the fall semester. Taking place the Friday prior to the start of the term, the Administration, as well as faculty and student representatives, welcome the new students and their families to set the stage for the upcoming academic year. The event is followed by the Blue and Orange celebration, including food, fun and activities co-sponsored by the Future Alumni Network.

Counseling Center

[Counseling Services](#) provides a broad spectrum of counseling, consultative, evaluative, teaching, training, and research functions. Their staff includes masters level licensed counselors, doctoral level licensed psychologists, and pre- and post-masters level interns. Counseling Services is located at 1529 Belmont Street on the second floor of the Norco Building. To learn more, call (208) 426-1459.

Disability Resource Center

The [Disability Resource Center](#) is responsible for ensuring that Boise State University maintains an educationally and physically open, accessible environment for students with disabilities. The office is located in the Administration Building, Room 114. Call (208) 426-1583.

Enrollment Services

The team at Enrollment Services strives to provide enrollment-related services that are seamless, customer-friendly, student-centered, and efficient. [Enrollment Services](#) encompasses Admissions, Financial Aid & Scholarships, New Student and Family Programs, and the Registrar's Office. Enrollment Services is currently located in the Admissions Office, located at 1700 University Drive, Boise, ID 83725-1320 (on the west end of the first floor on the Student Union between the Information Desk and the Special Events Center). For more information, call (208) 426-2384.

Financial Aid & Scholarships

The [Financial Aid & Scholarship Office](#) provides information, guidance and help with federal, state, and campus grants, loans and scholarships. Students should complete the online FAFSA form used to determine eligibility for federal aid. Get the process started at [FAFSA](#). Contact the Financial Aid Office by sending an email to faquest@boisestate.edu, call (208) 426-1664, or visit the office in the Administration Building, Room 113. Get your questions answered at [Financial Aid](#).

Games Center

Located on the first floor of the Student Union, the [Games Center](#) features a billiards area, foosball, video/pinball arcade, and bowling lanes with automatic scoring. Take the kids bumper bowling or join your friends for Monte Carlo or Glow Bowling at night. Call (208) 426-1456.

Health Insurance – Student Health Insurance Plan (SHIP)

The [Student Health Insurance Plan](#) (SHIP) provides health care coverage for full-fee paying students and their dependents, seamlessly integrating campus primary care services with community specialty care, emergency services and hospitalization. For more information, call (208) 426-2158. The SHIP

waiver application can be found on my.boisestate.edu. For questions, contact the SHIP Office at healthinsurance@boisestate.edu.

Information Desk

The Info Desk, located on the first floor of the Student Union, is an excellent resource for students. Purchase tickets for sporting and entertainment events, movies, and Wahooz Family Fun Zone and Roaring Springs; add Bronco Bucks or meal plans to your Bronco ID; and check the Lost and Found and so much more! Call (208) 426-INFO (4636). Complete details of services at [Info Desk](#).

International Student Services

The [International Programs Office](#) provides support services to international students for immigration, academics, cross-cultural challenges, and adjusting to life at Boise State University. For more information about IPO services, call (208) 426-3652 or visit the office in the Student Union on the second floor.

Legal Services for Students

The Associated Students of Boise State University (ASBSU) provides the funding for free attorney consultations with a local private lawyer for most legal problems you may have. The service is available to all eligible Boise State students. Appointments are held in the Office of the Dean of Students in the Norco Building, Room 116. To schedule an appointment or get more information, call (208) 426-1527 or visit [The Office of the Dean of Students](#).

Mailing Services (Bronco Express)

[Bronco Express](#) is where you'll find everything necessary to ship a package. It's located on the first floor of the Student Union. Call (208) 426-5403.

Multicultural Student Services

[Multicultural Student Services](#) (MSS) is committed to raising awareness and understanding about marginalized and oppressed groups in both minority and dominant culture, creating understanding about the needs of these groups and providing opportunities to all for action and interaction. For more information, call (208) 426-5950. MSS is located on the second floor of the Student Union.

my.boisestate/ Help Center

my.boisestate.edu is your portal to your student account. You can add and drop classes, change contact information, view and accept financial aid, apply for graduation and perform numerous other tasks. For assistance, contact the Help Center, Administration Building, Room 110, (208) 426-BWEB (2932).

New Student & Family Programs

[New Student & Family Programs](#) coordinates first-year programming, including new student orientation, mentorships, events for parents and families, convocation, the First-Year Read, and many other events to help new students make a successful transition to life at Boise State University. The office also provides several leadership development opportunities, including the orientation leader position. Call (208) 426-1679 or stop by on the first floor of the Student Union.

Parking & Transportation

The [Transportation & Parking Services](#) office is located at 1607 University Drive (corner of Lincoln and University, 1st floor of Lincoln Parking Garage). Call (208) 426-PARK (7275).

Payment & Disbursement Center/Account Maintenance Center

The [Payment and Disbursement Center](#) is available to process all payments associated with the student account, post departmental deposits, and assist students in understanding their student account. Located in the Administration Building, Room 211. Call (208) 426-1212.

Account Representatives in the [Account Maintenance Center](#) can research and explain charges, payments and financial aid disbursements and determine how these affect the balance on the student account. They are also available to help students with payment plans and to approve short term loans. The Center also processes all refunds on the student account. Located in the Administration Building, Room 211. Call (208) 426-2134.

Printing & Graphics / Campus Copy

Printing and Graphic Services provides Boise State University cost-effective graphic communication products and services. This includes design services, [Campus Copy](#) and the [Sign Shop](#). For locations and more information click on [Printing & Graphic Services](#).

Registrar's Office

The [Office of the Registrar](#) provides quality support and personal service, emphasizing processes related to the integrity and accuracy of academic records, registration, enrollment data, course administration, and graduation. The office is located in Room 110 of the Administration Building. Contact the Registrar by phone at (208) 426-2932.

Student Employment / Work Study

Information about student employment, work study and internships is available at the [Career Center](#). Visit the Career Center at 1464 University Drive (behind the Student Union and across the street from Campus Rec), or call (208) 426-1747. You can also check out [BroncoJobs](#), the Career Center's online database for Boise State students and alumni. Employers list jobs (full-time, part-time, seasonal, on-campus, off-campus) and internships.

Student Union Building

The [Student Union Building](#) (SUB) is the community center of the university, serving students, faculty, staff, alumni and guests. By whatever form or name, a university union is an organization offering a variety of programs, activities, services and facilities that, when taken together, represent a well-considered plan for the community life of the university. Visit [The Role of the College Union](#).

Ticket Office (Student Tickets)

Students can purchase discounted movie tickets at the Student Union [Info Desk](#). The [Student Football Ticket Policy](#) is available online for complete understanding of the ticket process for home football games. For more ticket information, call the Info Desk, (208) 426- 4636.

University Sustainability

Find out more about what Boise State is doing to be environmentally sustainable. The university's green initiatives are led by the [Office of Energy Research, Policy and Campus Sustainability](#), located in the Mathematics/Geosciences Building, Room 140. For information, call (208) 426-4840.

University Dining / Food Services

Many dining options are available on campus. Find out more at [University Dining Services](#).

University Health Services

[University Health Services](#) is an academic support service, seamlessly integrating medical, counseling and wellness services to optimize the health of students and the campus community. University Health Services is now located at 1529 Belmont Street, in the new Norco Building directly behind Campus Recreation. For Medical, Wellness, and Counseling Services, call (208) 426-1459.

University Housing

From traditional style residence halls to suites to apartments, Boise State offers a variety of living options for students. For more information, visit [University Housing](#). The University Housing office is located in Chaffee Hall, (208) 447-1001.

University Security

If you need assistance from [University Security](#), call (208) 426-1453. If it is an emergency, call 9-1-1. The Department of University Security is located at 2245 University Drive, behind the Quiznos restaurant.

Veteran Services

Boise State has been designated as a “military friendly” school for providing excellent services to veterans. If you are, or will be a veteran of the United States military, you will want to contact the [Veteran Services Office](#) to use your veteran benefits at Boise State. Visit the office in the Alumni Center Building, 1173 University Drive, call (208) 426-1505.

Vice President for Student Affairs

The role of Student Affairs is to promote student success; enhance student growth and development; and assist in developing an institutional climate that promotes intellectual inquiry, celebrates diversity, and promotes acts of civility. For more information, visit [Vice President of Student Affairs](#) or call (208) 426-1418, located in the Administration Building, Room 107.

Women’s Center

The Boise State [Women's Center](#) empowers students to achieve their goals and promotes social change by providing educational outreach, support services, and a safe place. The Center also offers the services of a Violence Awareness and Response Coordinator (VARC), a full-time professional social worker who assists students experiencing stalking, sexual assault, sexual harassment, or relationship violence. The Women’s Center is located in the Student Union. Call (208) 426-4259.

Section 4 – Opportunities for Involvement / Student Life

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[Student Newspaper \(*The Arbiter*\)](#)

[Student Radio \(University Pulse\)](#)

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[Women’s Center](#)

Army Reserve Officer Training Corps (ROTC)

The objective of Boise State’s Army ROTC program is to provide highly capable and motivated students the opportunity to become commissioned officers in the Active Army, National Guard or Army Reserve. For more information, contact the [Department of Military Science](#), (208) 426-3500. The office is located in the Taco Bell Arena.

Art, Music and Theatre Arts

The [Art Department](#), [Music Department](#), and [Theatre Arts Department](#) put on a variety of events each year and offer several opportunities for involvement. For more information, call Art: (208) 426-1230; Music: (208) 426-1596; Theatre Arts: (208) 426-3957

Athletics

A student who wishes to participate in intercollegiate athletics at Boise State is encouraged to contact the coach of the sport s/he is interested in or the main Athletic Office, located in the Varsity Center, (208) 426-1288. More information about Bronco Athletics can be found at [Bronco Sports](#).

Campus Committees (ASBSU)

There are almost fifty university committees that have positions for student members. To sit on a committee, you must be enrolled at Boise State during the fall and spring semesters and maintain at least a 2.0 cumulative GPA. If you’re interested in serving on a committee, contact the [Associated Students of Boise State University](#) (ASBSU). Their offices are located on the second floor of the Student Union. Call (208) 426-1223 for more information.

Campus Recreation (Club Sports, Intramurals & Outdoor Programs)

The [Club Sports Program](#) is designed to serve students who share a common interest in sports, with the objective of offering activities for any and all students who wish to participate and develop skills in a particular sport. For questions, call (208) 426-5643.

The [Intramural Sports Program](#) provides the campus community with the opportunity to participate in various sports in a fun and friendly environment. Each semester, 10 to 12 individual and team sports are offered. For questions, call (208) 426-5643.

The [Outdoor Program](#) enhances the Campus Recreation community by organizing human-powered adventure activities and extensive leadership opportunities. For questions, call (208) 426-1946.

For more information about everything [Campus Recreation](#) has to offer, call (208) 426-1131, or visit the Rec Center at 1515 University Drive.

Future Alumni Network (formerly Student Alumni Association)

The Boise State [Future Alumni Network \(FAN\)](#) will work to advance campus traditions while fostering a sense of loyalty and school pride among Boise State students. To prepare students for a life of involvement, FAN will facilitate events and programs that enrich the Boise State experience. Some of their annual events include the Short Stack Shindig, School Pride Day, Homecoming events, and tailgate parties. For more information, call (208) 426-1284.

Martin Luther King Living Legacy Celebration

The [MLK Human Living Legacy Celebration](#) provides the Boise State University campus with a series of advocacy, awareness, and educational activities in an effort to promote civility and address the current needs of the community in accordance with the teachings of Dr. Martin Luther King Jr. To learn more about how you can become involved, call (208) 426-5950 or email mlkcommittee@boisestate.edu.

Multicultural Student Services

[Multicultural Student Services](#) organizes a variety of events and programs throughout the school year and serves many multicultural student organizations. Service-Learning and student employment opportunities are also available. For more information, call (208) 426-5950. Multicultural Student Services is located on the second floor of the Student Union in the Student Diversity Center.

Fraternities & Sororities

Fraternities and sororities are a growing tradition at Boise State. Members have held a variety of leadership positions on campus, including student government officials, orientation leaders, and resident assistants. Fraternities and sororities also promote scholarship and community service. For more information about recruitment and all the benefits of being a member of a social Greek-lettered organization, contact the [Student Involvement and Leadership Center](#), (208) 426-1223.

Student Clubs & Organizations

Boise State has more than 200 student clubs and organizations. Browse the complete club listing at [Student Involvement and Leadership Center](#) to find groups that interest you. If nothing stands out, you can start a new organization. For questions, call (208) 426-1223 or visit the Student Involvement & Leadership Center on the second floor of the Student Union above the Boise River Café.

Student Government (ASBSU)

The [Associated Students of Boise State University](#) (ASBSU) strives to represent the interests of all Boise State University students and to encourage student participation in university life. The ASBSU Executive Branch is composed of the president, who acts as the voice and representative of the students; and the vice-president, who is the chief officer of the ASBSU Senate. The ASBSU Senate develops and coordinates ASBSU-sponsored activities, passes legislation for the general welfare of all students, and grants funds to officially recognized student organizations. The ASBSU Judiciary determines the constitutionality of questions brought before it. For information about how to get involved with student government, call the ASBSU Office at (208) 426-1223.

Student Involvement and Leadership Center

In the [Student Involvement and Leadership Center](#), they believe that what you do outside the classroom can be as important as what you learn in the classroom. By participating in student activities, you have the opportunity to enhance your classroom experience by learning new skills, developing your interpersonal and leadership abilities, and gaining real life experiences that can prepare you for life after you graduate. Boise State has more than 200 University Recognized Student Organizations from which to choose, and if you don't find something you like, start your own organization. The Student Involvement & Leadership Center offers different leadership development programs including Catalyst, LeaderShape, and alternative break opportunities. If you really want to connect leadership to your curricular experience, you can minor in leadership. Some of the events they sponsor include Bronco Welcome, Homecoming, films, and more. For more information, call (208) 426-1223.

Student Newspaper (*The Arbiter*)

[The Arbiter](#) is the official independent student newspaper of Boise State University. Its mission is to provide a forum for the discussion of issues affecting the campus community. If you are interested in working for *The Arbiter*, call (208) 345-6300. Their offices are located at 1173 University Drive, in the Lincoln Parking Garage, across from the Student Union.

Student Radio (University Pulse)

The [University Pulse](#) is a student-operated radio station on the Boise State University campus. Radio is broadcasted on a live Internet stream 24/7 and on the live airwaves every Sunday from Noon to Midnight. For more information, call (208) 426-1223.

University Housing

There are several opportunities for involvement in [University Housing](#). For example, the University Housing Association (UHA) is a programming and governing body for residence halls, and serves as the umbrella organization for all the residence hall councils. UHA is a great way to get involved and be a campus leader. University Housing also provides a number of activities for residents, as well as employment opportunities. To learn more, call (208) 447-1001.

Women's Center

The Women's Center hosts many events on campus, and the best ways to get involved are by visiting the Center or volunteering for something that interests you. Students can work as peer educators (PE), providing valuable opportunities to promote equity and advance leadership skills. For example, Healthy Relationship PEs create workshops and plan events to help students understand how culture can impact relationships and to inspire bystanders to become active in making campus a safer place. Gender Equity PEs cosponsor interactive events with student organizations and departments. The Center also offers support for victims of violence, people

interested in preventing violence, LGBT students, non-traditional students, and students experiencing any type of obstacle, personal, financial or academic. Located on the second floor of the Student Union, call (208) 426-4259 or visit [Women's Center](#).

Section 5 – Important University Policies & Procedures

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[Code of Conduct](#)

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Student Code of Conduct

The [Student Code of Conduct](#) exists to provide the best possible learning and living environment for all students. The University upholds the shared values of academic excellence, caring, citizenship, fairness, respect, responsibility and trustworthiness as the foundation for a successful academic environment. As a tool, the Student Code of Conduct will help promote growth and learning as students interact with their environment and accept responsibility for decision-making. The Boise State University student conduct process will help educate students about their responsibilities as members of an academic community and will impose sanctions when student conduct places the community in jeopardy. Get more information by calling (208) 426-1527 or visiting [Office of Student Rights and Responsibilities](#).

Student Organization Handbook

The [Student Organization Handbook](#) contains all relevant and current policies and procedures as they relate to all recognized student organizations at Boise State University. Club officers and members are expected to read and follow all of the policies printed in the manual.

Housing Policies

Housing policies and procedures can be found at [University Housing](#). Violations of University Housing policy are managed by the [Student Conduct Program](#). For more information about Housing policies, call the University Housing Office, (208) 447-1001. For more information about the Student Conduct Process, call the Office of Student Rights and Responsibilities, (208) 426-1527.

Student Appeals

Students have the right to appeal any academic policy or requirement. The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances that make it impossible for the student to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

However, the extenuating circumstances must be beyond the student's control and the undue hardship must be a condition far more serious than simple inconvenience. Documentation is required and the timeliness of the appeal will be taken into consideration. It is important to remember that it is **extremely** rare for an appeal to be approved solely on the basis of potential repercussions resulting from the enforcement of a particular policy or deadline date. Rather, appeals are approved on the basis of the severity of the extenuating circumstance that prevented the student from following University policies or meeting deadlines.

1. University Appeals: The University Appeals Committee was originally established to handle academic appeals which may cross college lines or which, prior to its creation, had no clear avenue for student appeal. The intention of this committee is also to ensure more consistency across campus in terms of how certain types of appeals are decided.

Types of Appeals

- Early reinstatements after academic dismissal.
- Add classes or register after the 10th day deadline.
- Extension of Incomplete grades.
- University-wide academic policy exceptions (e.g., extension of time allowed to graduate under a certain catalog; waiver of the last 30 credit requirement; and other unusual appeals or requests that do not relate to major requirements).
- Drop a class or completely withdraw **after a semester has ended.**

The University Appeals Committee meets weekly. Appeal forms are available online at registrar.boisestate.edu or at the Registrar's Office, A110, Administration Building. Students must have their completed appeal into the Registrar's Office by 5:00 p.m. the Friday prior to the meeting in which it will be reviewed. The Committee will review an appeal one time only; re-appeals are not accepted. It is imperative that students submit all the information they wish to have reviewed in their initial request and provide documentation of extenuating circumstances beyond their control that justify the exception to policy.

2. Student Fee Appeals: The Student Fee Appeals Committee deals with all appeals for refunds and waiver of fees when students drop or completely withdraw after the refund deadline or have missed the deadline for cancellation, late fee appeals, and appeals for student health insurance waivers. Students must provide documentation of extenuating circumstances beyond their control that justify an exception to the refund/cancellation policy.

Fee appeal forms may be obtained in the Account Maintenance Center, A209, Payment and Disbursements, A211, or online at <http://vpfa.boisestate.edu/process/uformsdocs/uvappeal.pdf>.

3. Special Admissions Appeals: The Special Admissions Committee deals with all appeals relating to student admission. Students may file an appeal for special consideration if unusual or extenuating circumstances prevented them from meeting the admission standards, meeting the application deadline, from meeting the requirements of provisional status, for continuing provisional status, or to request early consideration for degree-seeking status. Students should provide any documentation of the situation. Forms should be picked up and returned to the office of the Director of Admissions, 1700 University Drive, Boise, ID 83725-1320 (west end on the first floor of the Student Union between the Information Desk and the Special Events Center). Call (208) 426-1177.

4. Financial Aid Appeals:

- Satisfactory Academic Progress Appeals: Students who do not meet all of the satisfactory academic progress standards are not eligible for financial aid until they bring their performance within the minimum standards. When extenuating circumstances exist, it is appropriate for a student to complete and submit to the Financial Aid Office the Satisfactory Academic Progress Appeal Form at <http://financialaid.boisestate.edu/printable-forms-12-13/sapdocuments>. The appeal must include a written explanation of the extenuating circumstances and supporting documentation. Students completing appeals must meet with an academic advisor to develop a plan for success. If an appeal is approved, the student will

typically receive aid for one semester only and performance conditions will be established. Those performance conditions will need to be met before subsequent aid is disbursed.

- **Other Financial Aid Appeals:** There are various unusual or unforeseen circumstances relating to financial aid eligibility that give reason for a student to submit an appeal. Examples include an unexpected loss of income or unusually high medical costs incurred within the aid year. Appeal forms are available from the Financial Aid Office or online at <http://financialaid.boisestate.edu/printable-forms-2013-2014>. Appeal forms should be submitted with a written explanation and supporting documentation.

5. Residency Appeals: Students who wish to appeal their out-of-state residency status must do so in writing to the Residency Appeals Committee. They must specify why they believe they have met the residency criteria and on what basis they should be given residency. A Residency Information Form must accompany the student's letter and any documentation. Students submit the completed appeal to the Residency Coordinator in the Registrar's Office. The form and residency criteria are available in the Registrar's Office, A110, (208) 426-4249, or online at [Student Forms](#). Students must have applied for admission to the university before making an appeal.

6. Appeals to Drop a Class After the Deadline: (Note: appeals for dropping all courses are described in number seven below.) If students need to drop a class in a current semester after the deadline, but **before the end of the semester**, they must appeal to the Dean of the College of the course. In some cases, Deans have delegated this task to the Associate Dean and the process may vary from college to college. The student must make an appeal in writing and provide documentation of extenuating circumstances that would justify an exemption from the deadline policy. If the Associate Dean gives permission, the student will complete the "Application for Permission to Initiate the Process of Dropping a Class after the Deadline" form (signed by the Associate Dean) and can then proceed to request approval and signature from the instructor. The instructor may still deny the appeal. Once the student receives all required signatures, the student must submit the form to the Registrar's Office, A110, for processing. Click on [Student Forms](#).

7. Appeals to Completely Withdraw After the Deadline: If a student needs to completely withdraw (drop all courses) after the deadline, but **before the end of the semester**, the student must appeal through the Registrar's Office, A110. Students seeking academic withdrawal after the drop deadline must provide documentation of the extenuating circumstances beyond their control that prevented them from both completion of their courses and from withdrawing by the established deadline. **Even if the student is only registered in 1 credit and is dropping that class, it is considered a complete withdrawal.** Forms may be picked up (or mailed) and returned to the Registrar, A110, (208) 426-4249

8. Appeals to Change a Grade: If a student would like to dispute a grade, s/he must first consult the course instructor. If the issue is not resolved, the student should contact the department chair. If the situation is still unsettled, s/he should contact the dean of the college that oversees the department. If the grade dispute is unresolved after going through this process, the student may contact the Vice Provost for Undergraduate Studies for further guidance at (208) 426-4062. The Office of the Provost/Vice President for Academic Affairs is located in the Administration Building, suite 202.

Note: This process is often confused with appealing to drop a class after the semester has ended and the desire to change an "F" grade to a "W." If a student needs to drop a class, please follow the process listed in item 1 above.

9. Parking Appeals: Students, faculty, and staff have the right to appeal any parking citation believed to be issued in error.

The complete parking appeals policy is available at [Transportation and Parking](#). Please note the deadlines stated on the website. Failure to meet these deadlines may result in forfeiting the right to appeal a citation.

To initiate an appeal of a Boise State parking citation, drivers must fill out the [Parking Appeals Form](#) accurately and completely. Failure to provide complete information may result in the appeal being denied. Please be as specific as possible and include any information you wish to have considered during the appeals process. Additional information will not be accepted after the decision has been made.

Transportation and Parking Services (TPS) must receive the written appeal/form and any accompanying documentation within ten (10) working days of the date of citation issuance. If the ten-day deadline has passed, a completed deadline waiver form should be turned in with the appeal. TPS or the Appeals Review Board cannot appeal citations over twenty-five (25) days old or any citations in the collection process.

You will be notified of the appeal decision in writing within ten (10) working days of receipt of the appeal. If an appeal is denied, the fine is due and payable upon receipt of written notification.

You have the right to request an independent review of the appeal decision by the Appeals Review Board if the first appeal has been denied. TPS must receive a written request for the Appeals Review Board review within ten (10) working days of the written notification. The written request must be accompanied by payment of the fine in full or no review will be scheduled.

TPS will schedule the review for the first available meeting. The Appeals Review Board meets once a month during the regular semesters and as needed during semester breaks. TPS will provide to the committee members all information relevant to the citation being appealed. This will include the initial appeal request, and all information used in making the original decision. The Appeals Review Board will determine if the citation was issued in accordance with current University parking policy. The decision of the Appeals Review Board will represent the final decision of the University on the matter. Written notification of the Appeals Review Board's decision will be sent within five (5) working days of the review. In the event that the Appeals Review Board reverses the initial appeal, the University will process a refund check.

Email appeals to prkappeals@boisestate.edu; mail to Parking Appeals, 1910 University Drive, Boise, ID 83725-1290; fax to (208) 426-7275; or drop off at Transportation and Parking Services, 1607 University Drive, on the corner of Lincoln and University, 1st floor of the Lincoln Parking Garage.

10. Housing Appeals: Students are permitted to petition for release from their housing agreement. If a student provides adequate information and a compelling reason for having the housing agreement revoked, their petition will be heard. The process for petitioning release is as follows:

- The student meets with his/her resident director to discuss their situation and to complete a petition form.
- Student submits the petition form, including all pertinent and supporting information to the resident director.
- The resident director reviews the student's written petition and makes a recommendation to the University Housing Petition Committee.

- The University Housing Petition Committee reviews each petition to make a ruling, followed by written notification to the student of the outcome.
- Circumstances that could result in a successful petition include unforeseen financial hardship; a health condition that is adverse to successfully residing on campus; transfer to another institution; withdrawal from Boise State University for reasons other than transferring; change in marital status; military service; religious service commitment; or other unanticipated circumstances that do not permit the student to continue as a residential student.
- Students who successfully petition to have their housing agreement revoked forfeit their original housing deposit and are assessed a \$400 agreement release fee.
- The Petition Committee's decision to reject or grant a petition is final.

Students are permitted to appeal housing fees by following the University's fee appeal process. Fees subject to appeal include charges for room damages, late fees for failure to make payments according to due dates, and the \$400 agreement release fee.

11. Student Health Insurance Plan (SHIP) Appeal: Idaho State Board of Education policy requires all full-fee paying students attending classes in Idaho to maintain adequate health insurance. Boise State students registered for 12 credits or more (and all international students) are automatically enrolled in the university-sponsored Student Health Insurance Plan (SHIP), with the premium charge added to their tuition and fees billing. Students who provide proof of continuous enrollment in an alternative U.S.-based health insurance plan with comparable benefits are able to waive out of their SHIP enrollment each semester (deadline is the 10th day of classes).

All students have the right to appeal their SHIP premium charge. The student completes a "Petition to Appeal SHIP Fee" form (obtained from SHIP Office), and includes a letter explaining circumstances and any pertinent documentation to support the appeal. This packet is then submitted to the SHIP Office for formal review and final ruling. The Student Health Insurance Plan (SHIP) Office is located at 1529 Belmont Street (Norco Building), Boise, (208) 426-2158.

Student/University Personnel Grievance Board (Policy #7090)

The Student/University Personnel Grievance Board has the responsibility to act as the final board of review in complaints arising from grievances filed by students against university personnel. Students should first present their complaint to the university employee concerned. If no solution is reached, the complaint should be taken to the appropriate department head or supervisor (or to the unit head or dean of the appropriate college/administrative unit).

If the complaint is against a dean or unit head, it should be presented to the appropriate vice president. If it is against a vice president, it should go directly to the Grievance Board. The complaint should be presented to and addressed by the appropriate university officials within a reasonable amount of time. For more information on the phases in this policy, please call (208) 426-1616 or visit [Human Resources](#).

Note: Student (& University Personnel) Grievance Board (Policy #7090)

This grievance policy does not pertain to discrimination grievances or sexual harassment grievances covered by Policy #5005, academic grievances already covered by Policy # 3130.A&B.

Section 6 – Referral Guide

For questions and concerns at Boise State University, consult the contacts list below. If your concern or question is not listed, please call the Office of the Dean of Students, (208) 426-1527.

ACADEMIC RELATED CONCERNS

Concern	Contact	Website	Location/Phone
Class Absence	Instructors; however, if it is a medical emergency, you may contact the Office of the Dean of Students.	http://deanofstudents.boisestate.edu	Norco Building, Room 116, (208) 426-1484
Academic Advising	Department of your major or Advising and Academic Support	http://aac.boisestate.edu/	1464 University Drive (Academic and Career Services Building Room 111), (208) 426-4049
Academic Grievance /Grade Appeals	Contact the following individuals in this order: 1) Instructor 2) Department Chair 3) Dean of College 4) Vice Provost for Undergraduate Studies	http://academics.boisestate.edu/undergraduate/appeals	Admin Building, Suite 202, (208) 426-4062
Academic Appeals	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Course Overload Approval	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Departmental Academic Requirements/Degree Requirements	Academic Advisor; Department; University Catalog	http://registrar.boisestate.edu/	
Graduation Information	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Honors College – admission & involvement	Honors College	http://honors.boisestate.edu/	Driscoll Hall (208) 426-1208
Academic Dates & Deadlines	Academic Calendar	http://registrar.boisestate.edu/academic-calendar.shtml	
Jury Duty	Academic Affairs (Undergraduate Studies)	http://academics.boisestate.edu/undergraduate/	Admin Building, Room 202, (208) 426-4062
McNair Scholars Program	McNair Scholars Office	https://education.boisestate.edu/mcnair/	Education Building, Room 206, (208) 426-1194

Register for Classes	Registrar's Office	http://my.boisestate.edu	Admin Building, Room 110, (208) 426-2932
TRiO Academic Success Program	TRiO Pre-College Program	https://education.boisestate.edu/trio/	1105 S Grant Ave, #B (208) 426-3572
Transcript (get a copy)	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Tutoring	Advising & Academic Enhancement	http://aac.boisestate.edu/tutoring/	1464 University Drive (Academic and Career Services Building, Room 111), (208) 426-4049
Writing Assistance	BSU Writing Center	http://writingcenter.boisestate.edu/	Liberal Arts Building, Room 200, (208) 426-1298

FINANCIAL RELATED CONCERNS

Concern	Contact	Website	Location/Phone
Emergency Loans	Account Maintenance Center	http://vpfa.boisestate.edu/student-financial-services/	Admin Building, Room 110, (208) 426-4249
Loans & Scholarships	Financial Aid & Scholarships Office	http://financialaid.boisestate.edu/	Admin Building, Room 113, (208) 426-1664
Idaho Residency Requirements	Registrar's Office	http://registrar.boisestate.edu/catalogs/online/res-nonres-classification.shtml	Admin Building, Room 101, (208) 426-1820
Tuition & Fees/Costs	Student Financial Services Office	http://vpfa.boisestate.edu/student-financial-services/boise-state-university-fees/	Admin Building, Room 101, (208) 426-2134
Student Account & University Bill Payments	Payment & Disbursement Center	http://vpfa.boisestate.edu/student-financial-services/payments/	Admin Building, Room 101, (208) 426-1212
Veteran Education Benefits	Veteran Service Office	http://gibill.va.gov/resources/benefits_resources/benefit_comparison_chart.html	Admin Building, Room 118, (208) 426-1505

CAREER INFORMATION & ADVISING

Concern	Contact	Website	Location/Phone
Career Guidance Internship Opportunities Job Search Assistance Resume Assistance Student Employment Work Study	Career Center	http://career.boisestate.edu/	1464 University Drive (Academic and Career Services Building), Room 111 (208) 426-1747

PERSONAL, PHYSICAL & SOCIAL RESOURCES

Concern	Contact	Website	Location/Phone
Alcohol / Drug Concerns	University Health Services	http://healthservices.boisestate.edu/	1529 Belmont Street (Norco Building) (208) 426-1459
Campus Entertainment	Student Involvement and Leadership Center	http://getinvolved.boisestate.edu	Student Union, 2nd Floor, (208) 426-1223
Campus Volunteerism	Student Involvement and Leadership Center	http://getinvolved.boisestate.edu	Student Union, 2nd Floor, (208) 426-1223
Child Care	Children's Center	http://childrenscenter.boisestate.edu/	1830 Beacon Street, (208) 426-4404
Club Sports Intramurals Outdoor Programs Recreation Center	Campus Recreation	http://rec.boisestate.edu/	1515 University Drive, (208) 426-1131 or (208) 426-5641
Counseling	Counseling Services	http://healthservices.boisestate.edu/services/counseling/	1529 Belmont Street. (Norco Building) (208) 426-1459
Disability Services	Disability Resource Center	http://drc.boisestate.edu/	Admin Building, Room 114, (208) 426-1583
Discrimination & Sexual Harassment	Office of Equal Employment Opportunity/Affirmative Action	http://hrs.boisestate.edu/eoaa/	Public Affairs and Arts West (PAAW) Building, (208) 426-1979
Fraternities & Sororities	Student Involvement and Leadership Center	http://getinvolved.boisestate.edu	Student Union, 2 nd Floor, (208) 426-1223
Health Related Concerns	University Health Services	http://healthservices.boisestate.edu	1529 Belmont Street (Norco Building) (208) 426-1459
Health Insurance	Health Insurance and Billing Office	http://healthservices.boisestate.edu/insurance/	1529 Belmont Street (Norco Building) (208) 426-2158
Intensive English Program	International Programs Office	http://international.boisestate.edu/iep/	Liberal Arts Building, Room 120, (208) 426-1921
International Learning Opportunities	International Learning Opportunities	http://international.boisestate.edu/international-learning-opportunities/	Academic and Career Services Building, Room 114, (208) 426-2630
International Student Services	International Student Services	http://iss.boisestate.edu	Second Floor, Student Union Building, (208) 426-3652

Legal Counseling	ASBSU Student Legal Services	http://osrr.boisestate.edu/asbsu-legal-services/	Office of the Dean of Students, Norco Building, Room 116 (208) 426-1527
LGBTQ Issues	Student Diversity & Inclusion/ Women's Center Multicultural Student Services	http://womenscenter.boisestate.edu/ http://mss.boisestate.edu/	WC (208) 426-4259 MSS (208) 426-5950 Both located in Student Union
Multicultural Education Programs	Multicultural Student Services	http://mss.boisestate.edu/	Student Union, 2nd Floor, (208) 426-5950
Parking & Transportation	Transportation & Parking Services	http://transportation.boisestate.edu	Lincoln Garage, 1st Floor, (208) 426-7275
Residence Halls, Apartments & Family Housing	University Housing Office	http://housing.boisestate.edu/	Chaffee Hall, (208) 447-1001
Sexual Assault/ Physical & Psychological Abuse	Women's Center/ Violence Awareness & Response Coordinator University Security Boise Police Dept. Counseling Services Women's and Children's Alliance (WCA) 24-hour Crisis Line	http://womenscenter.boisestate.edu/ http://security.boisestate.edu/ http://police.cityofboise.org/ http://healthservices.boisestate.edu/services/counseling/ http://www.wcaboise.org/	WC Student Union, (208) 426-4259 Security 2245 University Drive, (208) 426-1453 BPD 2245 University Drive, (208) 426-1453 or for emergency 911 Counseling 1529 Belmont Street (Norco Building) (208) 426-1459 WCA (208) 345-7273 (208) 343-7025
Student Clubs/ Organizations	Student Involvement and Leadership Center	http://involvement.boisestate.edu/	Student Union, 2nd Floor, (208) 426-1223
Student Code of Conduct	Office of the Dean of Students	http://deanofstudents.boisestate.edu/	(208) 426-1527
Veterans Programs	Veterans Service Office	http://veterans.boisestate.edu/	Alumni Center, Room 118, 1173 University Drive; (208) 426-3744

Section 7 - Directories

Find Boise State department and employee directories at <http://directory.boisestate.edu/>. Other Boise State directories are PDF files. The searchable employee and the printable employee by name and employee by department PDF files are updated weekly. Other directories are updated as needed.

Boise State University's area code is 208.

- [Employees \(searchable list\)](#)
- [Department Directory \(PDF\)](#)
- [Employees by Name \(PDF\)](#)
- [Employees by Department \(PDF\)](#)
- [Fax Numbers \(PDF\)](#)
- [Department Quick Reference Guide \(PDF\)](#)
- [Campus Mail Stop Codes](#)
- [State of Idaho Directory](#)

Section 8 - Campus Maps

Campus Parking Map

http://transportation.boisestate.edu/images/CampusPARKINGMAP_2012.pdf

Interactive Campus Map

<https://maps.boisestate.edu/>

*Revised August 20, 2013
Maintained by the
Office of the Dean of Students.*