As we work to craft significant learning experiences for our students, it is often the case that we can use some help. Many of these offices and contacts exist primarily to provide information or support for faculty and students, so be sure to contact them for help and advice.

**Accounts Payable**, 426-3434, [vpfa.boisestate.edu/accounts-payable/](http://vpfa.boisestate.edu/accounts-payable/)  
...for questions regarding relocation, stipends, fellowships, vendor payments, non-employee payments and reimbursements, gifts and awards.

**Advising and Academic Enhancement**, 426-4049, [aae.boisestate.edu](http://aae.boisestate.edu)  
...for questions about academic advising and tutorial services. Advising and Academic Enhancement provides information and support to all undergraduate students and oversees academic advising for undecided students and tutorial services.

**Albertsons Library**, 426-1204, [library.boisestate.edu/](http://library.boisestate.edu/)  
...provides Librarian Liaisons, books, articles and media to support your teaching and research; makes your research visible via your Selected Works ScholarWorks page; book and article delivery service to your office; course reserves; interlibrary loan; and library instruction.

**Athletics – Ticket Office**, 426-4737, [broncosports.com/tickets/bosu-tickets.html](http://broncosports.com/tickets/bosu-tickets.html)  
...provides ticket services online and from its office on the ground level of the Stueckle Sky Center located on the west side of Bronco Stadium.

**Blackboard Learn Assistance**, 426-2583, [blackboard.boisestate.edu/webapps/login/](http://blackboard.boisestate.edu/webapps/login/)  
...for questions about the web-based course-management system, Blackboard Learn, that allows students and faculty to participate in classes delivered online or to use online materials and activities to complement face-to-face teaching.

**Boise State Radio**, 426-5333, [radio.boisestate.edu/](http://radio.boisestate.edu/)  
...your public radio source in the Treasure Valley. Tune into KBSX 91.5FM and KBSU 90.3FM.

**Campus Recreation**, 426-1131, [rec.boisestate.edu/](http://rec.boisestate.edu/)  
...provides faculty, students and staff with state-of-the art facilities and a variety of programs to help foster lifelong healthy habits. The 105,000 square foot Student Recreation Center serves as the hub for fitness programs, aquatic programs, intramural and club sports, as well as outdoor rentals, trips and seminars. Campus Recreation programs and facilities are accessible to all full time students through activity fees and offers low cost options for part time students, faculty, staff and alumni members and their spouse/partner.
C.A.R.E. Team, 426-1527, care.boisestate.edu
CARE stands for Campus Assessment, Resource, and Evaluation. If you believe a student, faculty, or staff member may be at risk of harming themselves or someone else and you are unsure of where to turn for assistance, file a CARE report. Visit care.boisestate.edu for additional information.

Career Center, 426-1747, career.boisestate.edu/
The Career Center is here to support you in helping your students Make College Count - take control of their futures, maximize the investment they’re making in their education, and be employable when they leave Boise State. We provide a variety of tools and resources to help you proactively address the career planning needs of your students, including online modules, ready-to-teach curriculum, videos, career assessments, and specialized workshops available upon request. Let us know what we can do to support you! Additionally, our office manages the Internship and Student Employment programs.

Center for Professional Development, 426-1709, cpd.boisestate.edu/
...offers education and training programs for business, engineering, public administration and health care professionals. It serves the professional development needs of the Treasure Valley by brokering for the colleges of Boise State University and consulting with working professionals and their employers.

Center for Teaching and Learning, 426-4610, ctl.boisestate.edu/
...provides teaching consultation services to instructors (answers questions, provides ideas and support for active learning and assessment, helps with course design), facilitates getting feedback to instructors through classroom observations and mid-semester assessments, and supports teaching-related scholarship. The CTL also sponsors workshops, institutes, and discussions about teaching for instructors throughout the academic year.

Children’s Center, 426-4404, childrenscenter.boisestate.edu/
...established in November 1979 to provide a quality child care program for the children of full and part-time Boise State students, faculty and staff. To further advance campus and community relations, alumni and community parents may enroll their children if space is available. The Children’s center is accredited through the National Association of the Education of Young Children.

Our professional staff provides a model educational program for all the families it serves. Students from University Academic and Technical school programs and students from the Colleges of Education and Health Sciences are assigned to the Center for internships, field methods, and volunteer work.
College Net Course Evaluation System, 426-1575, ir.boisestate.edu/onlineevals/
...automatically collects course evaluations for your students using questions designed by your
department and/or college. You can also add some of your own questions. Your immediate results are
available in various forms after the ‘grades due date’, and prior terms are stored back to 2011.

Cycle Learning Center, 426-RIDE (7433), rec.boisestate.edu/clc
...is a partnership between Campus Recreation and Transportation and Parking Services. It is located in
the Lincoln Parking Garage - adjacent to the Recreation Center and the Student Union. The Cycle
Learning Center offers space for educational programs, bicycle service and repair, rentals, and
equipment to keep you safe and on the road.

Digital Measures, 426-2683, ir.boisestate.edu/digitalmeasures/
...online information management system for faculty designed to store, organize and report on your
teaching, research and service accomplishments. Digital Measures reports are used for annual
performance evaluations, accreditation studies, faculty vitae production, and ad hoc reports.

Disability Resource Center, 426-1583, drc.boisestate.edu
...supports students who have identified as having a disability. The DRC determines reasonable,
appropriate academic and housing accommodations as mandated by Federal and State laws and
University policy. The office offers support to faculty who have questions or concerns about how to best
implement accommodations in the classroom and how to create a learning environment that is
accessible to all.

eCampus Center, 426-4223, ecampus.boisestate.edu
...offers expert consultation and support in the design, development, and delivery of online courses and
programs (ecampus.boisestate.edu/faculty/). The eCampus Quality Instruction Program (eQIP) provides
professional development on best practices and technologies for creating and teaching online courses at
Boise State. In addition, eQIP participants collaborate with an eCampus instructional design consultant to
produce a high-quality online course (ecampus.boisestate.edu/eqip/).

Environmental Health, Safety, and Sustainability, 426-3999, operations.boisestate.edu/EHS/
...oversees programs and provides consultative services to the campus community with regard to air
quality, biological safety, building safety, water quality, fire safety, hazardous waste management,
laboratory safety, occupational safety, sustainability, and radiation safety.
Extended Studies, 426-1709, boisestate.edu/extendedstudies/
...offers classes at other campus sites, weekends, after work and during the summer, as well as distance education. You may teach regular academic courses, special academic programs, concurrent enrollment for high school students, or courses through the Osher Institute for adult learners.

Faculty Connections, 426-4119, academics.boisestate.edu/provost/resources-for-faculty/faculty-connections/
...designed to bring faculty together from across disciplines for career development activities, mutual learning, and community building through facilitated conversation, mentoring, and the expertise of presenters. Programs are sponsored by the Office of the Provost and include Faculty Career Conversations, Faculty Interest Groups and Interdisciplinary Mentoring.

Financial Aid, 426-1664, financialaid.boisestate.edu
...manages student financial aid on campus. Their website tracks important deadlines and maintains information about eligibility and applications for financial aid.

Foundational Studies, 426-4057, http://academics.boisestate.edu/fsp/
...current general education curriculum with integrated learning outcomes that illustrates the University’s commitment to undergraduate education. It offers a shared experience that unifies our diverse student body and expands students’ awareness of themselves and their world. The Program’s distinctive features establish the University as a leader in empowering students and enabling them to achieve academic excellence. “by supporting cross-disciplinary assessment using e-portfolios. more information at our table.”

Health Services, 426-1459, healthservices.boisestate.edu/
...provides medical, counseling, wellness, and insurance/billing. The Health Center is accessible to all Boise State students, with Medical and Wellness Services available to Boise State faculty and staff. Health Services is housed in the Norco Building (first two floors).
Call (208) 426-1459 to make an appointment; walk-ins are also available for those last minute bugs. Suggested walk-in visits include: allergy injections, vaccines, colds, flu symptoms, and other simple medical concerns. Patients are seen on a first-come, first-served, walk-in basis.

Wellness Services is available to empower you in your lifelong commitment to health by providing comprehensive wellness resources.

Counseling Services (available only for students) helps students tap into their strengths and find resources to deal more effectively with concerns that impact their pursuit of personal and academic goals.
Honors College, 426-1122, honors.boisestate.edu/  
offers talented, highly motivated students the personalized attention of a small liberal arts school while drawing upon the resources of a large university. In support of its mission, the Honors College at Boise State is open to majors from all academic disciplines.

Human Resources Services, 426-1616, hrs.boisestate.edu/  
supports University faculty and staff with professional advice and services related to hiring and staffing, benefits and retirement, compensation, payroll, employee relations, and learning and development. We provide professional assistance to individuals, and guidance to managers and supervisors in the areas of policy interpretation, problem solving, performance management, and process improvement.

Instructional Design & Educational Assessment (IDEA Shop), 426-3289, idea.boisestate.edu  
for faculty development related to teaching and learning with technology, support for web-based instructional platforms such as Blackboard Learn and iTunes U, and assistance with emerging technology exploration. The IDEA Shop is a sub unit of the Center for Teaching and Learning.

International Learning Opportunities, 426-2630, international.boisestate.edu/  
facilitates the comprehensive internationalization of the university and offers many opportunities for students, faculty, staff, and community members to become involved in international education at Boise State. We coordinate education abroad, National Student Exchange, faculty teaching abroad opportunities, Fulbright scholar support, and faculty led education abroad programs. ILO is also a US Passport Acceptance Facility. New passports are accepted by appointment.

International Student Services, 426-3652, iss.boisestate.edu/  
provides the support and assistance necessary for international students to achieve their educational goals and to ensure institutional compliance with immigration regulations. ISS serves as the primary source of expertise regarding immigration and cross-cultural issues for the campus at-large. ISS acts as a welcoming center where international student needs can be met directly or referred to the appropriate university or community resource. ISS serves as a liaison between faculty, staff and international students and offers cross cultural trainings campuswide.

Office of the Dean of Students, 426-1527, deanofofstudents.boisestate.edu  
provides a variety of services designed to support student success and engagement while playing a significant role in supporting and empowering students and their families during difficult times. Services include complete withdrawal after the deadline, notary services, Dean’s certifications, courtesy absence notifications for students dealing with health issues or emergencies, death notifications, mediation services, ASBSU legal advising services and the enforcement of the Student Code of Conduct.
Office of the Dean of Students, Student Rights & Responsibilities, 426-1527, deanofstudents.boisestate.edu/
...serves as the central coordinating office for violations of University student conduct regulations. The Faculty/Staff link on this site provides information about student conduct issues and help with situations involving behavioral disruptions and academic dishonesty. Staff can answer questions about procedures and protocols related to reporting violations.

Office of Information Technology (Help Desk), 426-4357, oit.boisestate.edu/
...personalized concierge service for all of your Boise State technology needs. Available via phone, email, chat, web or walk in locations. OIT works with faculty in a variety of learning spaces including classrooms, lecture capture systems, BlackBoard support, computer labs and collaboration systems, such as Google Apps.

Office of Research Compliance, 426-5401, research.boisestate.edu/compliance/
...oversees compliance awareness and accountability within the research culture of the university through assistance, education, and communication. The office is responsible for activities involving human subjects, animal welfare, biosafety, and the responsible conduct of research.

Office of Sponsored Programs, 426-4420, boisestate.edu/research/osp/
...oversees all sponsored projects activities. This office is available to assist you with proposal development, proposal submission, receipt and processing of an award, and financial management of your sponsored project.

Office of Technology Transfer, 426-5727, research.boisestate.edu/uiv/
...supports faculty in the identification, assessment and protection of intellectual property (e.g. patents and copyrights). OTT is responsible for the development and marketing of new inventions for commercial use and we facilitate relationships with industry for research and commercialization collaboration. OTT also assists faculty with Non-Disclosure Agreements and Material Transfer Agreements.

Ombuds (Faculty), 426-4119, academics.boisestate.edu/facultyombuds/
...helps you find a solution to a problem interfering with your work. The Ombuds listens, helps you explore options, identify resources, interpret policies, and facilitate non-adversarial problem-solving. Visits are confidential, informal, and off-the-record.
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P-Card, 426-1795, vpfa.boisestate.edu/pcard/
...for questions regarding the university purchasing card program. The university purchasing card (or P-Card) is a corporate liability credit card issued to individual staff for approved purchases necessary for business. Boise State University is responsible for bill payment; staff issued a card are responsible for managing the card in accordance with university policy.

Purchasing, 426-2168, vpfa.boisestate.edu/purchasing/
...for questions on how to purchase or rent/lease goods and contract for services. Mandatory vendor contracts are in place for many types of purchases. Purchasing administers procurement procedures, reviews contracts in conjunction with Office of the General Counsel and issues purchase orders for all University departments. When it is time to make a purchase, please involve us early.

Qualtrics--web survey tool, 426-3289, at.boisestate.edu/qualtrics/
...is an easy to use tool for building and distributing surveys. It is used by faculty, staff and students to conduct surveys for learning, research, and effective administration of Boise State activities. In the last year, 2,988 Boise State users built 2,358 Qualtrics surveys collecting 93,828 responses.

Registrar’s Office, 426-4249, registrar.boisestate.edu/
...provides your class enrollment data, academic calendar, my.BoiseState, catalogs, schedule of classes and final exam schedule, and on-line grading.

Service-Learning Program, 426-2380, servicelearning.boisestate.edu/
...facilitates campus-community partnerships by providing tools, trainings, and networking opportunities to help faculty and students apply course content to address critical community needs. Service-Learning staff help faculty with all the steps: identify how community experiences can enhance learning, connect with community organizations related to their course, support student logistically to get a strong start, and assess learning for research and publishing.

Student Union, 426-4636, sub.boisestate.edu/
...serves as the center for campus life providing educational, cultural, social, recreational and leadership programs and services that are integral to the academic experience. The Student Union Building is a sprawling multi-million dollar complex that provides a wide range of services and programs for a diverse student body. The “SUB,” so nicknamed by the students, serves as the “living room” of campus, a place where everyone can go for fun, work, and opportunity.
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Transportation and Parking Services, 426-7575, transportation.boisestate.edu/
...your one stop shop for information and services for getting around Boise State and Boise. Visit us online at http://transportation.boisestate.edu or in the Transit Center in the Student Union, for parking permits, bike shop and service information, shuttle bus schedules, city bus schedules, campus car share information and more.

Travel and Expense Reimbursement Services, 426-4360, travelservices@boisestate.edu
...for questions regarding Boise State travel policy and procedures, contact the Travel and Expense specialists. We can also help you with reimbursement questions when you have out-of-pocket purchases for work related expenses.

University Bookstore, 426-1148, boisestatebooks.com
...includes Bronco Gear, technology, supplies, and general books in addition to textbooks. Offers online ordering to faculty who need textbooks and course materials for university classes. Check with your department for individual policies and procedures.

Veteran Services, 426-3744, veterans.boisestate.edu
...serves as the central coordinating office for Veterans and their dependents receiving GI Bill benefits and is located in the 1st Floor of the Lincoln Garage. We connect with students to provide vital services, resources and learning opportunities preparing them for work and life.

The Women’s Center, 426-4259, womenscenter.boisestate.edu
...empowers students to achieve their academic goals by providing educational events, support services and a safe place. Student staff create co-curricular events focused on preventing and/or learning about gender-based violence, the LGBT community and gender equity. Professional staff are available to conduct interactive classroom sessions on any of these topics. No-cost, confidential advocacy for victims of sexual assault, relationship violence and stalking as well as support for “third parties” including faculty to whom students have disclosed is also available.

The Writing Center, 426-1298, writingcenter.boisestate.edu/
...is a place for writers of all disciplines and language levels to come and discuss their writing. Instructors can encourage students in their courses to work with The Writing Center on written assignments in face-to-face or email consultations.