How to Become a Student

APPLY FOR ADMISSION
• Go online: csi.edu/apply
• 24-hours after admission please activate your CSI email account at csi.edu/webmail

APPLY FOR FINANCIAL AID & SCHOLARSHIPS
• Apply for financial aid online: studentaid.gov
• CSI’s FAFSA code is 001619.
• Apply for scholarships online: scholarships.csi.edu

SUBMIT YOUR OFFICIAL TRANSCRIPTS
• Submit your college transcripts to receive credit for prior course completion.
• Go online: tsorder.studentclearinghouse.org

MEET WITH YOUR STUDENT SUCCESS ADVISOR
• Schedule an appointment online: csi.edu/advising/find-an-advisor.aspx
**ACADEMIC CALENDAR**

**TUITION & FEES**

Tuition is $140 per credit for Idaho residents from Twin Falls, Jerome, Kootenai, Ada, Bonneville or Canyon counties. There is an additional $50 per credit out-of-district fee for Idaho residents in other counties. Your county may pay the additional fee if you qualify and submit the Certificate of Residency. Out of state and international tuition is $285 per credit. Be sure to check your account balance in MyCSI to review your statement. Your registration is not complete until you have paid your tuition and fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Tuition for 12 credits</td>
<td>$1680</td>
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<tr>
<td>Double Occupancy in the Dorms</td>
<td>$1250</td>
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<tr>
<td>Meals (200)</td>
<td>$1475</td>
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<tr>
<td>Books</td>
<td>$500</td>
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<tr>
<td>Personal expenses, gas, entertainment, etc.</td>
<td>$525</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5,145 per semester</strong></td>
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An Idaho resident taking 12 credits, living in the dorms with a meal plan would need about $5,120 each semester. This estimate is based on a very conservative scenario and students should adjust the amounts to meet the needs of their lifestyle. (Check online for out-of-state and international tuition and fees at – www.csi.edu/tuition-fees/)

**2021 FALL TERM**

- **3/15** Registration Begins for Degree Seeking Students
- **3/22** Registration Begins for Non-Degree Seeking Students
- **8/13** Application for Admission Deadline
- **8/23** Fall Semester Begins
- **8/25** Online Registration Ends at 12:00 PM ( Noon)
- **8/29** Last Day to Drop
- **9/3** Last Day for 100% Refund
- **9/6** Tuition and Fees Due
- **9/6** Labor Day (Campus Closed)
- **10/11** Columbus Day (Campus Closed)
- **11/11** Veterans Day Observed (Campus Closed)
- **11/12** Last Day to Withdraw
- **11/22-26** Thanksgiving Vacation (Campus Closed Th & F)
- **12/16-16** Final Exams

**2022 SPRING TERM**

- **10/12** Registration Begins for Degree Seeking Students
- **10/18** Registration Begins for Non-Degree Seeking Students
- **11/3** Application for Admission Deadline
- **11/13** Spring Semester Begins
- **11/17** Online Registration Ends at 12:00 PM ( Noon)
- **11/17** Last day to Drop
- **11/17** Last Day for 100% Refund
- **11/17** Martin Luther King Day (Campus Closed)
- **1/21** Tuition and Fees Due
- **2/21** Presidents’ Day (Campus Closed)
- **3/21-3/25** Spring Vacation
- **4/8** Last Day to Withdraw
- **5/2-5/5** Final Exams
- **5/6** Commencement Ceremony

**2022 SUMMER TERM**

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Last Day to Drop</th>
<th>Last Day to Withdraw</th>
<th>End Date</th>
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<tr>
<td>Ses. 1: 8 Week</td>
<td>June 6</td>
<td>June 12</td>
<td>July 15</td>
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<tr>
<td>Ses. 2: 4 Week</td>
<td>June 6</td>
<td>June 12</td>
<td>June 24</td>
<td>July 1</td>
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<tr>
<td>Ses. 3: 4 Week</td>
<td>July 5</td>
<td>July 10</td>
<td>July 22</td>
<td>July 29</td>
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<tr>
<td>3/14</td>
<td>Summer/Fall Registration Begins for Degree Seeking Students</td>
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<td>3/21</td>
<td>Summer/Fall Registration Begins for Non-Degree Seeking Students</td>
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<td>5/30</td>
<td>Memorial Day (Campus Closed)</td>
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<td>7/4</td>
<td>Independence Day (Campus Closed)</td>
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**2021~2022**

**AUGUST 2021**

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**SEPTEMBER 2021**

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**OCTOBER 2021**

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**DECEMBER 2021**

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**FEBRUARY 2022**

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**MARCH 2022**

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**APRIL 2022**

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**MAY 2022**

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**JUNE 2022**

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AFFORDABLE HOUSING OPTIONS

**Eagle Residence Hall**
- Single Or Double
- Cable TV
- Internet
- Microwaves
- Student Lounge
- Computer Lab
- Activity Center
- On-Site Laundry

**Eagleview Apartments**
- 2-Bedroom
- Cable TV
- Internet
- Electric
- Includes Kitchen Appliances
- Water/Trash
- On-Site Laundry
- Across The Street From Campus

**Northview Apartments**
- 1, 2 Or 3 Bedrooms
- Cable TV
- Internet
- Includes Kitchen Appliances
- Water/Trash
- On-Site Laundry
- Across The Street From Campus

**Meal Plans**
- Residential meal plan required for all residence halls students
- Commuter meal plans available for off-campus students

Explore available meal plans at csi.sodexomyway.com/my-meal-plan

More information, pricing, and applications available at www.csi.edu/housing
The Financial Aid Office encompasses several aspects of financial support for students seeking a college degree/certificate. Students seeking help in the areas of FAFSA (grants, loans and work-study) and scholarships will find all the information they need at this office.

How to apply for Financial Aid & Scholarships:

1. **Apply for FAFSA.** Retrieve your Federal Student Aid (FSA) ID online at studentaid.gov/fsaid. Complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov and use 001619 for CSI’s school code. You can submit this form any time after October 1st, 2020 for 2021-2022 or October 1st, 2021 for 2022-2023.

2. **Apply for Scholarships.** Complete the CSI Scholarship application online by March 1st. Apply through your MyCSI portal (my.csi.edu) and select the Finances, then scholarships. The CSI Scholarship application is used for awarding over 300 CSI Foundation Scholarships. One application covers both fall and spring semesters of the academic year.

3. **Check Your Progress.** Net Partner is an online resource that students who have completed their FAFSA or scholarship application can use to do the following:
   - Complete your financial aid planning worksheet
   - Check the status of your financial aid or scholarship
   - Upload forms and documents
   - View scholarship information, receive financial aid/scholarship notifications, and view aid offer details

4. **Accept.** Login to your Net Partner account at Netpartner.csi.edu so you can stay informed of the status of your financial aid and scholarships. You must access your account to accept, reduce or decline all aid offer(s).

5. **Receive.** When your refund selection kit arrives in the mail or email you must select your refund preference by going to refundselection.com. If your financial aid or scholarship offer is greater than the amount applied toward tuition, fees, room and board, you will receive a refund.

**FAFSA:**

- **Need-Based Grants:** Financial Aid that does not have to be repaid. Amount is dependent on:
  - Expected Family Contribution (EFC)
  - Expected Cost of Attendance (COA)
  - Number of Semesters Attending

- **Loans:** Financial aid that must be repaid with interest. If you accept a loan, you must complete additional loan documents:
  - Entrance Counseling
  - Master Promissory Note (MPN)
  - Complete Informed borrowing confirmation

**Scholarships:**

The Financial Aid Office assists in awarding scholarships to help students reduce the cost of earning a college degree. These awards recognize students’ achievement in several areas including academics, the arts, athletics and leadership skills. Students with special circumstances and abilities are also considered for awarding. Opportunities for funding in the following areas are available:

- Child Care Assistance
- Military Benefits
- Merit Aid for good grades and academic achievement
- Scholarships based on ethnicity, life circumstance or special talent

The CSI Scholarship Application is used for awarding over 300 CSI Foundation scholarships. One application covers both fall and spring semesters of the academic year.

**Deadlines:**

The priority deadline for the scholarship application is March 1st. Any applications received after that date will still be considered for 2nd round awards depending on available funds. The application closes on September 1 each year.

**Transcripts:**

Incoming freshman and transfer students need to submit official graduation/final transcripts to the Office of the Registrar to complete the application process. High school seniors need to submit a seven semester in-progress high school transcript to the Admissions Office by March 1st to be considered for first-round awarding. Current CSI students do not need to submit a CSI transcript.

**Thank-You Notes:**

It is customary to send scholarship donors a note of thanks for any scholarships you have received. Information for contacting donors will be provided in Net Partner. Please visit the scholarship website at scholarships.csi.edu for tips on how to write these notes.

**What Types of Aid are Available?**

- **Financial Aid & Scholarships:**
  - **FAFSA:**
    - Need-Based Grants
    - Loans
  - **Scholarships:**
    - Merit Aid for good grades and academic achievement
    - Military Benefits
    - Child Care Assistance
    - Scholarships based on ethnicity, life circumstance or special talent

**Transcripts:**

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**Thank-You Notes:**

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**SAP (Satisfactory Academic Progress)**

**What is SAP?**
U.S. Department of Education regulations require Title IV higher education institutions to implement Satisfactory Academic Progress (SAP) policies that meet the requirements detailed in the regulations. Institutions must establish standards for SAP that measure a student’s progress toward degree/certificate completion using both qualitative and quantitative measures. The federal legislation/regulations clarify and strengthen these requirements.

**What does this mean to me?**
All students seeking initial or continued federal financial aid eligibility must establish, meet, and maintain all three minimum SAP standards. The SAP standards are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment. The three policy standards are:

- **Maximum Timeframe:** Complete your degree/certificate within 150% of the published number of credit hours in your declared major.
- **Minimum Grade Point Average (GPA):** Maintain at least a 2.0 CSI cumulative GPA. This does not include transfer credits.
- **Minimum Completion Rate:** Maintain a 67% college-level credit completion rate. Remedial courses (classes with course numbers below 100) are excluded from the completion rate calculation.

**What are the consequences if I do not meet all three SAP standards?**
Failing to meet at least one of these standards will result in one semester of warning. If you are unable to get back to good standing by the next period of enrollment you will be placed on SAP Warning. Students placed on suspension are no longer eligible for federal financial aid. You will only be reinstated for federal financial aid eligibility consideration through a submitted appeal that specifically addresses documented extenuating circumstances. If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum timeframe, the student is placed on suspension; there will be no warning period.

**So what can I do to ensure that I stay in SAP Good Standing?**
We recommend that you follow these guidelines, which will allow you to complete your degree/certificate within a reasonable amount of time.

- Drop courses during the first week to help eliminate unwanted “W”s (attempted credits).
- Take a reasonable credit load to ensure you successfully complete as many credits as you attempt.
- Don’t withdraw from courses.
- Earn good grades (don’t fail courses).
- Take courses that are required or count toward your declared major so that you can complete your program in the timeframe allowed.

THRIVING IN YOUR FIRST YEAR

**Congratulations!**
We recognize that you and your family worked hard for you to attend the College of Southern Idaho. You are now part of a campus community determined to help you thrive throughout your Eagle experience. Throughout this guide you will find many resources that will help you find success here at CSI.

**Join Official CSI Social Media!**

- **CSI Society**
- **College of Southern Idaho**
- **CSI Athletics**
- **College of Southern Idaho: Buy, Sell, Trade**
- **College of Southern Idaho Recreation Department**
- **CSI Outdoor Recreation**
- **CSI Challenge Course**

---

10
MEET YOUR CAMPUS PARTNERS!

ADMISSIONS
208.732.6221
admissions@csi.edu

FINANCIAL AID
208.732.6273
csifinancialaid@csi.edu

ADVISING
208.732.6250
advising@csi.edu

OFFICE OF THE REGISTRAR
208.732.6795
records@csi.edu

STUDENT AFFAIRS
208.732.6224
eagles@csi.edu

Vision: To ignite thoughts of opportunities and provide resources to assist in building connections for lifelong learning and development.

Do Who You Are
Discover your strengths and explore career directions to match your interest and personality.
Take the free assessment at www.humanesources.com • Access Code NPXKK7W

Explore Occupations and Universities
Explore occupational demand and wages, network with businesses related to your field, research universities and scholarships.
Schedule an appointment with a CSI Career Services Professional

Prepare for Transfer/Internship/Employment
Seeking employment or pursuing additional education? Receive assistance with application process including letter of intent, resume, interviewing, etc.
Go to: careers.csi.edu/careercenter and careers.csi.edu/eaglejobs for employment opportunities

Support–The Center for New Directions
Career and Technical support service for students enrolled in non-traditional programs by gender or are a single parent
• Scholarships–Career Pioneer/Single-Parent, Day Care
• Financial assistance for books/tools
• Networking opportunities with students, staff and faculty
• Educational workshops
• Resource referrals
Contact Career Services for funding information and support services
The Advising Center staff provides advising services to prospective, current, and returning students. First semester degree seeking students are assigned to a Student Success Advisor for assistance with degree planning and advising support resources. Once students have completed their first semester, they are transferred to their Major Faculty Advisors. Liberal Arts, Non-Degree, and students awaiting acceptance into specified programs will remain with a Student Success Advisor. Students are encouraged to seek continuous advising and discuss their educational planning and goals with their assigned advisor before registering for courses. The student advising process is a shared responsibility between the student and their advisor.

WHAT WE, ADVISORS CAN DO FOR YOU, THE STUDENT

Student Success Advisors provide information to prospective, current, and returning students on:
- Empowering you, the student, with knowledge on how to succeed in college
- Degree Planning - what is required for your degree
- Build a semester by semester plan - How long it will take to get my degree
- Scheduling Course(s) per Semester - Help build a class schedule
- Campus Referral - If we do not know the answer, we will get you connected to someone who does
- Transfer Assistance - What you need to know about and do to transfer to a 4 year university
- Academic Support - We have resources to help if you are struggling in a course
- Degree Audits - What classes do you need to take to graduate
- Major Faculty Advisor transition – your major advisor will be your best resource to graduation after first semester

YOU, THE STUDENT WILL NEED TO:
- Make an appointment with your Student Success Advisor
- Be willing to make decisions during your advising appointment
- Do not procrastinate building/registering your semester schedules
- Keep the CSI catalog handy to review as needed
- CHECK AND READ YOUR CSI EMAIL
- Set up your voicemail for your cell phone
- Talk to your instructors if you have any issues with either subject matter, attendance or completion of course work
- Respond to emails from your instructors or advisor as soon as possible
- Follow College policies and the CSI Student Code of Conduct

CSI Advising Center protects the privacy of students’ education by adhering to the Family Educational Rights and Privacy Act (FERPA)
The following Associate of Arts (AA), Associate of Science (AS), and Associate of Engineering (AE) academic majors are available for students at the College of Southern Idaho. Students are highly encouraged to contact the major advisors below for more information about each program of study's offerings and course placement requirements. Students completing these associate degrees should also consult closely with the intended transfer institution of choice for successful transfer planning.

### Academic Majors

- **Major & Major Advisor**
  - **Agri-Business-AA**
    - Matt Quesnell
    - mquesnell@csi.edu
    - Evergreen A39
  - **Agriculture-AA**
    - Jansia Filmore
    - jfilmore@csi.edu
    - Evergreen A38
  - **American Sign Language-AA**
    - Dawnette Reis-Rodriguez
    - dreis@csi.edu
    - Shields 119
  - **Animal Science-AS**
    - Matt Quesnell
    - mquesnell@csi.edu
    - Evergreen A39
  - **Anthropology-AA**
    - Denyee Matthews
    - dmatthews@csi.edu
    - Hepworth 128
  - **Art-Visual-AA**
    - Angela Batchelor
    - abatchelor@csi.edu
    - Art Complex 110
  - **Biology-AS**
    - Kathy Clark
    - kclark@csi.edu
    - Shields 208
  - **Business Administration-AA**
    - Crystal Ayers
    - cayers@csi.edu
    - Canyon 105D
  - **Chemistry-AS**
    - Dr. Joseph Gardner
    - josephgardner@csi.edu
    - Evergreen A17
  - **Communication-AA**
    - Mark Wasden
    - mwasden@csi.edu
    - Hepworth 169
  - **Computer Science-AS**
    - KayZim Cresswell
    - kcresswell@csi.edu
    - Shields 202-C
  - **Dance-AA**
    - Cindy Jones
    - cynthiahjones@csi.edu
    - Fine Arts 90
  - **Economics-AA**
    - Mike Polanka
    - mpolanka@csi.edu
    - Hepworth 172
  - **Education-AS**
    - Dr. Tracy Meyerhoeffer
    - tmeyerhoeffer@csi.edu
    - Hepworth 120
  - **Education-Early Childhood-AA**
    - Ellen Neff
    - eneff@csi.edu
    - Hepworth 122
  - **Engineering-AS**
    - Andrew Cluff
    - acluff@csi.edu
    - Evergreen A03
  - **English-AS**
    - Dr. Clark Draney
    - cdraney@csi.edu
    - Shields 112E
  - **Geology-AS**
    - Shawn Willbery
    - swillbery@csi.edu
    - Evergreen A18
  - **Health Science-AS**
    - Jan Mandura
    - jmandura@csi.edu
    - HSHS 107
    - Kristin Becker
    - kbecker@csi.edu
    - Taylor 145
  - **History-AS**
    - Justin Vipperman
    - jvipperman@csi.edu
    - Taylor 262
  - **Liberal Arts-AS**
    - Advising
    - advising@csi.edu
    - Eagle Central
  - **Mathematics-AS**
    - Nolan Rice
    - nrice@csi.edu
    - Shields 206F
  - **Music-AA**
    - Scott Farkas
    - sfarkas@csi.edu
    - Fine Arts 84A
  - **Nursing-Registered-AS**
    - Dr. Kale Price
    - kprice@csi.edu
    - HSHS 214
  - **Outdoor Recreation Leadership-AA**
    - Mike Young
    - myoung@csi.edu
    - Outdoor Rec Center
  - **Pharmacy (Pre)-AS**
    - Megan Jacobson
    - mjacobson@csi.edu
    - Evergreen A10
  - **Physics-AS**
    - Mark Daily
    - mdaily@csi.edu
    - Evergreen A16
  - **Political Science-AS**
    - Perri Gardner
    - pgardner@csi.edu
    - Hepworth 126
  - **Psychology-AS**
    - Dr. Randy Simonson
    - rsimson@csi.edu
    - Hepworth 116
  - **Science, Technology, Engineering & Math (STEM)-AS**
    - Rosa Davila
    - rdavila@csi.edu
    - Evergreen A12
  - **Social Work-AA**
    - Kerry Koontz
    - kkoontz@csi.edu
    - Hepworth 165
  - **Sociology-AA**
    - Matt Reynolds
    - mreynolds@csi.edu
    - Hepworth 167
  - **Spanish-AS**
    - Adam Crofts
    - acrofts@csi.edu
    - Shields 121
  - **Theatre-AA**
    - Shane Brown
    - sbrown@csi.edu
    - Fine Arts 81
  - **Visual & Performing Arts-AA**
    - Scott Farkas
    - sfarkas@csi.edu
    - Fine Arts 84A

### ACADEMIC MAJORS

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CSI offers various degrees and certificates that can be completed online. These degree options give students reasonable flexibility to take classes when and where it fits into their personal schedules. Below are the degrees/certificates that can be completed online. Go to www.csi.edu/coursesAndPrograms_/onlineDegree.html for more information.

- **Business, General- AA**
- **Business Management/Entrepreneurship- AAS & ITC**
- **Criminal Justice- AA**
- **Economics- AA**
- **Education, Early Childhood- BTC**
- **Education- AA**
- **History- AA**
- **Hospitality Management- AAS & ITC**
- **Liberal Arts- AA**
- **Library and Information Science- AA**
- **Retail Management- BTC**
- **Surgical/Central Sterile Process Tech- BTC**

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CAREER & TECHNICAL EDUCATION MAJORS (CTE)

Majors listed on this page are programs that have additional admission requirements. Students must successfully be admitted to the program prior to declaring the degree as a major. Students are highly advised to work closely with the major advisor below for assistance with the program admission process. Students may select an academic major from pages 15-16, which reflect their course-taking behavior, prior to declaring the degree as a major. Students are highly advised to work closely with the major advisor below for assistance.

Major & Major Advisor

Accounting/Bookkeeping-AAS
Candace Boesiger
(208)732-6410
cboesiger@csi.edu
Canyon214

Administrative Assistant-BTC & ITC
Kirk Ruby
(208)732-6316
kruby@csi.edu
Canyon103B

Agri-Business-ITC
Matthew Quesnell
(208)732-6403
mquesnell@csi.edu
Evergreen A39

Agriculture-AAS & BTC
Matthew Quesnell
(208)732-6403
mquesnell@csi.edu
Evergreen A39

Animal Science Livestock Tech-ITC
Matthew Quesnell
(208)732-6403
mquesnell@csi.edu
Evergreen A39

Applied Technology & Apprenticeship-AAS
Stefanie Haufl
(208)732-6366
shauff@csi.edu
ATIC

Aquaculture-AAS & ITC
Matt Wilson
(208)733-3972
mwilson@csi.edu
Fish Hatchery

Automation Engineering Technology- AAS, BTC & ITC
Ben Hamlett
(208)732-6374
bhamlett@csi.edu
ATIC 116

Automotive Technology (ASEP)-AAS
David Rodriguez
(208)732-6334
drodriguez@csi.edu
Canyon 130

Baking & Pastry-AAS, BTC & ITC
Pandora Handley
(208)732-6380
phandley@csi.edu
Canyon 206

Business Mgmt/Entrepreneur-AAS & ITC
Robin Bagent
(208)732-6392
rbagent@csi.edu
Canyon 132

Certified Nursing Assistant-BTC
Alma Padron
(208)732-6713
apadron@csi.edu
HSHS 127

Collision Repair Technology-AAS, BTC & ITC
Timothy Pierce
(208)732-6316
tpierce@csi.edu
Canyon 126

Computer Support Technician-ITC
Kirk Ruby
(208)732-6316
kruby@csi.edu
Canyon 103B

Culinary Arts-AAS, BTC & ITC
Michael Johnson
(208)732-6181
mjohnson@csi.edu
Desert 107A

Cybersecurity & Programming-AAS
Brian Gergens
(208)732-6315
bgergens@csi.edu
Canyon 103D

Dental Assistant-ITC
Tonja Bowcut
(208)732-6708
tbowcut@csi.edu
HSHS 125

Dental Hygiene-AAS
Jan Mandura (Interim)
(208)732-6370
jmandura@csi.edu
HSHS 107

Diesel Technology-AAS & ITC
Dustin Holt
(208)732-6371
dholt@csi.edu
Desert

Digital Media-AAS & ITC
Laura Erickson
(208)732-6306
lerickson@csi.edu
Evergreen C94

Drafting-AAS & ITC
Pat Ferrell
(208)732-6326
pferrell@csi.edu
ATIC 129

Education-Early Childhood-AAS, BTC & ITC
Ellen Neff
(208)732-6870
eneff@csi.edu
HSHS 125

Emergency Medical Services-AAS, BTC & ITC
Dillon Brock
(208)732-6709
dbrock@csi.edu
HSHS 116

Food Processing Technology-AAS, BTC, ITC & BAS
Ben Hamlett
(208)732-6174
bhamlett@csi.edu
ATIC 116

Geospatial Technology-BTC
Dr. Jeff Cooper
(208)732-6405
jcooper@csi.edu
Evergreen A36

Heavy Equipment Ag Technology (HEAT)-AAS & ITC
Rodney Higgins
(208)732-6370
rhiggins@csi.edu
Desert

Hospitality Management-AAS & ITC
Dianne Jolovich
(208)732-6407
djolovich@csi.edu
Desert 107A

Industrial Systems Maintenance Technology- ITC
Eli Bowles
(208)732-6377
ebowles@csi.edu
ATIC 128

Intro to Cybersecurity-BTC
Brian Gergens
(208)732-6313
bgergens@csi.edu
Canyon 103D

Law Enforcement-AAS, BTC & ITC
Robert Storm
(208)732-6339
rstorm@csi.edu
Canyon 207

Machining & Manufacturing Technology-AAS, BTC & ITC
James Kelles
(208)732-6379
jkelles@csi.edu
ATIC 124

Medical Assistant-ITC
Kara Mahannah
(208)732-6728
kmahannah@csi.edu
HSHS 133

Network Systems Technician-AAS
Marcus Carpenter
(208)732-6309
marcuscarpenter@csi.edu
Canyon 103E

Nursing-Practical-AAS
Laurie Rockett
(208)732-6379
lrockett@csi.edu
ATIC 129

Outdoor Recreation Leadership-BTC & ITC
Mike Young
(208)732-6405
myoung@csi.edu
Outdoor Res. Center

Physical Therapist Assistant-AAS
Jan Mandura
(208)732-6730
jmandura@csi.edu
HSHS 107

Radiological Technology-AAS
Jan Mandura (Interim)
(208)732-6730
jmandura@csi.edu
HSHS 107

Renewable Energy Systems Technology-AAS
Eli Bowles
(208)732-6377
ebowles@csi.edu
ATIC 128

Residential Construction-BTC
Kory Lloyd (Interim)
(208)732-6811
klloyd@csi.edu
ATIC 132

Retail Management-BTC
Robin Bagent
(208)732-6392
rbagent@csi.edu
Canyon 132

Surgical Technology-AAS
Janet Milligan
(208)732-6706
jmilligan@csi.edu
HSHS 135

Surgical/Central Sterile Process Tech-BTC
Clay Wilkie
(208)732-6712
cwilkie@csi.edu
Desert 100A

Woodworking Technology-AAS, BTC & ITC
Kory Lloyd (Interim)
(208)732-6811
klloyd@csi.edu
ATIC 132

Jan Mandura (Interim)
(208)732-6306
janmandura@csi.edu
Canyon 130

Jan Mandura
(208)732-6309
jmandura@csi.edu
Canyon 103E

Jan Mandura
(208)732-6706
jmandura@csi.edu
HSHS 135

Jan Mandura
(208)732-6730
jmandura@csi.edu
HSHS 107

Jan Mandura
(208)732-6730
jmandura@csi.edu
HSHS 107

Jan Mandura
(208)732-6728
kmahannah@csi.edu
HSHS 133

Marcus Carpenter
(208)732-6309
marcuscarpenter@csi.edu
Canyon 103E

One of the major advisor is pending.

Eli Bowles
(208)732-6728
ebowles@csi.edu
HSHS 133

Jan Mandura
(208)732-6728
kmahannah@csi.edu
HSHS 133

Kory Lloyd (Interim)
(208)732-6811
klloyd@csi.edu
ATIC 132

Outdoor Recreation Leadership-BTC & ITC
Mike Young
(208)732-6405
myoung@csi.edu
Outdoor Res. Center

Physical Therapist Assistant-AAS
Jan Mandura
(208)732-6730
jmandura@csi.edu
HSHS 107

Radiological Technology-AAS
Jan Mandura (Interim)
(208)732-6730
jmandura@csi.edu
HSHS 107

Renewable Energy Systems Technology-AAS
Eli Bowles
(208)732-6377
ebowles@csi.edu
ATIC 128

Woodworking Technology-AAS, BTC & ITC
Kory Lloyd (Interim)
(208)732-6811
klloyd@csi.edu
ATIC 132

Woodworking Technology-AAS, BTC & ITC
Kory Lloyd (Interim)
(208)732-6811
klloyd@csi.edu
ATIC 132
**GENERAL EDUCATION**

General Education Core Courses

The general education core is intended to apply to all degrees and certificates recognized by the State Board of Education (SBOE). A central component of SBOE policy is the requirement that a student working toward a degree or certificate must complete coursework in the general education core. In our rapidly-changing world, students need to understand how knowledge is generated and created. They need to adapt to new knowledge and opportunities as they arise, as well as effectively communicate and collaborate with increasing diverse communities and ways of knowing. In combination with a student’s major, General Education competencies prepare students to use multiple strategies in an integrative manner, to explore, critically analyze, and creatively address real-world issues and challenges. Course work provides graduates with an understanding of self, the physical world, the development and functioning of human society, and its cultural and artistic endeavors, as well as an understanding of the methodologies, value systems, and thought processes employed in human inquiries. General Education helps instill students with the personal and civic responsibilities of good citizenship. General Education prepares graduates as adaptive, life-long learners.

All general education courses meet the requirements for pares graduates as adaptive, life-long learners.

**DEGREE & CERTIFICATE REQUIREMENTS**

| Degree/Certificate | Requirements
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>General Education</strong></td>
<td>Minimum Hours Required for this Certificate 30</td>
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<tr>
<td><strong>SOCIAL AND BEHAVIORAL WAYS OF KNOWING CONT.</strong></td>
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<tr>
<td><strong>Humanistic and Artistic Ways of Knowing (2 dif. disciplines)</strong></td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>General Education Hours (minimum 36 credits)</strong></td>
<td>36</td>
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<tr>
<td><strong>Written Communication</strong></td>
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<td><strong>Scientific Ways of Knowing</strong></td>
<td>3</td>
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<tr>
<td><strong>General Education Courses</strong></td>
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<tr>
<td><strong>AA &amp; AS</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>MATH 123</strong></td>
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</tr>
<tr>
<td><strong>MATH 143</strong></td>
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<tr>
<td><strong>MATH 153</strong></td>
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<tr>
<td><strong>MATH 147</strong></td>
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<tr>
<td><strong>MATH 160</strong></td>
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<tr>
<td><strong>MATH 170</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Wellness</strong></td>
<td>2</td>
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<tr>
<td><strong>AA &amp; AS</strong></td>
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<tr>
<td><strong>WELL 101</strong></td>
<td>1-6</td>
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<tr>
<td><strong>WELL 102</strong></td>
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<td><strong>WELL 102</strong></td>
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<td><strong>WELL 255</strong></td>
<td>3</td>
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<td><strong>Total</strong></td>
<td>6-29</td>
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<tr>
<td><strong>Intermediate Technical Certificate</strong></td>
<td>Hours Required for this Certificate 10</td>
</tr>
<tr>
<td><strong>Basic Technical Certificate</strong></td>
<td>Hours Required for this Certificate 8-29</td>
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</tbody>
</table>
Setting up an ideal class schedule can be tricky. Before filling out your semester time schedule, take time to mark off the days and hours already committed to work and other obligations such as family travel time and recreation. Keep in mind the study time and work formulas outlined below when selecting the number of classes you will take.

<table>
<thead>
<tr>
<th>If you work:</th>
<th>40 hours/week</th>
<th>30 hours/week</th>
<th>20 hours/week</th>
<th>5-15 hours/week</th>
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<tbody>
<tr>
<td>Take no more than:</td>
<td>6 credits</td>
<td>9 credits</td>
<td>12 credits</td>
<td>14-16 credits</td>
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</table>

**Term**

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
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<tr>
<td>9:00-10:00</td>
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**Notes**

---

**COURSE CODE LEGEND**

**COURSE TYPE**

<table>
<thead>
<tr>
<th>Listed after the Course number (ENGL 101 L C01)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Assisted (has an additional co-req.)</td>
</tr>
<tr>
<td>B Both (Lecture and Lab together)</td>
</tr>
<tr>
<td>C Clinical</td>
</tr>
<tr>
<td>E Credit By Exam</td>
</tr>
<tr>
<td>L Lab</td>
</tr>
<tr>
<td>I Independent Study Course</td>
</tr>
<tr>
<td>R Recitation (Additional Classroom time)</td>
</tr>
</tbody>
</table>

**SECTION LOCATION**

<table>
<thead>
<tr>
<th>Listed before the Course number (ENGL 101L C01W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Blaine County Center (Hailey, ID)</td>
</tr>
<tr>
<td>C Twin Falls Campus</td>
</tr>
<tr>
<td>J Jerome Center</td>
</tr>
<tr>
<td>M Mini-Cassia Center (Burley, ID)</td>
</tr>
<tr>
<td>N Gooding Center</td>
</tr>
<tr>
<td>T Twin Falls Off-Campus</td>
</tr>
</tbody>
</table>

**SECTION TYPE**

<table>
<thead>
<tr>
<th>Listed after the section number (ENGL 101 C01W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Hybrid (combination of online and in-person)</td>
</tr>
<tr>
<td>H Honors (additional course rigor)</td>
</tr>
<tr>
<td>I Independent Study Section</td>
</tr>
<tr>
<td>M Computer Sync (delivered online w/ scheduled web meetings)</td>
</tr>
<tr>
<td>S Community Engaged Learning</td>
</tr>
<tr>
<td>V Video-Conferencing</td>
</tr>
<tr>
<td>W Web (delivered online with no in-person meeting)</td>
</tr>
</tbody>
</table>
Finish on Time!

Associate degrees at the College of Southern Idaho require 60 or more credit hours to complete. The experience of many full-time, degree-seeking students consistently shows that if you complete 15 credit hours or more per semester or 30 credits per year, you are more likely to graduate on time and improve your GPA. Graduating on time can be a major advantage to you, both in terms of saved money, and the opportunity to enter your chosen field to begin earning higher wages sooner. At CSI, we want to help you to begin now to “Think 30”!

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>15</td>
<td>15</td>
<td></td>
<td>30 credits</td>
</tr>
<tr>
<td>Full Time With Summer</td>
<td>12</td>
<td>12</td>
<td>6</td>
<td>30 credits</td>
</tr>
<tr>
<td>Full and Part-Time Mixed</td>
<td>15</td>
<td>9</td>
<td>6</td>
<td>30 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSES</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>5</td>
<td>5</td>
<td></td>
<td>10 Classes</td>
</tr>
<tr>
<td>Full Time With Summer</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>10 Classes</td>
</tr>
<tr>
<td>Full and Part-Time Mixed</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>10 Classes</td>
</tr>
</tbody>
</table>

Save Money. CSI’s Office of Financial Aid and Scholarships can help you know how to make your best financial choices to pay for college.

Reduce Debt. Students who take 15-credit course loads each semester are more likely to graduate, pay less in tuition and living expenses, and gain additional years of earnings.

Graduate and Get a Job Earlier. Here is where the math really does add up! Completing 30 credits per year allows you to finish on time and start your career.

CSI OFF-CAMPUS LOCATIONS

CSI provides access to higher education throughout South Central Idaho by offering classes and student services at off-campus centers in Burley, Gooding, Jerome and Hailey. The off-campus centers provide convenient locations for students in rural areas to work toward a degree, prepare to transfer to a four-year institution, or take classes to gain skills for a career change. In addition, each center also offers a wide range of community education non-credit classes to promote learning and creative exploration for people of all ages. At the CSI off-campus centers, students can truly stay near and go far!

http://offcampus.csi.edu
CSI has developed a transfer guide website to assist students in navigating the transfer process from CSI to other regionally accredited colleges and universities. The transfer guide is used to help you make connections to the resources you need for a successful transfer.

Visit the website at: www.csi.edu/advising/transfer-guide

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**Transfer Guide Resource**

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**Boise State University**

- B.B.A., Accounting
- B.S., Criminal Justice
- B.S., Cyber Operations and Resilience
- B.S.W., Social Work*

**Idaho State University**

- B.A., Anthropology
- B.A., Early Childhood Education Blended
- B.A.S. Elementary Education
- B.S., Secondary Ed, Endorsements in Business or Family Consumer Science
- B.B.A., Finance
- B.B.A., General Business
- B.A., General Studies

**Lewis & Clark State College**

- B.A.S./B.S., Accounting
- B.A.S./B.S., Business
- B.A.S., Business Administration
- B.A.S./B.S., Business & Communication
- B.A.S., Business Management
- B.A.S./B.S., Communication Arts

**University of Idaho**

- B.S., Agricultural Science, Communication and Leadership
- B.S.Ed, Cancer & Technical Education
- B.A.S., Communication

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Brian O’Rorke
Hepworth Building 144D
(208) 933-2303

B.B.A., Bachelor of Applied Science
B.A., Multidisciplinary Studies
B.A., Public Health
B.A., Public Relations

B.A.A., Bachelor of Applied Science
B.B.A., Management
B.S., Imaging Sciences
B.S., Nursing – RN to BSN
B.S., Respiratory Care

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Chris Vaage
Hepworth Building 144A
(208) 933-2301
chrisvaage@isu.edu

BA, History
B.B.A., Health Care Administration
B.B.A., Management
B.B.A., Marketing
B.A., Sociology
B.S., Surveying & Geomatics Engineering Technology

**Catalog**

- 3 Sections
  - Campus Policy & Procedures
  - Degree & Certificate Options
  - Course Descriptions, including Prerequisites and Corequisites
    - Prerequisite: Foundational Knowledge you must prove before taking a course.
    - Corequisite: Two Courses that must be taken together

**Waitlist**

- Allows students to get in line for full courses.
- Ends the weekend prior to the beginning of the term.
- Best Practice: If it is 10 days or less before the term begins, select a different course or section.

**Holds**

- Placed for a variety of reasons
  - Library Fees
  - Traffic Tickets
  - Business Office Debt
  - Academic Standing issues

- May prevent registration, ability to order transcripts, and mailing of diplomas
- Can be viewed in MyCSI along with instructions on how to resolve the hold

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E. Rosita Nabarrete
(208) 366-5644
ernabarrete@lcsc.edu

B.A.S./B.S., Accounting
B.A.S., Business
B.A.S., Business Administration
B.A.S./B.S., Business & Communication
B.A.S., Business Management
B.A.S./B.S., Communication Arts

**Tuition Loan Agreement**

- Allows students to spread their Tuition and Fees Balance over three payments (two for Summer term)
- $50 processing fee added to student account
- Must submit first payment AND Loan Agreement Form by the Payment Deadline

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Amanda Monroe-Kriwox
College of Agriculture and Life Sciences
Evergreen Building Room 564
(208) 736-3624
akriwox@uidaho.edu

BS, Agricultural Science, Communication and Leadership
B.S.Ed, Cancer & Technical Education
B.A.S., Communication

**Deadlines**

- Academic Calendar in the Catalog
- Registration Deadline: Noon on Wednesday of the first week (for most courses).
- Drop Deadline: 11:59 PM, Sunday following the first week (for full-term courses)
- Deadline published on the Student Schedule in MyCSI
- Full Tuition Refund
- Course will not appear on the Transcript
- May be completed in MyCSI
- Withdraw Deadline: 5:00 PM, 75% of the course
- Deadline published on the Student Schedule in MyCSI
- No Tuition Refund
- Course will appear on the Transcript with a “W” Grade
- Must be completed in-person or through email
- Will not affect the student’s GPA

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Diana Olmos
Office of Admissions
Hepworth Building 144E
(208) 933-2308
dolmos@uidaho.edu

BS, Agricultural Science, Communication and Leadership
B.S.Ed, Cancer & Technical Education
B.A.S., Communication

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Amanda Monroe-Kriwox
College of Agriculture and Life Sciences
Evergreen Building Room 564
(208) 736-3624
akriwox@uidaho.edu

BS, Agricultural Science, Communication and Leadership
B.S.Ed, Cancer & Technical Education
B.A.S., Communication

**Location:** Taylor Building • **Phone:** 208.732.6795 • **Email:** records@csi.edu
Drop for No Show
- Students who do not attend class or complete an educational experience during the first week may be administratively dropped.
- Faculty must complete drops by 5:00 PM on Friday of the first week.

Academic Standing
- Good Standing: GPA 2.0 and above
- Academic Warning: 1st semester below 2.0
  ◊ Must complete an Online Student Success Tutorial before registering for the next term
- Academic Probation: 2nd semester below 2.0
  ◊ Must complete a Plan for Academic Student Success with a Student Success Advisor prior to registration for the next term
- Academic Suspension: Term below 2.0 while on Probation
  ◊ Must take the next Fall/Spring term off or appeal to the Registrar.

Alternative Credit
- Allows students to earn credit for previously completed exams or real-world experience that correspond with established curriculum
- Pass/Fail Grade
- Students must be currently enrolled in the term they are requesting the credit to be awarded. Requests are accepted after the end drop deadline until the last day of the term.

Out of District Charges
- Submit a Certificate of Residency to your home county each Academic Year
- Must include your EUID (found on your CSI Schedule in MyCSI)

Change of Major
- Only one major is recognized at a time
- Changes may be requested through MyCSI
- Allow 3-5 Business Days for processing

Graduation Application
- Should be completed the term before you plan to complete
- Must apply, even if you do not plan on participating in the Commencement Ceremony

Transcripts
- Unofficial Transcripts are available in MyCSI for Free
- Official Transcripts can be order through the National Student Clearinghouse for a nominal fee
- Enrollment Verification forms and Good Student Discount forms are also available on the National Student Clearinghouse website for free.

Family Educational Rights and Privacy Act (FERPA)
- Guarantees 4 rights
  ◊ Right to review your records
  ◊ Right to request changes for error
  ◊ Right to control the release of personally identifiable information
    ▪ Excludes Directory Information (See Catalog)
  ◊ Right to complain to the US Department of Education if one of your rights is violated
- Privacy Waiver Forms available at the Office of the Registrar

The beginning of your CSI experience is a transition—whether you’re taking your first college course or have college credit from Dual Credit or AP tests. Take advantage of your full CSI experience and actively participate in CSI’s abundance of student resources.
Online Student Portal
As an active student, you get instant access to a secure online portal where you can view important updates or complete common tasks related to your account. For example, you can register for a course, change majors, connect with an advisor, or see your course schedule. Visit https://my.csi.edu and login with your student network account.

Canvas
If you’re wondering, “is there an app for that?”, there is! The Canvas Student App is available for download to both Android and iOS devices. If you’re having a problem with Canvas outside of the hours when the IT Service Desk is open, you have access to Tier One Canvas support. Simply click the “Help” icon in the Canvas left-hand navigation bar and select from the options provided to chat or phone for help.

CSI Student Webmail
is CSI’s student e-mail system. Each student who registers for a credit class receives an account. E-mail is the primary means of written communication with CSI students. Students are expected to check their account regularly. Not checking e-mail regularly may lead to missing important information, announcements, or deadlines.

EagleWiFi
CSI has structured a comprehensive high-speed secure wireless fabric to ensure students can access important services from almost anywhere on campus such as classrooms, outdoor spaces, parking lots, and sporting venues. To access the secure wireless network, connect to “EagleWiFi” from the list of wireless networks. There is a secondary wireless network, “CSI-Visitor-Limited” which may not allow you to access all CSI resources. To use either wireless network, it is a good idea to register your device first at https://access.csi.edu.

Free Software!
Active students get free access to Microsoft Office 365 software for the duration of their enrollment at CSI. This access includes familiar applications like Microsoft Word, Excel, PowerPoint, and OneNote, along with newer applications like Publisher, Sway, and Planner. Students also get free access to secure email with Microsoft Outlook and are allocated 5TB of secure online storage via Microsoft OneDrive. Microsoft Office applications can be installed on up to 15 personal devices (5 desktops, 5 tablets, and 5 smartphones).
To access the suite of applications, login to MyCSI with your student network account and select the waffle icon in the upper-left corner of the web browser as shown in the illustration below.

Digital Safety Tips
CSI’s Technology Team considers your digital safety its top priority. The rise of cybercrimes like identity theft, phishing attacks, malware, and impersonation tactics are constant threats to CSI students, faculty, and staff. Therefore, we take aggressive measures to keep your identity safe and prevent unauthorized access to your electronic information. To help you have a safe computing experience during your time at CSI, follow the tips below:
• Use common sense when engaging digital strangers.
• Use strong passphrases that only you can remember.
• Treat passwords like underwear: Don’t share, change often, don’t leave around, longer is better.

Need technical assistance? We’re here to help!
Phone: (208) 732-6311
Web: http://my.csi.edu
Social: #CSITechHelp
Walk-Up: Canyon Bldg Room 114
Email: helpdesk@csi.edu

Free Software!
Active students get free access to Microsoft Office 365 software for the duration of their enrollment at CSI. This access includes familiar applications like Microsoft Word, Excel, PowerPoint, and OneNote, along with newer applications like Publisher, Sway, and Planner. Students also get free access to secure email with Microsoft Outlook and are allocated 5TB of secure online storage via Microsoft OneDrive. Microsoft Office applications can be installed on up to 15 personal devices (5 desktops, 5 tablets, and 5 smartphones).
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• Use common sense when engaging digital strangers.
• Use strong passphrases that only you can remember.
• Treat passwords like underwear: Don’t share, change often, don’t leave around, longer is better.
The Eagle Informs is a student newsletter created to connect and inform every CSI student about current events and important dates happening on and off campus. The newsletter goes out once a week and is the main source of information for student activities.

HOW TO READ THE EAGLE INFORMS:

1. Check your CSI email account.
2. Look for the subject “The Eagle Informs.”
3. Email info@csi.edu to share your information in the student newsletter.

Great Tip

Your student email address is the primary way you will be contacted by CSI. Set up your address on your phone so you have easy access wherever you go!

STUDENT DISABILITY SERVICES

Scott Lindquist • 208.732.6260 • slindquist@csi.edu

Process for Requesting Services

1. Fill out the online SDS intake form
2. The form can be accessed on the SDS website (csi.edu/disability)
3. Provide documentation of the disability
4. Attend an intake appointment with the SDS Coordinator to discuss possible services/accommodations
5. Once the intake appointment has been completed and the SDS Coordinator has reviewed the documentation, the student will be notified if they qualify for services.
6. If the student qualifies for services, a Letter of Accommodation (LOA) listing the services/accommodations they have been approved for will be generated.
   • Both the student and their instructors will be emailed a copy of the LOA
7. Each following semester the student attends CSI they will need to request a new LOA if they wish to receive services/accommodations.

Guidelines for Documentation

It is the student’s responsibility to provide documentation of their disability. Documentation provided to SDS should:

- Be from an impartial and qualified professional
- Should reflect the student’s diagnosis, barriers, and limitations as it relates to an academic environment
- Examples of documentation that could be helpful include medical records, psychological evaluations, and school records.

Accommodations

Students may be eligible for a range of accommodations, based on their disability. Possible accommodations may include but are not limited to:

- Test-taking accommodations
- Assistive Technology
- Classroom/Lab Adjustments
- Textbook in Alternate Format
- Sign Language Interpreter

Limitations

Colleges are not required to lower or substantially modify essential course requirements. For example, although you may be allowed an accommodation of extended time to take a test, the college is not required to change the substantive content of the test. Additionally, colleges do not have to make adjustments that would fundamentally alter the nature of a service, program, or activity and or result in an undue financial or administrative burden to the institution.

Finally, colleges are not required to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature such as tutoring or typing.
The Bridge to Success program provides degree-seeking students support from their first step on campus to their last step across the graduation stage. Beginning with an intensive eight-week summer program all the way through certification/degree completion, Bridge to Success is designed to develop academic and 21st Century skills that are essential in the classroom and in the workplace, promote community-engaged learning, identify valuable resources to increase student success, and foster social and academic relationships with peer, faculty, and staff.

**Benefits**
- Support through degree completion
- Develop essential college skills
- Math success
- Get acquainted with on-campus resources
- Caring core team
- Fun & exciting transition to college
- Scholarship opportunities
- Make new friends
- Create an amazing network of peers & mentors

**Testimonials**

“The Bridge to Success has become my second family and Rosey has become a sister when you are backed into a corner she champions for your success! The bridge to success has empowered and guided my success not only financially but by helping build a supportive family in which we grow and enter our majors with confidence.”

“I want to thank you for all you have done for me the last two years. Allowing me to be a part of the Bridge program has been fantastic. The financial relief you have provided me has been life changing. It has been great to meet other students in the program that I wouldn’t have had the chance to otherwise.”
The CSI Library mainly serves the needs of CSI students (both on-campus and off-campus/distance), faculty, staff, and administration. The Library is located on the main floor of a 24,000 square foot modern facility which houses the various collections, the campus open computer lab, individual, and group study rooms with webcams, a quiet study room, and special collections room. The CSI Library Libguides are a compilation of resources and a starting point for your research. Feel free to reach out in person or by phone/email to our Reference Librarian Dave Horalek for personalized assistance.

**HOURS:**

**FALL & SPRING:**
Monday-Thursday: 7:30am - 9pm
Friday: 7:30am - 6pm
Saturday: 10am - 5pm

**SUMMER:**
Monday-Tuesday: 7:30am - 5pm
Wednesday-Thursday: 7:30am - 7pm
Friday: 7:30am - 5pm
Saturday: 10am - 5pm

**FINALS WEEK:**
Thursday: Close at 6pm
Friday: Close at 5pm

**BETWEEN SESSIONS:**
Monday-Friday: 8am - 5pm

**CONTACT:**
Ansina Durham
adurham@csi.edu
208-732-6500

Your academics are an important element of your experience, but they are only one part of the complete picture. Ask yourself: What do I want to learn while I am at CSI, and how can I find experiences that will help learn outside of the classroom?

Think about part time jobs, internships, alternative spring and winter break trips, area community service opportunites, tutoring students, and more.

These experiences add depth to your academic experiences and will help you tell your story once you graduate.

**LEARNING & TUTORING COMMONS**

- **COLLABORATIVE STUDY SPACE**
  for groups or individuals wanting a bright, open and interactive study area.

- **PEER TUTORING**
  for students who want an extra hand learning course concepts or working through assignments.

- **LEARNING SUPPORT**
  for students looking to develop additional learning strategies or technology skills.

- **COFFEE AND TEA!**
  for students needing a free pick-me-up while on campus.

**WHO ARE WE?** Our peer tutoring team consists of students just like you!
**WHY USE US?** We can help you save time and frustration! Research shows that the most successful students at CSI use our services and engage with their peers in learning outside of class. Students who use our services find more success in the classroom, and reason to finish their degrees.

**HOW IT WORKS?** All services are free! No appointments are needed, just drop in, whether it be for five minutes or five hours. Together we can utilize methods that best facilitate your individual learning such as:
  - Brainstorming on whiteboards
  - Talking aloud
  - Drawing concepts maps
  - Walking thru your presentation on the big screen

During the Fall and Spring Semesters we are open Monday through Friday from morning until late evening and some weekends. See our website for specific hours, including Summer.

**ADDITIONAL CLOSURES:**
- National Holidays
- Thanksgiving Break
- Christmas Break

**ADDITIONAL CLOSURES:**
- National Holidays
- Thanksgiving Break
- Christmas Break
The CSI Testing Centers offer professional and secure testing environments for students, faculty and the community. Testing services are available on the main campus, the Mini-Cassia Off-Campus Center, the Jerome Off-Campus Center, the Gooding Off-Campus Center and the Blaine County Off-Campus Center. Friendly, knowledgeable proctors are available to administer The Write Class and faculty exams at all centers. Additionally, CLEP, VUE certification exams, and screening exams are administered on the main CSI Campus.

**MAIN CAMPUS CENTER**

208-732-6532  
campustesting@csi.edu

**HOURS:**

- **Fall & Spring Semesters**
  - Monday - Friday: 10 am - 7 pm
  - Saturday: 9 am - 1 pm
- **Spring Break Week**
  - Monday - Friday: 10 am - 5 pm
- **Summer Hours (Starting mid-May)**
  - Monday, Tuesday & Friday: 10 am - 5 pm
  - Wednesday & Thursday: 10 am - 7 pm

**MINI-CASSIA CENTER**

1600 Parke Avenue, Rm B-8  
Burley, ID 83318

**Phone:** 208-678-1400  
**Email:** burleytesting@csi.edu

**HOURS:**

- **Fall, Spring & Summer Semesters**
  - Monday - Thursday: 10 am - 7 pm
  - Friday: 10 am - 5 pm
- **Spring Break Week**
  - Monday - Friday: 10 am - 5 pm

**JEROME CENTER**

208-324-5101  
jerometesting@csi.edu

**SEMESTER HOURS:**

- Monday - Friday: 8 am - 5 pm
- Appointment Only

**GOODING CENTER**

208-934-8678  
goodingtesting@csi.edu

**SEMESTER HOURS:**

- Monday - Friday: 8 am - 5 pm
- Appointment Only

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**BLAINE COUNTY CENTER**

208-788-2033  
haileytesting@csi.edu

**SEMESTER HOURS:**

- Monday - Friday: 8:15 am - 12:30 pm & 1:45 - 5:00 pm
- Appointment Only

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**MAIL ROOM**

April Dunn • Canyon Room 115 • 208.732.6553 • jadunn@csi.edu

**SENDING MAIL WITH THE CSI MAIL ROOM**

Have a letter or package you need to send? The CSI mail room can help you get it there on time and for the lowest cost, without the long lines at the post office! Shipping services include:

- **U.S. Postal Service**
  - First Class Mail
  - Certified Mail
  - International Mail
  - Priority Mail
- **UPS**
  - Ground
  - 3-day
  - 2-day
  - Overnight

We have boxes and packing tape and can help you prepare your package for shipping. Just let us know how we can help!

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**RECEIVING MAIL FOR EAGLE HALL RESIDENTS**

Mail is received at the CSI mail room in the morning and delivered to Eagle Hall in the afternoon. From there, letters are sorted into each student’s mailbox and packages are available for pickup at the dorm front desk. Here are some things to remember if you are an Eagle Hall resident receiving mail at CSI:

- If you place an order online, include “Eagle Hall” in the address line. This will help us know where to send your package once it arrives.
- If you have a tracking number, keep it somewhere easily accessible until your package has been received. If your package is lost or delayed, the tracking number can help us find it.
- Have your student ID card handy when picking up packages.

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**If I’m not an Eagle Hall Resident, can I still receive mail at CSI?**

We do not have PO boxes available for non-resident students, but if you need to have a letter or package delivered and you’re between addresses, you may certainly have it sent to CSI. Just be sure to call us ahead of time so we know when to expect it and what to do when it gets here.

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**COPY CENTER**

Erin Giesler • Canyon 115 • 208.732.6320 • egiesler@csi.edu

That’s right, CSI also has a copy center! We offer printing and copying services, black and white or color, with many paper types and finishing options available. If you need something that we can’t produce in-house, we can order it for you from one of our preferred vendors.

We also offer graphic design services! We won’t do your art project for you, but we can help you out with that new club logo.

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**Important note!** We’re happy to help you with your printing and copying needs, but it’s important to know that your allotted student copies per semester do not count toward printing done at the copy center. We will provide an invoice to be paid at the time your project is picked up.
We are thankful for the service and sacrifice that current service members and veterans have made and continue to make for our country. CSI wants to make the process for receiving Veteran Affairs (VA) educational benefits as easy as possible. Please stop in the Matrix or visit the Veterans Services webpage for more information.

Services offered:
- Assistance with applying and general questions
- GI Bill (Dept. of Veteran Affairs)
- Tuition Assistance
- Campus Resources
- Veterans Club Information

As you read through the First Year Advisor booklet, you will come across many services and resources which will be valuable your first year and beyond. This page will become your directory contact so keep this page close to you at all times!

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**ENGLISH LANGUAGE SUPPORT**

(208) 732-6804 • Instructor: Sam Abdel • sabdellatif@csi.edu

The transition to college can be difficult for non-native or multilingual speakers of English. We offer a number of resources to support you in learning the academic English you’ll need for college. Courses are available in Reading, Writing, Grammar, and Oral Skills in Academic English. You can take these courses while also pursuing your major. Tutoring is also available.

**CHILDCARE**

(208) 732-6870

Coordinator: Ellen Neff • eneff@csi.edu

CSI offers an Early Childhood Education Learning Center that incorporates several facilities.

- Early Learning Center
- Preschool Lab
- Toddler Lab
- Kindergarten Lab

Registration/application is required for students to have their children attend. Age ranges from six months to six years of age depending on the program. All year care can be provided through the Early Learning Center. Please contact Coordinator Ellen Neff for more information.

**HELPFUL CONTACTS AT A GLANCE**

As you read through the First Year Advisor booklet, you will come across many services and resources which will be valuable your first year and beyond. This page will become your directory contact so keep this page close to you at all times!
Congrats on becoming an Eagle! We believe that an Eagle will always soar and the Alumni Relations office is here to help you be successful during your time here as well as long after you graduate.

During your time at CSI
Alumni Mentor Program
The Alumni Relations office has started an alumni mentor program. Life is all about making connections and sharing passions. The Alumni Mentor Program is used to connect current students at CSI to an alumni with common interests. Once you have a match you will receive information about your alum. This is a great way to get insight on your major, classes, and future career in your field. If you are interested please contact the Alumni Relations office.

Upon graduation
Graduation is not the end of you and CSI. In fact there are many ways you can get involved after achieving your alumni status. Your free membership includes a discount card, access to our mentor program, access to our Career Services Center, and the opportunity to attend alumni events.

Learning doesn’t end when you leave the classroom. Run a student organization, conduct research that leads to life-saving discoveries or volunteer in your community. Through leadership, student organizations and experiential learning, find the “more” in your experience here.
CLUBS & ORGANIZATIONS

There are more than 30 local and national honorary clubs and organizations at CSI in which students may participate. Organizations with a national affiliation generally promote educational and professional development. Other clubs, formed locally, encourage members to pursue cultural, recreational, religious, service, and social interests. These clubs and organizations sponsor and plan most of the activities and social functions on campus. All organizations must be recognized by the college and have an employee Advisor. For a description of clubs and organizations, regulations concerning organizations and activities may be obtained from the Student Affairs Office.

MEMBERSHIPS:

| PART TIME STUDENT: | $5 per credit short of full-time status
| Example: | Student registered in 3 credits
| 12 credits - 3 credits = 9 credits
| 9 x $5 = $45 (per semester) |

| FULL TIME STUDENT: | Included in Tuition & Fees |

| SPOUSE OF STUDENT: | Full year: $100
| Semester: $40 |

HOURS:

Mon-Fri: 6:00am - 10:00pm
Sat-Sun: 7:00am - 7:00pm

For more information, contact:
Sarah Kirchner
skirchner@csi.edu
208-732-6470
Rec Center 250
www.csi.edu/recreation-center
The CSI Student Rec Center offers FREE, non-credit fitness classes available to students throughout the week. Each class is taught by fun and qualified instructors, with choices including:

- Spinning
- REFIT
- Yoga
- Step and HIIT
- Pilates
- P90X
- Pound
- and more!

FOR A CURRENT DROP-IN FITNESS SCHEDULE, VISIT OUR WEBSITE OR STOP BY THE SRC!

INTRAMURAL OFFERINGS INCLUDE:

- Volleyball
- Dodgeball
- Soccer
- Basketball
- Ultimate Frisbee
- And more!

SHOW UP WITH A TEAM OR AS AN INDIVIDUAL! MUST BE A CURRENT SRC MEMBER, CSI STUDENT, OR PAY A DAY PASS TO PARTICIPATE. VISIT THE SRC FOR WHAT’S HAPPENING EACH WEEK!

OUTDOOR RECREATION CENTER

The Outdoor Recreation Center is the adventure hub on campus! We offer 80+ activities a semester for little to no cost! Each adventure is rated for beginner to intermediate, so new adventurers are always welcome.

With world class recreational opportunities just outside CSI’s doorstep, all four seasons provide adventures for students!

SPRING/FALL:
- Mountain biking
- Hiking
- Caving
- Mystery Vans
- Rock Climbing
- Spring Break Trips
- Hike & Yoga
- Hot Springs
- Ski & snowboarding
- XC Skiing
- Yurt Trips
- Snowshoeing
- Winter survival
- Fat-tire biking
- Stand-up paddleboarding
- Kayak touring
- Climbing
- White water rafting
- Backpacking
- Mountain biking

Who can benefit from a Challenge Course Experience?

- EVERYONE
- Businesses and Corporations
- School Programs
- Community Organizations
- Religious Groups
- Athletic Teams
- Families & Friends

THE COURSE CONSISTS OF:

- 49 high elements
- 21 low elements
- 100+ games, portables, and initiatives

To learn more, contact:

Scott Rogers, Challenge Course Coordinator
srogers@csi.edu • 208-732-6488

For more info or to rent some gear, contact:

Outdoor Recreation Center
Rec Center 229
orc@csi.edu
208-732-6697

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We > Me

Not only does each individual make our community stronger, we believe that our community can support each individual. We provide services to ensure the safety and well-being of each and every student.

STUDENT HEALTH

LET’S TALK!
Want to:
• Be happier?
• Handle stress better?
• Improve your relationships?

We create a safe place to be real, solve problems and work on whatever issues you’re dealing with.

Our services are
• FREE
• CONFIDENTIAL

Our Professional Counselors:
Jenn Zaccone, M.S., NCC, LPC
jzaccone@csi.edu

Carol Vanhoozer, M.Ed., LPC
cvanhoozer@csi.edu

Jeff Jewell, M.S., NCC, LPC
jjewell@csi.edu

Location:
Upstairs in TAB

Office Hours:
M-F, 8am - 5pm
+ Some Evening Hours
(We are closed on holidays)

To Make an Appointment:
CALL 208.732.6260

Student Information & Newsletter
For text message delivery: Text CSI to 40691

Student Permanent Link:
http://readsh101.com/csi.html
TEST ANXIETY

Research indicates that approximately 20% of all college students experience some form of test anxiety, ranging from mild “butterflies in the stomach” sensations to full-blown panic attacks.

CSI Counseling Services offers a workshop aimed at teaching students how to better manage their test anxiety. This free, highly effective 5-week long course incorporates several aspects including relaxation techniques, study skills and lifestyle impacts. Students can either sign up for the workshop or arrange appointments to meet with a CSI counselor to cover material individually.

Please call 208.732.6260 for times, dates, location and to sign up for the class.

GILBERT’S PANTRY

Gilbert’s pantry is an emergency relief food supply for all CSI Students. We respect student privacy and the process of receiving donations is confidential.

Students are eligible for up to two food boxes per month.

PHYSICIANS IMMEDIATE CARE CENTER

243 Cheney Dr. W Suite 200, Twin Falls, ID • 208.736.7422

CSI contracts with Physicians Immediate Care Center (PICC) to offer some basic health care services to current full-time and part-time students who are enrolled in credit courses and have paid their tuition and fees in full or have entered into a Tuition Loan Agreement with CSI.

Physicians Immediate Care Center is located at 243 Cheney Dr. just across the street from Walmart. PICC accepts students on a walk-in basis so no appointment is necessary. Some services are provided free of charge, while others may be available for a fee. Services provided are contingent on availability of funds. Students may be referred to other providers or various tests may be performed for a fee. Services are not available in-between semesters. To access these services, students must present their Student ID to PICC with the current semester sticker.

GILBERT’S PANTRY

Office of Student Affairs • Taylor Building, 2nd Floor • 208.732.6224

Gilbert’s pantry is an emergency relief food supply for all CSI Students. We respect student privacy and the process of receiving donations is confidential.

Students are eligible for up to two food boxes per month.

How to Request a Food Box:

Go to www.csi.edu/gilberts-pantry and click on “Gilberts Pantry Request Form”

OR scan this code:

You can also stop by the Office of Student Affairs located on the 2nd floor of the Taylor Building.

Donations are always accepted and appreciated.

To find out how you can help other students in need, contact:

Rosa Lopez • 732-6224 • rlopez@csi.edu.
The College of Southern Idaho is a student-centered institution designed to provide a complete educational experience for all students. The goal of the college’s campus safety department is to assist in that process by proactively partnering with the campus community to maintain a safe, pleasant environment. The campus safety department offers a various services to our students and staff, including:

- To explain that campus safety pertains to visitors, anyone on campus
- Immediate response to campus safety issues
- Partnering with local Police, Fire and EMS
- 24 hour patrol
- Free vehicle unlocks
- Free jumpstarts
- After-hours safety escorts
- Parking enforcement
- Incident/emergency management
- Crime reporting

CSI has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system, Rave Alert, capable of sending users text, voice, and email messages.

As a CSI student, staff, or faculty member you are automatically subscribed to the Rave Alert service. You will be sent CSI Alerts from what are known as short codes. The messages will come from either 67283 or 226787. We encourage you to save these numbers into your phone so you will recognize them when messages are sent. Some smaller carriers do not support short code messaging. For these carriers, you will receive messages from @getrave.com.

College of Southern Idaho campus crime statistics are published annually and reported in compliance with federal regulations. A campus crime and fire log is maintained by the Security Department and is available for public review.

College of Southern Idaho campus crime statistics are published online through U.S. Department of Education Office of Post-secondary Education website (http://ope.ed.gov/security/)

Student Success gives students an opportunity to be successful in their academic and overall college endeavor. We at CSI want you to be successful and are continually developing programs and pathways to help you be all that you can be!
Welcome to Your New Job!

In college it’s your job to manage your academic, co-curricular, employment, and personal life in new ways; but how?

24 hours in a day - 3 hours spent in class - 6 hours spent on course work out of class = 15 hours remaining per day

That’s a full time job!

3 hours/week/class
X 15 weeks/semester
= 45 hours of exposure/class

Plan to spend 2-3 hours on course work outside of class for every hour spent in class.

Manage Your Time

24 hours in a day - 3 hours spent in class - 6 hours spent on course work out of class = 15 hours remaining per day

That’s a full time job!

My academic goal for my first year is...

The biggest challenge in meeting this goal is...

But I can overcome it by...

My first step is to...

My co-curricular involvement goal for my first year is...

The biggest challenge in meeting this goal is...

But I can overcome it by...

My first step is to...

STUDENT SUCCESS

Succeed with these study tips

Tip #1
DEVELOP A SCHEDULE

Set aside a specific time everyday for school work (sleep+eat+study+free time)

Tip #2
PARTICIPATE!

Get involved on campus (clubs, student activities)

Go to every class Talk with your instructor if you have to miss

Tip #3
PRACTICE MAKES PERFECT

Find a groove that works for you

Take notes • use flash cards, • find a study buddy

Tip #4
ADVOCATE FOR YOUR SUCCESS

Utilize all campus resources (Library, tutors)

Find at least one connection on campus you can go to for support

Tip #5
VISUALIZE YOUR MOTIVATION

Set long term and short term goals and Reward yourself

Place a picture of What motivates you in your workspace to remind you of what you’re working toward
The CSI Student Code of Conduct reinforces the CSI principles by promoting a safe living and learning environment and by articulating the behaviors expected from all members of the CSI community.

Responsible students know the code: