



## **STUDENT-ATHLETE HANDBOOK**

**REVISED 2012**

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Student-Athletes:

Welcome to South Georgia Technical College (SGTC). You are entering into one of the most exciting periods in your life and the SGTC Athletic Program promises to help you attain your goals in every way we possibly can.

This handbook was created and designed for you, the student-athlete. The purpose of the handbook is to give you information to assist you in finding answers to some of the more common questions. Hopefully, it will provide you a good idea of the expectations of SGTC and the Athletic Program.

The handbook is only intended to act as a guide and should be used in conjunction with the SGTC student handbook. Please do not hesitate to talk to your coach or me about any questions or concerns. We are here to assist and help you. Good luck in all of your college endeavors.

Sincerely,

James Frey  
Athletic Director

# ATHLETIC DEPARTMENT PERSONNEL

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## **PHILOSOPHY AND PURPOSE OF THE SOUTH GEORGIA TECHNICAL COLLEGE ATHLETIC PROGRAM**

The purpose and philosophy of the South Georgia Technical College (SGTC) Athletic Program is an outgrowth of the overall mission of the college. As a center of higher education, SGTC's mission is to prepare individuals for success in the workforce by providing accessible, high-quality associate and applied science degrees, diplomas, technical certificates of merit, technical certificates of credit, and non-credit programs and services that support the needs of citizens, businesses, and industries within our service delivery area in Southwest Georgia. The SGTC Athletic Program is operated in strict adherence to goals and objectives, which have been developed by the administration, the athletic director, coaches, faculty and students.

The goals of the intercollegiate athletic program are:

- Emphasize and support the academic success of student-athletes.
- Provide a competitive experience in all sports.
- Provide skill instruction for student-athletes in each sport by qualified coaches.
- Generate the necessary funds to support a quality program.
- Foster leadership, teamwork, and sportsmanship.

SGTC is a member of the National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA). All rules and regulations governing these organizations are applicable. SGTC reserves the right to establish higher standards.

# ACADEMIC POLICIES AND PROCEDURES

## Academic Advisor

The college will assign an academic advisor for each member of his/her team.

The duties of the academic advisor are to:

1. Help student-athletes identify and clarify purposes for attending college and setting professional goals.
2. Advise student-athletes regarding programs of study, course selection, registration procedures, scheduling revisions (drop/add), monitoring and reviewing student-athlete's attendance and course success.
3. Refer student-athletes for counseling, tutoring, mentoring and other assistance.
4. Recognize academic achievement and reinforce academic progress.

## Registration Information

First semester freshman should complete their admission requirements as soon as possible. The sooner the student-athlete is admitted to the college, the sooner registration for classes can occur. Because of practice requirements, competitive events and study hall/supplemental instruction requirements, a student-athlete's class schedule is designed to prevent as many time conflicts as possible.

Returning student-athletes will complete their Fall Semester class schedules the previous spring and spring schedules will be complete the week prior to pre-registration in the fall.

## Semester Load Requirements

Student-athletes are required to take a minimum of 12 hours per semester with the exception of Summer Semester. During the season competition, if a student-athlete's course load drops below 12 hours, he/she is **immediately ineligible**.

## Eligibility Requirements

The NJCAA has various methods for achieving eligibility for participation:

- Pass 12 or more hours for the previous full-time semester with a 2.0 GPA or higher.

**OR**

- Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full time with a GPA of 2.0 or higher.

**OR**

- A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements. (This only establishes eligibility for the initial term, not subsequent terms.)

**OR**

- A second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport or 48 credit hours for a spring sport, with a 2.0 GPA or higher, regardless of previous term or other accumulation requirement.

The grade of IP in a Learning Support course counts as a C for the first season of eligibility. Second season eligibility requires 24 hours with a 2.0 or higher and Learning Support courses must be passed in order to count those hours.

## Withdrawing From a Course

A student-athlete wishing to withdraw from a course must see his/her coach. The coach will determine if withdrawal from the course will affect eligibility. A withdrawal form will be completed and copy placed in the student-athlete's file.

**The student-athlete is responsible for delivering the Withdrawal Form to the Registrar's Office.**

## **Payment of Fees**

All fees are due and payable on or before registration each semester as noted in the SGTC catalog. Student-Athletes are responsible for contacting the Business Office in the Odom Building to insure that all financial obligations have been handled. Registration is not complete until all fees and charges are paid in full. Non-payment of fees by the deadline will result in the student-athlete being dropped from their class schedule and removed from campus housing.

## **Class Attendance**

The policy of the SGTC Athletic Program is that student-athletes will attend all classes and labs unless otherwise excused. There is a strong correlation between class attendance and academic achievement. Only the instructor for the course can excuse an absence. Classes are not to be missed for practices, pre-game warm-ups, team meetings, or conditioning sessions. When a student-athlete is required to be absent due to a competitive event on or off-campus, an email will be sent to notify each instructor. However, if the student-athlete has missed other classes or is behind in his/her work, the instructor is not required to approve an excused absence. Excused absences for illness, extenuating circumstances, or family programs must be documented by the coach or assistant coach.

Class attendance for student-athletes is monitored by a variety of methods. Instructor grade forms and attendance forms are collected on a periodic basis by the coach. The forms are used to gather information about class attendance, grades, being on-time, and completion of required coursework. Also, many faculty members will call or email the Athletic Director or coach when a student-athlete is experiencing academic difficulties. Just as student-athletes are required to attend practice to maximize the resources available to improve their performance, they are also required to attend classes. Any work missed even for an excused absence is the responsibility of the student-athlete to make up. Go to class each day, be attentive, and be prepared. Similar to practice, you should



bring a great attitude and exert effort in each class. Always show the same effort and enthusiasm that you show in practice.

## **Missed Class Time Policy**

Coaches are responsible for notifying student-athletes of the travel schedule and game day schedule for all competitive events. With this information the student-athlete will inform the instructor before the required absence and make every effort to complete any work prior to the absence instead of after.

## **Satisfactory Academic Program**

Because the academic success of SGTC's student-athletes is so important, every effort is made to provide an environment and a message of priorities to student-athletes. To insure that each student-athlete is able to budget their time and meet the many time requirements for succeeding at college and playing intercollegiate athletics, satisfactory academic progress is required during a semester to remain eligible for practice and play. If a student-athlete has excessive absences, incomplete work or course averages below a C, additional academic support will be provided and temporary suspension may occur.

## **Study Session Requirements**

Each semester supervised study session for courses may be offered. The sessions will focus on course requirements, note taking, preparing for tests, assisting and checking assignments, and practice tests. A list of courses and times of the sessions will be distributed at the discretion of each program's coach.

# HOW TO WIN IN THE CLASSROOM

## Academic Success

Student-Athletes should perform well in their academic endeavors. Being a successful student and athlete is a great commitment. Developing a systematic approach to studying is essential to achieving academic success.

- Go to class – every class, with class!
- Sit in the front of the classroom.
- Stay alert in class and participate.
- Be familiar with course requirements and read the syllabus.
- Get a notebook for each class to keep notes, handouts, and syllabi.
- Record in a calendar all test and assignment due dates, athletic schedule, meetings, and appointments.
- Keep up with the reading assignments. Do not wait until the night before the test to begin reading.
- Get to know at least one other person in each of your classes. They can help you if you miss a class for competition.

## Managing Your Time

With heavy athletic demands, it is important that you manage your time wisely. Tips to help you make efficient use of your time include:

- Set aside a definite time for study each day. This discourages procrastination and prevents work pileup.
- Make use of breaks between classes. Read over notes as soon after class as possible. The information will “stick” better if you review when it is still fresh.
- If you are required to attend study sessions make the most of that time.
- Don’t cram for hours the night before the test. Instead, study over hour segments for several days.

- Keep up to date with coursework. College terms start slowly. They gradually get busier and busier, reaching a peak at final exam time. Paper due dates usually fall at the end of the semester. If you don't plan well you will have several papers to complete when you should be preparing for finals.
- It is very important to keep up with courses where material learned early in the course is needed to understand later information.

## **The Student/Instructor Relationship**

Most instructors are willing to help you any way they can as long as you show a willingness to do your part. Here are a few things to remember:

- Don't be afraid to talk to your instructors.
- Ask for help and assistance on specific areas of study. Instructors enjoy helping you learn. A student doing poorly who seeks an instructor's help will rate higher in the instructor's eyes than an indifferent student.
- Never say you need a grade. Always state what you want to achieve from the course.

Students should not only know their instructors, but they should know as much about each instructor's teaching techniques as possible.

- Classroom participation and attendance are usually viewed as showing genuine interest while absences indicate indifference. While some professors may not grade directly on the two, they may take it into consideration to push a grade over the edge.
- Find someone who has had the instructor already and discuss the instructor's teaching style.
- Any time an instructor writes something on the board or repeats a phrase several times, take notes. This information will likely appear again on an exam.

## Taking Lecture Notes

- Be seated and ready to take notes when class begins.
- Have a good loose leaf notebook, plenty of paper, and pen.
- Look over previous lecture notes to connect them to upcoming lecture.
- Date all notes each day.
- Do not try to write every word of lecture. Identify key points and concepts. Use brief phrases to get the key facts in your own words
- Space notes, leaving room for additions.
- Always record anything the instructor writes on the board.
- Listen carefully but at the end of lectures for summaries, conclusions, or clues to test questions. Don't pack up books until the instructor finishes talking.
- Fill in gaps immediately after class with a classmate or ask the instructor.
- Rewrite class notes to give you a second look at the material and provide opportunity to recall information.
- Review the notes soon after class, before they get "cold". Mark most important points.
- Review notes frequently during the term and before exams.
- Compare notes with other students in class.
- Remember to study before class to make note taking easier.

## Effective Studying

These are "common sense" suggestions, but observing these will require self discipline.

- Get enough sleep (but not too much).
- Eat properly and find the best place to study.
- Use free hours between classes to study.
- Try to study three times (not counting test reviews):
  - The day or night before the class
  - Just before the class
  - Immediately after the class.

- Plan time for term papers and additional time for exams.
- Do not miss class and don't let social activities take precedence over academics.
- Enjoy your free time.

## **Studying assignments**

- Skim through assignment to get an idea of the total picture (note key areas).
- Read the introductory paragraphs carefully
- When reading the second time, mark the key parts of each paragraph section. Make notes in the margin.
- As each paragraph is finished, make a note of the main idea of the paragraph.
- After all reading is complete, outline the entire passage.
- Go back over the assignment rapidly to get the total content.
- Try to anticipate Exam questions on that section (and give satisfactory answers).
- Review weekly.

## **Preparing For Tests**

- Review regularly throughout the term.
- Know what kind of test it will be.
- Begin an intense review at least one week before the exam. Block time for review in your schedule.
- Review the text and notes.
- Construct sample questions and answer them.
- Confer with the instructor about any gaps in the subject matter.
- Do not pull all nighters before test day.

## Taking the Exam

- Look over all questions before beginning to write. Read the questions carefully.
- Do what is directed. Carefully observe works like outline, illustrate, define, name, list, or explain.
- Have the preferred kind of paper.
- If there is a choice of questions to answer, decide quickly and begin.
- Allot the appropriate time for each question.
- Organize your answers before beginning.
- Be accurate. Write short, concise sentences. If unsure, write something to possibly receive some credit.
- Write legibly and correctly.
- Save a little time to review the answer to make sure nothing was omitted.

## ACADEMIC ASSISTANCE

Many services are available to provide academic assistance to student-athletes. The following is a description of these services:

1. **Academic Counseling** is available to SGTC students at no charge. Students should contact the ACE lab when experiencing academic difficulties. The ACE lab is located in the Haynes Building.
2. **The Career Placement Center (located in the Admissions Office in Odom Building)** is designed to aid students in making fundamental decisions about the uses of education in their career and life goals. It provides students and potential students assistance in choosing a career path, choice of majors, development and improvement of job search skills and discovery of up-to-date career/occupational information.

## **SCHOLARSHIPS**

Athletic Scholarships are awarded based on the recommendation of the coach for each sport. Criteria that are often used are athletic ability, academic ability, and character of the individual. Amount and use of scholarship funds varies. Athletic scholarships are issued yearly and may be cancelled during the year for academic or discipline reasons.

An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a full-time student. It shall be limited to a maximum of:

- NJCAA Division I programs
  - Tuition and fees
  - Room and Board
  - Required course related books
  - Transportation costs one time per academic year to and from college by direct route.
- NJCAA Division II programs
  - Tuition and fees
  - Required course related books
- NJCAA Division III programs
  - No athletic aid of any kind will be granted

The athletic grant-in-aid will be awarded using the NJCAA Letter of Intent system.

## **ACADEMIC AWARDS**

These awards are available but must be applied for by the student-athlete prior to the deadline date listed for the particular scholarship.

## **CODE OF CONDUCT**

The SGTC Athletic Department is committed to assisting each student-athlete achieve his/her maximum academic and athletic potential. To achieve this degree of success, commitment and dedication are required from the student-athlete.

The SGTC Athletic Program has determined that each student-athlete will be required to the following Code of Conduct:

- **Academic Attendance and Success**

As stated previously, student-athletes are required to attend class and to be a contributing and attentive student. Student-Athletes who are delinquent in class attendance or do not follow classroom policies are subject to disciplinary action to be determined by the coach. Continued absence from class or violation of class policies may result in suspension from his/her team. Student-Athletes who are not making satisfactory academic progress during a semester may be suspended from practice and competition until academic deficiencies have been resolved.

- **Study Sessions, Supplemental Instruction and Grade Checks**

Fall semester students are required to attend study sessions at times determined by the Athletic Department. Bi-weekly grade checks will be distributed to instructors. Every effort will be made to assist the student-athlete in achieving his/her potential. However, if the student is experiencing academic difficulties with a total GPA below 2.0, suspension from play may occur.

- **Personal Behavior**

As a representative of the SGTC Athletic Program, student-athletes will conduct themselves in a manner that will reflect positively on SGTC. Any behavior such as fighting, abusing language, disorderly conduct, drinking, or other behavior deemed unacceptable may result in disciplinary action such as suspension from the team or cancellation of athletic scholarship.

- **Practice and Competition Attendance**

All team members of each sport will attend and be on time for all scheduled practices and meetings. No practices can be missed. If circumstances arise whereby student-athletes cannot attend a practice or meeting, the coach must be notified by personal contact, phone call, or written statement from the student (notes from a friend or fellow teammate are not acceptable). Any student-athlete who cuts practice, fails to be on time, fails to appear for a game, or fails to make a scheduled team



or individual meetings, may not be allowed to participate in any game or games for a period of time to be determined by the coach and the athletic director. Excessive absences or tardiness may be the cause for permanent removal from the team and cancellation of athletic scholarship.

- **Jobs**

Student-Athletes will not obligate themselves to jobs that in any way interfere with practice time or regular competition time.

- **Personal Appearance**

Coaches will provide a statement indicating appropriate clothing for practice, travel, and game days. Failure to follow personal appearance guidelines may result in suspension from the team.

- **Personal Health Practices**

Due to the harmful effect upon the health of the individual; all student-athletes will refrain from the use of tobacco products, drinking alcoholic beverages, illegal drugs, improper diet, and improper rest. Verification of drinking alcoholic beverages or use of illegal drugs will result in consequences, which may include permanent suspension and cancellation of athletic scholarship.

- **Drug Testing**

Students participating in intercollegiate athletics must sign a drug testing consent form and submit to urinalysis drug testing at regular intervals, both announced and unannounced. Any student-athlete found to have tested positive for illegal drugs shall be subject to disciplinary action deemed appropriate by coach and athletic director. These consequences could include dismissal from athletic program and removal of athletic scholarship.

**SGTC reserves the right to require a student-athlete to undergo drug testing based upon belief the student-athlete has violated the rules against using alcohol and illegal drugs.**

- **Off Campus Housing**

All athletic participants are required to live in campus housing and are not allowed to live off campus. Any student-athletes found in violation of this

rule will be subject to suspension or removal from the athletic team that he/she participates in.

**Failure to adhere to the above rules may result in temporary or permanent suspension from the team, revocation of athletic financial aid, and discipline in accordance with the Student Code of Conduct. Indefinite suspensions can be instituted in any case where individual's actions represent SGTC and its athletic program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Athletic Director and Head Coach taking into account that no two cases are identical in nature and that each must be assessed based on the facts presented.**

## **DISCIPLINARY PROCEDURES**

Like all other SGTC students, student-athletes are required to abide by the Code of Conduct described in the SGTC Student Handbook. Additionally, student-athletes follow requirements developed by the Athletic Department. When an infraction violates team rules or the rules of the Athletic Department, the disciplinary procedure followed is described below:

- Student-Athlete and Coach Conference – The coach will meet with the student-athlete and discuss the alleged violation. After conferring with the student-athlete, if the coach determines disciplinary action is required, the coach will inform the student-athlete verbally and in writing of the violation of the policies, rules and code of conduct of the SGTC Athletic Program and the disciplinary action recommended.
- Completion of Discipline Action Form – A Discipline Action Form will be completed. Included will be the violation(s) and the consequence(s). A copy will be given to the student-athlete, a copy to the athletic director, and a copy placed in the student-athlete's file.

## **MEDICAL RESOURCES AND INSURANCE**

**Insurance Coverage** – All athletes are required to have personal insurance coverage before they can participate in any form of conditioning, practice or game. SGTC provides minimum basic medical insurance and catastrophic insurance on all student-athletes. International students are required to participate in the mandatory health insurance program offered through the University System of Georgia in arrangement with Pearce and Pearce. For more information, please see:

<https://www.pearceandpearce.com/PearceSite/viewtech.asp>

### **Procedures for Injury during Practice or Competition**

- Immediately notify the coach, athletic trainer, and the Athletic Department
- Seek medical treatment for all injuries or suspected injuries
- An athletic trainer will be available during competition and other hours on an as needed basis
- Team physicians are Phoebe Sumter Family & Sports Medicine, Dr. Michael Busman

### **Procedures for Illness**

SGTC's athletic insurance for student-athletes does not cover illness or injuries not related to scheduled practices or play. In case of illness, a list of physicians is available within the athletic department. The student is responsible for any medical expenses for illnesses or non-related injuries.

### **Procedures for Filing Insurance**

- Following the injury see the Athletics Assistant in the Athletic Department and complete a SGTC Accident Form as soon as possible. A complete and thorough description of the accident, regardless how minor, is essential to completing the form and obtaining compensation for expenses.

- Any other steps necessary will be provided to student-athlete by the Athletic Department

### **Physical Exams and Student-Athlete Information Forms**

All student athletes participating in any of the NJCAA certified sports must pass a physical examination administered by the team physician prior to the first practice for each collegiate year in which they participate. **The student-athlete information packet must be completed and returned to the Athletic Department before the first practice.**