

SIERRA COLLEGE



Student Athlete Handbook 2014-2015

Baseball • Men's & Women's Basketball •
Football • Men's & Women's Golf • Women's Soccer • Softball • Men's & Women's
Swimming & Diving • Men's & Women's Tennis • Women's Volleyball • Men's &
Women's Water Polo • Wrestling

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INTRODUCTION

This handbook has been designed to assist Sierra College's student athletes with the transition to becoming and continuing as a member of the Wolverine family. There are numerous policies and procedures that must be followed within the California Community College Commission on Athletics, Sierra College and the Health, Physical Education, Recreation/Athletics Division in order to retain your academic and athletic eligibility.

This guide will help with the information on items such as: eligibility, financial aid, housing, athletic training, advisement and much more. The handbook contains information that changes regularly and other information that is fairly constant. This makes for an excellent resource for the student-athlete to get the most up-to-date information regarding all aspects of the collegiate experience.

It is a privilege to represent and compete for Sierra College. Please take time to familiarize yourself with the information in order to help you make the most efficient use of your time and resources. As you read the handbook, should you see an area that needs more explanation, please contact one of the athletic staff members.

Sierra College Athletics Mission Statement

It is the mission of the Sierra College Athletics Division to provide activities founded upon sound physical education theory. As Sierra College moves into the 21st Century, we must be prepared to meet the ever-changing needs of the Sierra Community College District. This includes providing the athletic, physical education and recreational opportunities that our community desires. In a world where electronic communication is ever increasing, resulting in a more sedentary lifestyle, the need to provide appropriate physical education is more important than ever. Physical activities are important for the health of both mind and body. Following sound theory the Sierra College Physical Education/Athletic Division strives to provide:

1. Physical activities which have meaning and significance for the individual, thereby providing an interest in long term participation.
2. Physical activities which provide measured physiological outcomes for the participant.
3. Participation should provide opportunities for the participants to contribute successfully in a community environment. This ability to function and live well as a member of an organized society is a valuable quality.
4. These activities should promote opportunity to find personal success, leadership and responsibility as an individual within a group.

We must learn to evaluate and to accept only those things, which seem to be of most value. However, value changes with new knowledge. It is our mission to keep up with the changes, evaluate the value and adjust accordingly.

DEPARTMENT PHONE LIST

Athletic Department
FT Building

Phone: (916) 660-8100, 660-8103, Fax: (916) 630-4554
Hours: Monday - Friday, 7:30 a.m. - 5:00 p.m.

Athletic Support Staff:

Lucas Moosman, *Athletic Director*
lmoosman@sierracollege.edu • (916) 660-8102

Dawn Flannery, *Administrative Assistant*
dflannery@sierracollege.edu • (916) 660-8103

Nancy Smith, *Athletic Trainer*
nsmith@sierracollege.edu • (916) 660-8107

Brandon Johnson, *Athletic Trainer*
bjohnson@sierracollege.edu • (916) 660-8108

Julie Trujillo, *Equipment Technician*
ttrujillo@sierracollege.edu • (916) 660-8109

Richard Elliott, *Athletic Counselor*
Appointments (916) 660-7400 • relliott@sierracollege.edu • (916) 660-7402

Student Support Services:

Pat Efseaff, *Dean, Student Services*
pefseaff@sierracollege.edu • (916) 660-7304

Gail Modder, *Admissions & Records Program Manager*
gmodder@sierracollege.edu • (916) 660-7341

Linda Williams, *Financial Aid Program Manager*
lindawilliams@sierracollege.edu • (916) 660-7311

Doreen Prado, *Financial Aid Specialist*
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Carrol Hanawalt, *Records & Evaluations*
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David Miramontes, *Admissions & Records – Residency A-M*
dmiramontes@sierracollege.edu • (916) 660-7340

Anda McComb, *Admissions & Records – Residency N-Z*
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Bursar Support Services:

Beverly Yoha, *Manager*
byoha@sierracollege.edu • (916) 660-7616

Pam Robertson, *Accounts Receivable Technician/Payment Plans*
probertson@sierracollege.edu • (916) 660-7615

2014-15 ACADEMIC CALENDAR

Fall Semester 2014

Aug. 25	Instruction Begins – Day and Evening
Aug. 30-Sept. 1	Holiday (Labor Day)
Sept. 7	Add/Drop/Refund Deadline
Sept. 19	Deadline to Initiate Credit by Examination (Challenge)
Sept. 26	Last Day to File P/NP
Oct. 1	Last Day to Request December 2014 Degree or Certificate
Nov. 4	Last Day to Withdraw from Course and Receive a “W”
Nov. 10	Holiday (Veteran’s Day)
Nov. 27-29	Holiday (Thanksgiving)
Dec. 13	Last Day of Fall Instruction

Spring Semester 2015

Jan. 26	Instruction Begins – Day and Evening
Feb. 8	Add/Drop/Refund Deadline
Feb. 13-16	Holiday (Presidents’ Weekend)
Feb. 20	Deadline to Initiate Credit by Examination (Challenge)
Mar. 1	Last Day to Request May or August 2015 Degree or Certificate
Mar. 2	Last Day to File P/NP
Mar. 30- Apr. 4	Holiday (Spring Break)
Apr. 16	Last Day to Withdraw from Course and Receive a “W”
May 22	Last Day of Spring Instruction

Short-term and fast track classes have different deadlines. Review your class schedule for dates, check with the Admissions and Records Office, or your class instructor. This calendar is subject to change - contact the Admissions and Records Office or check the class schedule for registration information.

ACADEMIC & ATHLETIC SUCCESS

Successful student athletes:

- Are prompt and on time
- Attend class and complete assignments on time
- Study and read required material
- Get to know their professors
- Participate in class activities and discussions
- Are not afraid to ask questions
- Sit in the front of the classroom

Expected Behavior:

C-D-C = "Choices, Decisions, Consequences"

- Make wise decisions
- Be Responsible
- Treat people the way you want to be treated
- Respect students and staff
- Respect locker rooms, equipment, vans & buses

Academics:

- Transfer should be your #1 goal
- "Education will be your liberation!"
- A Bachelor's Degree is worth more than \$2.26 million dollars over 40 years!

(Median earnings, source: U.S. Bureau of the Census, 2011)

Not a high school graduate annual salary:	\$25,100
High School graduate annual salary:	\$35,400
Some college but no degree annual salary:	\$40,400
Bachelor's degree annual salary:	\$56,500
Master's degree annual salary:	\$70,000
Ph.D. annual salary:	\$91,000
M.D.,J.D. annual salary:	\$102,200

WOLVERINE ATHLETIC ASSOCIATION

The Wolverine Athletic Association (WAA) benefits all athletic teams at Sierra College. The WAA is the fundraising organization of the Sierra College Foundation for the Health, Physical Education, Recreation and Athletics Department. The primary purpose of the WAA is to provide additional funding support for the men's and women's intercollegiate sports at Sierra College.

Athletics play a key role in the total experience of campus life. They help students develop leadership skills and team concepts that will help them throughout life. Because of our visibility, athletics serves as a rallying point for students, alumni, faculty and friends. Athletic events on campus bring alumni and friends back to Sierra and attract prospective students. Athletics can provide an ongoing link for those who attend the college as well as for those who are just discovering the campus and its community.



I. STUDENT ATHLETE CODE OF CONDUCT

Sierra College Student Athlete Code of Conduct

Students who represent Sierra College in athletic competition are expected to:

- **Understand that participation in intercollegiate athletics is a privilege, not a right**
- Demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on campus, in the classroom and in the community
- Attend classes regularly
- Develop and follow an academic plan to obtain a certificate, an A.A. degree, or attain transfer status
- Demonstrate and understand that participation in athletics is contingent upon adherence to all Commission on Athletics (COA), Big 8 Conference, Northern California Football Alliance and Sierra College rules and regulations
- Acknowledge that compliance with the student-athlete code of conduct is required for participation in athletics at Sierra College
- Acknowledge that any violation of the code will result in appropriate discipline as determined by the head coach and athletic director

Academic Responsibilities

A priority for the athletic department is to wholeheartedly support and augment every effort that will foster intellectual development and academic progress for student athletes. While Sierra College provides a variety of services, the ultimate responsibility for success rests upon the shoulders of the student athlete. As a result, each student athlete is expected to:

- Set a primary goal of obtaining a certificate, an A.A. degree, or attaining transfer status in a timely fashion to better ensure academic and athletic eligibility in a 4-year institution
- Seek assistance from the instructor and/or athletic academic support services before and/or when academic difficulties occur
- Attend and be prepared for every class, except for excused absences
- Attend study hall, tutorial, and counseling sessions as required when academic deficiencies are identified
- Meet at least once each semester with the athletic counselor
- Adhere to the Sierra College policy regarding academic integrity and honesty
- Maintain COA minimum course hour requirements per semester (12 units/9 academic units)
- **Maintain an academic load that will ensure second season eligibility (pass 24 units including 18 academic units with at least a 2.0 cumulative GPA)**
- Make progress toward a degree, based on National Collegiate Athletic Association rules for continued athletic eligibility

I. STUDENT ATHLETE CODE OF CONDUCT

Citizen Responsibilities

In addition to academic responsibilities, the athletic department takes a leadership role in requiring that student athletes display good citizenship. Therefore, each student athlete is expected to:

- Show respect for all members of the Sierra College community
- Demonstrate good citizenship and sportsmanship with fellow students
- Present a positive public demeanor at all times, on and off campus
- Act as a role model for young people and other student athletes

Sierra College Sexual Harassment Policy

Sexual harassment in any form is a violation of this code of conduct. Sexual harassment is defined as an action intended, either explicitly or implied, to coerce another into sexual relations. It is also the creation of an intimidating, hostile, or offensive situation through verbal or physical conduct of a sexual nature. Either men or women can be the subjects of sexual harassment.

If you believe you are the victim of sexual harassment by someone in the Sierra College community, you should talk to your coach, the athletic director, or the athletic counselor to determine what options are available to you.

Felony Sentence Disclosure

Under penalty of perjury, the student athlete declares that the provisions of Section 67362 of the California Education Code are not applicable to their participation in intercollegiate athletics at Sierra College.

Section 67632 mandates that a student may not participate in intercollegiate athletics at a California public college or university if all of the following criteria are applicable:

- A conviction, and
- Tried and sentenced as an adult in any state or country, and
- The sentence was made after enrollment in any college or university, and
- Currently serving any portion of their term of probation or assigned prison term or parole period, and
- For any of the following felonies (number listed is for CA penal code)
 - 187 Murder with Malice
 - 209 Kidnapping
 - 210 Kidnapping for ransom or reward
 - 211 Robbery
 - 220 Assault
 - 243.8 Battery on a sports official

I. STUDENT ATHLETE CODE OF CONDUCT

- 245 Assault with a deadly weapon
- 261 Rape
- 262 Rape of a spouse
- 264.1 Aiding in rape
- 286 Sodomy
- 288 Lewd or lascivious act with a child
- 288a Oral copulation
- 289 Substantial sexual conduct with a child
- 459 Burglary
- 664(a) Attempted murder during the commission of a crime

The student athlete may be subject to disciplinary action, including, but not limited to, suspension, dismissal, or expulsion, if the student-athlete knowingly provides false information in this declaration. If you are unsure of your status, please consult with the Director of Athletics prior to signing disclosure.

Good Sportsmanship

Our student athletes are ambassadors for Sierra College and enjoy certain privileges with such status. They also bear the responsibility of behaving with dignity and sportsmanship. Student athletes will conduct themselves with honesty and good sportsmanship during games and competition. Behavior must at all times reflect the high standards of honor and dignity that should characterize participation in competitive sports. Student athletes will conduct themselves in a manner reflecting positively on the reputation of Sierra College both on and off the “field of play” and when traveling and participating at other institutions. Our objective is for the student athletes to always maintain an attitude of respect toward opponents. As models of good sportsmanship, student athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it’s exhibited by a teammate or an opponent.

While intense and emotional game action and conduct is certainly a reasonable part of intercollegiate sports contests, the intent of our student athletes should never be to demean the dignity and individuality of an opponent, an official, or of the athletic contest.

To that end, our student athletes are expressly prohibited from engaging in the following behavior at any intercollegiate sporting event:

- Fighting opponents, fans, or officials
- Taunting opponents or their fans
- Inappropriate “celebrations” with the intent to demean opponents
- Disrespectful attitude toward opponents
- Inciting crowd hostility in an unsportsmanlike manner
- Using profane and vulgar language and/or gestures

I. STUDENT ATHLETE CODE OF CONDUCT

Student Discipline

Each student is responsible to adhere to the policies and procedures of Sierra College, as well as all federal, state and local laws. All rules and regulations applying to conduct also apply to student employees, whether all or a portion of the salary is paid by the District.

Training and Conditioning Policy

Student athletes are expected to keep themselves in top physical condition and responsible for continuing training programs prescribed by medical and coaching staffs.

Alcohol consumption is highly discouraged at all times. California state law sets the minimum age for purchasing and drinking alcoholic beverages at 21 years of age. Under-age drinking is a violation of the code of conduct. Students who are of a legal drinking age must abide by the COA and student code rules and regulations relating to alcohol and drug use. The use of illegal and/or "performance enhancing" drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student athletes and their teammates.

Student athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs, and other intoxicants and shall not:

- Use, or be under the influence of, drugs not prescribed by a physician
- Drink, be under the influence of, or be in personal possession of alcohol on campus, during any intercollegiate event, or athletic practice, on road trips associated with athletic events, or at team social activities, or anywhere else that use might be reported

The state athletic constitution prohibits the above-mentioned actions, and the athletic department will not tolerate the use of these products. Violators of this policy are subject to disciplinary action.

Travel Expectations

When traveling as official representatives of Sierra College to athletic competitions, events, and appearances, student athletes' actions should reflect favorably on the college, their team, and themselves. Student athletes are expected to adhere to their particular team's dress code, nutritional needs, team rules and curfew.

I. STUDENT ATHLETE CODE OF CONDUCT

All student athletes should travel to and from all away contests with transportation provided by Sierra College. If it is necessary for you to drive your own vehicle to an away contest, you must first sign release forms which your head coach can supply you with. If you must drive you CANNOT drive other teammates with you whether they sign a release form or not. These forms must be turned into the athletic director prior to departure.

Student athletes may be released upon approval by the head coach to their parent(s) only for return travel from an away contest. No exceptions (brothers, uncles, etc. are not parents).

Student Athlete Contract

You are required to have a signed Student Athlete Contract on file with the Athletic Department, which indicates your agreement to the terms of the Student Athlete Code of Conduct.

II. ADMISSIONS & RECORDS

Eligibility

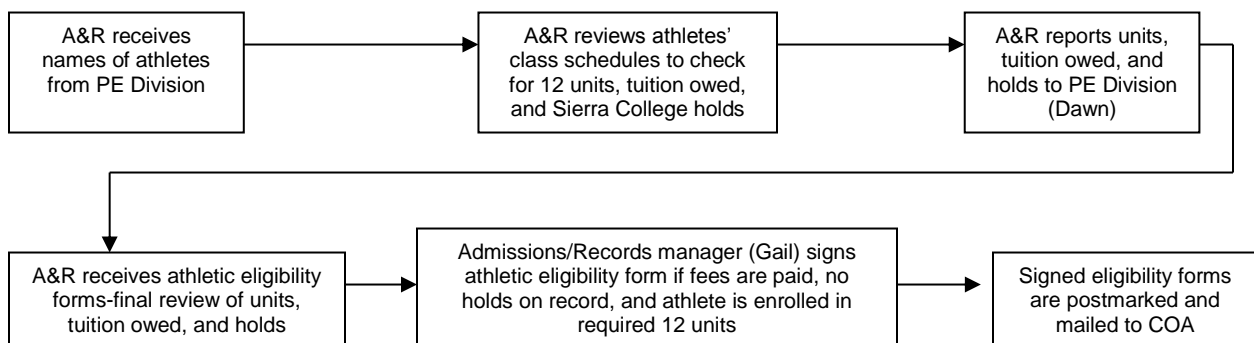
To compete as a student-athlete at Sierra College, a student must meet all COA requirements, including, but not limited to:

- Register for a minimum of 12 units of academic work and not drop below that number at any time during the season.
- Be a student in good academic standing, which is accomplished by maintaining a 2.0 cumulative grade point average (Sierra and Overall).
- Make satisfactory progress by passing 24 semester/36 quarter units in course work counting toward an associate degree, remediation, transfer, and/or certification as defined by the college catalog and consistent with the student's educational plan.

Athletic eligibility process:

- A&R evaluates other college transcripts when necessary
- A&R evaluates degree and certificate petitions (students must submit degree/certificate petition requests) to Records - deadlines are published on our website and in the Sierra College catalog (student transferring to other colleges may not be granted scholarship if degree is not posted to Sierra College transcript)

Important Note: The Director of Athletics shall work with the Admissions and Records Office to check the eligibility status of each student athlete on a weekly basis during each season of sport. Should any student athlete be found to be ineligible at any point during the season of sport, his or her participation in all activities (including competition, practice and travel) related to the sport program shall cease immediately. The suspension from activities shall remain in force until the ineligibility issue is confirmed as resolved by official college records. An eligibility check for all student athletes, in regard to continuing eligibility status, shall be conducted at the close of each semester grading period. Results of this evaluation shall be made in writing to the head coach of each sport program.



II. ADMISSIONS & RECORDS

Residency

In order to establish California Residency, all students must complete a Residency Reclassification Petition (please go to the Admissions Office to obtain this petition). In addition, Sierra College requires **3** separate documents to confirm residency. **All** of the documents **must** contain the student's name and California address (no P.O. Box). At least **one** document must be dated one year, one day prior to semester start. Please contact the Admissions and Records office for specific dates.

Acceptable documentation includes but is not limited to:

- CA Driver's License or ID card
- CA Voter registration card
- Bank account statements
- Utility bills (gas, water, power, landline telephone)
- Official high school or college transcripts*
- CA State Income Tax 540 form with California address
- Current W-2 form (showing CA address)
- Documentation of possession of CA vehicle license plates
- Documentation of entry into a legal agreement in CA (marriage, divorce, etc.)
- Active Duty military ID, copy of orders in CA
- Recent Veteran: LES, DD214
- Documentation of ownership of residential property or of continuous occupancy of rented or leased property in CA
- Selective Service registration*
- Documentation of public assistance, rehabilitation, unemployment or other CA state services
- Documentation of active membership in service or social club.
- Documentation of credit agreements with CA business(es)
- Licensing from California for professional practice
- California State Income Tax 540 returns w/date sensitive paystub
- California W-2 w/date sensitive paystub
- Other (please describe): _____

* All documents are subject to date requirements and these specific ones may not apply to all students.

Please contact the Admission & Records Office (916) 660-7340 if you have any questions.

Fees and Holds

Athlete's financial obligations must be met with the college before they are eligible to compete.

Registration Fees include: Enrollment (resident and non-resident), Health, Student Center, Materials.

II. ADMISSIONS & RECORDS

Holds include: Unpaid Enrollment Fees, Parking, Library, Athletic, Lab, Equipment, Financial Aid, Health Center, etc.

Tuition Payment Plan

The Tuition Payment Plan is an interest-free payment plan you can sign up for that allows you to pay your fees over time and be eligible to compete. As soon as you register for classes you can sign up and arrange a payment plan. The sooner you sign up for the plan, the less the monthly payments will be since they are spread out over more time.

Steps to Sign Up

1. Log in to MySierra account
2. Select Pay Fees Correct Term Select Set up Payment Plan

Key Points

- Tuition Payment Plan charges a \$15.00 non-refundable enrollment fee
- Payments are automatically withdrawn, according to the payment method selected.
- Students may choose either credit/debit or automatic bank payment (ACH)
- If there are insufficient funds, a \$30.00 fee is charged and another payment will be attempted on the 20th of the month.
- If on the 20th of the month there are still insufficient funds, another \$25.00 fee is charged and another attempt will be made on the 5th of the next month.
- If there are insufficient funds for the third attempt another \$25.00 fee is charged and the student's information is sent to collections.
- The earlier students sign up for FACTS the smaller their payments will be
 - For example: If a student signs up before Aug. 1st for the Fall 2014 term the student will have no down payment with 4 monthly payments beginning Aug. 5th, bill is broken up in to 5 payments. If a student signs up before Jan. 16
- BE AWARE OF DEADLINES
- Contact the Bursar Office for the Tuition Payment Plan brochure which lists deadlines and payment options

III. FINANCIAL AID

Financial assistance is a resource designed to supplement the cost of education, and is not intended to be used as a student's sole means of income. The types and amounts of aid Sierra awards or recommends are subject to availability of funds, enrollment status, college and financial need.

Scholarship applications are available online each December with a February deadline. FAFSA applications are available online at <http://www.fafsa.ed.gov/>. The Sierra College school code is 001290.

Types of Aid

Scholarships

The Financial Aid Office offers scholarships to high school seniors, current and transfer students. Scholarships are awarded on academic achievement, community involvement or extra-curricular activities and/or financial need. Gifts and endowments from private individuals, corporations, community organizations, and other foundations fund scholarships.

Private scholarships are derived from a variety of organizations that provide scholarship opportunities to students. Please contact the scholarship coordinator in the Financial Aid Office for more information or visit our website.

Board of Governor's Fee Waiver (BOGW)

The BOGW waives enrollment fees to qualifying students who are California residents. To qualify, complete the FAFSA or paper application. A prior year tax transcript is required for any paper application. Some Fee Waivers may require you to pay the Health Center Fee and Student Body Center Building and Operating Fee yourself.

Federal Work Study

If a student is offered Federal Work Study as part of his/her financial aid package, the Financial Aid Office will help students find a part-time job on or off campus. If possible, students will be placed in work related to his/her studies or career plans, or in community service. A student will generally earn between \$10.00 and \$11.50 per hour and be paid twice per month.

Federal Pell Grants

Pell Grants are awarded solely on demonstrated financial need to every eligible undergraduate student who hasn't already earned a bachelor's degree or professional degree. Pell Grants don't need to be repaid. They can be used for tuition, fees, and living expenses. In some cases, a student can even receive a Pell Grant if he/she is attending college less than half time.

III. FINANCIAL AID

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Financial Aid Office awards these grants to undergraduate students who have exceptional financial need, with priority given to Pell Grant recipients. Unlike Pell Grants, there's no guarantee every eligible student will receive one. In addition, funds are limited. These grants don't need to be paid back.

Cal Grants

Cal Grants are awarded to California residents for demonstrated financial need and academic achievement as measured by a GPA to undergraduate students who haven't already earned a bachelor's degree or professional degree. Cal Grants don't need to be repaid. They can be used for tuition, fees, and living expenses. Contact the California Student Aid Commission at 1-888-224-7268 or visit their web site at www.csac.ca.gov for more information regarding deadlines and availability of funds. You must complete a FAFSA by March 2nd of each year to determine your eligibility.

EOPS Book Voucher

The EOPS Book Voucher is offered to full time California residents who qualify financially and educationally for the EOPS Program. The EOPS Grant is contingent on the availability of funds. These grants don't need to be paid back. Contact the EOPS Office at (916) 660-7366, for more information.

CARE

If you are a single parent, you may qualify for the Cooperative Agencies Resources for Education (CARE) program, a component of EOPS. This program provides educational support services for the academically under prepared, single parent population who are receiving benefits through CalWORKS and are EOPS eligible. Additional grants for eligible CARE students may also be awarded (if funding permits).

CalWORKS

The objective of the CalWORKS program is to serve as an advocate for students in meeting the new Welfare-To-Work requirements. We can provide a variety of support services to help you successfully complete your dream of a college education, while also meeting your county CalWORKS requirements.

Direct Federal Stafford Loans

There are two types of Direct loans: subsidized, for which the government pays the interest while the student is in college; and unsubsidized, for which the student is responsible for paying all the interest on the loan, during college and after. A student can receive both types of loans at the same time.

III. FINANCIAL AID

The interest rate is fixed beginning July 1. After graduating, leaving school, or enrolling less than half time, a student will have a six month "grace period" before the first loan payment is due. All student loans must be paid back with interest. Typically a student will have 10 years to repay the loan. **Make sure you check with the Financial Aid Office for any changes/updates.**

We do not encourage the use of student loans since the cost of attendance is low at Sierra College. Students are urged to save their loan eligibility for use at four-year colleges or universities where the cost of education is greater.

Direct Federal PLUS Loans for Parents

With PLUS Loans, a student's parents or stepparents may borrow up to the total cost of a student's education, minus any other aid that the student receives. PLUS loans are not based on a student's family's income or assets and are only for undergraduate study. The interest rate is fixed beginning July 1. Interest is charged from the date loan funds are first disbursed until the loan is repaid in full. Generally repayment starts within 60 days of the loan's final disbursement for the school year, so a student's parents may be repaying both the loan and the interest while the student is still in college.

Eligibility Requirements

There are a number of requirements that must be met before a student is considered eligible for financial aid. The student must:

- have financial need
- be a U.S. citizen or eligible non- citizen
- not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS)
- not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant
- be making satisfactory progress (financial aid and academic)
- agree to use any federal student aid received solely for educational purposes
- have not completed a BA/BS degree
- have a high school diploma, GED or proficiency certificate

Many of these items are collected at the time you apply for financial aid and some during the verification process. Before financial aid is awarded the Financial Aid Office will verify that you are enrolled in an eligible program and that you are making satisfactory progress.

III. FINANCIAL AID

Satisfactory Academic Progress

Federal regulations require that all students receiving financial aid while attending Sierra College meet established standards of Satisfactory Academic Progress. Students are evaluated against the following three standards. Failure to comply with any of these standards will result first in probation (warning) at the end of the first semester and then termination (ineligible for financial aid) at the end of the second semester.

Students who fail to complete any courses for which financial aid was received (i.e.: receives "W", "I", "F", or "NC" grades in all classes) will be immediately terminated from all financial aid programs.

- **Grade Point Average (GPA):** Student must maintain a cumulative (overall) 2.0 GPA each semester.
- **Unit Deficiency:** Students must complete the following number of units based on their units attempted with 2.0 GAP ("C" Grades or better):

UNITS ATTEMPTED	UNITS TO COMPLETE with 2.0 GPA
Full-Time (12 or more units)	At least 9 units
3/4-Time (9 to 11.5 units)	At least 8 units
1/2-Time (6 to 8.5 units)	At least 6 units
Less than 1/2-Time (0.5 to 5.5 units)	All enrolled units

- **Total Units Earned/Maximum Unit Limit:** Students may receive financial aid until a total of 90 units have been attempted, regardless of how much aid has been received. Up to 30 units of remedial course work to include ESL units may be deducted from the total attempted units. Sierra College is required to use all attempted units as well as those with a passing grade.

III. FINANCIAL AID

Sample Financial Aid Award package based on maximum eligibility and full time attendance:

Pell Grant	\$2,865
FSEOG	300
Federal Work Study	<u>2,400</u>
Total Award	\$5,565 per semester

Note: FSEOG and FWS funds are limited. Students who apply by March 2nd will have priority for these grants

2015-16 FAFSA

FAFSA applications for financial aid beginning in Fall of 2015 will be available January 1, 2015. Students are encouraged to apply early. March 2nd is our priority filing deadline. Students who apply by this date have a better chance to maximize their grants for those funds that may be limited.

Check with the Financial Aid Office for scheduled FAFSA Workshops in early 2015.

*In all cases we cannot process financial aid after June 30 of any academic year if a student is considered not eligible due to **not** completing a FAFSA, not providing requested documents to demonstrate eligibility or did not complete the Satisfactory Academic Progress petition process.*

III. FINANCIAL AID

Student Ambassadors

The Financial Aid Office employs students to work as Student Ambassadors who are available for one-on-one appointments to help students complete their FAFSA, complete verification documents and fee waivers and also to answer questions. Financial Aid also schedules workshops to assist students to complete their application.

Ambassadors are available Monday through Friday, 8:00 am to 5:00 pm, (916) 660-7310.

Please bring the following to your appointment: Driver's License, Social Security Card, copy of your federal tax return and your parent's federal tax return, untaxed income information for Social Security benefits, welfare benefits, etc.

Scholarships

The annual online scholarship application runs Dec through early February of each year. All students are encouraged to apply. Letters of Recommendation are required for most scholarships so you should not wait until the last minute. Sierra College offers workshops on completing Scholarship Applications. Although there are a few larger scholarships, most average about \$500.

Student Employment

There are 2 different programs for students interested in working on campus:

- Federal Work Study is a financial aid grant. Students are awarded up to 2160 per semester depending on their eligibility and earn their "paycheck" up to the award amount as they perform the work. Funds are limited and awarded on a first come - first served basis
- District Student Help is a program for students who do not qualify for FWS funds. Students employed under this program are paid by the division they are employed by. Students may work up to 24 hours per week and must maintain enrollment in 6 units. International students are limited to 20 hours per week.

IV. ATHLETIC COUNSELING

Sierra College provides Athletic Counselors to help insure an athlete's academic success while at Sierra and to help athletes properly prepare for transfer to 4 year institutions. The various athletic associations' eligibility rules and transfer requirements are quite complex. Because of this, it is important that athletes meet with an athletic counselor every semester. Following are some of the basic things you need to be aware of as you begin your athletic and academic activities at Sierra.

Athletic Counselors

Richard Elliott, *Athletic Counselor*

Appointments (916) 660-7400 • relliott@sierracollege.edu • (916) 660-7402

Brian Gosney, *Athletic Counselor*

Appointments (916) 660-7400 • bgosney@sierracollege.edu • (916) 660-7424

Eligibility during the Season

To remain eligible to participate in intercollegiate athletics during the season of play, students must be enrolled in and attending a minimum of 12 units. Late start classes cannot be counted toward the 12 units until the class actually starts.

Student Educational Plan (SEP)

To be eligible to participate in the first season of a fall sport a student must have a comprehensive (four semester) SEP on file by October 15. For a spring sport, the deadline is March 1. Students participating in the second season of a sport must have a comprehensive SEP on file before the season begins.

Eligibility for Second Season

Once a student competes in the first season of a sport, the student must pass 24 semester units to be eligible for the second season. Courses repeated to raise a D grade in a previously completed course may not be counted for this requirement. Eighteen of the 24 units must be from courses needed to reach the student's academic goals as outlined in his or her SEP.

In addition a student must maintain a 2.0 cumulative GPA beginning with courses taken during the first semester of participation.

IV. ATHLETIC COUNSELING

**** Effective July 1, 2015 ****

The 24 unit requirement increases to 27 semester units, and the 18 unit requirement to 21 semester units. A student is also required to successfully complete 50% of all units attempted.

A student participating in a sport which spans fall and spring semesters is required to meet the GPA and % of units completed requirement at the end to the fall semester to be eligible to participate in the spring semester.

Transfer Timelines

NCAA D1 has a five year clock. A student has five calendar years, commencing with the first full time semester of enrollment, to complete four years of competition. NCAA D2, 3 and NAIA allow ten full time semesters to complete four years of competition.

Requirements for Qualifiers (registered with NCAA clearing house)

D 1:

1. Complete at least one semester as a full-time student (summer does not count)
2. Earn an average of 12 transferable credit hours for each semester attended full time.
3. Earn a GPA of 2.5 in those transferable hours. (No more than two credits of PE activity courses may be used to meet transferable credit and GPA requirements.)

D 2:

1. Complete at least one semester as a full time student.
2. Earn an average of 12 transferable credits for each semester attended full time.
3. Earn a cumulative GPA of 2.0.

Requirements for Non-Qualifiers (D1)

1. Complete at least 3 full time semesters.
2. Graduate from the two year school.
3. Earn 48 transferable degree credits. These must include six units of English, 3 units of math and 3 units of science.
4. Earn a GPA of at least 2.5 in the transferable units. (No more than 2 PE activity units may be used to meet the unit and GPA requirement.)

**Information is subject to change.
Please meet with your Counselor for current requirements.**

V. ATHLETIC TRAINING

The Sierra College Sports Medicine staff consists of the team physician, certified athletic trainers and student volunteers. Our responsibilities include the prevention, evaluation, treatment and rehabilitation of injuries as well as first aid and emergency care for the athletes at Sierra College.

Certified Athletic Trainers

Nancy Smith, *Athletic Trainer*
nsmith@sierracollege.edu • (916) 660-8107

Brandon Johnson, *Athletic Trainer*
bjohnson@sierracollege.edu • (916) 660-8108

Pre-Participation Health Screening

A pre-participation health screening must be done by a physician (MD), osteopath (DO) or a nurse practitioner (FNP)/ physician assistant (PA) under the supervision of one of the above. Health screenings by a chiropractor (DC) or by immediate family members will not be accepted. This completed form must be turned in to the athletic trainers before your first practice. Transfers from other community colleges and four-year schools as well as students enrolled in any intercollegiate course who practice with the team during the intercollegiate season must have a pre-participation health screening.

You have several options for getting a health screening:

1. Each sport will have a designated time and date for a mass health screening at Sierra College. There will be a \$10.00 fee.
2. Health screenings can be done through the Sierra College health center, for a \$20.00 fee. If going through the health center, you must make an appointment, 916-660-7490 and use the Sierra College pre-participation form. This form is available in the athletic training room, the PE office and the Sierra College athletic training web page.
3. You can go to your personal physician or a medical clinic but the doctor must use the Sierra College pre-participation form.

Before your sophomore season you must fill out and turn in a follow-up medical questionnaire before the first practice in order to be cleared to participate. If you sustained an injury or had other medical issues since your last health screening a clearance note or a second health screening may be required before you are cleared to participate.

If you have not participated in a sport at Sierra College for more than two years you will need to have another health screening.

If you are a minor at the start of your sport season a Medical Consent for Minors form must be on file in the athletic training room before your first practice.

V. ATHLETIC TRAINING

Other Forms

The following forms must be completed and turned into the athletic training room before you may participate in competitions:

1. Insurance information
2. Emergency card
3. Risk acknowledgement
4. Authorization for Disclosure of Protected Health Information

Medical care

For any non-emergency illness or injury please contact the athletic trainers before going to see any outside health care providers. Doctors have final say on whether you can participate. If you go to see a health care provider outside of Sierra College you must have a clearance note stating you can return to your sport.

For any emergency medical situations please go to your local emergency room, urgent care or physician.

Insurance

The school has secondary insurance for injuries that occur during school sponsored activities. Your insurance is primary and you must submit claims through your insurance first. For example, if you have Kaiser you must go through the Kaiser system, if you have a HMO you must go through your primary care doctor. If you do not follow your insurance procedures then the Sierra College insurance will not cover the expenses. If you do not have insurance the Sierra policy will become primary for injuries that occur during school sponsored activities. An accident report and claim form must be filled out before submitting claims. Submitting a claim does not guarantee payment.

Athletic Training Facility

The athletic training room is located in G-202. Hours are Monday through Friday 10:00 a.m. until practices/competitions are finished and on weekends as necessary. During winter break the hours will vary according to the schedules of the in-season sports.

V. ATHLETIC TRAINING

Policies/Rules

- Athletes must have a pre-participation health exam on file to receive treatment.
- Athletes must sign in on the treatment log before being treated.
- Athletes will be served on a first come first served basis. Exceptions might be made for athletes that have competitions.
- Athletes need to shower/rinse off and change into dry clothes before being treated after practice.
- Athletes will not bring tobacco into the athletic training room.
- Athletes will not use profanity in the athletic training room.
- Athletes will dress appropriately in the athletic training room.
- Athletes will remove cleats before entering athletic training room and leave all equipment by the door or locker room.
- Athletes will remove shoes before getting on treatment tables.
- Athletes must have cell phones on vibrate, cannot talk on the phone or take pictures in the athletic training room.
- Athletes are responsible for allowing enough time for evaluation and treatment before practices. If an athlete has a conflict with classes he/she must communicate with us and we will arrange a time for treatment.
- Athletes will act appropriately towards the athletic trainers, athletic training volunteers and other athletes in the room.

VI. RESIDENCE HALLS

4895 Rocklin Road
Rocklin, CA 95677
(916) 660-7389
housing@sierracollege.edu

Application Process

If you want to live in the Residence Halls, you can visit www.sierracollege.edu/housing or call the Housing Office at (916) 660-7389. The first thing you will be asked to do is complete a Housing Interest Form, which is available at the link above, or in the Housing Office. You must complete a Housing Application available at www.sierracollege.edu/housing, or from the Housing Office. When filling out the interest form please write the name of your coach and sport on the top. You will also need to ask your coach to contact the Housing Office to confirm that you're an athlete. After submitting the Housing Interest Form you will be contacted by the Housing Office regarding the next steps in the application process. Fall athletes must apply for housing by July 1st to use the athlete spaces.

There are 20 spaces held for athletes in each semester. These spaces are filled on a first come, first served basis.

Cost of Residence Halls

The cost of room and board is \$7,200.00 (payable in 2 installments of \$3,600.00). This amount covers the cost for the license agreement period, an entire academic year, including a meal plan. **Check with Housing Office for current rates.**

Meal Plan

Students living in the Residence Halls receive \$60 per week on a meal card which can be used in the campus cafeteria and at various off-campus dining establishments.

Payment Options & Deadlines

Payment must be submitted in full. The first installment is due August 5th and the second installment is due January 9th. If you are unable to pay in full by these deadlines, you must sign up for a Tuition Payment Plan at least 2 weeks prior to the Opening Day of the semester. Specific terms and conditions of payments and charges will be stated on the Tuition Payment Plan website and publications.

VI. RESIDENCE HALLS

Deadlines for Fall Semester

Fall athletes must apply by July 1st to use the athlete spaces. Residents must pay in full or sign up with Tuition Payment Plan 2 weeks before the semester begins.

Off-Campus Housing

If interested, there are many rooms, apartments, and houses for rent near the Sierra College campus. There are also several sources from which to obtain information – the Housing Office and local newspapers all have listings to assist students in finding housing. Students can also log into their mySierra and in the Groups section they will find a group named “Rooms for Rent – Off Campus”. Here you will find people looking for roommates, rooms for rent and other relevant information.

VII. ATHLETIC RESOURCES

Extended Opportunity Programs & Services (EOPS)

Extended Opportunity Programs and Services (EOPS) is a college success, counseling support program for low income and educationally disadvantaged students. The program provides access to a college education to students regardless of their economic, social and educational status. EOPS makes available to all qualified students a program of academic support by providing academic, career and personal counseling, instruction and tutoring as needed to ensure college success. A book voucher provides monies toward the cost of books each semester. Transportation costs (parking permits, bus passes) and cafeteria meal cards may also be offered to eligible students (if funding permits).

If you are a single parent, you may also qualify for the Cooperative Agencies Resources for Education (CARE) program, a component of EOPS. This program provides educational support services for the academically under prepared, single parent population who are receiving benefits through CalWORKS and are EOPS eligible. Additional grants for eligible CARE students may also be awarded (if funding permits).

Please contact the EOPS Office at:

- Rocklin Campus: (916) 660-7366
- Nevada County Campus: (530) 274-5306

Disabled Student Programs & Services (DSPS)

The DSPS Office oversees three programs on campus: Disabled Student Services, Supportive Education and Learning Disabilities. There are a number of services available, including evaluation of learning disabilities, class and assessment accommodations, test taking facilitation, priority registration, Student Education Plans (SEP), recorded textbooks (RFB&D), identification of learning styles, alternative learning strategies, and assistive technology.

For more information, please contact the DSPS office at:

- Rocklin Campus: (916) 660-7460
- Nevada County Campus: (530) 274-5330

A certified DSPS professional must verify a disability. With specialized services, disabled students can overcome their educational limitations and fully participate in Sierra College courses. All information is strictly confidential. If you need accommodations such as extra time on exams or a note-taker, you are given a form to take to the instructor. The instructor will not know you have a disability until you request an accommodation. An instructor is not entitled to know your specific disability. Disabled Student Services counselors provide the same services as general counseling. You can see any counselor you wish for general counseling. However, you must meet with DSPS faculty and sign your SEP every semester to receive services. You always have the option of not using the programs and services available to you.

VII. ATHLETIC RESOURCES

DSPS offers the following classes:

Learning Disability Orientation (LD 610)

Students taking this class will be evaluated individually for learning disabilities

Perceptual Skills Development (PT 601)

This course may include vision training and learning strategies

Introductory Phonetic Concepts (PT 602A)

Develops an awareness of phonetic letter sound association and sequence in words

Advanced Phonetic Concepts (PT 602B)

Continues to use multi-sensory and discovery learning to develop word attack skills

Tutor Center

The Tutor Center is located in the Learning Resource Center 4th Floor (LRC-402) and provides free help to any Sierra College student who would like some extra support in almost any subject. The tutors who work in the center are students who have excelled in the subjects that they tutor, and have been recommended by their instructors.

If you would like to meet with a tutor there are two ways you can do it:

- One-on-one Assistance: If you would like an hour of individualized tutoring, come to the Tutor Center and ask for an appointment with one of our tutors. Be sure to bring your student ID card and a copy of your course schedule.
- Drop-in Tutoring: If you don't want to hassle with making an appointment, you can come to a drop-in session! There are tutors available to help with many classes at different times throughout the week. To check the schedule, go to the website, call (916) 660-7220, or visit the Tutor Center to pick up a copy of the schedule. To drop in, bring your student ID and show up!

The Tutor Center would like to extend a warm welcome to each of the student athletes here at Sierra College. Come get a little help from our fantastic peer tutors and receive the support you need to be successful in all of your classes. For more information, contact the Tutor Center at (916) 660-7220. To find the Tutor Center website, go to the Sierra College homepage, www.sierracollege.edu, click on *Student Services*, and then *Tutor & Testing Center*. Click on *How to Receive Tutoring* to find the drop-in schedule.

Tutor Center Hours (Subject to Change)

Monday – Thursday 8 a.m. to 8 p.m.

Friday 8 a.m. to 4:30 p.m.

Saturday 9 a.m. to 1 p.m.

(Please call for Summer hours)

VII. ATHLETIC RESOURCES

Academic Foundations Program

The Academic Foundations Program is a combination of courses and support services that will help you succeed in college and beyond. You will build skill level in reading, writing, math, ESL, basic computer applications and finding, retrieving and evaluating information. Building skills and knowledge will help you become prepared for the rigorous demands of college-level coursework.

The Program provides:

- Placement in appropriate classes through assessment testing
- Courses that match your skill level to increase your success
- Counselors who map out schedules that help you accomplish your goals
- Courses with a slower pace, more one-on-one time with instructors, and more labs and instructional assistants to provide extra help
- Coordination between instructors and support services staff to provide you with learning disabilities testing, free one-on-one tutoring, drop-in Writing Center assistance, and more
- Instructors who meet periodically throughout the semester for training and discussion in order to help maximize your learning
- Student Success workshops throughout the semester that help you improve your skills in many different areas
- Support to help you succeed and achieve your goals

VII. ATHLETIC RESOURCES

Getting into the Program:

You enter the Academic Foundations Program primarily through assessment testing. It is extremely important that you take the assessment test, which measures your skill level in reading, writing, and math. In order to get the best assistance possible, you should take the assessment test early. Immediately afterwards, you should make an appointment for a one-hour orientation session, followed by a one-on-one appointment with a counselor who will help you enroll in courses suited to your particular skill level.

Another way to enter the Academic Foundations Program is simply to enroll in any of the courses listed here. Even if you assess into higher-level courses, you can still enroll in Academic Foundation courses where you can master concepts and achieve greater academic success across the curriculum.

Courses in the Program

CIS 1, 30 (basic computer skills)
CIS 5, 20 (keyboarding & doc processing)
CIS 37 (basic online skills)
English 501, A (writing)
English 560, 570, 50 (reading)
ESL 500, 510, 520, 530, 540, 560 (writing, reading, listening)
LD 610 (testing for learning disabilities)

Lib. Sci. 10A (finding info)
Lib. Sci. 10B (intermediate)
Math 581 (arithmetic)
Math 582 (pre-algebra)
Math A (basic algebra)
PD 1 (3 units) (college success)
PD 6 (3 units) (career & life planning)
PD 8 (1 unit) (college orientation)

Career Planning & Development

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support material is available for students and alumni. The Center offers workshops each semester, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in the Winstead Building. For more information about services and hours of operation, call (916) 660-7481.

VIII. SUMMARY

Frequently Asked Questions

“Who to See”

Question:

Answer:

Dropping a class (mid-term).....	ATHLETIC COUNSELOR
Repeating a class.....	ATHLETIC COUNSELOR
Degree Evaluations, Interpretations.....	ATHLETIC COUNSELOR
Enrolling in summer school	ATHLETIC COUNSELOR
Eligibility.....	ATHLETIC COUNSELOR
Graduation Concerns.....	ATHLETIC COUNSELOR
Working during the academic term.....	DIRECTOR OF ATHLETICS
NCAA/ COA rules interpretation.....	ATHLETIC COUNSELOR
Grant-in-Aid questions.....	FINANCIAL AID OFFICE
School forms.....	ATHLETIC COUNSELOR
Promotional Information & Media Inquiries...	DIRECTOR OF ATHLETICS
Health Information & Injury Care.....	ATHLETICS TRAINER
Help in general.....	DIRECTOR OF ATHLETICS
Job Referral.....	DIRECTOR OF ATHLETICS
Substance Abuse/Psychological Counsel.....	HEAD ATHLETIC TRAINER/DIRECTOR OF ATHLETICS

Dial (916) 660-7400 to schedule an appointment with an athletic counselor

VIII. SUMMARY

Forms to Complete:

- Student Athlete Handbook Acknowledgement
- COA Form 1: Student Eligibility Report
- COA Form "C": Out-Of-Recruitment Area Student Contact Form
- COA Form 2: Tracer
- Student Athlete Contract
- Felony Sentence Disclosure
- Emergency Card

Sierra College Student-Athlete
Acknowledgement Statement
2014-2015



This affirms that I have received and assume responsibility for all the information contained within the Sierra College student-athlete handbook.

I understand this handbook is to be used primarily as a reference tool for general information and that I should seek out either my head coach or the appropriate athletics administrator with questions on specific issues.

I understand that failure to sign and return this form to my head coach by the announced deadline may result in my being declared temporarily ineligible for practice or competition.

Print Name _____

Your Sport _____

Signature _____

Date _____