



SACRAMENTO STATE NEW STUDENT-ATHLETE CHECKLIST

New Student-Athlete Checklist

IMMEDIATE TASKS

- Apply for admissions.** If you haven't already done so, you must apply online for admission into Sacramento State. [Admission Application](https://www2.calstate.edu/Apply) (https://www2.calstate.edu/Apply). The application filing period for Fall term is Oct 1-Dec 15; the application filing period for Spring term is Aug 1-31. Once your application has been submitted an acknowledgement letter will be sent. The acknowledgement letter will provide you with your student identification number. The student identification number is required for creating a SaLink account and essential for accessing important information via your My Sac State account (see following check box).
- Create a SaLink account.** SaLink provides you with access to My Sac State, personal and campus web pages, campus wireless connectivity, library resources and university computing labs. [Register for an account](https://www.saLink.csus.edu/Default.aspx) (https://www.saLink.csus.edu/Default.aspx). Then, through My Sac State, you can view your class schedule, student holds, financial information, fees and register for classes.
- Submit your Intent to Enroll.** Login to your Student Center and select Application Status. Then select Accept/Decline Admissions. Then Submit.
- Get organized.** Create an academic/admissions folder to help organize all correspondence received from Sacramento State. Additionally, keep copies of what you send to Sacramento State. Stay on top of all aspects of your college career, including both **academics** and **athletics!**
 - Freshmen: Complete your [English Directed Self-Placement](http://www.csus.edu/writing/directedsselfplacement/)**
(http://www.csus.edu/writing/directedsselfplacement/):
Completion required prior to attending summer orientation.
 - Complete your ALEKS Placement (ALEKS PPL) for math courses other than Math 1 and EDUC 18.** [ALEKS Placement Exam Information](http://www.csus.edu/math/) (http://www.csus.edu/math/) (click on ALEKS PPL to Register...Study...Take).
 - Complete your Chemistry CARA for enrollment into Chemistry 1A (depending on your major).** [Information about Chemistry CARA](https://www.csus.edu/college/natural-sciences-mathematics/chemistry/diagnostic-info-signup.html) (https://www.csus.edu/college/natural-sciences-mathematics/chemistry/diagnostic-info-signup.html)
 - Complete the Hornet Launch Survey** that will be emailed to you in late spring/early summer. This will help the university create your first semester class schedule for you



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NCAA ELIGIBILITY CENTER

- Register with the NCAA Eligibility Center.** ALL prospective student athletes are required to register with the NCAA Eligibility Center. For domestic student-athletes it costs \$90 and for international student-athletes \$150. [Register Online](https://web3.ncaa.org/ecwr3/) (https://web3.ncaa.org/ecwr3/).
- Submit official transcripts.** Transcripts from all the high schools you have attended must be sent to the NCAA Eligibility Center. The quickest way is for the high school to upload an electronic copy to the NCAA Eligibility Center. Also, be sure to have your high school upload an official final transcript with your graduation date posted. If you took college coursework while in high school you will also need to send an official college transcript directly to the NCAA Eligibility Center.
- Send all SAT and ACT scores if required.** Scores must be sent directly to the Eligibility Center (use code 9999).
- Finalize your amateurism certification.** Every prospective student-athlete who is attending an NCAA Division I or II institution for the first time must have their amateurism status certified by the Eligibility Center. This includes prospective student-athletes who are transferring from any 2-year or 4-year institutions that are not members of NCAA Division I or II. Beginning April 1st, you must log back into the Eligibility Center and complete a final authorization signature to verify your answers. **NOTE: If you do not complete this process prior to your arrival to campus you could miss practice or competition.**

NEXT STEPS

- Meet Deadlines.** All final documents must be received no later than June 30th. This includes final and official transcripts, and official AP, CLEP, IB test scores to prove that you meet admission eligibility. Make sure all official high school and college transcripts are sent with graduation dates posted, as soon as possible to:
Sacramento State Student-Athlete Resource Center 6000 J Street
Sacramento, CA 95819-6099
ATTN: Initial Eligibility Coordinator
- Get to Know Sac State – Hornet Pre-Orientation.** Access the [Pre-Orientation Program](https://studentorientation.csus.edu/) (https://studentorientation.csus.edu/) and click the box that says GUEST ACCOUNT. We recommend using Google Chrome. The program takes 45 minutes to complete. We hope you will find it helpful!
- Attend mandatory New Student Orientation.** Registration for classes takes place at orientation, so don't miss it! Students who have been admitted will have invitations emailed to them beginning in April. Orientation dates are from early June through July (TBD). Attending the early orientation dates can improve your access to classes. For more information, visit the [New Student Orientation page](http://www.csus.edu/orientation/) (www.csus.edu/orientation/) or call (916) 278-7841



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- Attend mandatory student-athlete information workshops in August.** The Student-Athlete Resource Center will conduct informational workshops for all new freshmen and transfer student-athletes. These sessions will cover NCAA eligibility rules, University academic policies and procedures, Life Skills and Student Development topics, and how to access academic support (advising, tutoring, mentoring, etc.). These workshops are not designed to help with late registration, so please also attend one of our campus-wide New Student Orientations during June and July. For more information contact the SARC at (916) 278-5431 or contact your coach (your coach should be informing you about these workshops in early August).

FINANCIAL AID

- Apply for Financial Aid.** Financial aid may be available in addition to your athletics scholarship. File the Free [Application for Federal Student Aid \(FAFSA\)](https://fafsa.ed.gov/) at (<https://fafsa.ed.gov/>) or the California [Dream Act Application](https://dream.csac.ca.gov/) (<https://dream.csac.ca.gov/>) and use our school code: **001150**. The priority filing deadline is March 2nd. For more information regarding financial aid at Sacramento State, go to the [Financial Aid and Scholarships](https://www.csus.edu/apply/financial-aid-scholarships/) page (<https://www.csus.edu/apply/financial-aid-scholarships/>).
- Financial Aid Documents.** Check My Sac State Student Center / To Do List often and submit your documents. Financial Aid priority document deadline is May 1st.
- Western Undergraduate Exchange Contract (WUE).** Log into your ARMS account and locate student-athlete forms. (for WICHE Region states)
- Outside Scholarship (Community Scholarships).** The NCAA has specific rules surrounding outside scholarships. You are required to disclose all outside awards to our Compliance Office.
- Athletic Scholarship Disbursement Schedule.** Athletic scholarships disburse at the beginning of the fall and spring semesters and again mid-way through the semester if you live off-campus. Scholarship money will first be applied to any tuition and housing fees you owe the campus. Anything in excess will be disbursed to you.
- Buy your textbooks.** Want to avoid the long lines and the stress of buying books? We will have a priority/early book purchasing day for student-athletes in August (TBD). Check with your head coach for details. If you are receiving a **book scholarship**, your books will be bundled, so the Compliance staff can monitor these receipts. You must have your Sacramento State student ID to purchase your books and all receipts must be given to the compliance team.
- Ensure timely scholarship/financial aid disbursement.** If you are an athletic scholarship student-athlete or receiving financial aid you have 3 options to receive your disbursement:
 1. eRefund: Have your financial aid deposited directly into any bank account! Log into your My Sac State Student Center to get started.
 2. If you need to pick up your check, then you must submit a “No Mail” request form to the Bursar’s Office two weeks prior to the start of EVERY semester



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3. If you don't select options 1 or 2 above, your check will automatically be mailed to the address you have listed as "Current" in your My Sac State. Make sure to update to a local address!

ADDITIONAL LINKS AND INFORMATION

- Research housing options.** Information for on campus housing can be found at the [Housing page](https://www.csus.edu/student-life/housing/) (https://www.csus.edu/student-life/housing/)
- Need help picking classes?** Refer to the [Class Schedule](https://web1.irt.csus.edu/class_schedule/) (https://web1.irt.csus.edu/class_schedule/)
- Review the University Catalog.** For a list of policies and procedures, majors and course descriptions visit the [University Catalog](http://catalog.csus.edu/) (http://catalog.csus.edu/)
- Your safety and well-being are important to us.** If you have any questions about public safety issues go to the [Police Department Page](http://www.csus.edu/police) (www.csus.edu/police)
- Get acquainted with the Student Health Center and The Well.** Visit [The Well](http://www.thewell.csus.edu) for more information. (www.thewell.csus.edu.)
- Get involved.** Information about Intercollegiate Athletics can be found at the [Hornet Sports webpage](http://www.hornetsports.com) (www.hornetsports.com). Information pertaining to other Student Activities can be found at the [Student Organizations & Leadership page](http://www.csus.edu/soal/) (www.csus.edu/soal/)
- Check out the [Campus Map](http://www.csus.edu/campusmap/)** (www.csus.edu/campusmap/). Highlighted points of significance:
 - Bookstore
 - Lassen Hall (SARC-3rd floor; Financial Aid-1st floor)
 - The Broad Fieldhouse (Football and Track & Field)
 - Athletic Center (Athletic Department offices)
- Get to know the SARC staff.** Please visit the [SARC website](http://www.csus.edu/sarc/) (www.csus.edu/sarc/)
- Athlete Academic Life Skills.** Keep an eye out for SARC "athlete academic and life skills" meeting dates from your coaches. It is important to participate in these events every semester, through graduation.
- International Student-Athletes:** Get to know the IPGE Team and the programming they provide at the [International Programs & Global Engagement page](http://www.csus.edu/ipge/) (www.csus.edu/ipge/)