

# **Student Athlete Handbook**

2018-19

Men's Baseball

Men's Basketball

Women's Cross Country

Women's Softball

Women's Volleyball

**Pasco-Hernando State College**

[www.phsc.edu](http://www.phsc.edu)

## **A MESSAGE FROM THE ATHLETIC DIRECTOR**

Dear Student-Athlete:

Welcome to Pasco-Hernando State College and the intercollegiate athletic program for 2018-19 academic year. It is the hope of the Athletic Department Staff that this “Student-Athlete Handbook” will provide you with meaningful information to make your experiences and contributions to PHSC more rewarding.

Pasco-Hernando State College has a tradition of success in intercollegiate athletics that complements our excellence in academics. Our athletic program stands for integrity and full compliance with the National Junior College Athletic Association (NJCAA) and Florida College Systems Activities Association (FCSAA) regulations. We look forward to your participation and continuing our successful achievement in intercollegiate competition. An outstanding team of coaches and support staff will help you achieve your full potential as a student-athlete. We hope that each of you will leave PHSC with your Associate in Arts or Associate in Science degree in to enhance your future opportunities.

Please read the Student-Athlete Handbook carefully and use it as a guide throughout your time at Pasco-Hernando State College. It is a valuable resource for you and a strong support to your overall PHSC experience.

Best wishes for an exciting season ahead and for great success.

Sincerely,

Steve Winterling  
Director of Athletics

STUDENT-ATHLETE HANDBOOK  
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## **COLLEGE MISSION STATEMENT**

### **A. Statement of Purpose.**

Pasco-Hernando State College serves the educational needs and interests of its community by awarding certificates, diplomas, and associate and baccalaureate degrees. As a comprehensive, multi-campus learning-centered institution, PHSC utilizes various instructional modalities and support services. PHSC provides an accessible, diverse teaching and learning environment rich with opportunities for students to achieve academic success and cultural growth in a global society.

### **B. Objectives.**

PHSC will provide:

- A. The first two years of successful post-secondary instruction that lead to the baccalaureate degree;
- B. A variety of career and technical education programs that prepare students for employment in current business, industry, and service occupations;
- C. College preparatory instruction, adult education/GED preparation, and continuing Education that enhance and update the knowledge and skills of individuals;
- D. Services for students that enhance their opportunities for learning and success;
- E. Educational training, enhanced by the development of partnerships, that promotes and supports economic development and serves the community;
- F. Learning opportunities for cultural enrichment and personal development;
- G. An environment that fosters high ethical standards, openness, trust, respect, and fairness among all members of the College community.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

The purpose of the Athletic Department is to promote the total well-being of the student through conceptual learning and actual participation in intercollegiate athletics.

The department believes that athletic activities are an important component of the total college educational process to the extent that they provide opportunities for continued student growth through the acquisition of knowledge, physical development, social skills, values and emotional patterns in the forum of physical activities and competitions.

By providing high quality athletic programs, the athletic department is in alignment with the Mission of the College.

### **NJCAA and FCSAA**

The National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCSAA) govern all PHSC intercollegiate athletic teams. The Athletic Director will be the interpreter of these rules and regulations. Any and/or all needs for interpretation are to be directed through the Athletic Director.

Pasco-Hernando State College subscribes to and endorses equal employment and educational opportunity. Its policies and practices will ensure non-discriminatory treatment of all persons without regard to race, color, age, religion, marital status, gender, disability, or ethnicity.

### **THE BOBCATS**

This marks the inaugural year of the Bobcat mascot. It replaces the Conquistador which served Pasco-Hernando State College for twenty-six years. The wild bobcat is one of two predatory big cats native to the Florida region, with the other being the Panther. The bobcats are more common and much smaller than the panther and can be found in swamps to suburban backyards.

## ATHLETIC DEPARTMENT DIRECTORY

Athletic Director	Steve Winterling	727-816-3362
Head Baseball Coach	Lyndon Coleman	727-816-3356
Assistant Baseball Coach	Chris Holke	727-816-3356
Head Basketball Coach	Micheal Jones	727-816-3340
Assistant Basketball Coach	Larry Behm	727-816-3340
Head Softball Coach	Tom Ryan	727-816-3361
Assistant Softball Coach	Christina Dushane	727-816-3361
Head Volleyball Coach	Deann Newton	727-816-3341
Assistant Volleyball Coach	Mark Sawyer	727-816-3341
Head Cross Country Coach	Jacki Wachtel	727-816-3342
Assistant Cross Country Coach	Lee Rietsma	727-816-3342
Athletic Trainer	Mary Manning	727-816-3338
Senior Office Assistant	Dominique Phillips-Alvarez	727-816-3342

**WHERE TO GO FOR HELP**

<b>WEST CAMPUS</b>	<b>(727) 847-2727</b>		
			<b>Extension</b>
ADD/DROP CLASS	Kathy Brantley	Student Affairs Office	3216
ADVISORS – BASKETBALL	Adriana Bridger	Student Affairs Office	3303
BASEBALL	Fionna McGillivray	Student Affairs Office	3280
SOFTBALL	Kelly Houck	Student Affairs Office	3383
VOLLEYBALL	Joy Raulerson	Student Affairs Office	3215
CROSS COUNTRY	Sophia Haddad	Student Affairs Office	3484
ATHLETICS			
(Intercollegiate)	Steve Winterling	Athletic Director	3362
(Eligibility)	Steve Winterling	Athletic Director	3362
(Injuries)	Mary Manning	Athletic Trainer	3338
BOOKS	Coaches		
CLAST INFORMATION	Advisor	Student Affairs Office	3210
COUNSELING	Counselor	Student Affairs Office	3010
DISCIPLINE	Vacant	Associate Dean of Student Affairs & Enrollment Management	3236
FINANCIAL AID	Rebecca Shanafelt	Financial Aid Office	3288
GRADUATION	Staff	Admissions Office	3217
JOBS (On-Campus)	Staff	Financial Aid Office	3289
LOANS	Staff	Financial Aid Office	3290
RECORDS/TRANSCRIPTS	Admissions and Student Records Office		3217
REGISTRATION	Advisor	Student Affairs Office	3010
SCHOLARSHIPS			
(Academic)	Rebecca Shanafelt	Financial Aid Director	3288
(Athletic)	Steve Winterling	Athletic Director	3362
TUTORING	Staff	Academic Success Center	3237

# West Campus New Port Richey



- Building Legend**
- A Administration
  - B Student Services
  - C College Store, Quista Café  
IT/Marketing
  - D Business & Technology—  
Rose & Leonard Case Building
  - E District Office/Financial Services
  - F Utilities
  - G Arts & Sciences—  
Anne F. Bucy Building
  - H Performing Arts Center
  - I Central Receiving  
Facilities Maintenance/  
Plant Operations
  - J Alric C.T. Pottberg Library  
Rao Musunuru, M.D. Art Gallery
  - K Physical Fitness Center
  - L Athletic Field House
  - M Health & Science
  - N TodayCare Daycare Center
  - R Conference Center
  - S Instructional Center




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## MAP LEGEND

### Building A

Dr. Stanley Giannet, Vice President of Faculty Dev. & WC Provost	A-119
Associate Dean of Academic Affairs and Institution	A-123
Admission and Records	A-101

### Building B I

Student Affairs/Advising	B-102
Financial Aid	B-203
Career Placement and Testing	B-214

### Building B II

Student Lounge	Downstairs
Office of Disabilities Services	B-122
Student Life and Leadership	B-241
Dr. Robert Bade, Vice President of Student Development & Enrollment Management	B-232

### Building C

Bookstore	Downstairs
Quista Café	Downstairs
Conference/testing/classrooms	Upstairs

### Building D

Classrooms	Downstairs
Dean of Workforce Development	D-209
Continuing Education	D-204
School to work	D-204
Classrooms/Computer Labs	Both floors

### Building E

Business Office & Personnel Office	Downstairs
Dr. Timothy Beard, College President	E-224
Mr. Brian Horn, Vice President of Administration & Finance	E-212

## **Building G**

Classrooms/computer labs

Classrooms

## **Building H**

Auditorium

Classrooms

## **Building I**

Shipping and Receiving

## **Building J**

Library/Teaching and Learning Center

Director of Libraries

J-111

Benjamin Schultze, Coordinator of Academic Success Center

J-122

## **Building K**

Steve Winterling, Athletic Director

K-118

Micheal Jones, Head Coach Basketball

K-107

Larry Behm, Assistant Basketball Coach

K-107

Deann Newton, Head Volleyball Coach

K-107

Mary Sawyer, Assistant Volleyball Coach

K-107

Mary Manning, Athletic Trainer

K-116

Fitness Center

K-110

Dominique Phillips-Alvarez, Senior Office Assistant

K-123

Jacqueline Wachtel, Cross Country

K-123

Lee Rietsma

K-123

Gymnasium Classroom

K-125

## **Building L**

Lyndon Coleman, Head Baseball Coach

L-103

Coach Tom Ryan, Softball

L-109

## **Building M**

Dean of Nursing and Health Programs	M-177
Associate Dean of Nursing	M-256
Dental Asst. Programs	M-144
Paramedics/EMS	M-156
Radiography Program	M-108
Classrooms	All floors
Dr. Linda Chamberlain, Associate Professor/Coordinator, Human Services	M-102
Classrooms/Science Labs	Third floor

## **Building N**

Child Care Center

## **Building R**

Conference Center

## **Building S**

Classroom Building

## REGISTRATION

Before a student can register for credit courses, he/she must complete an Application for Admission form. Athletes are required to pursue the Associate in Arts (AA) degree. Athletes who wish to change to an Associate in Science, (AS) degree must contact the Athletic Director. In order to declare the AA Degree Program, athletes must complete a Program Declaration form so that they can be registered for the appropriate courses for the specified program of study. These forms are available at orientation and in the Student Development Office.

After completing the appropriate documents, students are to see an academic advisor in the Student Development\*- Office each semester to plan the courses they will take. Students are cautioned to schedule advising as early as possible, adhering to the dates published in the College Calendar found in the Catalog/Student Handbook and the course schedule. Early advisement leads to the best selection of courses and the most preferable time schedule.

The beginning and ending dates for registration are published in the Official College Calendar, College Catalog and on [www.phcc.edu](http://www.phcc.edu). Students who register for courses that begin and/or end at times other than the regularly scheduled semester in the Calendar need to request from Student Development staff the deadline dates for drop/add and for withdrawal. Students should ask for these dates at the time of registration.

## DROPS/WITHDRAWALS/AUDITS

**To drop a course(s), student/athletes must consult with the Head Coach of his or her sport.** The appropriate Head Coach's signature is required on all drop forms. Drop must be done within the registration and /or adjustment period, which is typically the first week of school, in order to get a full refund for the course.

A student may officially withdraw from a course without academic penalty if the withdrawal is done on or before the last date to withdraw/audit. If a student withdraws, he/she will receive a grade of "W" on the grade report. If the student does not officially withdraw by the deadline date, a letter grade will be given by the instructor. If a student has officially withdrawn from a course, he/she is not entitled to continue in that class. **The signature of the Head Coach of the sport and Athletic Director is required for any course adjustment or withdrawal.**

**Please refer to the academic calendar for these dates.**

## **REGISTRATION CHECKLIST**

### **STEP 1**

Complete an admissions application. **All student/athletes are required to attend an orientation session before being allowed to register unless they receive approval in advance by the Associate Dean of Enrollment and Retention.**

### **STEP 2**

Submit an application with \$ 25 fee to the Admissions and Student Records Office.

### **STEP 3**

Request the high school or college transcripts (if transferring to PHCC from another institution) to be sent to the Admissions and Student Records Office.

### **STEP 4**

The Advisor will inform you of registration procedures, testing, etc.  
Schedule an appointment with an Academic Advisor.

### **STEP 5**

Take the Collage Placement test or provide copies of ACT or SAT scores.

### **STEP 6**

Report back to an Academic Advisor with test results.  
The Academic Advisor will then be able to help you schedule your courses. Let the advisor know that you are an athlete and whether your sport is “in-season” or not so that they may help you plan a schedule that will be suitable.

### **STEP 7**

Select your courses.

### **STEP 8**

Register for your courses.

Academic Dates & Deadlines	Term I	Term IA	Term IB	Term IC
	8/20-12/7/18	8/20-10/12/18	10/15-12/7/18	9/10-11/19/18
	15 weeks	7.5 weeks	7.5 weeks	10 weeks
Web Registration for Degree/Certificate/Noncredit				
No Registration July 1 – 7. (Computer systems shut down for annual maintenance.)				
With 45 or more Credit Hours	Apr 9-Aug 19	Apr 9-Aug 19	Apr 9-Oct 14	Apr 9-Sep 9
With 30 or more Credit Hours	Apr 10-Aug 19	Apr 10-Aug 19	Apr 10-Oct 14	Apr 10-Sep 9
With 15 or more Credit Hours	Apr 11-Aug 19	Apr 11-Aug 19	Apr 11-Oct 14	Apr 11-Sep 9
With 1 or more Credit Hours	Apr 12-Aug 19	Apr 12-Aug 19	Apr 12-Oct 14	Apr 12-Sep 9
On Campus Registration for Degree/Certificate/Noncredit				
No Registration July 1 – 7. (Computer systems shut down for annual maintenance.)				
With 45 or more Credit Hours	May 14-Aug 17	May 14-Aug 17	May 14-Oct 12	May 14-Sep 7
With 30 or more Credit Hours	May 15-Aug 17	May 15-Aug 17	May 15-Oct 12	May 15-Sep 7
With 15 or more Credit Hours	May 16-Aug 17	May 16-Aug 17	May 16-Oct 12	May 16-Sep 7
With 1 or more Credit Hours	May 17-Aug 17	May 17-Aug 17	May 17-Oct 12	May 17-Sep 7
Open Registration for all New, Returning Credit and Non-Credit Students	May 21-Aug 17	May 21-Aug 17	May 21-Oct 12	May 21-Sep 7

Registration Fees Due by 7 p.m. For students registering on Aug 8 on thereafter, fees are due on the day of registration. If fees are not paid by the deadline then courses are forfeited.	Aug 8			
Classes Begin	Aug 20	Aug 20	Oct 15	Sep 10
Last Day to Register or Add Classes in Person by 4 p.m.	Aug 17 Aug 19	Aug 17 Aug 19	Oct 12 Oct 14	Sep 7 Sep 9
Last Day to Register or Add Classes Online by 11:59 p.m.				
Last Day – Drop Classes by 4 p.m.	Aug 24	Aug 24	Oct 19	Sep 14
Last Day to Provide Documents for Residency.  Changes after the deadline become effective next term.	Aug 18	Aug 18	Oct 12	Sep 7
Last Day to Use Book Authorizations	Aug 24	Aug 24	Oct 19	Sep 14
Financial Aid Grant Disbursement	Aug 30	Aug 30	Oct 25	Sep 20
Last Day to Apply for Graduation  Graduation fees apply. See online application via WISE.	Nov 9			
International Students and F1-Visa Applications Due  See Admissions and Student Records for Application	June 15			
Last Day to Withdraw/Change to Audit by 7 p.m.	Nov 1	Sept 26	Nov 20	Oct 22
Last Day of Classes	Dec 7	Oct 12	Dec 7	Nov 19
Commencement  For previous summer term and fall term graduates.	Dec 11			
Nursing Pinning	Dec 10			

Grades Available for Student Viewing via WISE	Dec 8			
Holidays/No Classes	Labor Day – Sept 3 Veterans Day - Nov 12 Thanksgiving – Nov 22-25 Winter Break – Dec 13-Jan 1			
FACULTY AND STAFF DATES				
Faculty Reports	August 14			
Fall Faculty Meeting	August 15 West Campus			
Grades Due	Dec 10 by 9 p.m.	Oct 15 by 9 p.m.	Dec 10 by 9 p.m.	Nov 20 by 9 p.m.
Last Day for Faculty	Dec 11			
DUAL ENROLLMENT				
Application Deadline	Aug 17			
Dual Enrollment Students with 45 or more credits	May 14			
ONLINE REGISTRATION OPENS FOR SENIORS				
30+ Credit Hours	July 31 8 a.m.			
15+ Credit Hours	July 31 9 a.m.			
1+ Credit Hours	July 31 10 a.m.			
First Time	July 31 11 a.m.			
ONLINE REGISTRATION OPEN FOR JUNIORS				
30+ Credit Hours	Aug 1 8 a.m.			
15+ Credit Hours	Aug 1 9 a.m.			
1+ Credit Hours	Aug 1 10 a.m.			
First Time	Aug 1 11 a.m.			
ONLINE REGISTRATION OPENS FOR SOPHOMORES				



30+ Credit Hours	Aug 2 8 a.m.
15+ Credit Hours	Aug 2 9 a.m.
1+ Credit Hours	Aug 2 10 a.m.
First Time	Aug 2 11 a.m.
Open Registration for Dual Enrollment	Aug 5 – Aug 16
Deadline Date for registration paperwork for students taking classes at the high school	Aug 24 @ 9 a.m.

### SPRING 2019 (20192)

Special programs and courses (Law Enforcement Academy, Continuing Education, Educator Prep Institute, etc.) may have different registration, drop/add and completion dates. Please contact the program coordinator, institute staff, or seek information from an advisor in Student Affairs.

Beginning Fall 2017, registration is not allowed after first class meets.

The last day to register for online classes is the first Wednesday of the term by 8:59 p.m.

New students should contact the Information Center to schedule an orientation session prior to registration at 1-855-668-7472.

Collegiate High School students register during PHSC student registration dates.

<b>Academic Dates &amp; Deadlines</b>	<b>Term II 1/7- 4/29/19 15 weeks</b>	<b>Term IIA 1/7-3/8/19 7.5 weeks</b>	<b>Term IIB 3/18- 4/29/19 7.5 weeks</b>	<b>Term IIC 1/28- 4/12-19 10 weeks</b>
<b>Web Registration for Degree/Certificate/Noncredit</b>				
With 45 or more Credit Hours	Oct 30- Jan 6	Oct 30-Jan 6	Oct 30- Mar 17	Oct 30- Jan 27
With 30 or more Credit Hours	Oct 31- Jan 6	Oct 31-Jan 6	Oct 31- Mar 17	Oct 31- Jan 27
With 15 or more Credit Hours	Nov 1- Jan 6	Nov 1-Jan 6	Nov 1- Mar 17	Nov 1- Jan 27
With 1 or more Credit Hours	Nov 2- Jan 6	Nov 2-Jan 6	Nov 2- Mar 17	Nov 2- Jan 27
<b>On Campus Registration for Degree/Certificate/Noncredit</b>				
With 45 or more Credit Hours	Oct 30- Jan 4	Oct 30-Jan 4	Oct 30- Mar 8	Oct 30- Jan 25
With 30 or more Credit Hours	Oct 31- Jan 4	Oct 31-Jan 4	Oct 31- Mar 8	Oct 31- Jan 25
With 15 or more Credit Hours	Nov 1- Jan 4	Nov 1-Jan 4	Nov 1- Mar 8	Nov 1- Jan 25
With 1 or more Credit Hours	Nov 2- Jan 4	Nov 2-Jan 4	Nov 2- Mar 8	Nov 2- Jan 25
<b>Open Registration for all New, Returning Credit and Non-Credit Students</b>	Nov 5- Jan 4	Nov 5-Jan 4	Nov 5- Mar 8	Nov 5- Jan 25

<b>Registration Fees Due by 7 p.m.</b>				
For students registering on Jan 3 or thereafter, fees are due on the day of registration. If fees are not paid by the deadline then courses are forfeited.	<b>Jan 3</b>			
<b>Classes Begin</b>	<b>Jan 7</b>	<b>Jan 7</b>	<b>Mar 18</b>	<b>Jan 28</b>
Last Day to Register or Add Classes in Person by 4 p.m.				
Last Day to Register or Add Classes Online by 11:59 p.m.	Jan 4 Jan 6	Jan 4 Jan 6	Mar 8 Mar 17	Jan 25 Jan 27
<b>Last Day – Drop Classes by 4 p.m.</b>	<b>Jan 11</b>	<b>Jan 11</b>	<b>Mar 22</b>	<b>Feb 1</b>

Last Day to Provide Documents for Residency. Changes after the deadline become effective next term.	<b>Jan 4</b>	<b>Jan 4</b>	<b>Mar 8</b>	<b>Jan 25</b>
Last Day to Use Book Authorizations	Jan 11	Jan 11	Mar 22	Feb 1
Financial Aid Grant Disbursement	Jan 17	Jan 17	Mar 28	Feb 7
<b>Last Day to Apply for Graduation</b> Graduation fees apply. See online application via WISE.	Mar 22			
<b>International Students and F1-Visa Applications Due</b> See Admissions and Student Records for Application	Nov 1			
<b>Last Day to Withdraw/Change to Audit</b>	<b>Mar 29 by 4 p.m.</b>	<b>Feb 13 by 7 p.m.</b>	<b>Apr 12 by 4 p.m.</b>	<b>Mar 18 by 7 p.m.</b>
<b>Last Day of Classes</b>	<b>Apr 29</b>	<b>Mar 8</b>	<b>Apr 29</b>	<b>Apr 12</b>
Commencement	May 1			
Nursing Pinning	April 30			
Grades Available for Student	April 30			

Viewing via WISE					
Holidays/No Classes	<p style="text-align: center;">MLK Day – Jan 21 Spring Break – Mar 11-17  All College Day - ?</p>				
<b>FACULTY AND STAFF DATES</b>					
Faculty Reports	Jan 2				
Grades Due	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">April 30 by 9 p.m.</td> <td style="width: 25%;">Mar 18 by 9 p.m.</td> <td style="width: 25%;">April 30 by 9 p.m.</td> <td style="width: 25%;">April 15 by 9 p.m.</td> </tr> </table>	April 30 by 9 p.m.	Mar 18 by 9 p.m.	April 30 by 9 p.m.	April 15 by 9 p.m.
April 30 by 9 p.m.	Mar 18 by 9 p.m.	April 30 by 9 p.m.	April 15 by 9 p.m.		
Last Day for Faculty	May 1				
<b>DUAL ENROLLMENT</b>					
Application Deadline	Jan 4				
Dual Enrollment Students with 45 or more credits	October 30 – November 27: In person by appointment only				
<b>ONLINE REGISTRATION OPENS FOR SENIORS</b>					
30+ Credit Hours	Nov 28 8:00 a.m.				
15+ Credit Hours	Nov 28 9:00 a.m.				
1+ Credit Hours	Nov 28 10:00 a.m.				
First Time	Nov 28 11:00 a.m.				
<b>ONLINE REGISTRATION OPEN FOR JUNIORS</b>					
30+ Credit Hours	Nov 29 8:00 a.m.				
15+ Credit Hours	Nov 29 9:00 a.m.				
1+ Credit Hours	Nov 29 10:00 a.m.				
First Time	Nov 29 11:00 a.m.				
<b>ONLINE REGISTRATION OPENS FOR SOPHOMORES</b>					
30+ Credit Hours	Nov 30 8:00 a.m.				

15+ Credit Hours	Nov 30 9:00 a.m.
1+ Credit Hours	Nov 30 10:00 a.m.
First Time	Nov 30 11:00 a.m.
Open Registration for Dual Enrollment	Dec 3-12, Jan 2-4
Deadline Date for registration paperwork for students  taking classes at the high school	Jan 11 by 9:00 a.m.

## **ESSENTIALS FOR ACADEMIC PROGRESS**

1. Do not miss class.
2. Do not be late for class.
3. Complete all assignments on time.
4. Plan to study two (2) hours for each hour of class attendance.
5. Budget your time – class, study, athletics.
6. Consult a counselor for personal problems or any difficulty that hinders or restricts your personal success.
7. Do not be influenced by those who are undisciplined.
8. Establish a list of goals for your life.
9. Be attentive in class, answer questions, make appropriate comments, and be respectful to teachers and fellow students.
10. Be appropriate in your dress and appearance. Remember: first impressions are lasting.
11. Talk to your professors about extra work or any project you might do in those courses in which you are having difficulty.
12. Learn your instructors' names.
13. Be a student first!

## **STUDENT/ATHLETE RESPONSIBILITIES**

Your responsibility as a PHSC student/athlete is that of a student—first and foremost. Your responsibility is to the classroom attendance, punctuality, participation, etc. No less is expected or accepted.

Your second responsibility is that of an athlete. You are expected to attend all practices and games and exhibit good sportsmanship and team dedication.

## **ADVISORS**

Academic advisors are located on each PHSC campus. Advisors are available to assist students with the selection of an educational program and appropriate courses. Advisors also assist students with long-range program planning, what courses are needed to complete a degree, explain degree requirements, and help students transfer to senior institutions.

Every PHSC athlete is required to meet with an advisor before being permitted to register for classes. With their knowledge of the institution, advisors can help coordinate the student's collegiate experience by informing the student/athlete of the variety of services available to him/her.

Advisors are available to assist students in making decisions concerning educational goals, career choices, personal and academic problems. One of the primary functions of the advisors is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Students desiring assistance are urged to contact the Student Development Office to make an appointment. All student information is handled confidentially.

## CLASS ATTENDANCE

Student/athletes are expected to attend classes regularly and be on time. Academic problems resulting from poor class attendance are inexcusable.

**Class work missed because of illness or away games must be made up. Arrangements for make-up work or future assignments must be made with the instructor prior to the trip.**

At no time will coaches intercede on a student's behalf with any instructor to allow a student to circumvent any assignment because a student is a member of an athletic team. Prior notice to instructors that a trip is planned will prevent conflict in most classes.

**NOTE:** If the Athletic Department becomes aware that a student is not attending scheduled classes, the student will be notified and appropriate disciplinary action will be taken.

Any student/athlete who is withdrawn due to non-attendance from courses will be subject to disciplinary action including possible loss of scholarship.

## TUTORING

Tutoring is available to all PHSC students in the Teaching and Learning Centers, which are located in the Library. Check the schedule in the Library for available times. Student/athletes may contact the Teaching and Learning Center Coordinator if they need additional tutoring.

## ACADEMIC PROGRESS GRADES

Academic Progress Reports will be distributed to the instructors during the semester for feedback on student/athletes performance.

## **PROCEDURES TO DEAL WITH EXCESSIVE ABSENCES**

**The Athletic Department neither condones nor tolerates excessive absences.**

Excessive absences are considered to be any unexcused absences in excess of three (3) per course during either the Fall or Spring terms and two (2) classes during terms 3 or 3A.

The procedure to deal with excessive unexcused absences is as follows:

1. Any unexcused absences after three (3) in either the Fall or Spring terms or after two (2) in either 3 or 3A terms, may result in an automatic, indefinite suspension from practices and games, and may lead to loss of scholarship. **SUSPENSION WILL BE FOR CONSECUTIVE GAMES.**
2. Any unexcused absences after six (6) in either the Fall or Spring term or after four (4) in either 3 or 3A terms will result in automatic suspension from practices and games and “probable” loss of scholarship. **SUSPENSION WILL BE FOR CONSECUTIVE GAMES.**

### **THERE WILL BE NO EXCEPTIONS TO THIS POLICY!**

Suspension and/or removal from the team will be enforced regardless of whether games missed are Conference, State, National, or All-Star.

An athlete’s team standing and/or team importance will have no bearing on the length of suspension, removal from the team, or loss of scholarship. All athletes will be treated equally.

**NOTE:** Absences due to scheduled games will be considered excused by the Athletic Department. However, it is student’s responsibility to notify his/her instructors in advance to eliminate any confusion.

If for any reason a student/athlete is not able to contact the instructor(s) to make them aware of an absence (excused or unexcused), the student should call the Athletic Department.

**ALL INSTRUCTORS WILL RECEIVE A COMPLETE LIST OF ATHLETES AND GAMES**



## GRADE POINT AVERAGE

PHSC has a 4-point grading system, which is used to compute the Grade Point Average (GPA). The GPA is computed by dividing the total number of quality points by the total credit hours attempted.

Quality points are figured by multiplying the number of credits assigned to each course by the quality value of the grade given:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality points
- F = 0 quality points

EXAMPLE	CREDIT/HOURS:		GRADES:		QUALITY POINTS:
Course # 1	3	x	B (3)	=	9
Course # 2	4	x	B (3)	=	12
Course # 3	3	x	A (4)	=	12
Course # 4	1	x	A (4)	=	4
Course # 5	3	x	C (2)	=	6
	14		credit hours attempted		43 quality points

$$43 \div 14 = 3.07 \text{ GPA}$$

The following grades do not affect GPA:

**X** = Audit      **I** = Incomplete      **W** = Withdrawal      **S**=Satisfactory      **U** = Unsatisfactory

## COURSE LOAD REQUIREMENT

In order to participate in intercollegiate athletics, students must be registered full-time. At PHSC a student/athlete must be enrolled in a minimum of 12 semester hours of college credit work at all times during each semester. If at any time during the semester, a student/athlete falls below 12 semester hours, he/she immediately becomes ineligible for athletic participation. If a student wishes to drop or withdraw from a class under any circumstances, he/she must check with his/her Head Coach for approval.

## ATHLETIC ELIGIBILITY

1. A minimum of 12 semester hours is established as the term-by-term- requirement for participation. Thus, 12 semester hours becomes “full-time” when defining eligibility.
  - 2.\*\* Prior to the second full-time term, a student must have passed 12 credit-hours with a 1.75 GPA or higher.
  3. In all other terms, a student must pass a minimum of 12 semester hours with at least a 2.00 cumulative GPA in order to be eligible for a succeeding term.
  4. A student may establish eligibility for a term by an accumulation of semester hours equal to 12 times the number of terms of full-time enrollment with at least a 2.00 cumulative GPA.
  5. To be eligible for a second season of participation, a student must have accumulated a minimum of 24 semester hours with at least a 2.00 GPA.
  6. In computing GPA for the purpose of eligibility, all (not best) courses will be used in the calculation of the GPA.
- \*\* An athlete is permitted to have a 1.75 GPA ONLY in the first semester of attendance. All subsequent semesters require 12 semester hours with a 2.00 cumulative GPA or higher.**

**STUDENT CONDUCT**  
**(PERSONAL-TEAM-HOUSING)**

**PERSONAL**

PHSC Athletes are public figures and their conduct both on and off the fields/courts reflects on themselves, their teammates, their coaches, and the College. As a result, the College and the Athletic Department expect all athletes to behave properly and conduct themselves in a courteous manner at all times.

PHSC Student/athletes are required to abide by rules and regulations of PHSC as stated in the College Catalog/Student Handbook and Student/Athlete Handbook.

Athletes will participate in a Life Skills Development program beginning in the fall. Topics of discussion will include: High Expectations for Personal Achievement, Alcohol/Drug Awareness, Sexual Assault Prevention and Response, Stress Management, Proper Nutrition and Rest, Eligibility Requirements, Financial Management and Dress for Success. Internal and external sources will be used to secure speakers.

**Tobacco**            Smoking and chewing tobacco **will not be allowed on or off campus.**  
It is harmful to health and limits the effectiveness of a conditioned athlete.  
Use of tobacco is a violation of FCCAA rules.

**Alcohol**            The use of alcoholic beverages **is absolutely prohibited on or off Campus.**  
  
**If you are present at a party or function where alcohol is present, you will also be considered to be using alcohol.**

**PENALTY FOR BREAKING ALCOHOL POLICY**

Using alcohol independently or at a party or function.

- **First time offense:** Suspension from team for a minimum of two matches/ games and possible cancellation of scholarship and be referred for alcohol awareness counseling within the Student Assistance Program (SAP).
- **Second time offense:** Suspension from team indefinitely and “probable” cancellation from scholarship.

**All violations shall be forwarded to the Assistant Dean of Student Development & Enrollment Management for College disciplinary Procedures and further penalties, according to the Student code of Conduct.**

**Illegal Drugs**      Possession of/or being present during the sale, use, distribution or manufacture of illegal drugs is strictly prohibited. Anyone violating this policy will be immediately suspended from the team, be subject to the College disciplinary procedures and additional disciplinary actions including recommendation for scholarship cancellation.

**PASCO-HERNANDO STATE COLLEGE**

**INTERNAL MANAGEMENT MEMORANDUM #6-14**

**TO: All Faculty and Staff**

**FROM: Katherine M. Johnson, President**

**DATE: August 1, 2007**

**SUBJECT: Procedures for Random Drug Testing of Student-Athletes**

The purpose of this testing program is to promote healthy lifestyle choices and provide a positive learning environment for student-athletes, free from pressures and risks associated with the use of illegal drugs.

This testing program pertains to both scholarship and non-scholarship athletes. All student-athletes will sign a contract form acknowledging this policy. Failure to sign this contract shall result in exclusion from participation.

**SELECTION COMMITTEE**

The Selection Committee will randomly select the athletes to be tested. The committee will consist of the Associate Dean of Student Activities & Engagement, the Chair of the Faculty Senate, and the President of the Student Government Association.

**OBJECTIVES**

1. To educate PHSC student-athletes on the physical, psychological, and social effects of illegal drugs.
2. To eliminate the risk of physical injury to student-athletes associated with intense physical performance while under the influence of illegal drugs.
3. To identify, through mandatory screening/testing, those student-athletes who may be involved in illegal drug use.
4. To provide support and education for student-athletes who test positive for illegal drug use, through referral for counseling and rehabilitation in accordance with the *Pasco-Hernando State College Student-Athlete Handbook* procedures and College policy.

## Internal Management Memorandum #6-14

### Procedures for Random Drug Testing of Athletes

#### **PROCEDURES**

1. The Athletic Department Office Assistant, or a staff member designated by the Associate Dean of Student Activities & Engagement, will develop five lists of student names and numbers, by sport, for reference. All information will be kept **confidential**. Each list, by sport, will have numbers assigned to each person, e.g., 1-13 for basketball.
2. From the lists, the Athletic Department Office Assistant, or designated staff member, will develop an additional list with numbers only. This list will be given to the Selection Committee. No member shall release or disclose this list to anyone not a member of the Selection Committee. Separately, for each sport. The numbers will be placed in a container. One member of the Selection Committee will randomly select the numbers.
3. At the conclusion of the process, each member of the Selection Committee will sign a statement verifying that the random procedures were followed.
4. Once the process has determined the minimum of 10% by sport, the list of randomly selected numbers will be compared to the list of names by the Associate Dean of Student Activities & Engagement and the Athletic Department Office Assistant or designated staff member. The names of selected students will be kept **confidential** until tested.
5. Student-athletes who are selected for testing will be placed back into the pool for their individual sport and can be selected randomly for future testing.
6. Disclosure and follow-up of the results of the drug test will follow established procedures with the PHCC Drug Testing Policy (DBOT Rule 6Hx19-2.58).
7. Any student-athlete testing positive for a first time will be required to receive drug counseling to be assigned by the Associate Dean of Student Activities & Engagement. Failure to comply will nullify the student-athlete's contract.
8. Any student-athlete testing positive for a second offense will be removed from his/her scholarship and athletic participation.

#### **APPEALS PROCESS**

A student-athlete who believes he/she received a positive test result on any drug-screening test in error may appeal the test results to the Vice President of Student Development & Enrollment Management. The student-athlete will be directed to secure a

## Internal Management Memorandum #6-14

Procedures for Random Drug Testing of Athletes second test, at his/her own expense, within 24 hours (if possible) of notification of a positive test result. The test must be performed by a state-certified drug-screening facility approved by the College. The results will be sent directly to the Associate Dean of Student Activities & Engagement by the testing facility.

### **LEGAL**

All information involving participation by student-athletes in the College's drug screening/testing program is considered confidential. Student records are protected in accordance with the applicable provisions of the Federal Privacy Act of 1974.

KMJ/bsd

**ATHLETE ACKNOWLEDGEMENT  
OF DRUG TESTING POLICY**

I, \_\_\_\_\_, hereby acknowledge that I have read the Pasco-Hernando State College (PHSC) procedures for random drug testing of athletes. I acknowledge that in order to participate in any organized athletic endeavors at PHSC, I must and do hereby agree to the random drug testing set forth in PHSC Internal Management Memorandum # 6-14.

\_\_\_\_\_  
Student/Athlete Signature

\_\_\_\_\_  
Date

**Profanity** Profanity is the use of a word(s) or gesture(s) which is/are abusive, vulgar, irreverent, or otherwise offensive and will not be tolerated. Repeated use of profanity will result in indefinite suspension from team.

**Team** Student/Athletes are expected to be responsible members of their athletic team, contributing their energy and skill to the best of their abilities and conforming to the self-discipline that team membership implies.

**The student/athlete must remain on the athletic team for which his/her scholarship is awarded and complete the regularly scheduled season and any post-season competition. If the student/athlete breaks this agreement, the student/athlete understands that he/she forfeits all remaining aid associated with the scholarship from the point in time at which the student/athlete leaves or is removed from the team.**

**Housing** As a student/athlete you are **required** to observe and follow all rules and regulations of apartment leases, pool and recreational room rules, and abide by the rules and regulations of the College Catalog/Student Handbook and Student/Athlete Handbook. Coaches of each sport will make random housing visits to each apartment in which their players reside and report each visit to the Athletic Director. Any unusual circumstances will be immediately reported to the Athletic Director, who will then report the situation to the Dean of Student Development & Enrollment Management. All apartment rules should be adhered to.

1. **Parties** of any kind are **not** allowed.  
If you are at an apartment where a party is going on, you are part of the party. Use good judgment and leave.
2. **Curfew** will be imposed at the Coach's discretion.  
Coaches will have the authority to adjust curfew at any time.
3. You are asked to use good judgment as to who to allow in your apartment. You are held responsible for your conduct as well as your visitors.
4. Loud music/noise will **not** be tolerated.
5. Athletes must be very cautious of who they associate with and be mindful of the fact that their character and behavior will reflect upon the athletes.
6. Athletes must always be respectful of and courteous to their neighbors.



### **Penalty for being at parties or missing curfew**

1. Extra conditioning, additional study hall hours and establishing a specific curfew time.
2. Repeated violation of curfew could result in **suspension** from practice/games, **removal** from team and **termination** of scholarship.

## STUDENT CODE OF CONDUCT

In accordance with Florida Statutes, no student attending PHSC may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of state institutions of higher learning.

The following actions are prohibited at or on any campus or at any College-sponsored or College-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by State or Federal law. Incidents may be reported to the appropriate law enforcement agency.

1. Possession or consumption of alcoholic beverages
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any narcotic drug, as defined in Chapter 893 of the Florida Statutes, this includes cannabis sativa (marijuana).
3. Academic dishonesty, to include cheating and/or plagiarism
4. Stealing
5. The use of indecent or abusive language
6. Gambling
7. Hazing
8. Vandalism or destruction of property
9. Falsification of college records
10. Unauthorized use of the college name
11. Lewd or indecent conduct
12. Behavior or actions which are disruptive to the normal, peaceful, and orderly operation of the College
13. Violation of a federal or state law; a county or city ordinance
14. Repeated offenses of a less serious nature
15. Assault or physical abuse
16. Possession or use of explosives (including fireworks), chemical agent, or deadly weapons. This policy does not apply to trained law enforcement officers either on or off duty.
17. Unauthorized entry or occupancy of College facilities
18. Conspiracy or solicitation to commit an unlawful act or to violate any college regulations
19. Repeated violations of college traffic rules while on campus
20. Trespass on college grounds in violation of College rules

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

As noted in PHSC DBot Rule 6Hx19-1.32, PHCC is committed to the prevention of acts of sexual assault involving the college community, including students, employees, volunteers and visitors while at college campuses and centers. Acts of sexual assault on college property or carried out by members of the college community shall not be condoned or tolerated. Any student or employee found in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from the college.

In addition, the appropriate local law enforcement authority shall be immediately notified of the allegations made in every report of a sexual assault involving a student.

Every victim of a sexual assault will be treated with care and compassion and will be encouraged to seek medical treatment and counseling. .

### **WHAT YOU SHOULD DO IF IT HAPPENS TO YOU**

1. Try to keep a clear head. Go with your instincts.
2. Write down the details of the incident.
3. Maintain any possible evidence; including obtaining immediate medical attention to gather information.
4. Talk to someone- law enforcement or contact local social service agencies.
4. Be aware of your rights as a victim/survivor of sexual misconduct.

### **FIND SUPPORT IF YOU'VE BEEN VICTIMIZED**

**Sexual assault is a crime of violence, aggression, and power.**

**It is not a crime of passion**

**Report Suspicious Activity**

**Emergency: 911**

## **PERSONAL SAFETY**

**The best defense against any crime is PREVENTION**

### **HOME**

- Keep your home/room locked
- Don't open your home or room to strangers.
- Never reveal your phone number to a wrong number caller. Do not give out personal or a family information or let the caller know that you are home alone.
- Always have your keys out and ready when you come to your door.
- Don't hide an extra key outside. Rapists and burglars know all the best spots.

### **IN YOUR CAR**

- Always lock your car, even while driving.
- Whenever possible, park in a well-lighted area.
- If you think you're being followed, do not drive home. Drive to the nearest gas, fire or police station, or to the nearest well lighted area where there are people.
- Never pick up a hitchhiker under any circumstances.
- If you have car trouble on the road, raise the hood and then wait inside the car with doors locked and windows up. If a motorist stops to help, crack your window slightly and ask him or her to call the police.

### **ON OR OFF CAMPUS**

- Walk briskly; look alert and confident; however, avoid presenting a "cocky" attitude or posture.
- After an evening class, walk with someone you know to your car.
- Never hitchhike or accept rides from a stranger.
- Avoid dark and secluded places and do not bike, jog, or walk alone at night.
- Do not use illegal drugs and alcohol. These can inhibit your control over a situation.
- Carry a whistle in your hand or around your waist.

**Always use common sense and good judgment!**

## **PHYSICAL EXAMINATIONS**

All student/athletes participating in any one of the NJCAA certified sports must have passed a physical examination by a qualified health care professional licensed to administer physical examinations prior to the first practice for each collegiate year in which they compete.

The following schedule will be used for physical examinations for the 2018-19 school year:

Volleyball	July 26, 6:00pm
Cross Country	July 26, 6:00pm

Baseball	TBA, 6:00pm
Basketball	TBA, 6:00pm
Softball	TBA, 6:00pm

## **INJURIES AND SICKNESS**

All injuries and sickness will be reported immediately to the coaches and the trainer, so that treatment can be initiated as promptly as possible. The team trainer and physician will prescribe the limitations on practice and game performance.

All players are to strictly adhere to training room policies.

Missing a treatment appointment is the same as missing a practice and will be handled with the same penalty.

## **INSURANCE**

Athletic accident insurance is provided by PHSC for the benefit of our student/athletes. This insurance is applicable for injuries sustained by the student/athlete while he/she is engaged in the play or practice of a covered athletic activity.

This coverage is offered on an "Excess Basis Only." Under the terms of the policy, this coverage is considered to be in excess to all other valid and collectible medical insurance policies. Most notable would be parental or guardian insurance coverage through parents place of employment under which the student/athlete is covered as an eligible dependent.

All bills relating to the injury of a student/athlete must be submitted by the parent to their insurance carrier. In the event that there are balances due after the primary insurance carrier has made payment, copies of their "Explanation of Benefits Statement (s)" and itemized billings must be provided to the Athletic Department. The Athletic Department will then forward the information to the carrier of the College.

## **TEAM TRAVEL**

### **TRANSPORTATION TO AND FROM OUT-OF-TOWN GAMES**

Athletes must be transported in College provided vehicles with their team to and from out-of-town games. No exceptions will be made.

### **OVERNIGHT TRIPS**

All athletes are expected to conduct themselves in an exemplary fashion while representing the College on overnight trips. Conduct in motels, restaurants and other public places should be above reproach. Athletes who behave in a manner unacceptable to the College shall be barred from future overnight trips as well as face other disciplinary action.

Curfews established by your coach on overnight trips shall be strictly enforced.

### **TRAVEL DRESS CODE**

Student/athletes are representing PHSC and their appearance reflects on the College. Inappropriate appearance could lead to reprimand, suspension, and ultimately, termination from the athletic program.

Each coach will review with his/her players their specific dress code requirements. Student/athletes are expected to adhere to their coach's dress code.

## **UNIFORMS AND EQUIPMENT**

Equipment and uniforms will be distributed at the beginning of the sports practice season. It is each player's responsibility to take proper care of all equipment issued.

If equipment and/or uniforms are lost or stolen, the student/athlete must report the loss immediately to the coaching staff.

Students will be billed for any missing equipment or uniforms that are not returned by the end of the sports season. In addition, a hold will be put on release of transcripts until missing equipment is either returned or paid for.

# PASCO-HERNANDO STATE COLLEGE ATHLETICS

## Buckley Amendment Consent Form (Release of Student Information)

As a student at Pasco-Hernando State College, it is important that you know the rights afforded to you under the federal legislation entitled, "Family Educational Rights and Privacy Act (FERPA) of 1974 (20 United States Code, Section 1232-g), often referred to as the "Buckley Amendment." This legislation requires that you be given the opportunity to object to the release of certain types of "directory information." Unless you make a specific objection, PHSC may release such data without your expressed written consent.

**What is FERPA?** *FERPA is the Family Educational Rights and Privacy Act, more commonly known as the Buckley Amendment. This federal law protects students' rights to privacy regarding their educational records. With limited exceptions, FERPA applies to all records maintained about a student and is not limited to a student's academic records.*

**What does FERPA do?** *FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

**Who is protected by FERPA?** *All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution. Upon enrollment, the educational records of each student, including the student's application for admissions and all related materials, become automatically protected.*

**What records are protected?** *FERPA protects all records directly related to a student and that are maintained by the institution. A record is "directly related" to a student if it is personally identifiable to the student. Such documents may include transcripts, financial aid records, letters of recommendation or reprimand, class schedules, department and college files, electronic records and e-mail, and disciplinary files.*

**What is directory of admissions and student records?** *FERPA allows institutions to designate certain classes of information that may be released without the student's consent. This information is commonly known as "directory information." The following information may be released to anyone unless a student specifies in writing to the director of enrollment services that the information is not to be released:*

- Student's name - Place of birth - Major field of study - Participation in recognized - Degrees, academic honors - Dates of attendance activities and sports and awards - Enrollment status (i.e., full- - Previous schools attended - Photographs\* time, part-time)

\* NOTE: Although PHSC has designated photographs as directory information, these will appear only in PHSC

generated information such as College publications and on the College Web site. Additionally, PHSC representatives, including the athletic director, coaching staff, and student development are often contacted by other post-secondary institutions on your behalf for the purpose of recruitment, evaluation of transferable credits and graduation status. For this purpose, unless you make a specific objection, PHSC may release such data without your expressed written consent:

- Any transcript from high school, PHSC, any other two-year institution or any four-year institution attended
- GPA
- Graduation status
- Race and gender
- Weight and height

- Financial aid records
- Athletic statistics and accolades
- Results of drug tests administered by PHSC
- Information regarding any PHSC, FCSAA and/or NJCAA violation (s) in which you may have become involved in while a student-athlete at PHSC
- Any other papers or information pertaining to FCSAA and NJCAA eligibility
- This form

PHSC will disclose this information only to determine your eligibility for intercollegiate athletics and/or athletically related financial aid, for evaluation of school and team academic success, for purposes of inclusion in summary institutional information reported to the FCSAA and NJCAA (which may be publicly released), and for FCSAA and NJCAA longitudinal research studies and for activities related to FCSAA and NJCAA compliance reviews. You will not be identified by name by the FCSAA and NJCAA in any such published or distributed information.

**NAME:** \_\_\_\_\_  
(Last) (First) (Middle)

**STUDENT ID NUMBER:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_

**COACH:** \_\_\_\_\_

**ATHLETE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Signature)