



# Sacramento State

## 2018/2019

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# 2018-19 ACADEMIC CALENDAR

## FALL 2018

June 27-August 4	Fall 2018 Freshman Orientation and registration
August 27	Fall 2018 Instruction begins
August 28-September 8	Fall 2018 Registration & schedule adjustment continues
September 3	Labor Day (campus closed)
September 9	Last day to add/drop via <i>MySacState</i> ; after this date, all add/drops require approved petition.
October 1	Last day to change major for Spring 2019
October 1	Deadline to apply for Spring/Summer 2019 graduation
November 12	Veteran's Day Observed – CAMPUS CLOSED
November 22-25	Thanksgiving recess
December 1-16	Registration for Spring 2019 semester
December 7	Last day of Fall 2018 instruction
December 10-14	Final exams
December 17-January 21	Winter break (for students)

## SPRING 2019

January 10-18	Spring 2019 <i>MySacState</i> registration & schedule adjustment resumes
January 21	Martin Luther King, Jr. Day – CAMPUS CLOSED
January 19-21	Registration CLOSED
January 22	Spring 2019 instruction begins
January 22-February 2	Spring 2019 registration and schedule adjustment continues
February 1	Deadline to apply for Fall 2019 graduation
February 4	Last day to add/drop via <i>My Sac State</i> ; after this date all add/drops require approved petitions
February 18	Census Date
March 1	Last day to change major for Fall 2019
March 1	Fall 2019 class schedule available online (tentative)
March 3	Deadline to apply for Summer 2019 scholarships (check w/the SARC)
March 18-22	Spring recess
April 1	Cesar Chavez Birthday – CAMPUS CLOSED
April 4	Deadline to apply for 5th Year Scholarship (check w/the SARC)
April 9-May 19	<i>My Sac State</i> Registration for Summer 2019 (tentative)
April 30-May 19	Fall 2019 <i>MySacState</i> registration (tentative)
May 10	Last day of instruction
May 13-17	Final exams
May 17-18	Commencement

*(Some of the dates are tentative at the date of printing. Please contact the SARC to confirm.)*

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Dear Sacramento State Student-Athlete,

Welcome to Sacramento State and the Hornet family. Sacramento State has a tradition of academic and athletic excellence. As a student-athlete, you are part of this tradition and with your coaches, will carry the legacy into the future!

Our objective as coaches, administrators, and staff members is to provide you with an opportunity to attain an excellent education and participate in a competitive athletic experience. We provide opportunity: You have to interact effectively with the opportunity to attain your personal goals and achieve the overall experience you desire. Together, with your teammates and the leadership of your coaches, you are part of something very special...a team. As a team, we can accomplish great things.

The Student-Athlete Handbook is designed for use by students, coaches, administrators, and staff members. The Handbook provides information on the various policies and programs available to student-athletes. It is important to read and become familiar with the information contained in the Handbook. I recommend that you keep this resource in a convenient place where you can review it periodically.

The strength of Hornet Athletics is our people. As a student-athlete, you will be under the leadership of outstanding coaches. Additionally, I am confident that your relationships with teammates and fellow student-athletes will develop into lifelong friendships. You will find everyone at Sacramento State is committed to your success in the classroom and in competition. If you have questions or need assistance, please let us know.

Please take full advantage of the opportunity and wonderful experience offered to you as a student-athlete. It's great to be a Hornet – Stingers Up!

Sincerely,

*Mark Orr*

Director of Athletics  
Sacramento State Athletics

# WELCOME TO SACRAMENTO STATE

*California State University, Sacramento is an integral part of the community, committed to access, excellence and diversity.*

California State University, Sacramento is dedicated to the life-altering potential of learning that balances a liberal arts education with depth of knowledge in a discipline. We are committed to providing an excellent education to all eligible applicants who aspire to expand their knowledge and prepare themselves for meaningful lives, careers, and service to their community.

Reflecting the metropolitan character of the area, California State University, Sacramento is a richly diverse community. As such, the University is committed to fostering in all its members a sense of inclusiveness, respect for human differences, and concern for others. In doing so, we strive to create a pluralistic community in which members participate collaboratively in all aspects of university life.

California State University, Sacramento is committed to teaching and learning as its primary responsibility. In both the academic and student support programs, success is measured in terms of student learning. In addition, the University recognizes the vital connections between pedagogy and learning, research activities and classroom instruction, and co-curricular involvement and civic responsibility. All students, regardless of their entering levels of preparation, are expected to complete their degree programs with the analytical skills necessary to understand the social, economic, political, cultural, and ecological complexities of an increasingly interconnected world.

Located in the capital of the nation's most populous and diverse state, California State University, Sacramento is dedicated to advancing the many social, economic, political, and scientific issues affecting the region and the state. The University's curricular and co-curricular programs continue to focus on these issues through undergraduate and post-baccalaureate programs that prepare graduates for successful careers dedicated to public service and the enhancement of the quality of life within the region and the state. Our research centers and much of our individual scholarly efforts also remain directed at the enhancement of the quality of life within the region and the state.

At California State University, Sacramento, we are constantly striving to create a sense of unity among faculty, staff, administrators, students, alumni, and community members. In pursuing the combined elements of our mission, we seek to foster a sense of pride in all who view this campus as their own – pride in Sacramento State as the institution of choice among our current students; pride among our alumni in the ongoing impact of the Sacramento State education upon their lives; pride among faculty, staff, and administration in their university's achievement of excellence in teaching, learning, and scholarship; and pride in Sacramento State as an asset to the community among residents of the Greater Sacramento region.

## HISTORY OF SACRAMENTO STATE ATHLETICS

Sacramento State moved to Division I athletics during the 1991/1992 school year and fields 21 intercollegiate teams: 9 for men and 12 for women. The Hornets compete in the Big Sky Conference in 16 sports including men's and women's basketball, men's and women's cross country, football, men's and women's golf, women's soccer, softball, men's and women's tennis, men's and women's indoor track & field, men's and women's outdoor track & field, and women's indoor volleyball. The baseball team competes in the Western Athletic Conference (WAC). The men's soccer team competes in the Big West Conference. Women's gymnastics competes in the Mountain Pacific Sports Federation. The women's rowing team competes in the American Athletic Conference. The women's beach volleyball team competes as a member of the Big West Conference.

## **THE BIG SKY CONFERENCE**

The Big Sky Conference sponsors championships in 16 sports, including men's and women's cross country, basketball, golf, tennis, indoor track and field, outdoor track and field, in addition to football, women's volleyball, soccer and softball. The Big Sky is an NCAA Division I member in all sports, with member institutions classified as FCS in football. Full members of the Big Sky Conference are Eastern Washington University, University of Idaho, Idaho State University, University of Montana, Montana State University, University of North Dakota, Northern Arizona University, University of Northern Colorado, Portland State University, Sacramento State, Southern Utah University and Weber State University.

## **THE BIG WEST CONFERENCE**

The Sacramento State men's soccer and beach volleyball teams compete within the Big West Conference. Other schools that compete in the Big West in men's soccer include Cal Poly SLO, Cal State Fullerton, Cal State Northridge, UC Davis, UC Irvine, UC Riverside, and UC Santa Barbara. Other schools that compete in the Big West in beach volleyball include Cal Poly SLO, Hawaii, Cal State Northridge, and Cal State Bakersfield.

## **MOUNTAIN PACIFIC SPORTS FEDERATION (MPSF)**

The Sacramento State women's gymnastics team competes within the Mountain Pacific Sports Federation (MPSF). Other schools that compete in the MPSF in women's gymnastics include Air Force, Alaska Anchorage, UC Davis, San Jose State and Seattle Pacific.

## **AMERICAN ATHLETIC CONFERENCE**

The Sacramento State women's rowing team competes within the American Athletic Conference. Other schools that compete in the American Athletic Conference in women's rowing include Central Florida, Connecticut, San Diego State, Southern Methodist, Temple, Tulsa and Villanova.

## **WESTERN ATHLETIC CONFERENCE (WAC)**

Sacramento State's baseball competes as members of the Western Athletic Conference (WAC). Other institutions that compete in the WAC in baseball are Cal State Bakersfield, Chicago State, Grand Canyon, New Mexico State, Northern Colorado, North Dakota, Seattle University, University of Texas-Pan American and Utah Valley.

## **THE SCHOOL FIGHT SONG**

Fight on, Sacramento State;

fight on to victory!

The Hornet is on the wing;

The foe will know that we can show them

We're meant for fame and glory

All the world will know the Hornets' nest is best

in the West BY TEST!

Sacramento State, let's go!

To hear this song go to <http://www.csus.edu/org/democrat/cool/music-sac-state.html>

# Stingers Stop

THIS IS THE  
Stinger



the  
thumb  
and  
the  
fingers  
bow  
down  
to  
the  
mighty  
Stinger



the  
PALM  
faces  
FRONT



SACRAMENTO STATE  
Redefine the Possible

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## GENERAL INFORMATION

Formal School Name.....	California State University, Sacramento
Common Name.....	Sacramento State
Nickname.....	Sac State
Location.....	6000 J Street, Sacramento, CA 95819
Year Founded.....	1947
Enrollment (undergraduate & graduate).....	30,510
Conference (Primary).....	Big Sky Conference
National Affiliation.....	NCAA Division I (Football Championship Subdivision)
Nickname.....	Hornets
Mascot.....	“Herky” the Hornet (short for “Hercules”)
Colors.....	Green (PMS 349 C) and Gold (PMS 4515 C)
Website.....	<a href="http://www.hornetsports.com">www.hornetsports.com</a>
Stadium (Capacity).....	Hornet Stadium (21,195)
Basketball Home Court (Capacity).....	Hornets Nest (1,200)
Baseball Home Field (Capacity).....	John Smith Field (1,267)
Softball Home Field (Capacity).....	Shea Stadium (912)
Soccer Stadium (Capacity).....	Hornet Field (1,500)
President.....	Dr. Robert S. Nelsen
NCAA Faculty Athletics Representative.....	Dr. Maureen Smith/Dr. Steve Perez

### KEY SACRAMENTO STATE PHONE NUMBERS (ALL 916)

Athletics Department.....	278.6481
Athletics Fax.....	278.5429
Athletics Ticket Office.....	278.2222
Athletics Media Relations Office.....	278.6896
Hornet Stadium Press Box.....	278.5995
Hornets Nest Press Row.....	278.7531
Athletic Training Room (Broad Athletic Facility).....	278.2464
Athletic Training Room (Yosemite Hall).....	278.6150
Sacramento State Main Switchboard.....	278.6011
Sacramento State Public Safety / Campus Police.....	278.6851
Emergency (from any on-campus phone).....	911
Admissions Office.....	278.3910
Big Sky Conference Office.....	801.392.1978

[www.bigskyconf.com](http://www.bigskyconf.com)

## INTERCOLLEGIATE ATHLETICS STAFF

### Athletic Administration

Director of Athletics (AD)	Mark Orr	278.6348
Administrative Assistant	Paige Bottano	278.6348
Associate AD / SWA	Lois Mattice	278.7548

### Business

Associate AD for Business	Jeff Pritsker	278.7193
Business Analyst	Kathryn Branson	278.6389
Business Analyst	Susan Shellooe	278.7549

### Compliance

Associate AD for Compliance	Matt Vincent	278.2636
Assistant Director of Compliance	Erica Monsegue	278.2644
Assistant Director of Compliance	Callie Mulvihill	278-2638

### Development

Associate AD for External Affairs	Markus Jennings	278.4271
Director of Community Relations & Events	Cheryl Boyes	278.4269
Director of Annual Giving	Julie Shutler	278.7008

### Hornets Sports Properties

Director of Hornet Sports Properties	Ryan Maddox	278.2301
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### Equipment

Broad Athletic Facility	Steve Iwasa	278.6151
Yosemite Hall (Women's)	Leslie Pedersen	278.6406
Yosemite Hall (Men's)	Carter Mattice	278.6343

### Facilities

Associate AD for Operations	TBD	278.4550
Director of Athletic Facilities/Operations	Kody Keroher	278.4590
Events Coordinator	Mark LePage	278.4184

### Marketing/Development

Director of Marketing & Promotions	Adam Primas	278.7551
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### Media Relations

Asst. AD/ Media Relations	Brian Berger	278.4313
Assistant Media Relations Director	Ryan Bjork	278.7426
Assistant Media Relations Director	Robert Barsanti	278.6896

### Spirit Group

Cheer Team Coordinator	James Blunk	799.3199
Dance Team Coordinator	Jolie Roberts	396.3820

### Strength & Conditioning

Director of Strength and Conditioning	Jared Nessland	278.4424
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### Athletic Training

Head Athletic Trainer	Brandon Padilla, ATC	278.2464
Athletic Trainer	Heather Swanson, ATC	278.6150
Athletic Trainer	Erin Snyder, ATC	278.6289
Athletic Trainer	Matt Greenwald, ATC	278.6150

### Tickets

Director of Athletics Ticketing	Dallas Smith	278.2222
Central Box Office		278.4323

## COACHING STAFF

<i>Sport</i>	<i>Head Coach</i>	<i>Phone</i>	<i>Email</i>
Baseball	Reggie Christiansen	278.4036	christra@csus.edu
Men's Basketball	Brian Katz	278.5345	bkatz@csus.edu
Women's Basketball	Bunky Harkleroad	278.4479	bunky.harkleroad@csus.edu
Cross Country / Track	Jeff Magley	278.7052	magley@csus.edu
Football	Jody Sears	278.7053	jody.sears@csus.edu
Men's Golf	Kamden Brakel	278.7975	kamden.brakel@csus.edu
Women's Golf	David Sutherland	278.5284	davidsuthy@hotmail.com
Gymnastics	Randy Solorio	278.5361	rsolorio@csus.edu
Rowing	Mike Connors	278.4265	connors@csus.edu
Men's Soccer	Michael Linenberger	278.6769	bergs@saclink.csus.edu
Women's Soccer	Randi Dedini	278.5281	rdedini@csus.edu
Softball	Lori Perez	278.5376	lori.perez@csus.edu
Men's Tennis	Kevin Kurtz	278.7567	kevin.kurtz@csus.edu
Women's Tennis	Cami Hubbs	278.3863	hubbs@csus.edu
Volleyball	Ruben Volta	278.6427	rvolta@csus.edu

## Student-Athlete Resource Center Staff

<b>Paul Edwards</b>	Director of the Student-Athlete Resource Center <b>Lassen Hall – Room 3002 (916) 278-7796</b> <a href="mailto:edwardsp@csus.edu">edwardsp@csus.edu</a>
<b>Laurie Dahlberg</b>	Athletic Academic Services <b>Lassen Hall – Room 3002 (916) 278-5440</b> <a href="mailto:dahlbergl@csus.edu">dahlbergl@csus.edu</a>
<b>Mark McGushin</b>	Student-Athlete Development, Admissions & Eligibility <b>Lassen Hall – Room 3002 (916) 278-5297</b> <a href="mailto:mcgushin@csus.edu">mcgushin@csus.edu</a>
<b>Bethany Crouch</b>	Coordinator of Student-Athlete Academic Success/Development <b>Lassen Hall – Room 3002 (916) 278-6309</b> <a href="mailto:bethany.crouch@csus.edu">bethany.crouch@csus.edu</a>
<b>Jenna Closner</b>	Academic Success Specialist <b>Lassen Hall – Room 3002 (916) 278-2306</b> <a href="mailto:jenna.closner@csus.edu">jenna.closner@csus.edu</a>
<b>Dr. Maureen Smith</b>	Faculty Athletics Representative to the NCAA <b>Solano Hall – Room 4033 (916) 278-6237</b> <a href="mailto:smithmm@csus.edu">smithmm@csus.edu</a>

## STUDENT-ATHLETE RESOURCE CENTER (SARC)

### LASSEN HALL, ROOM 3002

The Student-Athlete Resource Center is located on the third floor of Lassen Hall - Room 3002. Paul Edwards, Director of SARC, and Laurie Dahlberg, Coordinator of Athletic Academic Services, serve as general academic counselors for SARC, as well as coordinators of NCAA continuing-eligibility monitoring. Laurie also coordinates the NCAA 6th year and postgraduate scholarships available to student-athletes who have exhausted their athletics-related aid and eligibility, Sacramento State 5th Year Scholarships, and annual summer school scholarships.

Mark McGushin, Coordinator of Student-Athlete Development, Admissions & Eligibility, is also located in the SARC. He services Sacramento State student-athletes with admission processing responsibilities and monitoring of NCAA initial-eligibility requirements. He works closely with both new transfer and incoming freshman student-athletes, and is the main Sacramento State contact for student-athletes working with NCAA Eligibility Center procedures. Mark provides advising support for student-athletes that exhibit additional academic needs and helps to coordinate the Student-Athlete Opportunity Fund (SAOF).

Bethany Crouch, Coordinator of Student-Athlete Academic Success and Development serves as an academic counselor and assists in the Student-Athlete Development Program which provides life skills programming, and mentoring and tutorial assistance for student-athletes that either exhibit or request the need for additional academic support.

SARC Mentors meet with their assigned student-athletes on a weekly basis to review study skills, time management, note taking, test preparation, and various other academically important skills. Student-athletes can also request a tutor by contacting Bethany at the SARC or utilizing the Peer Academic Resource Center (PARC). Bethany also serves as the staff advisor for the Student-Athlete Advisory Committee (SAAC).

Jenna Closner serves as the Academic Success Specialist. She is an academic counselor within the SARC and assists in academic advising and athlete registration. Jenna also helps to coordinate the SARC mentoring program. She works closely with athletics admissions, transfer eligibility and professional development programs for student-athletes.

### **COMPLIANCE ATHLETIC CENTER, SUITE 1170; BROAD FIELD HOUSE, ROOM 2014**

The Athletics Compliance Office comprised of Matt Vincent (Associate Athletics Director of Compliance), Callie Mulvihill and Erica Monsegue (Assistant Directors of Compliance), functions within the realm of the University's structure. It coordinates, monitors and verifies compliance with all NCAA and Conference rules and regulations. The staff is responsible for educating all athletics department staff members, student-athletes, constituencies of the University and the community regarding NCAA regulations. The Athletics Compliance Office is committed to the principle of institutional control in the operation of the athletics department within the rules and regulations of the NCAA, the Conference, and the University.

## **IMPORTANT SACRAMENTO STATE CAMPUS-WIDE SUPPORT SERVICES & PROGRAMS**

Following is a brief overview of some of the support services offered to Sacramento State students. These programs and/or offices help student-athletes more easily make the transition to Sacramento State, assist them in achieving greater academic success, and support the special needs of certain student populations. While not all support programs are represented here, student-athletes are encouraged to refer to the current Sacramento State catalog for a comprehensive description of all Sacramento State student support services.

### **CAREER CENTER**

The Career Center offers services to help students identify and reach their educational, career, and life objectives and opportunities. Individual career counseling sessions, computer-aided guidance software and a career library are some of the many services offered by the Center. The Candidate Preparation and Placement Program within the Center offers graduating students a chance to interview on campus with more than 300 local and regional employers. Special workshops are offered regularly to assist students with job-seeking tips, resume construction, and interviewing techniques. Current full-time job vacancies in education, business, industry, human services, and government agencies are available through the Career Connection online database and in the Center's library. The online Career Connection tool is an easy way for students to access part-time job opportunities that fit a college student's schedule. Finally, the Career Center helps students find internships, co-ops and part-time career-related opportunities both on-campus and off. (Lassen Hall 1013, (916) 278-6231)

### **CHILDREN'S CENTER**

The Associated Students' Children's Center provides day care services for children ages six months to seven years of age. The Center is staffed by certified, experienced teachers and student employees. Fees are based on hourly and full day rates, and students in need may apply for child care financial assistance if they meet income eligibility guidelines. The Center is operated year-round with hours of 7 am - 8:30 pm, Monday - Thursday; and 7am - 5:30 on Fridays. (Southeast corner of campus/(916) 278-6216)

## **COMPUTER LABS (UNIVERSITY COMPUTING)**

University Computing offers and maintains various computer laboratories on campus. These labs are open early morning to late evening (including weekends), and offer both PC and Apple desktops with various software programs installed. Students are also encouraged to establish a Saclink e-mail account which includes a free internet service provider. Students must use their valid Sacramento State I.D. (OneCard) to access computer lab services. (User Services counter - ARC Room 2005, (916) 278-7337)

## **COUNSELING & PSYCHOLOGICAL SERVICES**

This program is located within the Student Health and Counseling Services Office and is staffed by psychologists, social workers, marriage/family/child counselors, and psychiatrists to provide emotional, mental wellness, and psychological support to students. Assessment and referral services are available on a drop-in and call-in basis. Students may seek help regarding personal/psychological issues as well as academic difficulties and interpersonal relationship problems. (The WELL, (916) 278-6416)

## **FINANCIAL AID OFFICE**

The financial aid office helps students who have difficulty meeting the cost of attending the university get the financial aid they need—many Sacramento State students receive financial aid. Eligible students may receive aid usually comprised of two types: grants or loans. Grants are awarded on the basis of financial need and do not have to be repaid. Loans are awarded on the basis of financial need, made available from both the university and outside lenders, and must be repaid. Other forms of financial aid include work study programs and scholarships (need-based, academic, and athletic). Students should apply before the priority filing deadline of March 2. To apply, students must complete a free application for federal student aid (FAFSA). Financial aid counselors and staff are available to answer questions regarding eligibility and application procedures. *For more detailed information, please see the special Financial Aid section later in this handbook.* (Lassen Hall 1006, (916) 278-6554)

## **OFFICE OF GRADUATE STUDIES**

The Office of Graduate Studies staff coordinates admissions to various Sacramento State graduate schools. Graduate Center staff are also available to serve and assist graduate students throughout their graduate careers including advancement to candidacy, applications for graduation and completion of the culminating experience (e.g. projects or theses). Graduate Studies also offers numerous workshops regarding policies and procedures for attending graduate school at Sacramento State. (River Front Center 215, (916) 278-6470)

## **HOUSING & RESIDENTIAL LIFE**

Housing & Residential Life provides on-campus housing for Sacramento State students in the Residence Halls. Applications are accepted starting on November 1st of the preceding year for Fall occupancy, and August 1st of the preceding year for Spring occupancy. Sacramento State has three, three-story traditional residence halls and one suite-style residence hall, the American River Courtyard. Students interested in living off-campus may review a self-service listing of rentals in the Sacramento community located at the Student Access Center in the Sacramento State Library, or may visit the Housing & Residential Life website at [www.csus.edu/housing](http://www.csus.edu/housing). (Sierra Hall, (916) 278-6655)

## **LEARNING COMMUNITIES**

Sacramento State Learning Communities are group of students who undertake a particular course of study together as a cohort, and establish connections between courses in different subject and General Education areas. Each Community consists of 2 - 3 classes scheduled in a block, with faculty leading them who work together to link course topics around a common theme and coordinate reading and assignments. Student-athletes are encouraged to participate in a Learning Community as it provides an organized study group as well as offers a convenient and positive scheduling alternative. Learning Communities are proven to contribute positively to student success.

## **MULTI-CULTURAL CENTER**

The Multi-Cultural Center strives to provide an environment that encourages significant interaction and cultural awareness among students, faculty, staff and the community. The Center supports all racial and ethnic populations, encourages critical thinking about culture, and celebrates human diversity through speakers, activities, and events. A yearly calendar of events listing upcoming activities is posted in the Center. (Library 1010, (916) 278-6101)

## **PEAK ADVENTURES**

PEAK Adventures is an outdoor education and recreation program which provides individuals and groups many different outdoor adventure activities such as day hikes, snowboarding, backpacking, bicycling, skiing, rock climbing, and summer youth camp. PEAK Adventures also provides outdoor and snow equipment rentals and a bicycle repair facility. (The WELL, (916) 278-6321)

## **PRIDE CENTER**

The PRIDE Center is Sacramento State's Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Ally (LGBTQQIAA) resource center. The PRIDE Center provides a Safe Zone where LGBTQQIAA students can get resources, find community, volunteer their time working on projects, and help others. (First Floor, University Union, (916) 278-8720)

## **SERVICES TO STUDENTS WITH DISABILITIES (SSWD)**

This office provides assistance to students who require accommodations related to the following types of disabling conditions which may impede a student's educational process: visual, communication, hearing impaired, mobility, specific learning disability, other functional limitations, and temporary disabilities. To be eligible for services, a student must have documentation of the disability on file. Services include admission assistance, academic advising, priority registration, disability management counseling, reading, note taking, interpreting, class shuttle services, generic adaptive equipment, classroom test accommodation, and special parking permits. (Lassen Hall 1008, (916) 278-6955)

## **STUDENT ACADEMIC SUCCESS & EDUCATIONAL OPPORTUNITY PROGRAM (EOP)**

This program provides admission support, academic advising, financial assistance, and retention services to various Sacramento State undergraduates who may need extra financial and academic support in progressing towards a college degree. In addition, individual tutoring, faculty mentoring, and social/cultural activities are offered. The Summer Bridge Program and courses on learning strategies are also offered through the EOP. (Lassen Hall 2205, (916) 278-6183)

## **BURSAR'S OFFICE**

The BURSARS Office is where students make registration payments, purchase parking permits, and make most other financial transactions, including picking up scholarship stipends, financial aid and loan checks. (Lassen Hall 1001/1001B, (916) 278-6736)

## **STUDENT HEALTH AND COUNSELING SERVICES**

Student Health and Counseling Services offers high quality, convenient and affordable health care to Sacramento State students on both a walk-in and an appointment-based system. In addition, it provides on-site pharmacy and laboratory services at reduced cost to registered students. Some of the services offered include medical treatment for illness and injuries, physical exams, optometry services, gynecology, pregnancy counseling, immunizations, x-ray services, sexual health and wellness education and screening, HIV testing, and alcohol and drug prevention services. Counseling and Psychological Services (CAPS) and Violence and Sexual Assault programming and support are also available. The Violence and Sexual Assault Advocate can be contacted at (916) 278-3799. CAPS helps students cope with stress or troubling personal problems that may interfere with their academic life. Everyday problems such as work stress, financial concerns, illness, family pressure, and relationship issues can be distracting, making it difficult to concentrate on coursework. Our goal is to assist you through our various services and help you manage life challenges that can hinder your academic progress. (First floor, The WELL, (916) 278-6461)

## **STUDENT SERVICES COUNTER**

The Student Services Counter is the main point of contact for students to obtain official documents (transcripts) and student records. Student Services Counter staff additionally schedule appointments for students to see degree evaluators and admissions counselors. Most petitions and many student record changes can be processed there. (Lassen Hall, Main lobby (916) 278-3901)

## **TESTING CENTER**

The Testing Center administers regional and national exams such as the GRE, GMAT, CBEST, and the WPJ. Other kinds of tests handled by the Testing Center include diagnostic and placement exams required for specific classes. (Lassen Hall 2302, (916) 278-6296)

## **UNIVERSITY LIBRARY**

The Sacramento State Library is a six-story, 238,000 square foot facility that holds about one million volumes, and thousands of maps, slides, and pamphlets. The Library subscribes to over 4,700 magazines, technical and scholarly journals, and newspapers. The Main Floor includes an Information Desk that provides visitors general directions and referrals. It is also the starting point to take a Library Orientation tour, in which students are highly recommended to participate. The Library Media Services Center includes individual listening and viewing stations for videocassette, audiocassette, slide/audio, filmstrip/audio, and a collection of software/multi-media materials. The Reserve Book Room holds high-use materials including course textbooks for specific classes and professors—students may often check-out these materials for several hours at a time. The Library also includes computer-assisted reference services, databases via CD-ROM, and terminals for the on-line catalog EUREKA. EUREKA serves as a gateway to other databases and systems including Infotrac, FirstSearch, and MELVYL. Students with an active SacLink account can access EUREKA from home via the Internet. Visit the University Library's website at <http://library.csus.edu/hours/> for a schedule of hours, as they vary during the semester and year, and for many online resources. (South-end of campus, (916) 278-6926)

## **UNIVERSITY UNION**

While this facility is not considered an academic support office, the University Union is a central hub of University life for students and provides many important services. The Union provides activity programming, support services, lounges, meeting rooms, recreational assistance, special events, and food services. It also houses Associated Students Inc. (the student government body of Sacramento State) as well as the Student Organizations & Leadership Office. Other specific services and amenities include ticket sales, check cashing, postage sales, campus box office services, group study rooms, music listening rooms, art exhibits, mail box rentals, a convenience and specialty store, legal aid services, the Hornet Newspaper office, two coffee houses, a pizza parlor, the Hornet's Nest food court, ASI student government offices, The Sign Shop, a games room featuring billiards/video games/ping pong and more, a full service restaurant and patio dining. Visit the University Union's website at <http://www.csus.edu/union/> for a schedule of hours and list of services. (Southeast corner of the campus, (916) 278-6744).

## **THE WELL**

The WELL, Sacramento State's state-of-the-art, multi-use recreation and wellness facility, opened in Fall 2010 and features multi-activity courts, weight and fitness rooms, a climbing wall, an indoor track, and the new Student Health & Counseling Services center. At the WELL, students may exercise, participate in group recreational activities, access health-care services, study, socialize, and more—and many of these options are available to enrolled students at no extra cost. (The WELL)

## **WOMEN'S RESOURCE CENTER**

The Women's Resource Center strives to help raise the University community's awareness of gender discrimination and confront sexism through education and social action. The Center helps both women and men understand the relationship between sexism and other forms of oppression, and helps students work collectively in a noncompetitive atmosphere. (First Floor, University Union, (916) 278-7388)

# MISSION STATEMENTS

## NCAA MISSION

Sacramento State, as a NCAA-member institution, adheres to NCAA mission and philosophy while tailoring a Sacramento State-specific mission and philosophy. The NCAA provides a comprehensive statement of ideology, purpose and values:

### Core Ideology

The NCAA's core ideology consists of two notions: core purpose—the organization's reason for being, and core values—the essential and enduring principles that guide an organization.

### Core Purpose

NCAA's purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

### Core Values

The Association—through its member institutions, conference and national office staff—shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences
- The highest levels of integrity and sportsmanship
- The pursuit of excellence in both academics and athletics
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds
- Respect for institutional autonomy and philosophical differences
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels

## SACRAMENTO STATE ATHLETICS MISSION

Intercollegiate Athletics recognizes its mission to serve student athletes, the University and the broader community. Its major effort is to provide an opportunity for student athletes to achieve their maximum potential both athletically and educationally. It is the Department's belief that many of the most important learning experiences in a college education take place outside the traditional classroom. Intercollegiate athletic competition provides students with the opportunity to test themselves against the best in their sport. Through participation in training and competitive activities, Intercollegiate Athletics hopes to teach several values: an appreciation for the benefits of hard work, motivation, and perseverance in both winning and losing situations; a sense of group loyalty and the ability to work as a team; a feeling of pride in accomplishment through fair and honest means; an appreciation for cultural diversity, human development and continuous learning; and a sense of good sportsmanship and a high level of personal integrity and ethical conduct.

In order to accomplish these objectives, Intercollegiate Athletics will seek individuals who demonstrate interest and/or ability to work with a diverse student population for administrative, coaching and support positions while supporting an equitable opportunity for all students and staff.

Intercollegiate Athletics will strive to operate its programs at the highest competitive levels in intercollegiate athletics while simultaneously providing student athletes with a stimulating program and sound support services. These services are responsible for protecting the health of and providing a safe environment for each of its participating student-athletes.

Intercollegiate Athletics also serves to benefit non-participants. Intercollegiate Athletics believes that strong intercollegiate athletics program enhances the college experience for all students, as well as faculty and staff. It also facilitates alumni interest in the University, while bringing positive recognition at local, regional, and national levels, resulting in much needed support for the University at every critical level.



## VISION

Sacramento State Athletics is committed to success. We work hard to achieve excellence—on the field and in the classroom. We inspire campus pride and engage our community. We win.

## VALUES

**Integrity:** We work hard, we play fair and we expect the conduct of our student-athletes, coaches and staff to be beyond reproach.

**Commitment to Student-Athletes:** We provide our student-athletes with the support to develop and succeed—as competitors, scholars, citizens and leaders—at Sacramento State and beyond.

**Accountability:** We are stewards of University and community resources. We take this responsibility seriously and conduct our activities in a professional and transparent manner.

**Engagement:** We enrich lives on campus, in the community and among our alumni. We connect the University to our region.

## STUDENT-ATHLETE RESOURCE CENTER (SARC)

### Mission Statement

Sacramento State's Student-Athlete Resource Center (SARC) provides support to all of Sacramento State's Division I student-athletes including: Academic advising; NCAA rules education and compliance; financial services support; and life skills programming.

SARC's staff and resources support student-athletes toward developing as independent and successful young adults, and provide them with skills to achieve academic goals, to persist towards graduation, and to meet all NCAA eligibility requirements. SARC staff help student-athletes navigate through many of the campuses' academic procedures and policies, understand NCAA rules compliance and eligibility requirements, and provide services that place student welfare and the development of the whole student as a top priority. In addition, the SARC assists athletic coaches, staff, faculty, and administration in achieving overall integrity and success within our Division I athletics program.

## STUDENT-ATHLETE CODE OF CONDUCT

### OVERVIEW FOR STUDENT-ATHLETES

#### As a Sacramento State Student-Athlete, What Do I Need to Know About Student Conduct?

As a Sacramento State Student-Athlete, you need to know that Intercollegiate Athletics expects each student to conduct him or herself in a manner that creates a positive image of the University, Intercollegiate Athletics, and his or her team. Sacramento State student-athletes have even more responsibilities regarding their behavior and conduct than non-athlete students. Student-athletes' conduct while at Sacramento State is subject to three codes: Federal and State law; the Sacramento State Student Conduct Code (directly derived from Title V of the California Code of Regulations); and Intercollegiate Athletic rules. Furthermore, student-athletes may also be subject to Department of Housing & Residential Life regulations, and other University rules and regulations pertaining to student life.

As a student-athlete, you need to know that if you violate any of these codes of conduct—Federal and State law, the Sacramento State Student Conduct Code, or Intercollegiate Athletics rules—you will be subject to athletics sanctions through Intercollegiate Athletics in addition to University sanctions. In other words, breaking any rules here at Sacramento State will not only impact your status with the University, but it can impact your ability to participate in competition and Intercollegiate Athletics activities.

#### What Will Happen If I Break the Rules?

The process following a specific conduct violation can vary depending on the circumstances, but the general process for each type of violation is presented below. Additionally, if a student-athlete is found in violation any of these codes, he or she is expected to notify Intercollegiate Athletics immediately. (See "Student-Athlete Self-Report Requirement" under Intercollegiate Athletics Guidelines below.)

#### Intercollegiate Athletics Rules Violation

Intercollegiate Athletics Rules work to ensure that student-athletes maintain good sportsmanship, integrity, and NCAA eligibility. If a student-athlete breaks Intercollegiate Athletics rules, he or she will be subject to a conduct process through Intercollegiate Athletics. The University Student Conduct Administrator is not involved in Intercollegiate Athletics rules violations when they are not related to the University Student Conduct Code or Title V. See "Intercollegiate Athletics rules" under "Policy Descriptions" below for a list of conduct prohibited for student-athletes.

If a student-athlete conduct violation is related to the University Student Conduct Code, in order to coordinate between Intercollegiate Athletics and the Student Conduct Office, Intercollegiate Athletics will, as soon as practical and prior to the imposition of the discipline, notify the Student Conduct office of any pending disciplinary action against a student-athlete.

Athletics Sanctions vary depending on the severity of the violation, and can include: mandatory alcohol/drug counseling; community service; letter of apology; restitution; parent/guardian notification; suspension from practice activities; suspension from team activities; one contest suspension; multiple contest suspensions, dismissal from team; or withdrawal of Financial Aid (per NCAA regulations). Sanctions will be appropriate to the Student-Athlete rules violation committed, and applied consistently to all student-athletes.

#### Example: Unexcused Absences

As an example of a violation involving Intercollegiate Athletics, if an Athletics official discovers a student-athlete has been not attending class and has no permissible excuses for the absences, that student-athlete is in violation of the Student-Athlete rules imposed by Intercollegiate Athletics, and will undergo a conduct process through Intercollegiate Athletics. He or she will face athletics sanctions (possibly including official warning, educational sanction, suspension from practice or competition, etc.) in addition to any academic consequences. The consequences of missing excessive classes apply to any student, and are separate from any student conduct process. Missing excessive classes is likely to result in students receiving lower grades or being dropped from classes, which can ultimately lead to academic probation, academic dismissal, or loss of financial aid. For student-athletes, a loss of academic good standing could lead to a loss of NCAA eligibility.

#### Sacramento State Student Conduct Code Violation

The Sacramento State Student Code of Conduct works to ensure the academic integrity of the University, and to keep students and University community members safe and free from threats, intimidation, or discrimination. If a student-athlete violates the Sacramento State Student Code of Conduct, he or she is subject to a University student conduct process and University sanctions as well as athletics sanctions through Intercollegiate Athletics. University sanctions may include written warnings, educational sanctions, suspension or expulsion from the University. See "Sacramento State Student Conduct Code" below for a list of conduct prohibited for all Sacramento State students.

#### Example: Alcohol Violation

As an example of a Student Conduct Code violation, a female 19-year old student-athlete drinking a beer in a parking lot near an athletics event location after a game is discovered by an Athletics official. Since this is a violation of the University Student Conduct Code, the Athletics official confronts the student-athlete, asks the student to dispose of the alcoholic beverage, investigates some specifics about the situation, and reports the incident to the University Student Conduct Administrator in writing. This violation will likely stay on the student-athlete's record for her tenure at Sacramento State. The student-athlete will undergo both a University Student Conduct Process and an Intercollegiate Athletics Conduct process. Each process may involve a separate investigation, conferences, or hearings, but there may be some overlap as Intercollegiate Athletics officials discuss the matter with the Student Conduct Administrator. The violation will be documented and kept on file, and the student-athlete violating the alcohol policy will face University sanctions (possibly including an official warning, an educational sanction, suspension, etc.), and Intercollegiate Athletics sanctions from the Intercollegiate Athletics (possibly including an official warning, educational sanction, suspension from practice or competition, etc.).

One possible sanctioning outcome for the student-athlete in this scenario is the following (these sanctions are for example purposes only): a University Sanction of a Written Warning; an Intercollegiate Athletics Sanction of suspension from one athletic contest and one week of practice. Note: a student-athlete may receive both University and Intercollegiate Athletics sanctions for the same, single alcohol violation.

#### Criminal Law Violation

Sacramento State student-athletes are expected to abide by all State and Federal Laws. Any student-athlete violating criminal law is subject not only to criminal prosecution, but University and Intercollegiate Athletics sanctions as applicable. Most importantly, student-athletes are bound by Education Code § 67362, which prohibits any student-athlete from participating in intercollegiate athletics activities if he or she is convicted of a violent felony.

### Example: Felony Assault

As an example of a serious violation involving a violation of criminal law, if a student-athlete assaults another individual and is arrested for felony assault, the police will conduct an investigation, and if appropriate, charge the student-athlete and refer to District Attorney for trial and possible sanction (in this case, possible incarceration or probation if he or she is convicted). Depending on the circumstances of the assault, for example if it involved another Sacramento State student, the convicted student-athlete could also (even simultaneously) undergo the Student Conduct Process at Sacramento State, which involves another investigation, conference, a possible hearing, and possible sanctions, since assaulting another student is a violation the Sacramento State Student Conduct Code. The resulting University sanctions could include suspension from the University or expulsion from the entire CSU system. Finally, the student-athlete will also face Intercollegiate Athletics sanctions that could include dismissal from the team during the parole or incarceration, and perhaps permanently (as per EC 67362 described above).

## **POLICY DESCRIPTIONS**

### **Intercollegiate Athletics Rules**

Student-Athletes engaging in the “Unacceptable Student Conduct” described below are in violation of Intercollegiate Athletics policy and are subject to athletics sanctions through the Sacramento State Intercollegiate Athletics. With the exception of hazing as defined below (prohibited by Title V), many Intercollegiate Athletics violations do not fall under the Sacramento State Student Conduct Code, do not involve the University Student Conduct Administrator, and do not carry University sanctions.

Student-athletes should be aware, however, that any act chargeable as a violation of federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community, or poses a significant threat of disruption or interference with University operations is punishable by University sanctions under Title V.

#### **I. Definitions**

##### **A. Student-Athlete**

Once a student is accorded the status of “student-athlete,” he or she is expected to act in accordance with Intercollegiate Athletics rules until the completion of eligibility, including semester and summer breaks, or such time that he or she is no longer a student-athlete at Sacramento State.

##### **B. Team Function**

An athletics team function is defined as any gathering, whether on- or off-campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletics or social activity related to the team’s purpose, and organized, arranged, or initiated by Intercollegiate Athletics staff or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and is subject to disciplinary action.

##### **C. Hazing**

Intercollegiate Athletics works diligently to prevent hazing activities among student-athletes; as such, it operates under an expanded definition of hazing beyond that described in the Student Conduct Code below. For the purposes of the Sacramento State Intercollegiate Athletics, hazing is any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing. University policy against hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; however, hazing does not include customary athletics events or other similar contests or competitions. A group of students acting together may be considered a “student organization” for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is occurring is a valid defense for a hazing violation. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

## D. Sportsmanship

Sportsmanship shall be defined in accordance with the standards of the NCAA, Big Sky Conference, Big West Conference, Western Athletic Conference, MPSF Conference, American Athletic Conference and the Intercollegiate Athletics. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, Intercollegiate Athletics, the University, their families, and their communities, with the highest level of sportsmanship.

## II. Unacceptable Student Conduct

### • Unsportsmanlike Conduct

Student-athletes at Sacramento State are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. Unsportsmanlike conduct, as defined by the NCAA, Big Sky, Big West, WAC, MPSF, American Athletic Conferences or Sacramento State may be reviewed by the Director of Athletics and may result in disciplinary action. Violation of NCAA or conference rules and regulations are subject to disciplinary action.

### • Use of Prohibited Nutritional or Dietary Supplements

Many nutritional/dietary supplements contain substances banned by the NCAA. To avoid violation of this standard, as questions arise, student-athletes should contact the supplement designee, an athletic trainer or team physician and/or consult the list of banned drugs as described in the NCAA Division Bylaws. Student-Athletes found using banned substances are subject to disciplinary action.

### • Pernicious Use of Social Media

Student-athletes must ensure that their use of cyberspace (including websites and social media and/or networking sites such as Facebook, Snapchat, Twitter, LinkedIn etc.) is consistent with the expectation that each student-athlete will conduct him or herself in a manner that creates a positive image for him or herself, Intercollegiate Athletics and the University. Student-athletes should be aware at all times that they are highly visible members of the University community and will conduct any cyberspace activities in a manner that will enable them to be positive role models. Failure to meet these expectations can result in discipline. Use of Sacramento State logos on any website is prohibited without prior written permission from Intercollegiate Athletics. Sacramento State reserves the right to monitor social-networking and other websites.

### • Gambling and Bribery

Student-athletes shall not knowingly (1) provide information to individuals involved in organized gambling activities concerning intercollegiate or professional athletics competition (NCAA championships); (2) solicit or place a bet on any intercollegiate or professional athletics event; (3) accept a bet on any team representing the institution; (4) solicit or accept a bet on any intercollegiate athletics competition for any item that had tangible value (e.g. cash, clothing or equipment, meals); (5) participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling; (6) participate in internet gambling and/or (7) sports wagering using "800" numbers.

### • Unexcused Class Absences and Poor Academic Performance

Student-athletes are expected to attend class regularly, maintain punctuality, and fulfill course load and academic performance requirements. This includes attending academic appointments. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

### • Failure to Meet Team Obligations

Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the head coach unless an unforeseeable emergency arises.

## Sacramento State Student Conduct Code

Student conduct policy in California, in the California State University System (CSU), and at Sacramento State falls under Title V of the California Code of Regulations as adopted by the CSU Board of Trustees and published in Title V, Education, of the California Code of Regulations (CCR), an official publication of the State of California. Specifically, 5 CCR § 41301 governs the conduct of students at the CSU. Sacramento State derived its own Student Conduct Code, as well as its procedures for adjudicating student conduct violations, directly from Title V.

If a student-athlete violates the student conduct policies outlined in the Sacramento State Student Conduct Code, he or she is subject to the University Student Conduct Process, adjudicated by the Student Conduct Administrator, which includes investigation, conference(s), decision, and possibly a hearing. Only the University President can designate campus officials who can adjudicate Title V and levy University sanctions. Sanctions vary, but can include warnings, probation, suspension, and expulsion. Note: If a student-athlete violates the Student Conduct Code, he or she is subject to disciplinary action through Intercollegiate Athletics as well.

Pursuant to Title V, any student of a campus may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes which must be campus related:

### Unacceptable Student Behaviors

- Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - Furnishing false information to a University official, faculty member, or campus office.
  - Forgery, alteration, or misuse of a University document or one of its auxiliaries.
  - Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
- Unauthorized entry into, presence in, use of, or misuse of University property.
- Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus or an off-campus University related activity.
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- Use, possession, manufacture, of distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- Theft of property or services from the University community, or misappropriation of University resources.

- Unauthorized destruction or damage to University property or other property in the University community.
- Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, or other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or during a University related activity.
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- Misuse of computer facilities or resources, including:
  - Unauthorized entry into a file, for any purposes.
  - Unauthorized transfer of a file.
  - Use of another's identification or password.
  - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
  - Use of computing facilities and resources to send obscene, intimidating, or abusive messages.
  - Use of computing facilities and resources to interfere with normal University operations.
  - Use of computing facilities and resources in violation of copyright laws.
  - Violation of a campus computer use policy.
- Violation of any published University policy, rule, regulation or presidential order.
- Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- Any act chargeable as a violation of federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- Violation of the Student Conduct Procedures, including:
  - Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - Disruption or interference with the orderly progress of a student discipline proceeding.
  - Initiation of a student discipline proceeding in bad faith.
  - Attempting to discourage another from participating in the student discipline matter.
  - Attempting to influence the impartiality of any participant in a student discipline matter.
  - Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - Failure to comply with the sanction(s) imposed under a student discipline proceeding.
  - Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on- or off-campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

### **Federal and State Criminal Law**

If a student-athlete violates criminal law, he or she is subject to Federal or State criminal proceedings and penalties, University student conduct proceedings and sanctions, and Intercollegiate Athletics conduct proceedings and sanctions.

Furthermore, student-athletes at Sacramento State are bound by Education Code § 67362, Felony Sentence Disclosure. EC 67362 provides that no student-athlete enrolled at any campus of the California State University (CSU) may participate as a member of any Intercollegiate Athletics team, or as a participant in any Intercollegiate Athletics event if he or she, at any time after his or her enrollment as a college or university student, is prosecuted as an adult and is convicted of a violent felony as defined in the statute. A student-athlete may regain his or her eligibility to participate as a member of an Intercollegiate Athletics team, at the discretion of the Director of Athletics, after he or she successfully completes the entire term of his or her probation or successfully completes his or her assigned prison term and parole period, if any.

## **INTERCOLLEGIATE ATHLETICS GUIDELINES**

### **Preliminary Action, University Notification, Student Conduct Procedures, and Sanctions**

Following are Intercollegiate Athletics guidelines for preliminary action, University notification, student conduct procedures, and Intercollegiate Athletics sanctions for different levels of student-athlete misconduct: felony criminal law violations; misdemeanor criminal law violations; Sacramento State Student Conduct Code violations; Student-Athlete Rules violations; and Team Rules violations.

#### Criminal Law Violations—Felony

When a student-athlete has engaged in conduct alleged to be a felony violation of criminal law, the student-athlete him or herself, and/or the Intercollegiate Athletics official who discovers this information must report it immediately to the Director of Athletics upon receipt of notice of such possible violation. The Director of Athletics or designee will in turn notify the Student Conduct Administrator and University Police, in writing within 24 hours or by the next business day. Student-athletes arrested for or charged with a felony violation of criminal law will be placed on immediate administrative suspension from involvement in team activity pending further investigation. This administrative suspension may be lifted only upon the authorization of the Director of Athletics, and is indefinite pending the outcome of disciplinary and/or criminal proceedings.

A student-athlete committing a felony violation will likely be subject to a criminal proceeding, University Student Conduct process and related University sanctions, and Intercollegiate Athletics conduct proceedings and athletic sanctions, depending on the circumstances of the violation. If a student-athlete is convicted of a felony, he or she may not participate as a member of any Intercollegiate Athletics team, or as a participant in any intercollegiate athletics event if he or she, at any time after his or her enrollment as a college or university student, is prosecuted as an adult and is convicted of a violent felony as defined in EC 67362.

#### Criminal Law Violations—Misdemeanor

When a student-athlete has engaged in conduct alleged to be a misdemeanor violation of criminal law, the student-athlete him or herself, and/or the Intercollegiate Athletics official who discovers this information must report it immediately to the Director of Athletics upon receipt of notice of such possible violation. Student-athletes committing criminal misdemeanors will be subject to athletics sanctions through Intercollegiate Athletics, and may also be subject to University Student Conduct proceedings and University sanctions depending on the circumstances of the violation.

In cases where a student-athlete is cited or charged with a criminal misdemeanor, the Director of Athletics or designee will notify University Police and/or the Student Conduct Administrator. Student-athletes arrested for or charged with a misdemeanor violation of criminal law may, depending on the severity of charges, be placed on immediate administrative suspension from involvement in team activity pending further investigation, by the Director of Athletics. This administrative suspension may be lifted by the Director of Athletics at his or her discretion.

A student-athlete committing a misdemeanor may be subject to a criminal proceeding, University Student Conduct process and related University sanctions, and Intercollegiate Athletics conduct proceedings and athletic sanctions, depending on the circumstances of the violation.

#### Sacramento State Student Conduct Code Violations (Title V)

When a student-athlete has engaged in conduct alleged to be a violation of the Sacramento State Student Conduct Code, the student-athlete him or herself, and/or the Intercollegiate Athletics official who discovers this information must report it immediately to the Director of Athletics upon receipt of notice of such possible violation. Then, the Director of Athletics or designee will notify the Student Conduct Administrator of the violation in writing as soon as possible or by the next business day, so that the Student Conduct Administrator can begin a timely student conduct process.

Every discovered Student Conduct Code (Title V) violation committed by any student, including student-athletes, must be reported, documented, and kept on file by the Student Conduct Administrator. In some cases, especially if a likely University sanction is a warning, the Student Conduct Administrator may choose not to initiate a separate, University-level student conduct process. Instead, the Intercollegiate Athletics investigation and report to the Student Conduct Administrator may suffice. It is important to note that Intercollegiate Athletics may not levy any institutional sanction related to a Title V violation, including written warnings; only the Student Conduct Administrator has the authority to issue University sanctions for a Title V violation.

For Title V violations, Intercollegiate Athletics may take immediate action and impose temporary athletics sanctions on the student-athlete (suspension from competition, practice, or team activity during the timeframe in which the University-level student conduct process unfolds), in addition to any University sanctions imposed on the student-athlete by the Student Conduct Administrator. Permanent athletics sanctions (those that go beyond any temporary sanctions levied while the University-level process is taking place) should not be imposed until the University-level proceedings have concluded. The Student Conduct Administrator will make every effort to ensure student conduct proceedings take place in a timely manner. Any permanent athletics sanctions that are ultimately levied on student-athletes should be aligned appropriately with the findings of the University conduct officer; i.e. University and athletics sanctions should not be disproportionate to one another. Athletics sanctions applied by Intercollegiate Athletics for Title V violations vary based on severity of the violation, will be appropriate to the Title V violation committed, and applied consistently to all student-athletes.

#### Student-Athlete Rules Violations

When a student-athlete has engaged in conduct alleged to be a violation of the Sacramento State student-athlete rules, the student-athlete and/or the Intercollegiate Athletics official who discovers this information must report it immediately to the Director of Athletics upon receipt of notice of such possible violation. Then, the Director of Athletics or designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts; examination of documents; or other steps necessary for the Director of Athletics to determine the validity of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the Director of Athletics may suspend the student-athlete before the meeting.

Determination of responsibility will be based on information available and a preponderance of evidence. A first-time offense may be serious enough to warrant any of the possible sanctions listed. A student-athlete's refusal to participate and cooperate in an Intercollegiate Athletics or NCAA investigation of a possible violation of this Code of Conduct may itself constitute a basis for disciplinary action.

Student-athletes found in violation of Student-Athlete Rules are subject to athletics sanctions levied by Intercollegiate Athletics, depending on the severity of the violation, including: mandatory alcohol/drug counseling; community service; letter of apology; restitution; parent/guardian notification (in accordance with FERPA regulations); suspension from practice activities; suspension from team activities; one contest suspension; multiple contests suspension; dismissal from team; withdrawal of Financial Aid (per NCAA regulations).

#### Team Rules Violations

Each student-athlete is responsible for following his or her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The head coach, sport supervisor, and the Director of Athletics all have the authority to impose sanctions for the violation of team policies, provided that the head coach shall not impose the sanction of suspension or expulsion from the team without the approval of the Director of Athletics or designee. Possible athletics sanctions for team violations include but are not limited to: team probation, community service, cancellation of contests, or cancellation of season. Sanctions will be appropriate to the Team Rules violation committed, and applied consistently to all intercollegiate sports teams. Team policies and related penalties shall not supplant or supersede state or federal law or CCR Title V § 41301 (Sacramento State Student Conduct Code).

#### Student-Athlete Self-Report Requirement

Any student-athlete shall immediately notify his or her head coach or the Director of Athletics as appropriate if he or she has been found in violation of the Sacramento State Student-Athlete Code of Conduct, Sacramento State Student Conduct Code (Title V), or State or Federal criminal law in which members of law enforcement (e.g., Sacramento State Public Safety Officers, Sacramento Police, Sacramento County Sheriff, California Highway Patrol, etc.) have become involved. This notification requirement also includes any behavior that, if uncovered or made known, could be determined inappropriate, reckless, inciting, or malicious, or which could bring embarrassment to the team, Intercollegiate Athletics, or the campus community. Noncompliance with this requirement may result in additional sanctions.



## **Athletic Sanction Guidelines**

The Sacramento State Intercollegiate Athletics will make every effort to apply the student-athlete conduct process and athletics sanctions fairly and consistently to all student-athletes. Possible related athletics sanctions, levied in accordance with the different conduct violations described above, include mandatory alcohol/drug counseling; community service; letter of apology; restitution; parent/guardian notification (in accordance with FERPA regulations); suspension from practice activities; suspension from team activities; one contest suspension; multiple contests suspensions; dismissal from team; withdrawal of Financial Aid (per NCAA regulations).

Please note the following additional guidelines:

- Nothing in this code shall be construed to prevent the University or Intercollegiate Athletics from imposing disciplinary proceedings pending final adjudication in a court of law.
- If warranted by the circumstances in a particular case, the Director of Athletics shall have the authority to impose a penalty that he or she finds appropriate (e.g., a longer suspension from competition, permanent removal from the team).
- In cases where there is ambiguity about the status of a penalty, the Director of Athletics will use all available information to determine the appropriate penalty.
- A student-athlete withholding information in an attempt to evade punishment is subject to further penalties as appropriate.
- The Director of Athletics may revoke or modify athletically-related financial aid as a consequence of any and all criminal misconduct. Action to revoke or modify athletically related financial aid will be in accordance with NCAA procedures and University procedures, as outlined in the Student-Athlete Handbook.
- For multi-sport student-athletes, sanctions will be imposed during the season in which the offense occurs or in the immediately next sport season if the offense occurs out of season.

## **Appeal Process**

### Student-Athlete Rules Violations

#### **A. Policy**

A student-athlete may appeal any sanction that suspends participation in practice, competition, and/or services provided by Intercollegiate Athletics. (Procedures for appealing a revocation or modification of athletically-related financial aid can be found in the Financial Aid/Scholarship Policies section of the Student-Athlete handbook.)

A student-athlete may not contest on appeal:

- Any underlying determination of responsibility rendered by a court or other civil authority; or
- Any underlying determination of responsibility rendered by a University official or hearing body in accordance with official procedures.

#### **B. Procedures**

A student-athlete who has been suspended from participation in practice, competition, and/or services provided by Intercollegiate Athletics may appeal the decision. The appeal must be made, in writing, to the Director of Athletics, within five business days of the student-athletes' written receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g. new information, failure to follow proper procedure, abuse of discretion).

Upon receipt of the request for appeal, the Director of Athletics will initiate an investigation through the Faculty Athletics Representative to review details of the case, consult the student-athlete's Head Coach, and meet with the student-athlete. The Faculty Athletics Representative will notify the Director of Athletics of his or her findings and recommendation. The Director of Athletics will then render a decision and notify the student as to the result of the appeal. The student-athlete will also receive written notification of the appeal decision.

- o All decisions rendered during the appeal process are final.
- o If circumstances warrant a change in a suspension, a student-athlete may be reinstated by the Director of Athletics to resume participation in practice, competition, and/or services provided by Intercollegiate Athletics.
- o Dismissal or reduction of a criminal charge is a change of circumstance that may or may not justify revision of a suspension from participation in practice, competition, and/or services provided by Intercollegiate Athletics.

## Student Conduct Code Violations

Student Conduct Code violations are adjudicated under Executive Order 1098. Most cases of alleged misconduct begin with an investigation by the Office of Student Conduct and a conference meeting with the charged student. During the conference meeting, the Student Conduct Administrator attempts to reach an agreement on an appropriate disposition of the matter. If the alleged violation of the Student Conduct Code is not resolved by agreement, a formal hearing may be conducted to determine the appropriate outcome. Full details on the University Student Conduct Process are available at [http://www.csus.edu/student/osc/images/pdf/eo\\_1098.pdf](http://www.csus.edu/student/osc/images/pdf/eo_1098.pdf)

Cases involving allegations of discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking, are also fall under Executive Order 1097. The Office of Equal Opportunity will typically investigate the misconduct and determine if policy was violated prior to referring the case to the Office of Student Conduct. The complete policy is available at [http://www.csus.edu/student/osc/images/pdf/eo\\_1097.pdf](http://www.csus.edu/student/osc/images/pdf/eo_1097.pdf)

## **Records and Privacy**

Reports and records of misconduct and actions taken shall be maintained in the student-athlete's record in the office of the Director of Athletics or designee; records of student-athlete Title V violations are additionally maintained by the University Student Conduct Administrator. These records are subject to state and federal privacy protection, as well as University policies regarding confidentiality. Notification to the public regarding the student-athlete's eligibility for intercollegiate competition shall be limited to directory information as defined by the University and information that is not part of the education record subject to the privacy protections noted above.

## **Review of Policy**

The Student-Athlete Code of Conduct shall be reviewed annually by the Intercollegiate Athletic Advisory Committee. In addition, Intercollegiate Athletics shall prepare annually a summary report of conduct code implementation (with specific details omitted to protect confidentiality), which shall be reviewed by the Intercollegiate Athletic Advisory Committee.

# **SARC STUDENT ATHLETE ACADEMIC LAB & STUDENT ATHLETE STUDY LOUNGE**

The Student-Athlete Academic & Life Skills Lab is located on the 3rd floor of Lassen Hall in room 3002 and the Student Athlete Study Lounge is located on the 1st floor of the Athletic Center in room 1030. The labs offer the following for student-athlete use:

- Conference Table seating up to 8-15 students
- Individual and small group study areas
- Computer labs with 30 personal computers and free printing for student-athletes
- Laptops available for students/coaches to check out (see sign-out form for laptop check-out policy)
- The center is open for use 45-60 hours per week

\*Student-athletes must sign-in when they enter the lab and sign-out when they leave.



# **STUDENT-ATHLETE DEVELOPMENT PROGRAM**

The mission of the Sacramento State Student-Athlete Development Program is to support and maintain student-athletes and intercollegiate athletics as integral parts of the campus educational program and the community as a whole. The Student-Athlete Development Program is designed to focus on the comprehensive development of the student-athlete and to prepare student-athletes for the challenges of life beyond the playing field.

## **COMMITMENT TO ACADEMIC EXCELLENCE**

In support of the academic progress of student-athletes toward their intellectual development, retention, academic success, and graduation, Sacramento State student-athletes have access to advising, tutoring, mentoring, computing, and study space through the Student-Athlete Resource Center (SARC, located in Lassen Hall 3002 & 3004). SARC's advising program provides advising for student-athletes in general education, NCAA and Big Sky Conference continuing-eligibility, priority registration, student-athlete orientation programming, NCAA academic scholarship information and referral to the various academic support programs on campus (major departments and advising, graduate studies, computer labs, the University Library, etc.). The Student-Athlete Academic & Life Skills Lab (Lassen Hall 3002) provides access to a student-athlete-only computer lab, group and individual study areas, tutorial support and referral to campus support programs.

## **COMMITMENT TO ATHLETIC EXCELLENCE**

To build philosophical foundations for the development of athletic programs that are broadly-based, equitable, and dedicated to the well-being of the student-athlete, Sacramento State, a NCAA Division IAA member, conducts a competitive 21 sport (12 women's & 9 men's) intercollegiate athletic program supporting over 450 student-athletes. A member of the highly regarded Big Sky Conference, Sacramento State is also an affiliate of the Western Athletic Conference, the Mountain Pacific Sports Federation, and the Pacific Coast Softball Conference. Sacramento State is committed to full compliance with Title IX requirements and to providing a program that welcomes diversity.

## **COMMITMENT TO PERSONAL DEVELOPMENT**

To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills, Sacramento State is committed to providing student-athletes with the resources and information to help them become responsible and conscientious young men and women. This includes but is not limited to educational programs related to alcohol and other drugs, access to information and/or presentations related to nutrition, sexual responsibility, diversity, media relations, violence prevention, and freshman seminar experiences that include the topics of: adjustment to college life, money management, student services, communication skills, appreciating diversity, recognizing and dealing with stress, developing a personal set of values, and more.

## **COMMITMENT TO CAREER DEVELOPMENT**

To encourage student-athletes to develop and pursue career and life goals, Sacramento State student-athletes are introduced to the Career Center through their orientation and freshman seminar experiences. Representatives from various businesses make presentations to student-athletes regarding employment opportunities. Student-athletes are encouraged to attend career and major fairs on campus and to utilize the Career Center throughout their college careers.

## **COMMITMENT TO SERVICE**

To engage the student-athlete in service to his or her campus and surrounding communities, Sacramento State Athletics promotes service as a valuable and instrumental part of the student-athlete experience. Student-athletes are introduced to the value of service through Read Across America, the Ticket to College program, Student-Athlete Advisory Committee activities and through individual team service projects.

# STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

The Student-Athlete Advisory Council meets monthly to discuss policies, issues, and projects associated with the operation of intercollegiate athletics. The primary goal of the Council is to facilitate the student-athlete experience in concert with the values and mission of the University. Specific issues related to conference affiliation, NCAA, and external affairs are examined in order to enhance student-athlete welfare and success. The NCAA Student-Athlete Advisory Council serves as a model to advance the qualities of institutional integrity. Anyone interested in participating should contact Bethany Crouch in the SARC. Visit <http://hornetsports.com/sports/saac/index> for more information. Other basic purposes of the Student-Athlete Advisory Council are to:

1. Provide a communications link between the student-athlete, Intercollegiate Athletics, and the University
2. Promote unity, spirit, and common purpose among teams
3. Give the student-athletes a representative voice in Intercollegiate Athletics

## MEMBERSHIP

The Council is comprised of appointed team representatives (two from each team) and the Coordinator of Life Skills and Student-Athlete Development as an ex-officio member. Student-athlete representatives must be in good academic standing at Sacramento State to serve.

## RESPONSIBILITIES

1. Attend all Council meetings
2. Represent team views and concerns at Council meetings based on input from teammates
3. Report Council activities to team members
4. Organize teams to assist in special projects (Volunteer opportunities, professional development, etc.)

# ATHLETIC ACADEMIC ADVISING

## SACRAMENTO STATE STUDENT-ATHLETE ADVISING POLICIES

The Academic Services area of the Student Athlete Resource Center is designed to provide comprehensive academic advising for you as a student-athlete. Our primary goal is to help you meet the challenges you encounter while striving for success in academics and athletics. However, we recognize that each of you ultimately determine the outcome of your academic and athletic career yourself; consequently, we expect you to take responsibility for your academic decisions. Below are guidelines that all student-athletes should follow to ensure their academic success at Sacramento State.

- Student-athletes are expected to meet with the Athletic Advisors, Paul Edwards, Laurie Dahlberg, Mark McCushin, Bethany Crouch or Jenna Closner at least once per semester. At this time, your NCAA continuing-eligibility can be verified, your general education requirements checked, and your academic record reviewed. Intercollegiate athletes have the privilege of priority for class registration; however you must attend an appointment with Paul, Laurie, Mark, Bethany or Jenna each semester to maintain registration priority for both the Fall and Spring semesters of the following year. Each athletic team is assigned specific week(s) during the Fall and Spring semesters to meet with a SARC staff member. Be sure to check with your coach for your assigned week(s).
- The University mandates that all freshmen and transfer students (including student-athletes) attend one of the Orientation Programs in June/July (Fall) or November (Spring) in order to register for classes. In addition to these orientations, all new student-athletes must attend the Student-Athlete Academic & Life Skills workshops in August, a comprehensive program with topics that relate specifically to incoming student-athletes.
- **SARC staff does not dictate your academic schedule.** They offer suggestions in light of your eligibility requirements, academic preparation, and athletic and/or work schedule. You are required to select your own schedule and are strongly recommended to have it reviewed in the SARC before registering. Coaches are not permitted to register you for classes; you must register for classes on your own. A schedule of at least 12 academic (non-athletic) credits is required; however, in order to graduate within 4-5 years, you should plan to take 15 credits (or at least plan for additional credits each Summer).
- Student-athletes must inform a SARC staff member before adding/dropping any courses. Changing your schedule without proper advisement could severely jeopardize your academic standing and/or athletic eligibility.

- Class taken at any other two year or four year institution (e.g., summer school or online) must be approved in advance by the SARC. You are also required to request an official transcript from that institution and provide it to the SARC staff. If you do not disclose course work completed at another collegiate institution you jeopardize your NCAA eligibility
- Student-athletes declaring or changing their majors, starting a minor, or making any other decisions regarding academics must see a SARC staff member before doing so.
- **In addition to meeting with a SARC staff member every semester, student-athletes must also see a Major advisor!** Major department advisors can track the progress of your major units and help with career advising to fit your professional goals. Some departments will place a registration hold on your record if you fail to meet with them. If a student is on academic probation, departments may require additional contacts with major advisors. Major advisors are the only advisors authorized to approve your graduation petitions, so please make it a priority to establish contact with your major department.
- A student-athlete who leaves the Sacramento State Intercollegiate Athletic Program due to other commitments or problems with eligibility should meet with a SARC representative for an exit appointment. This will help answer any questions should the student-athlete try to re-enter the program. Do not expect your coach to provide these answers, particularly concerning continuing and/or initial eligibility. Returning Sacramento State student-athletes should contact the SARC.
- **Student-athletes are required to officially withdraw themselves from the university prior to their departure.** Students who withdraw prior to the first day of instruction will receive a 100% refund, minus a \$10 processing fee. Beginning with the first day of instruction through the 60% point of the semester, refunds are on a pro-rata basis (refunds are based on how much class you attended). Students are not eligible to receive a refund for withdrawing after the 60% cut off.
- **Athletic Priority for Class Registration**
- Priority registration is a privilege! Priority registration gives you the opportunity to register for classes during peak times of the morning and early afternoon. Student-athletes must meet minimum requirements to qualify for priority:
  - Be an active participating student-athlete (or red-shirt)
  - Maintain an overall GPA of 2.00 or better
  - See a SARC staff member at least once each semester during your assigned week
  - See a major advisor once each year
  - Have completed or be in the process of completing the minimum general education English and math requirements
- Class Attendance is required. Student-athletes are expected to attend ALL classes and inform professors of any absences. **Student-athletes are not permitted to miss academic classes or academic-related responsibilities to attend athletic practice or athletic training sessions.** Sacramento State does not have a formal policy that allows student-athletes to be excused from class due to athletic travel and competition. Since not all Sacramento State instructors allow absences for intercollegiate competition or any other reasons, be prepared to discuss any possible attendance problems with them early in the semester (i.e. the first week of classes). In case of conflicts like these, we often recommend you add an additional class during registration (this allows for the flexibility to drop a course if necessary). You are also responsible for all missed assignments and exams. Be on time for all appointments, tutors, classes, advisors, etc., or have the courtesy to call in case of an emergency. Do not expect special privileges just for being an intercollegiate athlete. We recommend the following philosophy: **Normally you would not miss your sport's practices due to the negative consequences your coach would give you; apply the same attitude to attending your academic schedule, and give your professors the same courtesy and respect.**
- Athletic Department head coaches are required to give all student-athletes a reasonable time slot to schedule a full-time course load (at least 12-15 credits). In some isolated cases, coaches should allow student-athletes to arrive late or skip a practice session to attend academic-related activities (i.e. academic advising appointment, lab hours, or to make-up tests). If a student-athlete feels he or she was not given these reasonable opportunities he or she must talk to his or her coach, academic advisor, faculty-athletics representative, or the athletic director immediately. The Intercollegiate Athletics will also not schedule regular season contests in any sport during Final Exam week (usually mid- to late December and/or late May).

## CODE OF CONDUCT & ACADEMIC HONESTY

All student-athletes at Sacramento State are expected to abide by campus policies and the Title 5 requirements related to student conduct. Additionally, the Athletics Department's Code of Conduct specifically outlines the importance of proper student-athlete behavior on- and-off campus as well as on the fields of play. Student athletes are expected to behave ethically, responsibly, and in accordance with Athletic and University policy in the classroom as well; thus, any student-athlete found engaging in any form of academic dishonesty or cheating, including plagiarism, is in violation of the Code of Conduct and University policies. A student-athlete found in violation of any of these campus policies is subject to disciplinary action not only from the University (e.g., disciplinary probation, suspension from school, expulsion) but also from Intercollegiate Athletics (e.g., cancellation or reduction of athletics scholarship, suspension from practice and/or competition, removal from the team).

In terms of academic honesty, it is the responsibility of all students to know and understand the definition of plagiarism. Questions about the definition of plagiarism should be directed to professors, the SARC staff, or the Office of Student Affairs. It is not an acceptable defense to a charge of plagiarism that the student-athlete misunderstood the definition of plagiarism or did not intend to plagiarize. Plagiarism from any source constitutes a violation of University policy and the Athletic Code of Conduct; specifically, in recent years there has been a campus-wide increase in reported cases of plagiarism involving the internet. Student-athletes are cautioned very strongly against plagiarizing materials obtained from the internet. It is very easy for faculty members and student conduct officers to check the internet for plagiarized material. All material obtained from the internet should be properly quoted and cited (credited to the original author) in the respective assignment or term paper.

## NCAA ACADEMIC ELIGIBILITY RULES

Student-athletes must meet the NCAA initial and continuing eligibility guidelines, as well as specific conference rules, along with Sacramento State admission and progress towards degree requirements to be eligible for athletic participation and/or athletic scholarship. The following are specific continuing-eligibility requirements for all student-athletes who began full-time enrollment at any collegiate institution (e.g., two-year College, four-year NAIA or NCAA College, foreign college).

### Full-Time Enrollment

A student-athlete must be enrolled as a full-time student (12 credits) at Sacramento State each semester, in order to practice and/or compete. **If a student-athlete drops below 12 credits, he or she will be declared ineligible and lose his or her scholarship and/or financial aid! In some cases, student-athletes may be responsible for paying back their athletic scholarship.**

### Credit Hour Requirement

In the first year of collegiate enrollment, a student-athlete must pass 24 credits of solid degree credit (this excludes elective credits, i.e. athletic courses) to clear the progress-toward-degree requirements (PTD). An academic year consists of fall, winter Intersession, spring and summer semesters. At least **18** of these credits must be completed during the fall, winter and spring semesters. **Only six credits from summer can be counted towards degree progress in the first year of collegiate enrollment.**

- *In subsequent years, student-athletes must pass 18 credits of solid degree credits (instead of 24) during the academic year to clear PTD. However, in almost all cases, a student will have to pass more than 18 credits each year to meet the percentage of degree requirements discussed below.*
- *Additionally, student-athletes must pass at least 6 semester credits in the previous regular academic term of full-time enrollment to be eligible to participate in athletics during the next regular academic term (e.g. a softball student-athlete must pass at least 6 credits in the Fall semester in order to compete during the following Spring term; a football student-athlete must pass at least 6 credits in the Spring in order to compete during the following Fall term).*
- *In the sport of football, student-athletes must pass a minimum of 9 semester credits in their fall term to be eligible for future competition. If a football student-athlete does not pass the minimum 9 semester credits they are ineligible for competition in the first four games of the next season.*

### Summer School & Online Course Work Procedures

All summer courses or course work online at another college must be approved by the SARC staff **prior** to enrollment. If a student-athlete is considering taking courses elsewhere, he or she must provide a copy of the school's summer schedule or online registration for the course work (or website) to the SARC staff. Student-athletes must report all summer and online courses (regardless of the final grade received) to Sacramento State in the form of an official transcript as soon as final grades are posted.

## **Major Declaration**

Student-athletes must declare a major prior to the **FIFTH (5th)** full-time semester of collegiate enrollment. Due to early departmental deadlines, student-athletes are encouraged to visit the SARC the semester before they plan to declare and/or change their major. A student-athlete who decides to change his or her major should consult with the SARC staff for NCAA eligibility ramifications.

## **Percentage of Degree Requirement**

Student-athletes must complete 40% of their degree requirements by the beginning of their third year, 60% of their degree requirements by the beginning of their fourth year, and 80% of their degree requirements by the beginning of their fifth year of collegiate enrollment. This rule, known as the 40-60-80% rule, is complicated. Certain courses such as remedial classes do not count towards the completion percentage. Due to the complexities of this requirement, all student-athletes are encouraged to verify their class schedules with the SARC staff every semester.

## **G.P.A. Requirement**

All Sacramento State students must have a minimum 2.0 GPA to graduate. Student-athletes are held to increasingly high GPA standards each year to help them reach that standard. Student-athletes must have a 1.80 GPA at the beginning of their second year (90% of the minimum grade point average necessary for graduation), a 1.90 GPA at the beginning of their third year (90% of the minimum grade point average necessary for graduation), and a 2.00 GPA at the beginning of their fourth and fifth years (100% of the minimum grade point average necessary for graduation).

## **GENERAL EDUCATION POLICIES**

General Education (GE) is required of all students in order to graduate. SARC staff specializes in helping student-athletes determine their remaining GE requirements. Following are some policies and information concerning GE requirements. Refer to the GE worksheet available in the SARC or by using the online Student Registration and Advising Guide. See GE course offerings on page 73.

- **Overlap of GE and Major/Minor**

There is no limit to the number of credits taken from a major or minor (either upper-division or lower- division) that can be applied to GE.

- **Changes in Lists of Approved GE Courses**

Courses listed in the GE pattern are subject to change every year. Courses count towards GE as long as they are taken *during the semesters they are approved* (refer to the current GE list on-line or the online Student Registration and Advising Guide).

- **Grade and Course Requirements in GE**

Students are required to have at least a “C-” in courses taken to satisfy Categories A1, A2, A3, & B4(a) and at least a 2.00 GPA for all GE courses combined.

Students must complete a course in Race and Ethnicity in American Society, identified by a (+) in the GE list.

Students are required to meet the Foreign Language Proficiency Requirement, unless an exemption exists based on their chosen major. Students must also complete a Second Semester Composition Course (English 20 at Sacramento State). Students must have completed 30+ credits prior to enrolling in English 20 at Sacramento State.

All students must take a minimum of nine upper division credits in GE (three courses). Upper division courses cannot be taken until students have completed 45 credits. One of these courses must be a Writing Intensive class, identified by an asterisk (\*) in the GE list. A passing score on the Writing Proficiency for Juniors (WPJ) is required before taking the Writing Intensive class. Students must have completed 60+ credits prior to taking the WPJ.

- **Exceptions for Certain Majors**

For Liberal Studies and Child Development majors, most GE requirements are incorporated into the major. Students in those majors should consult a major advisor for specific requirements. Additionally, Engineering and Computer Science majors should work closely with their major advisors and the SARC staff due to certain GE exemptions.

## WRITING PROFICIENCY FOR JUNIORS (WPJ)

All Sacramento State students must pass either the WPJ exam or Engl 109W or Engl 109X as a requirement for graduation. The WPJ exam/Engl 109 requirement is also a prerequisite to taking the Writing Intensive course required in General Education. Students must have completed their Written Communication, English 20, and Critical Thinking requirements before attempting the exam or class. The exam is normally given 5 times per year, usually in January, March, May, July, and October. Students may sign-up online at: [www.csus.edu/testing/](http://www.csus.edu/testing/). Students must have completed 60+ credits prior to taking this exam and the cost is \$25. **Students who do not take the exam prior to completing 74 college-credits will have a hold placed on their record and not be permitted to register for classes the following semester.**

There are several possible ways for students to meet the Graduation Writing Assessment Requirement (GWAR), of which the WPJ is a part. Students may choose to take the WPJ timed-writing test and receive a placement score (most students take the WPJ test). Students scoring high enough on the WPJ are allowed to enroll in an upper-division Writing Intensive course, passing (with a C- or better) fulfills those students' GWAR requirements. **Students scoring lower on the WPJ will be placed in either English 109W (a semester-long English portfolio class) or an English 109X adjunct class. English 109 courses, when completed and passed with a C grade or better, fulfill the same requirement as a higher score on the WPJ, and allow a student to take the upper-division Writing Intensive course they need to fulfill the GWAR. Alternately, students can choose to take Engl 109W instead of taking the WPJ exam. All students must meet the WPJ requirement before taking their Writing Intensive course.**

## REGISTRATION FOR CLASSES

At Sacramento State, students register for classes by logging into **My Sac State** using their Saclink ID and password. **My Sac State** provides an immediate response to requests submitted by the student—they will be registered instantaneously if there is space in the class, or possibly added to a waitlist in other cases. Students can access **My Sac State** via the Sacramento State home page website at [www.csus.edu](http://www.csus.edu).

All new, incoming students register for classes during mandatory summer orientation (June and July). After being admitted, students are mailed a postcard inviting them to sign up for a summer orientation session. Students register for orientation via their Student Center, which they access via **My Sac State**. The Student Center allows students to: make updates to their mailing address, phone and contact information; check for holds or assignments under the "to do" list; check the status of their financial aid; and check their registration date and time. Once a student is registered for classes, **My Sac State** will indicate their balance for tuition and fees. **If his or her tuition and fees are not received within 14 days of registration, a student will be dis-enrolled from classes.**

Students can print out a copy of their class schedule through **My Sac State**. Sacramento State is on a semester calendar; registration for continuing students for the Fall term is conducted in late April through August, while Spring registration is from late November through December. If a student-athlete has problems registering on assigned day(s), he or she should call the **Help-line** at (916) 278-8088, or contact a SARC staff member.

## ADDING/DROPPING CLASSES

During the first two weeks of each semester, students can add courses two different ways: (1) If seats are available in a desired course, they should simply use **My Sac State** to add the class; (2) if the class is closed or requires instructor approval, it must be added with an Add Permit. Students can pick up Add Permits in the specific academic department office for the course which they are adding. Add permits require an instructor's signature. **Remember to turn the permit back into the department office once it is signed.** After two weeks, adding requires approval signatures and petitions from the instructor(s) and department office(s). Students must include written "serious and compelling" reasons for adding a course after two weeks. For specific dates and requirements, always consult the online Student Registration and Advising Guide.

If students are dropping a course, they must drop officially through **My Sac State** during the first two weeks of the semester. **Students should not simply stop attending the course;** doing this will result in a "WU" grade (which equals an "F" in terms of GPA). If students need to drop after the first two weeks, approval signatures and petitions are required, as is documentation of "serious and compelling" reasons. See the online Class Schedule for specific dates and requirements. **Always check with an advisor before dropping any course!** Note: After the census date (end of fourth week) all add/drops must be processed at the Student Services counter (Lassen Hall). **Dropping a course after the sixth week of the semester is only permitted for career-related or medical reasons beyond the control of the student (a student-initiated job change does not qualify).**



## REPEATING

Sacramento State allows students to repeat any course with a “C-” grade or lower. Students may not repeat courses where a grade of “C” or higher was previously received unless the course can be taken more than once for credit. Additionally, some departments have limitations on the number of repeats allowed. Students are *strongly* encouraged to repeat a class in which they received a poor grade during the following semester. If a student is repeating the course at another school, he or she must have a Repeat Petition signed by the specific Sacramento State department prior to enrolling at the other institution. Students may repeat no more than a total of 28 credits, with a maximum of 16 credits for grade forgiveness. Students may repeat an individual course for grade forgiveness no more than two times without review and written approval by your academic advisor and/or department chair. NOTE: Every attempt remains on your transcript.

## DECLARING/CHANGING A MAJOR

Since student-athletes are required to declare a major prior to their fifth semester, knowing the basic procedures is important. It is also important that students declare a major in order to ensure their registration in certain major courses. Students are encouraged to check major departments for major/course conflicts. For the Fall semester, changes must be in by the previous **March 1st**; and for Spring semester, changes must be in by the previous **October 1st**. Check with individual departments for earlier deadlines that may apply.

## CALCULATING YOUR G.P.A.

Calculating your academic grade point average is actually not too difficult. You need three pieces of information: 1) the credit total for each course (i.e. 3, 4, 5 credits); 2) the exact grade for each course; and 3) the grade point value for each grade. The grading policy is based on the standard A – F system. Sacramento State awards “pluses” (+) and “minuses” (–) (excluding A+ and F+/-). (Most Community Colleges do not use pluses and minuses.) Using the standard A=4.0; B=3.0; C=2.0; D=1.0; and F=0.0, a “+” grade is 0.3 higher and a “–” grade is 0.3 lower. For example an A- equals 3.7 (0.3 below a 4.0 A), while a D+ equals 1.3 (0.3 higher than a 1.0 D).

The grade points for all possible grades are:

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D- = 1.0	D = 0.7	F = 0.0

To calculate your GPA, take the total credits of a class and multiply it by the grade value. For example a 3.0-credit class with a B- grade equals 8.1 grade points (2.7x3). Do this for each class; that number is your total grade points. Then, divide your total grade points by your total graded credits. Note: Credit/No Credit (CR/NC) classes should not be included in the calculation. Below is an example of a one-semester GPA calculation:

English 1A (3) B+; Math 1 (3) C; Sociology 1 (3) A; Chemistry 1A (5) D+ = **14.0 credits total**

**Grade points:** English 1A = 9.9; Math 1 = 6.0; Sociology 1 = 12.0; Chemistry 1A = 6.5 **34.4 grade points**

**34.4 grade points divided by 14.0 credits (34.4 / 14) = 2.457 Semester GPA**

## ACADEMIC ACTION/STANDING INFORMATION

The following section outlines academic action and the various academic standing categories into which student-athletes can fall. Due to the complexity and seriousness of this information, each student-athlete is encouraged to check with SARC staff for clarifications and explanations.

### Good Academic Standing

Continuing Sacramento State students who maintain cumulative Overall, cumulative Sacramento State, and Semester grade point averages of 2.00 or higher are considered in “**Good Academic Standing**.”

### Academic Probation

An undergraduate student is subject to academic probation if at any time the student’s Sacramento State and/or Cumulative grade point average falls below a 2.00. A student is removed from academic probation when the cumulative grade point average for both Sac State and Overall is 2.00 or higher. **Any student on probation or continued probation (two semesters below 2.00) will be under academic contract which limits the number of credits allowable to fourteen (14) and requires minimum grades in each course taken.**

## Academic Disqualification

Academic Disqualification is determined by class level and a grade point average range. A student who is on academic probation is subject to academic disqualification when:

- As a freshman (fewer than 30 semester credits) the student's grade point average is below a 1.50 in all credits attempted
- As a sophomore (30-59 semester credits) the student's grade point average is below a 1.70 in all credits attempted
- As a junior (60-89 semester credits) the student's grade point average is below a 1.85 in all credits attempted
- As a senior (90 or more semester credits) the student's grade point average is below a 1.95 in all credits attempted

A student may also be academically disqualified at any time if at the end of any term the student has a cumulative grade point average below 1.00 and it seems unlikely that the deficiency will be removed within a reasonable time. If a student was academically disqualified and the results of the subsequent semester grades are such that the Sacramento State and/or Cumulative grade point average remains below the class level minimum GPA threshold, the student will be Academically Dismissed. The student will not be allowed to return to Sacramento State for a minimum of one semester and must file a petition for Readmission after Dismissal.

## Student-Athletes on Probation

The following is a brief outline of actions you as a student-athlete should take if your academic progress results in an academic standing of "Probation" or "Continued Probation."

- Meet with a SARC staff member in Lassen Hall to review your status. Grade changes, removal of "WU" grades, repeat petitions, etc. may help change your academic standing.
- Evaluate your situation. Ask yourself: Why did your grades slip? Did you take too many credits? Work too many hours? Did you prioritize athletics over academics? Did you manage your time effectively? Do you have personal or family concerns? Identifying the causes of your performance can help you and SARC staff address the issue more effectively, and allows you to access additional support if necessary.
- Attempt to repeat any grades with a "C-" or lower. Pre-approve the enrollment in these courses with the SARC staff in order to review the usage of these repeated courses for future NCAA eligibility certification. Make sure to file repeat petitions.
- **Meet with a major department advisor.** Several departments have formal procedures for probationary students. Registration holds are often placed on a student's records if that student does not meet with the major department. Undeclared students should see the SARC staff.
- Request tutorial services through the Coordinator of Life Skills & Student-Athlete Development for repeated courses or any other courses giving you academic difficulty. In addition, take advantage of tutorial services within the departments. The more help you seek, the better!
- Attend all hours of study table required by your head coach. (This applies only to teams who conduct team study halls.)
- Attend your mandatory meetings with Paul, Laurie, Mark, Jenna or Bethany: one during your sport's required advising week and one within the last three weeks of the semester are advised.
- Meet with your professors on a regular basis during office hours. Getting a clear understanding of course expectations and assignments should help.

Academic progress reports will be sent to professors about week five of the semester. Any reports returned with negative comments may result in the SARC contacting the specific professors for further review later in the semester. These results will all be forwarded to your head coach. In extreme cases, a recommendation for suspension or removal from practice and/or competition will be made by the Academic Review Team.

**Note:** The steps for a student-athlete facing "**Academic Disqualification**" or "**Academic Dismissal**" status are much more severe. Please contact the SARC for further information.

## **GENERAL STUDIES/ KINESIOLOGY 21 – FIRST YEAR SEMINAR**

As part of enhancing the educational experience of student-athletes, Sacramento State annually offers three to four sections of First Year Seminar specifically for student-athletes.

General Studies 21 (GNST 21) & Kinesiology 21 (KINS 21) are first year seminar courses intended to provide students with an introduction to the nature and possible meanings of higher education, and the functions and resources of the University. The course is designed to help students develop and exercise fundamental academic success strategies and to improve their basic learning skills. The course consists of in-class activities, lectures, and several outside-of-class assignments and readings. Guest speakers are routinely invited to speak with student-athletes on topics ranging from health issues to academic honesty and time and money management. First Year Seminar is mandatory for all scholarship freshman student-athletes. This course fulfills Area E of the Sacramento State General Education pattern and will meet three credits towards a baccalaureate degree. The course is letter-graded (A to F).



# RESOURCE PAGES

## BACHELOR'S DEGREE CHECKLIST

The following is designed to assist you in completing your degree requirements. Any questions or concerns should be directed to the SARC staff at (916) 278-6309

- \_\_\_\_\_ Complete Pre-Orientation and PLUM & DSP Placement Learning and Understanding Mathematics (PLUM)  
<http://www.csus.edu/math/diagnostics/plum/EARLYSTART>  
Directed Self Placement for English  
<http://www.csus.edu/writing/directedsselfplacement/>
- \_\_\_\_\_ Attend the New Student Orientation Program and the Student-Athlete Academic and Life Skills Workshops before your first semester.
- \_\_\_\_\_ Enroll in a minimum of 15 credits each semester (not counting athletic courses). Pre-approve your schedule with the SARC staff. You can adjust your unit load to 12 credits if your schedule is too difficult.
- \_\_\_\_\_ Complete the General Education pattern requirements listed in the current on-line Class Schedule. This requires a minimum of 48 credits to be completed within Areas A to E. For questions on specific GE requirements you must follow, see the SARC staff. One class students often overlook is the B3 lab course.
- \_\_\_\_\_ Complete the requirements of your major. Consult your Sacramento State Catalog and meet with a major advisor **every** semester. Depending on your catalog rights you may have different specific course requirements - check your major requirements with an advisor from the major department.
- \_\_\_\_\_ Complete any elective credits to total the minimum number of credits required for your specific degree (elective credits may not be necessary depending on your major). Total degree requirements vary from 120-140 credits depending on the major. See a SARC staff member for questions about electives.
- \_\_\_\_\_ Complete a minimum of 40 upper division credits total. Most students will complete this requirement with credits from their major combined with the nine upper division general education credits. However, some majors like Communication Studies, Art, and History do not require enough upper division credits to fulfill the required 40, and you will need to take additional upper division elective credits.
- \_\_\_\_\_ Take 30 of your degree credits at Sacramento State for residency. Nine of these must be in General Education, and at least 24 must be upper division.
- \_\_\_\_\_ Take the Writing Proficiency for Juniors (WPJ) placement test, or enroll directly in Engl 109. Students usually take this test during their junior year (after 60 credits but prior to completing 74 credits) after passing English 20 or its equivalent. You cannot take the required Writing Intensive GE course until you have passed the WPJ.
- \_\_\_\_\_ Be sure to complete the additional requirements for Race/Ethnicity, Writing Intensive, Foreign Language Proficiency, and Second Semester English Composition.
- \_\_\_\_\_ Follow GPA requirements in General Education (2.00) and your major (consult department for specifics). In GE, areas A1-A3 and B4 require a grade of C- or better.
- \_\_\_\_\_ Petition to graduate by October 1st for the following Spring semester, and February 1st for the following Fall semester.
- \_\_\_\_\_ Follow satisfactory-progress rules and progress-to-degree requirements set forth by the NCAA and the Big Sky Conference.
- \_\_\_\_\_ We recommend that students complete their general education, major, and electives concurrently (unless otherwise noted by your major department).

## STRATEGIES AND GUIDELINES FOR ACADEMIC EXCELLENCE

Set goals and develop self-discipline with your academics, as you do with athletics.

Go to class! You can't pass if you don't attend.

Manage your time wisely.

Budget time for school, work, practice, and social time—and stick to it!

Keep a calendar with assignments and exam dates.

Study between classes, before practice, and on road trips.

Start studying for exams and writing term papers early.

Keep a separate notebook for each class—be organized!

Introduce yourself to each of your instructors.

Visit your instructors during office hours if you have any questions or need additional information on lecture notes. They may be of great assistance in finding tutors or in getting extra information on how to better prepare for their exams or class assignments.

Introduce yourself to classmates and form study groups.

Buy your textbooks before or during the first week of class. Don't fall behind!

Be prepared, take good notes, and listen attentively in each class.

Read and review your notes from each class at the end of the day.

Know the course requirements—read the syllabus.

Sit in the front of class.

Meet with advisors, instructors, tutors, etc. every semester.

ASK FOR HELP - if you have a problem don't be afraid to seek help.

Be self-responsible and take pride in your work!

## GLOSSARY OF TERMS

### Add Permit

An Add Permit is required if a student is unable to add a course through **My Sac State** during the first two weeks of classes. Many courses are filled through **My Sac State** and students who wish to add these must get the instructor to sign an Add Permit, in order to override the class enrollment cap or other prerequisite. Add permits are available in department offices. Once signed, students must turn the forms back into the department office.

### Writing Intensive

Writing Intensive courses have comprehensive writing requirements (minimum 5,000 words), and each student is required to take such a course to fulfill the Graduate Writing Assessment Requirement (GWAR). These courses are designated with an asterisk (\*) and listed in the approved lists of general education courses in the class schedule. Students must be placed according to and meet the requirements of the Writing Proficiency for Juniors assessment (WPJ) before enrolling in a writing intensive course.

### Athletic courses

Athletic Courses are offered through the Intercollegiate Athletics Department, and include classes for students interested in playing intercollegiate athletics at Sacramento State, classes for athletic conditioning, and upper division coaching theory. These courses are elective credits only and cannot be used towards the 24 or 18 solid credit total (unless you have electives remaining). Most of these courses are graded Credit/No Credit. A maximum of 14 CR/NC credits are applicable toward a Sacramento State bachelor's degree.

### Catalog rights

Catalog Rights refers to the policies and requirements of a particular catalog year that a student must follow in order to meet all graduation requirements. Catalog rights are established when a student begins attending any combination of California Community Colleges and campuses of the California State University system (CCC/CSU). Catalog rights are maintained through continuous enrollment.

<b>Continuing-eligibility</b>	This is a general term that refers to the NCAA requirements that a student-athlete must meet while attending and competing for a NCAA member institution. It includes rules such as completing progress towards degree each year, maintaining full-time enrollment, completing the 40/60/80% rule, pre-approving summer school courses, completing degree percentage requirements, declaring a major, etc.
<b>Continuous enrollment</b>	Enrollment in one semester or two quarters each calendar year at a CCC or CSU system school. Enrollment outside the CCC/CSU also maintains enrollment, but (1) that enrollment must be preceded by enrollment at a CCC or CSU and (2) it may not exceed two years in a row.
<b>General Education</b>	These courses are required of most students and are designed to convey general knowledge or skills applicable to numerous fields of study rather than more specialized subjects. They are broad in character and usually have no prerequisites. GE courses are listed on the campus website or in the annual Registration Handbook. GE courses are separated into Areas A, B, C, D, and E, based on scope and topic.
<b>Graduation Application</b>	In order to graduate from Sacramento State, students must <u>APPLY</u> to graduate. Graduation Petitions are available online for students who have COMPLETED 85 credits. As part of the application process, students should be prepared to meet with a major department advisor/chairperson. Students must apply by October 1st to graduate the following Spring semester, and February 1st for the Fall semester.
<b>Holds</b>	Any outstanding financial or administrative obligations students have to Sacramento State are put on student records as holds. Holds can deny students access to register for classes, to request transcripts, or to receive financial aid. Holds must be cleared at least five business days before registering for classes through <b>My Sac State</b> . Examples of Sacramento State holds are: library fines, athletic equipment not returned, major advising requirement not met, residence hall fine, health center cancellation fees, immunization holds, and online safety training fees, etc.
<b>Initial eligibility</b>	Initial eligibility is a general term that refers to the requirements a student-athlete must meet before being able to compete at a NCAA member institution. It includes such requirements as freshman meeting minimum SAT/ACT scores, completing core courses in high school, transfers having a certain number of transferable units, completion of an Associate of Arts Degree, etc. Each student-athlete may have a different initial eligibility situation, therefore any questions on initial eligibility at Sacramento State should be referred to our Initial Eligibility Coordinator, Mark McGushin, or the Associate Athletic Director for Compliance, Matt Vincent.
<b>Intersession</b>	Sacramento State offers Summer and Winter Intersession courses separate from the normal Fall and Spring semesters. These courses are offered through the College of Continuing Education. For information call 278-4433, or visit <a href="http://www.cce.csus.edu/">http://www.cce.csus.edu/</a> .
<b>Learning Communities</b>	The Learning Community Program was designed to help students form connections for academic and social support by taking classes together as a group. Each learning community consists of classes (usually 2-3), scheduled in a cluster. Learning Communities are organized to fulfill a variety of GE and major requirements, to help students make steady progress toward their degree while taking interesting classes and being supported by a small community.
<b>Lower-division course</b>	Lower-division courses at Sacramento State are numbered 1 - 99. All courses taken at Community Colleges or other two-year colleges are considered lower-division.

<b>Major credits</b>	Major credits are specific course requirements necessary for a degree in a specific major. (For instance, Communications 100A is just one of many courses required for the Communication Studies major.) Specific course requirements for all majors can be found in the current Sacramento State Catalog.
<b>Minor</b>	A minor is a series of courses similar to the major, but less comprehensive. A minor is a good way to satisfy elective credits. Requirements for a minor vary in each department, but most are approximately 12-30 credits. <u>Minors do not count towards the NCAA progress towards degree requirement</u> (unless elective credits are available or if the major department requires a minor).
<b>My Sac State</b>	<b>My Sac State</b> can be accessed from the Sacramento State homepage at <a href="http://www.csus.edu">www.csus.edu</a> . The "Student Center" can be found within <b>My Sac State</b> , and allows students to update their personal contact information, check for holds, view their registration date and time, and receive important messages sent via the online messaging system. <u>It is very important that students sign up for My Sac State, and check their account regularly.</u>
<b>Priority Registration</b>	Priority registration is a privilege given to Sacramento State student-athletes. By meeting the minimum requirements outlined previously in this handbook, student-athletes are given the opportunity to select and register for courses through <b>My Sac State</b> very early in the registration process. Note: Student-athletes who do not meet the minimum requirements will not be granted this privilege under any circumstances.
<b>Progress towards degree</b>	"Progress towards degree" a new NCAA term as of Fall 2003 that refers to many of the continuing eligibility requirements for student-athletes beginning full-time enrollment Fall 2003 or later. These new rules include specific term-by-term credit requirements as well as the increased percentages-to-degree requirements of 40%, 60% and 80%.
<b>Residency requirements</b>	Residency requirements refers to the credits that must be taken at Sacramento State in order to earn a degree from Sacramento State. Of the 120-140 total hours required, at least 30 credits must be completed at Sacramento State, with at least 24 being at the upper-division level and nine coming from general education.
<b>SARC</b>	Student-Athlete Resource Center – Lassen 3002
<b>"Serious &amp; compelling reasons"</b>	In order to add or drop courses after the second week of classes, students must submit written " <u>serious and compelling</u> " reason(s) why they are attempting to add or drop a course after the two week deadline (i.e. work schedule, medical, etc.). Acceptable reasons are determined by the instructor and department office.
<b>Upper-division course</b>	Upper-division courses at Sacramento State are numbered 100 - 199. These courses are more advanced and often have prerequisites, and often count toward major degree requirements.
<b>WPJ</b>	WPJ refers to the Writing Proficiency for Juniors assessment process. Students must be placed according to and meet the requirements of the Writing Proficiency for Juniors assessment (WPJ) before enrolling in a writing intensive course. The WPJ is part of the Graduation Writing Assessment Requirement, which all students must fulfill to graduate. The WPJ exam is a 2 1/2 hour essay test based on a single topic or question. The topic requires only general knowledge and university-level writing skills. A score of 80 is required for students to be eligible to take a Writing Intensive course without any other coursework. Lower scores require different actions, including completion of an English 109 course. Students should take the WPJ during their junior year after passing English 20 or its equivalent and prior to 74 total credits.

# FINANCIAL AID

## General Information

Financial aid is available for most citizens or eligible non-citizens who apply. Filing the Free Application for Federal Student Aid (FAFSA) is the first step towards receiving financial aid. Types of financial aid include: Pell Grants, State University Grants (SUG), Cal Grants, EOP Grants, Supplemental Educational Opportunity Grants (SEOG), Stafford loans, Parent PLUS loans, Perkins Loans, Federal Work Study, and academic, athletic, and need-based scholarships.

The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It only takes 30 - 45 minutes to complete a FAFSA application, and students who do so significantly enhance their opportunities for funding their college education. California residents who are not US Citizens or eligible non-citizens and meet AB 540 criteria may be eligible for state aid such as Cal Grants or SUG. Students must complete a CA Dream Act Application to apply for these funds if they are not eligible to file a FAFSA.

## When to Apply

Although applications are accepted throughout the academic year, students should submit their application by the priority deadline of **March 2nd** prior to the academic year for which they are applying. If students apply during this time, they are considered an on-time applicant, which may increase their eligibility for deadline-specific programs including the Cal Grant. The FAFSA and CA Dream Act Application are only valid for one academic year, so students must file a new application every year.

## Completing Your File

Once you've completed your financial aid application you may be selected for a process called verification. Verification is a set of federally defined criteria used to determine if documentation is needed in support of data reported on financial aid applications. Applicants selected for verification will be notified by the Financial Aid office via **My Sac State**. If you are selected for verification, you may be required to submit household and income-verifying documentation (including tax transcripts) for both you and your parents.

All documents requested should be turned in to the Financial Aid office as soon as possible to ensure a faster processing and award determination. The priority date to submit documents is June 1st. Be sure to fill in all forms completely to avoid processing delays with your file.

## Determining Your Financial Need

Once your file is complete, a federal formula is used to determine your family contribution. That figure is subtracted from your costs to attend Sacramento State. The result is your financial need. You will receive an award letter notification via **My Sac State** once your file is complete and your financial need has been determined.

If you have any questions, please contact the Financial Aid office at (916) 278-6554 or visit **My Sac State**. You can also log onto [www.csus.edu/faid](http://www.csus.edu/faid).

## Accept/Decline Your Financial Aid Offer

Once you've received your award letter notification, you must access your *My Sac State* account to accept or decline the financial aid items that are being offered to you. If you accept a Direct Loan, you will also need to complete Entrance Loan Counseling and a Master Promissory Note through Direct Loans. These items will be listed under your To-Do List on your *My Sac State* account when it is time to complete the requirements.

## ATHLETIC GRANT-IN-AID PHILOSOPHY

In the continuing effort to attract top quality student-athletes to Sacramento State, athletic grant-in-aids (scholarships) are awarded upon the Head Coach's recommendation through the Financial Aid Office. The number of scholarships available is determined on a yearly basis. Each Head Coach decides to whom athletic scholarships will be offered, and for what amount. Renewals are based on continued participation in the sport and compliance with all applicable rules and regulations.



## COVERED CHARGES

Tuition, fees, required books, room and board are all included in a FULL athletic scholarship. As stated above, each Head Coach is responsible for deciding to whom athletic scholarships will be offered, and for what amount. There are certain charges that your scholarship does NOT cover. The following charges will NOT be paid by the Athletics Department:

1. Online Safety Training Fees
2. Required Physical Fee from the Health Center
3. Fines for damage to University property
4. Lost residential hall keys
5. Parking permits/fines/or tickets
6. Residence hall security deposit
7. Increased meal plan
8. Class/ Lab/ or Online Class fees
9. Failure to return athletic equipment/apparel
10. Cancellation fees from Health Center Appointments

## CONFIRMATION OF STUDENT-ATHLETE HOUSING

Student-athletes on athletic scholarship must complete a Housing Confirmation form with the Compliance Office each academic year. If a student-athlete **lives with his or her parents**, that can impact their scholarship allocation for room and board as well team NCAA limits. Note: If after submitting this form a student-athlete's housing arrangement changes, he or she is required to see the Compliance Office to provide an updated form.

## PROCEDURES FOR RECEIVING YOUR SCHOLARSHIP FUNDS

Scholarship funds are generally disbursed twice each semester. The first disbursement occurs around the first week of the semester and the second disbursement usually occurs at the end of October for the fall semester and the end of March for the spring semester.

Scholarship student-athletes have three (3) disbursement options:

- **eRefund:** Student-athletes can have their financial aid deposited directly into any bank account. There are no fees to sign up for eRefund. Interested students can find information about signing up for eRefund on *My Sac State*. For specific questions about eRefund, contact eRefundhelp@csus.edu, or the BURSAR's Office at (916) 278-6736.
- **In person:** If student-athletes prefer to pick up their check, they must fill out a "No Mail" request form with the BURSAR's Office EVERY semester. The "No Mail" request form must be submitted two weeks prior to the start of the semester.
- **By mail:** If student-athletes do not select either of the above options, their scholarship disbursement will automatically be mailed to the current address listed on their *My Sac State* account. Students should always keep their address accurate and up-to-date.

Please note that prior to the start of classes all prospective student-athletes whom Intercollegiate Athletics has not certified as eligible will have a hold placed on their athletic aid. This hold will prevent athletic financial aid disbursements and will only be removed once the athlete's eligibility is certified by the Compliance Office.

## BOOK SCHOLARSHIP POLICY

Some student-athletes are awarded a book scholarship as part of their athletic grant-in-aid agreement. Student-athletes will be able to get their required text books on Athletics Bookstore Night.

- (1) The yearly value of the book scholarship award is indicated on each grant-in-aid agreement. Any amount exceeding the semester award is the responsibility of the student-athlete.
- (2) The book award is for the purchase of required textbooks for the classes in which the student-athlete is currently enrolled. These books may only be purchased at the University Bookstore on campus. The book award cannot be used for miscellaneous items, clothing or art supplies. For textbooks that can only be purchased online, students should visit the Compliance Office to inquire about their options.

## REDUCTION/CANCELLATION OF ATHLETIC GRANT-IN-AIDS

Student-Athletes on an athletic grant-in-aid have additional responsibility to the Athletics Department. An athletic grant-in-aid may be reduced or canceled during the period of the award (academic year) due to substantiated negative personal conduct, academic/NCAA ineligibility or voluntary withdrawal from the team. When an athletic grant-in-aid is reduced or canceled, the student-athlete has the ability to appeal the decision in writing to the Financial Aid Office, if he or she feels that the reasons for reduction or cancellation are questionable or unfair. The student-athlete must appeal the decision within four weeks of the date they are notified of reduction or cancellation of aid. The appeal is handled by the Financial Aid Office.

## OUTSIDE SCHOLARSHIPS

NCAA rules carefully regulate the source of funds by which a student-athlete may receive assistance during his/her career. Scholarships from sources **outside the University** are permissible as long as they meet the NCAA guidelines. **If a scholarship is received directly by a student-athlete, it is his or her responsibility to notify the Athletic Compliance Office** by calling (916) 278-4537 or (916) 278-2644, or by going directly to the Compliance Office.

Failure to supply this information to the Compliance Office could put Sacramento State, the athlete's team, and the athlete at risk of violating NCAA rules. **Furthermore, NCAA rules mandate that all outside scholarships/aid must be disbursed through the Institution (Sacramento State)** and should be mailed to:

*California State University, Sacramento  
Scholarship Office, Lassen Hall 1006  
6000 J Street  
Sacramento, CA. 95819-6044*

## NCAA STUDENT ASSISTANCE FUND (SAOF)

The NCAA Student Assistance Fund provides funds for student-athletes in an attempt to respond to emergency or critical needs. The Coordinator of Student-Athlete Development is responsible for the coordination of this program with the Big Sky Conference Office. The Life Skills & Student-Athlete Development office will notify student-athletes if they are eligible for the fund and the amount that they are eligible to receive. Detailed instructions will be provided on how to complete necessary paperwork. Failure to accurately complete all instructions in a timely manner may result in loss of the ability to utilize this fund.

Permissible uses of the Student Assistance Fund include:

1. Medical expenses (except those covered by another insurance program, either institutional or personal);
2. Vision Therapy (contact lenses, eyeglasses);
3. Off-campus psychological counseling;
4. Costs associated with student-athlete or family emergencies;
5. Purchase of expendable academic course supplies (notebooks, pens) and rental of nonexpendable supplies (computer equipment, cameras) that are required for all students enrolled in the course;\*
6. Cost of clothing, travel from campus to home and other essential expenses (not entertainment) up to \$500 a year/\$250 a semester.\*

**\*All student-athletes are eligible to receive Student Assistance Funds for uses 1 - 4. Student-athletes may be eligible for expenses under 5 and 6 if they are:**

1. Pell-eligible, including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
2. Student-athletes who are receiving countable aid and who have demonstrated financial need, including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
3. International student-athletes who have demonstrated financial need and are approved and certified in writing by the Sacramento State Office of International Programs and Global Engagement (Library 1001).
4. Have successfully completed the Free Application for Federal Student Aid (FAFSA) with the Financial Aid office.

## **NCAA POST-ELIGIBILITY SCHOLARSHIP PROGRAMS**

Each year the NCAA awards more than \$1.4 million in scholarships to deserving students who have participated in college athletics or are pursuing an athletics-related career. One scholarship is awarded at the undergraduate level, and four at the postgraduate level. All scholarships are highly competitive. Please contact Laurie Dahlberg at (916) 278-5440 for more information on how to apply. The application deadlines are different for each scholarship so we encourage student-athletes to inquire as soon as possible. Note: These scholarships are not athletic grant-in-aid scholarships offered based on athletic participation; they are scholarships for student-athletes who have already completed their athletic eligibility.

### **NCAA DEGREE COMPLETION SCHOLARSHIP (6TH YEAR SCHOLARSHIP)**

This scholarship is designed to assist student-athletes in their 6th year of undergraduate coursework—in other words, athletes who have exhausted their five year clock. Applicants must have completed their eligibility at a Division I institution, must have received athletics-related aid, and must be within 30 credits of graduation. In the past 9 years, Sacramento State has been awarded thirty three 6th year scholarships. Applications are available March 1st for Fall funding, and August 1st for Spring funding. **Note: Since funding decisions are not determined until mid-summer, students are responsible for paying registration fees. After a decision of approval is made by the NCAA and checks are received by the Sacramento State Scholarship Office, students will be reimbursed by BURSAR's office.**

### **SACRAMENTO STATE ATHLETICS 5TH YEAR SCHOLARSHIP PROGRAM**

A limited number of 5th year scholarships are available to student-athletes who have completed their four seasons of athletic eligibility. These scholarships cover in-state registration fees.

This scholarship will be awarded based on availability of resources and student qualifications. The selection committee evaluates each application and bases its recommendations to the Athletic Director on several criteria. As the demand and popularity for these scholarships increase each year, there is a strong possibility not all applicants will be awarded.

The selection committee will prioritize those student-athletes who exhibit the highest totals including (but not limited to) the following criteria:

- Total number of academic credit completed after 8 semesters
- GPA
- Number of years at Sacramento State
- Student-athletes who are within one term of graduation
- Student-athletes who are within two terms of graduation

For the entire list of criteria, please see the official 5th year Scholarship Application. For the application deadline, please inquire with the SARC staff.

### **SACRAMENTO STATE ATHLETICS SUMMER SCHOOL SCHOLARSHIP PROGRAM**

A limited number of summer school scholarships are available to student-athletes. In order to qualify for one of these scholarships, a student-athlete must have received an athletic scholarship during the regular academic year and be at Junior-level class standing. This summer scholarship is for classes taken at Sacramento State and covers up to 6 credits.

Priority is given to:

- Graduating seniors for the summer in question
- Seniors who need to accelerate their graduation time-line
- Students with high GPAs
- Students planning to take the maximum credits covered under the scholarship (6)

Student-athletes must submit a completed application and coach's written recommendation to Laurie Dahlberg in early March.

# NCAA COMPLIANCE

This section of the student-athlete handbook provides information regarding some of the NCAA rules that will impact you during your time on campus. The Athletic Compliance Office staff is here to help you navigate the rules and ensure you do not jeopardize your eligibility for practice, competition and/or athletic aid. Our motto is, “**Ask Before You Act!**” If you have questions surrounding a situation and its impact on your eligibility please stop by our offices within the Athletic Center Building – Office Suite 1170 and Broad Field House Office – Room 2014.

## NCAA DISCIPLINARY ACTION

An enrolled student-athlete found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Eligibility Committee for restoration of eligibility. Unethical conduct may include, but is not limited to the following:

1. Refusal to furnish information relevant to an investigation of possible NCAA rules violations.
2. Knowingly involved in arranging fraudulent academic credit or false transcripts.
3. Knowingly involved in receiving an improper recruiting inducement or extra benefit.
4. Knowingly furnishing the NCAA or Sacramento State false or misleading information concerning involvement in or knowledge of matters relevant to a possible violation of NCAA rules.

## VIOLATIONS

**Potential NCAA rule violations must be immediately reported to the Compliance Office either in person or by calling (916) 278-2636.**

## PROMOTIONAL ACTIVITIES

Before a student-athlete participates in any institutional, charitable, educational or nonprofit promotion, he or she, or his or her coach should check with the Compliance Office to see if the activity is permissible.

## EMPLOYMENT

All on- and off-campus employment earnings are exempt from institutional and individual financial aid squad list limits. Bylaws 12 and 16 require that a student-athlete who elects to work must be paid at a rate commensurate with the going rate for similar services.

Per NCAA bylaw 12 a student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided he or she has received prior approval from the Compliance Office.

## FEE-FOR-LESSON INSTRUCTION

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used;
2. Playing lessons shall not be permitted;
3. The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided; and
4. The compensation is paid by the lesson recipient(s) (or his/her/their family) and not by another individual or entity.

See the Compliance Office for the “Fee-For-Lessons Approval Form.”

## MODELING

A student-athlete may NOT start modeling during their collegiate enrollment as a Division I student-athlete, unless he or she provides proof of employment prior to enrollment to the Compliance Office.

## OUTSIDE COMPETITION

A student-athlete MUST receive permission from the Compliance Office PRIOR to participation in any outside competition. An example of outside competition would be playing with your club team from high school in a tournament or game. The NCAA permits some outside competition during official vacation periods but due to the complexities of these rules we request that you check with our office before you participate. If you participate without prior permission you jeopardize your NCAA eligibility for competition representing Sacramento State.

## **AWARDS & BENEFITS**

Student-athletes may never accept a cash award or a cash-equivalent award for athletics participation; they should check with the Compliance Office before accepting any awards based on athletic ability. Generally, receipt of a benefit by a student-athlete is not a violation if that benefit is available to all students at the institution. Secondly, it is not permissible for a student-athlete to receive a benefit that is the result of a "special" arrangement by an institutional employee, booster, employer or fan. Non-permissible benefits include but are not limited to:

1. Free or reduced housing/rent including the use of vacation or seasonal homes;
2. Free or reduced meals;
3. Loans or cash advances in pay or salary;
4. Gifts or presents of any type regardless of the occasion or purpose;
5. Use of telephone for long distance or use of telephone cards or cell phones;
6. Free use of any motor vehicle, boat, or recreational vehicle;
7. Free use of services (auto repair, laundry, copying, faxing, etc.);
8. Free or reduced memberships at golf courses, health clubs, etc.

## **SPORTS WAGERING**

The NCAA opposes all forms of legal and illegal sports wagering. The NCAA adopted Bylaw 10.3 which prohibits staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. NCAA Bylaw 10.3 stipulates that staff members of Intercollegiate Athletics, of a member institution and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

## **AMATEURISM**

Student-athletes are not eligible for their sport if they have:

1. Taken pay or the promise of pay, for competing in their sport;
2. Agreed to compete in professional athletics;
3. Played on any professional athletics team;
4. Used their athletics skills for pay in any form;
5. Accepted any benefit from an agent;
6. Agreed to have an agent promote their athletic ability; or
7. Allowed their name, picture, appearance or athletic reputation to be used to promote a commercial product or business venture.

Prize money issued prior to enrollment and after enrollment at Sacramento State should be brought to the attention of the Compliance Office staff to ensure the NCAA rules are followed.

## **AGENTS**

A student-athlete will become ineligible for participation in his or her sport if that student agrees (orally or in writing) to be represented by an agent. In addition, if the student-athlete agrees to be represented in future professional sports negotiations that are to take place after the student graduates, he or she will become ineligible. A student-athlete will become ineligible if the student or the student's relatives or friends accept transportation or other benefits from any person wishing to represent the student-athlete.

A student-athlete may secure advice from a lawyer concerning a proposed professional sports contract only if the lawyer is not representing the student in negotiations for such a contract. If a coach becomes aware that an agent has contacted one of his or her student-athletes, the coach should notify the Compliance Office and the AD immediately.

## COMPLIMENTARY ADMISSIONS

According to NCAA regulations, student-athletes (including both eligible student-athletes as well as non-scholarship athletes) are allowed a MAXIMUM of four (4) complimentary admissions per home event in their respective sports. Those persons receiving the complimentary admissions are admitted via a pass list (photo identification and signature required) and actual tickets are not provided. For home events in the following sports: Baseball, Basketball, Football, Gymnastics, Soccer, Softball, Track & Field and Volleyball student-athletes will make their ticket requests online via ACS Athletics. For sports other than Football student-athletes must request complimentary tickets (if available) for away events with their coaching staff. Football student-athletes will submit their requests for away games up to two (2) complimentary admissions online via ACS Athletics.

**Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value. Violation of this NCAA requirement will jeopardize the student-athlete's eligibility to compete.**

In the event of a postseason competition, Intercollegiate Athletics reserves the right to determine complimentary ticket distribution within guidelines established by the Conference and the NCAA.

## SEASONS OF COMPETITION—FIVE-YEAR RULE

Student-athletes have five calendar years in which to compete for four athletic seasons in a sport. The five-year clock begins when a student-athlete first becomes a full-time student at any collegiate institution. These years are continuous. Students do not regain any time during which they are not enrolled in school. Student-athletes may be granted an extra year of eligibility if they meet medical hardship criteria, but this will not extend the five-year clock.

## MEDICAL HARDSHIP

Medical Hardship is defined as an incapacitating injury or illness that occurs during the first half of the season before an athlete has participated in more than three events or 30 percent of the events in their sport, whichever number is greater. The medical hardship qualification must be granted by the Big Sky Conference.



# SACRAMENTO STATE AND NCAA POLICIES AND PROCEDURES TRANSFER TO ANOTHER FOUR-YEAR SCHOOL

## PERMISSION TO CONTACT

If a Sacramento State student-athlete (SA) is interested in transferring to another four-year institution, that institution must first obtain written permission from Sacramento State to contact the SA.

1. The SA must notify the head coach of his or her desire to talk to other institutions about the possibility of transferring. The coach must notify the Compliance Office.
2. The head coach will notify both the Compliance Office and Sports Supervisor whether he or she will:
  - Grant a **blanket release** giving permission for any institution to contact the SA,
  - Grant permission to contact **only to certain institutions** (e.g., outside the conference or other reasons), or
  - **Deny** other institutions permission to contact the SA.
3. If the release is granted, the Compliance Office will prepare in writing either:
  - A “permission to contact” for specific institutions that ask in writing to speak to the SA, or
  - A blanket release providing permission to any institution to speak to the SA. **This release is given to the SA to send to other institutions.**
4. If Sacramento State does not grant other schools permission to contact the SA, the Compliance Office must inform the SA in writing of his/her right to appeal through a hearing.

## ONE-TIME TRANSFER EXCEPTION

Once other four-year institutions have been granted permission by Sacramento State to talk to a SA about transferring, those institutions that are seriously interested in the SA will **send a Transfer Release Form** either to the Director of Athletics or the Compliance Office at Sacramento State. This transfer release asks questions about the SA's academic, financial aid, and athletic participation history to determine the SA's eligibility, seasons of competition remaining, and other information.

The Transfer Release Form will also ask Sacramento State to grant a “one-time transfer exception” to the one-year residence requirement for SA's in all sports except baseball, football and basketball. If Sacramento State does not grant a one-time transfer exception to the residence requirement, the Compliance Office must inform the SA in writing of his/her right to appeal through a hearing.

## POLICIES AND PROCEDURES FOR APPEAL HEARING

A SA may appeal the Athletic Department's decision either to deny other institutions permission to contact the SA concerning a transfer or not to grant a one-time transfer exception to the residence requirement.

1. The SA must submit a request for an Appeal Hearing **in writing** to the Compliance Office **within 14 days of receiving written notification from the Compliance Office** of the SA's right to an appeal hearing.
2. Barring extenuating circumstances, failure to file a timely appeal shall constitute a waiver of the right to an appeal.
3. Per NCAA bylaws a committee composed of the Sacramento State Faculty Athletic Representative (FAR), student-athletes, and non-athletics faculty/staff shall hear the appeals of the Athletic Department's decision to deny institutions permission to contact the SA concerning a transfer or not to grant a one-time transfer exception to the residence requirement. The FAR chairs the committee.
4. The Compliance Office shall notify all parties of the hearing date, which shall be set for the earliest possible date. Per the NCAA legislation Sacramento State will conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete's written request for a hearing.
5. The FAR shall be responsible for chairing the meeting, but is not a voting member. The Compliance Director will be in attendance to answer any NCAA bylaw questions of the committee.
6. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. The head coach and the director of athletics also have the opportunity to actively participate in the hearing process.
7. Upon the immediate conclusion of the hearing, the committee shall convene to deliberate in closed session. As soon as a decision is reached all parties will be notified in writing of the results of the hearing request and the decision of the committee shall be final.

## RECRUITMENT

Current student-athletes are an information resource about the campus and athletic program; therefore, they have an important role in recruiting. To ensure fairness, the NCAA carefully defines the conditions under which prospective student-athletes may be recruited by member institutions. It is essential that student-athletes serving as hosts carefully adhere to the rules during official visits by prospective student-athletes visiting our campus.

Your role as a **STUDENT-ATHLETE HOST** is very important in the recruiting process for University athletic teams. You have a responsibility to understand and abide by NCAA, Big Sky Conference and institutional regulations (in particular, NCAA bylaw (13.6.7.5). Please carefully review the following rules:

1. A freshman student-athlete may not serve as a student-athlete host unless they have been certified as a qualifier by the NCAA Eligibility Center.
2. Only one official student-athlete host is permitted for each visiting prospect. Other student-athletes may assist with hosting the prospect, but must pay for their own entertainment and meals. A student-athlete host is entitled to receive complimentary meals during the prospective student-athletes (PSAs) official visit, provided the student-athlete host is accompanying the PSA for such meals.
3. A maximum of \$40 for each day of the visit may be provided the student-athlete host to cover all actual costs of entertaining the student-athlete host and the PSA (and the PSA's parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletic events. **THESE FUNDS MAY NOT BE USED FOR THE PURCHASE OF SOUVENIRS SUCH AS T-SHIRTS OR OTHER INSTITUTIONAL MEMENTOS.** Further, it is permissible to provide the student-athlete host with an additional \$20 per day for each additional PSA the host entertains. **Any unused funds must be returned to the coach.**
4. No cash may be given to the PSA or anyone accompanying the PSA.
5. A student-athlete host may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the University. A student-athlete host may **never** allow the PSA to use or drive the student-athlete host's car. A student-athlete host may not transport the PSA or anyone accompanying the PSA more than 30 miles from campus.
6. A student-athlete host should not allow recruiting conversations to occur on- or off-campus between the PSA and a **booster** of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
7. A visiting PSA may participate in physical workouts or other recreational activities during a visit as long as: a) the activities are not organized or observed by a coach; and b) the activities are not designed to test the PSA's athletics abilities. Note, in the sport of basketball one try out prior to enrollment is permitted referred to as an On Campus Evaluation (OCE).
8. As the student-athlete host, you are responsible for the activities of the PSA(s). You are not allowed to participate in or allow the PSA(s) to participate in activities or behaviors which are prohibited by federal or state law, CSU System policy, and the University Student Code of Conduct, Intercollegiate Athletics Code of Conduct, or NCAA regulations. Prohibited behavior includes but is not limited to the following:

<ul style="list-style-type: none"> <li>• Attendance at adult entertainment establishments</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in gambling activities</li> </ul>
<ul style="list-style-type: none"> <li>• Provision of "adult entertainment" involving exotic dancers, pornography, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Brandishing or use of firearms or other deadly weapons, even a non-aggressive manner (e.g., as of intended for sport or recreation)</li> </ul>
<ul style="list-style-type: none"> <li>• Arrangement of escort services or any other sexual services</li> </ul>	<ul style="list-style-type: none"> <li>• Any type of hazing or harassment as defined by Title 9 or the California Education Code</li> </ul>
<ul style="list-style-type: none"> <li>• Provision of or possession of alcohol, drugs, or other controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of extravagant transportation (i.e., beyond the needs of necessity, such as limousines, traveling beyond a 30 mile radius of campus with the PSA(s))</li> </ul>
<ul style="list-style-type: none"> <li>• Consumption of alcohol or use of other drugs or controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>• Interaction with a representative of athletic interest groups (e.g., Hornet Club members or Sacramento State Athletic Boosters)</li> </ul>



## **MEDIA RELATIONS**

All student-athletes are encouraged to participate in interview sessions to generate positive publicity and present the best possible image of Intercollegiate Athletics including one of good sportsmanship. All interviews must be arranged through the Media Relations Office or the head coach of the specific sport. Interview sessions are normally held before or following regular practices and other athletic events. Head coaches, with assistance from the Media Relations Office, are responsible for providing their student-athletes with specific guidelines for speaking to media representatives. The following guidelines are presented to student-athletes to assist in speaking to the media:

### **HELPING STUDENT-ATHLETES WORK WITH THE MEDIA**

**As a student-athlete, when you interact with the media, keep the following in mind:**

1. Never agree to a telephone or personal interview unless the arrangements have been coordinated by the Media Relations Office or your coach. The Media Relations Office will not give out your phone number to the media, and recommends student-athletes not to give out their phone numbers to the media. If a member of the media calls you, tell them to contact the media relations office (278-6896). Media Relations staff has access to your class schedule, and realizes you need time away from the sport. This also assures you of avoiding contact by unauthorized individuals.
2. The media are not your enemy; in fact, they can be your friends if you handle them properly and take the initiative with them during interviews. By cooperating with the media you can give your side of the story, your positive opinions, and your message.
3. You may be asked the same questions over and over again, but members of the media cannot all be there at the same time. Have patience.
4. Be on time for scheduled interviews or when returning phone calls arranged by Media Relations Office personnel or your coaches. If you encounter problems with the scheduled interview or phone call, notify any member of the Media Relations staff. Never be a "no show." Always be dependable. Remember, the media has a job to do and deadlines to meet.
5. You are not obligated to answer a question if you do not feel comfortable with it. A proper response is always, "I would rather not discuss that subject at this time;" or "I would rather not make a comment on the question at this time;" or "You will have to ask my coach." Do not say anything you would not want to see in the next day's newspaper or hear or see on a radio or television broadcast. Remember, nothing is off the record.
6. Always feel free to talk with the Media Relations staff (Brian Berger, 278-3413 or Ryan Bjork, 278-6896) if you are uncomfortable with the questions, answers, or general tone of the interview. Someone from the media relations office can brief you on a particular subject or question if you don't feel comfortable.
7. If you perform well athletically and are interviewed, your appearance, what you say, and what you do at the time will stay with you for the rest of your life. It will shape the perception that people have of you for the same period. Your image is reflected through the media. You can use that to your advantage. Use good judgment. Remember, you represent Sacramento State and as a result, you are Sacramento State to fans, media, and to the general public everywhere.
8. Remember, you are in a team sport. Always be respectful of your opponents both before and after the game; give proper credit to your teammates and coaches. Never second-guess coaching decisions; be a polite winner and a gracious loser.
9. Think through every question you are asked and be sure what you say won't embarrass another player or coach. Think before you respond. Avoid clichés.
10. At times, you may be asked about a topic that is "Family Business." Remember, questions that are personal in nature may be things that should remain within the "Team Family".

## **MORE TIPS WHEN DEALING WITH THE MEDIA**

**BE COOPERATIVE** - Reporters need your comments for their story. If you make yourself available to answer their questions, they will appreciate it because it makes them look more professional...

**DON'T BE DEFENSIVE** - Attitude is everything; stay calm, remain in control in all situations...

**AVOID "NO COMMENT"** - It makes you look like you have something to hide or are guilty. Try to find a response to every question...

**IF YOU DON'T KNOW, SAY SO.** - Talk about what you DO know; don't talk about what you DON'T know. That is better than giving incorrect, misleading or damaging information...

**LISTEN TO THE QUESTION CAREFULLY** - Make sure you understand the question before you answer. If you don't understand, ask for clarification or have the interviewer repeat the entire question...

**PERSONALIZE** - In one-on-one interviews, use the reporter's first name. It helps you take control and makes you sound more confident and conversational...

**SAY "THANK YOU"** - Your final actions in the interview may leave the strongest impression with the reporter. Make every encounter a memorable one—chances are you will get more favorable stories in the future.

## **ATHLETIC EQUIPMENT ROOMS**

### **MEN'S ISSUE ROOM (YOSEMITE HALL)**

Work Hours: Monday – Friday, 6:00 am to 2:30 pm \*

Summer Hours: Closed from June 15th – August 15th

### **WOMEN'S ISSUE ROOM (YOSEMITE HALL 182)**

Work Hours: Monday – Thursday, 8:00 am to 5:00 pm \*

Friday 8:00 am to 4:00 pm \*

Closed for lunch from 2:00 pm to 3:00 pm

### **BROAD ATHLETIC FACILITY ISSUE ROOM**

Work Hours: Monday – Saturday 10:00 am to 6 pm\*

\*Any change in times/closures will be posted.

*ONLY AUTHORIZED PERSONNEL HAVE ACCESS TO THE EQUIPMENT ROOM.*

### **ROSTERS, SCHEDULES & RECORD FORM**

Coaches will give a list of prospective team members to the attendants. Athletes including redshirts chosen on the final roster need to complete an Athlete Record Form. Coaches will provide in advance (24 hours) any changes in practice/game schedules and changes in travel roster. Remember, the equipment room and laundry personnel are available to help you and your sport - they must be kept informed!

### **LOCKERS AND LOCKS**

Team members including redshirts will receive lockers and locks by presenting a valid One Card. Team members may retain lockers for Fall and Spring seasons as long as they are competing or are in strength and conditioning programs including injury rehab. **IF A TEAM MEMBER DROPS OUT OF ANY SPORT AT ANY TIME, HIS OR HER LOCKERS MUST BE CLEANED AND LOCKS RETURNED TO THE ISSUE ROOM AT DROP TIME.** Failure to do so will result in a \$10.00 fee plus cost of items not checked in and a **HOLD** placed on **My Sac State**.

## LAUNDRY

The Men's Issue Room will issue and launder for the following sports: men's soccer and men's basketball. The Women's Issue Room will issue and launder for the following sports: volleyball, softball, women's soccer, women's basketball, and gymnastics. The Field House will issue and launder for the following sports: cross country, baseball, football, track and field. In addition, the Field House also provides support on the weekends for certain teams that are in competition.

All clothing and towels issued to athletic teams will be laundered by the attendants. Each athlete is responsible for turning in and picking up their clothing. **TURN IN CLOTHING IMMEDIATELY AFTER PRACTICE OR GAME** in the laundry bags provided in the team rooms, or in the After Hour Drop located by the Issue Room window. On most away travel, particularly flights, clothing is due to the Issue Room by 12:00 pm the day following arrival home. The Issue Room attendants will prioritize laundering by teams' competition and practice schedules. No personal items will be laundered.

## LAUNDRY MACHINES AND USAGE

Use of the laundry machines and all equipment room facilities is limited to equipment room personnel.

## UNIFORM & EQUIPMENT ISSUE

Each athlete will be issued practice/game uniforms/equipment. Clean clothing will be distributed from the Issue Room. Special equipment and/or clothing will be issued on an as-needed basis. Coaches will arrange a specific time with the Issue Room attendants for each team member to be outfitted with the necessary items.

All clothing/equipment issued must be returned within ten days of the end of the season or when the coach informs the Issue Room Attendant that the athlete is no longer participating on the team. It is the athlete's responsibility to return issued equipment to the Issue Room in good condition. Athletes are financially responsible for any lost or damaged equipment or clothing. Failure to return equipment or clothing will result in University action, including financial charges per item and placing a hold the athlete's **My Sac State**.

The only persons authorized to modify equipment or clothing are Issue Room Attendants on the advice or consultation with the respective coach.

No piece of athletic equipment, apparel or other Intercollegiate Athletics item may be sold or given away without the prior approval of the Director of Athletics. There is a Property Removal form available for this purpose.



# STRENGTH AND CONDITIONING

All head coaches must meet with the Director of Strength & Conditioning to discuss and evaluate a strength and conditioning program they will implement for the student-athletes both in and out of season. All coaches are expected to work with their assigned Strength and Conditioning Coach to review their program. However, should a coach choose to use his or her own program without enlisting the assigned Strength and Conditioning Coach, the team coach is then responsible for supervising his or her team with his or her team's own staff present in the weight room during all training sessions on the arranged days and times scheduled by the Director of Strength & Conditioning.

Hours of operation are determined by the Director of Strength & Conditioning and the needs of the respective sports. **No team training sessions will exceed 1 hour in the weight room.**

## SAFE OPERATION

Use of the strength and conditioning room is restricted to the following individuals:

- Members of intercollegiate athletic teams if supervised by a coach.
- Current coaches of an intercollegiate athletic team at Sacramento State.
- Strength coaching staff and athletic training staff members.

Use of the strength and conditioning room is guided by the following policies:

- No users and/or occupants are allowed to use the strength room alone; a coach must supervise all student-athletes;
- No horseplay, reckless activity or running is allowed in the strength room; violators will lose strength and conditioning room privileges;
- All equipment must be used properly; strength staff will address any questions of proper equipment use;
- Any problems with equipment must be reported immediately to the strength staff; damaged equipment should not be used and reported immediately to the strength staff;
- All weight plates are to be replaced on plate racks when not in use; weight plates and barbells are not to be thrown or dropped; weight plates and barbells must be kept off the floor at all times;
- All dumbbells are to be replaced on dumbbell racks when not in use.

All users are required to wear athletic gear (subject to approval by strength staff). A list of acceptable clothing follows:

- Athletic shirt(s): t-shirts, sweatshirts, polo shirts;
- Athletic shorts and/or sweat pants;
- Athletic shoes: artificial turf, court, cross trainer and running shoes.

All items used in the strength room must be kept in proper locations during use and replaced upon completion (strength workout cards, recording pencils, weightlifting straps, weightlifting belts, jump ropes, etc.). Any injuries or illness in strength room should be reported to strength staff immediately.

## EXERCISE SAFETY

All exercises are to be performed properly, and all equipment is to be used only as intended. Strength staff will address any questions regarding proper exercise execution. No exercises and/or activities that the strength staff feels is unsafe or careless are permitted in the strength room.

# ATHLETIC TRAINING

## INTRODUCTION

Intercollegiate Athletics employs a full staff of physicians, certified athletic trainers and utilizes the services of the Student Health and Counseling Services and other medical professionals in order to provide preventative, evaluative, and rehabilitative care for student-athletes. All injuries or illnesses incurred during participation or preparation for intercollegiate athletics will be evaluated and treated by our medical staff. Intercollegiate Athletics operates three Athletic Training facilities within or near our athletic competition and practice venues. Facilities include the Broad Fieldhouse Athletic Training Facility (Broad 1002), the Yosemite Hall Athletic Training Facility (YSM 193), and the South Gym Athletic Training Facility (YSM 109). Athletic training facility hours of operation will depend upon the respective teams practice and competition schedules. Please see your assigned athletic trainer for detailed facility hours.

## ATHLETIC TRAINING FACILITY RULES

1. The Athletic Training Facility is a co-ed professional health care facility. Student-Athletes are expected to conduct themselves in a mature and courteous manner.
2. Please be respectful at all times and maintain proper language, behavior, and attire. (Shirts are required, white spandex is prohibited)
3. Shoes, bags, uniforms, or other clothing is not to be brought into the athletic training facility. Please utilize the locker room facilities to store these items.
4. Self-treatment is not allowed. All tapings, bandages, etc., will be applied by the athletic trainers.
5. Equipment and/or supplies from the athletic training facility are not to be used or removed without permission of the athletic trainer.
6. Food or drink is not permitted in the athletic training facility.
7. Tobacco products of any kind are not permitted in any building or athletic facilities.
8. Cell phones are not permitted in the athletic training facility.
9. Loitering or Lounging in the athletic training facility is not permitted.

## PRE-PARTICIPATION PHYSICAL EXAMINATIONS

In following NCAA guidelines and due to the physical demands of athletic participation, the following guidelines have been established:

1. All student-athletes must have completed a pre-participation physical evaluation prior to their participation in any officially sanctioned Sacramento State team practices, events, or conditioning sessions.
2. First year or transfer student-athletes participating in intercollegiate athletics at Sacramento State are required to complete and pass a physical examination performed at the Student Health Center or with a Sacramento State team physician. This examination will entail a thorough medical history questionnaire including a description of all significant injuries sustained prior to enrolling at Sacramento State.
3. The student-athlete will complete an interval athletic participation physical with the Sports Medicine staff for each subsequent year of participation in Sacramento State intercollegiate athletics. Any injuries, surgeries, or serious illnesses sustained during the previous year will be re-evaluated at this time. The student-athlete must be given medical clearance by a certified athletic trainer or team physician prior to participation.

## **PROCEDURES FOR ATHLETICS INJURIES AND ILLNESSES**

Anytime you sustain an injury or illness, immediately report it to your team's certified athletic trainer, whether you think it is serious not. Failure to do so may mean a delay in attaining care. The athletic trainer will evaluate and initiate care for the condition and will refer you to another health care specialist or facility if it is necessary. Once your condition has been diagnosed, ongoing care instructions and/or rehabilitation will be communicated to you through the athletic trainer, physicians, or other specialists regarding your condition (see referral procedures listed below). You have the right to see any physician you choose for injury or illness, but the Sacramento State Intercollegiate Athletics will not be responsible for any charges for medically related services, consultations, or prescriptions under such conditions without prior approval of a member of the athletic training staff. No members of Intercollegiate Athletics, other than the athletic training staff will recommend or personally acquire an appointment for an illness or injury, unless he/she wishes to make payment at their own expense. Payment of medical bills for a student-athlete by a coach or medical services delivered w/out compensation by a medical professional may be an NCAA rules infraction. A student-athlete involved in an automobile accident will be held out of practice or competition until cleared by his/her primary care physician. Team physicians will not be involved with an injury associated with an automobile accident. The decision to return to activity is a risk assumed by the student- athlete.

## **MEDICAL INSURANCE POLICIES AND PROCEDURES**

Intercollegiate Athletics has a medical payment program that uses your and/or parents' or guardians' medical insurance as the primary insurer. This procedure does not increase or affect the group insurance premium. If you incur an athletic injury that has been determined to be the result of participation in a coach supervised athletic practice or intercollegiate athletic competition, the claim is filed first with your insurance company. Medical billing will be sent directly to your insurance provider and a notice (Explanation of Benefits) will then be sent to the policy holder. The Department, thru the CSU AIME program, will pay the Co-insurance, deductible, and balance remaining on a bill after the insurance company has paid, and it will pay the entire amount if a claim is denied. If the student-athlete's personal insurance carrier is an HMO (Health Maintenance Organization), he/she will be required to seek treatment from his or her designated primary care provider. Injury or illnesses unrelated to intercollegiate athletic participation are the financial responsibility of the student-athlete.

## **MEDICAL EXPENSES**

Except in the case of an emergency, approval for payment of medical expenses must be obtained from the certified athletic trainer before such expenses are acquired.

**\*\*\*UNAUTHORIZED MEDICAL EXPENSES WILL NOT BE PAID BY THE UNIVERSITY\*\*\***

### **Using Outside Providers and Second Opinions**

If a student-athlete desires to use a medical provider outside of the Sacramento State Sports Medicine network for treatment or care of an athletic related injury, they are to report this request to their team Athletic Trainer. A referral must be issued prior to the consultation with the medical specialist. Any cost associated with such services without a referral will become the responsibility of the student athlete.

### **Dental Work**

Intercollegiate Athletics will NOT be responsible for any charges for dental work not associated with trauma that occurred during athletic participation. Charges incurred for the treatment of wisdom tooth removal, orthodontia, dental carries, or general cleaning services will be the responsibility of the student-athlete.

### **Medical Information Policy**

Communication and information release of medical records for Sacramento State student-athletes complies with all related medical confidentiality laws. Each student-athlete receives and signs a medical information release packet that includes an acknowledgement of risk of participating in sports as well as several pages authorizing the release of medical information to various parties including the athletic training staff, media, parents/guardians, coaches, teammates, and other relevant Intercollegiate Athletics staff. A student-athlete reserves the right to revoke any of the authorizations at any time by contacting their respective certified athletic trainer in person. The Health Insurance Portability and Accountability Act (HIPAA) ensures that all Protected Health Information (PHI) is confidential, and will only be shared with necessary healthcare providers.

## Staff Contact information

For specific questions regarding your specific sport please contact your respective sports athletic trainer.

Staff Member	Office Phone	E-mail
Brandon Padilla, MS, ATC • Football, Men's Golf	(916)278-2464	<a href="mailto:bpadilla@csus.edu">bpadilla@csus.edu</a>
Heather Swanson, MS, ATC • Rowing	(916)278-6150	<a href="mailto:heather.swanson@csus.edu">heather.swanson@csus.edu</a>
Erin Snyder, MS, ATC • Baseball, Football	(916)278-6289	<a href="mailto:erinsnyder@csus.edu">erinsnyder@csus.edu</a>
Matt Greenwald, MA, ATC • Women's Soccer, Softball	(916)278-6150	<a href="mailto:greenwald@csus.edu">greenwald@csus.edu</a>
Kaitlin Bolles, MS, ATC • Men's Basketball, Women's Golf, Men's Tennis	(916)278-6289	<a href="mailto:kaitlin.bolles@csus.edu">kaitlin.bolles@csus.edu</a>
Alexis Gholston, ATC • Track & Field, Cross Country, Football	(916)278-6289	<a href="mailto:alexis.gholston@csus.edu">alexis.gholston@csus.edu</a>
Jaqueline Martinez, ATC • Gymnastics	(916)278-3563	<a href="mailto:jacquelinemarie@csus.edu">jacquelinemarie@csus.edu</a>
Dr. Gloria Petruzzelli • Licensed Sport Psychologist	(916)278-5414	<a href="mailto:petruzzellig@csus.edu">petruzzellig@csus.edu</a>

## Additional Policies and Procedures

A complete list of Policies and Procedures related to Sports Medicine and Athletic Training at Sacramento State can be found on the Sacramento State Athletics website, please refer to:

<http://www.hornetsports.com/information/sportsmedicine/index>

Substance Abuse

Disordered Eating

Pregnancy

Concussions

If you require further explanation of the Policies and Procedures, please feel free to contact your team's assigned athletic trainer.



# EMERGENCY RESPONSE PLAN

## Personnel

Responding personnel will vary from venue to venue based on coverage guidelines established by the Sports Medicine staff. Coverage of all athletic venues on the Sacramento State campus where student-athletes may be present requires cooperation between multiple individuals. All of the following individuals are considered an integral part of all or some of the venue specific emergency response plans:

- Certified Athletic Trainers
- Security Personnel
- Coaches
- Administrative Staff
- Strength and Conditioning Staff
- Equipment Personnel

The following emergency response plans have been created to make all athletics personnel aware of their specific roles in a medical emergency.

## Communication

Each athletic venue specific emergency response plan identifies several ways in which Emergency Medical Services (EMS) can be contacted for more advanced medical care. Many of the athletic venues have a fixed telephone line that is easily accessible in case of an emergency. For those locations that do not, a cellular phone or walkie-talkie relay system will be used.

**NOTE:** In the event that a member of the Sports Medicine staff is not on site during an emergency, it is the coach's responsibility to initiate the Emergency Response Plan as outlined in the coverage guideline.

## EMERGENCY ASSEMBLY AREA – Assemble here following a building evacuation

An evacuation plan has been designed following proper safety procedures.

- In the event of evacuation, staff members from the **Athletics Center**:
  - o Gather or assemble at the Soccer Field (primary rally point) or between Sacramento and Lassen Halls (secondary rally point)
- In the event of evacuation, staff members from the **Eli & Edythe Broad Fieldhouse**:
  - o Gather or assemble at the stadium field (primary rally point) and the practice field (secondary rally point).
- In the event of evacuation, Coaches/Staff, student-athletes from **Yosemite Hall**:
  - o Gather or assemble at the Soccer Field (primary rally point) or between Sacramento and Lassen Halls (secondary rally point)

## EMERGENCY SUPPLIES

Emergency Supplies are maintained in both the Athletics Center and Broad Athletics Fieldhouse:

Supplies include but are not limited to: First Aid Supplies, flashlights, extra batteries, and whistle.

*Athletics Center:* Second Floor - break room (AC 2270), second cabinet on left, bottom shelf

*Broad Athletics Fieldhouse:* Athletic Training Room (BROAD 1002)

## EMERGENCY PHONES

Blue Emergency Phones - 152 blue emergency phones are located throughout the campus, including on each floor of the parking structures. When picked up or activated, you will be immediately connected to a Department of Public Safety dispatcher. You may also use any of the 315 red phones located throughout the campus in case of emergency.

Phone Systems – If you use any campus phone (except payphones) to call 911, you will be immediately connected to a Department of Public Safety dispatcher. It is highly recommended that you put the Department of Public Safety's 7-digit phone number in your cell phone - (916) 278-6000—since 911 calls on cell phones go directly to the California Highway Patrol. A call that goes to the CHP first requires a transfer to the Sacramento State Dispatch Center, which consumes valuable time in case of an on-campus emergency.

Athletics Center: A BLUE Emergency telephone is located adjacent to the building on the north side, next to the parking ticket dispenser.



Broad Athletics Fieldhouse: A BLUE Emergency telephone is located just outside the main entrance.

Yosemite Hall: A BLUE Emergency telephone is located on the west side of YSM, next to Solano Hall annex (IM field).

### STAFF WITH EMERGENCY RESPONSE SKILLS

All of the coaching staffs and majority of the Intercollegiate Athletics staff are CPR/AED trained, in the event of an emergency.

All available staff will assist with safe evacuation of the facility and assist in coordinating a safe gathering away from the danger. (This announcement will be made three times consecutively and then as needed until the building is clear.)

The evacuation of the building will be done in the following manner:

1. Site associate athletics director establishes media information site at approval of possible evacuation of facilities.
2. Site associate athletics director gives order to evacuate facility.
3. Public address announcement.
4. Evacuation routes and gathering places, with assistance from available staff until local authorities assume control.
5. Site associate athletics director will notify Director of Athletics that all areas are secure and confirm that all persons are present and accounted for.

### VENUE: YOSEMITE HALL

Emergency Personnel:

- Certified Athletic Trainer is available in Yosemite Hall for all practice and competitions during the traditional season
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the athletic training facility in South or North gyms
- Sacramento State Security Personnel for assistance and response.
- ROTC

Emergency Communication: Sports Medicine cellular phone system or fixed telephone lines located in the Yosemite Athletic Training Facility, (916) 278-6150, (916) 278-3563, RED phone access in the main hallway of the building or South Gym Athletic Training Room (916)278-7204.

Emergency Equipment: 3 Portable AEDs located in Yosemite Hall 193 and emergency equipment upon arrival of Sports Medicine staff or university security.

Emergency Response:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call Sacramento State University Security at (916) 278-6851, provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance (front, back, or athletic training facility). (see map)
  - b. Sports Medicine staff should identify themselves and request that an ambulance is dispatched immediately, otherwise this will not happen until campus security has assessed the situation.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available security unit will proceed to the predetermined entrance, and direct EMS to the location. Campus security will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to "flag down" and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only, campus security may assist emergency personnel with this task.

Venue Directions: See provided map for best campus and building entrances.

## **VENUE: ELI & EDYTHE BROAD FIELDHOUSE**

### Emergency Personnel:

- Certified Athletic Trainer is available for all practice and competitions during the traditional season
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the athletic training facility in Eli & Edythe Broad Fieldhouse
- Coaches/Strength and Conditioning staff
- Sacramento State Security Personnel for assistance and response.

Emergency Communication: Sports Medicine cellular phone system or fixed telephone lines located in the Eli & Edythe Broad Fieldhouse Athletic Training Facility, (916) 278-6289, (916) 278-2464, Weight room, (916) 278-4424, or office phones located in coaches offices.

Emergency Equipment: Emergency equipment upon arrival of Sports Medicine staff or university security.

### Emergency Response:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call Sacramento State University Security at (916) 278-6851, provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance (front, back, or athletic training facility). (see map)
  - b. Sports Medicine staff should identify themselves and request that an ambulance is dispatched immediately, otherwise this will not happen until campus security has assessed the situation.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available security unit will proceed to the predetermined entrance, and direct EMS to the location. Security will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to “flag down” and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only, campus security may assist emergency personnel with this task.

Venue Directions: See provided map for best campus and building entrances.

## **VENUE: HORNET BASEBALL STADIUM/PRACTICE TRACK**

### Emergency Personnel:

- Certified Athletic Trainer is available for all practice and competitions during the traditional season,
- Team Physicians (limited basis),
- Additional athletic training staff accessible from the Eli & Edythe Broad Fieldhouse
- Coaching staff
- Sacramento State Security Personnel for assistance and response.

Emergency Communication: Sports Medicine cellular phone system or fixed telephone lines located in the Baseball training facility, (916) 278-5409 and the Eli & Edythe Broad Fieldhouse, (916) 278-6289 or (916) 278-2464.

Emergency Equipment: Emergency equipment upon arrival of Sports Medicine staff or university security.

#### Emergency Response:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call Sacramento State University Security at (916) 278-6851, provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance (front, back, or athletic training facility). (see map)
  - b. Sports Medicine staff should identify themselves and request that an ambulance is dispatched immediately, otherwise this will not happen until campus security has assessed the situation.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available security unit will proceed to the predetermined entrance, and direct EMS to the location. Security will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to “flag down” and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only, campus security may assist emergency personnel with this task.

Venue Directions: See provided map for best campus and building entrances.

#### **VENUE: SPANOS ATHLETIC COMPLEX**

##### Emergency Personnel:

- Certified Athletic Trainer is available for all practice and competitions during the traditional season
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the Eli & Edythe Broad Fieldhouse
- Coaching staff
- Sacramento State Security Personnel for assistance and response.

Emergency Communication: Sports Medicine cellular phone system or the Eli & Edythe Broad Fieldhouse Athletic Training Facility, (916) 278-6289 or (916) 278-2464.

Emergency Equipment: Emergency equipment upon arrival of Sports Medicine staff or university security.

##### Emergency Response:

1. Immediate care of the injured or ill student-student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call Sacramento State University Security at (916) 278-6851, provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance (front, back, or athletic training facility). (see map)
  - b. Sports Medicine staff should identify themselves and request that an ambulance is dispatched immediately, otherwise this will not happen until campus security has assessed the situation.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available security unit will proceed to the predetermined entrance, and direct EMS to the location. Security will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to “flag down” and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only, campus security may assist emergency personnel with this task.

Venue Directions: See provided map for best campus and building entrances.

## **VENUE: HORNET SOFTBALL AND SOCCER STADIUMS**

### Emergency Personnel:

- Certified Athletic Trainer is available for all practice and competitions during the traditional season, adjacent fields during non-traditional seasons
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the athletic training facility in Yosemite Hall
- Coaching staff
- Sacramento State Security Personnel for assistance and response.

Emergency Communication: Sports Medicine cellular phone system or fixed telephone lines located in the dugout, Yosemite Hall Athletic Training Facility, (916) 278-6150, (916) 278-3563, RED phone access in the main hallway of the building or South Athletic Training Room (916)278-7204.

Emergency Equipment: Portable AED located in Yosemite Hall 193 and emergency equipment upon arrival of Sports Medicine staff or university security.

### Emergency Response:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call Sacramento State University Security at (916) 278-6851, provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance (front, back, or athletic training facility). (see map)
  - b. Sports Medicine staff should identify themselves and request that an ambulance is dispatched immediately, otherwise this will not happen until campus security has assessed the situation.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available security unit will proceed to the predetermined entrance, and direct EMS to the location. Security will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to “flag down” and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only, campus security may assist emergency personnel with this task.

Venue Directions: See provided map for best campus and building entrances.

## **VENUE: OFF CAMPUS TRAINING/COMPETITION CENTERS**

Aquatic Center/Elevate Gymnastics

### Emergency Personnel:

- Certified Athletic Trainer on call for all practices. In attendance for all competitions during the traditional season
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the Yosemite Athletic Training Facility
- Coaching staff
- Non Sacramento State Staff members of athletic venues
- Local Sacramento, City and County, Agencies EMS responding.

Emergency Communication: Cellular phone system or fixed telephone lines located at the venue.

Emergency Response:

1. Immediate care of the injured or ill student-student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call 911 - provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance
  - b. Sports Medicine staff or coaching staff should identify themselves and request that an ambulance is dispatched immediately.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available facility management or coaches will proceed to the predetermined entrance, and direct EMS to the location. These individuals will also be responsible for opening any access gates necessary to get to the site.
  - b. Designate an individual to "flag down" and direct EMS to the scene.
  - c. Scene Control: limit the scene to emergency responders only.

Venue Directions: See provided map for best campus and building entrances.

**VENUE: CROSS COUNTRY COURSE**

Emergency Personnel:

- Certified Athletic Trainer on call for all practices. In attendance for all competitions during the traditional season
- Team Physicians (limited basis)
- Additional athletic training staff accessible from the Eli & Edythe Broad Fieldhouse
- Coaching staff
- Local Sacramento, City and County Agencies EMS responding.

Emergency Communication: Cellular phone system or fixed telephone lines located at the venue.

Emergency Response:

1. Immediate care of the injured or ill student-student-athlete
2. Emergency equipment retrieval
3. Activation of EMS
  - a. Call 911 - provide dispatcher with name, location, telephone number, number of victims, condition of victims, specific directions to the site including the best building entrance
  - b. Sports Medicine staff or coaching staff should identify themselves and request that an ambulance is dispatched immediately.
  - c. Contact other members of the Sports Medicine staff if present on campus and further assistance is needed.
4. Directions of EMS to the scene
  - a. Available facility management or coaches will proceed to the predetermined entrance, and direct EMS to the location.

Venue Directions: See provided map for best campus and building entrances.

## WHAT EVERY STUDENT ATHLETE NEEDS TO KNOW ABOUT INCAPACITATION AND BYSTANDER INTERVENTION

Sacramento State takes reports of sexual misconduct seriously. Student Athletes are encouraged to help both their friends and teammates by acting as active bystanders and proactively helping to stop sexual misconduct before it occurs. **Please remember that a person incapacitated by alcohol or drugs cannot consent to sexual activity.**

Some signs of incapacitation may include:

- Highly slurred speech, bloodshot eyes,
- Smell of alcohol on breath,
- Difficulty walking or balancing,
- Vomiting, outrageous or unusual behavior, or unconsciousness.

If you see someone at a party or other social event whose ability to make informed, rational decisions is impaired by drugs or alcohol, help the person secure a safe means to get home or summon emergency medical assistance if necessary by calling **911** or **(916) 278-6000** (on campus).

Students who are incapacitated by “date rape” or other drugs unknowingly applied to them cannot consent. If you notice someone tampering with another student’s drink, you can take steps to intervene, let the student and/or others know about your observation, check in to see that the student is safe, and/or report it to a campus staff person and law enforcement.

Together we can keep Sacramento State safe. For additional information regarding Sacramento State’s policy on sexual misconduct and resources, please visit <http://www.csus.edu/titleix>. The Office for Equal Opportunity can be reached at (916) 278-5770.



# INTERCOLLEGIATE ATHLETICS STUDENT-ATHLETE SUBSTANCE ABUSE POLICY

Please refer to [www.hornetsports.com](http://www.hornetsports.com) for the most recent version of the Substance Abuse Policy

## NCAA BANNED DRUGS

*It is your responsibility to check with the appropriate or designated athletics staff before using any substance*

The NCAA bans the following classes of drugs:

1. Stimulants
2. Anabolic Agents
3. Alcohol and Beta Blockers (banned for rifle only)
4. Diuretics and Other Masking Agents
5. Street Drugs
6. Peptide Hormones and Analogues
7. Anti-estrogens
8. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!**

1. Dietary supplements are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. **Any product containing a dietary supplement ingredient is taken at your own risk.**

**Note to Student-Athletes: There is no complete list of banned substances.**

**Do not rely on this list to rule out any supplement ingredient.**

**Check with your athletics department staff prior to using a supplement.**

Some Examples of NCAA Banned Substances in Each Drug Class

1. Stimulants:  
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, etc.  
*Exceptions:* phenylephrine and pseudoephedrine are not banned.
2. Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrone)  
boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.
3. Alcohol and Beta Blockers (banned for rifle only):  
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. Diuretics (water pills) and Other Masking Agents:  
     bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. Street Drugs:  
     heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)
6. Peptide Hormones and Analogues:  
     growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
7. Anti-Estrogens:  
     anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.
8. Beta-2 Agonists:  
     bambuterol; formoterol; salbutamol; salmeterol; etc.

**Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).**

**Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

#### Banned Substances & Supplements

The following three areas are of critical importance to protecting health and eligibility of student-athletes.

1. NCAA Banned Drugs: The NCAA lists banned drugs by class, and any substance that is chemically related to the class is banned (unless specifically exempted.) When the NCAA originally developed the banned drug classes, many examples were listed under each class, though the list was never an exhaustive list of all banned drugs. From the beginning, any stimulant and anabolic steroid was banned, even if it was not named as an example under the banned drug class. THERE HAS NEVER BEEN A COMPLETE LIST OF BANNED DRUGS. This concept is critically important to compliance with NCAA banned drug regulations. In recent years, it has become clear that the list of examples, instead of providing some clarification, have actually created a false sense of security to student-athletes and staff alike, who believe that if the ingredients on a product are not found on "the list" in the same manner the product manufacture names them, they are not banned. And as we explain below, with the many new supplements and designer drugs appearing on the market annually, creating a complete list is impossible.
2. Nutritional Dietary Supplements: Since 1994, with the enactment of the Dietary Supplement Health and Education Act, DSHEA, the number of supplement products, and particularly products targeted to body building and athletic performance, has exploded. The stated intent of DSHEA was to provide health products that consumer could easily access; but the reality of DSHEA is that many stimulants, anabolic steroids, diuretics and other non-essential nutrients are included in supplement products promoted to the public and our student-athletes as a quick route to enhanced performance –sexual, athletic and even cognitive. DSHEA allows supplement products to go on the market without first proving effectiveness, safety and purity, creating a real drug problem for our student-athletes and for consumers in general. Manufacturers add designer drugs and proprietary ingredients, and many of these products are spiked or contaminated with banned ingredients that are not listed on the labels. And some supplement products change formulas without changing the name of the product. This lack of premarket review and the ever-changing product formulas create real risks to eligibility, health and safety. Student-athletes need to be aware of these real risks and understand that these products are NOT necessary for their health and performance and most are a waste of money. Student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid these questionable products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.



3. Advising Student-Athletes who want to use supplements: Even with the above stated concern, many of our student-athletes insist on using dietary supplements. In most cases, members of the sports medicine staff are assigned the responsibility to educate student-athletes about banned drugs and to advise about and review supplement products that student-athletes intend to use. The burden of this awesome responsibility can be dramatically reduced by establishing an athletics department policy that student-athletes bring all supplement products to the appropriate athletics staff before using, and then checking all supplements through the Resource Exchange Center, REC, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances. Because of the changing nature of the dietary supplement industry and the manner in which manufacturers use proprietary names and rename products to suit their purposes, there is no way to create a reliable database of reviewed products. Institutional staff should submit each time a student-athlete brings forth a dietary supplement product, as last year's review may no longer apply to the this year's newly formulated product by the same name. To access the REC, call toll free 1-877-202-0769 or go to [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec), select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select "Ask about Dietary Supplements" or go to the "Prescription/Over-the-Counter Drug Search". It's as easy as 1, 2, or 3!

## **NOTICE OF NON-DISCRIMINATION ON THE BASIS OF GENDER OR SEX**

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking. The following person has been designated to handle inquiries regarding the non-discrimination policies:

### **Sacramento State Title IX Coordinator:**

#### **William D. Bishop**

Director for Equal Opportunity

3002G Del Norte Hall

[william.bishop@csus.edu](mailto:william.bishop@csus.edu)

916-278-5770

Monday—Friday, 8:00 am—5:00 pm

#### **Lois Mattice**

Deputy Title IX Coordinator for Athletics Compliance

Athletic Center 2140

[lmattice@csus.edu](mailto:lmattice@csus.edu)

916-278-7548

Monday – Friday, 8:00 am – 5:00 pm

#### **Tom Carroll**

Student Conduct

Lassen Hall, 3008

[tcarroll@csus.edu](mailto:tcarroll@csus.edu)

916-278-6595

Monday – Friday, 8:00 am – 5:00 pm

#### **Aja Holmes**

Administrator, Housing & Residential Life

Sierra Hall

[aja.holmes@csus.edu](mailto:aja.holmes@csus.edu)

916-278-6655

Monday – Friday, 8:00 am – 5:00 pm

Questions may also be addressed to:  
Office for Civil Rights U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
Telephone: 415-486-5555  
FAX: 415-486-5570; TDD: 800-877-8339  
Email: ocr.sanfrancisco@ed.gov

### **Notice of Revised CSU Systemwide Policies and Procedures**

The CSU is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and veteran status.

As of June 23, 2015, several new CSU Executive Orders went into effect. While the number of the Executive Orders has not changed, please note the revised date on the latest version:

**Executive Order 1095 Revised June 23, 2015** provides direction on implementing legislation on sex discrimination, sexual harassment and sexual violence. The legislation includes Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and related regulations (34 C.F.R. Part 106) (Title IX); the Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (20 U.S.C. 1092(f)) (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act); Title IV of the 1964 Civil Rights Act (42 U.S.C. § 2000c et seq.); the California Equity in Higher Education Act (Cal. Educ. Code § 66250 et seq.); California Education Code §§ 67385.7 & 67390-91; and the Governor's California Campus Blueprint to Address Sexual Assault.

Executive Order 1095 Revised June 23, 2015 supersedes Executive Order 1095 Effective June 3, 2014.

Executive Order 1095 Revised June 23, 2015 may be found at  
<http://www.calstate.edu/EO/EO-1095-rev-6-23-15.pdf>.

**Executive Order 1096 Revised June 23, 2015** is the systemwide policy prohibiting discrimination, harassment and retaliation against **employees** and **third parties** and the systemwide procedure for handling discrimination, harassment and retaliation complaints by **employees** and **third parties**. Any employees or third parties having such complaints should contact the campus **Office for Equal Opportunity** at 916.278.5770. Employees and students who violate this policy may be subject to discipline. Executive Order 1096 reaffirms California State University's commitment to providing equal opportunities and maintaining an environment free of discrimination, harassment and retaliation in accordance with applicable state and federal laws.

Executive Order 1096 Revised June 23, 2015 supersedes Executive Order 1096 Effective June 3, 2014.

Executive Order 1096 Revised June 23, 2015 may be found at  
<http://www.calstate.edu/EO/EO-1096-rev-6-23-15.pdf>.

**Executive Order 1097 Revised October 5, 2016** is the systemwide policy prohibiting discrimination, harassment and retaliation against **students** and systemwide procedure for handling discrimination, harassment and retaliation complaints by **students**. Any students having such complaints should contact the campus **Office for Equal Opportunity** at 916.278.5770. Employees and students who violate this policy may be subject to discipline. Executive Order 1097 reaffirms California State University's commitment to providing equal opportunities and maintaining an environment free of discrimination, harassment and retaliation in accordance with applicable state and federal laws.

Executive Order 1097 Revised June 23, 2015 supersedes Executive Order 1097 Effective June 3, 2014.

Executive Order 1097 Revised June 23, 2015 may be found at  
<http://www.calstate.edu/EO/EO-1097-rev-6-23-15.pdf>.

**Executive Order 1098 Revised June 23, 2015** contains student conduct procedures established pursuant to 5 Cal. Code Regs. §41301, and govern all student disciplinary matters systemwide.

Executive Order 1098 Revised June 23, 2015 supersedes Executive Order 1098 Effective June 3, 2014.

Executive Order 1098 Revised June 23, 2015 may be found at  
<http://www.calstate.edu/EO/EO-1098-rev-6-23-15.pdf>.

William Bishop, Director for Equal Opportunity, is the campus Discrimination, Harassment and Retaliation (DHR) Administrator and Title IX Coordinator responsible for implementation of these policies. He may be reached at [william.bishop@csus.edu](mailto:william.bishop@csus.edu) or 916.278.7469. Alison Morgan works with the Director as the Investigator for Equal Opportunity. She may be reached at [alison.morgan@csus.edu](mailto:alison.morgan@csus.edu) or 916.278.2843. Matt O'Connor is the Director of Student Conduct in the Division of Student Affairs. He may be reached at [occonnor@csus.edu](mailto:occonnor@csus.edu) or 916.278.6060.

For more information about the Office for Equal Opportunity and its services, please visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>. This webpage includes links to other available resources.

For information on Title IX and Sacramento State's efforts regarding campus sexual violence prevention, please visit the WE CARE. WE WILL HELP webpage at <http://www.csus.edu/titleix/>.

All employees also should be aware of the California Department of Fair Employment and Housing's information sheet on sexual harassment available at <http://www.dfeh.ca.gov/res/docs/Publications/DFEH-185.pdf>

## **PREGNANCY PROTOCOL FOR INTERCOLLEGIATE ATHLETICS**

Sacramento State Intercollegiate Athletics is committed to the personal health and development of all our members, and to Sacramento State's educational mission. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This protocol sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy-related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Protocol. We want to protect every student-athletes physical and psychological health, and their ability to complete their education.

**What to do if you become pregnant:** As soon as you learn that you are pregnant, we encourage you to tell your coach, athletic trainers, personal physician, religious advisor, family members, and others important to you. We recognize that a student-athlete's pregnancy is often a life-changing event. We want to protect your health and scholarship. Do not immediately assume that you must withdraw from your sport. We want to give you time and help in considering your options. Confidentiality will be maintained until student-athlete gives permission to tell the appropriate individuals.

**What happens to your scholarship:** If you are pregnant and you decide to tell your coach or athletic trainer, and you do not voluntarily withdraw from your sport, then your scholarship will remain in place for the remainder of that academic year. Please refer to the terms and conditions section of your scholarship agreements or see the athletic compliance office if you have any questions.

**Can you continue training and competing:** If you are pregnant and wish to continue in your sport, we will form a decision-support team that consists of you, your coach, athletic trainer, healthcare professional(s), and others as appropriate. Depending on your sport and your healthcare professional's approval, you may be able to continue training and competing up to or past your 14th week of pregnancy. The decision-support team will provide mandatory monitoring of your health and academic progress, and will assist you in your return to competition if that is your desire.

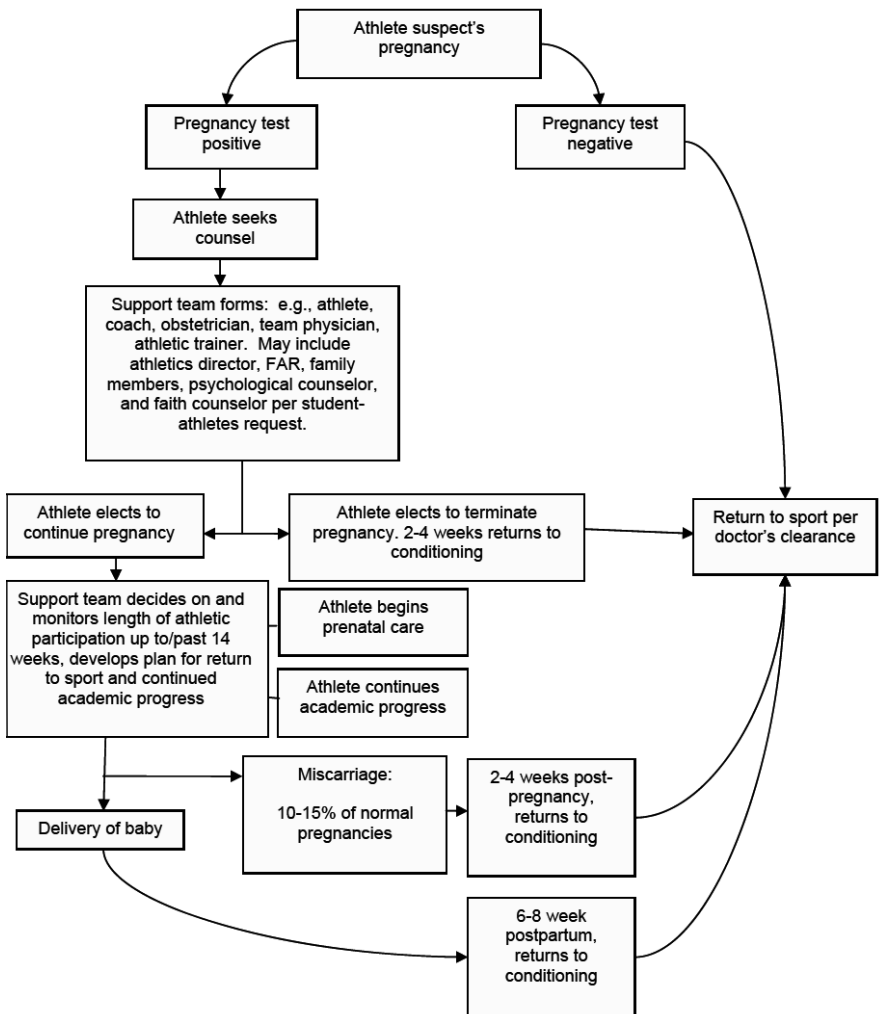
**Who can help you:** Here are many specific individuals who can help you:

Team Physician	Dr. Ronald Sockolov	916-927-1114	
Student Health Services		916-278-6461	
NCAA Faculty Athletic Representative (FAR)	Dr. Maureen Smith Dr. Steve Perez	916-278-6237 916-278-6331	smithmm@csus.edu steve.perez@csus.edu
Clinical & Sports Psychologist	Dr. Gloria Petruzzelli	916-278-5414	petruzzellig@csus.edu
Assoc. AD/Senior Woman Administrator	Lois Mattice, MS, ATC	916-278-7548	lmattice@csus.edu
OB/GYN	Dr. Stephen Hiuga	916-927-3178	
Personal Physician or OB/GYN			

**What is covered by your insurance:** Sacramento State will not cover pregnancy under its athletic injury medical insurance; the individual student-athlete must use her personal medical health insurance coverage. Sacramento State Student Health and Counseling Services can refer patients with no medical insurance to the appropriate resources.

**What if you're a male athlete whose partner becomes pregnant:** Male student-athletes will not be affected by physical changes associated with pregnancy. However, it is possible to suffer from psychological stress, have concerns about the health of your pregnant partner and her unborn child, and question your readiness for fatherhood and the personal and financial obligations you face. In any of these circumstances, we encourage you to discuss them with your partner and, whether she is a student-athlete or not, join her in assembling a support team as outlined and recommended above in this policy.

**Medical Hardship and Eligibility:** If a student-athlete becomes pregnant, she is eligible to apply for a medical hardship for the season of competition that they will miss due to pregnancy. The student-athlete, coach, athletic compliance office and athletic trainer will make the decision on whether or not to pursue a medical hardship. The athletic trainer will collect all of the necessary medical documentation and submit to the governing conference for review.



## **TIPS FOR TALKING TO A FRIEND WHO MAY BE STRUGGLING WITH DISORDERED EATING**

If you are worried about your friend's eating behaviors or attitudes, it is important to express your concerns in a loving and supportive way. It is also necessary to discuss your worries early on, rather than waiting until your friend has endured many of the damaging physical and emotional effects of eating disorders. In a private and relaxed setting, talk to your friend in a calm and caring way about the specific things you have seen or felt that have caused you to worry.

**Set a time to talk.** Set aside a time for a private, respectful meeting with your friend to discuss your concerns openly and honestly in a caring, supportive way. Make sure you will be some place away from other distractions

**Communicate your concerns.** Share your memories of specific times when you felt concerned about your friend's eating or exercise behaviors. Explain that you think these things may indicate that there could be a problem that needs professional attention.

**Ask your friend to explore these concerns** with a counselor, doctor, nutritionist, or other health professional who is knowledgeable about eating issues. If you feel comfortable doing so, offer to help your friend make an appointment or accompany your friend on his or her first visit.

**Avoid conflicts or a battle of the wills** with your friend. If your friend refuses to acknowledge that there is a problem, or that there is no reason for you to be concerned, restate your feelings and the reasons for them and leave yourself open and available as a supportive listener.

**Avoid placing shame, blame, or guilt** on your friend regarding their actions or attitudes. Do not use accusatory "you" statements like, "You just need to eat." Or, "You are acting irresponsibly." Instead, use "I" statements. For example: "I'm concerned about you because you refuse to eat breakfast or lunch." Or, "It makes me afraid to hear you vomiting."

**Avoid giving simple solutions.** For example, "If you'd just stop, then everything would be fine!"

**Express your continued support.** Remind your friend that you care, and want your friend to be healthy and happy.

**After talking with your friend, if you are still concerned with their health and safety, find a trusted adult or medical professional to talk to. This is probably a challenging time for both of you. It could be helpful for you, as well as your friend, to discuss your concerns and seek assistance and support from a professional.**

Source: National Eating Disorders Association, 2005

Sacramento State contacts for disordered eating concerns:

[http://www.hornetsports.com/assets/athletic\\_dept/DisorderedEatingGuidelines.pdf](http://www.hornetsports.com/assets/athletic_dept/DisorderedEatingGuidelines.pdf)

# **OTHER INTERCOLLEGIATE ATHLETICS INFORMATION**

## **GRIEVANCE PROCEDURE**

Student-athletes experiencing a problem or having a concern, regardless of the cause of the problem, have an opportunity to request assistance in dealing with the issue. Such problems could include (but are not limited to) financial aid, transfer releases, allowing a student-athlete the opportunity to compete for positions, sexual harassment issues, abusive behavior, hazing, an excessive practice schedule, sexual orientation or sexual discrimination. The student-athlete may discuss the problem with a coach or an administrator (compliance staff, athletic trainer, academic counselor, sport supervisor). If the problem involves an administrator, the student-athlete should proceed directly to the Athletic Director with the problem/issue. The coach or administrator will then discuss the problem with the appropriate administrative person. The problem will be noted and dealt with. The administrator will provide feedback to the student-athlete on the action taken in relation to the problem. If the outcome is acceptable, the student-athlete accepts the decision of the administrator and the problem is resolved. If the outcome is not acceptable to the student-athlete, he or she may appeal the decision to the Athletic Director. If the outcome of the appeal to the Athletic Director is not acceptable, the student-athlete may appeal to the Sacramento State general University channels.

## **SPORT SUPERVISORS**

Athletic administrators who work closely with specific sport coaches and teams are sport supervisors. These individuals are available to guide student-athletes to appropriate resources and to discuss any concerns or problems that may arise that cannot be managed successfully within the team situation. The sport supervisor meets with each team at the beginning of the season to address any questions students might have as the academic year begins. Throughout the year, the sports supervisors work closely with the coaches and are available to help support their teams. At the end of the year, the sport supervisor will administer an "Athletic Assessment/Exit Interview" questionnaire to the student-athletes. These evaluation tools provide important feedback on various aspects of the sports program and services provided to student-athletes.

## **ATHLETICS ASSESSMENT/EXIT INTERVIEW**

In order to improve the quality of our program, the Intercollegiate Athletics seeks constructive feedback from the student-athlete. The Athletic Assessment/Exit Interview questionnaire provides Intercollegiate Athletics with information which may be useful to coaches and administrators in improving coaching techniques, behaviors, strategies or policies that impact the student-athlete.

During this assessment, each student-athlete is asked to provide voluntarily his or her name and fill out a questionnaire. Responses to questions on this assessment will remain anonymous (coaches will see information in aggregate form only). The Intercollegiate Athletics will still consider feedback provided if the student-athlete choose not to include their name.

The actual responses on the exit interviews will be kept confidential, to be read only by the Director of Athletics, Associate AD, Compliance Director and the FAR. However, individual's identities are important should the Director of Athletics feel the need to follow-up on this questionnaire with an interview. The questionnaire is administered by the applicable sport supervisor at the conclusion of the championship segment of that team's season. The coach will receive only a summary of the responses to these questions provided by all student-athletes.

Constructive feedback is always welcome, and student-athletes need not wait until the end of their season, year, or athletic career to offer suggestions or express concerns.

## **INTERCOLLEGIATE ATHLETIC ADVISORY COMMITTEE**

The purpose of the Intercollegiate Athletic Advisory Committee (IAAC) is to provide guidance to the President of Sacramento State in developing, implementing, and evaluating policies that balance intercollegiate athletics with academic rigor and promote equity in the intercollegiate athletics program. The advisory committee reports to the President.

The IAAC will meet in October, December, March and May. Additional meetings may be called at the discretion of the chair. Acting of its own volition, upon the request of the President, the Advisory Committee develops and supervises policies for the intercollegiate athletics program, including but not limited to the following:

1. Developing and monitoring academic standards with respect to Athletics;
2. Formulating, reviewing, and updating all policies pertaining to intercollegiate athletics;
3. Reviewing the annual athletic budget and provide guidance concerning other financial matters of the Intercollegiate Athletic Program;
4. Reviewing all competitive schedules;
5. Reviewing all of Intercollegiate Athletics awards to athletes;
6. Providing information and assistance to the official representatives of the University for all athletic conference and NCAA meetings;
7. Ensuring that the intercollegiate athletic program adheres to all policies, rules, and regulations set forth by the University administration and the NCAA;
8. Reviewing policy relating to the use of athletic facilities as they relate to Intercollegiate Athletics;
9. Establishing, implementing, and annually reviewing policies on equity and nondiscrimination, including monitoring progress toward achieving gender equity in Athletics;
10. Participating in the search and screening process for head coaches and senior Intercollegiate Athletics administrators.

The membership of this committee consists of: Alumni/Community Representatives (two); a Coach Representative; Student Representatives (three); Student Services Representative; Administrative Representative; and Faculty Athletic Representative. The President annually appoints a chair from among the advisory committee membership, and the committee chair reports to the President.

## **TRAVEL POLICIES**

### **Seat Belt Use**

Sacramento State recognizes that seat belts are effective in preventing injuries and fatalities. We care about our student-athletes and want to reduce the risk that, in the event of an accident, a passenger is injured or killed. Therefore, all student-athletes of Sacramento State must wear seat belts when operating a school-owned vehicle or any vehicle on University premises or while on school business. All student-athletes are required to use seat belts whenever they are driving or riding in any vehicle.

### **Travel Waiver and Release of Liability**

All student-athletes must sign a travel waiver and release of liability form available from each coach in the event that they do not travel with their sport team to or from (one-way or two-ways) an event. Student-athletes are only released to immediate (adult) family members. Head Coaches have final say on whom they release student-athletes.

# CAMPUS DIRECTORY

## EMERGENCY 911

(150 blue-light emergency phones on campus connect immediately to Sacramento State Police)

### Advising

Academic Advising Center	278-6351	LSN 1013
Advising Center for Teaching Major	278-4526	LSN 2008
New Student Orientation	278-7841	LSN 1010
Student-Athlete Resource Center	278-5431	LSN 3002

### Colleges

Arts & Letters	278-6502	MRP 5000
Business Administration	278-6578	TAH 1010
Education	278-6639	EUR 206
Engineering & Computer Science	278-6366	RVR 2014
Health & Human Services	278-7255	SLN 5002
Mathematics/Statistics	278-6534	BRH 141
Natural Sciences	278-4655	SQU 334
Social Sciences & Interdisciplinary Studies	278-6504	AMD 255

### Student Services

Academic Achievement-EOP	278-6183	LSN 2205
Admissions & Records	278-3901	LSN Lobby
Career Center	278-6231	LSN 1013
College of Continuing Education	278-4433	Napa Hall
Evaluations	278-4862	LSN Lobby
Financial Aid	278-6554	LSN 1006
General Education	278-5344	SAC 234
Graduate Studies	278-6470	RFC 206
Student Health and Counseling Services	278-6461	The WELL
Housing and Residential Life	278-6655	Sierra Hall
Lost and Found	278-2788	Police in UU
Psychological Counseling Services	278-6416	The WELL
Reentry Services	278-7847	LSN Lobby
SaLink Help	278-7337	AIRC 2005
Services to Students with Disabilities	278-6955	LSN 1008
Student Affairs	278-6060	LSN 3008
BURSAR's Office	278-6736	LSN 1001
Teaching Credentials Advising	278-6403	EUR 216
TESOL	278-5394	CLV 138
Testing Center	278-6296	LSN 2302
University Outreach	278-7362	LSN 1011
Veteran's Affairs	278-6733	LSN 3000



# CAMPUS DIRECTORY

## Campus Services

Alumni Center	278-6295	Harper AC
Aquatic Center	278-2842	Lake Natomas
Associated Student (ASI)	278-6784	UU 3rd Fl
Intercollegiate Athletics	278-6481	Athl.Center
Bike Compound	278-7275	
Box Office (Theater)	278-6257	STH 1
Career Center	278-6231	LSN 1013
Central Ticket Office	278-4323	Athl.Center1stfl.
Children's Center	278-6216	CCC
Computer Store	278-6500	Bookstore
Global Education	278-6686	LSN 2304
Hornet Bookstore	278-6446	Bookstore
General Books	278-5687	Bookstore
Textbooks	278-6445	Bookstore
Supply Department	278-7314	Bookstore
KSSU-AM 1580	278-3343	UU 1st Fl
Library	278-6926	Library
Lost & Found	278-3463	PSB
Multicultural Center	278-6101	LIB 1010
Night Shuttle Service	278-7260	
OneCard Center	278-7878	LSN 1001
Peak Adventures	278-6321	The WELL
Bike Shop	278-6662	The WELL
Pride Center	278-8720	UU 1st Fl
Public Safety/Campus Police	278-6851	PSB 1
Recreational Sports	278-4111	The WELL
Registrar's Office	278-3901	LSN Lobby
Safe Rides	278-7923	UU 1st Fl
State Hornet Newspaper	278-6583	UU 2nd Fl
Student Organizations & Leadership	278-6595	UU 3rd Fl
The Store	278-7906	UU 1st Fl
Title IX Coordinator	278-7469	DN Hall 3002G
Transcripts/Outgoing	278-5507	LSN Lobby
Transportation & Parking	278-7275	Folsom Hall
University Enterprises	278-7001	BS 3rd Fl
University Switchboard	278-6011	SAC 140
University Union	278-6744	UU
Information Desk	278-6997	UU 1st Fl
The WELL	278-7904	The WELL
Violence and Sexual Assault Advocate	278-3799	SHCS
Women's Resource Center	278-7388	UU 1st Fl
WPJ Office	278-6409	CLV 111

# GENERAL EDUCATION REQUIREMENTS

The following courses have been approved to meet the 48-unit General Education pattern required of Sacramento State students. At least **9 units must be in upper division GE courses (100-199)** taken after you complete 60 units of coursework. Enrollment in upper division GE courses is limited to students who have completed Areas A1, A2, A3, and have taken at least 45 units (not limited to GE classes). At least nine units of GE must be taken in residence (i.e., at Sacramento State). In addition, a second semester composition course and demonstration of proficiency in a foreign language are required for graduation.

## GENERAL EDUCATION COURSES

*\*For the most up-to-date GE course listings please go to [catalog.csus.edu](http://catalog.csus.edu)*

### **AREA A: BASIC SUBJECTS (9 UNITS)**

These requirements must be completed before enrollment in upper division GE courses. A grade of "C-" or better is required in all courses taken in Area A and in B4.

**A1: Oral Communication** (select (1) of the following) – 3 units

COMS 4 Introduction to Public Speaking

COMS 5 The Communication Experience

**A2: Written Communication** (select (1) of the following) – 3 units

ENGL 5 Accelerated Academic Literacies

ENGL 5M Accelerated Academic Literacies - Multilingual

ENGL 11 Academic Literacies II

ENGL 11M Academic Literacies II-Multilingual

**A3: Critical Thinking** (select (1) of the following) – 3 units

ANTH 4 Language, Culture, and Critical Thinking

COMS 2 Argumentation

EDUC 10 Critical Thinking and the Educated Person

EDUC 10H Critical Thinking and the Educated Person: Honors

ENVS 11 Environmental Issues and Critical Thinking

JOUR 50 Mass Media and Critical Thinking

PHIL 4 Critical Thinking

PHYS 30 Science and Pseudoscience

SOC 8 Sense and Nonsense in Social Issues and Research

### **AREA B: THE PHYSICAL UNIVERSE AND ITS LIFE FORMS (12 UNITS)**

At least 3 units must be taken in each of Areas B1, B2 and B4. At least one course with a laboratory component must be taken in Area B1 or B2.

**B1: Physical Science** (select (1) of the following) – 3 units

ASTR 4A Introduction to the Solar System

ASTR 4B Introduction to Stars, Galaxies, and Cosmology

ASTR 4C Introduction to Astrobiology

CHEM 1A General Chemistry I

CHEM 5 Chemistry for Nurses

GEOG 1 Physical Geography: The Distribution of Natural Phenomena

GEOLOG 5 Geology of Mexico

GEOLOG 7 Natural Disasters

GEOLOG 8 Earth Science

GEOLOG 10 Physical Geology

PHYS 5A General Physics: Mechanics, Heat, Sound

PHYS 10 Physics In Our World

PHYS 11A General Physics: Mechanics

**B2: Life Forms** (select (1) of the following) – 3 units

<u>ANTH 1</u>	Introduction to Biological Anthropology
<u>BIO 1</u>	Biodiversity, Evolution and Ecology
<u>BIO 7</u>	Introduction to the Science of Biology
<u>BIO 9</u>	Our Living World: Evolution, Ecology and Behavior
<u>BIO 10</u>	Basic Biological Concepts
<u>BIO 20</u>	Biology: A Human Perspective
<u>ENVS 10</u>	Introduction to Environmental Science

**B3: Lab** (select (1) of the following) – 1 unit

<u>ASTR 6</u>	Astronomical Observation Laboratory
<u>CHEM 1A</u>	General Chemistry I
<u>CHEM 1B</u>	General Chemistry II
<u>CHEM 5</u>	Chemistry for Nurses
<u>CHEM 6A</u>	Introduction to General Chemistry
<u>CHEM 6B</u>	Introduction to Organic and Biological Chemistry
<u>GEOG 11</u>	Laboratory in Physical Geography
<u>GEOL 5</u>	Geology of Mexico
<u>GEOL 8L</u>	Earth Science Lab
<u>GEOL 10L</u>	Physical Geology Lab
<u>PHYS 5A</u>	General Physics: Mechanics, Heat, Sound
<u>PHYS 11A</u>	General Physics: Mechanics
<u>ANTH 1A</u>	Biological Anthropology Laboratory
<u>BIO 1</u>	Biodiversity, Evolution and Ecology
<u>BIO 15L</u>	Laboratory Investigations in Biology

**B4: Mathematical Concepts and Quantitative Reasoning** (select (1) of the following) – 3 units

<u>EDUC 18</u>	Mathematical Practices Across Culture
<u>MATH 1</u>	Mathematical Reasoning
<u>MATH 15H</u>	Honors Mathematical Reasoning
<u>MATH 17</u>	An Introduction to Exploration, Conjecture, and Proof in Mathematics
<u>MATH 24</u>	Modern Business Mathematics
<u>MATH 26A</u>	Calculus I for the Social and Life Sciences
<u>MATH 26B</u>	Calculus II for the Social and Life Sciences
<u>MATH 29</u>	Pre-Calculus Mathematics
<u>MATH 30</u>	Calculus I
<u>MATH 31</u>	Calculus II
<u>MATH 35</u>	Introduction to Linear Algebra
<u>STAT 10A &amp; STAT 10B</u>	Introductory Statistics with Developmental Mathematics Introductory Statistics with Developmental Mathematics

## **B5: Further Studies in Physical Science, Life Forms, and Quantitative Reasoning**

(select (1) of the following) – 3 units / Choose a course from this area or another from B1, B2, or B4 to total 12 units in Area B.

*Upper Division*, \* denotes Writing Intensive course

<u>ANTH 159</u>	Forensic Anthropology
<u>ASTR 131</u>	The Solar System and Space Exploration *
<u>ASTR 132</u>	Stars, Galaxies and Cosmology *
<u>CHDV 143</u>	Mind and Brain in Developmental Context *
<u>FACS 112</u>	Current Topics in Nutritional Sciences *
<u>FACS 113</u>	Nutrition And Metabolism
<u>GEOG 111</u>	Elements Of Meteorology
<u>GEOG 113</u>	Climate
<u>GEOG 115</u>	Biogeography
<u>GEOG 116</u>	Global Climate Change
<u>GEOL 130</u>	Oceanography
<u>HIST/PHSC 107</u>	History of the Physical Sciences
<u>KINS 150</u>	Exercise and Sport Physiology
<u>NURS 168</u>	The Brain and Gender-Related Differences
<u>PHIL 125</u>	Philosophy Of Science
<u>WOMS 133</u>	Gender & Health

## **AREA C: THE ARTS AND HUMANITIES (6-18 UNITS)**

**C1: Arts** At least 3 units must be taken from Areas C1 (ARTS) and C2 (HUMANITIES)

*Lower Division*

<u>ART 1A</u>	Art in the Western World: From Stone Age to End of Middle Ages
<u>ART 1B</u>	Art in the Western World: From Renaissance to Baroque
<u>ART 1C</u>	Modern and Contemporary Art: Rococo to the Present
<u>ART 2</u>	History of Islamic Art
<u>ART 3A</u>	Traditional Asian Art
<u>ART 3B</u>	Modern and Contemporary Asian Art
<u>ART 5</u>	Native American Art
<u>ART 7</u>	Introduction to Art and Visual Culture
<u>ART 20A</u>	Beginning Drawing
<u>ART 22</u>	Beginning Painting
<u>ART 24</u>	Beginning Watercolor
<u>ART 70</u>	Form, Space Vision
<u>ART 74</u>	Beginning Jewelry
<u>ART 75</u>	Beginning Metalsmithing
<u>ART 86</u>	Clay Sculpture
<u>ART 88</u>	Beginning Sculpture
<u>GPHD 5</u>	Introduction to Graphic Design
<u>GPHD 20</u>	History Of Graphic Design
<u>INTD 15</u>	Introduction to Interior Design
<u>INTD 20</u>	Design
<u>MUSC 8</u>	Basic Music
<u>MUSC 9</u>	Music In World Cultures

<u>MUSC 10A</u>	Survey of Music Literature I
<u>MUSC 10B</u>	Survey of Music Literature II
<u>MUSC 18</u>	Music Appreciation
<u>PHOT 11</u>	Digital Imaging
<u>THEA 1</u>	Introduction To Theatre
<u>THEA 2</u>	History of the Theatre: Ancient to Renaissance
<u>THEA 3</u>	Theatre History After 1660
<u>THEA 5</u>	Aesthetics of Theatre and Film
<u>THEA 9</u>	Appreciation Of Acting
<i>Upper Division, * denotes Writing Intensive course, + denotes Race &amp; Ethnicity course</i>	
<u>ALS 151</u>	The Studio: Explorations in Arts and Letters
<u>ART 111</u>	Latin American and Latino Art History *
<u>ART 117A</u>	Art of India and Southeast Asia
<u>ART 117B</u>	Art of China and Japan
<u>ASIA/HIST 140</u>	Modern East Asian Cinema
<u>DNCE 130</u>	Appreciation and History of Dance
<u>DNCE 131</u>	Dance Cultures Of America +
<u>DNCE 132</u>	African-Caribbean Dance +
<u>ENGL 130M</u>	Art of Autobiography *
<u>ENGL 140M</u>	Modern British Drama, 1889-Present *
<u>ENGL 141A</u>	The Essential Shakespeare *
<u>ENGL 150J</u>	Twentieth Century American Drama
<u>ENGL 191A</u>	Masterpieces of the Cinema
<u>HRS 180</u>	The Film
<u>HRS 181</u>	Contemporary Issues in Film
<u>ITAL 104A</u>	Introduction to Italian Cinema I
<u>MUSC 118B</u>	American Popular Music: Jazz History
<u>MUSC 118C</u>	History of Rock Music
<u>MUSC 118D</u>	Hip-Hop in Urban America
<u>MUSC 119A</u>	World Music: Asia
<u>MUSC 119B</u>	World Music: Africa
<u>MUSC 119C</u>	World Music: Latin America
<u>MUSC 127</u>	The American Musical Theater *
<u>MUSC 129</u>	American Society and Its Music *
<u>PHIL 136</u>	Philosophy Of Art
<u>THEA 115A</u>	Multicultural Puppetry +
<u>THEA 140</u>	Black Drama in the African Diaspora
<u>THEA/WOMS 144</u>	Women and Theatre: Staging Diversity
<u>THEA 170</u>	African American Theatre and Culture
<u>THEA 173</u>	Contemporary Chicano/Latino Theatre: Themes & Performance 1965-Present
<u>THEA 174</u>	Multicultural Perspectives in American Theatre
<u>THEA 175</u>	Multicultural Perspectives in American Film
<u>WOMS 146</u>	Women In Art

**C2: Humanities** (select 3-9 units from the following two divisions)

*Lower Division*

<u>ANTH 13</u>	Magic, Witchcraft and Religion
<u>ANTH 16</u>	Comparative Early Civilizations
<u>CHIN 1B</u>	Elementary Mandarin
<u>DEAF 52</u>	American Sign Language 2
<u>ENGL 40A</u>	Introduction to British Literature I
<u>ENGL 40B</u>	Introduction to British Literature II
<u>ENGL 50A</u>	Introduction to American Literature I
<u>ENGL 50B</u>	Introduction to American Literature II
<u>ENGL 65</u>	Introduction to World Literatures in English
<u>ENGL 90A</u>	Modern Short Plays
<u>FREN 1B</u>	Elementary French
<u>FREN 2A</u>	Intermediate French
<u>GERM 1B</u>	Elementary German
<u>GOVT 10</u>	The Meaning of Government: An Introduction to Political Ideas
<u>HIST 4</u>	Survey of Early Western Civilization
<u>HIST 5</u>	Survey of Modern Western Civilization
<u>HIST 6</u>	Asian Civilizations
<u>HIST 7</u>	History of African Civilizations
<u>HIST 8</u>	History of Islamic Civilizations
<u>HIST 50</u>	World Civilizations, Beginnings-1600
<u>HIST 50H</u>	Honors World Civilizations I: Beginnings to 1600
<u>HIST 51</u>	World Civilizations, 1600-Present
<u>HIST 51H</u>	Honors World Civilizations II: 1600 to Present
<u>HRS 10</u>	Arts and Ideas of the West: Ancient to Medieval
<u>HRS 11</u>	Arts and Ideas of the West: Renaissance to Modern
<u>HRS 70</u>	Arts and Ideas of Asia: Ancient to Medieval
<u>HRS 71</u>	Arts and Ideas of Asia: Medieval to Modern
<u>ITAL 1B</u>	Elementary Italian
<u>JAPN 1B</u>	Elementary Japanese
<u>KORN 1B</u>	Elementary Korean 1B
<u>PHIL 2</u>	Ethics
<u>PHIL 6</u>	Introduction to Philosophy: Knowledge, World and Self
<u>PHIL 26</u>	History of Philosophy
<u>PHIL 27</u>	History of Early Modern Philosophy
<u>PUNJ 1B</u>	Elementary Punjabi
<u>RUSS 1B</u>	Elementary Russian
<u>SPAN 1B</u>	Elementary Spanish
<i>Upper Division, * denotes Writing Intensive course, + denotes Race &amp; Ethnicity course</i>	
<u>ANTH 121</u>	Archaeology of Mexico
<u>ANTH 134</u>	Japanese Culture and Society
<u>ANTH 166</u>	Rise of Religious Cults
<u>ANTH/HRS 170</u>	The Religious Landscape of the Sacramento Valley *
<u>CHDV 141</u>	History of Childhood: International and Interdisciplinary Perspectives

<u>CHIN 120</u>	Chinese Civilization
<u>ECON 112</u>	European Economic History
<u>EDUC 121</u>	Multicultural Children's Literature *+
<u>ENGL 165D</u>	Postcolonial Literature *
<u>ENGL 170H</u>	Introduction To Comedy *
<u>ENGL 170I</u>	Introduction To Tragedy *
<u>ENGL/ETHN 180A</u>	Forms of African-American Poetry *
<u>ENGL/ETHN 180B</u>	Forms of African-American Fiction *+
<u>ENGL 180H</u>	American Identities: In the Intersection of Race, Gender, & Ethnicity +
<u>ENGL 180J</u>	Jewish American Literature
<u>ENGL 180L</u>	Chicano Literature *
<u>ENGL 180M</u>	Asian American Literature *+
<u>ENGL 180Z</u>	Topics in Multi-Ethnic Literatures
<u>ENGL 185B</u>	Twentieth Century Fiction by Women *
<u>ETHN/WOMS 118</u>	Asian American Women
<u>ETHN 143</u>	American Indians, Film and Popular Culture
<u>ETHN 145</u>	Native Voice, Memory, and Biography *
<u>ETHN 150</u>	Native American Oral Tradition and Storytelling
<u>ETHN 171</u>	African Religions and Philosophies
<u>FREN 120</u>	French Civilization
<u>GERM 140</u>	Heroes, Dragons and Quests
<u>GERM 141</u>	German Mythology and Legend
<u>GERM 142</u>	German Folk Literature, Legend, and Lore
<u>GERM 143</u>	King Arthur and the Knights of the Round Table in Germany
<u>GERM 150</u>	German Civilization: Beginning to 16th Century
<u>GERM 151</u>	German Civilization: 17th Century to Present
<u>HIST 103</u>	Mediterranean Europe: From the Renaissance to the European Union
<u>HIST 105</u>	Great Ages and Issues in Modern European History *
<u>HIST 106</u>	Everyday Life and Society in Antiquity *
<u>HIST 110</u>	The Ancient Near East: A Cultural History
<u>HIST 111</u>	Ancient Greece
<u>HIST 112</u>	Ancient Rome
<u>HIST 113</u>	Early Medieval Europe
<u>HIST 122A</u>	History of Women in Western Civilization, Prehistory-Middle Ages *
<u>HIST 122B</u>	History of Women in Western Civilization, Renaissance-Present *
<u>HIST/HRS 126</u>	Evolution of Christianity to the Reformation
<u>HIST/HRS 127</u>	Evolution of Christianity Since the Reformation
<u>HIST 129A</u>	Medieval Russia
<u>HIST 135A</u>	History Of Mexico To 1910
<u>HIST 135A</u>	History Of Mexico To 1910
<u>HIST 142</u>	History of Women in Africa
<u>HIST 143A</u>	Middle Eastern History to 1800
<u>HIST 146A</u>	Cultural History of Japan to 1800
<u>HIST 146C</u>	The History of Manga
<u>HIST/HRS 147</u>	History of Buddhism

<u>HIST 148A</u>	China: Antiquity to 1600 AD
<u>HIST/HRS 168</u>	Images Of America *+
<u>HIST/HRS 169</u>	Hollywood and America
<u>HIST 170</u>	History of Religion in the United States
<u>HRS 113</u>	The Culture of Classical Greece
<u>HRS 114</u>	The Culture of Classical Rome
<u>HRS 117</u>	Paganism in the Roman World
<u>HRS 119</u>	Classical Mythology
<u>HRS 120</u>	Reason and Revelation: The Origins of Western Culture *
<u>HRS 121</u>	Introduction to the Hebrew Bible/Old Testament
<u>HRS 122</u>	Introduction to the New Testament
<u>HRS 131</u>	Medieval Culture
<u>HRS 132</u>	Renaissance *
<u>HRS 134</u>	Baroque and the Enlightenment
<u>HRS 135</u>	Romanticism and Revolution
<u>HRS 136</u>	Birth Of The Modern
<u>HRS 137</u>	Global Crossings: Art and Culture 1945 to Present
<u>HRS 140</u>	Exploring World Religions *
<u>HRS 141</u>	Introduction To Judaism
<u>HRS 142</u>	Introduction to Christianity
<u>HRS 144</u>	Introduction To Islam
<u>HRS 145</u>	Introduction to Islamic Cultures
<u>HRS 148</u>	African Arts and Cultures
<u>HRS 151</u>	World Mythology
<u>HRS 152</u>	Great Mystics of the World
<u>HRS 154</u>	Food, Farming, and the Sacred
<u>HRS 155</u>	Spirit and Nature
<u>HRS 161</u>	Multicultural America +
<u>HRS 162</u>	American Space and Identity
<u>HRS 171</u>	Introduction to the East Asian World
<u>HRS 172</u>	The Classical Culture of China
<u>HRS 173</u>	Chinese Philosophy and Religion
<u>HRS 174</u>	Modern Japanese Literature and Culture
<u>HRS 175</u>	Zen Buddhism and Daoism
<u>HRS 178</u>	Religions of India
<u>HRS 178A</u>	Religions of India I: The Formative Period
<u>HRS 179A</u>	The Hindu Year: Fall
<u>HRS 179B</u>	The Hindu Year: Spring
<u>HRS 183</u>	World Religions and Cultures in Cinema
<u>HRS 188</u>	Fantasy and Romance
<u>ITAL 130</u>	Italian Civilization: The Dialogue Form -Origins and European Context
<u>KINS 118A</u>	Martial Arts: Karate +
<u>KINS 118B</u>	Martial Arts: Tae Kwon Do +
<u>KINS 118C</u>	Martial Arts: Tai Chi +
<u>PHIL 102</u>	Professional and Public Service Ethics



<u>PHIL 112</u>	History Of Ethics *
<u>PHIL 115</u>	Philosophy In Literature *
<u>PHIL 117</u>	Existentialism *
<u>PHIL 122</u>	Political Philosophy
<u>PHIL 131</u>	Philosophy Of Religion
<u>PHIL 145A</u>	Chinese Philosophy *
<u>PHIL 145B</u>	Philosophies Of India *
<u>RUSS 120</u>	Russian Civilization
<u>SOC 135</u>	Sociology of Popular Culture
<u>SOC 160</u>	Asian Societies
<u>SOC 162</u>	Middle Eastern Societies and Culture
<u>WOMS 121</u>	Women Of The Middle East
<u>WOMS 145</u>	Feminism and the Spirit

### **AREA D: THE INDIVIDUAL AND SOCIETY (12 UNITS)**

Minimum of three disciplines (e.g. ANTH, ECON, ETHN, FACS, GOVT, HIST, RPTA, etc.) must be taken in Area D. The American Institutions graduation requirement may be satisfied in Area D with 3 units of US history courses and 3 units of US Constitution and CA government courses (see Graduation Requirements: American Institutions).

*Lower Division*, (select 12 units from the following two divisions)

<u>ANTH 2</u>	Introduction to Cultural Anthropology
<u>ANTH 3</u>	Introduction to Archaeology
<u>CRJ 1</u>	Introduction to Criminal Justice and Society
<u>DEAF 60</u>	Introduction to Deaf Studies
<u>ECON 1A</u>	Introduction to Macroeconomic Analysis
<u>ECON 1B</u>	Introduction to Microeconomic Analysis
<u>ETHN 10</u>	Africa: Myths and Realities
<u>ETHN 11</u>	Introduction to Ethnic Studies +
<u>ETHN 11H</u>	Introduction to Ethnic Studies (Honors) +
<u>ETHN 14</u>	Introduction to Asian American Studies
<u>ETHN 30</u>	Introduction to Chicano/Latino Studies +
<u>ETHN 53</u>	Introduction to Native American Studies
<u>ETHN 70</u>	Introduction to Pan African Studies
<u>FACS 30</u>	<u>Fashion and Human Environment</u>
<u>FACS 50</u>	The Family and Social Issues +
<u>GEOG 2</u>	Cultural Geography
<u>GOVT 1</u>	Essentials Of Government
<u>GOVT 35</u>	World Politics
<u>HIST 15H</u>	Major Problems in U.S. History +
<u>HIST 17A</u>	United States History, 1607-1877 +
<u>HIST 17B</u>	United States History, 1877-Present +
<u>NURS 10</u>	Health Care: Issues and Delivery Systems
<u>PSYC 2</u>	Introductory Psychology
<u>RPTA 33</u>	Race, Class Gender and Leisure
<u>SOC 1</u>	Principles of Sociology
<u>SOC 10</u>	Issues in Crime and Social Control
<u>WOMS 50</u>	Introduction to Gender Sexuality

*Upper Division*, \* denotes Writing Intensive course, + denotes Race & Ethnicity course

<u>ANTH 101</u>	Cultural Diversity +
<u>ANTH 102</u>	The Nature of Culture *
<u>ANTH 143</u>	Culture and Society in Mexico
<u>ANTH 147</u>	Peoples of Southeast Asia
<u>ANTH 149</u>	Cultures of South Asia
<u>ANTH 183</u>	Women Cross-Culturally
<u>ANTH 186</u>	Culture and Poverty *+
<u>CHDV 145</u>	Controversial Issues in Childhood Development, Education, and Social Policy+
<u>COMS 152</u>	Freedom Of Speech
<u>CRJ 111</u>	Women and the Criminal Justice System
<u>CRJ 112</u>	Gangs and Threat Groups in America
<u>CRJ 114</u>	Sexual Offenses and Offenders
<u>CRJ 115</u>	Violence and Terrorism
<u>CRJ 116</u>	Restorative Justice and Conflict Resolution
<u>CRJ 117</u>	American Criminal Justice and Minority Groups +
<u>CRJ 118</u>	Drug Abuse and Criminal Behavior
<u>ECON 181</u>	Economics of Racism +
<u>EDUC 160</u>	Urban Education *+
<u>EDUC 165</u>	<u>Sex Role Stereotyping in American Education *+</u>
<u>ENGR 105</u>	Sustainable Design and Construction
<u>ENVS/HIST 165</u>	American Environmental History
<u>ETHN 100</u>	Ethnic America *+
<u>ETHN 110</u>	The Asian American Experience
<u>ETHN 112</u>	Contemporary Asian American Issues
<u>ETHN 113</u>	Asian American Communities
<u>ETHN 114</u>	Asian Americans and Globalization
<u>ETHN 116</u>	Asian American Politics and Public Policy
<u>ETHN 122</u>	Sikh Americans and Globalization
<u>ETHN 130</u>	Chicano/Mexican-American Experience
<u>ETHN 131</u>	La Raza Studies +
<u>ETHN 136</u>	US Mexican Border Relations
<u>ETHN 137</u>	Race and Ethnicity in Latin America and Caribbean
<u>ETHN 140</u>	Native American Experience
<u>ETHN/GOVT 141</u>	Politics of the African Diaspora +
<u>ETHN 142</u>	Native American Tribal Governments
<u>ETHN 155</u>	Genocide and Holocaust Studies
<u>ETHN 170</u>	Pan African Studies
<u>GEOG 145</u>	Population Geography
<u>GEOL 140</u>	Geology and the Environment *
<u>GERO 100</u>	Aging Issues in Contemporary America
<u>GOVT 113</u>	American Political Thought
<u>GOVT/JOUR 134</u>	War, Peace and the Mass Media
<u>GOVT 142</u>	Government and Politics in Africa
<u>GOVT 143</u>	Causes of War, Causes of Peace

<u>GOVT 144</u>	Government and Politics in Europe
<u>GOVT 147</u>	Latin American Government and Politics
<u>GOVT 148</u>	Governments and Politics in the Middle East
<u>GOVT 150</u>	American Governments
<u>GOVT 163</u>	Introduction to Black Politics in the US +
<u>GOVT 165</u>	Politics of the Underrepresented *+
<u>GOVT 169A</u>	Science, Technology, and Politics
<u>GOVT 180</u>	California State and Local Government
<u>HIST 102A</u>	<u>Culture and Language in Modern Greece, 1821-1909</u>
<u>HIST 102B</u>	<u>Culture and Language in Modern Greece, 1909-Present</u>
<u>HIST 119</u>	Europe Since 1945
<u>HIST 130</u>	The Fall Of Communism
<u>HIST 135B</u>	Revolutionary and Modern Mexico
<u>HIST 138A</u>	Colonial Latin America *
<u>HIST 138B</u>	Modern and Contemporary Latin America *
<u>HIST 141</u>	History of Africa Since 1800
<u>HIST 143B</u>	The Modern Middle East
<u>HIST 146B</u>	Modern Japan, 1800-present
<u>HIST 148B</u>	China, 1600 to Present
<u>HIST 159</u>	History of US Foreign Relations
<u>HIST 161</u>	The American Vision
<u>HIST 162</u>	Social History of the United States
<u>HIST 167</u>	History of American Women
<u>HIST 173</u>	The History of the Civil Rights Movement: From Reconstruction to Deconstruction, 1865-Present +
<u>HIST 175</u>	Sex, Population, and Birth Control in America
<u>HIST 177</u>	The African-American Experience, 1603-Present +
<u>HLSC 114</u>	Human Ecology and Health
<u>HRS 185</u>	Women in Film and American Culture
<u>INTD 125</u>	Urban Design and Society
<u>JOUR 172</u>	Women in the Mass Media
<u>LBRS 100/SOC 176</u>	Labor and the American Social Structure *
<u>MGMT 117</u>	Business, Ethics and Society *
<u>PHIL 101</u>	Ethics and Social Issues *
<u>PHIL 103</u>	Business and Computer Ethics
<u>PHIL 104</u>	Bioethics
<u>PHIL 105</u>	Science and Human Values *
<u>SOC 106</u>	Births, Deaths and Borders
<u>SOC 118</u>	Chicano Community +
<u>SOC 120</u>	Ethnic and Race Relations +
<u>SOC 126</u>	<u>Sociology of Gender</u>
<u>SOC 139</u>	Animals in Society
<u>SOC 155</u>	Criminology
<u>SOC 156</u>	Delinquency
<u>SOC 163</u>	Conflict, Oil and Development in the Middle East

<u>SOC 164</u>	Sociology of Globalization
<u>SWRK 102</u>	Crosscultural Theory and Practice: Issues of Race, Gender & Class +
<u>SWRK 126</u>	Theories of Criminal Behavior *
<u>SWRK 134</u>	Crimes Without Victims
<u>SWRK 136</u>	Poverty and Homelessness in America
<u>SWRK 150</u>	Welfare In America
<u>SWRK 151</u>	Health Services and Systems
<u>SWRK 191</u>	Exploration of Veteran Studies: An Ethnographic Approach *
<u>WOMS 110</u>	Introduction to the Women's Movement in Contemporary Society
<u>WOMS 115</u>	Introduction to Women's Studies
<u>WOMS 120</u>	<u>Mother Woman Person</u>
<u>WOMS 136</u>	Gender, Race, and Class *+
<u>WOMS 137</u>	Women Of Color +
<u>WOMS 138</u>	Women and Work *
<u>WOMS 139</u>	Violence Against Women

### **AREA E: UNDERSTANDING PERSONAL DEVELOPMENT (3 UNITS)**

Only a single one-unit KINS activity course may be applied to this area. A one-unit KINS course cannot be combined with a two-unit DNCE course to meet this requirement. KINS 99 may be taken concurrently with any 1 unit KINS activity course for a total of 3 units of Area E GE credit.

*Lower Division, (select (1) of the following) – 3 units*

<u>ALS 21</u>	First Year Seminar: Becoming an Educated Person
<u>ANTH 21</u>	Freshman Seminar: Becoming an Educated Person
<u>EDUC 21</u>	First Year Seminar: Becoming an Educated Person
<u>CHDV 30</u>	Human Development
<u>CHDV 35</u>	Child and Adolescent Development
<u>COMS 21</u>	First Year Seminar: Becoming an Educated Person
<u>CRJ 21</u>	First Year Seminar: Becoming an Educated Person
<u>CSAD 21</u>	First Year Seminar: Becoming an Educated Person
<u>CSC 21</u>	First Year Seminar: Becoming an Educated Person
<u>ENGL 21</u>	First Year Seminar: Becoming an Educated Person
<u>ENVS 21</u>	First Year Seminar: Becoming an Educated Person
<u>ETHN 21</u>	First Year Seminar: Becoming an Educated Person
<u>FACS 10</u>	Nutrition And Wellness
<u>FACS 52</u>	The Child In The Family
<u>GERO 21</u>	First Year Seminar: Becoming an Educated Person
<u>GNST 21</u>	First Year Seminar: Becoming an Educated Person
<u>HIST 21</u>	First Year Seminar: Becoming an Educated Person
<u>HLSC 50</u>	Healthy Lifestyles
<u>HONR 1</u>	First Year Seminar: Education, Self-Examination, and Living
<u>HRS 21</u>	First Year Seminar: Becoming an Educated Person
<u>ID 21</u>	First Year Seminar: Becoming an Educated Person
<u>KINS 21</u>	First Year Seminar: Becoming an Educated Person
<u>MGMT 21</u>	First Year Seminar: Becoming an Educated Person
<u>MUSC 21</u>	First Year Seminar: Becoming an Educated Person
<u>NSM 21</u>	First Year Seminar: Becoming an Educated Person
<u>PHIL 21</u>	First Year Seminar: Becoming an Educated Person

<u>PHOT 20</u>	The Photographic Self
<u>RPTA 21</u>	First Year Seminar: Becoming an Educated Person
<u>RPTA 32</u>	Leadership and Group Development
<u>RPTA 34</u>	The Outdoor Recreation Experience
<u>WLL 21</u>	First Year Seminar: Becoming an Educated Person

### **Additional Graduation Requirements**

The 48-unit General Education requirement does not include the following two graduation requirements:

- Second semester composition (ENGL 20, ENGL 20M or an approved equivalent) must be completed with a grade of C- or better.
- Foreign language graduation requirement may be met by successfully completing appropriate coursework or passing proficiency exams. With a grade of “C-“ or better, the following second semester or equivalent college-level language courses may satisfy both GE Area C2 units and the Foreign Language Requirement:

<u>CHIN 1B</u>	Elementary Mandarin	5
<u>DEAF 52</u>	American Sign Language 2	3
<u>FREN 1B</u>	Elementary French	4
<u>FREN 2A</u>	Intermediate French	4
<u>GERM 1B</u>	Elementary German	4
<u>ITAL 1B</u>	Elementary Italian	4
<u>JAPN 1B</u>	Elementary Japanese	5
<u>KORN 1B</u>	Elementary Korean 1B	5
<u>PUNJ 1B</u>	Elementary Punjabi	4
<u>RUSS 1B</u>	Elementary Russian	5
<u>SPAN 1B</u>	Elementary Spanish	4
<u>SPAN 7</u>	Spanish Reading Proficiency (does not cover C2 area)	3

### **American Institutions**

This requirement may be fulfilled by completing one Government and one US History course from the following list. The courses below also satisfy Area D units. In addition, students have the option of taking challenges in US History, US Constitution and California State and Local Government.

<u>ANTH 101</u>	Cultural Diversity +	3
<u>HIST 15H</u>	Major Problems in U.S. History +	3
<u>HIST 17A</u>	United States History, 1607-1877 +	3
<u>HIST 17B</u>	United States History, 1877-Present +	3
<u>HIST 159</u>	History of US Foreign Relations	3
<u>HIST 161</u>	The American Vision	3
<u>HIST 162</u>	Social History of the United States	3
<u>HIST 167</u>	History of American Women	3
<u>HIST 177</u>	The African-American Experience, 1603-Present +	3

+ denotes Race & Ethnicity course

### **US Constitution and CA Government**

<u>GOVT 1</u>	Essentials Of Government	3
<u>GOVT 113</u>	American Political Thought	3
<u>GOVT 150</u>	American Governments	3

## General Education/Graduation Requirements Checklist

General Education requirements cover a breadth of areas spanning A. Basic Subjects, B. Physical Universe & Its Life Forms, C. Arts & Humanities, D. The Individual and Society, and E. Understanding Personal Development.		Units
<b>General Education Requirements: (9 units must be taken at Sacramento State)</b>		<b>48</b>
Lower Division: A total of 39 units of General Education Courses must be taken at the lower-division level (courses numbered 1-99) covering Areas A, B, C, D, and E.		39
Upper Division: A total of 9 units of General Education Courses must be taken at the upper-division level (courses numbered 100-199) from Areas B, C, D, or E. These units should be completed within the total unit requirements for Areas B, C, D, or E.		9
<b>GE Area A.</b>	<b>Basic Subjects</b>	<b>9</b>
A1.	Oral Communication "C- or better required"	3
A2.	Written Communication "C- or better required"	3
A3.	Critical Thinking "C- or better required"	3
<b>GE Area B.</b>	<b>Physical Universe &amp; Its Life Forms</b>	<b>12</b>
B1.	Physical Science	3
B2.	Life Forms	3
B3.	Lab <b>NOTE:</b> Lab experience to be taken with one of the following: B1, B2 or B5.	
B4.	Math Concepts "C- or better required"	3
B5.	Additional Course (Any B to reach 12 units) <b>Note:</b> Possible upper-division course to complete Area & upper-division requirements	3
<b>GE Area C.</b>	<b>Arts &amp; Humanities</b>	<b>12</b>
C1.	Arts	3
C2.	Humanities	3
C1/C2.	Any Area C Course <b>***Note:</b> recommended (if needed): 6 units of the Foreign Language requirement in C2 which double-counts for the Foreign Language proficiency requirement.	3
C1/C2.	Any Area C Course <b>Note:</b> Possible upper-division course to complete Area & upper-division requirements	3
<b>GE Area D.</b>	<b>The Individual &amp; Society</b> <i>*Minimum of three disciplines (e.g. ANTH, ECON, ETHN, GOVT, HIST, RPTA, etc.) must be taken in Area D.</i>	<b>12</b>
D.	Any Area D Course	3
D.	Any Area D Course <b>Note:</b> Possible upper-division course to complete Area & upper-division requirements.	3
D.	Any Area D Course <b>*Note:</b> Recommend a U.S. History course which double-counts for the American Institutions Graduation Requirement.	3
D.	Any Area D Course <b>**Note:</b> Recommend a U.S. Constitution and CA Government course which double-counts for the American Institutions Graduation Requirement.	3
<b>GE Area E.</b>	<b>Understanding Personal Development</b>	<b>3</b>
E.	Any Area E course	3

### GENERAL EDUCATION POLICIES

- All upper division GE courses require at least second semester sophomore standing (45 units) and completion of all GE Area A courses as prerequisites.
- At least 9 units must be chosen from upper division GE courses (100-199) and at least 9 units must be taken in residence at Sacramento State (these units may overlap).
- Each course taken to satisfy the Area A Basic Subjects and Area B4 Quantitative Reasoning must be completed with a grade of "C-" or higher.
- A 2.0 cumulative GPA is required in General Education.

