

# SIERRA COLLEGE



## Student Athlete Handbook

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Sierra College • 5000 Rocklin Road • Rocklin, California 95677  
(916) 781-0583 • fax (916) 789-2999 • [www.sierracollege.edu](http://www.sierracollege.edu)

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Baseball • Men's & Women's Basketball • Women's Cross Country & Track  
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

*(revised December 2007)*

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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 Health, Physical Education, Recreation/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

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Athletic Department  
FT Building

Phone: (916) 781-0583, 789-2986, Fax: (916) 789-2999

Hours: Monday - Friday, 7:00 a.m. - 5:00 p.m.

### **Athletic Support Staff:**

R. John Volek, *Dean/Athletic Director*  
jvolek@sierracollege.edu • (916) 781-7161

Dawn Flannery, *Administrative Assistant*  
dflannery@sierracollege.edu • (916) 789-2986

Nancy Smith, *Athletic Trainer*  
nsmith@sierracollege.edu • (916) 781-0486

Brandon Johnson, *Athletic Trainer*  
bjohnson@sierracollege.edu • (916) 789-2868

Scott Pisik, *Equipment Technician*  
spisik@sierracollege.edu • (916) 789-2779

Miriam Javier, *Athletic Counselor*  
Appointments (916) 781-0478 • mjavier@sierracollege.edu • (916) 781-7176

Richard Elliott, *Athletic Counselor*  
Appointments (916) 781-0478 • relliott@sierracollege.edu • (916) 789-2756

### **Student Support Services:**

Pat Efseaff, *Dean*  
pefseaff@sierracollege.edu • (916) 789-2953

Gail Modder, *Admissions & Records Program Manager*  
gmodder@sierracollege.edu • (916) 781-0599

Linda Williams, *Financial Aid Program Manager*  
lindawilliams@sierracollege.edu • (916) 789-2805

Doreen Prado, *Financial Aid Technician*  
dprado@sierracollege.edu • (916) 789-2623

Carrol Hanawalt, *Records & Evaluations*  
chanawalt@sierracollege.edu • (916) 789-2637

Liz Williams, *Admissions & Records (residency)*  
lwilliams@sierracollege.edu • (916) 789-2969

Sheridan James, *Straight AAA's Program Facilitator*  
sjames@sierracollege.edu • (916) 781-0576

## 2007-08 ACADEMIC CALENDAR

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### **Fall Semester 2007**

Aug. 27	Instruction Begins – Day and Evening
Aug. 27-Sept. 8	Last Days to Apply, Register and Make Program Changes <i>(full-semester classes)</i>
Sept. 1-3	Holiday (Labor Day)
Sept. 10	First Census Day
Sept. 21	Deadline to Initiate Credit By Examination (Challenge)
Sept. 28	Last Day to File CR/NC
Oct. 5	Last Day to Request December 2007 Degree or Certificate
Nov. 6	Last Day to Withdraw from Course and Receive a “W”
Nov. 12	Holiday (Veteran’s Day)
Nov. 22-24	Holiday (Thanksgiving)
Dec. 15	Semester Ends

### **Spring Semester 2008**

Jan. 14	Instruction Begins – Day and Evening
Jan. 14-26	Last Days to Apply, Register and Make Program Changes <i>(full-semester classes)</i>
Jan. 21	Holiday (Martin Luther King Day)
Jan. 28	First Census Day
Feb. 1	Last Day to Request May 2008 Degree or Certificate
Feb. 8	Deadline to Initiate Credit By Examination (Challenge)
Feb. 15-18	Holiday (Presidents’ Weekend)
Feb. 19	Last Day to File CR/NC
Feb. 29	Last Day to Request August 2008 Degree or Certificate
Mar. 17-22	Holiday (Spring Vacation)
Apr. 4	Last Day to Withdraw from Course and Receive a “W”
May 8	Commencement – Nevada County Campus
May 9	Commencement – Rocklin Campus
May 10	Semester Ends

*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

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### 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 \$2.1 million dollars over 40 years!

*(Median earnings, source: U.S. Bureau of the Census, 2005)*

Not a high school graduate annual salary:	\$22,074
High School graduate annual salary:	\$27,975
Some college but no degree annual salary:	\$33,948
Bachelor's degree annual salary:	\$51,644
Master's degree annual salary:	\$61,296
Ph.D. annual salary:	\$80,225
M.D.,J.D. annual salary:	\$95,175

## WOLVERINE ATHLETIC ASSOCIATION

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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

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### 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 2.00 cumulative GPA)**
- Make progress toward a degree, based on National Collegiate Athletic Association rules for continued athletic eligibility

# I. STUDENT ATHLETE CODE OF CONDUCT

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## 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

## I. STUDENT ATHLETE CODE OF CONDUCT

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- 243.8 – Battery on a sports official
- 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

## I. STUDENT ATHLETE CODE OF CONDUCT

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- Inciting crowd hostility in an unsportsmanlike manner
- Using profane and vulgar language and/or gestures

### 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.

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

## I. STUDENT ATHLETE CODE OF CONDUCT

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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.

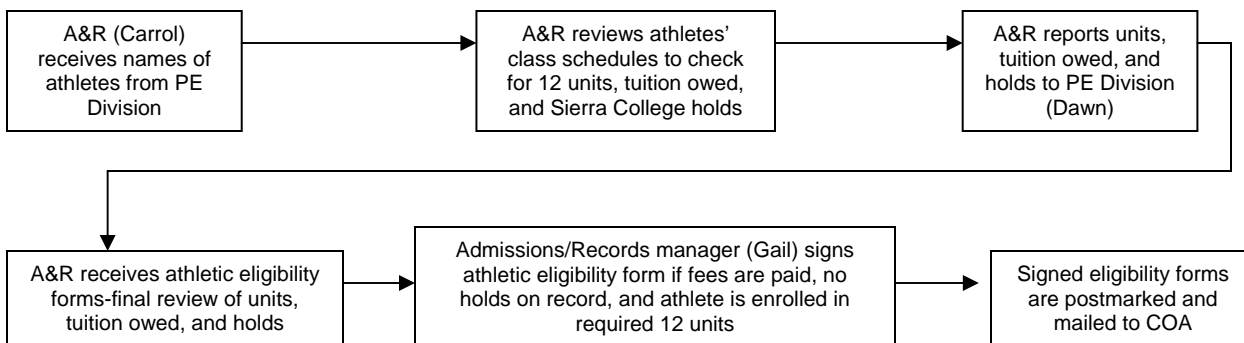
## II. ADMISSIONS & RECORDS

### 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

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### **Residency**

In order to establish California Residency, all students must complete a Residency Questionnaire (please go to the Admissions Office to obtain this Questionnaire). In addition, Sierra College requires 4 separate documents to confirm residency. **All** of the documents **must** contain the student's name and California address. At least **one** document must be dated one year, one day prior to semester start.

Acceptable documentation includes but is not limited to:

- CA Drivers License or ID card
- CA Voter registration card
- Bank account statements
- Utility bills (gas, water, power, telephone)
- High school or college transcripts
- CA State Income Tax 540 form with California address (Year/s: \_\_\_\_\_)
- Current W-2 form (showing CA address)
- Immigration documents (Visa, I-94, change of status application verification)
- 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
- Out-of-state institution non-resident tuition receipt
- 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)
- Other (please describe): \_\_\_\_\_

Please contact Liz Williams in the Admission & Records Office (916) 789-2969 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, Health, Processing, Student Center, Materials, Transportation, etc.

## II. ADMISSIONS & RECORDS

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

### **FACTS Program**

The FACTS program 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. Enter E-reg
3. Click on pay/view fees
4. Click on FACTS payment plan link
5. Student will be walked through set up of FACTS payment plan

#### **Key Points**

- FACTS charges a \$15 non-refundable set up fee
- Payments are automatically withdrawn from the account student chooses on 5<sup>th</sup> of every month
- If there are insufficient funds, a \$25.00 fee is charged and another payment will be attempted on the 20<sup>th</sup> of the month.
- If on the 20<sup>th</sup> of the month there are still insufficient funds, another \$25.00 fee is charged and another attempt will be made on the 5<sup>th</sup> 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 Nov. 30, bill is broken up in to 5 payments. If a student signs up before Jan. 16 bill is only broken in to 3 payments.
- BE AWARE OF DEADLINES
- The FACTS brochure lists deadlines and payment options

### **FACTS Program Sign-up Deadlines**

Aug. 28, 2007      Deadline to sign up for FACTS for Fall 2007 semester

Jan. 16, 2008      Deadline to sign up for FACTS for Spring 2008 semester

### III. FINANCIAL AID

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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 each December with a generally a Feb deadline. FAFSA applications are available online at <http://www.fafsa.ed.gov/>

#### **Types of Aid**

##### **Scholarships**

The Financial Aid Office offers scholarships to high school seniors and current 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.

##### **Board of Governor's Fee Waiver (BOGW)**

The BOGW waives enrollment fees to qualifying students who are California residents. To qualify, you must meet the eligibility criteria outlined on the application.

##### **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 \$7.50 and \$10.00 per hour and be paid once 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.

#### **Federal Supplemental Educational Opportunity Grants (SEOG)**

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 on 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](http://www.csac.ca.gov) for more information regarding deadlines and availability of funds.

#### **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) 781-0538, 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.

#### **Federal Stafford Loans**

There are two types of Stafford 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

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The interest rate is fixed beginning July 1, 2007. The current interest rate is 6.8 percent. 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.

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.

#### **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, 2007. The current interest rate is 8.5 percent. 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/proficiency certificate or pass the ability to benefit test.

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.

**Satisfactory Academic Progress**

Federal regulations require that all students receiving financial aid while attending Sierra College meet established standards of Satisfactory Academic Progress. Students who complete their financial aid folder late in the academic year will be evaluated for Sierra College progress prior to the awarding of funds. A student's progress may be evaluated more than one time each academic year.

Sierra College students are evaluated against the following three standards. Failure to comply with any of these standards will result in termination from Financial Aid.

Students must maintain a cumulative (overall) 2.0 GPA each semester.

Students must complete the following number of units based on their units attempted with 2.0 GPA:

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

Students may receive financial aid until a total of 90 units have been attempted, regardless of how much aid has been received.

Failure to meet these standards will result first in probation (warning) at the end of the first semester and termination (ineligible for financial aid) at the end of the second semester. Failure to complete any courses for which financial aid was received (i.e.: "W", "I", "F", "NC" grades) will result in immediate termination from financial aid.

**2007-08 FAFSA**

FAFSA applications are now available for the 2007-08 school year. You are encouraged to apply now for the Fall 2007 semester. **November 3<sup>rd</sup>** is the deadline to apply for the Fall 2007 semester.

### III. FINANCIAL AID

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

Pell Grant	\$2,155
FSEOG	400
Federal Work Study	<u>1,900</u>
<b>Total Award</b>	<b>\$4,455 per semester</b>

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

#### **2007-2008 Priority Dates and Deadlines**

Sept. 2, 2007	2 <sup>nd</sup> 2007-08 FAFSA and Cal Grant GPA Verification form deadline for Cal Grant
Nov. 2, 2007	60% period for total withdrawal to avoid repayments for Fall
Nov. 3, 2007	Deadline to file 2007-08 FAFSA for Fall 2007
Mar. 31, 2008	60% period for total withdrawal to avoid repayments for Spring
Apr. 1, 2008	Deadline to submit documents for Spring 2008
Apr. 4, 2008	Deadline to file 2007-08 FAFSA for Summer 2008
Jun. 2, 2008	Deadline to submit documents for Summer 2008

#### **2008-09 FAFSA**

FAFSA applications for financial aid beginning in Fall of 2008 will be available January 1, 2008. Students are encouraged to apply early. March 2<sup>nd</sup> 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 2008.

**2008-2009 Priority Dates and Deadlines**

- Feb. 4, 2008      Deadline to file 2008-09 Sierra College Scholarships application
- Mar. 2, 2008      2008-08 FAFSA priority filing deadline – can still file FAFSA after this date for other federal programs. 2008-09 Cal Grants GPA Verification form deadline for Cal Grant – must also have filed a FAFSA for Cal Grant – can still be eligible for Federal aid after this date
- Sept. 2, 2008      2<sup>nd</sup> 2008-09 Cal Grant GPA Verification form deadline for Cal Grant – must have also filed a FAFSA for Cal Grant – can still be eligible for Federal aid after this date
- Nov. 3, 2008      Deadline to file 2008-09 FAFSA for Fall 2008 only
- Nov. 30, 2008      60% period for total withdrawal to avoid repayments for Fall 2008
- Mar. 12, 2009      60% period for total withdrawal to avoid repayments for Spring 2008
- Apr. 6, 2009      Deadline to submit documents for Spring 2009
- Apr. 6, 2009      Deadline to file 2008-09 FAFSA for Fall 2008 and Spring 2009
- May 5, 2009      Deadline to file 2008-09 FAFSA for Summer 2009
- Jun. 2, 2009      Deadline to submit documents for Summer 2009

*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.*

Dates may change. Please contact the Financial Aid Office for more information.

**Fee Waiver**

Fee waivers are available to CA residents. Fee waivers waive registration fees, health fees, e-reg fees and they reduce the parking fee to just \$20. The fee waiver is a one page application (front and back) and the Financial Aid Office can tell you on the spot if you qualify.

### III. FINANCIAL AID

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#### **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. These workshops are typically held on a Saturday morning.

Ambassadors are available Monday through Friday, 8:00 am to 5:00 pm, (916) 781-0568

Please bring the following to your appt: 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**

Scholarship booklets are available in the Financial Aid Office in the Winstead Center. Completed applications are due **February 4<sup>th</sup>**. All students are encouraged to apply. Letters of Recommendation are required for most scholarships so you should not wait until the last minute. The EOPS office 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 \$1900 per semester depending on their eligibility and earn their "paycheck" up to the award amount as they perform the work. Federal Work-Study is available each year on **July 1<sup>st</sup>** if the student will work during the summer and the Friday prior to the start of the fall semester. 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

### **NCAA Division I "Eligibility Clock"**

By rule, all student athletes begin their intercollegiate athletic career with an opportunity to participate in their sport of choice for four seasons over a five-year span. The NCAA's five-year "eligibility clock" officially starts when that student enrolls as a full-time student (12 or more semester units) for the first time, regardless of whether he/she participates on an athletic team.

### **Season of Competition**

Should an athlete make an appearance for any length of time (i.e., an at-bat in baseball, a down in football, a serve in volleyball) in an intercollegiate competition (i.e., in a contest versus a scheduled opponent representing another institution of equal standing), he/she has participated for one season.

**"GRAYSHIRT"**: A rising freshman who intends to participate on an athletic team in the future and enrolls in less than 12 units upon entering a post-secondary institution. Because the student is enrolled in less than 12 units, he/she is not considered a "full-time" student and therefore is ineligible for athletic competition. This option gives the rising freshman a chance to hold off on an official beginning to his/her athletic career, in effect providing an opportunity to participate in four seasons over a six-year span. A gray-shirt participant participates in practices and workouts; but may not be included on the team travel roster, nor receive any benefits provided to regular participants in the program.

**"REDSHIRT"**: A student who takes a year off from competition for any purpose (i.e., injury, academic deficiency, competitive rank on team). In effect, the red-shirt year provides a student athlete with the opportunity to participate in four seasons over a five-year span. A redshirt may participate in practices and workouts; but may not be included on the team travel roster, nor receive any benefits provided to regular participants in the program.

**MEDICAL REDSHIRT**: A student athlete who begins a season of sport as a participant and has not had a redshirt year may, if suffering a *verifiable season-ending injury*, petition for appeal to have the season considered a medical redshirt year (reinstated in his/her four-year count) provided the following provisions are met: 1) the injury occurs prior to the mid-point of the season based upon the total number of intercollegiate contests conducted; and 2) the student-athlete has participated in 20% or less than those contests. Written evidence of the injury and confirmation of participation levels must be provided as a component of the petition for appeal. Complete Medical Redshirt form with Dawn Flannery.

## IV. ATHLETIC COUNSELING

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INTERPRETATION: Should a question arise regarding academic eligibility rules or specific eligibility situations, student athletes are encouraged to seek interpretation from one of the athletic counselors.

**Meet with an athletic counselor to discuss appropriate PE courses and "part-time" status immediately.**

### Requirements for Transferring to an NCAA Division I Institution

If you wish to transfer to a Division I school after one season, you must register with the National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse to determine your qualifying status.

You are a qualifier and eligible for athletic aid at an NCAA Division I school if:

- A. You completed the current 16 NCAA H.S. course with a 2.00 Grade Point Average (GPA) or better during all required core curriculum courses.
- B. Minimum SAT or ACT score and the test was taken before full time enrollment at a community college. The NCAA has established a sliding scale between G.P.A. and test scores that must be achieved.
- C. Certified through the NCAA initial-eligibility clearinghouse.

It may be to your advantage to enroll in 11.5 units or less during your first two college semesters, achieve some academic success during that year, and then become a student-athlete. This concept is known as an *academic gray-shirt*. If you need to upgrade your academic skills, consider being an academic gray-shirt during your first year of college.

**Meet with an athletic counselor before you register with the clearinghouse.**

The second NCAA rule you need to be aware of is the *40-60-80 Percent Rule*. This rule states: "If you are entering your third year of collegiate enrollment you must have successfully completed at least 40 percent of the course requirements in the specific degree program in which you enrolled at the Division I school. If you are entering your fourth year of collegiate enrollment, you must have successfully completed at least 60 percent of the course requirements in your degree program. Finally, if you are entering your fifth (or subsequent) year of collegiate enrollment, you must have successfully completed at least 80 percent of the course requirements in your degree program. Please note that these percentage requirements apply to the total credit-hour requirements for your degree, as opposed to the credit hours in your major." It is critical that you have

## IV. ATHLETIC COUNSELING

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no more than five full-time semesters at a community college before you transfer to a four-year institution.

This rule makes it extremely important to work closely with your Athletic Counselor in choosing the courses you are taking.

- Division I                      Five years to finish four seasons of eligibility after initial full-time registration. Once you enroll in 12 college units you have *5 years to complete 4 years of athletic eligibility*. Your NCAA Division I "clock" begins with your enrollment in 12 units.
- Division II and                Ten full-time semesters to finish four seasons of eligibility.  
Division III and  
N.A.I.A.

**Caution: Meet with an athletic counselor to clarify these rules.  
Dial (916) 781-0478 to schedule an appointment.**

## V. ATHLETIC TRAINING

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Nancy Smith and Brandon Johnson are the two full-time certified athletic trainers at Sierra College. Their responsibilities include the prevention, evaluation, treatment and rehabilitation of injuries as well as first aid and emergency care for the athletes at Sierra.

The athletic training room will open Monday through Friday at 10:00 a.m. It will close when practices and competitions are finished. During December/January and at the end of the school year the hours will vary according to the schedules of the in-season sports.

Nancy can be reached at 781-0486 and Brandon at 789-2868. The athletic training room is located in G202.

### **ATHLETIC TRAINING ROOM POLICIES**

1. Athletes will be served on a first come first served basis. Exceptions will be made for athletes that have competitions, with away competitions having priority over home contests.
2. Athletes will act appropriately towards the athletic trainers, athletic training students and other athletes in the room.
3. Athletes will not bring tobacco into the training room.
4. Athletes will not use profanity in the training room.
5. Athletes will dress appropriately in the training room.
6. Athletes will remove cleats before entering athletic training room and should leave all equipment by the door.
7. 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.
8. Athletes will be out of the athletic training room a minimum of 10 minutes before practice.

### **FORMS**

Before you are allowed to participate in your first practice, you must turn in a health screening that is complete and signed by a physician (MD), osteopath (DO) or nurse practitioner/physician assistant under the supervision of one of the above. Health screenings by a chiropractor (DC) and by immediate family members will not be accepted. If you go to your own physician the doctor must use the Sierra College form. You can get this form in the athletic training room or the PE office.

Other forms you must complete before you are allowed to compete include insurance information form, emergency card, risk acknowledgement and HIPPA.

### **INSURANCE**

Sierra College has secondary insurance that provides limited coverage for injuries that occur during athletic practices and competitions. This means that your insurance is primary and you must go through your own insurance first (i.e. athletes with Kaiser must go thorough the Kaiser system, athletes with an HMO must go to their primary care doctor, etc) If you do not follow your insurance procedures then the Sierra College insurance will not provide coverage. If you are not covered by any insurance then the Sierra College policy becomes primary for athletic injuries. A Sierra College accident report **MUST** be filled out and submitted prior to making any insurance claims and should be done as soon as possible after the injury. Insurance claims should be made through the Sierra College health center. Submitting a claim does not guarantee payment.

## VI. RESIDENCE HALLS

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4895 Rocklin Road  
Rocklin, CA 95677  
(916) 781-0434  
[housing@sierracollege.edu](mailto:housing@sierracollege.edu)

### **Application Process**

If you want to live in the Residence Halls, call Jon Hamblen at (916) 781-0435 or email [jhamblen@sierracollege.edu](mailto:jhamblen@sierracollege.edu). You must complete a Housing Application (available at [www.sierracollege.edu/housing](http://www.sierracollege.edu/housing), or from the Housing Office). On the top of the application, put your coach's name and sport.

There are 25 spaces for athletes held in the fall – they are filled on a first come, first served basis. In the spring, spaces are handled on a more informal basis.

### **Cost of Residence Halls vs. Cost of Apartments**

Residence Halls (per month)	2 Bedroom Apartment (per month 4 students)
Rent = \$610.71	Rent = \$300.00
Food = \$257.14	Food = \$250.00
Total = \$867.85	<u>Utilities = \$100.00</u>
	Total = \$650.00

### **Meal Plans**

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**

Payment in full is always appreciated. The FACTS payment plan is available for residents (5 payments withdrawn on the 5<sup>th</sup> of the month.) The 1<sup>st</sup> payment is taken from your account on August 5<sup>th</sup> for the fall and on January 5<sup>th</sup> for the spring. Payment is due prior to move in.

### **Deadlines (for Fall 2007)**

Fall athletes must apply by July 1<sup>st</sup> to use the athlete spaces. Residents must pay in full or sign up with FACTS by August 1<sup>st</sup>.

### **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 visit <http://bluemountain.sierracollege.edu> to look for accommodations.

### **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) 781-0538
- NCC 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. You may contact the DSPS office at (916) 781-0553 for more information.

A certified DSP&S 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 DSP&S 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

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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 4<sup>th</sup> 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) 789-2902, 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) 789-2902. To find the Tutor Center website, go to the Sierra College homepage, [www.sierracollege.edu](http://www.sierracollege.edu), click on *Student Services*, and then *Tutor & Testing Center*. Click on *How to Receive Tutoring* to find the drop-in schedule.

## VII. ATHLETIC RESOURCES

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### Tutor Center Hours

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)*

### **Straight AAA's Program (Athletic Academic Achievement)**

The Straight AAA's Program is located in the Learning Resources Center 4<sup>th</sup> Floor, Tutor Center (LRC-402). It is designed to help student athletes be successful in their Sierra College courses. After coach approval, student athletes who assess into one or more developmental courses (reading, writing, math) study in the Tutor Center for three hours per week. A Straight AAA's tutor/mentor (a faculty member with a Master's degree) is available to help student athletes with time management, study strategies, and tutoring for specific courses. The program helps student athletes to be successful because they come in for their study time only during hours when the Straight AAA's tutor/mentor is available. These hours are designated by the Athletic Department.

### **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

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### 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)	Lib. Sci. 10A (finding info)
CIS 5, 20 (keyboarding & doc processing)	Lib. Sci. 10B (intermediate)
CIS 37 (basic online skills)	Math 581 (arithmetic)
English 501, A (writing)	Math 582 (pre-algebra)
English 560, 570, 50 (reading)	Math A (basic algebra)
ESL 500, 510, 520, 530, 540, 560 (writing, reading, listening)	PD 1 (3 units) (college success)
LD 610 (testing for learning disabilities)	PD 6 (3 units) (career & life planning)
	PD 8 (1 unit) (college orientation)

### Career Planning and 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) 789-2617.

**Frequently Asked Questions**

*“Who to See”*

<b>Question:</b>	<b>Answer:</b>
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
Tutorial Assistance.....	STRAIGHT AAA’S PROGRAM FACILITATOR
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) 781-0478 to schedule an appointment with an athletic counselor**

## VIII. SUMMARY

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### **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  
2007 – 2008



*This affirms that I have read 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* \_\_\_\_\_