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| A picture of a winding road and treesStudent-athlete academic advising manual 2014-2015Academic Support and Services | AbstractAn example program for student-athlete success and well-being.Jermaine ThomasLDR 6615: Academic Advising & Life Skills with Dr. C.A. Tolchinsky at Northeastern University, December 2, 2014. |

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**Welcome**

Welcome to the University of South-Central Florida in Fort Pierce, Florida. Our principles as an athletic department are: Scholarship, Innovation, Merit, Perseverance, Leadership, and Effectiveness. That’s right as an athletic-academic advising & life skills department we aim to work with you in keeping it S.I.M.P.LE:

* **S**cholarship can be defined best for our purpose as: “academic study or achievement” (Scholarship, 2014).
* **I**nnovation can be best defined as: “a new idea or method, or the use of new ideas and methods” (Innovation, 2014).
* **M**erit can be best defined as: “character or conduct deserving reward, honor, or esteem” (Merit, 2014).
* **P**erseverance can be best defined as: “continued effort to do or achieve something despite difficulties, failure, or opposition” (Perseverance, 2014).
* **L**eadership can be best defined in this way: “A leader is one who knows the way, goes the way, and shows the way. —John Maxwell” Kruse, K. (2012, October 16).
* **E**ffectiveness can be best defined as: “producing a result that is wanted” (Effectiveness, 2014).

Sincerely,

Jermaine T. Thomas, Senior Athletic Director (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014)

**Mission & Vision Statement**

**Mission**

The mission of the University of South-Central Florida athletic department is to provide an environment where student-athletes grow and develop their leadership skills for excellence in life.

**Vision**

As an athletic department we will apply ourselves to provide relevant growth and development resources for the success of student-athletes.

**Objectives and Goals of the Athletic Academic Advising Department**

* To prepare student-athletes with the academic and career exploration and choice for them at entry into the University, as freshmen or Transfer students, so that they are on a clear path to graduation (Leslie-Toogood, A., & Gill E., Eds., 2008, pp. 37-41).
* Using collaborative efforts throughout the academic environment to meet the needs of student-athletes’ learning styles and to enhance learning outcomes (Leslie-Toogood, A., & Gill E., Eds., 2008, pp. 43-47).
* Goal of helping student-athletes maintain Satisfactory Academic Progress so that they are well prepared to either graduate in a timely fashion or transfer with progress and a plan for their next academic institution (Leslie-Toogood, A., & Gill E., Eds., 2008, pp. 37-41).
* Create bridges of learning and opportunity for student-athletes to take advantage of the NCAA’s 5th year Graduate Transfer opportunity as well as the NCAA postgraduate scholarship and NCAA Walter Byers scholarship for graduate study (NCAA Postgraduate Scholarship program, 2014) (Walter Byers Postgraduate Scholarship Program, 2014).
* To graduate aware student-athletes who know their pathways after graduation through: career planning sessions, business planning seminars and workshops, career investigation and interviews, financial literacy seminars and workshops, service learning opportunities, and seminars with Player Engagement/Personnel professionals from the professional sports leagues (Student Athlete Development, 2014).
* To provide a sound student-athlete welfare environment for the health, well-being, and assistance that student-athletes need within parameters of care and influence that we as academic advising and life skills professionals are allowed while working collaboratively in the university community.

**Advising Staff Directory & Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Phone | Email |
| Kristen Bailey | Associate Athletic Director, Academic Advising & Life Skills | 772-184-2243 | k.bailey@uscfl.edu |
| Matt York | Assistant Athletic Director, Academic Advising & Life Skills | 772-184-2244 | m.york@uscfl.edu |
| Lauren Mackey | Learning Specialist | 772-184-2245 | l.mackey@uscfl.edu |
| Thomas Bradley | Graduate Assistant | 772-184-2246 | t.bradley@uscfl.edu |
| Kent Coley | Graduate Assistant | 772-184-2247 | k.coley@uscfl.edu |
| Taylor Jones | Undergraduate Intern | 772-184-2248 | t.jones@uscfl.edu |
| Tobias Youngblood | Undergraduate Intern | 772-184-2249 | t.youngblood@uscfl.edu |

**Advising Center Facility Resources & Hours**

The primary advising center is the Mozella Ruffin Learning Center adjacent to the Intercollegiate Athletic Center and is supplemented by other campus resources of: the writing center, and the speech preparation center. The Mozella Ruffin Learning Center is equipped with 24 Desktop Computers with 8 Printer/Fax/Scanner/Copier units divided into 4 different rooms to meet the needs of study groups and team efforts. Also within the Mozella Ruffin Learning Center are 120 laptops which are able to be checked out to meet the needs of staff and students during away games, tournaments, and championships to accommodate distance learning and academic responsibilities.

The Mozella Ruffin Learning Center is closed on all University recognized Holidays and the regular hours of operation are:

**Fall/Winter/Spring Quarters**

|  |  |
| --- | --- |
| Monday-Thursday | 8:00 a.m. - 8:00 p.m. |
| Friday | 8:00 a.m. – 5:00 p.m. |
| Saturday | Closed |
| Sunday | 3:00 p.m. – 8:00 p.m. |

**Summer Sessions**

|  |  |
| --- | --- |
| Monday-Friday | 8:00 a.m. – 6:00 p.m. |
| Saturday | Closed |
| Sunday | Closed |

Access to the Mozella Ruffin Learning Center may be limited after 5:00 p.m., if you need to use the facilities after 5:00 p.m. use the South Entrance of the Intercollegiate Athletic Center to access the learning center (2014-2015 Student-Athlete Handbook & Day Planner, 2014, p.17).

**Study Hall Rules and Regulations**

“**LEARNING CENTER GUIDELINES**

 The Learning Center is an academic learning environment.

 Please respect your fellow student-athletes and staff by keeping conversations to a minimum.

 Cellular phones should be set to silent mode. Calls should be taken outside of the Learning Center.

 Computers should be used for academic purposes only. If there are student-athletes waiting to use the computer for academic purposes, priority will be given to them.

 Food and drinks are NOT ALLOWED in the Learning Center. Computers and their peripheral equipment can be easily damaged.

 Throw away all trash in the appropriate trash bin and keep the computer stations clean.

 Recycle all paper in the appropriate recycle bin.

 Inappropriate behavior or offensive, demeaning and/or degrading language will not be tolerated” (2014-2015 Student-Athlete Handbook & Day Planner, 2014, p.17-18).

**Advising Services and Programs**

**The Jaguar Life Skills Program**

A part of the mission of the Department of Intercollegiate Athletics we utilize the time that student-athletes have by showing them facets of victory and excellence through “educational programs” (Student Athlete Development, 2014). The programming will “address personal growth, leadership, professional development, and community service. Our goal is to assist student-athletes with their transition to college, provide opportunities to enhance their college experience, support the development of a well-balanced lifestyle, and prepare student-athletes to be champions in life” (Student Athlete Development, 2014).

**Jaguar Athletic Council (JAC)**

The Jaguar Athletic Council (JAC) “is a leadership group that consists of representatives from all” 16 Jaguar Athletic teams (Student Athlete Development, 2014). (JAC) “meet(s) every three weeks throughout the academic year. This select group provides an important voice to the athletic administration, and serves as a forum to offer input regarding the student-athlete experience, programming ideas/needs, community outreach projects, [Sunshine State Athletic Conference] and NCAA legislation. The BAC is responsible for communicating information on upcoming events to their teams and coaches, while working to create unity among all athletic teams” (Student Athlete Development, 2014).

**The Andy Henriquez Academy: “Show Up For Your Life”** (Show Up For Your Life, 2014).

The Andy Henriquez academy is a compliment to the purposes of graduating student-athletes living on purpose. Through seminars and the leadership development program student-athletes will grow into assured and competent citizens.

* **Henriquez Academy Seminars:** These seminars comprise of certified story tellers to share their “stories and experiences with our student-athletes” (Student Athlete Development, 2014). “All student-athletes are required to attend two [Andy Henriquez] Academy Seminars per academic year” (Student Athlete Development, 2014).
* **“Leadership Development Program:** This program is designed to teach freshman and transfers the skills they need to lead themselves and effectively work with others. Our goal is to create a strong network of future [Jaguar] leaders. [Jaguar] coaches and staff members present interactive workshops on leadership topics throughout the year. Freshman and transfers are required to attend a certain number of the Leadership Development Programs each year” (Student Athlete Development, 2014).

“**TEAM WORKSHOPS/STUDENT-ATHLETE EDUCATION**

Life skills workshops are provided to student-athletes on topics such as interpersonal communication (DiSC Assessments), leadership, teambuilding, substance use and misuse, nutrition, etiquette, social networking, time and stress management. These workshops are conducted by Athletic Department staff, [USCFL] staff or faculty, or community professionals” (Student Athlete Development, 2014). Team leadership skills are key as teammates hold one another accountable and are able to relate to each other in times of need.

**“STUDENT-ATHLETE MENTORS (SAMS)**

The Student-Athlete Mentor Program (SAMS) was reintroduced in the winter of 2010. The purpose of this group is to provide each team with a representative(s) that will be trained and able to serve as a role model and resource to his or her teammates and other student-athletes. SAMS will deal with a variety of issues, including but not limited to: alcohol and drug abuse, nutrition and eating disorders, basic counseling and referral skills, safety, stress, sexual harassment and misconduct. The members of SAMs are committed to displaying a positive image to fellow athletes by providing help and support through education, awareness, and the promotion of healthy lifestyles” (Student Athlete Development, 2014). Much like the role of team captains or game captains the purpose of SAMS is to make the key call when something is questionable or help someone in that effort of making the call.

**“COMMUNITY OUTREACH**

[Jaguar] student-athletes, coaches and staff have the opportunity to participate in community outreach activities on campus and throughout the [Fort Pierce] area. These opportunities include: food and clothing drives, Marathon Kids, Dribble for the Cure, participation in elementary school activities and reading days, and visits to [Lawnwood Regional Medical Center]. [Jaguars] also have the opportunity to volunteer for individual speaking engagements and events, participate in sports clinics, the "I'm Going to College" program, and Adopt-a-Classroom (pen pal program). These service opportunities give student-athletes a chance to mentor youth, give back to the community and serve as ambassadors for [USCFL] Athletics” (Student Athlete Development, 2014).

**“NOTE: All student-athletes and coaches must receive prior written approval to participate in any charitable or non-profit activities. Please complete the Community Outreach Form to make a special request”** (StudentAthlete Development, 2014)**.**

**“PROFESSIONAL DEVELOPMENT**

[USCFL] Athletics encourages student-athletes to start their career development once they arrive on campus. Student-athletes should visit the career center and meet with a career coach for assistance with career choices. In addition to the numerous career planning workshops that are offered through the Career Center the Athletic Department hosts professional development opportunities for student-athletes. Our goal is to provide opportunities for students to identify their transferable skills and prepare for the transition from their athletic career to the professional world. Career information is also posted in the [Mozella Ruffin Learning] Center” (Student Athlete Development, 2014).

**Student Welfare**

Student welfare is very important to faculty and staff of UCSFL, in response to the unique commitment of student-athletes, we endeavor to make the student-athlete experience a sound one. Through the collaborative efforts of the university community we are able to assist students with: counseling, sexual assault/harassment, injuries and illness, and transportation to and from key destinations.

**Advising Expectations**

* Student-athletes are expected to attend and/or participate in class 80% of time, per class, with the exception of excused absences related to athletic obligation (i.e. game, game travel).
* Academic tips for you: 1) get at least 6 hours of sleep as often as you can; 2) take breaks in your study for 15 minutes to refocus; 3) eat a well-balanced diet for you; 4) communicate with your instructors; 5) collaborate with class study buddies; 6) sit toward the front of the class.
* Adding/Dropping a class. Come see your academic Advisors first to see to it that: 1) you remain academically and athletically eligible with full-time load of at least 12 credit hours; and 2) how the decision will affect your degree seeking process (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.30).
* Student athletes are required to meet with their designated academic advisor once per semester (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.29).

**University’s Writing Guidelines**

* Submit only your original work and if ever you use someone else’s ideas or quotes cite your sources.
* Don’t recycle a past written work of yours in its whole form for a new assignment that you have, genuinely give effort and apply yourself. Instructors do speak with each other when a pattern is noticed and if found to be recycling in the whole form academic sanctions can be weighed against you.
* Don’t cheat or submit the work of another student.
* The purpose of written requirements are to build your skill set, so don’t cheat yourself.

**University’s Grading System** (University Grading System, 2014)

**Key:**

* **UG = undergraduate**
* **GR = graduate**

|  |  |  |  |
| --- | --- | --- | --- |
| **LetterGrade** | **Numerical Equivalent** | **Explanation** | **LevelsOffered** |
| **A** | **4.000** | **Outstanding achievement** | **UG, GR** |
| **A–** | **3.667** |  | **UG, GR** |
| **B+** | **3.333** |  | **UG, GR** |
| **B** | **3.000** | **Good achievement** | **UG, GR** |
| **B–** | **2.667** |  | **UG, GR** |
| **C+** | **2.333** |  | **UG, GR** |
| **C** | **2.000** | **Satisfactory achievement** | **UG, GR** |
| **C–** | **1.667** |  | **UG, GR** |
| **D+** | **1.333** |  | **UG** |
| **D** | **1.000** | **Poor achievement** | **UG** |
| **D–** | **0.667** |  | **UG** |
| **F** | **0.000** | **Failure** | **UG, GR** |
| **I** |  | **Incomplete** | **UG, GR** |
| **IP** |  | **In progress** | **UG, GR** |
| **NE** |  | **Not enrolled** | **UG, GR** |
| **NG** |  | **Grade not reported by faculty** | **UG, GR** |
| **S** |  | **Satisfactory (pass/fail basis; counts toward total degree requirements)** | **UG, GR** |
| **U** |  | **Unsatisfactory (pass/fail basis)** | **UG, GR** |
| **L** |  | **Audit (no credit given)** | **UG, GR** |
| **W** |  | **Course withdrawal** | **UG, GR** |

**Academic Calendar 2014-2015**

|  |  |
| --- | --- |
| Independence Day holiday | Friday, July 4 |
| Labor Day holiday | Monday, September 1 |
| **Fall Quarter 2014** |   |
| **Quarter begins** | **Monday, September 29** |
| Instruction begins | Thursday, October 2 |
| Study List deadline (becomes official) | Friday, October 17 |
| Veterans Day holiday | Tuesday, November 11 |
| Thanksgiving holiday | Thursday-Friday, November 27-28 |
| **Instruction ends** | **Friday, December 12** |
| Common final exams | Saturday-Sunday, December 13-14 |
| Final examinations | Monday-Friday, December 15-19 |
| **Quarter ends** | **Friday, December 19** |
| Christmas holiday | Wednesday-Thursday, December 24-25 |
| New Year’s holiday | Wednesday-Thursday, December 31-January 1 |
| Winter campus closure (tentative) | December 26, 29, 30, January 2 |
| **Winter Quarter 2015** |   |
| **Quarter begins** | **Monday, January 5** |
| Instruction begins | Monday, January 5 |
| Study List deadline (becomes official) | Friday, January 16 |
| Martin Luther King, Jr, holiday | Monday, January 19 |
| Presidents’ Day holiday | Monday, February 16 |
| **Instruction ends** | **Friday, March 13** |
| Common final exams | Saturday-Sunday, March 14-15 |
| Final examinations | Monday-Friday, March 16-20 |
| **Quarter ends** | **Friday, March 20** |
| **Spring Quarter 2015** |   |
| **Quarter begins** | **Wednesday, March 25** |
| Instruction begins | Monday, March 30 |
| Study List deadline (becomes official) | Friday, April 10 |
| Memorial Day holiday | Monday, May 25 |
| **Instruction ends** | **Friday, June 5** |
| Common final exams | Saturday-Sunday, June 6-7 |
| Final examinations | Monday-Friday, June 8-12 |
| **Quarter ends** | **Friday, June 12** |

(Academic & Administrative 2014-2015, 2014).

**Faculty Athletic Representative**

“The Faculty Athletic Representative (FAR) is a member of the [USCFL] faculty appointed by the President to represent the institution and its faculty in certain areas of the institution’s relationships with the NCAA….The Far reports to the university’s President. Duties of the FAR include:

1. Certifying the academic eligibility of student-athletes for practice, financial aid, and intercollegiate competition-in this capacity the FAR is assisted by the Coordinator of Student-Athlete Eligibility, who also works in the FAR office
2. Investigation and processing rules violations, as required, in cooperation with the Compliance staff of [Jaguar] Athletics
3. Facilitating student-athlete welfare by providing a place outside of [Jaguar] Athletics where student-athletes may express concerns or discuss appeals of matters which affect them
4. Reporting to the administration and faculty on the academic preparation, performance, and graduation rates of student-athletes
5. Serving on [USCFL]’s Faculty Athletics Board…on other [USCFL], and NCAA committees
6. Serving as a liaison to university colleges and administration.

For any issue and at any stage in an appeals process, a student-athlete may contact the FAR for advice and assistance in seeking an appeal or in the resolution of a grievance. Further, at the request of the student-athlete, the FAR may participate in any meeting involving the Sport Administrator or the Director of Athletics” (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.59).

**University and NCAA guidelines**

**“Declaring a Major:** The NCAA requires that a student-athlete declare a major before the start of the fifth semester (junior year). Student-athletes are encouraged to declare a major in or before their fourth semester. Additionally, some degree programs may not accept a student into the program until the start of the junior year and/or may require application and acceptance into the professional programs, while other degree programs require 2.00 for entry. Student-athletes should speak with the major on an ongoing basis to ensure that the qualifications for a desired major will be met” (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.28).

“**Priority Registration for Student-Athletes:** [USCFL] student-athletes have the privilege of priority registration for the fall and spring semesters. As a result, student-athletes are more likely to select a class schedule that does not conflict with required team practices. Another advantage is that the schedule can be tailored to reduce the amount of time missed due to travel schedules” (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.28).

“**Fulfill Percentage-of-Degree Requirements:** Beginning their third year (or fifth semester) of enrollment, student-athletes must have successfully completed a percentage of course requirements in their degree programs to remain eligible for that year. Those percentages are as follows:

* Third year (or fifth semester)- 40 percent (this equates to 48 credit hours for most programs at ASU)
* Fourth year (or seventh semester)- 60 percent (this equates to 72 credit hours for most programs at ASU)
* Fifth year (or ninth semester)- 80 percent (this equates to 96 credit hours for most programs at ASU)

Student-athletes should check with their Academic Coach if they have any questions regarding the number of credit hours they need within their specific degree programs” (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.33).

“**Fulfill Grade-Point-Average Requirements:** Student-athletes must meet the following GPA requirements to be eligible for completion:

* At least a 1.80 GPA as they enter third and fourth semesters (second year)
* At least a 1.90 GPA as they enter fifth and sixth semesters (third year)
* At least a 2.00 GPA as they enter their seventh and eighth semesters (fourth year) and, if applicable, ninth and tenth semester (fifth year)” (Sun Devil Athletics Student-Athlete 2014-2015 Handbook, 2014, p.33).

**Sports Seasons and Calendar**

 The University of South-Central Florida administers 16 Varsity sports whose seasons are as follows:

**Baseball:** Saturday January 24, 2015 - Saturday June 13, 2015 (Baseball – 2015 Schedule/Results, 2014).

**Men’s Basketball:** Friday October 31, 2014 – Monday April, 2015 (Men’s Basketball - 2014-15 Schedule/Results, 2014).

**Women’s Basketball:** Sunday November 2, 2014 – Tuesday April 7, 2015 (Women’s Basketball – 2014-15 Schedule/Results, 2014).

**Cross Country:** Friday August 29, 2014 – Saturday November 22, 2014 (Cross Country – 2014 Schedule Results, 2014).

**Football:** Saturday August 30, 2014 – Friday November 28, 2014 (Football – 2014 Schedule/Results, 2014).

**Men’s Golf:** Monday September 22, 2014 – Wednesday June 3, 2015 (Men’s Golf – 2014-15 Schedule/Results, 2014).

**Women’s Golf:** Sunday September 14, 2014 – Wednesday May 27, 2015 (Women’s Golf – 2014-15 Schedule/Results, 2014).

**Gymnastics:** Monday January 12, 2015 – Sunday April 19, 2015 (Gymnastics – 2014-15 Schedules/Results, 2014).

**Rowing:** Saturday October 11, 2014 – Sunday May 31, 2015 (Rowing – 2014-15 Schedules/Results, 2014).

**Men’s Soccer:** Friday August 29, 2014 – Saturday December 6, 2014 (Men’s Soccer – 2014 Schedule/Results, 2014).

**Women’s Soccer:** Friday August 15, 2014 – Friday November 28, 2014 (Women’s Soccer – 2014 Schedule/Roster, 2014).

**Softball:** Thursday February 5, 2014 – Thursday May 28, 2014 (Softball – 2015 Schedule/Results, 2014).

**Men’s Tennis:** Saturday September 27, 2014 – Sunday May 31, 2015 (Men’s Tennis – 2014-15 Schedule/Results, 2014).

**Women’s Tennis:** Saturday September 27, 2014 – Thursday May 14, 2015 (Women’s Tennis – 2014-15 Schedule/Roster, 2014).

**Track & Field:** Saturday January 24, 2015 – Saturday June 15, 2015 (Track & Field – 2015 Schedule/Results, 2014).

**Women’s Volleyball:** Friday August 29, 2014 – Friday December 5, 2014 (Women’s Volleyball – 2014 Schedule/Results).

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