



*West Los Angeles College*  
*Intercollegiate Athletics*



*2017 – 2018*

***STUDENT-ATHLETE HANDBOOK***

**Welcome to  
West Los Angeles College Athletics Division**

We are pleased that you have chosen West Los Angeles College for your collegiate education and athletic career. The West LA Athletic Department is made up of coaches and staff who assist you in your efforts to succeed in academics and athletics.

The West Los Angeles College Student-Athlete Handbook provides the guideline that all student-athletes must follow. We ask you to become familiar with the guidelines in the handbook so that you can be successful during your time at West.

When you transfer from West, you will be prepared to take on the challenges of academic programs and competitive athletics at a four-year university, or enter into the workforce.

Sincerely,

Dr. Ricardo Hooper  
Athletic Director/Kinesiology Chair

## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>5</b>
Mission Statement .....	5
Department Phone List .....	6
Academic & Athletic Success .....	7
Important Dates to Be Aware of During the School Year .....	7
<b>Section I – Student Athlete Code of Conduct</b> .....	<b>8</b>
Academic Responsibilities .....	8
Citizen Responsibilities .....	8
Sexual Harassment Policy .....	9
Decorum Policy .....	9
Training & Conditioning Policy .....	10
Travel Expectations .....	10
<b>Section II – Admissions &amp; Records Eligibility</b> .....	<b>10-11</b>
Residency .....	11
Fees & Holds .....	12
<b>Section III – Financial Aid Types of Aid</b> .....	<b>12</b>
Financial Aid .....	12
Eligibility Requirements .....	12
Types of Aid Scholarships .....	12
Federal Work Study .....	13
Federal Pell Grants .....	13
Federal Supplemental Educational Opportunity Grants (FSEOG) .....	13
EOPS Book Voucher .....	13
Care .....	13
CalWorks .....	14
Direct Federal Stafford Loans .....	14
Satisfactory Academic Progress .....	14
<b>Section IV – Athletic Counseling &amp; Athletic Resources</b> .....	<b>15</b>

Athletic Counselor .....	15
New Student-Athlete Orientation.....	15
Educational Plan .....	15
Student Educational Plan (SEP) .....	15
Eligibility for Second Season .....	15
Progress Reports.....	15
Eligibility During the Season .....	16
Study Hall/Tutoring .....	16
NCAA DIVISION I & II Transfers .....	17
Qualifier/Non-Qualifier .....	17
40-60-80% Rule .....	17
4-2-4 Transfers.....	18
Extended Opportunity Programs & Services (EOPS) .....	18
Disabled Student Programs & Services (DSPS) .....	18
<b>Section V – Certified Athletic Training .....</b>	<b>19</b>
Pre-Participation Health Screening .....	19
Other Forms .....	19
Medical Care .....	19
Insurance .....	20
Athletic Trainers/ Training Facility .....	20
Policies/Rules .....	20
<b>Section VI – Westpy Awards.....</b>	<b>20</b>
<b>Section VII – Student Athlete Contract .....</b>	<b>21</b>
Student Athlete Handbook Acknowledgement Statement .....	21

## **INTRODUCTION**

This handbook has been designed to assist West Los Angeles College (West) Student-Athletes with the transition to becoming and continuing as a member of the West family. There are numerous policies and procedures that must be followed within the California Community College Athletic Association (CCCAA), Department of Intercollegiate Athletics (Athletics) to retain your academic and athletic eligibility.

This guide will help with the information on items such as, eligibility, financial aid, athletic training, academic advisement and much more. The handbook contains information that changes regularly and other information that is constant. This makes for an excellent resource for the student-athlete to get the most up-to-date information regarding all aspects of the collegiate experience. It is a privilege to represent and compete for West Los Angeles College. Please take time to familiarize yourself with the information to help you make the most efficient use of your time and resources. As you read the handbook, should you see an area that needs more explanation, please contact one of the athletic staff members.

### **West Los Angeles College Athletics Mission Statement**

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

1. Physical activities, which have meaning and significance for the individual, thereby providing an interest in long-term participation.
2. Physical activities that provide measurable physiological outcomes for the participant.
3. Opportunities for the participants to contribute successfully in a community environment. This ability to function and live well as a member of an organized society is a valuable quality.
4. These activities should promote opportunity to find personal success, leadership and responsibility as an individual within a group. We must learn to evaluate and to accept only those things, which seem to be of most value. However, value changes with new knowledge. It is our mission to keep up with the changes, evaluate the value and adjust accordingly.

## ATHLETIC DEPARTMENT COACH & STAFF DIRECTORY

### Vice President of Student Services

Dr. Roberto Gonzalez.....(310) 287-4248

### Athletic Director

Dr. Ricardo Hooper ..... (310) 287-4273

### Athletic Secretary

Jo-Ann Haywood ..... (310) 287-4578

### Athletic Counselor

Lily Mozafari ..... (310) 287-4273

### Athletic Trainers

Victor Pulido ..... (310) 287-4456

Allison Castillo

### Women's Equipment Coordinator

Zulma Mena ..... (310) 287-4281

### Men's Equipment Coordinator

Richard Johnson ..... (310) 287-4498

### Fall Sports

#### Men's Basketball

Anthony Jones ..... (310) 287-4555

#### Women's Basketball

Twan Herron .....(310) 287-4591

#### Cross Country, Men & Women

Dan Fitzpatrick ..... (310) 287-4587

#### Football

Marguet Miller ..... (310) 287-4453

#### Soccer

Robert Looyen ..... (310) 287-4293

#### Volleyball

John Anselmo ..... (310) 287-4553

### Spring Sports

#### Baseball

Murphy Su'a ..... (310) 287-4536

#### Track & Field, Men/Women

Dan Fitzpatrick ..... (310) 287-4587

#### Softball

Jesse Steinburg ..... (310) 287-4282

A college degree has a direct impact on a person's quality of life. According to a study conducted by The College Board, the average lifetime earnings of bachelor's degree recipients are 65 percent higher than those of high school graduates. Access to a college education is a great benefit to student-athletes as well. A study conducted by the NCAA states, college student-athletes graduate at rates higher than college students in general.

## ACADEMIC & ATHLETIC SUCCESS

### *Successful Student-Athletes:*

- ♣ Are prompt and on time
- ♣ Attend class and complete assignments on time
- ♣ Study and read required material
- ♣ Get to know their professors
- ♣ Participate in class activities and discussions
- ♣ Are not afraid to ask questions
- ♣ Sit in the front of the classroom Expected Behavior: C-D-C = "Choices, Decisions, Consequences"
- ♣ Make wise decisions
- ♣ Be Responsible
- ♣ Treat people the way you want to be treated
- ♣ Respect students and staff
- ♣ Respect locker rooms, equipment, vans & buses
- ♣ Transfer should be your #1 goal
- ♣ "Education will be your liberation!"
- ♣ **A Bachelor's Degree is worth more than \$2.26 million dollars over 40 years!**

### IMPORTANT DATES TO BE AWARE OF DURING THE SCHOOL YEAR:

*\* Some dates are approximate and are announced during the previous school year. You should confirm dates in advance. \* Check catalog for exact dates\**

#### Fall and Spring Dates

- |  |  |
|--|--|
| ♣ <b>New Student-Athlete Fall/Spring Orientation</b> | August/February                                |
| ♣ <b>Fall Registration</b>                           | May/June                                       |
| ♣ <b>Spring Registration</b>                         | November/December                              |
| ♣ <b>Classes Begin</b>                               | <b>Fall:</b> August <b>Spring:</b> February    |
| ♣ <b>Finals Begin</b>                                | <b>Fall:</b> December <b>Spring:</b> June      |
| ♣ <b>Last Day to/for</b>                             |  |
| ○ <b>Prerequisite Clearance</b>                      | <b>Fall:</b> August <b>Spring:</b> January     |
| ○ <b>Drop Classes no "W"</b>                         | <b>Fall:</b> September <b>Spring:</b> February |
| ○ <b>Graduation Petition</b>                         | Check College Catalog                          |
| ♣ <b>UC Applications Open</b>                        | August 1 <sup>st</sup>                         |
| ♣ <b>CSU Applications Open</b>                       | October 1 <sup>st</sup>                        |
| ♣ <b>UC/CSU Application Deadline</b>                 | November 30 <sup>th</sup>                      |

## **Section I – West Los Angeles College Student Athlete Code of Conduct**

*Students who represent West Los Angeles College in athletic competition are expected to:*

- ♣ Understand that participation in intercollegiate athletics is a privilege, not a right.
- ♣ Demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on campus, in the classroom, and in the community.
- ♣ Attend classes regularly.
- ♣ Develop & follow an academic plan to obtain a certificate, an AA degree, or attain transfer status.
- ♣ Demonstrate and understand that participation in athletics is contingent upon adherence to all California Community College Athletic Association (CCCAA), WSC, Southern California Football Alliance and West Los Angeles College rules and regulations.
- ♣ Acknowledge that compliance with the student-athlete code of conduct is required for participation in athletics at West Los Angeles College.
- ♣ Acknowledge that any violation of the code will result in appropriate discipline as determined by the head coach and athletic director. Academic Responsibilities, a priority for the athletic department is to wholeheartedly support and augment every effort that will foster intellectual development and academic progress for student-athletes. While West Los Angeles College provides a variety of services, the ultimate responsibility for success rests upon the shoulders of the student-athlete.

### **Academic Responsibilities**

- ♣ Set a primary goal of obtaining a certificate, an AA degree, or attaining transfer status in a timely fashion to better ensure academic and athletic eligibility in a 4-year institution.
- ♣ Seek assistance from the instructor and/or athletic academic support services before and/or when academic difficulties occur.
- ♣ Attend and be prepared for every class, except for excused absences.
- ♣ Attend study hall, tutoring, and counseling sessions as required when academic deficiencies are identified.
- ♣ Meet at least twice each semester with the athletic counselor.
- ♣ Adhere to the West Los Angeles College policy regarding academic integrity and honesty.
- ♣ Maintain minimum course hour requirements (12 units during season /9 academic units).
- ♣ Maintain an academic load that will ensure second season eligibility (pass 12 units with at least a 2.0 cumulative GPA).

### **Citizen Responsibilities**

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

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

## **Sexual Harassment Policy**

Sexual harassment in any form is a violation of this code of conduct. Sexual harassment is defined as an action intended, either explicitly or implied, to coerce another into sexual relations. It is also the creation of an intimidating, hostile, or offensive situation through verbal or physical conduct of a sexual nature. Either men or women can be the subjects of sexual harassment. If you believe you are the victim of sexual harassment by someone in the West Los Angeles College community, you should talk to your coach, the athletic director, or the athletic counselor to determine what options are available to you.

## **Decorum Policy**

Our student-athletes are ambassadors for West Los Angeles College and enjoy certain privileges with such status. They also bear the responsibility of behaving with dignity and sportsmanship. Student-athletes will conduct themselves with honesty and good sportsmanship during games and competition. Behavior must always reflect the high standards of honor and dignity that should characterize participation in competitive sports.

Student-athletes will conduct themselves in a manner reflecting positively on the reputation of West Los Angeles College both on and off the “field of play” and when traveling and participating at other institutions. Our objective is for the student athletes to always maintain an attitude of respect toward opponents.

CONDITIONS FOR CONTESTS 4.2.1 The use of any form of tobacco, alcohol, and/or other controlled substances by any participant (student, faculty, staff, or official) during California community college-sponsored athletic activities is prohibited. Enforcement is the responsibility of the individual college. (See Bylaw 4.3 & 4.6.)

DECORUM 4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply: A. PARTICIPANT – is a player, coach, team member, team attendant, official, or college staff member. B. DISQUALIFICATION – is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but is covered by the rules of the sport. C. EJECTION – is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior. 1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the Conference Commissioner to determine if the ejection is a “strike” and covered by this policy. 2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the Conference Commissioner. 3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC. 4. Determination of whether or not an ejection is a “strike” may only be appealed to the Conference Appeals Board. A decision by the Conference Appeals Board is final. D. VERBAL OR ABUSIVE BEHAVIOR – is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection. E. PHYSICAL ABUSE – is defined as any physical act that results in ejection. F. EVENT – is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

## **Training and Conditioning Policy**

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

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

Student-athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs, and other intoxicants.

## **Travel Expectations**

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

All student-athletes should travel to and from all away contests with transportation provided by West Los Angeles College. If it is necessary for you to drive your own vehicle to an away contest, you must first sign release forms which your head coach can supply you with. If you must drive you CANNOT drive other teammates with you whether they sign a release form or not. These forms must be turned into the athletic director prior to departure. Student-athletes may be released upon approval by the head coach to their parent(s) or guardians only for return travel from an away contest. No exceptions (brothers, uncles, etc. are not parents).

## **Section II – Admissions & Records Eligibility**

### **Eligibility**

To compete as a Student-Athlete at West Los Angeles College, a student must meet all CCCAA requirements, including, but not limited to:

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

Admissions & Records evaluates degree and certificate petitions (students must submit degree/certificate petition requests) to Admissions - deadlines are published on our website and in the West Los Angeles College catalog (student transferring to other colleges may not be granted scholarship if degree is not posted to West

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

### ***Transcript Request/Evaluation***

Once all official transcripts are on file, it is the students responsibility to request an evaluation of official transcripts from other colleges/universities through the admission and records office. Only upon receipt of **all official transcripts** may an evaluation may be requested.

## **Residency**

To establish California Residency, all students must complete a Residency Reclassification Petition (please go to the Admissions Office to obtain this petition). In addition, West Los Angeles College requires 3 separate documents to confirm residency. All documents must contain the student's name and California address (no P.O. Box). At least one document must be dated one year, one day prior to semester start. Please contact the Admissions and Records office for specific dates. Acceptable documentation includes but is not limited to:

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

- ♣ California W-2 with date sensitive paystub
- ♣ Other (please describe): \* All documents are subject to date requirements and these specific ones may not apply to all students. Please contact the Admission & Records Office (310) 287-4387 if you have any questions

## **Fees and Holds**

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

- ♣ **Registration Fees include:** Enrollment, Health, A.S.O.
- ♣ **Holds include:** Unpaid Enrollment Fees, Parking, Library, Athletic, Lab, Equipment, Financial Aid, Health Center, etc.

## **Section III – Financial Aid Types of Aid**

### **Financial aid**

Financial assistance is a resource designed to supplement the cost of education, and is not intended to be used as a student's sole means of income. The types and amounts of aid West Los Angeles College awards or recommends are subject to availability of funds, enrollment status, college and financial need. Scholarship applications are available online each December with a February deadline. FAFSA applications are available online at <http://www.fafsa.ed.gov/>.

**Eligibility Requirements** There are several requirements that must be met before a student is considered eligible for financial aid. The student must:

- ♣ Have financial need
- ♣ Be a U.S. citizen or eligible non- citizen
- ♣ Not be in default on a Perkins loan, National Direct student loan, Stafford loan, guaranteed student loan, plus loan, or supplemental loan for students (SLS)
- ♣ Not owe a refund on a Pell grant or supplemental educational opportunity grant
- ♣ Be making satisfactory progress (financial aid and academic)
- ♣ Agree to use any federal student aid received solely for educational purposes
- ♣ Have not completed a BA/BS degree
- ♣ Have a high school diploma, GED or proficiency certificate

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

### **Types of Aid Scholarships**

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

foundations fund scholarships. Private scholarships are derived from a variety of organizations that provide scholarship opportunities to students.

Please contact the scholarship coordinator in the Financial Aid Office for more information or visit our website. Board of Governor's Fee Waiver (BOGW) The BOGW waives enrollment fees to qualifying students who are California residents. To qualify, complete the FAFSA or paper application. A prior year tax transcript is required for any paper application. Some Fee Waivers may require you to pay the Health Center Fee and Student Body Center Building and Operating Fee yourself.

## **Federal Work Study**

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

## **Federal Pell Grants**

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

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

The Financial Aid Office awards these grants to undergraduate students who have exceptional financial need, with priority given to Pell Grant recipients. Unlike Pell Grants, there's no guarantee every eligible student will receive one. In addition, funds are limited. These grants don't need to be paid back. Cal Grants are awarded to California residents for demonstrated financial need and academic achievement as measured by a GPA to undergraduate students who haven't already earned a bachelor's degree or professional degree. Cal Grants don't need to be repaid. They can be used for tuition, fees, and living expenses. Contact the California Student Aid Commission at 1-888-224-7268 or visit their web site at [www.csac.ca.gov](http://www.csac.ca.gov) for more information regarding deadlines and availability of funds. You must complete a FAFSA by March 2nd of each year to determine your eligibility.

## **EOPS Book Voucher**

The EOPS Book Voucher is offered to full time California residents who qualify financially and educationally for the EOPS Program. The EOPS Grant is contingent on the availability of funds. These grants don't need to be paid back. Contact the EOPS Office at (310)287-4317, for more information.

## **CARE**

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

## Cal WORKS

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

## Direct Federal Stafford Loans

There are two types of Direct loans: subsidized, for which the government pays the interest while the student is in college; and unsubsidized, for which the student is responsible for paying all the interest on the loan, during college and after. A student can receive both types of loans at the same time. Approved by Athletic Communication Committee 8/13/14 kra - 19 - III. FINANCIAL AID The interest rate is fixed beginning July 1. After graduating, leaving school, or enrolling less than half time, a student will have a six month "grace period" before the first loan payment is due. All student loans must be paid back with interest. Typically, a student will have 10 years to repay the loan. Make sure you check with the Financial Aid Office for any changes/updates. We do not encourage the use of student loans since the cost of attendance is low at West Los Angeles College. Students are urged to save their loan eligibility for use at four-year colleges or universities where the cost of education is greater. Direct Federal PLUS Loans for Parents with PLUS Loans, a student's parents or stepparents may borrow up to the total cost of a student's education, minus any other aid that the student receives. PLUS, loans are not based on a student's family's income or assets and are only for undergraduate study. Interest is charged from the date loan funds are first disbursed until the loan is repaid in full. Generally, repayment starts within 60 days of the loan's final disbursement for the school year, so a student's parents may be repaying both the loan and the interest while the student is still in college.

## Satisfactory Academic Progress

Federal regulations require that all students receiving financial aid while attending West Los Angeles College meet established standards of Satisfactory Academic Progress. Students are evaluated against the following three standards. Failure to comply with any of these standards will result in:

**Warning:** equals to probation at the end of the first semester

**Termination:** begins at the end of the second semester. Students who fail to complete any courses for which financial aid was received (i.e.: receives "W", "I", "F", or "NC" grades in all classes) will be immediately terminated from all financial aid programs. All students who are terminated will be ineligible for financial aid

**Grade Point Average (GPA):** student must maintain a cumulative (overall) 2.0 GPA each semester

**Total Units Earned/Maximum Unit Limit:** students may receive financial aid until a total of 90 units have been attempted, regardless of how much aid has been received. Up to 30 units of remedial course work to include ESL units may be deducted from the total attempted units

- ♣ West Los Angeles College is required to use all attempted units as well as those with a passing grade. Approved by the Athletic Communication Committee. In all cases, we cannot process financial aid after June 30<sup>th</sup> of any academic year if a student is considered not eligible due to not completing a FAFSA, not providing requested documents to demonstrate eligibility or did not complete the Satisfactory Academic Progress petition process.

## **Section IV – Athletic Counseling & Athletic Resources**

### **Athletic Counselor**

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

Athletic Counselor, Lily Mozafari, Athletic Counselor Appointments (310) 287-4273.

### **New Student-Athlete Orientation**

In conjunction with welcome week activities that start the fall and spring semesters, the West LA College Athletic Department conducts a mandatory Student-Athlete Orientation for all incoming Student-Athletes. Students will be introduced to various student services departments on campus, and the resources available to them. The following topics and programs are presented during orientation: Transfer Center, DSPS, SSSP, Discipline, Health Center, Financial Aid, Library, Learning Resource Center, Bookstore, EOPS, CARE, CalWORKs, Puente, Food Pantry, TRIO, Project Learn, Sherriff Department, Sports Medicine, and Academic Support.

### **Student Educational Plan (SEP)**

*Student Educational Plan (SEP)* to be eligible to participate in the first season of a fall sport a student-athlete must have an abbreviated and/or comprehensive individual educational plan on file by October 15. For a spring sport, the deadline is March 1. Student-athletes participating in the second season of a sport must have a comprehensive SEP on file before the season begins.

*Eligibility for Second Season* - Once a student-athlete competes in the first season of a sport, the student must pass 24 semester units to be eligible for the second season (in-between seasons). Courses repeated to raise a D grade in a previously completed course may not be counted for this requirement. Eighteen of the 24 units must be from courses needed to reach the student's academic goals as outlined in his or her SEP. In addition, a student must maintain a 2.0 cumulative GPA beginning with courses taken during the first semester of participation.

### **Progress Reports**

Student-Athletes are required to submit two progress reports to head coaches per semester. The athletic counselor will send progress reports to each head coach during the semester. Progress reports will be due one week after the students have received them. Once the head coach has collected the progress reports, they will then be given to the athletic counselor for further review.

## Eligibility During the Season

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

- ♣ Maintain at least an overall 2.0 GPA
- ♣ Be enrolled in a minimum of 12 units to be eligible to participate in intercollegiate sports
  - Of the 12 units, 9 units must be academic courses counting toward the Associate degree, remediation, transfer, and/or certification as defined by the college catalog and are consistent with the Students Educational Plan
- ♣ Have 24 units in between seasons to be eligible for the second season of competition
  - Of the 24 units, 18 units must be academic courses counting toward the Associate degree, remediation, transfer, and/or certification as defined by the college catalog and are consistent with the Students Educational Plan
- ♣ Have a Student Education Plan (SEP) on file with the Athletic Counselor

## Center for Academic Success (Student-Athlete Study Hall) & Tutoring Center

The Center for Academic Success is a study hall center where student-athletes have the opportunity to complete homework assignments, study individually, and/or within a group. The center is equipped with laptops to check-out during your time in the study hall, as well as a printer that can be used to print classwork assignments. **Location: PECN Room #11 Hours: Monday-Thursday 9am-6pm (Fall/Spring)**

- ♣ Study Hall is available to all first year students, and/or may be assigned after coach's initial recruitment or evaluation
- ♣ Based on progress reports a Student-Athlete may be assigned to mandatory hours in Study Hall by the athletic counselor in consultation with the head coach
- ♣ Upon completion of semester all Student-Athletes earning less than a 2.5 GPA will be assigned some mandatory Study Hall hours

The Tutoring Center is located in the Learning Resource Center 1<sup>st</sup> floor of the library. They provide free help to any West Los Angeles College student who would like some extra support in almost any subject. If you would like to meet with a tutor, there are two ways you can do it:

- ♣ **One-on-one Assistance:** If you would like an hour of individualized tutoring, come to the Tutoring Center and ask for an appointment. Bring your student ID card and a copy of your course schedule.
- ♣ **Drop-in Tutoring:** If you don't want to hassle with making an appointment, you can come to a drop-in session! There are tutors available to help with many classes at different times throughout the week. To check the schedule, go to the website, call (310) 287-4283, or visit the Tutor Center to pick up a copy of the schedule.

## NCAA DIVISION I & II Transfers:

### NCAA DIVISION I TIME CLOCK:

If you transfer from a two-year college to a Division I school, you must complete all your seasons of competition within five calendar years from your original date of full-time enrollment in any collegiate institution, including a two-year college. This “five-year clock” does not stop except under special circumstances (i.e., time spent in the armed services, an official church mission). This “five-year-rule” begins the first time you enroll in 12 units and attend the first day of class. If you are unsure of this rule, contact your coach or athletic counselor BEFORE enrolling as a full-time student.

#### **If you are a Qualifier:**

- ♣ High School graduate who had the required academic qualifications to attend a 4-year university based on SAT score and GPA from High School
- ♣ Registered with the Clearing House
- ♣ Must have a min. 2.5 GPA
- ♣ Can transfer after one FT (12 transferable units) semester at Community College
- ♣ If you are a Qualifier for Div. I school—don’t need AA degree requirements
- ♣ If you want to find out if you are a Qualifier or you never registered with the Clearing House from High School, you can still do it now by going to: [www.ncaaclearinghouse.net/1\(877\)262-1492](http://www.ncaaclearinghouse.net/1(877)262-1492)
  - Register on-line/ Pay a \$50 fee
  - Send your High School transcripts and SAT scores to the address on-line

#### **If you are a Non-Qualifier:**

- ♣ Need to attend a Community College as a full-time student for at least three semesters (excluding summer terms).
- ♣ Graduate from a Community College (25% of units must be completed at the two-year school that awards the degree).
- ♣ Need a minimum of 48 transferable units of degree credit.
- ♣ The transferable units MUST include 6 semester units in English, 3 semester units of Math and 3 semester units of Science
- ♣ Need a minimum GPA of 2.5 in transferable units.
- ♣ No more than 2 units of PE courses can be used to meet the transfer degree credit or GPA requirements

#### **Summer School Limitation**

- ♣ Students entering a Division I college may not earn more than 18 semester units of transferable coursework during the summer and only 9 semester units of transferable degree credit may be earned during the summer immediately before transfer.

#### **Progress Toward Degree Rule (40-60-80% Rule)**

The 40-60-80% Rule pertains to two-year college transfer students who want to transfer to Division I schools only. When a student athlete enters college as a full-time student there are academic degree requirements that must be fulfilled upon transfer to a Division I university in order to be eligible to compete immediately at that school.

After competing two years at the community college level, you may enter a Division I university starting the third year of the five-year clock. You must have completed 40% of your degree requirements. Once you start your fourth year of your five-year clock you will need to have completed 60% of the degree requirements. Before you can start the fifth year, you will need to have completed 80% of the degree requirements.:

- ♣ 4/5 full-time semesters – 40%.....Approximately 48 units toward Bachelor’s degree
- ♣ 6/7 full-time semesters – 60%.....Approximately 72 units toward Bachelor’s degree
- ♣ 8/9 full-time semesters – 80%.....Approximately 96 units toward Bachelor’s degree

#### **4-2-4 College Transfer Rules:**

If you previously attended a four-year college, are currently enrolled full-time at a two-year college and now wish to transfer to an NCAA Division I, II or III college you must meet the following requirements to compete immediately:

- ♣ 24 units in-between Seasons, 18 of 24 need be academic
- ♣ 2.0 GPA. 12 units Do Not need to be in residence
- ♣ If coming from a university to West LA and then intend to return to the same university, you do not need to fulfill AA requirements
- ♣ If you want to transfer to a different university (Div I only) then you do need a AA degree
- ♣ For Div. II only, no longer need AA requirements
- ♣ One calendar year must elapse (here at West LA) since your transfer from 4 yr. university
- ♣ Students who started at the university and attended full-time have started their clock for Div. I even if attend a Community College after
- ♣ Even if student didn't compete at the university prior to coming to West LA, the student is still considered a 4-2-4 for Div. I only, this means your clock started when you enrolled full time

### **Extended Opportunity Programs & Services (EOPS)**

Extended Opportunity Programs and Services (EOPS) is a college success, counseling support program for low income and educationally disadvantaged students. The program provides access to a college education to students regardless of their economic, social and educational status. EOPS makes available to all qualified students a program of academic support by providing academic, career and personal counseling, instruction and tutoring as needed to ensure college success. A book voucher provides monies toward the cost of books each semester. Transportation costs (parking permits, bus passes) may also be offered to eligible students (if funding permits). If you are a single parent, you may also qualify for the Cooperative Agencies Resources for Education (CARE) program, a component of EOPS. This program provides educational support services for the academically under prepared, single parent population who are receiving benefits through CalWORKs and are EOPS eligible. Additional grants for eligible CARE students may also be awarded (if funding permits). Please contact the EOPS Office at: (310) 287-4317.

### **Disabled Student Programs & Services (DSPS)**

The DSPS Office oversees three programs on campus: Disabled Student Services, Supportive Education and Learning Disabilities. There are several services available, including evaluation of learning disabilities, class and assessment accommodations, test taking facilitation, priority registration, Student Education Plans (SEP), recorded textbooks (RFB&D), identification of learning styles, alternative learning strategies, and assistive technology. For more information, please contact the DSPS office at: (310) 287-4450.

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

## **Section V – Certified Athletic Training**

### **Pre-Participation Health Screening**

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

1. Each sport will have a designated time and date for a mass health screening at West Los Angeles College.
2. You can go to your personal physician or a medical clinic but the doctor must use the West Los Angeles College pre-participation form.

Before your sophomore season you must fill out and turn in a follow-up medical questionnaire before the first practice to be cleared for participation. If you sustained an injury or had other medical issues since your last health screening a clearance note or a second health screening may be required before you are cleared to participate. If you have not participated in a sport at West Los Angeles College for more than two years you will need to have another health screening. If you are a minor at the start of your sport season a Medical Consent for Minors form must be on file in the athletic training room before your first practice.

The West Los Angeles College Sports Medicine staff consists of the team physician, certified athletic trainers and student volunteers. Our responsibilities include the prevention, evaluation, treatment and rehabilitation of injuries as well as first aid and emergency care for the athletes at West Los Angeles College by Certified Athletic Trainers - (310) 287-4456.

### **Other Forms**

1. The following forms must be completed and turned into the athletic training room before you may participate in competitions:
2. Insurance information
3. Emergency card
4. Risk acknowledgement
5. Authorization for Disclosure of Protected Health Information

### **Medical care**

Medical Care or any non-emergency illness or injury please contact the athletic trainers before going to see any outside health care providers. Doctors have final say on whether you can participate. If you go to see a health care provider outside of West Los Angeles College you must have a clearance note stating, you can return to your sport. For any emergency, medical situations please go to your local emergency room, urgent care or physician.

## **Insurance**

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

## **Athletic Trainers / Athletic Training Facility**

Student-athletes' sport medicine needs are handled by a National Athletic Trainers Association certified athletic trainer and student trainers as well as a group of team medical doctors from Kerlan-Jobe Orthopaedic Clinic. Training facilities include three quality strength training locations and a rehabilitation room connected to the sports medicine area. The training facility is well equipped with sports rehabilitation equipment, ultrasound, electric stimulation units, whirlpools, ice machines, treatment tables.

**Policies/Rules:** No student athlete is allowed in the athletic training room without proper supervision. No athlete can receive treatment or do the rehabilitation without a Staff Certified Athletic Trainer in the training room. Unnecessary equipment (helmets, shoes, etc.) should be left out in the hallway. Student athletes must sign in every time they enter the training room. No supplies are to be taken from the athletic training room without permission from a Staff Certified Athletic Trainer. All equipment is to be signed out before being removed. \*For more details, refer to the Sports Medicine Manual located on the West LA Athletic Website.

## **Section VI – Westpy Awards**

The West Los Angeles College Athletics Department celebrates the academic and athletic accomplishments of Wildcat Student-Athletes during the academic year. The awards that are presented to our Student-Athletes are the following:

### **Team Awards**

- ♣ Most Outstanding Student-Athlete
- ♣ Most Improved Student-Athlete
- ♣ Scholar-Athlete Award
- ♣ Coach's Award
- ♣ WSC Conference Honors
- ♣ Most Outstanding Men's/Women's Track Athlete
- ♣ Most Outstanding Men's/Women's Field Athlete

### **Departmental Awards**

- ♣ Gold Team Presentation
- ♣ Wildcat Special Recognition
- ♣ Coach of the Year
- ♣ Team of the Year
- ♣ Aggers Award for Excellence
- ♣ Student-Athlete of the Year Awards

## **Section VII – Student Athlete Contract**

### **Student Athlete Handbook Acknowledgement Statement**

West Los Angeles College Student-Athlete Acknowledgement Statement 2017-2018. This affirms that I have received and assume responsibility for all the information contained within the West Los Angeles College Student-Athlete handbook. I understand this handbook is to be used primarily as a reference tool for general information and that I should seek out either my head coach or the appropriate athletics administrator with questions on specific issues. I understand that failure to sign and return this form to my head coach by the announced deadline may result in my being declared temporarily ineligible for practice or competition.

Print Name \_\_\_\_\_

Your Sport \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_