



Sacramento State

2006/2007

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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2006-2007 ACADEMIC CALENDAR

FALL 2006

June 26-27;	July 6-26	Fall 2006 CASPER
August	28-30	CASPER Plus Late Registration and Change of Schedule
September	5	First day of Fall '06 classes
September 5 --15		CASPER Plus continues
September	15	Last day to add/drop via CASPER. After this date, all add/drops require approved petition.
October	1	Last day to change major for Spring 2007 Invitation to Register
October	13	Last day to drop a class with approved petition
October	20	Last day to change address for Spring 2007 Invitation to Register
November	1	Deadline to apply for Fall 2007 graduation
November	7	CASPER Spring 2007 Invitation to Register mailed (tentative).
November	10	Veteran's Day – CAMPUS CLOSED
November	23–26	Thanksgiving recess
November 20 -- December 13		CASPER for Spring 2007 semester
December	15	Last day of Fall 2006 instruction
December	16-22	Final Exams
December 25 -- January 1		Christmas recess (campus closed)
December 25 -- January 26		Winter break (for students)

SPRING 2007

January 22 --	24	CASPER Plus Late Registration and Schedule Change
January	29	First day of Spring 2007 classes
January 29 --	February 9	CASPER Plus continues
February	9	Last day to add/drop via CASPER. After this date all add/drops require approved petitions
March	1	Last day to change major for Fall 2007 Invitation to Register (tentative)
March	23	Deadline to apply for Summer 07 Scholarship
March 26 --	April 1	Spring recess
March	30	Cesar Chavez Birthday – CAMPUS CLOSED
April	3	Fall 2007 Schedule of Classes available online (tentative)
April 16 --	May 2	CASPER (for Summer 07)
May	1	Deadline to apply for Spring 08/Summer 08 graduation
May	1	Deadline to apply for 5th Year Scholarship (w/the SARC)
May	18	Last day of instruction
May	19-25	Final Exams
June	1	Last day to change address for Fall 2007 Invitation to Register (tentative)
June	15	CASPER Fall 2007 Invitation to Register mailed (tentative)

(Some of the dates are tentative at the date of printing. Please contact Athletic Advising to confirm.)

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Sacramento State Athletics
6000 J Street • Yosemite Hall 138
Sacramento, CA 95819-6099
T (916) 278-6481 • www.hornetsports.com

August 2006

Dear Sacramento State Student-Athlete,

Welcome to Sacramento State's intercollegiate athletics program. Whether you're an incoming freshman, a graduating senior or continuing your collegiate career, I am pleased to welcome you to our campus and our program and I look forward to sharing with you the traditions of Sacramento State Athletics.

As a member of a Sacramento State athletic team, you are expected to balance your academic, athletic and social life in such a manner that it creates an environment for success in all three areas. Intercollegiate athletics participation requires dedication, academic success, ethical behavior and hard work, as well as athletically-related talent. Student-athletes are expected to excel not only within their respective playing arenas, but also in the classroom. As such, Sacramento State provides you with many opportunities to meet these expectations. Our Student-Athlete Resource Center (SARC) and CHAMPS/Life Skills programs were created to assist you with your academic goals. Our staff is committed to assisting you with both your academic and athletic goals. Our highest reward is watching you graduate and pursue your life dreams. Everyone at Sacramento State takes a personal interest in your welfare and will assist you in making your college experience an exciting and rewarding one.

It is our expectation that you will take responsibility for your actions and make it your personal commitment to showing good sportsmanship, character and integrity. Again, we are glad you have chosen Sacramento State and will do everything in our power to assist you in achieving success.

Welcome and have a great year!

Sincerely,

Dr. Terry Wanless
Director of Athletics

Leadership Begins Here

THE CALIFORNIA STATE UNIVERSITY: Bakersfield • Channel Islands • Chico • Dominguez Hills • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus

ABOUT SACRAMENTO STATE

California State University, Sacramento is an integral part of the community, committed to access, excellence and diversity.

California State University, Sacramento is dedicated to the life-altering potential of learning that balances a liberal arts education with depth of knowledge in a discipline. We are committed to providing an excellent education to all eligible applicants who aspire to expand their knowledge and prepare themselves for meaningful lives, careers, and service to their community.

Reflecting the metropolitan character of the area, California State University, Sacramento is a richly diverse community. As such, the University is committed to fostering in all its members a sense of inclusiveness, respect for human differences, and concern for others. In doing so, we strive to create a pluralistic community in which members participate collaboratively in all aspects of university life.

California State University, Sacramento is committed to teaching and learning as its primary responsibility. In both the academic and student support programs, success is measured in terms of student learning. In addition, the University recognizes the vital connections between pedagogy and learning, research activities and classroom instruction, and co-curricular involvement and civic responsibility. All students, regardless of their entering levels of preparation, are expected to complete their degree programs with the analytical skills necessary to understand the social, economic, political, cultural, and ecological complexities of an increasingly interconnected world.

Located in the capital of the nation's most populous and diverse state, California State University, Sacramento is dedicated to advancing the many social, economic, political, and scientific issues affecting the region and the state. The University's curricular and co-curricular programs continue to focus on these issues through undergraduate and post-baccalaureate programs that prepare graduates for successful careers dedicated to public service and the enhancement of the quality of life within the region and the state. Our research centers and much of our individual scholarly efforts also remain directed at the enhancement of the quality of life within the region and the state.

At California State University, Sacramento, we are constantly striving to create a sense of unity among faculty, staff, administrators, students, alumni, and community members. In pursuing the combined elements of our mission, we seek to foster a sense of pride in all who view this campus as their own – pride in Sacramento State as the institution of choice among our current students; pride among our alumni in the ongoing impact of the Sacramento State education upon their lives; pride among faculty, staff, and administration in their university's achievement of excellence in teaching, learning, and scholarship; and pride in Sacramento State as an asset to the community among residents of the Greater Sacramento region.

HISTORY OF SACRAMENTO STATE ATHLETICS

Sacramento State moved to Division I athletics during the 1991/1992 school year and fields 20 intercollegiate teams: 9 for men and 11 for women. The Hornets compete in the Big Sky Conference in 14 sports including men's and women's basketball, men's and women's cross country, football, women's golf, women's soccer, men's and women's tennis, men's and women's indoor track & field, men's and women's outdoor track & field and volleyball. The baseball and gymnastics teams compete in the Western Athletic Conference (WAC). The softball team competes in the Pacific Coast Softball Conference (PCSC). The men's soccer competes in the Mountain Pacific Sports Federation (MPSF). The women's rowing team competes in the Western Independent Rowing Association (WIRA) and the men's golf team competes as an independent.

THE BIG SKY CONFERENCE

The Big Sky Conference sponsors championships in 15 sports, including men's and women's cross country, basketball, tennis, indoor track and field, outdoor track and field, in addition to football, women's volleyball, golf and soccer. The Big Sky is an NCAA Division I member in all sports, with member institutions classified as I-AA in football. Full members of the Big Sky Conference are Eastern Washington University, Idaho State University, University of Montana, Montana State University, Northern Arizona University, University of Northern Colorado, Portland State University, Sacramento State and Weber State University.

WESTERN ATHLETIC CONFERENCE (WAC)

Sacramento State's baseball and gymnastics teams compete as members of the Western Athletic Conference (WAC). The WAC sponsors championships in 19 sports – eight men's and 11 women's. For the men, there are championships in baseball, basketball, cross country, football, golf, tennis, indoor track and field and outdoor track and field. For women there are championships in basketball, cross country, golf, gymnastics, soccer, softball, swimming and diving, tennis, indoor track and field, outdoor track and field and volleyball. Members of the WAC include Boise State, Fresno State, Hawaii, Idaho, Louisiana Tech, Nevada, New Mexico State, San Jose State and Utah State.

PACIFIC COAST SOFTBALL CONFERENCE (PCSC)

The Sacramento State softball team competes within the Pacific Coast Softball Conference (PCSC). The other schools within the PCSC are Loyola Marymount, Portland State, Saint Mary's, Santa Clara and San Diego.

MOUNTAIN PACIFIC SPORTS FEDERATION (MPSF)

The Sacramento State men's soccer team competes within the Mountain Pacific Sports Federation (MPSF). Other schools that compete in the MPSF in men's soccer include Air Force, Denver, New Mexico, San Jose State and UNLV.

THE SCHOOL FIGHT SONG

Fight on, Sacramento State;

fight on to victory!

The Hornet is on the wing;

The foe will know that we can show them

We're meant for fame and glory

All the world will know the Hornets' nest is best

in the West BY TEST!

Sacramento State, let's go!

To hear this song go to <http://www.csus.edu/org/democrat/cool/music-sac-state.html>.



GENERAL INFORMATION

Formal School Name	California State University, Sacramento
Primary Name	Sacramento State
Location	6000 J Street, Sacramento, CA 95819
Year Founded	1947
Enrollment (undergraduate & graduate)	27,972
Conference (Primary)	Big Sky Conference
National Affiliation	NCAA Division I (I-AA in Football)
Nickname	Hornets
Mascot	"Herky" the Hornet
Colors	Green (PMS 349 C) and Gold (PMS 4515 C)
Website	www.hornetsports.com
Stadium (Capacity)	Hornet Stadium (21,195)
Basketball Home Court (Capacity)	Hornets Nest (1,200)
Baseball Home Field (Capacity)	Hornet Field (1,267)
Softball Home Field (Capacity)	Shea Stadium (912)
Soccer Stadium (Capacity)	Hornet Field (1,007)
President	Dr. Alexander Gonzalez
NCAA Faculty Athletics Representative	Dr. David Raske

KEY SACRAMENTO STATE PHONE NUMBERS (ALL 916)

Athletics Department	278.6481
Athletics FAX	278.5429
Athletics Ticket Office	278.2222
Athletics Media Relations Office	278.6896
Hornet Stadium Press Box	278.5995
Hornets Nest Press Row	278.7531
Athletic Training Room (Field House)	278.7656
Athletic Training Room (Yosemite Hall)	278.6150
Sacramento State Main Switchboard	278.6011
Sacramento State Public Safety / Campus Police	278.6851
Emergency (from any on-campus phone)	911
Admissions Office	278.3910
Big Sky Conference Office	801.392.1978
	www.bigskyconf.com

ATHLETICS DEPARTMENT STAFF

Athletic Administration

Director of Athletics (AD)	Dr. Terry Wanless	278.6348
Administrative Assistant	Martinique Baker	278.6348
Associate AD for Administration	Bill Macriss	278.7550
Associate AD / SWA	Lois Mattice	278.6150
Travel Coordinator	Laura DeYoung	278.7549

Business

Business Manager	Rose Welch	278.7008
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Development

Development Assistant	Toni Brown	278.4263
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Equipment

Field House	Steve Iwasa	278.6151
Field House	Nat Bailey	278.6151
Yosemite Hall (Women's)	Laurel Hargrove	278.6406
Yosemite Hall (Women's)	Jane Eiferle	278.6406
Yosemite Hall (Men's)	Carter Mattice	278.6343

Facilities

Director of Athletic Facilities/Operations	Steve Tebbs	278.4550
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Marketing/Promotions

Associate AD for Marketing	Mark Livingston	278.4269
Director of Marketing & Promotions	Adam Primas	278.7551

Media Relations

Media Relations Director	Brian Berger	278.4313
Assistant Media Relations Director	Ryan Bjork	278.6896
Media Relations Assistant	Andria Wenzel	278.6896

Spirit Group

Cheer Team Coordinator	Eileen Vargas	806.8418
Dance Team Coordinator	Jolie Roberts	923.3318

Strength & Conditioning

Coach	Gary Uribe	278.4424
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Athletic Training

Athletic Trainer	Hillary Magness	278.3656
Athletic Trainer	Joe Ramos	278.6289

Tickets

Ticket Manager	Steve McLaughlin	278.2222
Central Box Office		278.4323

COACHING STAFF

Sport	Head Coach	Phone	Email
Baseball	John Smith	278.7225	jsmith@csus.edu
Men's Basketball	Jerome Jenkins	278.5345	jjenkins@csus.edu
Women's Basketball	Dan Muscatell	278.4479	dmuscatell@csus.edu
Cross Country / Track	Kathleen Raske	278.7052	raskek@csus.edu
Football	Steve Mooshagian	278.7053	sacfootball@csus.edu
Golf	Adam Pohl	278.5284	apohl@csus.edu
Gymnastics	Kim Hughes	278.5361	kwhughes@csus.edu
Rowing	Mike Connors	278.4265	connors@csus.edu
Men's Soccer	Michael Linenberger	278.6769	bergs@saclink.csus.edu
Women's Soccer	Katie Poynter	278.5281	kpoynter@csus.edu
Softball	Kathy Strahan	278.5376	kstrahan@csus.edu
Tennis	Bill Campbell	296.5422	williamc@sparetimeinc.com
Volleyball	Debby Colberg	278.6427	dcolberg@csus.edu

STUDENT-ATHLETE RESOURCE CENTER STAFF

- Paul Edwards** - Director of the Student-Athlete Resource Center
Lassen Hall - Room 3004 (916) 278-7796
edwardsp@csus.edu
- Laurie Dahlberg** - Athletic Academic Services
Lassen Hall - Room 3004 (916) 278-5440
dahlbergl@csus.edu
- Mark McGushin** - Life Skills & Student-Athlete Development
Lassen Hall – Room 3002 (916) 278-5297
mcgushin@csus.edu
- Josh Collins** - Admission Counselor/NCAA Initial-eligibility Coordinator
Lassen Hall – Room 1011 (916)278-6309
lonewolf@csus.edu
- Katherine Zedonis** - Athletic Compliance & Financial Services Director
Yosemite Hall - Room 122 (916) 278-4537
kzedonis@csus.edu
- Pamm Hubbard** - Compliance Assistant
Yosemite Hall – Room 138 (916) 278-6481
phubbard@csus.edu
- Dr. David Raske** - Faculty Athletics Representative to the NCAA
Eureka Hall 323 (916) 278-5946
raske@csus.edu



Paul Edwards and Laurie Dahlberg are located on the third floor of Lassen Hall - Room 3004. Paul and Laurie serve as general academic counselors as well as coordinators of NCAA continuing-eligibility monitoring. Laurie also coordinates the NCAA 6th year and postgraduate scholarships available to student-athletes who have exhausted their athletics related aid and eligibility, the Sacramento State 5th Year Scholarships and annual summer school scholarships.

Josh Collins services Sacramento State student-athletes with admission processing responsibilities and monitoring of NCAA initial-eligibility requirements. Josh works closely with both new transfer and incoming freshman student-athletes. He is the main contact at Sacramento State for student-athletes working with NCAA Clearinghouse procedures.

Dr. David Raske and Katherine Zedonis are responsible for the administration of NCAA eligibility and compliance for all of our intercollegiate teams. Questions concerning eligibility appeals should be directed to them. Dr. Raske also serves as a primary liaison for student-athletes and the University community. Both he and Katherine are actively involved in supporting the welfare of student-athletes. Pamm Hubbard is responsible for issues related to financial aid of student-athletes and assisting Katherine Zedonis with other compliance matters.

Mark McGushin is located on the third floor of Lassen Hall – Room 3002. In addition to coordinating the CHAMPS/Life Skills Program, Mark oversees the HEART Program (Hornet Education Athletic Retention & Tutorial Program). The HEART Program provides mentoring and tutorial assistance for student-athletes that either exhibit or request the need for additional academic support. Mentors meet with their assigned student-athletes on a weekly basis to review study skills, time management, note taking, test preparation, and various other academic areas. Tutors are available to all student-athletes in a variety of subjects and meet with students on an as needed basis. Student-athletes can request a tutor by contacting Mark at the Student Athlete Academic and Life Skills Lab.

IMPORTANT SACRAMENTO STATE CAMPUS-WIDE SUPPORT SERVICES & PROGRAMS

The following is a brief overview of some of the students support services offered to Sacramento State students. These programs and/or offices help student-athletes make the transition to Sacramento State easier and assist in achieving greater academic success while supporting the special needs of certain groups. While not all programs are represented here, student-athletes are encouraged to refer to the current Sacramento State catalog for a comprehensive description on all Sacramento State support services programs.

ACADEMIC ACHIEVEMENT CENTER/EOP

This program provides admission support, academic advising, financial assistance, and retention services to various Sacramento State undergraduates who may need extra academic support in progressing towards a college degree. In addition, individual tutoring, faculty mentoring, and social/cultural activities are offered. The Summer Bridge Program and courses on learning strategies are also offered through the AAC/EOP. (Lassen 2205 / (916) 278-6183)

ADMISSIONS/RECORDS COUNTER SERVICE

This office is the main contact to obtain official documents (transcripts) and student records. The Admissions and Records Counter schedules appointments to see degree evaluators and admissions counselors. Most petitions and many student record changes can be processed at this location. (Lassen Hall, Main lobby / (916) 278-3901)

CAREER CENTER

This center assists students in identifying and obtaining their educational, career, and life objectives and opportunities. Individual career counseling sessions, computer-aided guidance software and a career library are integral parts of the Center. The Candidate Preparation and Placement Program within the Center offer graduating students a chance to interview on campus with more than 300 local and regional employers. Special workshops are offered regularly to assist students with job-seeking tips, resume construction, and interviewing techniques. Current full-time job vacancies in education, business, industry, human services, and government agencies are available in the Center's library. The Center also assists students with referrals for internships, co-ops and part-time career-related opportunities. "Jobs by Phone" is an easy way to access part-time job opportunities that fit a college student's schedule. (Lassen Hall 2000 / (916) 278-6231)

CASHIERS/DISBURSEMENT SERVICES (A.K.A. "STUDENT FINANCIAL SERVICES CENTER")

The center provides access for students purchasing parking decals, paying for the WPE and making registration payments. Students can also pick up scholarship stipends, financial aid and loan checks here. (Lassen Hall 1001/1001B / (916) 278-6736)

CHILDREN'S CENTER

The Associated Students' Children's Center provides day care services for children ages six months to seven years of age. The Center is staffed by certificated, experienced teachers and student employees. Fees are based on hourly and full day rates and students may apply for child care financial assistance if they meet income eligibility guidelines. The Center is operated year-round with hours of 7 am - 8:30pm, Monday - Thursday; 7am - 5:30 on Fridays. (Southeast corner of campus / (916) 278-6216)

COMPUTER LABS (UNIVERSITY COMPUTING)

University Computing offers and maintains various computer laboratories on campus. These labs are open early morning to late evening, including weekends and offer both PC and Apple computers with various software programs. Students are also encouraged to establish a UCCS SacLink e-mail account which includes a free internet service provider. Students should have their Sacramento State I.D. to access these services. (User Services Counter - Sequoia 322 (916) 278-7337)

FINANCIAL AID OFFICE

The Financial Aid Office assists students who have difficulty meeting the cost of attending the University. Eligible students may receive financial aid comprised usually of two types: grants or loans. Grants are awarded on the basis of financial need and do not have to be repaid. Loans are awarded on the basis of financial need made available from both the University and outside lending which must be repaid. Other forms of financial aid include work study programs and scholarships (need based, academic, and athletic). Students are encouraged to apply before the priority filing deadline of March 2. To apply, students must complete a Free Application for Federal Student Aid (FAFSA). Financial aid counselors and staff are available to answer questions regarding eligibility and application procedures. For more detailed information, please see the special Financial Aid section later in this handbook. (Lassen Hall 1006 / (916) 278-6554)

GRADUATE CENTER

This office coordinates several activities regarding admissions to various Sacramento State graduate schools. Graduate Center staff is also available to serve and assist graduate students throughout their graduate careers including advancement to candidacy, applications for graduation and completion of the culminating experience (e.g. projects and thesis). The Graduate Center also offers numerous workshops regarding policies and procedures for attending graduate school at Sacramento State. (River Front Center 206 / (916) 278-6470)

HEALTH CENTER

The Suzanne A. Snively Student Health Center offers high quality, convenient and affordable health care services. The Center operates on both a walk-in and an appointment system. In addition, it provides on-site pharmacy and laboratory services at reduced cost to registered students. Some of the services offered include medical treatment for illness and injuries, physical exams, optometry services, gynecology, pregnancy counseling, immunizations, x-ray services, sexual health and wellness, HIV testing, and alcohol and drug prevention. Psychological Counseling Services is also located within the Center.

(Northwest side of campus, Student Health / (916) 278-6461)

HOUSING INFORMATION

The Office of Residential Life provides information for students interested in on-campus housing in the Residence Halls. Applications for Fall occupancy are accepted starting on November 1st of the preceding year; and August 1st of the preceding year for Spring occupancy. Sacramento State has five, three-story residence halls, all of which are coed. Students interested in living off campus may review a self-service listing of rentals in the Sacramento community located at the Student Access Center in the Sacramento State Library. (Northeast corner of campus / (916) 278-6655)

LEARNING COMMUNITIES

Sacramento State has developed a program of Learning Communities which establishes connections between courses in different subject and General Education areas. Each Community consists of 2 - 3 classes scheduled in a block, with faculty who work together to link course topics around a common theme and coordinate reading and assignments. Student-athletes are encouraged to participate in a Learning Community as it provides an organized study group as well as offers a convenient and positive scheduling alternative. (Please call the General Education faculty coordinator / (916) 278-6331)

LEARNING SKILLS CENTER

The Learning Skills Center assists students in the development of basic and higher level skills essential to successful learning. The Center offers self-instructional activities, tutorial assistance, study strategies workshops, G.E. course adjuncts and classes in reading, writing, study skills, mathematics and English development. Students with certain scores on the ELM and EPT will take courses from the Learning Skills Center. This office serves as one of the main contacts regarding the E.O. 665 policies and procedures. (Lassen Hall 2200 / (916) 278-6725)

MULTI-CULTURAL CENTER

The Multi-Cultural Center strives to provide an environment that encourages significant interaction and cultural awareness among students, faculty, staff and the community. The Center supports all the racial and ethnic populations and celebrates human diversity through speakers and activities. A yearly calendar of events listing upcoming activities is posted in the Center. (Library 1010 / (916) 278-6101)

PEAK ADVENTURES

Peak Adventures is an outdoor education and recreation program which provides individuals and groups an opportunity to participate in all types of outdoor adventure activities such as day hikes, snowboarding, backpacking, bicycling, skiing, rock climbing, and summer youth camp. Outdoor and snow equipment and a bicycle repair facility are also offered within Peak Adventures. (University Union, First Floor / (916) 278-6321)

PSYCHOLOGICAL COUNSELING SERVICES

This program is located within the Student Health Center and is staffed by psychologists, social workers, marriage/family/child counselors and psychiatrists to provide emotional and psychological support to students. Assessment and referral services are available on a daily drop-in basis. Students can seek help regarding personal/psychological issues as well as academic difficulties and interpersonal relationship problems. (Suzanne A. Snively Student Health Center / (916) 278-6416)

SERVICES TO STUDENTS WITH DISABILITIES (SSWD)

This office recognizes the following disabling conditions which may impede a student's educational process and necessitate support services: visual, communication, hearing impaired, mobility, specific learning disability, other functional limitations and temporary disabilities. To be eligible for services, a student must have documentation of the disability on file. Services include admission assistance, academic advising, priority registration, disability management counseling, reading, note taking, interpreting, class shuttle services, generic adaptive equipment, classroom test accommodation, and special parking. (Lassen Hall 1008 / (916) 278-6955)

TESTING CENTER

The testing center administers regional and national exams such as the GRE, GMAT, CBEST, ELM/EPT, and the WPE. Other kinds of tests handled by the Testing Center include diagnostic and placement exams required for specific classes. (Lassen Hall 2302 / (916) 278-6296)

UNIVERSITY LIBRARY

The Sacramento State Library is a six-story, 238,000 square foot facility that holds about one million volumes, thousands of maps, slides, and pamphlets. The Library subscribes to over 4,700 magazines, technical and scholarly journals, and newspapers. The Main Floor includes an Informational Desk that provides general directions and referrals. It is also the starting point to take a Library Orientation tour. Students are highly recommended to participate in a tour of this facility. The Library Media Services Center includes individual listening and viewing stations for videocassette, audiocassette, slide/audio, filmstrip/audio, and a collection of software/multi-media materials. The Reserve Book Room holds high-use materials including course textbooks for specific classes and professors. The Library also includes computer-assisted reference services, databases via CD-ROM, and terminals for the on-line catalog EUREKA. EUREKA serves as a gateway to other databases and systems including Infotrac, FirstSearch, and MELVYL. Students who activate a SacLink account can access EUREKA from home via the Internet. (South-end of campus / (916) 278-6926) Visit the University Library's website at <http://library.csus.edu/hours/> for a schedule of hours as hours can change.

UNIVERSITY UNION

While this facility is not considered an academic support office, the University Union provides several important services vital to students. The Union provides activity programming, support services, lounges, meeting rooms, recreational assistance, special events, and food services. It also houses the Associated Students Inc. and the Student Activities Office. Specific services include ticket sales, check cashing, postage sales, campus box office services, group study rooms, music listening rooms, art exhibits, mail box rentals, a convenience and specialty store, legal aid services, a travel agency, Hornet Newspaper office, Smart Cuts hair salon, Peak Adventures Outdoor Recreation, copying services, Coffee House cafe, pizza parlor, Hornet's Nest food court, ASI student government offices, The Sign Shop, billiards/video games/ping pong, and other full service restaurant and patio dining. (Southeast corner of the campus / (916) 278-6744) Visit the University Union's website at <http://www.csus.edu/union/> for a schedule of hours as hours can change.



WOMEN'S RESOURCE CENTER

The Women's Resource Center strives to understand and confront sexism through education and social action. The Center helps both women and men understand the relationship between sexism and other forms of oppression, and helps students work collectively in a noncompetitive atmosphere. (Library 1010 / (916) 278-7388)

NCAA MISSION

Sacramento State, as a NCAA-member institution, adheres to NCAA mission and philosophy while tailoring one specific to Sacramento State staff. The NCAA provides a comprehensive ideology, purpose and values including:

Core Ideology

The NCAA's core ideology consists of two notions: core purpose – the organization's reason for being – and core values – essential and enduring principles that guide an organization.

Core Purpose

Our purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Core Values

The Association – through its member institutions, conference and national office staff – shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.



SACRAMENTO STATE MISSION

Sacramento State is an integral part of the community, committed to access, excellence and diversity.

Sacramento State is dedicated to the life-altering potential of learning that balances a liberal arts education with depth of knowledge in a discipline. We are committed to providing an excellent education to all eligible applicants who aspire to expand their knowledge and prepare themselves for meaningful lives, careers, and service to their community.

Reflecting the metropolitan character of the area, Sacramento State is a richly diverse community. As such, the University is committed to fostering in all its members a sense of inclusiveness, respect for human differences, and concern for others. In doing so, we strive to create a pluralistic community in which members participate collaboratively in all aspects of university life.

Sacramento State is committed to teaching and learning as its primary responsibility. In both the academic and student support programs, success is measured in terms of student learning. In addition, the University recognizes the vital connections between pedagogy and learning, research activities and classroom instruction, and co-curricular involvement and civic responsibility. All students, regardless of their entering levels of preparation, are expected to complete their degree programs with the analytical skills necessary to understand the social, economic, political, cultural, and ecological complexities of an increasingly interconnected world.

Located in the capital of the nation's most populous and diverse state, Sacramento State is dedicated to advancing the many social, economic, political, and scientific issues affecting the region and the state. The University's curricular and co-curricular programs continue to focus on these issues through

undergraduate and post-baccalaureate programs that prepare graduates for successful careers dedicated to public service and the enhancement of the quality of life within the region and the state. Our research centers and much of our individual scholarly efforts also remain directed at the enhancement of the quality of life within the region and the state.

At Sacramento State, we are constantly striving to create a sense of unity among faculty, staff, administrators, students, alumni, and community members. In pursuing the combined elements of our mission, we seek to foster a sense of pride in all who view this campus as their own – pride in Sacramento State as the institution of choice among our current students; pride among our alumni in the ongoing impact of the Sacramento State education upon their lives; pride among faculty, staff, and administration in their university's achievement of excellence in teaching, learning, and scholarship; and pride in Sacramento State as an asset to the community among residents of the Greater Sacramento region.

SACRAMENTO STATE ATHLETICS MISSION

The Department of Intercollegiate Athletics recognizes its mission to serve student athletes, the University and the broader community. Its major effort is to provide an opportunity for student athletes to achieve their maximum potential both athletically and educationally. It is the Department's belief that many of the most important learning experiences in a college education take place outside the traditional classroom. Intercollegiate athletic competition provides students with the opportunity to test themselves against the best in their sport. Through participation in training and competitive activities, the Department hopes to teach several values: an appreciation for the benefits of hard work, motivation, and perseverance in both winning and losing situations; a sense of group loyalty and the ability to work as a team; a feeling of pride in accomplishment through fair and honest means; an appreciation for cultural diversity, human development and continuous learning; and a sense of good sportsmanship and a high level of personal integrity and ethical conduct.

In order to accomplish these objectives, the Department will seek individuals who demonstrate interest and/or ability to work with a diverse student population for administrative, coaching and support positions while supporting an equitable opportunity for all students and staff.

The Department will strive to operate its programs at the highest competitive levels in intercollegiate athletics while simultaneously providing student athletes with a stimulating program and sound support services. These services are responsible for protecting the health of and providing a safe environment for each of its participating student-athletes.

The Department also serves to benefit non-participants. The Department believes that strong intercollegiate athletics program enhances the college experience for all students, as well as faculty and staff. It also facilitates alumni interest in the University, while bringing positive recognition at local, regional, and national levels, resulting in much needed support for the University at every critical level.

STUDENT-ATHLETE RESOURCE CENTER (SARC)

Mission Statement

Sacramento State's Student-Athlete Resource Center (S.A.R.C.) is designed to provide academic assistance including: Academic advising; NCAA rules education and compliance; financial services support; and life skills programming for all of Sacramento State's Division I student-athletes.

The Center's staff and resources provide student-athletes with the support to develop as independent and successful young adults and to provide them with skills to achieve academic goals, to persist towards graduation, and to meet all NCAA eligibility requirements. The S.A.R.C. staff will help student-athletes navigate through many of the campuses' academic procedures and policies, understand NCAA rules compliance and eligibility requirements, and provide services that place student welfare and the development of the whole student as a top priority. In addition, the S.A.R.C. will assist athletic coaches, staff, faculty, and administration in achieving overall integrity and success within our Division I athletics program

STUDENT-ATHLETE CODE OF CONDUCT

The following Student-Athlete Code of Conduct is intended to clarify areas of particular importance to student-athletes. More specifically, it is intended to clarify your obligations and guide your conduct. If you are uncertain about any aspect of the Code of Conduct or other related University policies, consult with your coaches and/or other advisors.

DEFINITION OF “STUDENT-ATHLETE”

A student becomes a student-athlete when his/her enrollment is solicited by a member of the athletics staff and other representatives of athletics interest with a view toward the student's ultimate participation in the intercollegiate athletic program. Walk-on students become student-athletes when the student reports for an intercollegiate squad and their name is entered on the athletic file. It is important that this definition be made as it indicates when you, as a student-athlete, must adhere to the student-athlete code of conduct.

PHILOSOPHY

Participation on an athletic team at Sacramento State is considered a privilege. In order to maintain that privilege, student-athletes are expected to demonstrate good sportsmanship, honesty, integrity, and respect for others, as well as abide by all university policies, team rules, the rules and policies of the National Collegiate Athletic Association, and the Big Sky Conference, in addition to state and federal laws.

Student-athletes, as representatives of the university, are among the most visible students on campus and in the community. Because of America's fascination with sports, and those who play, a unique platform exists to be a role model, mentor or spokesperson. The university, the athletic program, and the student-athlete all benefit from this exposure. However, this platform brings with it a set of privileges and responsibilities. Personal conduct of student-athletes, both on and off campus, becomes public knowledge.

To this end, the Department of Athletics has adopted a standard of ethical conduct and behavioral expectations for all athletes at Sacramento State. A balanced student-athlete will be a responsible citizen, who achieves academically and performs athletically. Violation of this code of conduct is a significant event and calls for disciplinary action.

OBLIGATIONS AS A STUDENT

Your general obligation as a student is to make satisfactory progress toward a degree and graduate from Sacramento State.

As an academic institution, Sacramento State exists to create and disseminate knowledge for the betterment of humanity. Consistent with this goal, your primary aim as a student should be to use your talents to obtain an education and earn a degree. While time commitments are demanding during your athletic season, you should never lose sight of the goal of completing requirements for a degree. When you graduate from Sacramento State, we want you to be proud of those academic achievements, which will allow you to pursue a satisfying career. In order to carry out your general obligation as a student, you must:

- 1. Maintain academic eligibility.** You must remain in good academic standing in order to participate in athletics. Staying academically eligible requires that you take 12 credits per semester, complete 18 credits within the academic year (not including summer), be in good academic standing (a 2.00 GPA or higher), and by the time you begin your fifth semester of enrollment, declare a major which will lead to a bachelor's degree. (For information on academic standards and programs, see the University Catalog for the year in which you entered the University.) Please note that NCAA Bylaw 14 (Fulfillment of Percentage of Degree Requirements and Fulfillment of Minimum Grade Point Average Requirements stipulate that beginning the student-athlete's third year, the student-athlete must have completed 40 percent of the course requirements in a student's specific degree. A student-athlete beginning his or her fourth year of enrollment must have completed 60 percent of the course requirements in a student's specific degree. Finally, a student-athlete beginning his or her fifth year of enrollment must have completed 80 percent of the course requirements in a student's specific degree. All Sacramento State student-athletes must follow the Big Sky Conference grade point average requirements which require a 1.60 overall GPA after their first semester of collegiate enrollment and a 2.00 overall GPA in the second and beyond semesters. Additionally student-athletes competing in their final season of competition (during their 4th or 5th year of enrollment) must have a Sacramento State GPA of 2.00.
- 2. Maintain eligibility to practice and compete.** In order to be eligible to practice and compete you must always be enrolled in at least 12 credits at all times. If a student-athlete drops below 12 credits he or she will be withheld from practice and competition until the situation is rectified. (NCAA Bylaw 14). If you are in your last semester of school, you may take the number of credits that are required for your graduation (may be below 12). See your athletic academic advisor for this procedure.

3. **Attend class.** There is a direct correlation between classroom attendance and academic success. Accordingly, class attendance is mandatory for all student-athletes enrolled in Sacramento State who participate in NCAA regulated sports. All student-athletes are subject to missing contests due to unexcused class absences. The Student Athlete Resource Center monitors class attendance through the use of academic progress reports, emails and periodic phone calls to faculty members in each department.
4. **Inform professors of expected absences due to official athletic events.** Professors are usually more than willing to assist you in resolving a conflict when advance notice is given. Remember, you are responsible for completing any work missed during your absence as soon as possible.

OBLIGATIONS AS AN ATHLETE

Your general obligation as an athlete is to represent responsibly and with integrity the people, values, and traditions associated with Sacramento State.

The athletic program is a highly visible component of Sacramento State. As a student-athlete, your attitudes, actions, and statements are constantly in the public eye and reflect directly on the University. Because of the public visibility of the athletic program, you have a special responsibility in representing



the University. As an athlete, you are responsible for obeying the rules and regulations of the Department of Intercollegiate Athletics, which include those of the NCAA. In order to carry out your general obligation as an athlete, you must:

1. **Display good sportsmanship.** You are expected to conform to established guidelines of sportsmanlike conduct in intercollegiate athletic competition, both on and off the playing field. Sportsmanlike conduct includes showing respect toward all who are in attendance at an athletic event: officials, coaches, athletes, opponents, spectators, and the media. Unsportsmanlike conduct includes inappropriate behavior in language, gesture, or action, which demeans, physically intimidates, or endangers others.

2. **Know, follow and be accountable for NCAA Rules.** These rules include knowing what constitutes permissible awards, benefits, and expenses, as well as rules regarding complimentary tickets, hosting a

prospective student-athlete, maintaining amateur athletic status, gambling, bribery, and dealing with sports agents, alumni, or other supporters of the Sacramento State's athletic programs.

3. **Protect your health.** In addition to fulfilling the stringent training requirements of your sport, you must exercise special care to avoid the use of non-therapeutic drugs as well as the excessive consumption of alcohol, which can be harmful to you and others. The Department of Intercollegiate Athletics maintains a program of drug education, testing, counseling, and rehabilitation to deal with alcohol and drug abuse. The Department upholds and enforces NCAA regulations regarding substance abuse. Do not take drugs that have not been prescribed by a physician. If your doctor prescribes a drug that appears on the NCAA prohibited list, you should notify your athletic trainer.
4. **Obey team rules and policies.** Your coaches have established rules and policies for guiding your success as a member of an athletic team. You are expected to follow their guidance and develop the ability to work well with others on your team.
5. **Life Skills is a requirement.** Life skills seminars are a requirement of student-athlete life. See your coach for more information.

OBLIGATIONS AS A COMMUNITY MEMBER

Your general obligation as a community member is to respect and obey the policies, rules, and laws of that community.

Your obligations extend beyond the classroom and the athletic field. Like other students at Sacramento State, you are a member of several communities. You are a member of Sacramento State's general community, the residential community, and the local, state, and federal communities. Each of these communities expects its members to exhibit respectful and lawful behavior. As a member of these communities, you have no special rights or privileges that exempt you from penalty. If you violate their policies, rules, and laws, you will be accountable for your actions. In order to carry out your general obligation as a member of these communities, you must:

- 1. Know and follow the "Rights and Responsibilities of Conduct" in the University Policy Manual.** These rules of conduct apply to all Sacramento State students. (The Student Code of Conduct is available at <http://www.csus.edu/admbus/umannual/ums16150.htm>.) This also includes the campus Sexual Misconduct Policy located under the Student Affairs website.
- 2. Obey residence halls policies and regulations.** As a member of Sacramento State's residential community, you are expected to comply with the policies and regulations governing students who live in the residence halls. These rules include those stated in the Student Life Handbook (see the section entitled, "Residence Halls Policies, Rights and Responsibilities"), as well as those stated in separate publications issued annually to resident students by the Department of Residence Halls.
- 3. Obey all federal, state, and city laws.** Any Sacramento State student who violates the law may incur penalties imposed by civil authorities. Remember, as a student-athlete, you are visible within the community. You should make a conscious effort to avoid "being in the wrong place at the wrong time." Use good judgment.

CODE OF CONDUCT FOR SACRAMENTO STATE STUDENTS

As a student, you are a member of the Sacramento State student community and thereby bound by and must adhere to Sacramento State's Student Code of Conduct. Sacramento State is a member of the California State University school system and as a result, students must adhere to Title 5 California Code of Regulations. The Board of Trustees of the California State University adopts regulations published in Title 5, Education, of the California Code of Regulations (CCR) an official publication of the State of California. Section 41301 in Article 2 of the CCR governs the conduct of the students of California State University. The article and section are as follows:

TITLE V CALIFORNIA CODE OF REGULATIONS

41301 Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) *Student Responsibilities*

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

(b) *Unacceptable Student Behaviors*

The following behavior is subject to disciplinary sanctions:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a University official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a University document or one of its auxiliaries.
- (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus or an off-campus University related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- (11) Theft of property or services from the University community, or misappropriation of University resources.
- (12) Unauthorized destruction, or damage to University property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, or other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or an University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
 - (A) Unauthorized entry into a file, for any purposes.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

- (18) Any act chargeable as a violation of federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanctions(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

GENERAL POLICIES

Discrimination or Harassment

Sacramento State is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment that violates the institution's policy prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability or veteran status. Student-athletes must comply with and support the institution's non-discrimination policy. They are also required to report alleged violations of this policy to a coach, an athletic administrator, or to the Director of Athletics.

Gambling

It is a violation of NCAA regulations for a student-athlete to 1) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; 2) solicit a bet on any intercollegiate team; 3) accept a bet on any team representing the institution; 4) solicit or accept a bet on any intercollegiate competition for any item that has tangible value (i.e. cash, clothing or equipment, meals); and/or 5) participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling. Any student-athlete who has information regarding any of these areas is required to report the alleged violations to a coach, athletic administrator, Compliance Officer or Director of Athletics.

Hazing and Initiation Activities

Hazing is any act whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing. No person or organization shall create, or permit to exist any situation that recklessly or intentionally endangers the mental or physical health of

a student enrolled at Sacramento State. Student-athletes are strictly prohibited from engaging in any form of hazing or initiation activities, either as a direct participant or by implicit encouragement, which endangers the mental, emotional or physical health of others.

Alcohol and Substance Abuse

1. **ALCOHOL:** Prohibited acts include 1) Possessing or consuming alcohol if under the age of 21; 2) Operating a motor vehicle while under the influence of alcohol; 3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol; 4) Purchasing, furnishing, or serving alcohol to or for an underage person; 5) Being dangerously intoxicated to the point where State law mandates being taken into custody; 6) Violations of additional team rules regarding alcohol use, and/or 7) Consumption of alcohol during team travel, at team functions or representing Sacramento State athletics in any way.
2. **ILLEGAL DRUGS:** Prohibited acts include 1) Possessing or using illegal substances, as defined by law, 2) Possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to properly issued prescription in the amount prescribed), 3) Distributing, selling or possessing with the intent to distribute illegal or controlled substances, as defined by law.
3. **TOBACCO PRODUCTS:** According to NCAA bylaw 11 (Use of Tobacco Products), the use of tobacco products is prohibited for all game personnel (players, coaches, trainers, managers, and game officials) in all sports, during any team-related activity.

Social Networking Websites

Student-athletes, as members of the Sacramento State community, are permitted to have profiles on social networking websites such as MySpace and Facebook provided that a) no offensive or inappropriate pictures are posted, b) no offensive or inappropriate comments are posted and/or c) any information placed on the website(s) does not violate the ethics and intent behind both the student code of conduct AND the student-athlete code of conduct. Student-athletes should remember that they are ambassadors of Sacramento State and always in the public eye. Content posted by student-athletes at other institutions or even other students on campus may not be acceptable on the profile. Questions regarding acceptable content should be directed to the coach, Compliance Director, Sport Administrator or Director of Athletics.

ATHLETIC AID POLICY

Failure to abide by the Student-Athlete Code of Conduct or team rules and regulations may be grounds for non-renewal, reduction, or cancellation of athletic aid. Sanctions involving reduction or termination of athletically-related financial aid during the period of the award will be imposed pursuant to the relevant NCAA procedures. Student-athletes will be given written notice of the proposed decision and will have the right to a hearing from the Director of Financial Aid.

A student athlete's aid cannot be increased, reduced, or cancelled during the period of its award on the basis of athletic ability, performance, or contribution to a teams success; because of injury or illness that prevents the student-athlete from participating in athletics; or, for any other athletics related reason.

A student-athlete's aid may be reduced or cancelled during the term of the award for any of the following reasons:

- 1) The student-athlete becomes ineligible for intercollegiate participation.
- 2) The student-athlete gives false information on his/her application, letter of intent, financial aid agreement, or any NCAA conference or institutional forms, including eligibility forms.
- 3) The student-athlete engages in serious misconduct that brings disciplinary action.
- 4) The student-athlete voluntarily withdraws from the sport for personal reasons.
- 5) The student-athlete fails to attend class on a regular basis.

A student-athlete's aid must be reduced or cancelled during the term of the award for any of the following reasons:

- 1) The student-athlete signs a professional sports contract for his/her specific sport.
- 2) The student-athlete agrees to be represented by an agent.
- 3) The student-athlete receives other aid that exceeds his/her individual limits.
- 4) The student-athlete is enrolled in less than 12 credit hours per semester.

PROCEDURES FOR DEALING WITH CRIMINAL VIOLATION OF LOCAL, STATE AND FEDERAL LAWS

All sanctions will be commensurate with the severity of the violation as determined by the Head Coach and the Athletic Director. In addition, student-athletes may be required to participate in assistance programs to address behavioral problems.

- **Charge of Misdemeanor** - If charged with a misdemeanor, a student-athlete may be suspended from athletic participation by the Head Coach, pending the Director of Athletics' investigation. Appropriate disciplinary action will be taken which may include such progressive discipline as ineligibility to practice, ineligibility to start in contests, sitting out games, and suspension and/or continued suspension from the team, and dismissal from competition.
- **Conviction of Misdemeanor** - Once a student-athlete has been convicted of a misdemeanor, the student-athlete will be suspended from his or her team until the Director of Athletics or his designee determines disciplinary action to be taken. The Director of Athletics or designee may elect to confer with a three-member Code of Conduct Panel, appointed by the President.
- **Charge of Felony** - If charged with a felony, a student-athlete will be automatically suspended from athletics participation by the Head Coach, pending the Director of Athletics' investigation. Appropriate disciplinary action will be taken, which may include such progressive discipline as sitting out games, and continued suspension from the team or dismissal from athletic competition.
- **Conviction of Felony** - If convicted of a felony, a student-athlete will be immediately expelled from his or her athletic team. Any appeals of this action will be addressed by the Code of Conduct Panel. In cases where a student-athlete is expelled from an athletic team, any remaining athletic aid will be terminated immediately, and the student-athlete shall be notified of his or her right to a hearing before the Athletic Appeal Panel appointed by the President.
- Student-athletes are required to report all violations of law to their Head Coach and the Athletic Director.

STUDENT ATHLETE ACADEMIC & LIFE SKILLS LAB

The Student-Athlete Academic & Life Skills Lab is available for use by student-athletes. The center is located on the 3rd floor of Lassen Hall in room 3002. The lab offers the following for student-athlete use:

- Conference Table with seating of up to 8
- Tutorial or small group study room with seating for 4
- Computer lab with 11 personal computers and printing capabilities (8 of these computers have internet access)
- 7 laptops available for students/coaches to check out (see sign-out form for laptop check-out policy)
- The lab has seating for up to 22
- The center is open for use 45-60 hours per week

Student-athletes will be asked to sign-in when they enter the lab and sign-out when they leave. Their hours will be monitored by Mark McGushin, Coordinator of Life Skills and Student-Athlete Development, whose office is located in the center.

STUDENT ATHLETE TUTORIAL PROGRAM

The Department of Intercollegiate Athletics offers free tutorial services to student-athletes active within their sports. Tutoring sessions are typically individual, one-on-one sessions. Student-athletes are responsible for requesting this service by filling out a tutor request form in the SARC's academic lab, Lassen 3002. Student-athletes should call Mark McGushin - (916) 278-5297 with any additional questions.

Who qualifies to receive tutoring?

Sacramento State student-athletes who are attending class regularly are eligible to receive Athletic Department

tutorial services. Students with academic difficulties are required to first meet individually with their professors. Based on recommendations and suggestions from professors, student-athletes may then request tutoring.



How does someone get started with a tutor?

Student-athletes may request a tutor through Mark McGushin, Lassen Hall 3002, ph: 278-5297. Students must complete a tutor request form before a tutor can be assigned. Note: The SARC staff will make every effort to locate a tutor in each requested subject; however we may ask student-athletes to assist in locating tutor candidates (i.e. graduate assistants or classmates from their class).

When and where do students meet with tutors?

Times and places are arranged individually by the student and tutor to fit both schedules. It is common for students to work in the SARC's academic lab (LSN 3002) or find space in the library. Sessions will not be scheduled during either person's class time. Tutorial sessions may be scheduled for a group or for an individual meeting.

How often or how many hours a week can student-athletes use tutoring?

Tutoring is a tool to help students prepare for exams in advance -- not the day before the test. Generally a student may receive up to five hours of tutoring a week. However, if additional assistance is needed,

please contact Mark before setting up additional appointments. Note: Some departments sponsor open labs before tests so students can work with classmates in preparation for the exam.

What is expected of student-athletes receiving help?

Student-athletes are expected to attend class, take good notes, keep up with assignments and readings, and confer with their professors. Student-athletes should take advantage of department sponsored open labs. Additionally, students should meet with their professors when difficulties arise. When student-athletes schedule meeting times with their tutors, they are expected to be on time. "No shows" are unacceptable and can result in discontinued use of the tutorial services. Note: Think of a tutoring session as practice AND attendance is MANDATORY. If there is an emergency and you must cancel, please call Mark McGushin (278-5297) and your tutor 24 hours in advance.

Subject tutoring vs. study skills/writing assistance.

On occasion students will request tutoring in subjects such as history or philosophy. The difficulty with these courses usually isn't the content. Problems stem from poor time management skills, deficiencies in note-taking or other study skills, and/or the inability to write an organized and structured essay. For these problems, we usually recommend a study skills workshop and/or time management workshop offered through the Academic Advising Center (Lassen 1012). These subjects require reading and writing. It is imperative that students review these subject areas at least three to four times a week to correctly process the material.

NCAA SPECIAL ASSISTANCE FUND

The Special Assistance Fund assists student-athletes who are Pell Grant eligible or have unmet financial need. The four types of expenses for which student-athletes may receive funding include:

1. Cost of clothing and other essential expenses (not entertainment) up to \$500,
2. Cost of rental of nonexpendable supplies (e.g. computer equipment and cameras) that are required of students enrolled in a class.
3. Medical and dental costs not covered by another insurance program,
4. Costs associated with student-athlete or family emergencies.

A non-qualifier is not eligible for the fund during his/her first academic year of residence. Payment of medical expenses for the spouse and/or children of a student-athlete are not permissible. The Life Skills Coordinator is responsible for the coordination of this program with the Big Sky Conference Office.

The Life Skills office will notify student-athletes if they are eligible for the fund and the amount that they are eligible to receive. Detailed instructions will be provided on how to complete necessary paperwork. Failure to accurately complete all instructions in a timely manner may result in loss of the ability to utilize this fund.

CHAMPS/LIFE SKILLS PROGRAM

The mission of the Sacramento State CHAMPS/Life Skills Program (Challenging Athletes Minds for Personal Success) is to maintain student-athletes and intercollegiate athletics as an integral part of the campus educational program and the community as a whole. The Life Skills Program is designed to focus on the comprehensive development of the student-athlete and to prepare student-athletes for the challenges of life beyond the playing field.

COMMITMENT TO ACADEMIC EXCELLENCE

To support the academic progress of the student-athlete toward intellectual development and graduation. Sacramento State student-athletes have access to advising, tutoring, mentoring, computing, and study space through the Student-Athlete Resource Center (Lassen Hall 3002 & 3004). The Student-Athlete Resource Center's advising program provides advising for student-athletes in general education, NCAA and Big Sky Conference continuing-eligibility advising, priority registration, student-athlete orientation programming, NCAA academic scholarship information and referral to the various academic support programs on campus (major departments and advising, graduate studies, computer labs, the University Library, etc.). The Student-Athlete Academic & Life Skills Lab (Lassen Hall 3002) provides access to a student-athlete-only computer lab, group and individual study areas, tutorial support and referral to campus support programs.

COMMITMENT TO ATHLETIC EXCELLENCE

To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete. Sacramento State, a NCAA Division IAA member, conducts a competitive 20 sport (11 women's & 9 men's) intercollegiate athletic program supporting over 400 student-athletes. A member of the highly regarded Big Sky Conference, Sacramento State is also an affiliate of the Western Athletic Conference, the Mountain Pacific Sports Federation, and the Pacific Coast Softball Conference. Sacramento State is committed to full compliance with Title IX requirements and to providing a program that welcomes diversity.

COMMITMENT TO PERSONAL DEVELOPMENT

To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills. Sacramento State is committed to providing student-athletes with the resources and information to help them become responsible and conscientious young men and women. This includes but is not limited to educational programs related to alcohol and other drugs, access to information and/or presentations related to nutrition, sexual responsibility, diversity, media relations, violence prevention and freshman seminar experiences that include the topics of: adjustment to college life, money management, student services, communication skills, appreciating diversity, recognizing and dealing with stress, developing a personal set of values, and many more.

COMMITMENT TO CAREER DEVELOPMENT

To encourage the student-athlete to develop and pursue career and life goals. Sacramento State student-athletes are introduced to The Career Center through their orientation and freshman seminar experiences. Representatives from various businesses make presentations to student-athletes regarding employment opportunities. Student-athletes are encouraged to attend career and major fairs on campus and to continue to utilize The Career Center.

COMMITMENT TO SERVICE

To engage the student-athlete in service to his or her campus and surrounding communities. Sacramento State Athletics promotes service as a valuable and instrumental part of the student-athlete experience. Student-athletes are introduced to the value of service through Read Across America, the Ticket to College program, Student-Athlete Advisory Committee activities and through individual team service projects.



STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

The Student-Athlete Advisory Council meets monthly to discuss policies, issues, and projects associated with the operation of intercollegiate athletics. The primary goal of the Council is to facilitate the student-athlete experience in concert with the values and mission of the University. Specific issues related to conference affiliation, NCAA, and external affairs are examined in order to enhance student-athlete welfare. The NCAA Student-Athlete Advisory Council serves as a model to advance the qualities of institutional integrity. Anyone interested in participating should contact Mark McGushin. Other basic purposes of the Student-Athlete Advisory Council are to:

1. Provide a communications link between the student-athlete, the Department of Intercollegiate Athletics, and the University.
2. Promote unity, spirit, and common purpose among teams.
3. Give the student-athletes a representative voice in the Department of Intercollegiate Athletics.

MEMBERSHIP

The Council is comprised of appointed team representatives (two from each team). The Coordinator of Life Skills and Student-Athlete Development serves as an ex-officio member. Student-athlete representatives must be in good academic standing at Sacramento State to serve.

RESPONSIBILITIES

1. Attend all Council meetings.
2. Represent team views and concerns at Council meetings based on input from teammates.
3. Report Council activities to team members.
4. Organize teams to assist in special projects.

ATHLETIC ACADEMIC ADVISING

SACRAMENTO STATE STUDENT-ATHLETE ADVISING POLICIES

The Academic Services area of the Student Athlete Resource Center is designed to provide comprehensive academic advising for you as a student-athlete. Our primary goal is to help you face the challenges you encounter while striving for success in academics and athletics. However, we recognize that each of you ultimately determines the outcome of your academic and athletic career, consequently, we expect you to take responsibility for your academic decisions. Below are guidelines that all student-athletes should follow to ensure their academic success at Sacramento State.

- A Student-athletes are expected to meet with the Athletic Advisors, Paul Edwards and/or Laurie Dahlberg, at least once per semester. At this time, your NCAA continuing-eligibility can be verified, your general education requirements checked, and your academic record reviewed. Intercollegiate athletes have the privilege of priority for class registration; however you must have an appointment with Paul or Laurie each semester to maintain registration priority for both the Fall and Spring semesters of the following year. Each athletic team is assigned a specific week(s) during the Fall and Spring semesters to meet with a SARC staff member. Be sure to check with your coach for your assigned week(s). Appointments can usually be made in the Intercollegiate Athletics Office YSM 138 (the schedule fills up fast, so make appointments in advance-- **No same day appointments**).
- B The University mandates that all freshmen students (including student-athletes) attend one of the Orientation Programs in June/July (Fall) or November (Spring) in order to register for classes. In addition to these orientations, all new student-athletes must attend an August athletic orientation which is a comprehensive program with topics that relate specifically to incoming student-athletes.
- C Student-athletes must take the ELM and EPT (unless exempt) before their first semester at Sacramento State. Based on these test scores, student-athletes must enroll in the appropriate Math and English courses (Learning Skills classes, if necessary) as a requirement to maintain enrollment in the University and priority registration privileges. **If you do not take the tests before your first semester you will not be allowed to attend Sacramento State or register for classes.**
- D The **SARC staff does not dictate your academic schedule**. We offer suggestions in light of your eligibility requirements, academic preparation, and athletic and/or work schedule. We encourage you to select your own schedule and have it reviewed in the SARC before registering. A schedule of at least 12 academic (non-athletic) credits is required, however in order to graduate within 4-5 years, you should plan to try 15 credits (or at least plan for additional credits during each Summer).

- E Except under highly unusual circumstances, the SARC staff, Intercollegiate Athletics Department, and/or coaches will not register student-athletes in courses. It is your responsibility to learn the CASPER procedures and register on your assigned date. Student-athletes unfamiliar with CASPER should contact a SARC staff member or refer to the on-line Class Schedule.
- F Student-athletes must inform a SARC staff member before adding/dropping any courses. Changing your schedule without proper advisement could severely jeopardize your academic standing and/or athletic eligibility.
- G Student-athletes changing/declaring their majors, starting a minor, or making any other decisions regarding academics must see a SARC staff member before doing so.
- H **In addition to meeting with a SARC staff member every semester, student-athletes must also see a Major advisor!** Major department advisors can track the progress of your major units and help with career advising to fit your professional goals. Some departments will place a registration hold on your record if you fail to meet with them. For students on academic probation, departments may require additional contacts with major advisors. Major advisors are the only advisors authorized to approve your graduation petitions, so please make it a priority to establish contact with your major department.
- I A student-athlete who leaves the Sacramento State Intercollegiate Athletic Program due to other commitments or problems with eligibility should meet with a SARC representative for an exit appointment. This will help answer any questions should the student-athlete try to re-enter the program. Do not expect your coach to provide these answers, particularly concerning continuing and/or initial eligibility. Returning Sacramento State student-athletes should contact the SARC.
- J **Student-athletes are required to officially withdrawal themselves from the university prior to their departure.** Students who withdraw prior to the first day of instruction will receive a 100% refund, minus a \$10 processing fee. Beginning with the first day of instruction through the 60% point of the semester, refunds will be on a pro-rata basis. Students are not eligible to receive a refund for withdrawing after the 60% cut off.
- K **Athletic Priority for Class Registration**
Priority registration is a privilege! Priority registration gives you the opportunity to register for classes during peak times of the morning and early afternoon. Student-athletes must meet minimum requirements to qualify for priority:
- 1 Be an active participating student-athlete (or red-shirt).
 - 2 Maintain Sac State (CSUS), Overall and Term g.p.a.'s of 2.00 or better.
 - 3 See a SARC staff member at least once each semester during your assigned week.
 - 4 See a major advisor once each semester.
 - 5 Have completed or are in the process of completing the minimum general education English and math requirements.
- Due to the timing of registration each semester, the monitoring of priority registration is as follows: Student-athletes who see us for only 1 of 2 required meetings each year will lose priority for the following Fall semester. Those who miss both appointments will lose priority for the entire following year (both Fall and Spring semesters).
- L Class Attendance is required. Student-athletes are expected to attend ALL classes and inform professors of any absences. **Student-athletes are not permitted to miss academic classes or academic-related responsibilities to attend athletic practice or athletic training sessions.** Sacramento State does not have a formal policy that allows student-athletes to be excused from class due to athletic travel and competition. Since not all Sacramento State instructors allow absences for intercollegiate competition or any other reasons, be prepared to discuss any possible attendance problems with them early in the semester (i.e. the first week of classes!!). In case of conflicts like these, we often recommend you add an additional class during registration (this allows for the flexibility to drop a course if necessary). You are also responsible for all missed assignments and exams. Be on time for all appointments, tutors, classes, advisors, etc., or have the courtesy to call in case of an emergency. Do not expect special privileges just for being an intercollegiate athlete. We recommend the following philosophy: **Normally you will not miss your sport's practices due to the negative consequences from your coach, thus apply the same attitude to attending your academic schedule and give your professors the equal courtesy and respect.**

Athletic Department head coaches are required to give all student-athletes a reasonable time slot to schedule a full-time course load (at least 12-15 credits). In some isolated cases, coaches should allow student-athletes to arrive late or skip a practice session to attend academic-related activities (i.e. academic advising appointment, lab hours, or to make-up tests). If a student-athlete feels he or she was not given these reasonable opportunities they must talk to their coach, academic counselor, faculty-athletics representative, or the athletic director immediately. The Athletic Department will also not schedule regular season contests in any sport during Final Exam week (usually mid- to late December and/or late May).

CODE OF CONDUCT & ACADEMIC HONESTY

All student-athletes at Sacramento State are expected to abide by campus policies and the Title 5 requirements related to student conduct. Additionally, the Athletics Department's Code of Conduct specifically outlines the importance of proper student-athlete behavior on and off campus as well as on the fields of play. All forms of academic dishonesty: cheating, including plagiarism, is included in the Code of Conduct and University policies. A student-athlete found to have violated any of these campus policies is subject to disciplinary action not only from the university (e.g., disciplinary probation, suspension from school, expulsion) but also from the Department of Athletics (e.g., cancellation or reduction of athletics scholarship, suspension from practice and/or competition, removal from the team).

With respect to plagiarism, it is the responsibility of all students to know and understand the definition of plagiarism. Questions about the definition of plagiarism should be directed to professors, the SARC staff or the Office of Student Affairs. It is not a defense to a charge of plagiarism that the student-athlete misunderstood the definition of plagiarism or did not intend to plagiarize. Of course plagiarism from any source constitutes a violation of University policy and the Athletic Code of Conduct, however, in recent years there has been a campus-wide increase in reported cases of plagiarism involving the internet. Student-athletes are cautioned very strongly against plagiarizing materials obtained from the internet. It is very easy for faculty members to check the internet for plagiarized material. All material obtained from the internet should be properly quoted and credited to the original author within the respective assignment or term paper.

NCAA ACADEMIC ELIGIBILITY RULES

(Applying to students entering any institution on or after August 1, 2003)

Student-athletes must meet the NCAA initial and continuing eligibility guidelines, as well as specific conference rules, along with Sacramento State admission and satisfactory progress requirements to be eligible for athletic participation and/or athletic scholarship. The following are specific continuing-eligibility requirements for all student-athletes who began full-time enrollment at any collegiate institution (e.g., two-year College, four-year NAIA or NCAA College, foreign college) on or after August 1, 2003.

Full-Time Enrollment

A student-athlete must be enrolled as a full-time student (12 credits) at Sacramento State each semester, in order to practice and/or compete. **If you drop below 12 credits, you will be declared ineligible and lose your scholarship and/or financial aid! In some cases you may be responsible for paying back your athletic scholarship.**

Credit Hour Requirement

In the first year of collegiate enrollment, a student-athlete must pass 24 credits of solid degree credit (this excludes elective credits, i.e. athletic courses) to clear the Satisfactory Progress requirement (SFP). An academic year consists of fall, Winter Intersession, spring and summer. At least **18** of these credits must be completed during the fall, winter and spring semesters. **Only six credits from summer can be counted towards satisfactory progress in the first year of collegiate enrollment.**

- ***In subsequent years, student-athletes must pass 18 credits of solid degree credits (instead of 24) during the academic year to clear SFP. However, in almost all cases, a student will have to pass more than 18 credits each year to meet the percentage of degree requirements discussed below.***
- ***Additionally, student-athletes must pass at least 6 semester credits in the previous regular academic term of full-time enrollment to be eligible to participate in athletics during the next regular academic term (e.g. a softball student-athlete must pass at least 6 credits in the Fall semester in order to compete during the following Spring term; A football student-athlete must pass at least 6 credits in the Spring in order to compete during the following Fall term)***

Summer School Procedures

All summer courses must be approved by the SARC staff **prior** to enrollment. If you are considering taking courses elsewhere, you must provide a copy of the school's summer schedule (or website) to the SARC staff. All summer courses regardless of their final grades must be reported back to Sacramento State in the form of an official transcript as soon as final grades are posted.

Major Declaration

Student-athletes must declare a major prior to the **FIFTH** full-time semester of collegiate enrollment. Due to early departmental deadlines, you are encouraged to visit the SARC the semester before you plan to declare and/or change your major. If you decide to change your major, consult with the SARC staff for NCAA eligibility ramifications.

Remedial/Developmental Courses

Remedial/Developmental Courses (most Learning Skills classes) count towards satisfactory progress only if taken during your **first (freshman) year of college**. Only a maximum of six remedial credits count for NCAA eligibility. These credits do not count towards the total credits required to graduate (i.e. degree completion). Thus, a student-athlete who takes a remedial course(s) should plan to take additional academic credits to make-up for any potential credit deficiencies.

Percentage of Degree Requirement

Student-athletes must complete 40% of their degree requirements by the beginning of their third year, 60% of their degree requirements by the beginning of their fourth year, and 80% of their degree requirements by the beginning of their fifth year of collegiate enrollment. This rule known as the 40-60-80% rule is very complicated. Certain courses like remedial classes do not count towards the percentage. Due to the complexities of this requirement, all student-athletes are encouraged to verify their class schedules with the SARC staff every semester.

G.P.A. Requirement

Student-athletes must also have 90% of the minimum grade point average necessary for graduation at the beginning of their second year and 95% of the minimum grade point average necessary for graduation at the beginning of their third year and 100% of the minimum grade point average necessary for graduation at the beginning of their fourth and fifth years. Because all Sacramento State Athletic teams follow the stricter Big Sky g.p.a. requirements, the above rule is automatically enforced.



**Sacramento State – G.P.A. Requirements
For Student-Athletes with initial collegiate enrollment prior to Fall 2004**

2nd	Semester: (Start of :) 3rd & 4th	5th+
1.60 (Overall GPA)	1.80 (Overall GPA)	2.00 (Overall GPA)*

**Sacramento State – G.P.A. Requirements
For Student-Athletes with initial collegiate enrollment of Fall 2004 or later**

2nd	Semester: (Start of :) 3rd+
1.60 (Overall GPA)	2.0 (Overall GPA)*

*** Student-athletes in their final season of competition (either their 4th or 5th year – depending if they red-shirted) must also have a 2.00 Sacramento State g.p.a.**

These g.p.a. requirements for all Sacramento State athletic teams are based on the Big Sky Conference Operating Code- Per the code student-athletes must maintain the above g.p.a. requirements for all participation. Participation is defined as competition. Athletes are permitted to practice without meeting the above g.p.a.s. By maintaining these standards, NCAA g.p.a. bylaws are also satisfied. The g.p.a. requirements are monitored and certified after each semester.

GENERAL EDUCATION POLICIES

General Education (GE) is required of all students in order to graduate. The SARC staff specializes in helping student-athletes determine their remaining GE requirements. The following are some policies and information concerning GE requirements. Refer to the GE worksheet in the back of this Handbook to help you keep track of general education courses. A copy of this worksheet is available in the SARC or your yearly Registration and Advising Handbook. **Be sure to follow the correct pattern that fits your catalog requirements. Most student-athletes follow the Fall 1992 to Present pattern.** Lists of approved GE courses are located in the Fall semester section of the online Class Schedule or the yearly Registration and Advising Handbook. Refer to <http://www.csus.edu/acad/faq.htm> for a "user friendly" but detailed outline of graduation requirement explanations and academic policies at Sacramento State.

- **Overlap of GE and Major/Minor**

A maximum of nine credits from your major department may be applied to GE requirements.

There is no limit to the number of credits taken from a minor (either upper division or lower division) that can be applied to GE.

- **Changes in Lists of Approved GE Courses**

Courses listed in the GE pattern are subject to change every year. Courses count towards GE as long as they are taken *during the semesters they are approved* (refer to the current GE list on-line or in the Registration Handbook)

- **Grade and Course Requirements in GE**

Students who began continuous enrollment Fall 1988 or later are required to have at least a "C-" in courses taken to satisfy Categories A1, A2, A3, & B4(a) and at least a 2.00 g.p.a. for all GE courses combined.

Students who began continuous enrollment in the Fall 1990 or later must complete a course in Race and Ethnicity in American Society, identified by a (+) in the GE list.

Students who began continuous enrollment Fall 1992 or later are required to meet the Foreign Language Proficiency Requirement, and complete a Second Semester Composition Course (English 20 at Sacramento State).

All students must take a minimum of nine upper division credits in GE (three courses). One of these courses should be a Writing Intensive class, identified by an asterisk (*) in the GE list. A passing score on the Writing Proficiency Exam is required before taking the Writing Intensive class.

- **Exceptions for Certain Majors**

For Liberal Studies majors and Child Development -Plan B majors, most GE requirements are incorporated into the major. Consult a major advisor for specific requirements. Engineering and Computer Science majors should work closely with their major advisors and the SARC staff due to certain GE exemptions.

Writing Proficiency Exam (WPE)

All students must pass the WPE as a requirement for graduation. The WPE is also a prerequisite to taking the Writing Intensive course required in General Education. Students should have completed their Written Communication and Critical Thinking requirements, before attempting the exam. The Exam is normally given 5-6 times per year usually in January, March, August, September and October. Sign-ups are taken in the Student Financial Services Office for \$25. Students are encouraged to take a WPE workshop to prepare for the exam. **Students who do not take the exam prior to completing 74 college-credits, will have a hold placed on their record and not be permitted to register for classes the following semester. If students fail the WPE twice, they are required to take English 109W. This course, when completed and passed, will fulfill the WPE requirement. Students must meet the WPE requirement before taking their Writing Intensive course.**

Registration for Classes

At Sacramento State, class registration is done by Computer Access Student Phone Entry Registration -- a.k.a. **CASPER** or through **CasperWeb** using a personal computer and your Saclink account. CASPER allows students to register, add, and drop courses from a touch-tone telephone. CASPER is also on-line with the campus mainframe computer system, so it provides an immediate response to requests as they are dialed or typed in by the student. The CASPER number is (916) 278-8000. The current online Class Schedule includes instructions on how to use CASPER. CasperWeb is located on the Sacramento State home page website at www.csus.edu.

Before registering, students are mailed an **Invitation to Register**. This includes important information like your registration date and time, your class level, any registration holds, and also the date your Fee Statement must be received. The Fee Statement is included in the **Invitation to Register**. The Student Financial Services office **must** receive the Fee Statement and your payment of fees at least **FIVE** business days prior to your assigned registration date. Even if you receive an athletic scholarship, you may still need to send in your Fee Statement (if you need to purchase a parking decal or pay other supplemental fees). After registering, you can use CasperWeb to print out a copy of your class schedule. Sacramento State is on a semester calendar; registration for Fall is conducted in July, while Spring registration is from late-November through December. If you have problems registering on your assigned day(s) call the **CASPER Help-line** at (916) 278-8088 or a SARC staff member.

Adding/Dropping Classes

During the first two weeks of each semester, students can add courses two different ways: (1) If seats are available in a desired course, simply use the CASPER system to add the class; (2) If the class is closed or requires instructor approval, it must be added with an Add Permit. Students can pick up Add Permits in the specific academic department office for which they are adding. The instructor's signature on the Add Permit is required to allow you in the course. **Don't forget to turn the permit back into the department office once it is signed.** After two weeks, adding requires approval signatures and petitions from the instructor(s) and department office(s). Students must include written "serious and compelling" reasons for adding a course after two weeks. For specific dates and requirements, always consult the Registration Handbook (or website).

If you are dropping a course, you must drop officially through CASPER during the first two weeks of the semester. **Do not simply stop attending the course!** Doing this will result in a "WU" grade (this equals an "F"). If you need to drop after the first two weeks, approval signatures and petitions are required, as well as "serious and compelling" reasons attached. See the online Class Schedule for specific dates and requirements. **Always check with an advisor before dropping any course!** Note: After the census date (end of fourth week) all add/drops must be processed at the Admissions/Records counter (Lassen Hall). **Dropping a course after the sixth week of the semester must be for career-related or medical reasons beyond the control of the student (a student-initiated job change does not qualify).**

Repeating

Sacramento State allows students to repeat any course. However, some departments have limitations on the number of repeats allowed. Students are *strongly* encouraged to repeat a class in which they received a poor grade during the following semester. To repeat a class, register for the class and once the course is officially on your schedule, file a repeat form with the SARC. If you are repeating the course at another school or you are repeating a class for a second time (or more), you must have the repeat form signed by the specific Sacramento State department within the first three weeks of repeating the class. When you repeat a course, the second attempt (first repeat) will remove the original grade from the g.p.a. On the third and subsequent attempts, all grades get averaged with the second attempt. NOTE: Every attempt remains on your transcript.

Declaring/Changing a Major

Since student-athletes are required to declare a major prior to their fifth semester, knowing the basic procedures is important. It is also important to declare a major in order to ensure your registration in certain major courses. Students are encouraged to check major departments for major/course conflicts. **Business Administration, Engineering & Computer Science, Nursing, Child Development, Communication Studies, and Speech Pathology** students who wish to declare these majors must obtain and submit a Change of Major Form to these specific departments rather than Admissions & Records. For all other programs, major declaration and/or major changes can be made by submitting a Change of Major form to the SARC. For the Fall semester, changes must be in by the previous **March 1st**; and for Spring semester, changes must be in by the previous **October 1st**. Check with individual departments for earlier deadlines that may apply.

Calculating Your G.P.A.

Calculating your academic grade point average is actually not too difficult. You need three pieces of information: 1) the credit total for each course (i.e. 3, 4, 5 credits); 2) the exact grade for each course; and 3) the grade point value for each grade. The grading policy is based on the standard A – F system. We award + and – (excluding A+ and F+/F-). Using the standard A=4.0; B=3.0; C=2.0; D=1.0; and F=0.0, a "+" grade is 0.3 higher and a "-" grade is 0.3 lower. For example an A- equals 3.7 (0.3 below a 4.0 A); while a D+ equals 1.3 (0.3 higher than a 1.0 D).

Here's the scale for ease of use:

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	D- = 0.7	F = 0.0

To calculate a g.p.a., you take the total credits of a class and multiply it by the grade value. For example a 3.0-credit class with a B- grade equals 8.1 grade points (2.7×3). Do this for each class and get your total grade points. Divide your total grade points by your total graded credits. Note: CR/NC classes should not be included in the calculation. Below is an example of a one-semester g.p.a. calculation:

English 1A (3) B+; Math 1 (3) C; Sociology 1 (3) A; Chemistry 1A (5) D+ **14.0 credits total**
Grade points: English 1A = 9.9; Math 1 = 6.0; Sociology 1 = 12.0; Chemistry 1A = 6.5 **34.4 grade points**
34.4 grade points divided by 14.0 credits (34.4/14) equals a 2.457 semester g.p.a.

Academic Action/Standing Information

The following section outlines academic action and the various academic standing categories that student-athletes can fall into. Due to the complexity and seriousness of this information, each student-athlete is encouraged to check with the SARC staff for clarifications and explanations.

Continuing Sacramento State students who maintain cumulative Overall, cumulative CSUS, and Semester grade point averages of a 2.00 or higher are considered in "**Good Academic Standing**."

Anytime one or more of the three g.p.a. fall below a 2.00, students are placed on "**Academic Probation**."

Students can be placed on "**Continued Probation**" after a semester of "**Probation**," if they earn a Semester g.p.a. below 2.00, but both CSUS and Overall g.p.a. are above a 2.00 **OR** if they earn a Semester g.p.a. above a 2.00 but one or both of their CSUS or Overall g.p.a. is below a 2.00. **These students will be limited to enrolling in only 14 credits per term.**

"**Academic Disqualification**" occurs if students on "**Probation**" earn a Semester g.p.a below 2.00 and have a CSUS and/or Overall g.p.a. below 2.00 **OR** they earn a Semester g.p.a of above a 2.00, but they drop below the grade point (a.k.a quality point) deficiencies in excess of class level limits. Class level limits are as follows: 14.99 quality points for freshman/sophomore; 8.99 quality points for juniors; and 5.99 quality points for seniors. **Example:** I'm a senior on "**Probation**" and if my CSUS cumulative g.p.a. is a 1.92 based on my 98 quality credits completed and 189 quality points accumulated ($189/98 = 1.92$). For me to be at a 2.00, I am 7 quality points short ($196/98 = 2.00$), so thus, I would be **Academically Disqualified**.

Upon "**Academic Disqualification**" students may apply for reinstatement to Sacramento State. Student-athletes who are disqualified must see the Athletic Admissions Counselor a.s.a.p. Student-athletes must be approved for reinstatement by the Athletic Admissions Counselor and by the student's major department (unless they are undeclared). This reinstatement will include an academic contract that may stipulate maximum credits, specific courses to repeat, and various g.p.a./achievement levels. This contract can/may come into conflict with your NCAA eligibility requirements and may render you ineligible for competition regardless if you eventually raise your g.p.a. Students who are reinstated, and who do not earn a Semester g.p.a. of 2.00 or who do not meet specific terms of the contract will be placed on "**Academic Dismissal**." **Academic Dismissal means enrollment privileges have been withdrawn and that the student must sit out at least one semester before attempting to petition for return to Sacramento State. At present time there is no appeal process for this and special consideration is not given to student-athletes.**



Student-Athletes on Probation

The following is a brief outline for student-athletes to follow, whose academic progress results in an academic standing of "Probation" or "Continued Probation."

- Meet with a SARC staff member in Lassen Hall to review your status. Grade changes, removal of "WU" grades, repeat petitions, etc. may change your academic standing.
- Evaluate your situation. Why did your grades slip? Too many credits? Too many work hours? Did you prioritize athletics over academics? Did you manage your time effectively? Do you have personal or family concerns? Identifying the cause can help you and the SARC staff address the issue more effectively and allows you to access additional support if necessary.
- Attempt to repeat any grades with a "C-" or lower. Pre-approve the enrollment in these courses with the SARC staff in order to review the usage of these repeated courses for future NCAA eligibility certification. File repeat petitions.
- **Meet with a major department advisor!** Several departments have formal procedures for probationary students. Registration holds are often placed if a student does not meet with the major department. Undeclared students should see the SARC staff.
- Request tutorial services through the Athletic Resource & Life Skills Center for repeated courses or any other courses giving you academic difficulty. In addition, take advantage of tutorial services within the departments. The more help the better!
- Attend all hours of study table required by your head coach. (This applies only to teams who conduct team study halls.)
- Mandatory meetings with Paul or Laurie are required: one during your sport's required advising week and one within the last three weeks of the semester are advised.
- Meet with your professors on a regular basis during office hours. Getting a clear understanding of course expectations and assignments should help.
- Academic progress reports will be sent to professors about week five of the semester. Any reports returned with negative comments may result in the SARC contacting the specific professors for further review later in the semester. These results will all be forwarded to your head coach. In extreme cases, a recommendation for suspension or removal from practice and/or competition will be made by the Academic Review Team.

Note: The steps for a student-athlete with "**Disqualified**," "**Subject to Academic Review**," or "**Academic Disqualification**" status are much more severe. Please contact the SARC for further information.

General Studies 21 -- Freshman Seminar

As part of enhancing the educational experience of student-athletes, Sacramento State annually offers four sections of General Studies 21 -- Freshman Seminar specifically for student-athletes. Members of the Student-Athlete Resource Center staff teach these courses.

General Studies 21 (GNST 21) is a freshman seminar course intended to provide students with an introduction to the nature and possible meanings of higher education and the functions and resources of the University. The course is designed to help students develop and exercise fundamental academic success strategies and to improve their basic learning skills. The course will consist of in-class activities, lectures, and several outside-of-class assignments and readings. Guest speakers are routinely invited to speak with student-athletes on topics ranging from health issues to academic honesty to money management.

General Studies 21 is mandatory for all scholarship freshman student-athletes. This course fulfills Area E of the Sacramento State General Education pattern and will meet three credits towards a baccalaureate degree. The course is letter-graded (A to F).

ACADEMIC RESOURCE PAGES

BACHELOR'S DEGREE CHECKLIST

The following is designed to assist you in completing your degree requirements. Any questions or concerns should be directed to the SARC staff; (916) 278-7796 or 278-5440.

- _____ Take the English Placement Test (EPT) and the Entry Level Math Test (ELM) before your first semester at Sacramento State (some students may be exempt based on previous courses or admission test scores).
- _____ Attend the New Student Orientation Program and the Student-Athlete Orientation before your first semester.
- _____ Enroll in a minimum of 15 credits each semester (not counting athletic courses). Pre-approve your schedule with the SARC staff. You can drop to 12 credits if your schedule is too difficult.
- _____ * Complete the General Education pattern requirements listed in the current on-line Class Schedule. This requires a minimum of 51 credits to be completed within Areas A to E. For questions on specific GE requirements you must follow, see the SARC staff. One class often overlooked is the B3 lab course. The B3 lab course must be taken from courses listed only in B1 or B2.
- _____ * Complete the requirements of your major. Consult your Sacramento State Catalog and meet with a major advisor **every** semester. Depending on your catalog rights you may have different specific course requirements - check your major requirements with an advisor from the major department.
- _____ * Complete any elective credits to total the minimum number of credits required for your specific degree (elective credits may not be necessary depending on your major). Total degree requirements vary from 120-140 credits depending on the major. See a SARC staff member for questions about electives.
- _____ Complete a minimum of 40 credits of upper division credits total. Most students will complete this requirement with credits from their major combined with the nine upper division general education credits. However, some majors like Communication Studies, Art, and History do not require enough upper division credits to fulfill the required 40, and you will need to take additional upper division elective credits.
- _____ Take 30 of your degree credits at Sacramento State for residency. Nine of these must be in General Education, and at least 24 must be upper division.
- _____ Pass the Writing Proficiency Exam. This test is usually taken during your junior year (prior to completing 74 credits) after passing English 1A or its equivalent. You cannot take the Writing Intensive GE course until you have passed the WPE.
- _____ Be sure to complete the additional requirements for Race/Ethnicity, Writing Intensive course, Foreign Language Proficiency and Second Semester English Composition.
- _____ Follow g.p.a. requirements in General Education (2.00) and your major (consult department). In GE, areas A1-A3 and B4 require a grade of C- or better.
- _____ Petition to graduate by May 1st for the following Spring semester and November 1st for the following Fall semester (Yes! You need to apply 13 months in-advanced!).
- _____ Follow satisfactory-progress rules and progress-to-degree requirements set forth by the NCAA and the Big Sky athletic conference.
- * We recommend that students complete their general education, major, and electives concurrently (unless otherwise noted by your major department).

STRATEGIES AND GUIDELINES FOR ACADEMIC EXCELLENCE

Set goals and develop self-discipline with your academics, as you do with athletics.

Go to class! You can't pass if you don't attend.

Manage your time wisely.

Budget time for school, work, practice, and social time - stick to it!

Keep a calendar with assignments and exam dates

Study between classes, before practice, and on road trips

Start studying for exams and writing term papers early

Keep a separate notebook for each class -- be organized!

Introduce yourself to each of your instructors.

Visit your instructors during office hours if you have any questions or need additional information on lecture notes. They may be of great assistance in finding tutors or in getting extra information on how to better prepare for their exams or class assignments.

Introduce yourself to classmates and form study groups.

Buy your textbooks before or during the first week of class. Don't fall behind!

Be prepared, take good notes, and listen attentively in each class.

Read and review your notes from each class at the end of the day.

Know the course requirements - read the syllabus.

Sit in the front of class.

Meet with advisors, instructors, tutors, etc. every semester.

ASK FOR HELP - if you have a problem don't be afraid to seek help.

Be self-responsible and take pride in your work!



GLOSSARY OF TERMS

Add/Drop Petition	An Add/Drop Petition is required if a student is unable to add a course through CASPER Plus during the first two weeks of classes. Many courses are filled through CASPER and students who wish to add these must get the instructor to sign an Add/Drop Petition, in order to override the class enrollment level or other prerequisite. Add permits are available in the department offices. Once signed, students must turn the forms back into the department office.
Writing Intensive	This is a course with comprehensive writing requirements (minimum 5,000 words). These courses are designated with an asterisk (*) and listed with the approved lists of general education courses in the class schedule. Students must have a passing score on the Writing Proficiency Exam before enrolling in a writing intensive course.
Athletic courses	These are courses offered through the Intercollegiate Athletics Department. They include classes for students interested in playing intercollegiate athletics at Sacramento State, classes for athletic conditioning, and upper division coaching theory. These courses are elective credits only and cannot be used towards the 24 or 18 solid credit total (unless you have electives remaining). Most of these courses are graded Credit/No Credit. A maximum of 15 CR/NC credits are applicable towards a Sacramento State bachelor's degree.
CASPER	Computer Access Student Phone Entry Registration. This is the current system used by Sacramento State students for class registration. Students use a touch-tone phone or the Sacramento State website to enter their course selections. Each student is assigned a registration date based on their class level. The Sacramento State website or the Registration Handbook includes specific details for using CASPER.
Catalog rights	This refers to the catalog year that a student must follow in order to meet all graduation requirements. Catalog rights are established when a student begins attending any combination of California Community Colleges and campuses of the California State University system (CCC/CSU). Catalog rights are maintained through continuous enrollment.
Continuing-eligibility	This is a general term that refers to the NCAA requirements that a student-athlete must meet while attending and competing for a NCAA member institution. It includes rules such as completing satisfactory-progress each year, maintaining full-time enrollment, completing the 40/60/80% rule, pre-approving summer school courses, completing degree percentage requirements, declaring a major, etc.
Continuous enrollment	Enrollment in one semester or two quarters each calendar year at a CCC or CSU system school. Enrollment outside the CCC/CSU also maintains enrollment, but (1) that enrollment must be preceded by enrollment at a CCC or CSU and (2) it may not exceed two years in a row.
ELM	Entry Level Mathematics exam. This is a placement exam required for all students who have not completed the Quantitative Reasoning requirement in general education (Area B4a). Students can sign-up in the Testing Center. Note: Some students are exempt from the ELM based on SAT/ACT scores, advanced placement scores or equivalent Math courses from other colleges. This test must be taken prior to attending Sacramento State or you will not be allowed to enroll.
EPT	English Placement Test. This exam is required for all students who have not completed the Written Communications requirement in general education (Area A2). Students can sign-up in the Testing Center. Note: Some students are exempt based on SAT/ACT scores, advanced placement scores, or equivalent English courses from other colleges. This test must be taken prior to attending Sacramento State or you will not be allowed to enroll.
Fee Statement	This form is included in the Invitation to Register that students receive before registering through CASPER. The fee statement and payment of fees must be received by the Sacramento State Cashiers office five business days prior to your registration date. Student-Athletes who do not receive a fee statement and/or an Invitation to register should contact the SARC staff.

General Education	These courses are required of most students and are designed to convey general knowledge or skills applicable to numerous fields of study rather than more specialized subjects. They are broad in character and usually have no prerequisites. GE courses are listed on the campus website or in the annual Registration Handbook. The GE courses are separated in Areas A, B, C, D, and E, based on scope and topic. NOTE: The current GE pattern for most student-athletes is the 1992 to Present Pattern and requires 51 credits.
Graduation Petition	In order to graduate from Sacramento State, students must apply to graduate through the Evaluation Office. Graduation Petitions are available online. Be prepared to meet with a major department advisor/chairperson. Students must apply by May 1st for the Spring semester and November 1st for the Fall semester to ensure priority registration as a graduating senior. Some majors require you to petition to graduate through their major department. If you are within three semesters of graduating, visit with the SARC staff for more details.
Holds	Any financial or administrative obligations you have to Sacramento State are put on your record as holds. Holds can deny you access to register for classes, to request transcripts, or to receive financial aid. Holds must be cleared at least five business days before registering for classes through CASPER. Examples of Sacramento State holds are: library fines, athletic equipment not returned, major advising requirement not met, residence hall fine, ELM/EPT test not taken, etc.
Initial eligibility	This is a general term that refers to the requirements a student-athlete must meet before being able to compete at a NCAA member institution. It includes such requirements as freshman meeting minimum SAT/ACT scores, completing core courses in high school, transfers having a certain number of transferable units, completion of an associate arts degree, etc. Each student-athlete may or may not have a different initial eligibility situation, therefore any questions on initial eligibility at Sacramento State, should be referred to our Initial Eligibility Coordinator, Josh Collins or the Compliance Coordinator, Katherine Zedonis.
Intersession	Sacramento State offers Summer and Winter courses separate from the normal Fall, Spring, and Summer semesters. These courses are taken through Regional Continuing-Education. For information call 278-4433.
Learning Communities	The Learning Community Program was designed to help students form connections for academic and social support by taking classes together as a group. Each learning community consists of classes (usually 2-3), scheduled in a cluster. Learning Communities are organized to fulfill a variety of GE and major requirements, so you can make steady progress toward your degree while taking interesting classes.
Lower division course	A course at Sacramento State numbered 1 - 99. All courses taken at the community or other two-year colleges are considered lower division.
Major credits	These are the specific course requirements necessary for a specific major. (For instance, Communications 100A is just one of many courses required for the Communication Studies major.) Specific course requirements for all majors can be found in the current Sacramento State Catalog.
Minor	A minor is a series of courses similar to the major, but less comprehensive. A minor is a good way to satisfy elective credits. Requirements for a minor vary in each department, but most are approximately 12-30 credits. <u>Minors do not count towards the 24 or 18 credit satisfactory-progress requirement</u> (unless elective credits are available or if the major department requires a minor).
Priority Registration	This is a privilege given to Sacramento State student-athletes. By meeting the minimum requirements outlined previously in this handbook, student-athletes are given the opportunity to select and register for courses through CASPER very early in the registration process. Note: Student-athletes who do not meet the minimum requirements, will not be granted this privilege under any circumstances!

Progress towards degree	This is the new NCAA term beginning in Fall 2003 that refers to many of the continuing eligibility requirements for student-athletes beginning full-time enrollment Fall 2003 or later. These new rules include specific term-by-term credit requirements as well as the increased percentages-to-degree requirements of 40%, 60% and 80%.
Residency requirements	This refers to credits required to be taken at Sacramento State in order to earn a degree from Sacramento State. Of the 120-140 hours required, at least 30 credits must be completed at Sacramento State, with at least 24 being at the upper division level and nine coming from general education.
Registration & Advising Handbook	This is a yearly printed handbook that has information related to registration; important campus dates, general education guidelines, and fee information (just to mention a few). It is a very useful too to help students prepare for most of the academic process. The only information related to registration not included in the Registration Handbook is the actual course listings for each term. Specific class offerings are available on-line at: http://www.csus.edu/webpages/schedule.stm
SARC “Serious & compelling reasons”	Student-Athlete Resource Center – Lassen 3002 & 3004 In order to add or drop courses after the second week of classes, students must submit written reason(s) why they are attempting to add or drop a course after the two week deadline. The reason(s) must be serious and compelling. (i.e. work schedule, medical, etc..) Acceptable reasons are determined by the instructor and department office.
Solid degree credit	This refers to credits that are satisfying the 120-140 credits required for an undergraduate degree. This includes credits taken to fulfill general education, major, and electives (if necessary). Credits taken to count towards the 24 or 18 credits for satisfactory-progress must be counting toward the degree. Student-athletes who do not have elective credits remaining cannot use credits towards a double major, a minor, or any other extra credits taken beyond the undergraduate degree requirement. For instance, Intercollegiate athletic courses (ATIC) do not count unless you have room for electives credits within your 120-140 degree credits required.
Upper division course	A course at Sacramento State numbered 100 - 199. These courses are more advanced and often have prerequisites.
WPE	Writing Proficiency Exam. A passing score on the WPE is required for graduation. The exam is a 2 1/2 hour essay test based on a single topic or question. The topic requires only general knowledge and university-level writing skills. Passing scores are 8 to 12. Students must pass the WPE before taking a writing intensive course. Students should take the WPE during their junior year after passing English 1A or its equivalent or prior to 74 total credits.

FINANCIAL AID

General Information

Financial aid is available for all students who apply! By filing the Free Application for Federal Student Aid (FAFSA), you have taken the first step towards receiving financial aid. Types of financial aid include: Pell Grants, Federal Direct loans, State University Grants (S.U.G.), Plus loans, Cal Grants, Perkins Loans, EOP Grants, Federal Work Study, Supplemental Educational Opportunity Grants (SEOG), and Academic, athletic, and need-based scholarships.

The FAFSA is available at the Financial Aid office in Lassen Hall -Room 1006. By taking the 30 - 45 minutes of time to complete your application and mailing it off, you significantly enhance your opportunities to fund your college education.

When to Apply

Although anyone can apply throughout the entire academic year and receive aid, it is best if you apply from **January 1st** through **March 1st**, prior to the next academic year. If you apply during this time you are considered an on-time applicant and are eligible for initial financial aid funds when they become available (i.e. S.E.O.G., S.U.G., EOP Grant, Federal Work Study, etc.)

Completing Your File

A set of federally defined criteria is used to determine if documentation is needed in support data reported on financial aid applications. This selection is referred to as verification. Applicants selected for verification will be notified by the Financial Aid office and asked to complete a Verification Worksheet and provide income-verifying documentation.

All documents requested should be turned in to the Financial Aid office as soon as possible to ensure a faster processing and award determination.

Determining Your Financial Need

Once your file is complete, a federal formula is used to determine your family contribution. That figure is subtracted from your costs to attend Sacramento State. The result is your financial need. You will receive an award letter notification via email from the University, once your file is complete and your financial need has been determined. Be sure that your email address is accurate. You can confirm it's accuracy by logging onto CasperWeb.

If you have any questions please contact the Financial Aid office at (916) 278 - 6554 or the CASPER Net at (916) 278-8011. You can also log onto www.csus.edu/faid. The FAFSA website is www.fafsa.ed.gov.

For additional information refer to the **"The Student Guide - Financial Aid from the U.S. Department of Education."** This publication is available through the Sacramento State Financial Aid Office, or by calling 1-800-4-FED-AID (1-800-433-3243).



ATHLETIC GRANT-IN-AID PHILOSOPHY

In continuing effort to attract top quality student-athletes to Sacramento State, athletic grant-in-aid are awarded upon the Head Coach's recommendation through the Financial Aid Office. The number of grants available is determined on a yearly basis. Each Head Coach is responsible for deciding whom to offer athletic grant-in-aid to and for what amount. Renewals are based on continued participation in the sport and compliance with all applicable rules and regulations.

BOOK SCHOLARSHIP POLICY

Some student-athletes are awarded a book scholarship as part of their athletic grant-in-aid agreement. Please note that this procedure is subject to change per the University Bookstore and/or One Card Center.

- (1) The yearly value of the book scholarship award is indicated on the student-athlete's grant-in-aid agreement. Any amount exceeding the semester award is the responsibility of the student-athlete.
- (2) The book award is for the purchase of required textbooks for the classes currently enrolled. These books may only be purchased at the University Bookstore on campus. The book award cannot be used for miscellaneous items, clothing or art supplies.

- (3) The book award is a separate card from the student ID card issued. This card will indicate the student-athlete's name and sport. A list is provided in advance of each term to the One Card Center by the athletic department. If an incoming student-athlete has not had their eligibility certified, this card will be placed on hold until they are certified eligible to receive athletic aid.
- (4) Student-athletes are provided only one book card for the entire enrollment. If lost or stolen the student-athlete will have to pay a replacement fee of \$10 to obtain a new card at the One Card Center.
- (5) Once the student-athlete is certified eligible and they pick up their book scholarship card, they can select the required textbooks he or she needs and wait in line at the book store. The student must present their book card before check out. **The book card will be turned off mid-semester.**
- (6) If the student-athlete wants to drop a class and return the books, they are subject to the return policies for all students issued by the book store.

REDUCTION/CANCELLATION OF ATHLETIC GRANT-IN-AIDS

Student-Athletes on an athletic grant-in-aid have an additional responsibility to the Athletics Department. An athletic grant-in-aid may be reduced or canceled during the period of the award (academic year) due to substantiated negative personal conduct, academic/NCAA ineligibility or voluntary withdrawal from the team. When an athletic grant-in-aid is reduced or canceled, the student-athlete has the ability to appeal the decision in writing to the Financial Aid Office, if he/she feels that the reasons are questionable or unfair. The student-athlete must do this within four weeks from the date they are notified of reduction or cancellation of aid. The appeal is handled by the Financial Aid Office.

OUTSIDE SCHOLARSHIPS

NCAA rules carefully regulate the source of funds from which a student-athlete may receive assistance during his/her career. Scholarships from sources **outside the University** are permissible as long as they meet the NCAA guidelines. To ensure complete compliance with regulations, all outside scholarships **should** be made out to Sacramento State and applied to the student's bill. **If a scholarship is received directly by the student-athlete, it is his/her responsibility to notify the Athletic Compliance & Financial Services Director, Katherine Zedonis of the amount and parameters for receipt of the scholarship.**

NCAA POST-ELIGIBILITY SCHOLARSHIP PROGRAMS

Each year the NCAA awards more than \$1.4 million in scholarships to deserving students who have participated in college athletics or are pursuing an athletics-related career. One scholarship is at the undergraduate level; four scholarships are at the postgraduate level. Note: All scholarships are highly competitive. Please contact Laurie Dahlberg at (916) 278-5440 for more information on how to apply. The application deadlines are different for each scholarship so we encourage student-athletes to inquire as soon as possible. Please note: These scholarships are not athletic grant-in-aid scholarships offered based on athletic participation; they are scholarships for student-athletes who have completed their athletic eligibility and competition.

NCAA DEGREE COMPLETION SCHOLARSHIP (6TH YEAR SCHOLARSHIP)

This scholarship is designed to assist student-athletes in their 6th year of undergraduate coursework. In other words, they have exhausted their five year clock. Applicants must have completed his/her eligibility at a Division I institution, must have received athletics related aid and must be within 30 credits of graduation. In the past 6 years, Sacramento State has been awarded twenty five - 6th year scholarships out of thirty-three student-athletes who applied. Applications for Fall funding are available March 1st and August 1st for Spring funding. ***Note: Since funding decisions are not determined until early to mid summer, students are responsible for paying registration fees to allow for early registration. After a decision of approval is made by the NCAA and checks are received by the Sacramento State Scholarship Office, students will be reimbursed by Financial Services.**

NCAA POSTGRADUATE SCHOLARSHIPS

The NCAA offers the following postgraduate scholarships:

NCAA Postgraduate Scholarship

NCAA Women's Enhancement Scholarship

NCAA Ethnic Minority Scholarship

BYERS SCHOLARSHIP

The above mentioned scholarships are extremely difficult to receive. GPA requirements are generally between a 3.00-3.50. To qualify, student-athletes must be within the top five percent of all student-athletes nationally – academically and athletically. (For instance, be a member of a championship team or awarded All-American status, etc.)

SACRAMENTO STATE ATHLETICS 5TH YEAR SCHOLARSHIP PROGRAM

A limited number of 5th year scholarships are available to student-athletes who have completed their four seasons of athletic eligibility. These scholarships will cover in-state registration fees.

This scholarship will be awarded based on availability of resources and student qualifications. The selection committee evaluates each application and bases its' recommendations to the Athletic Director on several criteria. As the demand and popularity for these scholarships increase each year, there is a strong possibility not all applicants will be awarded.

The selection committee will prioritize those student-athletes who exhibit the highest totals in each of the following (but not limited to) criteria:

- Total number of academic credit completed after 8 semesters.
- GPA
- Number of years at Sacramento State
- Student-athletes who are within one term of graduation
- Student-athletes who are within two terms of graduation

For the entire list of criteria, please see the official 5th year Scholarship Application. The deadline to apply is May 1st.

SACRAMENTO STATE ATHLETICS SUMMER SCHOOL SCHOLARSHIP PROGRAM

A limited number of summer school scholarships are available to student-athletes. In order to qualify for one of these scholarships you must have received athletic scholarship during the regular academic year. This summer scholarship is for classes taken at Sacramento State and covers up to 6 credits.

Priority is given to:

- Graduating seniors for the summer in question
- Seniors who need it to accelerate graduation time-line
- GPA
- Students planning to take the maximum credits covered under the scholarship (6)

Student-athletes must submit a completed application and coach's written recommendation to Laurie Dahlberg by late March (TBA).

NCAA COMPLIANCE

NCAA DISCIPLINARY ACTION

An enrolled student-athlete found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Eligibility Committee for restoration of eligibility. Unethical conduct may include, but is not limited to the following:

1. Refusal to furnish information relevant to an investigation of possible NCAA rules violations.
2. Knowingly involved arranging fraudulent academic credit or false transcripts.
3. Knowingly involved in receiving an improper recruiting inducement or extra benefit.
4. Knowingly furnishing the NCAA or Sacramento State false or misleading information concerning involvement in or knowledge of matters relevant to a possible violation of NCAA rules.

VIOLATIONS

Potential NCAA rule violations must be immediately reported to the Office of Compliance by call (916) 278-4537 or going directly to the Office of Compliance (Yosemite Hall Room 122).

PROMOTIONAL ACTIVITIES

Before allowing a student-athlete to participate in any institutional, charitable, educational or nonprofit promotion, check with the Compliance Office to see if the activity is permissible.

EMPLOYMENT

All on and off campus employment earnings are exempt from institutional and individual financial aid squad list limits. Bylaws 12 and 16 continue to require a student-athlete who works be paid at a rate commensurate with the going rate for similar services.

Per NCAA bylaw 12 a student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided they have received prior approval from the Compliance Office.

FEE-FOR-LESSON INSTRUCTION

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used.
2. Playing lessons shall not be permitted.
3. The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided any time of the year.
4. The compensation is paid by the lessons recipient (or their family) and not another individual or entity.

OUTSIDE COMPETITION

A student-athlete MUST receive permission from the Compliance Office PRIOR to participation.

AWARDS & BENEFITS

Student-athletes may never accept a cash award or a cash-equivalent award for athletics participation. Check with the Compliance Office before accepting any awards based on athletic ability. Generally receipt of a benefit by a student-athlete is not a violation if that benefit is available to all students at the institution.

GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. The NCAA adopted Bylaw 10.3 prohibiting staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. NCAA Bylaw 10.3 stipulates that staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution;
- (d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- (e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

AGENTS

A student-athlete will become ineligible for participation in their sport if that student agrees (orally or in writing) to be represented by an agent. In addition, if the student-athlete agrees to be represented in future professional sports negotiations that are to take place after the student graduates, he/she will become ineligible. A student-athlete will become ineligible if the student or the student's relatives or friends accept transportation or other benefits from any person wishing to represent the student-athlete.

A student-athlete may secure advice from a lawyer concerning a proposed professional sports contract, only if the lawyer is not representing the student in negotiations for such a contract. If an agent contacts one of your student-athletes, notify the Compliance Office and the AD immediately.



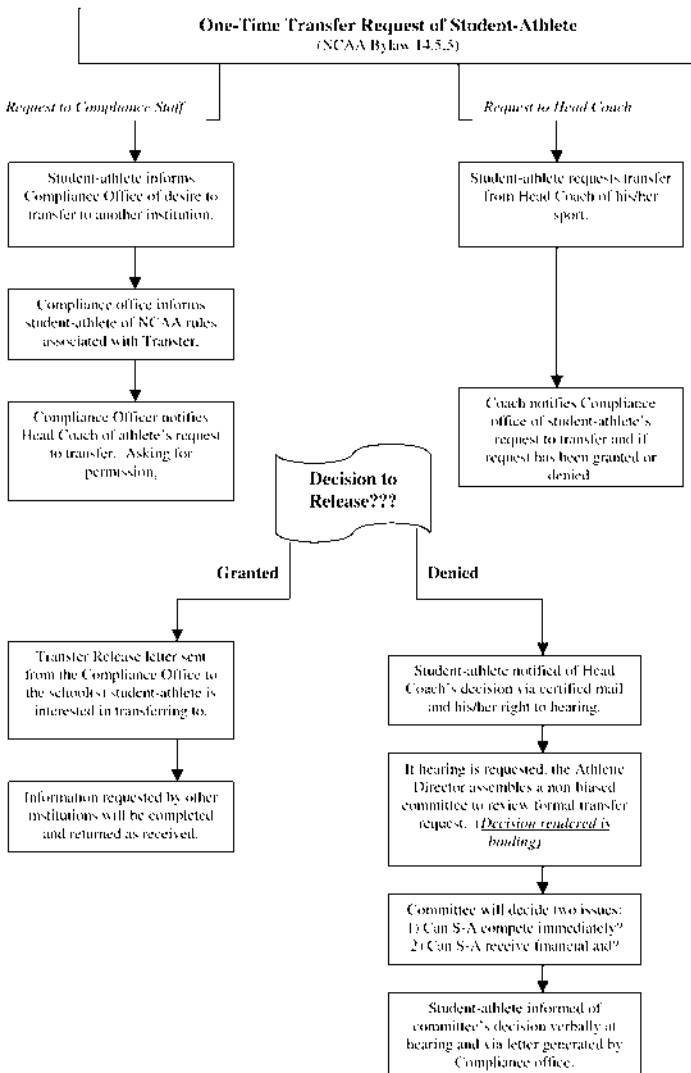
COMPLIMENTARY ADMISSIONS

According to NCAA regulations, student-athletes are allowed a MAXIMUM of four (4) complimentary admissions per event in their respective sports. Those persons receiving the complimentary admission are admitted via pass list (photo identification and signature required) and actual tickets are not provided. Student-athletes must make arrangements for complimentary tickets through their coaching staff in the time frame designated by the Ticket Manager.

Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value. Violation of this NCAA requirement will jeopardize the student-athlete's eligibility to compete.

In the event of a postseason competition, the Athletics Department reserves the right to determine complimentary ticket distribution within guidelines established by the Conference and the NCAA.

STUDENT-ATHLETE REQUEST FOR TRANSFER PROCEDURE



RECRUITMENT

Current student-athletes are an information resource about the campus and athletic program; therefore, they have an important role in recruiting. To ensure fairness, the NCAA carefully defines the conditions under which prospective student-athletes may be recruited by member institutions. It is essential that student-athletes serving as hosts carefully adhere to the rules during official visits by prospective student-athletes visiting our campus.

You have a responsibility to understand and abide by the NCAA (13.6.6.5), Big Sky Conference and institutional regulations. Please carefully review the following rules:

1. A freshman student-athlete may not serve as a student host unless he or she has been certified as a qualifier by the NCAA Initial-Eligibility Clearinghouse.
2. Only one official student host is permitted for each visiting prospect. Other students may assist with hosting the prospect but shall pay for their own entertainment and meals. A student host is entitled to receive complimentary meals during the prospect's official visit, provided the student host is accompanying the prospect for such meals.
3. A maximum of \$30 for each day of the visit may be provided the student host to cover all actual costs of entertaining the student host, the prospect (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletic events. **THESE FUNDS MAY NOT BE USED FOR THE PURCHASE OF SOUVENIRS SUCH AS T-SHIRTS OR OTHER INSTITUTIONAL MEMENTOS.** It is permissible to provide the student host with an additional \$15 per day for each additional prospect the host entertains. **Any unused funds must be returned to the coach.**
4. No cash may be given to the prospect or anyone accompanying the prospect.
5. A student host may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the university. A student host should **never** allow the prospect to use or drive the student host's car. A student host may not transport the prospect or anyone accompanying the prospect more than 30 miles from campus.
6. A student host should not allow recruiting conversations to occur on or off campus between the prospect and a **booster** of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
7. A visiting prospect may participate in physical workouts or other recreational activities during a visit as long as: a) the activities are not organized or observed by your coach; and b) the activities are not designed to test the prospect's athletics abilities.
8. As the student-host, you are responsible for the activities of the recruit. You are not allowed to participate in or allow the prospect to participate in the following:
 - Consumption of alcohol and/or illegal drugs
 - Adult entertainment (including entertainment clubs and hiring of escorts/exotic dancers)
 - Entering drinking establishments if you or the prospect are under the age of 21

MEDIA RELATIONS

All student-athletes are encouraged to participate in interview sessions to generate positive publicity and present the best possible image of the Department, including one of good sportsmanship. All interviews must be arranged through the Media Relations Office or the head coach of the specific sport. Interview sessions are normally held before or following regular practices and other athletic events. Head coaches, with assistance from the Media Relations Director, are responsible for providing their student-athletes with specific guidelines for speaking to media representatives. The following guidelines are presented to student-athletes to assist in speaking to the media:

HELPING STUDENT-ATHLETES WORK WITH THE MEDIA

1. Never agree to a telephone or personal interview unless the arrangements have been coordinated by the MRD or your coach. If a member of the media calls you, tell them to contact the media relations office (278-6896). We will have access to your class schedules and realize you need time away from the sport. This also assures you of avoiding contact by unauthorized people.
2. The media is not your enemy; in fact, they can be your friends if you handle them properly and take the initiative with them during interviews. By cooperating with the media you can give your side of the story, your positive opinions, and your message.
3. You may be asked the same questions over and over again, but members of the media cannot all be there at the same time. Have patience.
4. Be on time for scheduled interviews or in returning phone calls arranged by the media relations office personnel or your coaches. If you encounter problems with the scheduled interview or phone call, notify any member of the media relations staff. Never be a “no show”. Always be dependable. Remember, the media has a job to do and deadlines to work under.
5. You are not obligated to answer a question if you do not feel comfortable with it. A proper response could always be, “I would rather not discuss that subject at this time;” or “I would rather not make a comment on the question at this time;” or “You will have to ask my coach.” Do not say anything you would not want to see or hear in the next day’s newspaper or on a radio or television broadcast. Remember, nothing is off the record.
6. Always feel free to talk with the media relations director (Brian Berger, 278-6896 or 928-0992) if you are uncomfortable with the questions, answers, or general tone of the interview. Someone from the media relations office can brief you on a particular subject or question if you don’t feel comfortable.
7. If you perform well and are interviewed, your appearance, what you say, and what you do at the time will stay with you for the rest of your life. It will shape the perception that people have of you for the same period. Your image is reflected through the media. You can use that to your advantage. Use good judgment. Remember, you represent Sacramento State and as a result, you are Sacramento State to fans, media, and to the general public everywhere.
8. Remember, you are in a team sport. Always be respectful of your opponents both before and after the game; give proper credit to your teammates and coaches. Never second-guess coaching decisions; be a polite winner and a gracious loser.
9. Think through every question you are asked and be sure what you say won’t embarrass another player or coach. Think before you respond. Avoid clichés.
10. At times, you may be asked about a topic that is “Family Business”. Remember, questions that are personal in nature may best be things that should remain within the “Team Family”.

MORE TIPS WHEN DEALING WITH THE MEDIA...

BE COOPERATIVE Reporters need your comments for their story. If you make yourself available to answer their questions, they will appreciate it because it makes them look more professional...

DON'T BE DEFENSIVE Attitude is everything; stay calm, remain in control in all situations...

AVOID “NO COMMENT”. It makes you look like you have something to hide or are guilty. Try to find a response to every question...

IF YOU DON'T KNOW, SAY SO. Talk about what you DO know; don't talk about what you DON'T know. That is better than giving incorrect, misleading or damaging information...

LISTEN TO THE QUESTION CAREFULLY Make sure you understand the question before you answer. If you don't understand, ask for clarification or have the interviewer repeat the entire question...

PERSONALIZE In one-to-one interviews, use the reporter's first name. It helps you take control and makes you sound more confident and conversational...

SAY “THANKS” Your final actions in the interview may leave the strongest impression with the reporter. Make every encounter a memorable one—chances are you will get more favorable stories in the future.

ATHLETIC EQUIPMENT ROOMS

MEN'S ISSUE ROOM (YOSEMITE HALL)

Work Hours: Monday - Friday 6:30 am to 3:30 pm *

Summer Hours: Closed from June 15th – August 15th

WOMEN'S ISSUE ROOM (YOSEMITE HALL 182)

Work Hours: Monday - Thursday 7:00 am to 5:00 pm *

Friday 7:00 am to 4:00 pm *

Summer Hours: Monday - Friday 7:00 am to 3:30 pm.

FIELD HOUSE ISSUE ROOM (FIELD HOUSE)

Work Hours: Monday – Saturday 10:00 am to 6 pm*

*Any change in times/closures will be posted.

ONLY AUTHORIZED PERSONNEL WILL HAVE ACCESS TO THE EQUIPMENT ROOM.

ROSTERS, SCHEDULES & RECORD FORM

Coaches will give a list of prospective team members to the attendants. Athletes including redshirts chosen on the final roster need to complete an Athlete Record Form. Coaches will provide in advance (24 hours) any changes in practice/game schedules and changes in travel roster. Remember, the equipment room and laundry personnel are available to help you and your sport - they must be kept informed!

LOCKERS AND LOCKS

Team members including redshirts will receive lockers and locks. Please show a valid One Card. Team members may retain lockers for Fall and Spring seasons as long as they are competing and/rare in strength and conditioning programs including injury rehab. IF A TEAM MEMBER DROPS OUT OF ANY SPORT AT ANY TIME, LOCKERS MUST BE CLEANED AND LOCKS RETURNED TO THE ISSUE ROOM AT DROP TIME. Failure to do so will result in a \$10.00 fee plus cost of items not checked in and a HOLD placed on the Student Information System. (SIS)

LAUNDRY

The Men's Issue Room will issue and launder for the following sports: men's soccer and men's basketball. The Women's Issue Room will issue and launder for the following sports: volleyball, softball, women's soccer, women's basketball, and gymnastics. The Field House will issue and launder for the following sports: cross country, baseball, football, track and field. In addition the Field House also provides support on the weekends for certain teams that are competition.

All clothing and towels issued to athletic teams will be laundered by the attendants. Each athlete is responsible for turning in and picking up their clothing. **TURN IN CLOTHING IMMEDIATELY AFTER PRACTICE OR GAME** in the laundry bags provided in the team rooms, or the After Hour Drop located by the Issue Room window. On most away travel, particularly flights, clothing is due to the Issue Room by 12:00 pm the day following arrival home. The Issue Room attendants will prioritize by the teams competition and practice schedules. No personal items will be laundered.

LAUNDRY MACHINES AND USAGE

Use of the laundry machines and all equipment room facilities is limited to equipment room personnel.

UNIFORM & EQUIPMENT ISSUE

Each athlete will be issued practice/game uniforms/equipment by Issue Room Attendant. Clean clothing will be distributed from the Issue Room. Special equipment and/or clothing will be issued on a required basis. Coaches will arrange a specific time with the Issue Room attendants for each team member to be outfitted with the necessary items.

All clothing/equipment issued must be returned within ten days of the end of the season or when the coach informs the Issue Room Attendant that the athlete is no longer participating on the team. It is the athlete's responsibility that the equipment issued is returned to the Issue Room in good condition. There will be a financial responsibility for any lost or damaged equipment/clothing by the athlete. Failure to return equipment or clothing will result in University action in the form of financial charges per item and placing a hold on the Student Information System (SIS).

The only persons authorized to modify equipment or clothing is the Issue Room Attendant on the advice or consultation with the respective coach.

No piece of athletic equipment, apparel or other Department of Athletics item may be sold or given away without the prior approval of the Director of Athletics. There is a Property Removal form available for this purpose.

STRENGTH AND CONDITIONING

All head coaches must meet with the Strength and Conditioning Coach to discuss and evaluate a strength and conditioning program you will require for the student-athletes both in and out of season. It is the expectation that all coaches will work with the Strength and Conditioning Coach to design and implement a program. However, should a coach choose to use his or her own program, it is required that the program be reviewed and evaluated by the Strength and Conditioning Coach.

Hours of operation are determined by the needs of the respective sports.

SAFE OPERATION

Use of the strength and conditioning room is restricted to the following individuals:

- Members of intercollegiate athletic teams if supervised by a coach.
- Current coaches of an intercollegiate athletic team at Sacramento State.
- Strength coaching staff and athletic training staff members.

Use of the strength and conditioning room is guided by the following policies:

- No users and/or occupants are allowed to use the strength room alone. A coach must supervise all student-athletes;
- No horseplay, reckless activity or running is allowed in the strength room. Violators will lose strength and conditioning room privileges;
- All equipment must be used properly. The strength staff will address any questions of proper equipment use;
- Any problems with equipment must be reported immediately to the strength staff. Damaged equipment should not be used and reported immediately to the strength staff;
- All weight plates are to be replaced on plate racks when not in use. Weight plates and barbells are not to be thrown or dropped. Weight plates and barbells must be kept off the floor at all times;
- All dumbbells are to be replaced on dumbbell racks when not in use.

All users are required to wear athletic gear (subject to approval by strength staff). A list of acceptable clothing follows:

- Athletic shirt(s); t-shirt, sweatshirt, polo;
- Athletic shorts and/or sweat pants;
- Athletic shoes; artificial turf, court, cross trainer and running.

All items used in the strength room must be kept in proper locations during use and replaced upon completion (strength workout cards, recording pencils, weightlifting straps, weightlifting belts, jump ropes, etc.). Any injuries or illness in strength room should be reported to strength staff immediately.

EXERCISE SAFETY

All exercises are to be performed properly. Strength staff will address any questions regarding proper exercise execution. No exercises and/or activities that the strength staff feels is unsafe or careless are to be performed in the strength room.



ATHLETIC TRAINING



SACRAMENTO STATE SPORTS MEDICINE MEDICAL POLICIES AND ATHLETIC TRAINING ROOM PROCEDURES

The Sacramento State Sports Medicine staff consists of team physicians, certified athletic trainers, and student athletic trainers. These individuals are responsible for the management and care of injuries incurred by student-athletes during their participation in intercollegiate athletics. The three on campus athletic training rooms in operation include: the Field House Athletic Training Room located at the north end of the Spanos Athletic Complex, the Yosemite Hall Athletic Training Room located in YSM193 and the South Gym Athletic Training Room located in YSM 109. It is in the best interest of the student-athlete to be familiar with the Sports Medicine staff and follow their instructions regarding injury or illness.

The following are specific medical policies and procedures that apply to all Sacramento State student-athletes:

PRE-PARTICIPATION PHYSICAL EXAMINATION

1. All student-athletes must be medically cleared before participating in any team related activity.
2. First year student-athletes participating in intercollegiate athletics at Sacramento State are required to complete and pass a physical examination given by a Student Health Center physician. This examination will entail a thorough medical history questionnaire including a description of all significant injuries sustained prior to enrolling at Sacramento State.
3. The student-athlete will complete an interval athletic participation physical with the sports medicine staff for each subsequent year of participation in Sacramento State intercollegiate athletics. Any injuries, surgeries, or serious illnesses sustained during the previous year will be re-evaluated at this time. The student-athlete must be given medical clearance by a certified athletic trainer or team physician prior to participation.

MEDICAL EXPENSES

1. Injury or illnesses unrelated to intercollegiate athletic participation are the financial responsibility of the student-athlete.
2. Medical expenses incurred by a student-athlete are paid by the primary medical insurance carrier (parent/personal insurance) and then the university insurance. The university insurance will only serve as a secondary coverage when an injury has been determined to be the result of participation in a coach supervised athletic practice or intercollegiate athletic competition.
3. Appointments with physicians, dentists, or health care professionals other than those at the Student Health Center will be set-up through the team physician or certified athletic trainer. If the student-athlete's personal insurance carrier is an HMO (Health Maintenance Organization), he/she will be required to seek treatment from his or her designated primary care provider. Except in the case of an emergency, approval for payment of medical expenses must be obtained from the certified athletic trainer before such expenses are acquired.

UNAUTHORIZED MEDICAL EXPENSES WILL NOT BE PAID BY THE UNIVERSITY.

ATHLETIC TRAINING ROOM PROCEDURES

Practice Policies for Injured or Ill Athletes

1. Report to all scheduled practice sessions. Do not miss a practice because of an injury or illness unless personally excused by the certified athletic trainer and head coach.
2. Report all injuries and illness that occur during practice or competition to an athletic trainer as soon as possible.
3. Everyone will dress in appropriate practice attire unless excused beforehand by the head coach and certified athletic trainer. A student-athlete that is injured to the extent that he/she is unable to dress in practice gear or is only available for limited practice activities is still required to report to all practices on time and in the attire suggested by the certified athletic trainer.

4. A student-athlete involved in an automobile accident will be held out of practice or competition until cleared by his/her primary care physician. Team physicians will not be involved with an injury associated with an automobile accident. The decision to return to activity is a risk assumed by the student-athlete.

Injury Treatment Policies

1. Injured student-athletes must report to the athletic training room for therapeutic treatment daily.
2. No therapeutic treatment for an injury or illness will be administered during scheduled practice time without special permission. A student-athlete in need of treatment prior to a practice session must report to the athletic training room no less than 90 minutes prior to the scheduled practice time or make special arrangements with an athletic trainer.
3. The student-athlete must allow an adequate amount of time to receive treatment. Care is provided on a first come, first serve basis. He/she will be expected to receive as many treatments per day as ordered by the athletic trainer. Failure to complete the prescribed treatment will be reported to the head coach for appropriate discipline, if necessary. It will be assumed that the student-athlete is fully recovered and able to return to activity, or that he/she no longer desires to participate if he/she should choose to discontinue the designated treatment plan.
4. The student-athlete is only returned to unlimited participation status upon the approval of the team physician or certified athletic trainer.

Athletic Training Room Rules

1. No SHOES, bags, uniforms, or other clothing is to be brought into the athletic training room.
2. Always sign in and patiently wait your turn.
3. NO self-treatment is allowed. All tapings, bandages, etc., will be applied by the athletic trainers.
4. Equipment or supplies from the athletic training room are not to be used or removed without permission of the athletic trainer.
5. No horseplay, improper language, or unnecessary confusion at any time.
6. No food or drink allowed in the athletic training facility.
7. Cell phones are not allowed in the athletic training room. Use of the telephone is prohibited. It is a NCAA violation.
8. No sleeping or lounging on the treatment tables in the athletic training room.
9. Please be respectful of others at all times.
10. It is your responsibility to see to it that you are rested, well hydrated and eating properly. TAKE CARE OF YOURSELF.

DRUG TESTING

The Sacramento State substance abuse policy is an essential element in protecting you the student-athlete both from the harmful effects of drugs and alcohol use, as well as the legal penalties associated with violation of the law. Using illegal drugs for recreation, to enhance performance or for any other purpose is inconsistent with the policies of the Department of Intercollegiate Athletics and creates a danger to the health and safety of student-athletes.

Because of the Department's concern for your health and well being, as well as for the integrity of the intercollegiate athletics program, a comprehensive drug-testing program has been implemented. You will be provided with this programs policies and consent form at the beginning of each academic year. You must sign the Informed/Consent Statement to be eligible to compete. By signing this, you are confirming that you have been informed of the Department's drug policy and consent to undergo random drug testing throughout the year.

NCAA BANNED DRUGS

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Please visit the NCAA education services website for the current list. www.ncaa.org

Many nutritional/dietary supplements contain NCAA banned substances. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic training for further information.

OTHER DEPARTMENT OF ATHLETICS INFORMATION

SPORT SUPERVISORS

Athletic administrators who work closely with specific sport coaches and teams are sport supervisors. These individuals are available to guide student-athletes to appropriate resources and to discuss any concerns or problems that may arise that cannot be managed successfully within the team situation. The sport supervisor meets with each team at the beginning of the season to address any questions students might have as the academic year begins. Throughout the year, the sports supervisors work closely with the coaches and are available to support their teams. At the end of the year, the sport supervisor will administer an "Athletic Assessment/Exit Interview" questionnaire to the student-athletes. These evaluation tools provide important feedback on various aspects of the sports program and services provided to student-athletes.

ATHLETICS ASSESSMENT/EXIT INTERVIEW

In order to improve the quality of our program, the Athletics Department seeks constructive feedback from the student-athlete. The Athletic Assessment/Exit Interview questionnaire provides the department with information which may be useful to coaches and administrators in improving coaching techniques, behaviors, strategies or policies that impact the student-athlete.

Ask each student-athlete to voluntarily fill out this questionnaire and provide their name. The responses to questions on this assessment will remain anonymous (coaches will see information in aggregate form only). The department will still consider feedback provided if the student-athlete choose not to include their name.

The actual responses on the exit interviews will be kept confidential, to be read only by the Director of Athletics, Associate AD, Compliance Director and the FAR. However, their identity is important should the Director of Athletics feel the need to follow-up on this questionnaire with an interview. The questionnaire is administered by the applicable sport supervisor at the conclusion of the championship segment of that team's season. The coach will only receive a summary of the responses to these questions provided by all student-athletes.

Constructive feedback is always welcome, and student-athletes need not wait until the end of their season, year or athletic career to offer suggestions or express concerns.

INTERCOLLEGIATE ATHLETIC ADVISORY COMMITTEE

The purpose of the Intercollegiate Athletic Advisory Committee (IAAC) is to provide guidance to the President of Sacramento State in developing, implementing, and evaluating policies that balance intercollegiate athletics with academic rigor and promote equity in the intercollegiate athletics program. The advisory committee reports to the President.

The IAAC will meet in October, December, March and May. Additionally meetings may be called at the discretion of the chair. Acting of its own volition, upon the request of the President, the Advisory Committee shall develop and supervise policies for the intercollegiate athletics program, including but not limited to the following:

1. Develop and monitor academic standards with respect to Athletics;
2. Formulate, review, and update all policies pertaining to intercollegiate athletics;
3. Review the annual athletic budget and provide guidance concerning other financial matters of the Intercollegiate Athletic Program;
4. Review all competitive schedules;
5. Review all Department of Intercollegiate Athletics awards to athletes;
6. Provide information and assistance to the official representatives of the University for all athletic conference and NCAA meetings;
7. Ensure that the intercollegiate athletic program adheres to all policies, rules, and regulations set forth by the University administration and the NCAA;
8. Review policy relating to the use of athletic facilities as they relate to the Department of Intercollegiate Athletics;
9. Establish, implement, and annually review policies on equity and nondiscrimination, including monitoring progress toward achieving gender equity in Athletics;
10. Participate in the search and screening process for head coaches and senior Athletics Department administrators.

The membership to this committee consists of Membership: Alumni/Community (two); a Coach Representative; Student Representatives (three); Student Services Representative; Administrative Representative; and the Faculty Athletic Representative. The President will appoint a chair from among the advisory committee membership annually and committee chair reports to the President.