

Sacramento State SARC Advising Policies

☞ Student-athletes are expected to meet with the Athletic Academic Advisors 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 **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 or view the advising schedule on our website for your assigned week(s). Appointments can usually be made in the SARC (the schedule fills up fast, so make appointments in advance) or see your head coach.

☞ 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 the August SARC Academic & Life Skills Welcome Sessions which include academic policies, life skills topics and NCAA continuing eligibility rules that relate specifically to incoming student-athletes.

Student-athletes must take the ELM and EPT (unless exempt) before they can attend orientation and register for classes. 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 students do not take the tests before their first semester they will not be allowed to attend Sacramento State, orientation or register for classes.** Transfer students who have completed their college level math and English requirement from another college are exempt from the ELM and EPT (please send official transcripts).

☞ 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 by a SARC representative 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). Additionally, please confirm your practice times with your coach as to not schedule classes that overlap with athletic commitments.

☞ New, incoming student-athletes will register for classes on the date of their orientation. Major advisors and general education counselors are available to answer any questions pertaining to course registration.

☞ Student-athletes should 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.

☞ 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.

☞ **In addition to meeting with a SARC staff member, it is mandatory that student-athletes meet with their major advisor to receive priority registration!** 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.

Ⓢ 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.

Ⓢ **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.

Ⓢ **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 academic year.
- 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).

Ⓢ **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!!). To avoid conflicts like these, we recommend you register for an additional class (this allows for the flexibility to drop a course later 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 specific 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 advisor, 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).