Dear Student-Athlete,

Congratulations and welcome to Gavilan College. You have made an excellent choice in selecting our institution with its established tradition of excellence in academics and athletics. We are pleased and excited to share our enthusiasm and knowledge with you, both on and off the field of competition.

We hope that you will take full advantage of the opportunities offered at Gavilan College. The entire staff of the Division of Intercollegiate Athletics is interested in your success as a student-athlete. Maximize your efforts both athletically and academically and you will be successful in completing your college education, as well as preparing yourself to become successful in your chosen career.

We expect our student-athletes to vigorously pursue their academic program while developing their talents and abilities. Participation in intercollegiate athletics is a privilege rather than a right, and one that can only be maintained by achieving successful academic performance on a continuing basis.

I wish you many successes while you are here at Gavilan College. If I can be of any assistance, please don’t hesitate to call or stop by.

GO RAMS!!!

Sincerely,

Ron Hannon
Dean, Kinesiology & Athletics
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**THE PURPOSE FOR THIS HANDBOOK**

Beginning your college career can be a very confusing time under the best of circumstances. Everything is so new: “Take these tests, sign these forms, stand in this line… NO! That one over there!” The problems that students face are only compounded when they decide to become student-athletes. Student-athletes have eligibility requirements and time constraints, more so than any other group of students on campus. You can learn to handle these responsibilities if you know about them in advance and develop positive work and study habits.

Our intent is to provide you, the student-athlete, with an easy to read summary of the information most important to your success at Gavilan College. This handbook does not attempt to duplicate information covered more thoroughly in other sources, such as the Gavilan College Catalog or Student Handbook. You should pick up these materials and review them in their entirety. You may do so by visiting your academic counselor.

and athletic excellence is the cornerstone of the athletic program. The program's success is measured by the performance of its student-athletes in their academic and athletic pursuits, as well as their contribution to society and the community both before and after graduation.

It is our desire to contribute to the continued growth and development of each student-athlete by providing opportunities that advance the physical, mental, social and emotional rewards, which result from a comprehensive experience in higher education. It is hoped that our relationship with each student-athlete will help them develop a positive and constructive philosophy and enhance their personal and community relationships. In addition, the department strives to supply the resources required to provide a total collegiate experience for all our student-athletes.

Finally, the department is committed to both the letter and the spirit of the rules and regulations of Gavilan College, the Coast Conference, and the California Community College Athletic Association (CCCAA).

**ATHLETIC DEPARTMENT PHILOSOPHY**

Gavilan College’s Athletic Department is interested in each student-athlete’s growth and development in all areas of college life and emphasizes the importance of obtaining a degree while striving for full academic and athletic potential.

The department offers athletic opportunities to a diverse group of men and women consistent with the mission of the college and philosophy of the department. Educational
## Academic Calendar

### July 2018

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>8/27</td>
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<tr>
<td>9/9</td>
<td>Last Day to Drop With a Refund NRS Deadline</td>
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<table>
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<td>Fall Sports Ed Plan Deadline</td>
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<td>11/12</td>
<td>Veterans’ Day No Classes</td>
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<td>11/16</td>
<td>“W” Deadline</td>
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# GoRams

## ADMINISTRATION

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<tr>
<td>Superintendent, President</td>
<td>SC 129</td>
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<tr>
<td>V.P. of Academic Affairs</td>
<td>SC 127</td>
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<td>V.P. of Student Services</td>
<td>SC 128</td>
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<tr>
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## KINESIOLOGY & ATHLETICS DEPARTMENT

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<td>Dean/Athletic Director</td>
<td>Gym</td>
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<tr>
<td>Athletic-Academic Counselor</td>
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<td>Department Chair</td>
<td>Gym</td>
<td>848-4894</td>
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<td>Sports Media Relations</td>
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<tr>
<td>Head Baseball Coach</td>
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<tr>
<td>Head Men's Basketball Coach</td>
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<td>Head Women's Basketball Coach</td>
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<tr>
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<td>Head Softball Coach</td>
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<tr>
<td>Head Women's Beach Volleyball Coach</td>
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Expected Academic Progress

The goal for each student-athlete should be to make normal academic progress toward his or her educational goal. Normal progress is defined by the NCAA as following the graduation requirements of your selected major as described in the college catalog. Normal progress at a community college is to complete the associate degree, where a minimum of 60 degree-applicable units are required. This number varies slightly according to your major; thus, students need to complete a minimum of 15 degree-applicable units per semester in order to graduate within a 2-year period. Student-athletes who enroll in remedial programs or do not take the correct courses as identified in the graduation requirements within the Gavilan College Catalog must attend summer school or continue at the community college level beyond the 2-year period in order to receive their associate degree.

Academic Requirements for Student-Athletes

1. Initial Eligibility Standards
   Continuous attendance and enrollment in a minimum of 12 units, of which 9 units must be in core (academic, not activity) classes.

2. Complete a Student Education Plan (SEP)
   All first-time student-athletes are required to have a SEP on file during their first semester of competition. SEPs are due by October 15th for all Fall-competing student-athletes. Spring sport SEPs are due by March 1st. This is a CCCAA requirement. Failure to do so may result in a forfeiture of eligibility and/or contests.

3. Effective July 15, 2015 – In order to be eligible and remain eligible for intercollegiate athletics competition a student-athlete has to successfully complete at least 6 units (semester or quarter) during the preceding academic term of full-time enrollment at the certifying institution with a cumulative 2.0 GPA beginning with, and including the units taken during the first semester/quarter of competition.

4. Continuing Eligibility
   a) Complete a minimum of 24 units of which 18 units must be core courses between the first and second season of participation in the same sport.
   b) Maintain a minimum cumulative 2.0 GPA beginning with the student-athlete’s first semester of participation.
   c) Must successfully complete at least 6 units in the last full-time semester prior to the second season of sport.
   d) Confer with the athletic counselor and head coach prior to adding or dropping a class or modifying your SEP.

THIS IS MANDATORY AND FOR YOUR PROTECTION!
5. In-Season Eligibility Standards

a) Student-athletes are expected to maintain their academic progress by:
   1. Being enrolled in AND attending a minimum of 12 units,
   2. Maintaining a minimum 2.0 GPA, and
   3. Completing all required class work in a timely manner.

*Basketball only:* must also successfully complete at least 6 units in the fall semester to be eligible for the second half of the season during the spring term.

b) Student-athletes who do not meet the academic standards previously mentioned may be required to participate in tutoring and may be restricted from competition. These decisions will be based on the grades from the previous semester or grade checks coordinated by the academic counselor for student-athletes.

**Probation:**
- Academic Probation
- Progress Probation
- Removal from Probation

**Dismissal:**
- Academic Dismissal
- Progress Dismissal
- Appeal Option

Refer to the Gavilan College Catalog and or Student Handbook for specifics on the above-mentioned topics.

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**ATHLETIC-ACADEMIC COUNSELING PROCESS**

**Overview**

The purpose of the academic counseling program is to provide all Gavilan College student-athletes with the support services necessary to assist them in achieving their educational objectives.

**Program Goals**

- To create an environment which promotes academic achievement for all student-athletes.
- To ensure that all student-athletes participate in the state mandated matriculation process.
- To assist in the acquisition of skills, habits, and attitudes necessary to achieve educational objectives.
- To advise student-athletes of the rules, regulations, and responsibilities that affect their educational objectives.
Each student-athlete will participate in the college matriculation program. These components include:

1. **The Assessment Process** - All students are required to take the English and Math assessment test to assist with proper placement in courses. Placement recommendations will be based upon test results and other criteria such as past academic performances. Student-athletes with previously low GPA (less than a 2.0) may be referred to study skills courses and provided tutorial services.

2. **The Orientation Program** - First-time student-athletes will enroll in KIN 1 – Orientation for Student-Athlete Success.

3. **Academic Counseling** - The athletic counselor’s assignment is to ensure that each student-athlete has participated in all matriculation components. This includes working with the student-athlete from first contact and establishing an academic relationship. After a careful review of all academic background data of the student-athlete, the academic counselor will discuss all available options, approve and sign-off on all educational course selections and all subsequent changes. Student-athletes are required to complete a Student Educational Plan (SEP) by the start of their first semester of competition. To be eligible for and be certified for participation in intercollegiate athletic competition, an official copy of this SEP must be on file in the athletic department.

**The Follow-Up Process** - Enrollment, unit load, attendance and performance in all classes will be monitored. Performance and attendance checks will be conducted a minimum of three (3) times each semester. All program changes must be approved by the athletic counselor with prior approval of your head coach. This prevents the student-athlete from making a mistake that would render him or her ineligible. Student-athletes dropping below 12 units during a semester are not eligible to participate in intercollegiate athletics until the deficiency is resolved. It is your responsibility to resolve any issues regarding your personal academic schedule including missed classes for athletic competition. Instructors may drop you at any time because of poor attendance. Grade checks will be sent to the instructors of each student-athlete during the semester.

**Counseling Support Services**

Student-athletes benefit from a wide range of support services that are intended to help them achieve their goals.

**Personal Counseling** - In the course of normal life, issues arise that can cause you problems and concerns. You can meet with a counselor to discuss these issues in confidence. The counselor can also provide referrals to other college or outside agencies, many of which are available at low or no cost.

**Academic Counseling** - Planning your academic program is not a task to be taken lightly. Each student-athlete arrives with different levels of ability, preparation, and motivation. Each major requires a different pattern of courses and each university has its own course numbering system and requirements. The counselor is the one person who is knowledgeable about these constantly changing elements. As a student-athlete, you will meet with a counselor to discuss and create a SEP. This will serve as your road map to achieving your degree goal.

**Career Counseling** - Career decision-making is about much more than choosing a “job”. It is about making choices that affect the rest of your life and the quality of your lifestyle. Career testing is available through the Career Center.

**Tutorial Resources** - There is a popular myth that says, “Only students who are in trouble use tutors.” Student-athletes do understand the need for coaching in the acquisition of physical skills, but can sometimes fail to recognize the parallel in their academic lives. Good students use tutors like a carpenter uses tools - to get the job done. Tutoring is not a substitute for attendance or study.

The college offers a wide assortment of regularly scheduled tutoring opportunities.

In addition to the services offered by the college, do not ignore the opportunity to create study groups in your classes (or among your teammates). Ask your instructor for help in forming these groups.

**Learning Center** - The Learning Center is a student service that coordinates a variety of services that
support student learning and academic success. These include the Writing Center, Reading Lab, Computer Place and Tutoring Center.

**ACADEMIC HONORS**

**President’s Scholar** - a student earning a 3.5 or higher GPA during any semester while enrolled in at least 15 graded units.

**Dean’s Scholar** - a student earning a 3.0 GPA during any semester while enrolled in at least 12 graded units.

**Scholar-Athlete** - a student-athlete having completed at least two semesters at Gavilan and maintaining a cumulative GPA of 3.0 or better while being enrolled in at least 12 units.

**Honor Roll** - a student enrolled in at least 12 units and earning an overall GPA of 3.0 or better after their first semester at Gavilan.

**HELPFUL HINTS: WHAT’S BEST FOR MOST STUDENTS**

For a number of reasons, each student-athlete should plan to obtain an AA degree to include at least 48 transferable units prior to transfer. You are then prepared for the toughest of NCAA transfer requirements and more importantly, are more likely to be prepared to survive and flourish academically at the 4-year school. In order to complete at least 48 transferable units, you will need to be enrolled in at least 12 transferable units per semester. Many schools put limits on the number of kinesiology units that can be counted towards the transferable total. So you can see that completion of the minimum of 48 does not come without careful planning. You will need to carry a substantial academic load during each semester that you are here – 3 to 4 classes other than kinesiology and athletics.

**ACADEMIC SURVIVAL TIPS FOR STUDENT-ATHLETES**

**Things for Student-Athletes “To Do”:**

1. Go to class...be on time.

2. Sit in the front of the classroom.

3. Get to know your instructor.

4. Be familiar with all course requirements. Obtain and read the syllabus.

5. Get a notebook or folder for each course and keep all class handouts, assignments, notes, etc., together. Be organized.

6. Schedule all of your time - get a calendar to write in all important deadlines and dates. Remember to include due dates for assignments and quizzes, traveling dates, appointments with coaches or counselors. Prioritize your tasks daily.
7. Get all required textbooks immediately and keep up with reading assignments. It is necessary to read assignments to get through courses in college! Don’t leave all reading until the night before the exam.

8. Check on library references and reserved books early.

9. Study with others in small groups. Organize class notes in the form of a question.

10. Use example exams as learning and evaluation devices.

11. If you are having difficulty with a course, seek help immediately. Don’t wait until you are failing the class. Talk to your instructor or get a tutor. Don’t be afraid to ask for help.


13. Communicate with the coach regarding class requirements and conflicts that may occur with the athletic and practices.

14. Advise your instructors early of classes missed because of athletic events.

15. Use available resources. Because of the unusual demands of balancing academics with athletics, you should use every possible resource. Take advantage of tutors.

16. Develop self-discipline in academics as you do in athletics. There is a pride factor.

17. Study! Study! Study!

**CLASS ATTENDANCE AND STUDENT - INSTRUCTOR RELATIONSHIPS**

First and foremost, student-athletes are expected to attend all class sessions. Attendance usually plays an important role in grading procedures and excessive absences can result in you being dropped from the class. The college defines “excessive absences” as the number of unexcused absences equal to the number of times that the class regularly meets during the week. Remember, class attendance will be routinely monitored by the athletic staff and academic counselor. It is a fact that failure to attend class regularly and on time is one of the major reasons for academic problems.

If a class will be missed because of an athletic event, the instructor should be notified at least one week prior to the event. If you are absent due to illness, the instructor must be notified immediately. This is common courtesy and is expected. You must make up any assignments, tests, notes, etc., missed during your absence. It is your responsibility as a college student to make up all missed work.

Get to know your instructors. Make it a point to visit each of your instructors during the semester. You may set up a time right after class or during their office hours. Allowing your instructors to get to know you, along with your strengths and weaknesses, can make an important difference in your grade and learning experiences.

**REMEMBER:**

**CLASS ATTENDANCE = ATHLETICS PARTICIPATION**

Don’t be the one to let your teammates down – GO TO CLASS!
A REALITY CHECK

- Less than 1% of all college student-athletes will sign a professional sports contract. From among this number, the average professional sports career will last only three years.

- There is life after athletics. Plan ahead so that when your playing days are over, you can live a happy, productive life. Develop other interests, skills and talents.

- Don't feel guilty if you do not live up to your ideal of a super athlete. Set realistic goals for yourself and put athletics in the proper perspective.

- If you can learn complex athletic plays and strategies, you are capable of learning complex course material.

- It is not enough to take care of you body. You must also take care of your mind. Exercise it and stimulate it with knowledge.

- Developing good study skills is similar to developing good sports skills. It requires discipline and a sincere desire to learn.

- As an athlete, you are more visible than most other students are. You are a public representative of your school, city, and state. You never get a second chance to make a first impression!

THE CHARACTERISTICS OF SUCCESSFUL STUDENT-ATHLETES

- Not surprisingly, they attend classes regularly and they are on time. If they miss a class, they immediately let the instructor know why, whether it’s sports-related or for another legitimate reason.

- Successful students speak in class and participate, even if their attempts seem awkward or difficult. They ask questions. The instructor knows that if one person asks, other students in the class are bound to have the same question.

- They take advantage of extra credit when it is offered. They care about their grades and work to improve them.

- They see their instructors before or after class about grades, comments made on their papers, and upcoming tests. Sometimes they just want to ask a question or make a comment relative to the class discussion.

- All class assignments are turned in - even if each of them is not brilliant. They turn in assignments on time. Their work is neat and a reflection of pride in what they can do.

- They try to take thorough notes in class but also make sure to listen. Don't be preoccupied with writing everything down.

- Go over notes right after class. Read them over and try to make sense out of unclear areas. Review each subject everyday.

- Successful students complete reading and work assignments prior to each class meeting.

- If you are having difficulty with a course, seek help immediately. Don't wait until it's too late to catch up.

- Successful student-athletes develop self-discipline in academics, just as they do in athletics.
Being a student-athlete involves juggling many responsibilities with due dates and deadlines. Between class lecture time, study time, athletic practices and events, and employment, many students find themselves a bit overwhelmed. Add to this the time spent sleeping, eating, traveling and chores, and you will realize the importance of having a calendar to schedule your daily, weekly and monthly appointments and tasks.

**Decide to get organized.** You must make a conscious decision that getting organized is important to you. Like learning a new sport, new play, or new position, you must convince yourself that time management in academics is essential to your success.

**Analyze your time habits.** Find out how you really spend your time. Keep track of everything you do: school, study, work, sleep, eat, play, etc. This can allow you to get in touch with your good and bad study habits so that you can make some changes.

**Devise a schedule and goals.** Create a daily, weekly, and monthly schedule to know when and where you should be, along with deadlines and due dates. Make a list of all the tasks you have to do each day. Write the high priority items at the top of the list with the low priority items at the bottom. Cross off items as you complete them. Try to finish your top priority items before moving to low priority items.

**Do not over plan.** Remember to be realistic about how much you can actually do in a given amount of time. Allow yourself enough time to accomplish tasks without rushing or panicking.

**Know your best work.** Some people are “early birds” while others are “night owls”. When are you at your top academic form? Try to devise your study schedule during your most efficient time.

The average student spends about 5% of his/her classroom time talking, about 10% writing, 30% reading, and 55% listening. These statistics clearly show why it would be wise to develop your listening skills before you take notes of class lectures.

**Avoid or resist distractions.** Learn to tune out any external distractions. Try to clear your mind of any cluttered thoughts.

**Become an active listener.** The essential aspects of a lecture are found not only in verbal communication, but also in the instructor’s non-verbal messages. You must learn to “hear” with your eyes as well as with your ears.

**Be prepared.** Read the assignment and previous notes you have taken before coming to the lecture. You do this in sports, so why not do it in your courses, too?

**Listening/writing.** Listen critically to all that is said and sort out main ideas. Write neatly and abbreviate when possible. Copy everything your instructor writes on the board. Try to separate your thoughts and opinions from those of the instructor.

**Review.** Go over your notes immediately after class and fill in missing data. Highlight or mark key ideas. If necessary, reorganize and rewrite your notes.

**Preparing for tests.** Smart test takers begin thinking about a test long before they enter the test room. Start preparing yourself by finding out what to expect, and then study.

**Find out what kind of test you are going to take.** Many instructors are willing to tell you the format of their test or what information it will cover. Many instructors allow you to look at their past exams so that the information is easy to remember.

**Review and reorganize your notes.** Go over all of your notes and ask yourself questions about what you are reading. Reorganize your
notes if necessary so that the information is easier to remember.

- **Read end-of–chapter questions.** These exercises will get you into the process of responding to course-related questions. It will help you to be familiar with questions that ask you to: define, explain, diagram, illustrate, compare and contrast, describe, interpret, and enumerate.

- **Form a study group.** A study group is a collection of students who want to get good test scores. The main advantage of a study group is to help you think though your approach to the course work out loud.

## TEST TAKING STRATEGIES

If you are not relaxed and self-confident, answers to difficult questions will come and go without you recognizing them. If you are unable to answer a question after reading it twice, move on to the next question. Go back over the unanswered questions and try to understand them before you start guessing. Manage your time carefully.

Unless told otherwise, answer all questions. Most test grades are based on the total number of correct answers. If there is a penalty for guessing, it will be included in the directions. Any answer is better than no answer.

Ignore other students taking the test. Do not race with other students to finish the test. The quickest students are not always the highest-scoring students. Be concerned with how you use your time, not how fast or slow other people are. You are responsible only for yourself!

Read the entire exam before writing answers to questions. Begin with the easiest question first. Before you start to write the answers, make an outline of major and secondary points. Remember to manage your time for each question. If you don't know the answer, try to reason it out.

True/False questions have only one correct answer. They cannot be both true and false. If they are, the question is invalid. A good rule to follow is to assume that each question is true until you convince yourself it is not. Absolute statements (always, never, etc.) may be a clue that the question is false.

For multiple-choice questions - first cross out an obvious incorrect answer, and then make your best choice from the remaining ones. Again, budget your time.

Check your answers carefully before turning in an exam. One careless answer can be the difference between an A or a B, or the difference between passing and failing. In most instances, your first answer is correct. Change an original answer only if you have a strong hunch it is wrong.
Many of our student-athletes are eligible for financial assistance but often do not understand the process or the importance of applying on time. In addition, many just assume they are not eligible for any aid. You should consult the Financial Aid Office staff for the best advice on this subject. Take a few moments to find out if you are eligible… it may lead you towards a Free Education.

Applying For Financial Aid - The best advice is that you just need to file! The entire process takes time (between and 8 weeks if you do everything correctly) and involves some important deadlines.

FAFSA (Free Application for Federal Student Aid) - This application can be filed as early as January 1st of each year and, as a general rule, should be filed by March 2nd in order to be eligible for the greatest variety of aid. If you miss the March 2nd deadline, then you might not be considered for the Cal Grants. We encourage you to apply as early as January 2nd. The FAFSA application is now available online at: http://www.fafsa.ed.gov/ - just follow the instructions for completing the application. Delayed processing time will result when the required information is not complete. The Financial Aid Office staff members are knowledgeable and willing to answer your questions before you submit the application. Additional documents may also be required. Refer to www.gavilan.edu - the Gavilan College home page, and click the MyGAV icon for more information.

NOTE: The Financial Aid Office on our campus does not process your application. It is submitted to a processing service so be sure all of the information is accurate. You can anticipate eight weeks from the initial filing to receipt of aid. Pick up a copy of the current Gavilan College Catalog for more information about financial aid.
SCHOLARSHIPS

You do not have to be eligible for financial aid in order to receive a scholarship, although financial aid may be a factor used to determine who is awarded one. Scholarships are usually donated by an individual or organization to benefit a certain type of student, perhaps single parents going into engineering or a student-athlete transferring in the fall semester.

Applications will be available from the Financial Aid Office in November. The deadline for submitting most applications is March 2nd, but deadlines may vary. Contact the Financial Aid Office for more information.

Many student-athletes have been awarded various scholarships in the past. Scholarships may range in varied amounts from $50.00 to $20,000.00. But unless you ask or apply, you may never know if you are eligible.

OTHER STUDENT SERVICES

EOP&S - The Extended Opportunities Programs and Services at Gavilan College is state funded to provide an accessible and rewarding college experience to low income students facing social, economic, and educational disadvantages.

The EOP&S Program services include:
• Grants
• Book vouchers
• Work / Study

Counseling:
• Academic advising and class scheduling
• Career and vocational counseling
• Personal problem-solving and crisis information
• Vocational interest testing
• Four-year college transfer assistance
• Field trips to major four-year colleges
• Community agency and emergency referrals
• College campus orientation
• Specialized classes for facilitating student success
• College survival skills
• Study skills training

Other Services:
• Student Computer Center
• Peer tutoring
• Book lending service

DRC - Disability Resource Center - works to equalize student educational opportunities by providing students with disabilities quality and excellence in programs, services and support.

TRIO - provides participants with academic and support services that seek to ensure their successful completion of an associate degree or transfer to a four-year university.

MESA - works with educationally disadvantaged students so they can excel in math and science and graduate with math-based degrees.

PUENTE – works to increase the number of educationally underserved students, who plan to transfer to four-year colleges and universities, earn degrees and return to the community as leaders and mentors to future generations.

WRITING CENTER - assists writers in identifying and developing tools and strategies to meet goals for their writing both in and out of the classroom.

STUDENT HEALTH SERVICES – services include First Aid and emergency care, confidential health counseling, health screenings, referrals, medication, information and more.

CALWORKS PROGRAM – provides students with “real-world” employment training, subsidized work experience, child care and other supportive services while the student completes their education and prepares for economic self-sufficiency.
Student-athletes in California community colleges are governed by the California Community College Athletic Association (CCCAA). The CCCAA has established eligibility requirements for all community college student-athletes. These requirements are detailed in the CCCAA Constitution & Bylaws located in the office of the Dean/Athletic Director. The Constitution has been developed to promote and insure academic progress, amateurism, ethical conduct, and equitable competition for all student-athletes. The student-athlete eligibility requirements are outlined in Bylaw 1, and you are encouraged to review the Constitution if you have any questions.

**Code of Conduct—CCCaa**

**Decorum:** CCCAA code of conduct for participants during contest. All participants will adhere to good sportsmanship rules at all times.

**Event:** is defined as the time a team or participant arrives at the event site until the time the team or participant leaves the event site.

**Ejection:** Removal from a scrimmage/game/meet/match of a participant for the remainder of the event

**Decorum Violation:** Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct which include the following:

1.) **Verbal Misconduct or Unsportsmanlike Conduct**

   Defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.

2.) **Physical Misconduct**

   Defined as but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.

   *Ejected participants must leave the confines of the playing site and grandstands immediately.*

**Suspended participants may not:**

1. Be dressed in game uniform.
2. Communicate with any team personnel or officials.
3. Take part in any pregame activities at the site of the competition.
4. Be in the confines of the playing site once pregame activities have started.

*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.*
Student-athletes at Gavilan College are expected to represent themselves, their team and the College with honesty, integrity, and character whether it be academically, athletically or socially. Participation on an intercollegiate team is a privilege, not a right, and should be treated as such. Participation has many benefits and brings with it a responsibility to be positive and effective members of the team, department, college and the broader community.

Rams Athletics, along with the student-athletes who represent our intercollegiate programs, are a window to the College. Student-athletes often are in the spotlight and, fair or not, their behavior is subject to scrutiny by their peers, members of the campus, local and statewide communities, and by the media. The actions of one student-athlete may result in a generalization to all student-athletes and reflects on the individual, team, department and College, whether it be positively or negatively. It is expected that all student-athletes will abide by team, department and College policies and procedures.

Student-athletes who do not conform to this code may be subject to consequences for their actions that may include, but are not limited to: a warning, suspension or dismissal from the team, or dismissal from the College. In addition to all College policies, student-athletes are responsible for following the standards of the Coast Conference, the California Community College Athletic Association, and all local, state and federal laws.

Student-athletes should adhere to the following rules and standards of the Code of Conduct:

**Team:**
- Be on time for everything.
- Take care of equipment and facilities.
- Exhibit sportsmanship at all times.
- Respect your coaches and teammates.
- Follow all team rules.

**On Campus:**
- Take your academics seriously.
- Always do your best in the classroom. Plagiarism is not acceptable and will not be tolerated.
- Treat instructors, staff, and classmates with respect and courtesy.
- Silence your cell phones while in class or better yet, turn them off.
- Arrive to classes on time and do not leave early.
- Be prepared for all classes at all times.
- Student-athletes should not all sit together in class.
- Sit in the front, be attentive, take notes, and engage in class dialogue.
- Notify your instructor in advance, when competition or travel requires you to miss class.
- Discuss with your instructors, prior to competition or travel, as to how you will complete all missed assignments. You are responsible for making up all missed class time and assignments.
**CODE OF CONDUCT**

**On and Off Campus:**
Student-athletes may be suspended from participation or dismissed from the team for any of the following:
- Arrest for any crime
- Domestic violence
- Harassment directed toward any person or group
- Hazing
- Lewd or obscene behavior
- Use/possession of chewing tobacco or other tobacco products
- Possession of illegal drugs and/or alcohol, including related paraphernalia
- Fighting
- Theft or burglary
- Gambling or bribery
- Any conduct that is detrimental to Gavilan College or Rams Athletics

**Dress Code**
As a member of the Rams Athletic Department, please keep in mind that not only do you represent yourself and your family, but you also represent your team, department, and the College. Head coaches may set specific dress code standards when traveling as a team. Coaches may also specify what constitutes appropriate dress while representing the institution at other times. At no time shall you wear apparel that represents another community college.

**Violations of the Code of Conduct can lead to suspension or dismissal from athletic competition as well as further disciplinary action from the College.**

**First Offense**
May result in suspension from the next contest or dismissal from the team or suspension or expulsion, depending upon the severity of the misconduct and surrounding circumstances.

**Second Offense**
May result in suspension from multiple team contests or dismissal from the team, or more severe discipline, depending on the severity of the misconduct and other circumstances.

**Subsequent Offense**
Dismissal from the team, and potential other more severe discipline.

**DON’T RISK YOUR ELIGIBILITY OR AMATEUR STATUS BY:**
- Taking pay or expecting promise of pay in any form for athletic participation.
- Directly or indirectly being paid for athletic participation.
- Receiving a salary, expenses, or any form of financial assistance directly or indirectly form a pro-sports enterprise.
- Being represented by an agent or organization in the marketing of athletic ability.
- Playing on a professional team.
- After enrollment, participation on or against an all-star team in a contest sponsored by an outside organization without the approval of the Conference.
- Endorsing a product or service.
CODE OF CONDUCT

**Subsidizing, Inducements, and Special Privileges**

**Subsidizing:** is defined as providing any manner of service or financial assistance to prospects or student-athletes that is not available to all other students. Subsidization by the college or individual(s) or groups acting in the interest of the college is not permitted. Examples of service or financial assistance, which would be prohibited include, but are not limited to the following:

- The promise of or the providing of actual payment in dollars or products for athletic participation to a prospect/student-athlete.

- The paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect’s/student-athlete’s tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.

- The obtaining, securing, or soliciting of housing for a prospect/student-athlete that is not available to all students at the community college.

- The promise of or the payment to a prospect/student-athlete for a job that does not exist and/or at a higher rate than the actual value of the job.

- The providing to a prospect/student-athlete for free or reduced costs the use of credit cards, debit cards, phone cards, etc.

- The promise of or the providing to a prospect/student-athlete any award, loan, grant, or scholarship not available to all eligible students at the community college.

- The payment to or providing any form of assistance to a prospect/student athlete for serving as a coach.

**Inducements:** are defined as athletic recruiting acts that are designed to entice a prospect.

In general, the giving of *special privileges* or *special consideration* to student-athletes is forbidden by the Constitution and Bylaws. There are however certain categories of activities which are permissible.

- Banquets and Awards
- Meals and Lodging
- Complimentary Admissions and Ticket Benefits
- Scholarships/Grants (not tied to athletic performance)
- Academic and Support Services
- Athletic Insurance

**Transfer Rules**

**Community College to Community College**

Students enrolled in courses involving intercollegiate athletics that are conducted prior to the official starting date of a season shall be considered as having practiced at that college. Student-athletes may not practice, scrimmage, or participate with more than one California community college in any season of sport, regardless of the semester or quarter starting or ending date. A student transferring to a California community college for academic or athletic purposes and who previously participated in intercollegiate athletics and whose most recent participation was at another community college, must complete 12 units in residence prior to the beginning of the semester/quarter of competition for that college. A student is limited to 8 units of summer school or winter intersession classes when attempting to transfer and complete his or her 12 units in residence. NCAA sanctioned fall participation in a spring sport by students transferring from an NCAA institution to a California community college shall not be considered as participation. Units for residency may not be completed while competing at another California Community College.
Many student-athletes anticipate transferring to a 4-year college, to continue their studies and compete after their community college period. This goal is well within the reach of many transfer students, but does require careful planning and an understanding of the various options available. This section of the handbook will outline some general transfer issues. It is not the absolute guide to transfer since this is a broad-ranging topic with many possible exceptions. We encourage you to listen to the advice of your athletic academic counselor when it comes to selecting your courses.

**NCAA**

Student-athletes who plan on transferring and competing at a NCAA DI, DII, DIII university must be aware of their status as a qualifier or partial qualifier. Depending on their status and the division, student-athletes may or may not be eligible to receive athletic related financial aid, participate in practices, and compete in contests. See the information below to determine your eligibility. If you still have questions regarding your qualifier status, long onto the NCAA Eligibility Center website for more information: www.ncaaeligibilitycenter.org or call the NCAA Eligibility Center Customer Service at (317)223-0700.

**Transferring to a 4-Year University**

**Our Three Divisions**

The NCAA’s three divisions were created in 1973 to align like-minded campuses in the areas of philosophy, competition and opportunity.

**DIVISION 1**
- Schools: 351
- Median undergraduate enrollment: 9,629
- Students who are athletes: 1 in 25
- Average number of teams per school: 19
- Percentage of NCAA student-athletes in division: 36%
- Multiyear, cost-of-attendance athletics scholarships available: 59 percent of athletes receive athletics aid

**DIVISION 2**
- Schools: 308
- Median undergraduate enrollment: 2,485
- Students who are athletes: 1 in 11
- Average number of teams per school: 16
- Percentage of NCAA student-athletes in division: 29%
- Partial athletics scholarship model: 62 percent of athletes receive athletics aid

**DIVISION 3**
- Schools: 443
- Median undergraduate enrollment: 1,748
- Students who are athletes: 1 in 6
- Average number of teams per school: 18
- Percentage of NCAA student-athletes in division: 39%
- No athletics scholarships: 80 percent of athletes receive nonathletics aid

**Did you know?**
- Division I student-athletes graduate at a higher rate than the general student body.
- Division II is the only division with schools in Alaska, Puerto Rico and Canada.
- Division III’s largest school has 24,702 undergraduates. The smallest? 284.

Learn more at ncaa.org/about.
DEFINITIONS

Amateur Standing: All student-athletes must be of amateur status and have never been paid for participating in the sport they are competing in at the college.

Participation: Any involvement in any scheduled game, meet, or match constitutes participation for that season. This does not apply to scrimmages or non-traditional contests.

Transfer Student: Any student-athlete coming to Gavilan College from another college or 4-year university.

Residency: All student-athletes, who first competed at another California community college, must establish residency prior to competing in their second season of competition at their second California community college. To do so, you must successfully complete 12 units prior to your second season of competition. Residency requirements do not apply for students transferring from any university or 4-year college, or any community college outside the state of California.

Freshman Year: This is the very first season a student-athlete competes in a particular sport.

Sophomore Year: This is the second season of competition in a particular sport. All student-athletes must maintain a minimum 2.0 grade point average of 2.0 or higher and have completed 24 units to be eligible for any sport during their second year.

Seasons Allowed: Any student-athlete is allowed to play two season of each sport at the community college level.

Red-Shirt: A student-athlete who practices with their team and is academically eligible but does not participate in any contest for one full season.

Medical Hardship: Refers to a student-athlete who sustained a season ending injury or illness.

Grey Shirt: Refers to someone who is enrolled in less than 12 units for the purpose of saving a season of participation as well as saving time on their NCAA Division I eligibility clock.

Five-Year Clock: Division 1 student-athletes have five calendar years to participate in four seasons of competition. Once a student is enrolled in 12 full-time units in one semester at any college or university, the five-year clock begins to count down whether you compete as a student-athlete or not.

10-Semester/15-Quarter Clock: If you play at a Division II or III school, you have the first full-time 10 semesters or full-time 15 quarters in which to complete your four seasons of competition for participation. You use a semester or quarter any time you attend class as a full-time student. You do not lose a term if you go part-time or are not enrolled for a term.
**Full-Time Student:** Each school determines what full-time status means. Typically, you are a full-time student if you are enrolled for at least 12 credit hours per term; but some schools define a full-time student as someone who takes fewer than 12 credits a term.

**Transferable Credit Hours:** These are credit hours from your previous school that your new school will accept toward your degree. Each school determines how many and which credit hours are acceptable for transferring.

**Qualifier:** is a student who, for purposes of determining eligibility for financial aid, practice, and competition, has met the following requirements:
- Graduated from high school;
- Successfully completed a required core curriculum consisting of a minimum number of courses in specified subjects;
- A specified minimum grade-point average in the core curriculum;
- A specified minimum SAT or ACT Score

**Non-Qualifier:** Unless you fulfilled the requirements above, you are considered a “non-qualifier”.

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**PLANNING TO GO DIVISION I: 2-4 Transfer**

- You plan to attend a Division I school
- You have never attended a four-year school
- You are a qualifier

**At Your Two-Year School, Did You:**

1. Complete at least one semester or quarter as a full-time student? (Summer school does not count.)
2. Complete an average of 12 transferable credit hours in each term you attended full-time?*
3. Earn a GPA of 2.500 in those transferable credit hours?

**If YES to all:**
You can practice, get an athletics scholarship and compete as soon as you transfer.**

**If No to any:**
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of an academic year, you may not complete until the fall term.
PLANNING TO GO DIVISION I:
2-4 Transfer

- You plan to attend a Division I school
- You have never attended a four-year school full time
- You are a non qualifier

At Your Two-Year School, Did You:

1. Graduate from your two-year school? You must have earned 25% of your credit hours at your two-year school.
2. Complete at least three semesters as a full-time student? (Summer school does not count.)
3. Complete 48 transferable credit hours
   - Your transferable credit hours must include all the following subjects:
     - English: 6 hours per semester
     - Math: 3 hours per semester
     - Natural/physical science: 3 hours per semester
4. Earn a GPA of 2.500 in those transferable credit hours?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer.**

If No to any and your GPA is 2.00 – 2.49:
- You can practice as soon as you transfer if you completed one academic year at all your colleges combined
- You cannot compete until you sit out for an academic year in residence.

If No to any and your GPA is below 2.00:
You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

** If you are a baseball student-athlete who transfers to a new school in the middle of an academic year, you may not complete until the fall term.
PLANNING TO GO DIVISION I: 2-4 Transfer

- You plan to attend a Division I school
- You attended a four-year school and now attend a two-year school
- You are a qualifier

At Your Two-Year School, Did You:

1. Attend for more than one calendar year after leaving your four-year school?
2. Graduate from your two-year school?
3. Complete an average of 12 transferable credit hours for each term you attended full time?*
4. Earn a GPA of 2.500 in those transferable credit hours?

If YES to all:
- You can practice, get an athletics scholarship and compete as soon as you transfer. **

If No to any:
- You cannot compete until you sit out for an academic year in residence.

* You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of an academic year, you may not complete until the fall term.

PLANNING TO GO DIVISION I: 2-4 Transfer

- You plan to attend a Division I school
- You attended a four-year school and now attend a two-year school
- You are a non qualifier

At Your Two-Year School, Did You:

1. Attend for more than one calendar year after leaving your four-year school?
2. Graduate from your two-year school?
3. Complete an average of 12 transferable credit hours for each term you attended full time?*

Your transferable credit hours must include all the following subjects:
- English: 6 hours per semester
- Math: 3 hours per semester
- Natural/physical science: 3 hours per semester
4. Earn a GPA of 2.500 in those transferable credit hours?

If YES to all:
- You can practice, get an athletics scholarship and compete as soon as you transfer. **

If No to any:
- You can practice as soon as you transfer if you completed one academic year at all your colleges combined.
- You can get an athletics scholarship as soon as you transfer if you completed one academic term at your two-year school.
- You cannot compete until you sit out for an academic year in residence.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

**If you are a baseball student-athlete who transfers to a new school in the middle of an academic year, you may not complete until the fall term.
TRANSFERRING TO A 4-YEAR INSTITUTION

**PLANNING TO GO**

**DIVISION I: 4-2-4 Transfer**

- You plan to attend a Division I school
- You attended a four-year school full time and now attend a two-year school full time
- You are a **qualifier**

**At Your Two-Year School, Did You:**

1. Graduate from your two-year school? You must have earned 25 percent of your credit hours at your two-year school awarding your degree.
2. Complete an average of 12 transferable credit hours for each term you attended full time?*
3. Earn a GPA of 2.200 in those transferable credit hours?
4. Has one calendar year elapsed since your last day of enrollment at your four-year school?

**If YES to all:**

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

**If No to any:**

- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

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**PLANNING TO GO**

**DIVISION I: 4-2-4 Transfer**

- You plan to attend a Division I school
- You attended a four-year school full time and now attend a two-year school full time
- You are a **nonqualifier or academic redshirt**

**At Your Two-Year School, Did You:**

1. Graduate from your two-year school? You must have earned 25 percent of your credit hours at your two-year school awarding your degree.
2. Complete an average of 12 transferable credit hours for each term you attended full-time, earning a GPA of 2.200 in those transferable credit hours?* Your transferable credit hours must include all the following subjects:
   - English: 6 hours per semester
   - Math: 3 hours per semester
   - Natural/physical science: 3 hours per semester
3. Earn a GPA of 2.200 in those transferable credit hours?
4. Has one calendar year elapsed since your last day of enrollment at your four-year school?

**If YES to all:**

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

**If No to any:**

- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence.

You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math courses may not be used to satisfy this requirement.
PLANNING TO GO DIVISION II:
2-4 Transfer

- You attended only one semester or quarter at a two-year school full time
- You have never attended a four-year school
- You are a qualifier

At Your Two-Year School, Did You:
1. Complete ONLY one semester or quarter as a full-time student? (Summer school does not count.)
2. Complete an average of 12 transferable credit hours for each term you attended full time?*
3. Earn a GPA of 2.200 in all normally transferable credit hours?
4. Earn at least nine transferable credit hours during your one full-time term?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer.

If No to 1,2 or 3:
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence.

If No to 4:
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.

PLANNING TO GO DIVISION II:
2-4 Transfer

- You plan to attend a Division II school
- You have never attended a four-year school
- You are a qualifier, partial qualifier or nonqualifier

At Your Two-Year School, Did You:
1. Complete at least two semesters as a full-time student?  (Summer school does not count.)
2. Complete an average of 12 transferable credit hours for each term you attended full-time, earning a GPA of 2.200 in those transferable credit hours?*

Your transferable credit hours must include all the following subjects:
- English: 6 hours per semester
- Math: 3 hours per semester
- Natural/physical science: 3 hours per semester
3. Earn at least nine transferable credit hours during your last full-time term?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer.

If No to 1 or 2:
Nonqualifiers:
- You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence
- If you meet all the requirements but your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.

Qualifiers
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence

If No to only 3
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.
PLANNING TO GO DIVISION II: 2-4 Transfer

- You graduated from your two-year school
- You have never attended a four-year school
- You are a qualifier, partial qualifier or nonqualifier

At Your Two-Year School, Did You:

1. Complete at least two semesters as a full-time student? (Summer school does not count.)
2. Earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?
3. Earn at least nine transferable credit hours during your last full-time term?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer. **

If No to 2:
- You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.
- If you meet all the requirements but your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.

If No to 3:
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.
**PLANNING TO GO**  
**DIVISION II: 4-2-4 Transfer**

- You attended a four-year school full time and now attend a two-year school full time
- You attended only one semester or quarter at a two-year school full time and graduated
- You are a **qualifier, partial qualifier or nonqualifier**

**At Your Two-Year School, Did You:**

1. Graduate from your two-year school?
2. Complete only one semester or quarter as a full-time student?
3. Earn at least nine transferable credit hours during your one full-time term?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer.

If NO to 1 or 2 qualifier, partial qualifier:
- You can practice and get an athletics scholarship as soon as you transfer.
- You cannot compete until you sit out for an academic year in residence.

If NO to 1 or 2 non qualifier:
- You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.
- If NO to only 2 but YES to the remaining AND your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer, but you cannot compete until you sit out for an academic year in residence

If NO to 3 qualifier, partial qualifier and nonqualifier:
- You can practice and get an athletics scholarships as soon as you transfer.
- You cannot compete until you complete nine credit hours toward a degree during a full-time term
TRANSMFERRING TO A 4-YEAR INSTITUTION

PLANNING TO GO DIVISION II:
4-2-4 Transfer

• You attended a four-year school full time and now attend a two-year school full time
• You attended the two-year school for at least two semesters or three quarters full time and graduated
• You are a qualifier, partial qualifier or nonqualifier

At Your Two-Year School, Did You:

1. Complete at least two semesters as a full-time student? (Summer school does not count.)
2. Graduate and earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?
3. Complete at least nine transferable credit hours during your last full-time term?

If YES to all:
You can practice, get an athletics scholarship and compete as soon as you transfer.

If NO to 1 or 2 qualifier, partial qualifier:
• You can practice and get an athletics scholarship as soon as you transfer.
• You cannot compete until you sit out for an academic year in residence.

If NO to 1 or 2 non qualifier
• You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.
• If NO to only 2 but YES to the remaining AND your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer, but you cannot compete until you sit out for an academic year in residence

If NO to 3 qualifier, partial qualifier and nonqualifier:
• You can practice and get an athletics scholarship as soon as you transfer.
• You cannot compete until you complete nine credit hours toward a degree during a full-time term.
TRANSFERRING TO A 4-YEAR INSTITUTION

PLANNING TO GO: DIVISION III:

• You plan to attend a Division III school
• You have never attended a four-year school

At Your Two-Year School, Did You:

1. Practice and compete in intercollegiate sports?

If YES to all:
You can compete immediately after your transfer ONLY IF you would have been academically and athletically eligible to compete had you stayed at your two-year school.

If No to any:
You are immediately eligible to compete upon transfer to the Division III school.

PLANNING TO GO: DIVISION III:

• You plan to attend a Division III school
• You attended a four-year school and now attend a two-year school

At Your Two-Year School, Did You:

1. Would you have been eligible at the certifying Division III school if you had transferred directly from your previous four-year school without attending the two-year school?
2. At your two-year school, did you complete at least two full-time semesters (summer school does not count) AND complete 24 transferable credit hours if your school used semesters?

If YES to either 1 or 2:
You can practice and compete as soon as you transfer.

If No to any:
You are not eligible to compete for a Division III school until you have served an academic year in residence at the Division III school.
If you enroll in 12 hours and attend any regularly scheduled class at a two- or four-year college and then decided to transfer to an NAIA school, the NAIA considers you a transfer student, regardless of whether you participated in intercollegiate athletics.

If you’re a transfer who has never participated in athletics at an NAIA school, you’ll need to register with the NAIA Eligibility Center at PlayNAIA.org to have your eligibility determined.

Residency Rules if transferring from a four-year school – If you participated in an intercollegiate contest in your sport at a four-year school, you must wait 16 weeks before participating in that sport unless you:

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

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

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

Progress Rule: If you’re a transfer student who has already used one or more of your four seasons of competition in college sports, you will need to show completion of the following before you can complete:
- Second season: 24 semester institutional credit hours
- Third season: 48 semester institutional credit hours
- Fourth season: 72 semester institutional credit hours (including 48 semester in general education or your major field of study)

Who’s considered a professional in the NAIA?
In the NAIA, only amateur student-athletes are eligible to participate in a given sport. An amateur engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain. If you become a professional in a particular sport recognized by the NAIA, you will be considered a professional in that sort only and are ineligible for intercollegiate competition in that sport.

The following will cause a student to lose amateur standing:
- Signing a contract with any professional team or entering into an agreement to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.
- Participating in any athletics contest as a professional or as a team where you receive reimbursement, directly or indirectly, exceeding the actual expenses of travel, meals and lodging.
- Receiving remuneration for any appearance or advertisement/promotion that references the student's collegiate institution or intercollegiate athletic participation.

How long can I compete?
In the NAIA, a “season of competition” is counted when you participate in one or more intercollegiate contests whether at the varsity, junior varsity or freshman level. Student-athletes can compete during four seasons of competition within the first 10 semesters (15 quarters) they are in college. For transfers, seasons of competition at the previous institution(s) are determined under the rules of the association (such as NCAA, NJCAA, etc.) under which you competed previously.
TRANSFERRING TO A 4-YEAR INSTITUTION

What happens if I suffer an injury during college?

If as a student-athlete you suffer a season-ending injury or illness, NAIA rules provide for a way to deal with the loss of the opportunity to compete. Hardship requests must be verified by the medical doctor who treated you. The injury cannot have occurred in the last regular season contest or during postseason, and you cannot have competed in more than a specified number of contests. If granted, hardships restore a season of competition but do not restore any terms toward the maximum 10 semesters.

ADMISSIONS ELIGIBILITY

Being athletically eligible to transfer does not insure that a university or college will consider you for admissions. There are many factors that affect admissions eligibility such as whether the student-athlete is considering entering a UC (University of California), a CSU (California State University), a private college or a school that is out of state. Each may have different standards for eligibility and those standards can vary depending upon whether or not the student was eligible to attend directly from high school. We mentioned these factors to instill some caution and hope that you will refer all transfer and admission questions to Darlene.

STRUCTURING THE BEST COURSE PLAN FOR YOU

This is a common problem for student-athletes. Frequently, the student-athlete does not know where or even to which system of colleges he or she will be transferring. Therefore, the counselor may initially recommend a conservative approach to course planning, suggesting classes that are appropriate to the greatest number of 4-year schools and systems. The counselor may also suggest that you follow a pattern of course work like IGETC (Inter-segmental General Education Transfer Curriculum). It is to the student-athlete's advantage to decide on a 4-year school and major as early as possible in order to minimize the possibility of lost units.

In general, the student-athlete should plan to complete more than the 48 transferrable units that the NCAA requires. He or she should complete a minimum of 60 units, which is the required amount for the both the CSU and UC systems, for transfer at the junior level.
The key to successful transfer is in sticking with your SEP and paying attention to the all-important transfer deadlines. Student-athletes wishing to be admitted for the fall term must submit their applications in the preceding November, almost a year in advance. Winter and spring applicants will need to apply during the summer. Actual due dates are listed in the application packets each year and are available in the Transfer Center. Financial Aid and housing applications may also have early deadlines.

**Transfer Checklist**

All student-athletes planning to transfer to a 4-year college or University should:

- Discuss your transfer plans with the academic counselor.
- Read transfer publications such as Answers for Transfers (UC transfer) or The Choice is Yours (independent transfers).
- Send for transfer information from the institution of your choice.
- Check with your academic counselor to insure you have completed all lower division work before transferring.
- Be sure to visit the campus to which you will be transferring and make an appointment with a counselor.
- Complete and submit all financial aid and scholarship information.
- Take the ACT or SAT if it is required.
- Obtain an admissions booklet.
- Complete and send application with the application fee.
- Request your transfer units be “certified” (The Gavilan College Admissions & Records Office will assist you with this request).
- Have official community college transcripts and high school transcripts sent to the transfer institution.
- Select classes with the help of an academic counselor and register for classes.
- Pay fees by the deadline date.
- Participate in orientation programs conducted by the 4-year college for new students.
- Investigate campus tours.
- Begin classes.
Gavilan College Campus Directory

Parking Lots
A  Student/Staff/Disabled Access/30 min. spaces
B  Student/Staff/Disabled Access/Visitor/30 min. spaces
C  Student/Staff/Disabled Access/15 min. spaces/30 min. spaces
D  Staff/Disabled Access
E  Student/Staff/Motorcycle
F  Staff/Disabled Access/Visitor/Motorcycle/30 min. spaces
G  Staff/Disabled Access
H  Student/Staff/Disabled Access/Motorcycle/30 min. spaces