

BOOKSTORE

The University Bookstore provides students with textbooks, classroom supplies, and a wide variety of discretionary and convenience items.

The following tips can help in having a successful Bookstore experience:

Avoid the Rush

To avoid the lines during the busy back-to-school period, you can use the textbook reservation system; purchase your textbooks online at www.byuibookstore.com. or shop early at the Bookstore. Many textbooks are on the shelves up to three weeks prior to the beginning of classes.

Returns

Textbooks purchased from the Bookstore at the beginning of a semester may be returned for full refund until the last day of the no penalty add/drop period. Returned books must be in resalable condition and a receipt must be provided as proof of purchase. Textbooks purchased after the add/drop period may also be returned within 24 hours from time of purchase. There are NO refunds on textbooks purchased the last week of any semester or during final exams. There is also a generous return policy on other products.

Buy Back

The Bookstore buys used textbooks at the end of the semester during test week. The number of books bought depends on estimated future course enrollments. Students who purchase their textbooks from the Bookstore will have the first opportunity to sell their textbooks. Excess textbooks and books not being used again on campus are bought at the same location by a wholesale book company for resale in the national textbook market.

Check Cashing

Checks may be cashed for up to \$25 over the amount of purchase. A current student ID must be presented and the student number, local address, and telephone number must be clearly written on all checks. Payroll checks or large personal checks may be cashed at the Cashier's Office in the Kimball Building.

Student Charges

All registered students have a charge account set up through the Brigham Young University–Idaho Accounting Office. This account can be used at the beginning of each semester to purchase textbooks and school supplies. The balance must be paid off within thirty days of the date of purchase. Payments can be made at the Accounting Office in the Kimball Building.

STUDENT HEALTH CARE SERVICES

The Student Health Center (SHC), which is opened to all students, spouses and children, is located at the east end of the Kimball parking lot. The SHC offers comprehensive services such as: outpatient diagnosis and treatment, laboratory testing, radiology with interpretation, prescription and common over the counter medications, immunizations and more. If you have questions browse our website at <http://www.byui.edu/healthcenter>, call us at (208) 496-1300, or come in for more information. If the SHC is closed, call Campus Police.

When Is The SHC Open?

While school is in session, the Student Health Center hours are as follows:

-On Mondays, Wednesday, Thursdays, and Fridays: 8 a.m. to 5 p.m. (last appointment at 4:30 p.m.)

-On Tuesdays: 8 a.m. to 2 p.m. (last appointment at 1:30 p.m.) and 3 p.m. to 5 p.m. (last appointment at 4:30 p.m.)

The SHC is closed on holidays and during the break between Fall and Winter semesters.

If a student requires health care not provided at the SHC, a referral

to a qualified physician or specialist will be arranged. Most medical specialties are available either in Rexburg or nearby Idaho Falls (30 minutes away). Madison Memorial Hospital is minutes away from Campus.

Except for prescription cards, SHC does not bill private insurance companies. Students are responsible for submitting the bills to their private companies. In the meantime, their student account can be charged for Health Center services. They will have thirty days to pay the bill before interest is charged. If a student has Brigham Young University–Idaho insurance and not private insurance, the adjustment in their bill is made at the time of service.

If a student has both Brigham Young University–Idaho insurance and private insurance, the BYU–Idaho insurance is the primary coverage. Refer to the Financial Policies section of the catalog for information on Brigham Young University–Idaho Student Health Plan Insurance. Student Insurance

A DMBA representative is available for questions regarding student insurance and referrals. The toll free number is 1-800-777-3622.

COUNSELING CENTER

The Brigham Young University–Idaho Counseling Center is located on the second floor of the Student Health and Counseling Center. The Counseling Center is staffed by well-trained professional counselors. Students who come to the Counseling Center receive help with a wide range of personal problems--from adjusting to university life, to depression and other emotional difficulties.

Students are assured of reliable, professional assistance in an atmosphere of warmth and understanding where confidentiality is maintained. Counseling is intended primarily for those students who can be helped in a relatively short time. It is not intended for those who need long-term therapy. Full-time, on-track students are eligible for services. There is no fee for counseling.

BYU–IDAHO ACADEMIC INTERNSHIPS

An academic internship is a valuable and integral component of a BYU–Idaho education. In most cases, an academic internship is a required element for both associates and bachelors programs. A BYU–Idaho academic internship is a cooperative program between the University and approved Experience Providers (employers).

The purpose of an internship is to obtain practical and valuable work experience, to apply skills and knowledge learned in school, and to gain exposure to various job opportunities. Many internships are paid experiences and typically last one academic semester in length. Students are generally encouraged to complete a full-time academic internship.

The Internship Office located in Kimball 230 is the central location to help organize, promote, and coordinate the internship process. The Internship Office is to help with legal problems, act as a resource center, ensure academic consistency, coordinate internship information, and assist with paperwork. A faculty internship coordinator has also been assigned to each academic department/major to assist with the understanding and arrangement of each academic internship experience.

Listed below are general academic internship guidelines:

- 1) The internship must be directly related to a student's major or field of study.
- 2) The faculty department internship coordinator, as well as the University internship director must approve the internship.
- 3) The internship must be for academic credit using the 198/298/398/498 course numbers. The faculty internship coordinator must approve academic credit.
- 4) Students registering for academic internship credit must follow all registration guidelines and deadlines.
- 5) Specifically defined learning objectives, Experience Provider supervision, reports, and a signed Student Internship Agreement between the student and the faculty department internship coordinator are necessary to qualify for internship credit.