

### STUDENT EMPLOYMENT

Over 2,000 student jobs are available each semester on campus, and there are many additional opportunities off campus in Rexburg, Idaho Falls, and surrounding communities. BYU-Idaho advertises employment opportunities online at [www.byui.edu/studentemployment](http://www.byui.edu/studentemployment) and on a job board located outside Kimball 240.

Successful applicants generally have 1) an available 3-4 hour block of time, and 2) a willingness to accept any type of job and work any hours. Resumes are required for many jobs. Students are encouraged to dress professionally when applying for jobs.

#### Requirements to Work On Campus

Students are eligible for on-campus employment if they are admitted into one of the three tracks as a full-time, matriculating, day-time student (registered for at least 12 credits or an equivalent credit load per block). Students are limited to work a maximum of 20 hours per week on campus while school is in session.

#### Job Application Procedures

Students should follow the application instructions located on each job posting. Job postings can be found on the student employment website and job board as stated above.

#### Employment Paperwork (IMPORTANT)

Federal government regulations require proof of identity and eligibility to work in the United States. The following forms of I.D. are most commonly used for this purpose:

U.S. passport OR

One document each from the following two lists:

- |                                   |             |
|-----------------------------------|-------------|
| LIST A                            | LIST B      |
| • Social Security Card            | • Photo I.D |
| • Birth Certificate               |             |
| • Certificate of U.S. Citizenship |             |

**All documents must be original.** Laminated cards, copies, and faxes are not acceptable. For a list of other appropriate I.D., visit the employment website listed above.

International students must show the Human Resources (HR) office forms 1-20 and 1-94 or other applicable documentation that verifies their eligibility to work in the U.S. They must immediately apply for a social security card upon receiving a job offer (see the HR office or International Services office for instructions on how to apply for a card).

The HR office is located in Kimball 240. For assistance please call (208) 496-2170.

### HOUSING

The goal of Brigham Young University-Idaho Housing is to provide all students with safe and appropriate housing, a peaceful environment, and adequate supervision. All single students under the age of 30 must live at home with parents or in approved housing that is limited either to the Brigham Young University-Idaho on-campus residence halls or units on the Brigham Young University-Idaho approved off-campus housing list.

#### On-Campus Housing

The Brigham Young University-Idaho on-campus residence halls are located conveniently close to the campus. Parking and utilities are provided with these facilities. Each apartment has a telephone from which local calls may be made without charge. Long distance calls are billable.

Reservations for on-campus housing are made on a first-come-first serve basis. Check our web site for contract options and costs.

The application payment for first-time applicants is \$175 and should be sent with the student's name, I-number, semester(s) attending, home address, and phone number to:

Brigham Young University-Idaho Housing Office  
Kimball 196  
Rexburg, ID 83460-1645  
(208) 496-1045

For online applications see <http://www.byui.edu/housing>

#### On-Campus Cooking Style

Four residents share the cost of food, do their own cooking, and furnish their own dishes and cooking utensils. Dishwasher & microwave are provided in a furnished two-bedroom, carpeted apartment. A lofted bed with desk and dresser is provided for each resident. Housing is available winter, summer, and fall.

#### On-Campus Non-Cooking

Women - Six women share a carpeted and furnished three-bedroom apartment with living room, double-sink bathroom, high-efficiency closets with built in dressers, and small refrigerator/freezer/microwave. Kitchens are not available in the apartment. A lofted bed and desk is available for each resident. Verla J. Chapman Hall is available for fall and winter only.

Men - Two men share a carpeted room with a sink and mirror, extra-long twin-size beds, small refrigerator/freezer/microwave, built-in dressers and desks. Large main lounge includes pool table, ping-pong, air hockey, and large screen TV with surround sound. Housing is available winter, summer, and fall.

Meal plan information is available online at

<http://www.byui.edu/foodservices/>

#### Off-Campus Housing

A list of approved off-campus housing is maintained online at <http://www.byui.edu/housing> by the Housing Office with information about price, facilities, furnishings, etc. Students desiring off-campus housing must make arrangements directly with the landlords.

#### Family Housing

University Village is located on the south end of campus and offers a choice of two bedroom townhouses or flats. There are a limited number of three bedroom apartments, as well as, a few furnished third floor flats. Rent includes electricity, heat, water/sewer, garbage, local telephone, cable, and Internet. Each apartment has washer/dryer hookups. To be placed on a waiting list for on-campus family housing, send a check payable to BYU-Idaho for \$25 along with the student's name, I number, spouse's name, address, and telephone number(s). An application form is available online at <http://www.byui.edu/housing>. There is a variety of off-campus, family apartments available in Rexburg. A list of information concerning off-campus apartments may be obtained from the Housing Office.

For additional information write:

Brigham Young University-Idaho Housing Office  
KIM 196  
Rexburg, ID 83460-1645  
(208) 496-1045  
[housing@byui.edu](mailto:housing@byui.edu)  
<http://www.byui.edu/Housing/>

### 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](http://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.

## Student Support Services

Brigham Young University-Idaho 2008-2009

---

For additional information regarding academic internships, please visit our website at <http://www.byui.edu/internships>, or contact the BYU-Idaho Internship Office at (208) 496-2290 or at [internships@byui.edu](mailto:internships@byui.edu).

### CAREER SERVICES

The Career Services Office assists students and alumni of BYU-Idaho with career employment services and resources. Services include help with resume writing, cover letter writing, interviewing skills, job leads, and career counseling. Computers, a laser printer, and graphic paper are available to help in writing professional resumes and business letters. Also available are company information and recruitment bulletins.