

3C4A COUNSELOR'S HANDBOOK:

*Providing the California Community College
Student-Athlete the opportunity to achieve
academic and athletic success.*

2017

TABLE OF CONTENTS

CONTENTS

Athletic Academic Calendar _____	page 1-8
• January _____	page 1
• February _____	page 1-2
• March _____	page 2
• April _____	page 2-3
• May _____	page 3
• June _____	page 3-4
• July _____	page 4-5
• August _____	page 5-6
• September _____	page 6
• October _____	page 6-7
• November _____	page 7
• December _____	page 8
Duties and Responsibilities for an Academic Program _____	page 9-11
• Counselors _____	page 9
o Goals _____	page 9
o Primary Functions _____	page 9-10
• Responsibilities _____	page 10
o Athletes _____	page 10
o Coaches _____	page 11
Role of the Academic Counselor: Past, present and future [Table] _____	page 12-118
• Responsibilities _____	page 12
o General Counselor vs. General + Athletic Counseling _____	page 12-13
Students who participated in sports vs. Athletes who participate in academic _____	page 14
• 10 reasons _____	page 14
General student vs. Student-Athlete _____	page 14
• Requirements _____	page 15
High school graduate _____	page 1
• Just graduated _____	page 16
• Student-Athlete who has been out of high school for more than 1-year _____	page 16
• 2-2 California Community College Transfer _____	page 16
• 4-2-4 Transfer Student page _____	page 16-17

TABLE OF CONTENTS

CONTENTS

Freshmen Course Objective _____ page 18-20

- Course Relation _____ page 18
- Introduction and Overview _____ page 18
- Values and Goal Setting _____ page 18
- Time Management _____ page 18
- Academic Ropes _____ page 18
- Tutor-student Dynamics _____ page 18
- Athletic Pressures _____ page 19
- Eligibility Rules _____ page 19
- Nutrition and Performance _____ page 19
- Conflict Resolution _____ page 19
- Stress Management _____ page 19
- Establishing a Reputations _____ page 20
- Career Development Foundations _____ page 20
- Wrap-up and Evaluations _____ page 20

Glossary of terms for New Memembs _____ page 21-22

- Clearinghouse _____ page 21
- Grey shirt _____ page 21
- N4A _____ page 21
- Non-qualifier _____ page 21
- Partial qualifier _____ page 21
- Red shirt _____ page 21
- 25-50-75 _____ page 21
- 5-year Clock _____ page 21
- 10 Semester Rule _____ page 21
- 35% Rule _____ page 22
- 4-2-4 Transfer _____ page 22

Self-quiz for Student-Athletes _____ page 23

- If your goal is to play at the next level, you need to know the answer to these questions! _____ page 23

Academic Support Programs for Athletes Components Programs _____ page 24-25

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Athletic Academic Calendar

JANUARY

1. The National Collegiate Athletic Association (NCAA) Convention is held.
2. The CCCAA meets.
3. Athletic counselor prepares Fall semester in house student-athlete honor roll.
4. Finalize Spring class schedules.
5. Athletic counselor starts instructing educational planning and orientation classes.
6. Eligibility clerk certifies eligibility for Spring sports.
7. Coaches turn in a list of at risk Student Athletes to participate in Study hall.
8. Conduct last chance orientations for new incoming student-athletes.
9. Distribute to coaches a list of Spring semester important dates to remember.
10. Identify midterm transfer students from 2 and 4-year institutions.
 - ✓ Have transcripts in house and evaluated.
 - ✓ Prepare student education plan to meet educational goal and eligibility requirement in house and possible transfer.
11. Identify CCCAA Scholar Team Award nominees.
12. Identify candidates for the 3C4A Achievement Award (1 male & 1 female athlete).
13. Have student-athletes distribute Spring team schedules to each of their instructors.
14. On-site team visitations are conducted.
15. Identify first year Fall sport student athletes that did not complete 12 units with 9 General Education units while achieving a 2.0 grade point average.
 - ✓ Distribute list to coaches.
 - ✓ Assist student-athletes in enrolling in 2nd 8 week courses and/or prepare a summer school schedule to make up deficiencies.

FEBRUARY

1. First progress check due.
2. Check for Fall nominees for the scholar team award.
3. Deadline to drop a class without a "W" on the transcript.
4. Submit academic report to coaches based on Fall grades.
 - ✓ Identify student-athletes at risk of continuing eligibility requirements.
 - ✓ For Fall sports, check if first semester participants pass 12 units with a 2.0 grade point average and were 9 of those units General Education units?
5. Start outreach with high school student-athlete for early assessment/orientation dates.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

6. Academic counselor puts in fund request for 3C4A Spring conference.
7. Academic counselor makes appointments with college department chair to get on future division meeting agendas before end of Spring semester.
8. Academic counselor assists scholarship student-athlete with faxing of letter of intent. Athletic Academic Calendar cont'd
9. Continuous:
 - ✓ Certifying eligibility
 - ✓ On-site team visits
 - ✓ Student educational plans
10. Submit the 3C4A conference form

MARCH

1. Complete graduation checks for prospective graduates.
2. Graduation petitions due.
3. Be aware of deadline date to drop a class with a "W".
4. 3C4A Achievement Award nominees due.
5. Coaches identify and submit names of potential Spring sport scholarship student-athletes to academic counselor.
6. Second progress report due.
7. Registration for short term classes.
8. Submit scholar team nominees to Athletic Director.
9. Coaches arrange appointment(s) for the counselor to meet with new recruits on campus.
Academic counselor assists recruits with:
 - ✓ The application process
 - ✓ Scheduling Assessment Center appointment(s)
 - ✓ Giving information packets
 - ✓ Qualifiers who need to apply with the Certification Center
10. All student Athletes need to have Educational Plans on file.
11. Continuous:
 - ✓ Athletic eligibility
 - ✓ High school outreach
 - ✓ Student Educational Plans

APRIL

- ✓ Academic Counselor forwards student-athletes' names to Admission and Records Office for priority registration.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

1. Third progress check due.
2. Attend conference/ league luncheon.
3. Conduct orientations for incoming student-athletes.
4. Academic counselor has on-going communication with four-year universities regarding matriculation/articulation and other transfer issues.
5. Conduct workshops for student-athletes taking recruiting trips.
 - ✓ Academic counselor reviews recruiting rules and appropriate behavior. Athletic Academic Calendar cont'd
6. Submit scholar athletes for on-campus recognition night.
7. Continuous:
 - ✓ High school outreach
 - ✓ Meet with new recruits

MAY

1. Conduct incoming student-athlete & parent night.
2. Final progress checks due.
3. Identify and initiate process for returning student-athletes requiring summer school.
4. Summer school registration.
5. Student-athlete request final transcripts to be sent to transferring four-year universities upon conclusion of Spring semester.
6. End of the year school wide award banquet.
7. Academic counselor prepares end of the year report for Board of Trustees.
 - ✓ Submit college-wide
8. Submit petition for summer school graduation.
9. Continuous:
 - ✓ Matriculation process
 - ✓ Meet with new recruits

JUNE

1. Continuing registration for Summer school.
2. Fall term pre-registration orientations for new student-athletes.
3. Generate Spring Student Athlete Honor Roll.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

4. Get recruiting list from each sport for matriculation check list for assessment, orientation and high school transcripts.
5. Obtain Fall sports schedules from coaches including practice time, game days and travel schedules.
6. Obtain Spring sports schedules including conditioning times.
7. Eligibility clerk prepares tracer forms and sends out to appropriate schools.
8. Verify student-athlete list of qualifiers and non-qualifiers.
 - ✓ Academic Counselors review with coaches list of potential student-athletes needing summer school for graduation requirements.
 - ✓ Academic Counselor forwards student-athletes names to Admissions and Records Office for priority registration.
 - ✓ Qualifiers file with Certification Center
9. National Association of Academic Advisors for athletes (N4A) convention. Athletic Academic Calendar cont'd
10. Check for California State Scholar Team Award nominees.
11. Coordinate Summer school classes for student-athletes.
12. Encourage second year student-athletes to request their Final Official Transcript with the Admissions and Records Office to send to prospective 4-year institution.
13. Determine eligibility status for Fall term prospective transfers student-athletes.
 - ✓ Submit transcript(s) from transfer school.
 - ✓ Determine participation status case studies.
 - ✓ In State California Community College needs 12 units in residence to be eligibility (only 8 can be taken in summer).
 - ✓ Out of state does not need the residence requirement.
14. Prepare/instruct college orientation and Educational Planning for student-athletes Summer school
15. Fax weekly summer school progress checks for 4-year institution(s) for student-athletes that have signed letters for intent (upon 4-year institution(s) request).
16. Verify list of out of state student-athletes subjects to continuing eligibility requirements.
 - ✓ Academic Counselor reviews with coaches list of potential student-athletes needing Summer school for continuing eligibility and graduation requirements;
 - ✓ Academic Counselor forwards student-athletes' names to Admission and Records Office for priority registration.
17. Determine Academic eligibility of returning student-athletes.
 - ✓ Academic Counselor reviews California Community College satisfactory progress and academic standing data (18 of 24) to determine academic eligibility for fall sports.
 - ✓ Check for 6 unit rule
 - ✓ Eligibility clerk confirms academic eligibility.
18. Continuous:

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- ✓ Update list of prospective student-athletes
- ✓ Update eligibility checklist
- ✓ Review general eligibility requirements

JULY

Eligibility

1. Confirm receipt of the final Official Transcript(s) for incoming Fall-term transfer student-athletes.
2. Confirm official admission status of all incoming student-athletes.
3. Confirm possible Qualifiers have established an account with NCAA Certification Center
4. Summer school progress checks.
5. Conduct last chance fall registration workshops. Athletic Academic Calendar cont'd
6. Fall term telephone registration for continuing and new students begins.
7. Check first sessions Summer school final grades.
8. Initiate Summer school transcript(s) requests from other institutions for continuing eligibility requirements.
9. Continuous:
 - ✓ Determine eligibility status for Fall term prospective student-athletes.
 - ✓ 6 unit rule
 - ✓ Fax Summer school progress checks to 4-year institutions.
 - ✓ Encourage second year student-athletes to send final Official Transcript(s) to transferring 4-year institutions.
 - ✓ Summer orientations.
 - ✓ College orientation & Educational Planning classes.

AUGUST

1. Small group matriculation orientations for late comers.
2. Confirm Fall term study hall arrangements to include list of participants, room assignments, tutors and learning center faculty.
3. Fall term begins-- verify satisfactory progress requirements and good academic standing for student-athletes using summer school credits
 - ✓ Eligibility Clerk verifies credits applicable to satisfactory progress for student-athletes subject to continuing-eligibility requirements.
 - ✓ Eligibility Clerk notifies Academic Counselor/Coach / student-athletes of eligibility status.
4. Eligibility Clerk sends final reports to Academic Counselors/Coaches.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

5. Verify degree declaration of student-athletes using Summer-school credits (5th semester/7th quarter student-athletes).
 - ✓ On-site visitations with each team.
 - ✓ Introduce/re-introduce self and services to team members.
 - ✓ Review/initiate eligibility requirements.
 - ✓ Identify new student-athletes.
6. Certification of Fall student-athletes.
7. Identify grey shirt students before first census week.
8. Confirm full-time enrollment of fall sport athletes.
9. Start/continue with initiating/updating student educational plans.
10. Continuous:
 - ✓ 6.0 unit rule
 - ✓ Fall registration
 - ✓ Summer school transcripts
 - ✓ Start/continue with initiating/updating student Educational Plans.

SEPTEMBER

1. Collect first Fall-term progress check.
2. Monitor study hall.
 - ✓ Give weekly attendance reports to coaches.
3. California State Scholar Team Awards nominations are due.
4. Send letters to all district high schools extending invitation to do workshops for student-athletes.
5. Academic Counselor puts in funds request for the 3C4A Fall conference.
6. Coaches identify D- I and D- II potential transfer students and submits list to Academic Counselor.
7. Coaches submit updated practice / game schedule which include departure and return times for away games.
8. Academic Counselor and staff identifies student-athletes with learning disabilities.
 - ✓ Academic Counselor refers student-athletes Learning Center Specialist for consultation.
9. Academic Counselor identifies student-athletes that are undecided in their majors'/career choices.
 - ✓ Continue with career counseling
 - ✓ Refer student-athletes to career classes
10. Adjusting Fall class schedules.
11. Verifying grey shirt student-athletes and drop below 12 units before first census report.
12. Continuous:
 - ✓ Fall & Spring sports on-site visits
 - ✓ Student Educational Plans

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- ✓ Confirm full-time enrollment
- ✓ Review general eligibility requirements
- ✓ Qualifiers submit paperwork to Certification Center

OCTOBER

1. Student-athlete submit copy of Certification form to Academic counselor - recruiting file.
2. Collect second Fall progress reports.
 - ✓ Refer to appropriate places.
3. Establish recruiting packets to include the following items:
 - ✓ Student-athlete identification
 - ✓ All college transcripts
 - ✓ SAT/ACT test scores
 - ✓ Clearinghouse certification forms
 - ✓ Current class schedules
4. Academic Counselor faxes transcripts to 4-year Colleges/Universities for early evaluation.
 - ✓ Articulate remaining coursework with 4-year Academic Counselor/Evaluation
5. Conduct special workshops for Student-athlete being recruited by Division I & II institutions.
6. Visitations with coaches and 4-year College/Universities recruiter on campus.
7. Encourage student-athletes to petition for Fall graduation.
8. Need to make sure all student-athletes have an Educational Plan.
9. Continuous:
 - ✓ Student Educational Plans
 - ✓ Conduct workshops at high schools
 - ✓ Verify full-time enrollment
 - ✓ Identify learning disabled and undecided students

NOVEMBER

Eligibility

1. Collect third Fall term progress reports.
2. Preparing for Spring term registration.
3. Conduct registration workshops for continuing and new student-athletes.
4. Filing application period for transferring student-athlete for California State Universities and University of California's.
5. Submit tracer forms to eligibility clerk for Spring sport transfer student-athletes.
6. Continuous:

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- ✓ Update recruiting packets
- ✓ Student Educational Plans
- ✓ Ensure full-time enrollment
- ✓ Review general eligibility requirements
- ✓ High school visitations
- ✓ Student-athlete petition for Fall graduation

DECEMBER

Eligibility

1. Matriculation orientations for new/transfer student-athletes.
2. Conduct workshops for student-athletes taking recruiting trips.
 - ✓ Academic Counselor reviews recruiting rules and appropriate behavior.
3. Final Fall term progress checks due.
4. Fax final progress check to 4-year recruiters
5. Academic Counselor identifies at risk transfer student-athlete to issue final grade post card.
6. At risk transfer student-athletes submits post card to faculty requesting final grade for Fall semester.
 - ✓ Faculty member submits post card to Academic Counselor before Winter Break
 - ✓ Academic Counselor notifies recruiting coaches at 4-year institution of final grades.
7. Continuous:
 - ✓ Spring registration

Duties and Responsibilities for an Academic Athletic Program

COUNSELORS

A. Goals

1. To create an environment within the intercollegiate athletic program which promotes academic achievement.
2. To assist student-athletes in the identification of career and educational objectives.
3. To assist student-athletes in the acquisition of skills, habits, and attitudes necessary to achieve their educational objectives.
4. To advise student-athletes of rules, regulations, and requirements which may affect their athletic and educational objectives.

B. Primary Functions

1. The daily management of the academic support program.
2. To serve as liaison between the intercollegiate athletic program and the tutoring center, and the intercollegiate athletic program and the guidance center. This includes attendance at the scheduled counselor's meetings.
3. Serve as liaison between the intercollegiate athletic program and Counseling and Matriculation, Learning Resources Center, Assessment Center, Transfer Center, Career Center, Financial Aid and the Tutoring Center, NCAA, 3C4A, CLCC, 2-year College Relations Committee, and N4A.
4. The advising of all student-athletes relative to educational programs, community college graduation requirements, UC and CSU transfer requirements, NAIA transfer rules, NCAA transfer rules, COA eligibility rules.
5. The development of an Educational Plan for each student-athlete.
6. The coordinating of progress reports with all head coaches and subsequent referral to tutoring center.
7. The monitoring of study hall and instruction of academic skills.
8. The maintenance of academic files and pertinent information on the student-athlete.
9. The distribution of the student-athletes' involvement in colleges or institutions.
10. To coordinate the student-athletes' involvement in college's career center.
11. To intercede on the behalf of a student-athlete for any academically related purpose.
12. To develop and maintain accurate academic progress reports on all student-athletes for the following purposes.
 - a. To inform the student athlete of the academic standing for graduation, transfer, and eligibility.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- b. To inform every head coach of academic standing of each student-athlete on their team.
13. To serve as liaison between the student-athlete and college support services, such as: math lab, writing lab, and college psychologist.
14. To develop, in conjunction with Admission & Records, a semester priority registration process for the student-athletes that function in an orderly fashion.
15. To assist with the registering of prospective student-athletes during the registration process.
16. To function as the academic Counselors for all student-athletes during the regular registration process.
17. To assist in the recruitment process by providing academic orientation to prospective student-athletes, and other interest parties.
18. To stay current in the field of academic advisement by being an active member of national and state academic advisement associations.
19. Be an active member of the college faculty by being a member of faculty committees and attending other faculty sponsored activities.

RESPONSIBILITIES

A. Athletes

1. All student-athletes meet individually with the academic advisor at least once per semester. These meetings are for the purposes of academic counseling, scheduling of classes, reviewing overall goals.
2. All student-athletes receive four grade checks during the semester. It is the responsibility of the student-athlete to secure progress grades from each instructor. A student-athlete who is receiving a grade of D or F in any class is referred to the Academic Counselor and to the tutoring Center.
3. Attend all classes on a regular basis (100% of the time).
4. Study and make every attempt to earn a C or better in each class.
5. Consult with the Academic Counselors before dropping a class.
6. Make progress toward their educational goal.
7. Maintain active enrollment in 12 or more units during seasons of participation. Units must be consistent with their Educational Plan.
8. Earn 24 units of C or better between seasons of participation. Of those 24 units, 18 units must be General Education and must be consistent with Educational Plan.

Duties and Responsibilities for an Academic Athletic Program cont'd

B. Coaches

1. Continually emphasize the importance and value of being an active participation in the program.
2. Distribute and collect all progress reports on time.
3. Actively enforce polices on class attendance, tutoring appointments, and appointments with Academic Counselors.
4. Schedule at least one appointment per semester to review your student-athlete's progress.
5. Make sure incoming freshmen students attend the Spring Orientation and counseling guidance class.
6. Schedule on-site visits early in the season.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Role of the Academic Counselor:

RESPONSIBILITIES

GENERAL COUNSELOR	GENERAL + ATHLETIC COUNSELING
<p>Counselor Functions:</p> <ul style="list-style-type: none"> ✓ Academic Counseling ✓ Career Counseling ✓ Personal Counseling 	<p>Counselor Functions:</p> <ul style="list-style-type: none"> ✓ Academic Counseling ✓ Career Counseling ✓ Personal Counseling ✓ Academic Athletic Counseling
<p>Point of Contact for Information:</p> <ul style="list-style-type: none"> ✓ Maintain reference materials/ catalogs ✓ Work collaboratively with ASSIST and Articulation Officer ✓ Disseminate information ✓ Vocational Degrees/ Certificates ✓ Student success/ basic skills 	<p>Point of Contact for Information:</p> <ul style="list-style-type: none"> ✓ Maintain reference materials/ catalogs ✓ Work collaboratively with ASSIST and Articulation Officer ✓ Disseminate information ✓ Vocational Degrees/ Certificates ✓ Student success/ basic skills ✓ NCAA/ NAIA eligibility and transfer ✓ CCCAA eligibility/ transfer ✓ Update on new issues/ rules
<p>Counselor:</p> <ul style="list-style-type: none"> ✓ Transfer students (UC/CSU/PVT) ✓ Vocational (AA/AS/Certificate of Achievement) ✓ Student Educational Plans ✓ Follow-ups ✓ Drop-in counseling ✓ Department Liaison ✓ Orientation ✓ Workshops 	<p>Counselor:</p> <ul style="list-style-type: none"> ✓ Transfer students (UC/CSU/PVT) ✓ Vocational (AA/AS/Certificate of Achievement) ✓ Student Educational Plans ✓ Follow-ups ✓ Drop-in counseling ✓ Department Liaison ✓ Orientation ✓ Workshops ✓ Emphasis on AA Degree Athletic Academic status determines transfer status ✓ Summer term availability ✓ Recruiting visits for transfer ✓ Recruiting visits by potential student-athletes ✓ Graduation petition

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

	<ul style="list-style-type: none"> ✓ Continuous eligibility ✓ Transfer eligibility (2 and 4-year)
Coordinator:	<p>Coordinator:</p> <ul style="list-style-type: none"> ✓ Vocational and transfer issues liaison with Student Services and Instructional Department ✓ Basic skills and remediation ✓ EOP and Financial Aid as it relates to FT/PT status and eligibility ✓ Develop a monthly calendar as well as an academic year calendar as it relates to Athletics ✓ Maintain reference and materials for athletic and academic transfer ✓ Ensure accurate and timely information and services as it pertains to athletics ✓ Keep Faculty and Counselors abreast of new issues and trends ✓ Coordinate with Intercollegiate Coaches efforts and activities for transfer success and academic success ✓ Coaches workshops
Strategist:	<p>Strategist:</p> <ul style="list-style-type: none"> ✓ Encourage Instructional Faculty's participation, development and implementation of transfer success and vocational program opportunities ✓ Identify, develop, implementation of strategies to enhance the transfer and vocational graduation of economically disadvantaged students from traditionally underrepresented populations ✓ Maintain active participation in State sponsored conferences for CSU/UC/COA success ✓ Prepare reports and work collaboratively with campus governing boards to increase student success ✓ Constant communication with other colleges academic athletic counselor for information and networking support ✓ Alignment with Counseling Associations CACD/N4A/3C4A/ACCCA/CCCCA

Students who participate in sports vs. Athletes who participate in academics

10 REASONS

1. Athletics provides a place to belong - academic seldom do...
2. Athletics provides a place to feel accepted - academic often don't...
3. Athletics provides a place to feel and be in control - academics often don't...
4. Athletics provides a place and activities to release frustration - academics usually don't...
5. Athletics provides a place to feel powerful and important – academics often don't...
6. Athletics provides a place to quickly win the favor of others – academics may take a long time...
7. Athletics provides a place to get love from parents and peers and to generate respect from the young and old – academics may not...
8. Athletics provides a way to appear attractive and attract members of the opposite sex – academics may not
9. Athletics provides a place to and many opportunities to compensate for feelings of inadequacies – academics may not...
10. Athletics provides a way to quickly experience the most powerful/enlivening drug of all (Adrenaline) – academics usually don't...

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

General student vs. Student-athlete

REQUIREMENTS

General student	Student-athlete
<ul style="list-style-type: none"> High school transcripts 	<ul style="list-style-type: none"> NCAA Certification Center
<ul style="list-style-type: none"> Option to go FT or PT <ul style="list-style-type: none"> Can go from FT status to PT status and not be penalized 	<ul style="list-style-type: none"> To participate, must be FT <ul style="list-style-type: none"> Once FT status is established whether you play or not your Athletic Eligibility has started Cannot participate in sport once FT status is lost
<ul style="list-style-type: none"> No time limit to graduate or to transfer to 4-year 	<ul style="list-style-type: none"> On a 2 or 3 year academic plan
<ul style="list-style-type: none"> Not required to complete certain number of units each term 	<ul style="list-style-type: none"> Must be enrolled in minimum 12 units
<ul style="list-style-type: none"> Not necessary to maintain 2.0 GPA all the time 	<ul style="list-style-type: none"> Must maintain 2.0 GPA throughout eligibility
<ul style="list-style-type: none"> Not limited to # of units taken during Summer 	<ul style="list-style-type: none"> Limited to # of Summer school units allowed
<ul style="list-style-type: none"> May transfer to any community college without penalty 	<ul style="list-style-type: none"> Must complete 12 units in residence prior to participation in 2nd season of sport
<ul style="list-style-type: none"> Not required to earn an Associate Degree 	<ul style="list-style-type: none"> Required to earn Associate Degree
<ul style="list-style-type: none"> Physical Education courses are optional 	<ul style="list-style-type: none"> Physical Education courses are required
<ul style="list-style-type: none"> Limited Physical Education units transferred 	<ul style="list-style-type: none"> Limited Physical Education units transferred
<ul style="list-style-type: none"> Orientation 	<ul style="list-style-type: none"> Additional Orientations
<ul style="list-style-type: none"> Not limited to academic load 	<ul style="list-style-type: none"> 9 / 12 units = be core academic (GPA 2.0)
<ul style="list-style-type: none"> Not required to graduate 	<ul style="list-style-type: none"> Required to graduate
<ul style="list-style-type: none"> Not limited to time of class schedule 	<ul style="list-style-type: none"> Limited class schedule vs. athletic participation
<ul style="list-style-type: none"> CSU - "Golden 4" 	<ul style="list-style-type: none"> CSU - "Golden 4"
<ul style="list-style-type: none"> CSU/IGETC Pattern 	<ul style="list-style-type: none"> CSU/IGETC plus P.T.D)
<ul style="list-style-type: none"> No traveling for class work 	<ul style="list-style-type: none"> Away games and tournaments
<ul style="list-style-type: none"> 3 unit class= 1 hour in class plus 2 hours outside of class (3 hours/ 9 hours) 	<ul style="list-style-type: none"> 3 unit class = 2 hour practice in class/ daily (10 hours) + travel/ first aid= 25 hours/ total hours per week - 35 hours

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Trigger Questions to Ask a Student Athlete who....

JUST GRADUATED...

- ✓ Are you a qualifier or non-qualifier?
- ✓ Did you do the NCAA Clearinghouse?
- ✓ Did you graduate from high school?
- ✓ Did you take the SAAT/ACT?
- ✓ What was your General Education core GPA?
- ✓ Are you a local student-athlete?
- ✓ Did you do the Matriculation Process?

STUDENT ATHLETE WHO HAS BEEN OUT OF HIGH SCHOOL FOR MORE THAN 1 YEAR...

- ✓ Did you attend any 2 or 4-year institutions?
- ✓ Did you participate in Intercollegiate Sports?
- ✓ Were you enrolled FT or PT?
- ✓ Need transcripts from...
- ✓ Were you eligible for Financial Aid or EOP?
- ✓ Have you filled out the appropriate Athletic Form?

2 - 2 CALIFORNIA COMMUNITY COLLEGE TRANSFER...

- ✓ Did you participate in Intercollegiate Sports?
- ✓ What sport? What semester did you participate in the sport?
- ✓ Will the Coach/ Athletic Director state that you played or did not play?
- ✓ Did you complete 12 units in residence at our school?
- ✓ Did you complete 24 units and maintain a 2.0 GPA since your last season of sport?
- ✓ Are you planning to participate in first or second season of sport at our school?
- ✓ Need to have college transcripts?
- ✓ Did you take any English and Math courses?
- ✓ Were you eligible for Financial Aid or EOP?
- ✓ Do you owe monies at last school attended?
- ✓ Did you complete any English or Math courses?
- ✓

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

4 – 2 – 4 TRANSFER STUDENT...

- ✓ Did you compete at the 4-year institution?
- ✓ Were you enrolled as a FT student?
- ✓ Did you red-shirt your first year there?
- ✓ Did you complete any units while you were enrolled at the school?
- ✓ Do you owe monies at last school attended?
 - Did you withdraw from your classes prior to the end of the term?
 - When did you withdraw from your class(es)?
- ✓ Are you planning on returning to the same institution?
- ✓ Do you understand that you must earn an Associate's Degree from the 2-year institution and complete at least 1 year residence at the 2-year institution prior to transferring to a 4-year College/University?

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Counseling Class for Student Athletes - Course Objectives

COURSE RATIONALE:

The purpose of the Freshman Personal Growth and Development Course is to assist the student-athlete in making a successful transition into his/her University and athletic life. These programs will provide the student-athlete the opportunity to examine and explore issues and topics pertaining to his/her values, personal health and wellness, behavior, and goals. The specific topics will encompass both general transition issues and specific athletic issues as well.

INTRODUCTION AND OVERVIEW

- To provide a comprehensive review of the course content and course rationale
- To review classroom expectations and procedures
- To provide an opportunity for members of the class to introduce themselves to each other

VALUES AND GOAL SETTING

- To define individual values (what is important to us)
- To define individual goals (what needs to be attained)
- To explore setting long-range, intermediate, and short-term goals
- To recognize the connection between values, goals and time-management

TIME MANAGEMENT

- To demonstrate the use of a daily planner
- To define concept of discretionary vs. non-discretionary time
- To chart individual schedule of activities in a 24-hour period
- To correlate general principals of time management to study time

ACADEMIC ROPES

- To review fundamentals of effective faculty-student communication
- To explain the function and importance of using faculty advisors
- To explore faculty expectations of students
- To define academic dishonesty and review the institutional procedures and consequences

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

TUTOR-STUDENT DYNAMICS

- To review fundamentals of effective tutor-student communication
- To explore strategies on how to avoid tutor misuse Counseling Course Objectives - cont'd

ATHLETIC PRESSURES

- To explore pressures of increased visibility
- To explore pressures of little free time
- To explore pressures of little playing time
- To explore the pressures of the physical and mental demands of athletic completion

ELIGIBILITY RULES

- To provide a comprehensive review of NCAA rules regarding eligibility
- To review University GPA requirements
- To review method of computing GPA
- To review continuing enrollment policy
- To discuss impact of changing and selecting majors on eligibility

NUTRITION AND PERFORMANCE

- To explore connection between certain foods and moods/behaviors
- To review food choices which maximize academic performance
- To review food choices which maximize athletic performance
- To identify eating behaviors which might indicate an eating disorder
- To identify available campus and community resources for help

CONFLICT RESOLUTION

- To explore different types of conflict - with roommate, coach, friend, teacher, parent
- To define individual dominant conflict strategy using self-evaluation tool
- To provide effective negotiation strategies
- To review technique of active listening

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

STRESS MANAGEMENT

- To identify sources of stress
- To review positive and negative stressors
- To identify the long-term and short-term effects of stress
- To provide strategies to minimize and manage stress
- To explore specific relaxation techniques

ESTABLISHING A REPUTATION

- To review characteristics of the student-athlete stereotype
- To provide strategies for presenting an appropriate public image
- To review pitfalls of inappropriate behavior and communication

CAREER DEVELOPMENT FOUNDATIONS

- To provide an overview of the 4-year Career Enhancement Plan
- To provide information on community service organization and opportunities
- To provide a comprehensive overview of campus and community resources for job exploration
- To review available instruments to assist in major selection

WRAP-UP AND EVALUATION

- To administer a needs assessment survey
- To re-emphasize course rationale
- To provide an opportunity for dialogue and discussion regarding course content

Self-quiz for Student-Athletes

IF YOUR GOAL IS TO PLAY AT THE NEXT LEVEL, YOU NEED TO KNOW THE ANSWERS TO THESE QUESTIONS:

1. How many transferable units are you currently enrolled in?
2. How many transferable units have you completed?
3. How many Physical Education units are counted towards transfer?
4. How many units are required for an Associate Degree?
5. What is the NCAA ACADEMIC CORE CLASSES?
6. What is the required GPA -if you transfer to a NCAA D-I Institution?
7. What is the required GPA -if you transfer to a NCAA D-II Institution?
8. How many units must you be enrolled in to be considered full time?
9. For NCAA D-I, in your last FT term of attendance, how many units must you pass?
10. For NCAA D-II, in your last FT term of attendance, how many units must you pass?
11. How many units must you pass prior to the start of your 2nd season of competition?
12. How does NCAA D-I count your eligibility? 5 calendar year or 10 semester terms
13. How does NCAA D-II count your eligibility? 5 calendar year or 10 semester terms
14. Anticipated date of graduation?
15. Qualifier or non-qualifier?
16. What is the GPA for just your transferable units?
17. What is your overall GPA?

Academic Support Programs for Athletes Components of Comprehensive Programs

- Full-time Counselors/Advisors devoted to athletics (typical ration 150 Athletes: 1 Counselor).
- Structured partnerships between academic Counselor(s) and Coaching staffs to promote and encourage academic excellence.
- Academic standards discussed during recruiting. Coaches discuss the academic support program, expectations and student responsibilities with recruits and their parents.
- The Academic Policy Statement must be read and signed by Athlete, Coach and Counselor at the beginning of matriculation.
- High school transcripts required of all new freshmen by mid-July. Analysis of transcripts by Counselor/Coaches to determine special needs.
- Collaboration between Counselors and Coaches to recommend placement in support services for learning disabled or other at-risk students.
 - Regular follow-up with support services.
- Orientation to College for Athletes prior to start of semester/quarter. NCAA and NAIA rules for eligibility covered in addition to major, degree and transfer requirements.
- Attendance to ongoing counseling workshops and advising appointments required each term prior to registration for following term.
- Require all new Athletes who did not attend an Orientation to College for Athletes prior to the start of the first term, to attend a session offered at the start of the Fall term.
 - Education Plans generated at these sessions.
- Information sessions offered to parents of new college athletes.
- Structured curriculum of remedial and support courses for at-risk students who enter college with insufficient academic preparation and/or learning disabilities.
- College Success class for Athletes required of all new freshmen athletes who enter with GPA below 2.5.
- Mandatory study and tutoring program for all new freshmen and for continuing students who fall below 2.5 GPA in any given semester.
 - Typical hours required 6-8 per week.
- Study hours recorded and reported weekly to Coaches and Counselors.
- Consequences set by Coaches for poor attitude in class, failure to accumulate study hours, failure to return grade checks, and for missed classes or tutoring sessions.
- Objective based study hall. Sign-in and sign-out process for checking compliance with stated objectives.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- Structured tutorial component of study hall.
- Individual counseling appointments for each athlete on a regular basis.
- Active Educational Plan on file in Counselor's office. Case notes kept at each session with Athlete.
- Standardized grade check forms distributed on a regular basis.
 - Copies go to Coaches and counseling files.
- Intervention meeting attended by Coach, Athlete and Counselor when Athlete is first failing to meet requirements or to submit grade check forms.
 - Academic policies reviewed and options discussed.
- Denial of services to Athletes who abuse the services, or refuse to meet the program requirements.
 - Structured system of warnings and consequences in place.
- Captain's council or Athletes Advisory Board made up of team captains or elected representatives from each team.
 - Meet with Counselors on a regular basis to relay information to individual teams and to serve as a sounding board for student opinions and concerns.
- Master list of e-mail addresses of all active athletes.
 - Disseminate information throughout the year, *i.e. deadlines or grade checks reminders*.
- Academic excellence encouraged, promoted and rewarded. Posting of Scholar Athlete lists each term, scholars given individual certificates. Scholar of the Year for each team (honored at team banquet).
 - Male/Female Scholar Athletes of the Year awarded each Spring. Recognized at a board meeting and awarded a recognition plaque.
- Publication of an annual graduation/ transfer report

Bylaw1 (11-8-16) Student-Athlete: cccaasports.org

1.2 ATHLETIC ELIGIBILITY (ADOPTED & EFFECTIVE 7/16/15)

To be eligible to compete while representing a CCCAA member institution, student-athletes must maintain their athletic eligibility at all times. Students will be deemed athletically ineligible upon completion of their 2nd season of sport specific competition. They may also be deemed athletically ineligible for providing incomplete or false information during the eligibility process, receiving impermissible benefits, committing violations of amateurism policies and any other provision of the CCCAA Constitution and Bylaws not covered under Bylaw 1.3. In addition, there may be California State and/or institutional specific policies that may render a student athlete athletically ineligible.

1.3 ACDEMIC ELIGIBILITY (ADOPTED 4/2/15 EFFECTIVE 7/1/15)

1.3.1

To be eligible for non-conference, conference, and post conference competition, a student athlete must be continuously and actively enrolled and attending class in a minimum of 12 units at his/her California community college during the season of sport. Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units.

1.3.2

If the season of sport spans two (2) semesters or quarters, a student athlete who was not enrolled in 12 units at the end of the first semester or quarter cannot become eligible until the second semester or quarter has begun and the student is actively enrolled in at least 12 units. Students becoming ineligible during a sport season which goes over two (2) terms and who do not reestablish eligibility (i.e., 12-unit requirement) during the first term may not become eligible in that sport until the first day of instruction of the second term.

1.3.3

To be eligible and remain eligible to represent an institution in intercollegiate athletics competition a student athlete has to successfully complete at least 6 units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with and including the units taken during the first semester/quarter of competition. Institutional verification for eligibility for continuing competition will be completed within

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

one week of the posting of grades for the academic term by the institution. (Adopted 4/4/14 effective 7/1/15) (Revised 6/19/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15)

1.3.4

Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/ general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with the student athlete's educational plan. (Adopted 4/4/08 effective 7/1/08)

1.3.5

For eligibility purposes (with the exception of the transfer rule), multi-college district students may count units from any of the colleges within that district.

1.3.6

Mini-course (less than semester/quarter in length) units shall be counted if the student is enrolled and attending classes or has completed the mini-course during the semester or quarter of the season of sport. Mini-course units in which the student expects to enroll and attend shall not be counted for purposes of athletic eligibility.

1.3.7

Units from a course repeated to raise a grade of "D" or better may be used to satisfy Bylaw 1.3.1.

1.3.8

To be eligible for competition at a California community college, the college administrative representative shall certify that the student athlete has an abbreviated and/ or comprehensive individual educational plan on file, by the following dates: (Adopted 3/31/11 effective 7/1/11) (Revised 3/31/16 effective 7/1/16)

A. October 15 (of the given year) for those student athletes whose first competition, in any sport, occurs during the fall academic term.

B. March 1 (of the given year) for those student athletes whose first competition, in any sport, occurs during the spring academic term.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

1.3.9

A student must be registered, enrolled, and attending class no later than four (4) weeks after the first day of class instruction to represent that California community college in athletic competition during that season.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org

DIVISION I QUALIFIER BEFORE AUGUST 1, 2016

If you first enrolled in college before August 1, 2016, you had to meet all of the following requirements to be a Division I qualifier, allowing you to practice, compete and receive an athletics scholarship during your first year:

- Complete 16 NCAA-approved core courses in high school:
 - Four years of English
 - Three years of math (Algebra I or higher)
 - Two years of natural/physical science (including one year of lab science if your high school offers it)
 - One additional year of English, math or natural/physical science
 - Two years of social science
 - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Earn at least a 2.0 GPA in core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances test scores and core-course GPA.
- Graduate high school.

DIVISION I QUALIFIER AFTER AUGUST 1, 2016

If you first enrolled in college after August 1, 2016, you had to meet all of the following requirements to be a Division I qualifier, allowing you to practice, compete and receive an athletics scholarship during your first year:

- Complete 16 NCAA-approved core courses in high school:
 - Four years of English
 - Three years of math (Algebra I or higher)
 - Two years of natural/physical science (including one year of lab science if your high school offers it)
 - One additional year of English, math or natural/physical science
 - Two years of social science
 - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Complete 10 of the required 16 core courses before the start of your seventh semester of high school. Seven of the 10 core courses must include English, math and natural or physical science.
- Earn at least a 2.3 GPA in core courses.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances test scores and core-course GPA.
- Graduate high school. Division I Academic Redshirt If you first enrolled in college after August 1, 2016, you had to meet all of the following requirements to be a Division I academic redshirt,

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

DIVISION I QUALIFIER AFTER AUGUST 1, 2016 CONT'D

- allowing you to practice and receive an athletics scholarship, but not compete, during your first academic term: • Complete 16 NCAA-approved core courses in high school:
 - Four years of English
 - Three years of math (Algebra I or higher)
 - Two years of natural/physical science (including one year of lab science if your high school offers it)
 - One additional year of English, math or natural/physical science
 - Two years of social science
 - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Earn at least a 2.0 GPA in core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances test scores and core-course GPA.
- Graduate high school.

DIVISION I NON-QUALIFIER

If you did not meet the Division I qualifier requirements, you were not eligible to practice, compete and receive an athletics scholarship during your first year at a Division I school.

DIVISION II QUALIFIER

You had to meet all the following requirements to be a Division II qualifier, allowing you to practice, compete and receive an athletics scholarship during your first year:

- Complete 16 NCAA-approved core courses in high school:
 - Three years of English.
 - Two years of math (Algebra I or higher).
 - Two years of natural or physical science (including one year of lab science if your high school offers it).
 - Three additional years of English, math or natural or physical science
 - Two years of social science
 - Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy
- Earn at least a 2.0 GPA in core courses.
- Earn an SAT combined score of 820 or an ACT sum score of 68*
- Graduate high school.

2-Year Transfer Guide: NCAA.org cont'd

DIVISION II PARTIAL QUALIFIER

If you graduated high school and met one of the following requirements, you were a Division II partial qualifier, allowing you to practice and receive an athletics scholarship during your first year, but not allowing you to compete:

- Earn a 2.0 GPA in 16 core courses:
 - Three years of English.
 - Two years of math (Algebra I or higher).
 - Two years of natural or physical science (including one year of lab science if your high school offers it).
 - Three additional years of English, math or natural or physical science
 - Two years of social science
 - Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy
- Earn an SAT combined score of 820 or an ACT sum score of 68.*

DIVISION II NON-QUALIFIER

If you did not meet the Division II qualifier or partial-qualifier requirements, you were not eligible to practice, receive an athletics scholarship or compete during your first year at a Division II school.

MAKE SURE YOU HAVE REGISTERED WITH THE NCAA ELIGIBILITY CENTER

By now you should know whether you are a transfer student-athlete, which school you want to attend and what your initial-eligibility status is. If you want to transfer to a Division I or II school and you have never registered with the Eligibility Center, you need to visit eligibilitycenter.org to register before you continue the transfer process.

If you have not registered with the Eligibility Center, your initial-eligibility status is non-qualifier. Schools cannot assume that you would have been a qualifier or partial qualifier.

Footnote:

*The minimum combined SAT score of 820 applies to tests taken before March 1, 2016.

The minimum combined SAT score required for tests taken on or after March 1, 2016, will be evaluated based on the concordance established by the College Board.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

2-4 TRANSFER: DIVISION I

2-4 Transfer: Planning On Going Division I	
<p>You plan to attend a Division I school</p> <ul style="list-style-type: none"> • You have never attended a four-year school • You are a qualifier 	<ul style="list-style-type: none"> • You plan to attend a Division I school • You have never attended a four-year school • You are a non-qualifier
<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Complete at least one semester or quarter as a full-time student? Summer school does not count. 2. Complete an average of 12 transferable credit hours in each term you attended full time?* 3. Earn a GPA of 2.500 in those transferable credit hours? 	<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Graduate from your two-year school? You must have earned 25 percent of your credit hours at your two-year school. 2. Complete at least three semesters or four quarters as a full-time student? Summer school does not count. 3. Complete 48 transferable credit hours if your school uses semesters or 72 transferable credit hours if your school uses quarters? * Your transferable credit hours must include all the following subjects: <ul style="list-style-type: none"> • English: six hours if your school uses semesters or eight hours if your school uses quarters • Math: three hours if your school uses semesters or four hours if your school uses quarters • Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters 4. Earn a GPA of 2.500 in those transferable credit hours?
<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.**</p>	<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.**</p> <p>If YES to: 1, 2 and 3, NO to 4, and your GPA is 2.00–2.49 P You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

<p>If NO to any: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p>	<p>If NO to any: You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.</p>
<p>Footnotes:</p>	
<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. **If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.</p>	<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement. **If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

4-2-4 TRANSFER: DIVISION I

4-2-4 Transfer: Planning To Go Division I	
<ul style="list-style-type: none"> • You plan to attend a Division I school • You attended a four-year school and now attend a two-year school • You are a qualifier 	<ul style="list-style-type: none"> • You plan to attend a Division I school • You attended a four-year school and now attend a two-year school • You are a non-qualifier
<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Graduate from your two-year school? 2. Complete an average of 12 transferable credit hours for each term you attended full time?* 3. Earn a GPA of 2.500 in those transferable credit hours? <p>AND</p> <ol style="list-style-type: none"> 4. Has one calendar year elapsed since your last day of enrollment at your four-year school? 	<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Graduate from your two-year school? 2. Complete an average of 12 transferable credit hours for each term you attended full time?* <p>Your transferable credit hours must include all of the following subjects:</p> <ul style="list-style-type: none"> • English: six hours if your school uses semesters or eight hours if your school uses quarters • Math: three hours if your school uses semesters or four hours if your school uses quarters • Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters <ol style="list-style-type: none"> 3. Earn a GPA of 2.500 in those transferable credit hours? <p>AND</p> <ol style="list-style-type: none"> 4. Has one calendar year elapsed since your last day of enrollment at your four-year school?
<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.**</p>	<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.**</p>
<p>If NO to any: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p>	<p>If NO to any: You can practice as soon as you transfer if you completed one academic year at all your colleges combined. You can get an athletics scholarship as soon as you transfer if you completed one full-time academic</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

	<p>term at your two-year school. You cannot compete until you sit out for an academic year in residence.</p>
Footnotes:	
<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. **If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term</p>	<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement. **If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

2-4 TRANSFER: DIVISION II

2-4 Transfer: Planning to Go Division II	
<ul style="list-style-type: none"> You have never attended a four-year school You are a qualifier You attended only one semester or quarter at a two-year school 	<ul style="list-style-type: none"> You have never attended a four-year school You have been enrolled for more than one full-time term and have not graduated from a two-year school You are a qualifier, partial qualifier or non-qualifier
<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> Complete only one semester or quarter as a full-time student? Summer school does not count. Complete an average of 12 transferable credit hours for the semester or quarter you attended full time?* Earn a GPA of 2.200 in all normally transferable credit hours? Earn nine transferable credit hours from your last full-time term of enrollment? 	<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> Complete at least two semesters or three quarters as a full-time student? Summer school does not count. Complete an average of 12 transferable credit hours for each term you attended full time, earning a GPA of 2.200 in all normally transferable credit hours?*** Your transferable credit hours must include all the following subjects: <ul style="list-style-type: none"> English: six hours if your school uses semesters or eight hours if your school uses quarters Math: three hours if your school uses semesters or four hours if your school uses quarters Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters Earn nine transferable credit hours from your last full-time term of enrollment?
<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.*</p>	<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.</p>
<p>If NO to 1, 2 or 3: You can practice and get an athletics scholarship as soon as you transfer. V You cannot compete until you sit out for an academic year in residence. Additional DII 2-4 transfer information on page 16</p> <p>If NO to only 4: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you successfully complete nine credit hours toward a</p>	<p>If NO to 1 or 2 Non-qualifiers: You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.</p> <p>If you meet all the requirements but your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

<p>degree during a full-time term.</p>	<p>Qualifiers or partial qualifiers: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p> <p>If NO to only 3: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.</p>
<p>Footnote:</p>	
<p>**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.</p>	

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

2-4 TRANSFER: DIVISION II

2-4 Transfer: Planning To Go Division II
<ul style="list-style-type: none"> • You have never attended a four-year school • You graduated from your two-year school • You are a qualifier, partial qualifier or non-qualifier
<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Complete at least two semesters or three quarters as a full-time student? Summer school does not count. 2. Earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?* 3. Earn nine transferable credit hours from your last full-time term of enrollment?
<p>If YES to all P You can practice, get an athletics scholarship and compete as soon as you transfer.</p>
<p>If NO to only 2: Please refer to the right-hand column on the previous page titled 2-4 Transfer Planning to Go Division II.</p> <p>If NO to only 3: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.</p>
<p>Footnote:</p>
<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

4-2-4 TRANSFER: DIVISION I

4-2-4 Transfer: Planning To Go Division II	
<ul style="list-style-type: none"> • You attended a four-year school and now attend a two-year school • You graduated from the two-year school • You attended only one semester or quarter term at the two-year school • You are a qualifier, partial qualifier or non-qualifier 	<ul style="list-style-type: none"> • You attended a four-year school and now attend a two-year school • You did not graduate from the two-year school • You are a qualifier, partial qualifier or non-qualifier
<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Graduate from your two-year school? 2. Complete only one semester or quarter as a full-time student? 3. Complete nine transferable credit hours during a full-time term? 	<p>At your two-year school, did you:</p> <ol style="list-style-type: none"> 1. Complete at least two semesters or three quarters as a full-time student? Summer school does not count. 2. Complete an average of 12 transferable credit hours for each term you attended full time, earning a GPA of 2.200 in all normally transferable credit hours?* Your transferable credit hours must include all the following subjects: <ul style="list-style-type: none"> • English: six hours if your school uses semesters or eight hours if your school uses quarters • Math: three hours if your school uses semesters or four hours if your school uses quarters • Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters 3. Complete nine transferable credit hours during a full-time term?
<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.</p>	<p>If YES to all: You can practice, get an athletics scholarship and compete as soon as you transfer.</p>
<p>If NO to only 1: Please refer to the right-hand column on this page titled 4-2-4 Transfer Planning to Go Division II.</p> <p>If NO to only 2: Please refer to the only column on the next page titled 4-2-4 Transfer (Continued) Planning to Go Division II.</p>	<p>If NO to 1 or 2 (qualifier or partial qualifier): You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.</p> <p>If NO to 1 or 2 (non-qualifier): You cannot practice, get an athletics scholarship or</p>

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

<p>If NO to only 3: You can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you complete nine credit hours toward a degree during a full-time term.</p>	<p>compete until you sit out for an academic year in residence. If NO to only 2 but YES to the remaining AND your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer, but you cannot compete until you sit out for an academic year in residence. If NO to only 3 (qualifier, partial qualifier and non-qualifier): You can practice and get an athletics scholarship as soon as you transfer. V You cannot compete until you complete nine credit hours toward a degree during a full-time term</p>
<p>Footnote:</p>	
<p>*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.</p>	

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

4-2-4 TRANSFER: DIVISION II

4-2-4 Transfer: Planning To Go Division II

- You attended a four-year school and now attend a two-year school
- You graduated from your two-year school • You attended the two-year school for more than one semester or quarter term
- You are a qualifier, partial qualifier or non-qualifier

At your two-year school, did you:

1. Complete at least two semesters or three quarters as a full-time student?
2. Earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?
3. Complete nine transferable credit hours during a full-time term?

If YES to all:

You can practice, get an athletics scholarship and compete as soon as you transfer

If NO to 1 or 2:

Please refer to the right-hand column on the previous page titled 4-2-4 Transfer Planning To Go Division II.

If NO to only 3:

You can practice and get an athletics scholarship as soon as you transfer.

You cannot compete until you complete nine credit hours toward a degree during a full-time term.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

2-Year Transfer Guide: NCAA.org cont'd

TRANSFER: DIVISION III

Transfer: Planning To Go Division III	
<ul style="list-style-type: none"> • You plan to attend a Division III school • You have never attended a four-year school <p>At your two-year school, did you practice or compete in intercollegiate sports?</p>	<ul style="list-style-type: none"> • You plan to attend a Division III school • You attended a four-year school and now attend a two-year school <ol style="list-style-type: none"> 1. Would you have been eligible at the certifying Division III school if you had transferred directly from your previous four-year school without attending the two-year school? 2. At your two-year school, did you complete at least two full-time semesters or three quarters (summer school does not count) AND complete 24 transferable credit hours if your school used semesters or 36 transferable credit hours if your school used quarters?
<p>If YES: You can compete immediately after your transfer ONLY IF you would have been academically and athletically eligible to compete had you stayed at your two-year school.</p>	<p>If YES to either 1 or 2: You can compete immediately upon transfer to the Division III school.</p>
<p>If NO: You are immediately eligible to compete upon transfer to the Division III school.</p>	<p>If NO to both 1 and 2: You are not eligible to compete for a Division III school until you have served an academic year in residence at the Division III school.</p>

Transfer to an NAIA School: NAIA.org

WHO IS A TRANSFER STUDENT IN THE NAIA?

If you enroll in 12 hours and attend any regularly scheduled class at a two- or four-year college and then decide to transfer to any NAIA school, the NAIA considers you a transfer student, regardless whether you participated in intercollegiate athletics.

DO TRANSFER STUDENTS NEED TO REGISTER WITH THE NAIA ELIGIBILITY CENTER?

If you are a transfer student and have never played previously in the NAIA, you are required to register with the **NAIA Eligibility Center**. You'll need the following to complete the process as a transfer:

- Personal contact information
- All competitive experiences - both collegiate and non-collegiate - since high school graduation
- Official transcripts from all previously attended two- or four-year institutions
- High school transcripts and test scores (if you are still in your first year of college)
- Proof of your high school graduation date (if included on your official college transcript, this is acceptable;
otherwise official documentation sent by your high school is required)

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Transfer to an NAIA School: NAIA.org cont'd

TRANSFER RULES

RESIDENCY RULES

NAIA residency requirements govern how soon a transfer can play and depend on whether you're transferring from a four-year or two-year college.

If you participated in an intercollegiate contest in your sport at a four-year school, you must wait 16 weeks before participating in that sport unless you

- Have a written release from the athletic department at immediately previous four-year college
- Have a minimum 2.0 GPA from all previous institutions combined
- Meet all additional academic requirements and any conference-specific requirements for transfers

A student transferring from a two-year school has no residency requirement. If, however, you have participated at four-year college prior to attending a two-year school, you must have a written release from the athletic department of the four-year institution.

24/36 HOUR RULE

Transfer students are required to have completed 24 semester/36 quarter hours of institutional credit in their last two semesters/three quarters of enrollment prior to transferring.

PROGRESS RULE

If you're a transfer student who has already used one or more of your four seasons of competition in college sports, you will need to show completion of the following before you can compete:

- Second season: 24 semester/36 quarter institutional credit hours
- Third season: 48 semester/72 quarter institutional credit hours
- Fourth season: 72 semester/108 quarter institutional credit hours (including 48 semester/72 quarter hours in general education or your major field of study)

Important NCAA Definitions

CERTIFYING SCHOOL TRANSFER

The new school you want to attend determines whether you are eligible to play.

CONTINUING ELIGIBILITY RULES

Continuing eligibility rules affect how long you may compete in a certain sport.

- **Division I** — If you play at a Division I school, you have five calendar years to play four seasons of competition. Your five-year clock starts when you enroll as a full-time student at any college. Your clock continues to tick down, even if you spend an academic year in residence as a result of transferring, if you red shirt, if you do not attend school or even if you enroll part time during your college career.
- **Divisions II and III** — If you play at a Division II or III school, you have the first 10 semesters or 15 quarters in which you attend as a full-time student to complete your four seasons of participation. You use a semester or quarter any time you attend class as a full-time student or enroll part time and compete for the institution. You do not use a term if you only attend part time with no competition or are not enrolled for a term.

ELIGIBILITY CENTER

The NCAA Eligibility Center evaluates your high school academic record and amateurism history to determine if you are eligible to participate during your first year at a Division I or II college.

FINANCIAL AID OR SCHOLARSHIPS

Any money for school you receive from a college or another source. Financial aid may be based on athletics, financial need or academic achievement.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Important NCAA Definitions cont'd

FULL TIME

Each school determines what full-time status means. Typically, you are a full-time student if you are enrolled for at least 12 credit hours in a term.

INITIAL ELIGIBILITY RULES

Initial eligibility rules determine whether you may practice, compete and receive an athletics scholarship during your first year at a Division I or Division II school.

INTERNATIONAL STUDENTS

An international student is any student who attends a two-year or four-year school outside the USA

NCAA "NATIONAL COLLEGIATE ATHLETIC ASSOCIATION"

the national governing body for more than 1,300 colleges, universities, conferences and organizations.

NATIONAL LETTER OF INTENT (NLI)

NCAA schools that are part of the program may send a National Letter of Intent to a prospective student-athlete they have recruited to participate in their intercollegiate sports program. The letter is a legally binding contract. It explains what athletics financial aid the school agrees to provide the student athlete for one full academic year, only if the student is admitted to the school and is eligible for financial aid under NCAA rules. If you sign a National Letter of Intent, you agree to attend that school for one academic year and other schools that are part of the National Letter of Intent program can no longer recruit you. For more information, go to www.nationalletter.org.

NON-QUALIFER

A student who has not graduated from high school or who, at the time specified in the NCAA rules, has not successfully completed the required number of core-curriculum courses or has not presented the required GPA and/or SAT or ACT score required to be a qualifier. If you are a non-qualifier, you cannot practice, compete or receive an athletics scholarship from a Division I or II school during your first academic year. You will have only three seasons of competition in Division I; however, a fourth season may be granted if you complete 80 percent of your designated degree program before the start of your fifth year of enrollment.

Important NCAA Definitions cont'd

PARTIAL QUALIFER

A student who has met some, but not all, of the academic requirements necessary to be a qualifier. If you are a partial qualifier, you can practice on campus and receive financial aid from a Division II school, but you cannot compete for one academic year. Division I does not have partial qualifiers.

QUALIFER

A student who, for purposes of determining eligibility for financial aid, practice and competition, has:

- Graduated from high school • Successfully completed the required core curriculum consisting of a minimum number of courses in specified subjects
- Obtained a specified minimum GPA in the core curriculum • Obtained a specified minimum SAT or ACT score.

RED SHIRT

In Divisions I or II, redshirt refers to someone who attends a school full time, but does not play for an entire academic year for the sole purpose of saving a season of competition. A redshirt does not play in any college games or scrimmages in a given sport for an entire academic year, even though that student is otherwise eligible. If you do not play in a sport the entire academic year, you have not used a season of competition. However, if you play in even one second of a game as a college student-athlete, you are not a redshirt. Redshirting does not exist in Division III because if you play or practice after your first opportunity to compete, you are charged with a season of participation.

RECRUITED

If a college coach calls you more than once, contacts you off campus, pays your expenses to visit the campus, or in Divisions I and II, issues you a National Letter of Intent or a written offer of financial aid, you are considered to be recruited.

Important NCAA Definitions cont'd

SEASON OF COMPETITION

Generally, NCAA rules say that any competition in a season — regardless of the amount of time — counts as having played a season in that sport. If you play any time during a season, regardless of how long you played, it counts as having played for an entire season in that sport. Your season of competition starts when you spend one second in competition on the field, court, gym or track.

TRANSFERABLE CREDIT HOURS

Credit hours earned at your previous school that your new school will accept toward your degree. Each school determines how many and which credit hours are acceptable for transferring.

TRANSFER TRIGGER

A condition that can affect your transfer status. A student who triggers transfer status is a student who:

- Has been a full-time student at a two-year or four-year college during a regular academic term. Classes taken during summer terms do not count.
- Practiced with a college team.
- Practiced or competed while enrolled as a part-time student.
- Received financial aid from a college while attending summer school.

TWO-YEAR QUALIFER

A school where students can earn an Associate of Arts (AA) degree, an Associate of Science (AS) degree or an Associate of Applied Science degree within two years. Some people call these schools community colleges or junior colleges.

WAIVER

An action that sets aside an NCAA rule because a specific, extraordinary circumstance prevents you from meeting the rule. An NCAA school may file a waiver on your behalf; you cannot file a waiver for yourself. The school does not administer the waiver, the conference office or NCAA does.

Important NCAA Definitions cont'd

WALK-ON

Someone who is not typically recruited by a school to participate in sports and does not receive an athletics scholarship from the school, but who becomes a member of one of the school's athletics teams.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Winter 2017 Intersession

California Community Colleges and External Options

NOTE: Make sure to use that colleges GE worksheets and/or assist to ensure that a course from a different community college meets a specific GE area

[CC College GE Sheets](#)

CA COMMUNITY COLLEGES				
CA Community College	Semester/ Quarter	Intersession Dates	Schedule of Classes	Notes/Status:
Antelope Valley College	S	Jan 3 – Feb 4	AVC Schedule	Schedule avail mid Oct
Allan Hancock	S	Dec19 – Jan 19	AH Schedule	Schedule avail late Oct
Butte College	S	Jan 3 - Feb 10	Butte Schedule	
Citrus College	S	Jan 03 – Feb 10	Citrus Schedule	Grades posted Spring sem.
Coastline Community College	S	Jan 3 – Jan 27	Coastline Schedule	
College of the Canyons	S	?	Canyons Schedule	Registration begins early Nov
Cypress College	S	?	Cypress Schedule	Schedule not avail as of Nov 3
DeAnza College	Q	Jan 9 - Mar 31	De Anza Schedule	
East Los Angeles College	S	Jan 3 – Feb 5	ELAC Schedule	
Evergreen Valley College	S	Jan 3 – Jan 26	EVC Schedule	
Foothill College	Q	Jan 9 – Mar 31	Foothill Schedule	
Fullerton College	S	?	Fullerton Schedule	Schedule not avail as of Nov 3
Gavilan College	S	?	Gavilan Schedule	Schedule not avail as of Nov 3
Glendale Community	S	Jan 9 – Feb 10	Glendale Schedule	

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

College				
Golden West College	S	Jan 3 – Jan 27	Golden West Schedule	
Grossmont College	S	?	Grossmont Schedule	Schedule not avail as of Nov 3
Imperial Valley College	S	Jan 3 – Feb 3	Imperial Valley Schedule	
LA City College	S	Jan 3 – Feb 5	LA City Schedule	
LA Mission College	S	Jan 2 – Feb 5	LA Mission Schedule	
LA Pierce College	S	Jan 3 – Feb 4	LA PC Schedule	
LA Trade-Tech College	S	Jan 3 – Feb 3	LATTTC Schedule	
LA Valley College	S	Jan 3 – Feb 5	LA Valley Schedule	
Lake Tahoe Community College	Q	Varies	Lake Tahoe Schedule	
Long Beach City College	S	Jan 3 – Feb 3	LBCC Schedule	Registration opens mid Nov
Los Angeles Southwest College	S	Jan 3 – Feb 5	LA Southwest Schedule	
Mission College	S	?	Mission Schedule	Schedule not avail as of Nov 3
Moreno Valley College	S	Jan 3 – Feb 9	MVC Schedule	
Mt. San Antonio College	S	Jan 9 – Feb 19	Mt. San Antonio Schedule	Registration opens early Nov
Norco College	S	Jan 3 – Feb 9	Norco Schedule	Schedule avail late Oct Must register by mid december
Orange Coast College	S	Jan 3 – Jan 27	Orange Coast Schedule	
Riverside City College	S	Jan 3 – Feb 9	Riverside City Schedule	
San Jose City College	S	?	San Jose City Schedule	
Santa Ana College	S	Jan 9 – Feb 5	Santa Ana Schedule	
Santa Monica College	S	?	Santa Monica Schedule	
Santiago Canyon College	S	Jan 9 – Feb 5	SCC Schedule	Schedule Avail late Oct

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

Victor Valley College	S	Jan 8 – Jan 19	Victor Valley Schedule	Schedule Avail mid Oct
West LA College	S	Jan 3 – Feb 5	West LA Schedule	
West Valley College	S	Jan 3 – Jan 26	West Valley Schedule	Registration opens mid Nov
Mesa Community College	S	?	MCC Schedule	Schedule not avail as of Nov 3
Private College	Semester/ Quarter		Schedule of Classes	Notes/Status:
Brigham Young University			BYU Schedule	See a counselor prior to enrolling
University of Maryland Online College			Univ. of MD Schedule	See a counselor prior to enrolling

Program Review Procedures

SELF-STUDY

The purpose of self-study is to present an opportunity for member colleges to objectively evaluate their own program and to identify opportunities for improvements in areas of concern by overall conference.

1. The athletic director and Administrative Athletic Representatives will be jointly responsible for the collection of data, inclusion of subordinate staff and the writing of the self-study.
2. The self-study most address all topics are listed in the conference program review standards.
3. The College President, Academic Athletic Representative and Athletic Director must sign the completed study.
4. The self-study must be submitted to all Program Review Committee members at least three (3) weeks prior to their schedule on-site visit.

CAMPUS VISITATION

1. The purpose of the visitation is to provide the Program Review Committee with another avenue for information gathering and to give the Program Review Committee an opportunity to verify the accuracy of the self-study.
2. The conference Commissioner will provide Host College a proposed agenda and list of persons to be interviewed one week subsequent to the scheduled visit.
3. The college will provide:
 - a. A host guides the committee to the President's office, a tour of the athletic facilities and/or other areas deemed appropriate.
 - b. A meeting room and conference table appropriate for the size of the committee and interviews.
 - c. A copy of documents to serve as support information for items, programs, policies, etc., mentioned in the study. These documents are to be located in the room provided for the Program Review Committee.

STANDARD-ONE: CODE COMPLIANCE

1. After referring to any pervious Program reviews, list the areas and describe the actions taken on program review team consideration or recommendations' comments.
2. In what manner if Form R-2 "Statement of In service Training" accomplished on your campus.
3. If it appears that a team at your institution has violated the State Athletic Code, what type of college process is followed?

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

- a. Outline the process step by step.
 - b. Have administrators and athletic staff been made aware of this process in writing?
4. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment issues.
5. State your method of institutional control over student athletes in the following areas:
 - a. Payment of enrollment fees, tuition and books
 - b. Form 2- Tracer Report
 - c. Form 3- Tracer Eligibility/Census/Participant Report

STANDARD-TWO: ELIGIBILITY PROCESSING

1. After referring to your previous program review (if any), list the areas and describe the actions taken on program review team consideration or recommendations.
2. List step by step the procedures used to fill out the following forms, and who is involved in each step.
 - a. Form 1- Student Eligibility Report
 - b. Form 2- Tracer Report
 - c. Form 3- Tracer Eligibility/Census/Participant Report
 - d. Form C- Out of District Student Contact Report
3. Where are Form 1 and 3 kept? How long are they kept? Are they secured?
4. How do you keep abreast of eligibility changes made by the California Community Colleges Athletic Association?
5. How do you inform your staff of these changes?
6. Compliance of student Educational Plan (SEP) requirements.
 - a. Describe development process
 - b. Where are the SEP's stored?
 - c. Who/how is the Sep 9/18 unit monitored?
7. Explain the college procedures or verifying By-law 1.3.1 and 1.4.2 of the Constitution. (weekly verification that athletes are enrolled in 12 units).

STANDARD-THREE: PHILOSOPHY

Provide your Statement of Philosophy, which would affirm and support Conference's Statement of Philosophy.

1. What is your college's philosophy on athletic equity?
2. What is your college's athletic recruiting philosophy?
3. Do you have a written statement on athletic recruiting philosophy? If so, enclose it.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

STANDARD-FOUR: STAFF PROFESSIONALISM

1. List the participation by members of your institution in Conference activities other than athletic participation. Examples: attendance at SCC coaches meeting, conference committees.
2. List CCCAA attendance, committee assignments, attendance etc.
3. Include local campus committee and special services accomplishments.
4. Mention community services/volunteerism accomplishments.
5. Do all staff members have a copy of the current State Athletic Code and the Conference Code? Do they receive copies of the Conference agendas and minutes of the meetings?

STANDARD-FIVE: ACADEMIC ACHIEVEMENT AND SUPPORT

1. Describe activities directed toward supporting the concept of student athletic matriculation. (Form high school to community college and form community college to four-year institution). Attach any documents to substantiate activities.
2. Attach active student transcripts too this standard. Attach at least one student transcript per intercollegiate athletic team. Use second year athletes. Transcripts should be selected randomly.
3. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.
4. Describe academic support services offered to athletes.
5. Fill in "Retention Chart" on the following page.
6. Does your college on a regular basis, nominate your athletes or teams for conference and state awards? If so, list all nominations over the last three years.
7. How many Commission on Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

STANDARD-SIX: CITIZENSHIP

1. Describe the program designed to foster good citizenship. Attach any documents to substantiate the program listed.
2. Describe the process by which you communicate the South Coast Conference/ CCCAA Decorum Policies.
3. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment, drug free working environment, and diversity issues.
4. List the number of decorum violations for last year, categorized by sport.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

STANDARD-SEVEN: GENDER EQUITY

1. State the college philosophy and level of commitment to the balance in the men's and women's athletic programs and opportunities.
2. What is your college's philosophy for adding and dropping sports? What criterion is used when adding and dropping sports.
3. Attach a copy of your gender equity self-study. If one had not been done, it is important for you to do so.
4. If you are in the multi-college district what is the philosophy of your district in terms of a full complement of athletic teams?

STANDARD-EIGHT: FUNDRAISING

1. What institutional controls are in place to insure proper accounting and distribution of fund raising from foundations trust accounts, booster clubs and donations?
2. Does the athletic director have institutional control of all revenues and expenses generated from the foundations, trust counts, booster club and donations? If not, who does?

STANDARD-NINE: PROGRAM DEMOGRAPHICS

1. Compile a statistical report and indicate the following per athletic team:
 - a. Beginning number of participants (total number).
 - b. Of (A) the amount of out-of-district athletes in both numbers and percentages.
 - c. Of (A) the number of out-of-state athletes in both numbers and percentages.
 - d. Of those out-of-district athletes, state how first contact was made.
 - e. Of those out-of-state athletes, state how first contact was made.
2. Of all college athletic teams, indicate which teams had more than 10% of the athletes from out-of-district, out-of-state and out-country.
 - a. Compare the percentage of out-of-district/state/country with the general student body population.

**Definition of out-of-district students: Students who have not lived in the district for one year after graduation from your district's high schools before entering your college.*

STANDARD-TEN: RECRUITING REGULATIONS

1. Are recruiting rules explained to members of the staff and members of supportive community groups?
2. How is recruiting information passed on to the current student-athlete?

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE:

3. Do your feeder high schools understand the community college recruiting rules?
4. How are coaches and athletes made aware of penalties for recruiting violations?

EVALUATION AND REPORTS

1. Evaluations will normally be accomplished during a one-day visit to the campus. The team will be organized in such a way as to address each of the standards, and individual team members will be assigned reporting responsibilities.
2. Following the visitation, team members shall submit written reports, in accordance with their assignment, to the Conference Commissioner no later than two weeks following the visitation. Within two weeks the conference commissioner will prepare a final report of the findings and send copies to the member college that was evaluated, to the evaluation team and college President.

COUNSELOR'S HANDBOOK: 3C4A STUDENT-ATHLETE: