Jefferson College Student-Athlete Handbook 2015-2016

Vikings

Jefferson College
JEFFERSON COLLEGE STUDENT-ATHLETE HANDBOOK 2015-2016

ACADEMIC CALENDAR

FALL 2015 SEMESTER

- **Technology Maintenance (Blackboard & online services may not be available)**
  - August 6-9

- **Classes begin**
  - August 17

- **Labor Day recess begins, 7:00 a.m.**
  - September 5

- **Labor Day recess ends, 7:00 a.m.**
  - September 8

- **First short session ends**
  - October 7

- **Second short session begins (ends on same schedule as 16-week classes)**
  - October 8

- **Faculty Work Day (no day or night classes)**
  - November 11

- **Thanksgiving recess begins, 12:00 p.m.**
  - November 25

- **Technology Maintenance (Blackboard and online services may not be available)**
  - November 27-29

- **Thanksgiving recess ends, 7:00 a.m.**
  - November 30

- **Last day of classes (TR)**
  - December 3

- **Last day of classes (MWF)**
  - December 4

- **Final Exams (see Final Examination Schedule for further clarification)**
  - December 7

- **Last meeting for Monday only classes (one time a week day/night classes)**
  - December 8

- **Last meeting for Tuesday only classes (one time a week day/night classes)**
  - December 10

- **Last meeting for Thursday only classes (one time a week day/night classes)**
  - December 11

- **Last meeting for Friday only classes (one time a week day/night classes)**
  - December 12

- **Last meeting for Saturday classes (one time a week classes)**
  - December 16

- **Grades due, 12:00 p.m.**
  - Last meeting for Wednesday only classes (one time a week day/night classes)
  - December 21

WINTER INTERSESSION 2015

- **Classes begin**
  - December 17

- **Christmas recess begins, 7:00 a.m.**
  - December 25

- **Christmas recess ends, 7:00 a.m.**
  - December 26

- **New Year’s recess begins, 7:00 a.m.**
  - January 1

- **New Year’s recess ends, 7:00 a.m.**
  - January 2

- **Last day of Winter Intercesssion classes**
  - January 6

- **Winter Intercesssion grades due, 12:00 p.m.**
  - January 11

SPRING 2016 SEMESTER

- **Classes begin**
  - January 11

- **Martin Luther King Day (campus closed)**
  - January 18

- **President’s Day (campus closed)**
  - February 15

- **Faculty In-Service Day (no day classes; night classes will meet)**
  - March 1

- **First short session ends**
  - March 4

- **Second short session begins (ends on same schedule as 16-week classes)**
  - March 7

- **Spring Break begins, 7:00 a.m.**
  - March 14

- **Technology Break begins, 7:00 a.m.**
  - March 17-20

- **Spring Break ends, 7:00 a.m.**
  - March 21

- **Spring Holiday begins, 7:00 a.m.**
  - March 25

- **Spring Holiday ends, 7:00 a.m.**
  - March 28

- **Last day of classes (TR); last meeting for Tuesday only classes (one time a week day/night classes)**
  - May 3

- **Final Exams (see Final Examination Schedule for further clarification)**
  - May 3-16

- **Last meeting for Wednesday only classes (one time a week day/night classes)**
  - May 4

- **Last meeting for Thursday only classes (one time a week day/night classes)**
  - May 5

- **Last meeting for Friday only classes (one time a week day/night classes)**
  - May 6

- **Last meeting for Saturday classes (one time a week classes)**
  - May 7

- **Grades due, 12:00 p.m.**
  - Last meeting for Monday only (one time a week day/night classes)
  - May 13

- **Commencement**
  - May 14

- **Grades due, 12:00 p.m.**
  - Wednesday only classes
  - May 16

SPRING INTERSESSION 2016

- **Classes begin**
  - May 16

- **Memorial Day recess begins, 7:00 a.m.**
  - May 28

- **Memorial Day recess ends, 7:00 a.m.**
  - May 31

- **Last day of Summer Intercesssion classes**
  - June 2

- **Spring Intercesssion grades due, 12:00 p.m.**
  - June 8

SUMMER 2016 SEMESTER

- **Classes begin**
  - June 6

- **Independence Day (campus closed)**
  - July 4

- **6-week sessions end**
  - July 14

- **6-week grades due, 12:00 p.m.**
  - July 20

- **8-week sessions end**
  - July 28

- **8-week grades due, 12:00 p.m.**
  - August 3
Jefferson College Non-Discrimination Notice:

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Americans with Disabilities Act (ADA) Coordinator for students is the Disability Support Services Coordinator, Office – Library 110, (636) 481-3169/797-3000, ext. 3169 or cplatter@jeffco.edu.

The College Coordinator of Title IX is the Associate Vice President of Student Services, Office – Student Center 205, (636) 481-3230/797-3000, ext. 3200 or jpierce@jeffco.edu.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than ADA as specified above may contact the Associate Vice President of Student Services, Office – Student Center 205, (636) 481-3200/797-3000, ext. 3200 or jpierce@jeffco.edu.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Director of Human Resources, Office – Administration 133-E, (636) 481-3157/797-3000, ext. 3157 or twelsh@jeffco.edu.

Accreditation

Specific programs are accredited/approved by the following organizations:
- American Design Drafting Association
- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

Jefferson College’s institutional affiliations include:
- American Association of Community Colleges
- American Association of Community College Trustees
- American Technical Education Association
- Council of North Central Community/Junior Colleges
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education
- Missouri School-College Relations Association
- National Junior College Athletic Association
- North Central Association of Colleges and Schools

Jefferson College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments, or concerns to:

30 North LaSalle Street,
Suite 2400
Chicago, IL 60602
1-800-621-7440 or
(312) 263-0456
Fax (312) 263-7462

Jefferson College phone numbers:
Dial (636) 481-XXXX or (636) 797-3000, ext. XXXX.
(When dialing from an on-campus phone only the 4-digit extension is needed)
Introduction

You’ve been given a wonderful opportunity to be a student-athlete at Jefferson College. The talent you have displayed has earned you a chance to compete at the highest level of junior college athletics. However, do not make the mistake in thinking academics are not a priority. In fact, Jefferson College student-athletes are held to a higher standard academically. Your ability to compete is a direct reflection upon how you perform in the classroom. As a student-athlete you also have a responsibility to conduct yourself appropriately on campus and in the community. The College is considered to be, “The Jewel of Jefferson County” and our community involvement with the Athletic Department is critical to the reputation we have to serve our local high schools and student-athletes. You need to understand the rights and responsibilities you have as a student and how they pertain to your opportunity to participate in athletics.

This handbook is supplemental information to the traditional Student Handbook printed each fall. It also serves as a quick reference guide to many of the rules and regulations specified within the NJCAA Handbook and Casebook. Much of the information included will come from direct questions the Athletic Department and Office of Student Athlete Success (SAS) has received from student-athletes and parents. Keep this handbook with you throughout the year and refer to it when questions arise. Any questions you may have after reading this handbook can be directed to an Athletic Department or Office of Student Athlete Success staff member.

Have a great year!
Student-Athlete Success Coordinator

Jason J. Gardner

Jefferson College
1000 Viking Drive, Hillsboro, MO 63050
(636) 797-3000 / 942-3000
Fax (636) 789-4012
TDD (636) 789-5772
www.jeffco.edu
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- NCAA 2013-2014 Transfer Guide for Divisions I/II/III
Jefferson College Mission, Vision, and Values

Jefferson College Mission Statement

Jefferson College is a student-centered comprehensive community college, committed to providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community. Superior teaching and services foster a supportive learning environment, which promotes intellectual, social, and personal growth. A strong general education curriculum, college transfer and technical programs, personal enrichment courses, and on-campus experiences prepare students to succeed in their careers, further their education, and prosper in a diverse world. Jefferson College’s ongoing assessment of students, programs, and services assures that it is a responsive and progressive community college.

Vision

Our shared vision for Jefferson College is to become widely recognized as a premier comprehensive community college where student achievement and student success are central to every endeavor.

Led by highly qualified college trustees, administrators, faculty, and staff, students master knowledge, skills, competencies, and values in a participative, innovative learning environment.

The institution will be a model for enlightened, shared governance and will continue to strive for accreditation with distinction attesting to the excellence of its policies, practices, and services.

Values

We Value …

✓ Student Growth
  • Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning

✓ Student Mastery of Skills
  • Mastery of intellectual and technical skills that will ensure career success

✓ Student-Centered Services
  • A supportive and effective higher educational environment that enhances student learning

✓ Diversity
  • Preparation of students for excelling in a world of cultural and intellectual diversity

✓ Assessment
  • The use of assessment for continued student, personnel, and program improvement

✓ Shared Governance
  • Enlightened and shared governance of the institution

✓ Professional Growth
  • Continued professional growth within the college community that supports effective teaching and competent services

✓ Academic Freedom
  • Academic freedom that challenges students and welcomes diversity of thought and discussion

✓ Community Service
  • Leadership in the cultural, educational, economic, environmental, and social development within the community
FACTS ABOUT JEFFERSON COLLEGE

Jefferson College Established ................................................................. 1963
Mascot ........................................................................................................ The Viking
Enrollment .................................................................................................. 5,499 unduplicated students / 56,624 total credit hours
Colors ......................................................................................................... red, white, and Columbia blue
Conference ............................................................................................... MCCAC (Missouri Community College Athletic Conference)
President .................................................................................................... Dr. Raymond Cummiskey
Athletic Director .................................................................................... Greg McVey
NJCAA Region ......................................................................................... XVI
Location (Hillsboro Campus) .......... Highway 21- just 2 miles north of Hillsboro, Missouri and 23 miles south of St. Louis (Additional locations in Arnold and Imperial)

OUR HOME

Field House

Fitness Center

Training Room

Viking Woods Student Housing

Jo Ellen Stringer Court

Pool for Water Training
Welcome to Jefferson College, where student learning is the focus of everything we do! We are proud to offer you the opportunity to continue your educational and athletic experiences at the collegiate level. Jefferson College has a tradition of excellence in athletics and a long history of academic excellence. Our goal is to insure that you have a positive academic and athletic experience that provides you further development of your intellectual skills, your athletic skills, and your social growth. I encourage you to take advantage of all the resources and services available to you both as a student and an athlete.

Good luck, and go Vikings!

Dr. Raymond V. Cummiskey
President
Jefferson College
Coaching Staff & Support Staff

COACHING STAFF

Head Women’s Volleyball
Aida Steiger

Head Men’s Baseball
Pat Evers

Head Women’s Basketball
Steve Jarvis

Head Women’s Softball
Tony Cook

Head Men’s Soccer
Ricardo Garza

Head Cheerleading
Tracey Dunn

SUPPORT STAFF

Fieldhouse Coordinator
Marie Self

Secretary – Director of Athletics
Debbie Maples

Student Athlete Success Coordinator
Jason Gardner

Athletic Trainer
Gregg Crain

Pool Manager
Michelle Cobb
STUDENT ATHLETE SUCCESS PROGRAM

MISSION

The Office of Student Athlete Success provides a comprehensive academic support program leading to academic and athletic enrichment. The program emphasizes the three main areas of academic athletic advising, mentoring, and goal-setting. Through individual appointments with each student-athlete and various educational support programs offered on the Jefferson College campus, the student-athlete will have every opportunity to achieve success on and off the field. In addition to academic support, the program will focus on personal development and heighten career awareness.

STUDY HALL PROGRAM

The Office of Student Athlete Success utilizes a program known as Objective Based Study Hall which is a learning tool you will find at many Division I institutions across the country. Through weekly individual appointments with our new and at-risk student-athlete population, student needs and concerns can be assessed. At the same time, students are setting objectives and goals to accomplish coursework and build necessary time management and organizational skills to empower their success. In this way, the weekly appointment and required study hall work together in helping students accomplish weekly objectives and learn more about their learning style. The focus isn’t geared towards just finishing study hall hours, but what the student actually accomplished while in the study table environment. Thus, there are incentives for meeting weekly objectives. These incentives could be something like reduced study hall hours or increased supplemental instruction. Our students and coaches have real-time access to required study hall hour completion. More information can be found on Page 47.

Advancing

Student-athletes at Jefferson College are expected to perform at a high level in the classroom and on the field of competition. To help you do this, there must be a focus on the advising process where personal strengths and weaknesses can be identified. Each student learns differently and has various career goals and aspirations. Selection of a major area of study is important, but it is equally important to make sure that each student-athlete is progressing academically by helping them to identify and improve their learning style. Student Athlete Success has programs in place to help the at-risk student-athlete population and our most academically gifted when choosing what path is right for them. All new and at-risk student-athletes will have a weekly appointment with the Student Athlete Success Coordinator to discuss goals and objectives for the week. The Office of Student Athlete Success receives grade reports periodically throughout the semester. Random class checks are performed by staff and coaches. In addition, the College has instituted an Early Alert System which provides advisors with up-to-date information concerning a student’s grades or lack of attendance. New attendance tracking for financial aid will also help in this endeavor.

ENROLLMENT SERVICES

The Office of Enrollment Services is your one stop shop for admissions, advising, financial aid, registration, and student records. Enrollment Services can be found on the main floor of the Student Center in Hillsboro. The Office of Student Athlete Success is part of the Athletic Department but works in concert with the Office of Enrollment Services. The Office of Student Athlete Success is located on the top floor of the Student Center, and much like Enrollment Services has been newly renovated to better assist our student population.

<table>
<thead>
<tr>
<th>STUDENT ATHLETE SUCCESS OFFICE HOURS</th>
<th>DAYTIME STUDY HALL</th>
<th>EVENING STUDY HALL IN ASC 105-107</th>
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</thead>
<tbody>
<tr>
<td>MON 10:00 – 5:00 p.m.</td>
<td>Academic Success Center</td>
<td>6:00 p.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>TUES 7:30 – 4:30 p.m.</td>
<td>Academic Success Center</td>
<td>6:00 p.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>WED 7:30 – 5:00 p.m.</td>
<td>Academic Success Center</td>
<td>6:00 p.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>THUR 7:30 – 5:00 p.m.</td>
<td>Academic Success Center</td>
<td>6:00 p.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>FRI 7:30 – 4:30 p.m.</td>
<td>Academic Success Center</td>
<td>NONE</td>
</tr>
</tbody>
</table>
COMPLIANCE

As a comprehensive program, the Student Athlete Success Coordinator assists the College Registrar and Athletic Director when submitting eligibility information to the NJCAA. Jefferson College has found this format to be extremely useful because it provides for no conflict of interest by separating athletics and academics. Very few community colleges in the country have an individual serving as the primary advisor for student-athletes and in a compliance support role.

STUDENT-ATHLETE LEADERSHIP TEAM

The Student-Athlete Leadership Team (SALT) is comprised of individuals from each team, selected by the coaching staff to represent their peers in assisting athletic department staff in decision-making and generating ideas for student success on and off campus.

MENTOR PROGRAM

The Student-Athlete Mentor Program was created in fall 2006 and exists periodically to provide new student-athletes with additional resources and guidance from staff and faculty who volunteer their time to act as a mentor. Students who take advantage of the program will learn new ideas, improve upon existing academic skills, and build lasting friendships.

LOCATION

The Office of Student Athlete Success is located on the 2nd floor of the Student Center.

ACADEMIC POLICIES & PROCEDURES

ATHLETIC CODE OF CONDUCT

The intercollegiate Athletic program at Jefferson College facilitates the personal growth and education of students through the comprehensive program of the NJCAA. The Athletic Department has adopted a standard of ethical conduct and behavioral expectations for all athletes at Jefferson College. Violation of this code of conduct is a significant event and calls for disciplinary action.

I. STANDARDS OF CONDUCT

On and off-campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to a team, department and surrounding community for the duration of his/her tenure as a student-athlete. Once a student is accorded the status of an intercollegiate athlete, he or she is expected to act in accordance with this code of conduct until the completion of eligibility, including semester and summer breaks. As a student-athlete at Jefferson, you are expected to conform to all federal, state, and local laws as well as College regulations regarding academics, residence life, and general conduct. Students penalized for violating public laws are not exempt from further prosecution by College authorities if actions also violate College rules. In addition, the Athletics Department and respective coaches reserve the right to implement additional sanctions. Every student-athlete is required to report his or her violations of this code of conduct to his or her head coach or to the Director of Athletics within 24 hours of such violation. This obligation is in effect year-round, including semester and summer breaks.

II. PROHIBITED CONDUCT

A. Academic Dishonesty: The Athletic Department will not tolerate acts of academic misconduct which includes, but is not limited to: cheating, falsification/fabrication, tampering, plagiarism, facilitating academic misconduct, multiple submissions, and other academic misconduct.

B. Alcohol: Prohibited acts include 1) Possessing or consuming alcohol if under the age of 21; 2) Operating a motor vehicle while under the influence of alcohol, 3) Misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol; 4) Purchasing, furnishing, or serving alcohol to or for an underage person; 5) Public intoxication; 6) Violations of additional Team Rules regarding alcohol use; and/or 7) Consumption of alcohol during team travel or team functions or anywhere on campus.

C. Other Drugs: Prohibited acts include 1) Possessing or using illegal substances, as defined by law; 2) Possessing or using controlled substances as defined by law; 3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law; 4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. Student-athletes also agree to abide by the Jefferson College drug testing program policy.

D. Hazing: Hazing in connection with membership or participation in College athletic team activities is strictly prohibited. (Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which: 1) endangers the physical or mental health or safety of any student or other person, including extending deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or 2) destroys, vandalizes, or removes public or private property.)
E. Cyberspace (including social networking websites): Student-athletes are permitted to have profiles on social networking websites such as Twitter and Facebook provided that a) no offensive or inappropriate pictures are posted; b) no offensive or inappropriate comments are posted; and/or c) any information placed on the website(s) does not violate the ethics and intent behind the Jefferson College Student Handbook, and all other applicable state, federal, and local laws.

F. Violence: Jefferson College is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, sexual violence, or any other conduct prohibited by College policy or law.

G. Sexual Violence: The Department of Athletics will not tolerate sexual assault, domestic violence, dating violence, stalking, or other related violations.

H. Disrespect: At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the College, the Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening, or obscene expression; deliberate damage to equipment or other property; or theft of equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.

I. Poor Sportsmanship: Student-athletes are held accountable to a high standard of ethical conduct in all activities affecting the Athletic program, whether as a participant or as a spectator. “Unsportsmanlike” conduct will be reviewed by the Director of Athletics and may result in disciplinary action. (Sportsmanship shall be defined in accordance with the standards of the NJCAA, Region XVI, MCCAC Conference, and the Jefferson College Athletic Department. In general, a good sport is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the College, their families, and their communities, with the highest level of sportsmanship.)

J. Gambling and Bribery: Student-athletes shall not knowingly 1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, 2) Solicit a bet on any intercollegiate team, 3) Accept a bet on any team representing the institution, 4) Solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing, equipment, meals), and/or 5) Participate in any gambling activity that involves intercollegiate athletic or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

K. Unexcused Class Absences and Poor Academic Performance: Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility, and academic standing.

L. Failure to Meet Team Obligations: Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departure for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

III. DISCIPLINARY PROCESS AND SANCTIONS
The Department of Athletics’ disciplinary process is independent of, and supplements, the College judicial process. Sanctions levied by Athletics may occur over and above those levied by the College. Sanctions will vary depending on the type and circumstances of the violation. When the Department of Athletics becomes aware of an alleged violation of this code of conduct, the Director of Athletics (“the AD”) or his/her designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-College persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting. Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed below. A student-athlete’s refusal to participate and cooperate in an Athletic Department or NJCAA investigation of a possible violation of this code of conduct or NJCAA rules may itself constitute a basis for disciplinary action. The Director of Athletics will work closely with the Associate Vice President of Student Services to resolve any disciplinary issues involving student athletes.
Possible Sanctions Include but are not Limited to:
1. Warning – the issuance of a written warning
2. Probation – special status with conditions imposed for a limited time
3. Community Service
4. Required educational or counseling sessions
5. Drug Testing
6. Restitution – i.e., payment for damaged property
7. Suspension – removal of a student-athlete from all Athletic Department activities for a limited period of time.
8. Expulsion – permanent removal from a team and/or department activities
9. Withdrawal of Athletic Financial Aid – termination of athletically-related financial aid as allowable by NJCAA regulations

Possible Sanctions for Team Violations Include but are not Limited to:
1. Team Probation
2. Team Community Service
3. Cancellations of Contests
4. Cancellation of Season

Violations of Team Rules: Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Director of Athletics may impose sanctions for team rule violations.

Violation of Criminal Law: When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation the Head Coach must report the information to the Director of Athletics. Student-athletes arrested for, or charged with, violating criminal law will be immediately suspended from practice and competition. Within 48 hours of notice of a suspension, the student-athlete’s coach or designee shall review the suspension and recommend to the Director of Athletics whether the suspension should continue. Within 10 days of notice of suspension, the student-athlete shall be afforded the opportunity to present his or her position before the Director of Athletics. Based on available information, the Director of Athletics may at any time prior to a finding or plea of guilty to a criminal charge may lift or modify the suspension. If the student-athlete is found guilty of a felony charge, such student-athlete shall be barred permanently from participation in intercollegiate athletics at Jefferson College. A student-athlete suspended from participation as a result of a criminal charge shall not be prohibited from receiving financial aid during the pendency of such criminal charge. Upon plea of guilty or a finding of guilt in a felony case, the College shall immediately determine whether the student-athlete’s aid shall continue. This policy is applicable to all renewals of current athletic aid commitments and to all subsequently awarded athletic financial aid. For additional information about campus-wide disciplinary processes, see the Jefferson College Student Handbook.

IV. APPEALS
A student-athlete who is subject to season-long suspension or expulsion from team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the Athletic Director, may request for appeal from these sanctions. The appeal must be made, in writing, to the Jefferson College Associate Vice President of Student Services within three business days of the student-athlete’s receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g. new information, due process issue, abuse of discretion). The Associate Vice President will conduct an investigation by hearing details of the case from the Director of Athletics, the student-athlete’s Head Coach, the student-athlete and others as needed. The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted. Upon conclusion of the appeal process, the Associate Vice President of Student Services will make a final decision on the appeal.

V. AGREEMENT
Student-athletes are required to know, understand, and follow the standards contained in the Jefferson College Department of Athletics Student-Athlete Code of Conduct. If I have further questions regarding this Student-Athlete Code of Conduct, I will ask my coach or the Athletic Director.

Academic Integrity
A Jefferson College student-athlete has a responsibility to conduct himself/herself accordingly in the classroom at all times. Your actions in the classroom have a direct effect upon other students in the class and those who might like to take the very same class later in their college career. Therefore, it is in your best interest to treat the instructor and your fellow students with the utmost respect and prepare yourself academically each day. The Student Athlete Success Program will provide workshops throughout the year to address issues affecting academic success.

Class Attendance
As a Jefferson College student-athlete you have a responsibility to attend all classes. Instructors have the discretion over whether or not to accept excuses; this includes anything related to athletic competition. There
are specific course guidelines and attendance policies each instructor sets for his/her course. During the first week of the term, the student-athlete must determine if a section or class change is needed to alleviate any attendance issues. The College understands the validity of a student-athlete representing the institution, yet all attempts should be made to minimize the number of classes a student-athlete may miss due to athletic competition. Any absences due to sickness or personal reason(s) not related to athletic competition are subject to the instructor’s discretion. Student-athletes at Jefferson College have traditionally held a higher GPA than the traditional student population, which means faculty have been more than willing to work with student-athletes. As a student-athlete you should understand and agree to the following:

- I will attend classes regularly, and on time.
- I will read through the course syllabus thoroughly and fully comprehend the attendance policy for the class I have enrolled in.
- I will contact my instructors regarding dates/times of absences due to team competition and/or travel. I am responsible for making sure my instructors receive ample notice. (This should be face-to-face, but may also involve providing a letter or e-mail from the coaching staff to the instructor).
- I understand that there may be instances when an instructor is unable to accommodate my athletic schedule. In such a case, I am responsible for making sure my academics take priority. If I choose to ignore the suggestion of the instructor I am ready to accept the consequences.
- I understand that as an athlete at Jefferson College, I am expected to behave in a manner that will show respect to our institution, sport, coaches, teammates, officials and fans.
- If I find myself in an academic situation which doesn’t seem to be improving due to conflicts with the athletic schedule of my team, it is my responsibility to tell my coach and the Student Athlete Success Coordinator immediately.
- I understand that failure to properly communicate with an instructor can result in a failing grade and punishment from the coaching staff.

Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy. Students are not entitled to a certain number of absences. Information presented in the classroom is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a term, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course in order to reduce the possibility of receiving an “F” for the course. At the beginning of the term, the instructor will notify his or her students of the attendance requirement for the class. Failure to attend class does not constitute an official withdrawal. Your financial aid can be affected by a lack of attendance and participation.

An “excused absence” is any time spent out of class with the permission from the instructor. Athletic contests are typically considered excused but are still subject to instructor discretion and attendance rules. (Refer to attendance information above.)

An “unexcused absence” is any time spent out of class without instructor permission. As stated above having an illness, requiring surgery, or other personal matters are not considered excused unless approval from the instructor is given. Unlike high school, college instructors do not have to afford you any opportunity to retake an examination or turn in late work.

**Plagiarism**

Plagiarism includes but is not limited to the following:

1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor
3. Borrowing materials from any source-professional or amateur-and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

**Plagiarize (pla'je-riz')**

To take and use as one's own ideas or writings of another

(From Webster's II New Riverside Dictionary, 1996)

**Cheating**

Cheating involves dishonest acts committed while being tested or evaluated but is not limited to the following:

1. Copying from another person’s test or assignments.
2. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course’s required work-unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying or somehow obtaining a test from an instructor’s work area or computer files.

Jefferson College handles academic dishonesty very seriously. It is up to you as a student-athlete to make sure your work is your own. The act of plagiarism or cheating is not tolerated and could affect your eligibility and more importantly your scholarship and/or opportunity to continue as a student at Jefferson College.

As mentioned previously, you not only represent yourself but also the student-athlete population as a whole. Student-athletes should be the torch bearers for academic integrity and commitment.

THE USE OF SOCIAL MEDIA

Please be aware your that actions and words on social media like Facebook™ & Twitter™ are being monitored. As discussed previously in the “Prohibited Conduct” section, any unwarranted or threatening comments towards another student, coach, faculty, or staff member is unacceptable. Using social media is a fun way of communicating with friends and family, but is also a direct reflection upon our institution as you represent Jefferson College. You will be asked to remove comments or pictures which may violate any or all parts of the Student Athletic Code of Conduct. Other disciplinary measures may apply if you continue to post said information. In addition, please understand future employers use social media as a way to make hiring and firing decisions. Your future job opportunities may hinge on what you post on social networking sites.

Any relations involving threatening language or action can be seen as sexual harassment in the eyes of the law. We’ve learned from a lawyer who represents the NCAA this behavior is becoming worrisome and institutions are keeping more of a watchful eye. Recently, the term “Catfishing” has become prevalent amongst users of social media and those who look to benefit or harass others through internet hoaxes or schemes. Please be mindful of the company you keep, and remember your personal information can be someone else’s with one click of a button if you’re not careful. If you believe you are involved in a situation where your personal information is being used against you, or for the benefit of someone you do or do not know it is your responsibility to report this to the Athletic Director immediately. Jefferson College will not tolerate students being victims or perpetrators of “Catfishing”.

THE ENROLLMENT PROCESS

Adviseement

All academic athletic advisement is conducted by the Student Athlete Success Coordinator and the International Student Advisor assigned to work with our international student-athlete population. We would like to think of advisement as an on-going process because through our one-on-one meetings with the students it becomes clear changing one’s mind is something which happens quite regularly. It is the position of the Student Athlete Success Coordinator to simply suggest certain course selections rather than force a student to take a course he/she is not interested in. However, there are instances where course selection is made by the advisor to meet degree progress. The process of advising helps the advisor and student-athlete meet those needs.

Registration

All student-athletes at Jefferson College are required to meet with the Student Athlete Success Coordinator for scheduling prior to registering for classes. Registration usually begins towards the middle of October for spring and summer classes and in March for fall courses. Jefferson College is an open admissions institution which means there are virtually no registration deadlines until classes formally begin each semester.

Note: Student-athletes receive priority registration, which means all student-athletes regardless of the credit hour accumulations listed below can register when official course registration begins each semester.

Priority 1: Currently enrolled degree-seeking students with 45 or more cumulative credit hours and currently enrolled certificate-seeking students with 15 or more cumulative credit hours register first.

Priority 2: All currently enrolled students without respect to number of credit hours. Priority 1 students may continue to register during this period.

Open Registration: All other students, transfer students, or students who failed to register during the priority registration periods may begin to register.

In addition to the registration process, you will be asked during your first advising session if you would like to fill out the Consent for Release of Information Form available at the registration counter, Cashier, Jefferson College–Arnold, and on MyJeffco This form allows your parents, spouse, or anyone else you specify to have
access to your academic and/or financial records. The Athletic Department also has a similar form they will ask you to fill out in the fall.

Beginning in summer 2012, the College began the campus reading initiative to meet state guidelines for reading competency in college-level coursework. A student must meet the following guidelines to take pre-approved 100-level college courses:

a. Reading score of 18 or higher on ACT
b. Reading score of 81 or higher on COMPASS
c. Reading score of 360 or higher on SAT

A student who does not meet the minimum standards above will be limited to the type(s) of classes they can enroll in, which will include either RDG 020 or 030. Each reading initiative course will have the student re-test on the COMPASS at the end of the term. Please ask the Student Athlete Success Coordinator for more information if you’re concerned about your test scores, or if you have not had an opportunity to take a standardized placement test prior to registration at Jefferson College.

**Types of Degrees**

**Associate of Arts (AA)**
Hours Required for Graduation = 62

**Associate of Science (AS)**
Hours Required for Graduation = 62-65

*This is an engineering option often used towards transfer to the Missouri University of Science & Technology (Rolla)*

**Associate of Applied Science (AAS)**
Hours Required for Graduation = 62-72
AAS in Nursing = 77

**Associate of Arts in Teaching (AAT)**
Hours Required for Graduation = 62

**Selecting A Major**

Declaring a major is always one of the highlights for every student attending college. A major course of study allows each student to concentrate on a particular emphasis leading to career and personal satisfaction. Jefferson College is a two-year community college offering Associate of Arts (AA), Associate of Arts in Teaching (AAT), Associate of Science (AS), and Associate of Applied Science Degree (AAS) programs. Most student-athletes will pursue the Associate of Arts Degree for transfer purposes to a four-year institution. It is important to identify a major of concentration, and equally as important to select courses leading towards graduation.

The Student Athlete Success Coordinator along with the other advisors in Enrollment Services will work with the student-athlete to match personal interests to career aspirations. Some student-athletes will leave Jefferson College still undecided on a plan of study, but most will have to commit to a major by their fifth full-time semester. This fifth full-time term is usually their first semester at the four-year institution. There are resources in place which will help accommodate a student’s search for a major (i.e., Academic Career Center, Choices®, Career Exploration course). Choosing different course paths while at Jefferson College is commonplace for most first and second-year students. It is the goal of the Student Athlete Success Program for each student to leave Jefferson College aware of his/her career choice, and have the understanding how to pursue it further.
Starting Strong

Getting off to a good start during your first two semesters at Jefferson College is extremely important. Your GPA will most likely be determined within this time frame, and it’s much harder to raise your GPA after the first two full-time semesters of college work. For example, a 2.0 cumulative GPA after 30 hours of college work will require a 3.0 GPA in the next 30 hours of college work just to raise your overall cumulative GPA to a 3.0. This is why the first year of being a college student must be taken seriously. If you start off poorly you’ll be playing catch-up for the next year.

Adding, Dropping & Withdrawing from Classes

At some point you might find yourself in a situation where you need to add, drop, or withdraw from a course during the semester. The dates for these procedures vary upon the academic calendar each year, but in order to do this you must first see the Student Athlete Success Coordinator. As mentioned previously, a student-athlete must be enrolled in at least 12 hours anytime during competition, therefore it is necessary to make sure you are making satisfactory progress in your other courses if you intend on dropping or withdrawing from a course.

HOW TO CALCULATE YOUR GPA

1. Figure out the total number of credit hours you are enrolled in.

Example:

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>3 hrs</td>
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<tr>
<td>BIO 101</td>
<td>5 hrs</td>
</tr>
<tr>
<td>SPD 105</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HPE 138</td>
<td>2 hrs</td>
</tr>
<tr>
<td>MTH 128</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

= 16 hrs

2. Now you must figure out the Quality Points for each class. This is determined by multiplying the letter grade point total by the number of credit hours for each class.

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<tr>
<th>Grade</th>
<th>Points</th>
<th>Credit Hours</th>
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</thead>
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<tr>
<td>A</td>
<td>4 pts</td>
<td>ENG 101 = A (4pts) x 3 = 12 pts</td>
</tr>
<tr>
<td>B</td>
<td>3 pts</td>
<td>BIO 101 = B (3pts) x 5 = 15 pts</td>
</tr>
<tr>
<td>C</td>
<td>2 pts</td>
<td>SPD 105 = B (3pts) x 3 = 9 pts</td>
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<tr>
<td>D</td>
<td>1 pts</td>
<td>HPE 138 = A (4pts) x 2 = 8 pts</td>
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<td>MTH 128 = C (2pts) x 3 + = 6 pts</td>
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</table>

= 50 pts

3. Divide the total number of Quality Points by the total number of credit hours (Attempted Hrs) to calculate your GPA.

50 Q-pts / 16 cr hrs = 3.12 GPA

After the drop (refund) deadline has passed you will have the decision to either take an “F” or withdraw. A “W” or withdrawal will not affect the grade point average, but will adversely affect the attempted vs. earned hour ratio on your transcript. Earned hours are those credit hours you earn by passing and completing classes with a letter grade of D or above. The GPA/Attempted Hours are all hours you take over the course of a semester with a letter grade. Please note, remedial or developmental coursework does not apply towards degree progress but does factor into credit hours earned and GPA. When determining eligibility for the NJCAA, only Earned Hours are utilized to form to calculate the GPA for the student-athlete. However, the overall Jefferson College GPA will be calculated using GPA/Attempted Hours. This is also the cumulative GPA which the four-year institution will look at when reviewing your transcript upon transfer. Often, your earned hour GPA will be different than your Jefferson College GPA. Student Athlete Success does factor in Dual Credit, AP exam credit, and Departmental Efficiency Exams into your Earned Hour GPA. Any credit hours not associated with a grade, such as (S) Satisfactory, (P) Pass, or AP examinations, will be factored as a “C” grade for eligibility purposes.

Administrative Withdrawal

Any student who fails to begin attendance or ceases participation for at least two consecutive weeks may be administratively withdrawn from the course(s). Additionally, any student who has sporadic participation in a course resulting in the student missing 15% or more of the coursework may be administratively withdrawn. Individual programs may have more rigorous attendance and participation requirements.

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of notification. The student must submit a written letter of appeal to the appropriate division chair or director. A student who is administratively withdrawn will receive a grade of “WX” for the course(s) and will be financially responsible for all tuition and fees associated with the course(s).

An administrative withdrawal may only be granted through the official College withdrawal deadline for each course(s).
GUIDELINES FOR STUDENTS RECEIVING A+ FUNDING  (Subject to change)

- Students receiving A+ funding can expect to have most tuition costs covered up to 105% of their degree plan. The Associate of Arts Degree is 62 credit hours, so the total number of hours A+ will help provide funding is 66. Dual Credit/AP courses do not count towards the 66 hour maximum. Any student who falls below those benchmarks is subject to losing funding for the next semester until the student has regained the GPA or credit hour requirement.
- If a student-athlete not receiving athletic aid but using A+ chooses to withdraw “W” from a course during the semester, he/she will pay back the money out-of-pocket for the course at the end of the term or prior to enrollment in courses for the next semester.

WITHDRAWAL POLICY FOR STUDENT-ATHLETES ENROLLED IN SUMMER SCHOOL

Jefferson College student-athletes have always performed well in their pursuit of attaining an Associates Degree and enrollment in summer school contributes to this academic success. Having previously met with your academic advisor, you have made the decision to enroll in class(es) during the summer session at Jefferson College and the Jefferson College Athletic Department is proud to provide for you a scholarship to cover course fees. The Jefferson College Athletic Department does expect that in return you take seriously this privilege and believes that it is your responsibility to complete all summer coursework to the best of your ability. To reinforce the importance of successful completion of summer classes, the Jefferson College Athletic Department along with the Office of Student Athlete Success, have adopted the following policy for students who withdraw from a summer course after the drop deadlines:

STUDENT-ATHLETES WHO WITHDRAW FROM SUMMER COURSEWORK AFTER PUBLISHED DROP DATES WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE ENTIRE COST OF THE COURSE, INCLUDING LAB FEES.

Exceptions to this policy include:
- Medical emergency/conditions, which requires you to be under doctor supervision for a period of time and does not allow you to have access to your class, either on-line or in person
- Death of an immediate family member requiring you to be away from school for a long period of time
- Life-changing event disabling you from completing your coursework

A student-athlete who does not meet one of the criteria above will be responsible for reimbursing the Athletic Department for all charges. Until all charges are settled, an “Athletic Hold” will be placed on the student’s account which prohibits the student to have transcripts sent, enroll in classes, or be released from a National Letter of Intent. In addition to any charges or fees you may incur from withdrawing from a summer course, there may be issues with your financial aid. It is in your best interest to consult your family and contact the Office of Student Financial Services immediately if your only choice is to withdraw from the class(es).

The summer session drop/withdrawal dates are published in MyJeffco.

No student-athlete is guaranteed summer school athletically-related aid. If you receive athletic aid in the fall/spring terms and choose to enroll in summer, it is your responsibility to talk to your coach in advance of the term starting to see if your course(s) will be covered. Your coach should notify you if your athletic aid for summer has been approved. If you enroll without receiving notification from your coach and later receive a bill it is your responsibility to pay that bill. All students receiving athletically-related aid for courses have to be approved by the Director of Athletics.

STUDENT RIGHT-TO-KNOW COMPLETION, TRANSFER, AND RETENTION RATES  (Disclosures as Required by Federal Law)

Jefferson College FTFDSFA (First-time, Full-time, Degree-Seeking, and receiving athletically-related financial aid) student-athletes have a four-year average Completion and Transfer Rate of 86.8% which is 40.4% higher than the traditional student population from 2006-2009. From Fall 2008 through Fall 2011 the Completion and Transfer Rate number is 90.9%, which is 44% higher than the traditional student(s). Thus, Jefferson College student-athletes earning athletically-related aid are graduating or transferring successfully to four-year universities and colleges at a higher percentage than the traditional student population at the College. For a more detailed report please visit: http://vega.jeffco.edu/jwarren/SRKTables_ForJeffcoWeb.pdf
# CLASS & ACTIVITY/WORK SCHEDULE

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COURSE INFORMATION

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Degree Plans

(Degree plans are subject to change without prior notice. Speak with an academic advisor for the most current available information. Suggested courses for certain majors can vary, so please consult your academic advisor. It is also important to consult an advisor at your transfer institution.)

The College offers four associate degrees and several career and technical education certificates.

To view degree plans, click on the following degree links:

http://www.jeffco.edu/academics/degrecertificate-plans#

AA Degree
The Associate of Arts (A.A.) degree is designed for transfer to another college or university as part of a bachelor’s degree.

AAT Degree
The Associate of Arts in Teaching (A.A.T.) degree is designed for education majors who plan to transfer to another college or university as part of a bachelor’s degree.

AS Degree
The Associate of Science (A.S.) degree is designed for engineering students to transfer to a university as part of a bachelor’s degree.

AAS Degree
The Associate of Applied Science (A.A.S.) degree is designed for entry-level employment through practical and theoretical courses.

Graduation

To be eligible for graduation at Jefferson College all students must adhere to the same policy. The following is a list of things which must be completed prior to meeting the standards for graduation.

1. 62 semester hours of college credit with at least 24 of those being completed at Jefferson College if you were a transfer student-athlete.

2. Successful completion of the General Education Requirements for your specific degree program. Typically, 42 credit hours for the Associate of Arts (AA) and Associate of Arts in Teaching (AAT). The Associate of Science (AS) requires 45 and the Associate of Applied Science (AAS) requires a minimum 18 credit hours.
3. Completion of Introduction to College: Strategies for Success (COL 101) or Mastering the College Experience (COL 136) with a “D” or better.

4. Completion of a computer literacy course with a grade of “C” or better.

5. Cumulative GPA of 2.0 or better for the AA, AS, and AAS degrees. Students must have at least a 2.75 GPA in both their education courses and overall to earn the AAT.

6. Certification of a candidate for a degree by the Registrar. Students should submit an Application for Graduation and pay the $45 fee by the established deadlines: February 1 for spring graduation, June 1 for summer graduation, or September 1 for fall graduation.

7. Pick up your cap and gown from the bookstore. All student-athletes eligible to walk at spring graduation are expected to do so.

8. Completion of the exit exam assessment as required by the College. The dates for the exit exam will be provided to you when you submit the Application for Graduation.

**Academic Probation, Suspension & Readmission Guidelines**

Each student is expected to make minimum academic progress while enrolled at Jefferson College. A student is considered to be making minimum progress if he or she maintains a cumulative grade point average (GPA) of at least 2.0.

A student whose progress falls below minimum requirements shall be placed on academic probation. The student will be notified of the probationary status and informed of resources available for academic improvement.

If the student’s cumulative grade point average remains below 2.0 at the end the probationary term, the student will be placed on academic suspension and will not be allowed to enroll or remain in classes for subsequent terms. The student must appeal the suspension if he or she wishes to enroll in subsequent terms. Information regarding the academic suspension appeal process and procedure is available in the Office of the Associate Vice President of Student Services.

**Financial Aid Guidelines as They Pertain to Satisfactory Progress**

Federal and state financial aid is intended to assist students as they make successful progress towards completing a degree. Therefore the student carries the responsibility to demonstrate satisfactory academic progress.

There are several factors that effect satisfactory academic progress. It is your responsibility to read this information and understand all the variables involved. In turn, Jefferson College has the responsibility of monitoring student progress as follows:

The Higher Education Act of 1965, as amended by Congress in 1992, mandates institutions of higher education to define, establish, and enforce minimum standards of satisfactory academic progress for students receiving financial assistance. Students receiving assistance from federal and state sources must meet the College’s satisfactory academic progress policy in order to maintain their financial assistance eligibility.

The policy is based upon cumulative numbers, including non-degree hours attempted, and is applied consistently to all federal and state student financial aid programs.

The policy is applied equally to new, continuing, and transfer students. All students are required to meet the cumulative requirements to be eligible to participate in the federal and state financial aid programs administered by Jefferson College.

**What happens if I fail to meet minimum standards of satisfactory progress?**

➤ **Financial Aid Warning**
Failure to meet all parts of the satisfactory academic progress policy will result in financial aid warning. Students may continue to receive assistance for one semester, but must regain satisfactory progress status at end of the probationary period.

➤ **Financial Aid Suspension**
Continued failure to meet the policy guidelines will result in financial aid suspension. Financial aid suspension means the termination of all federal and state financial aid.

➤ **Can I get state and federal financial aid funds reinstated?**
A student will regain eligibility to participate in the financial aid programs, upon coming into compliance with the cumulative coursework attempted and GPA requirements as specified above.
Student’s right to appeal financial aid suspension
In the event of extenuating circumstances, the student may request to be continued in the financial aid program through a written appeal to the Director of Student Financial Services. The Financial Aid Appeals Committee will review all written appeals and notify the student of the results. Further instructions related to the appeal process will accompany the letter of suspension.

Permanent Loss of Eligibility
Students who have attempted the maximum number of hours in their specified degree program cannot regain eligibility for federal funding at Jefferson College.

Grade Appeal Process

1. If a student believes that a final grade for a course is not correct, the student should contact the instructor of record to determine why that grade was assigned. This communication may be conducted in person, in writing, or through electronic communication. This question should be asked as early as possible to allow for a rapid resolution of any administrative or clerical errors.

2. If no answer is received by the start of the next regular semester (Fall or Spring), or if the instructor’s response is not satisfactory, the student may initiate a formal grade appeal. The deadline for initiating a formal grade appeal is the first business day of the second week of the next regular semester (Fall or Spring). The student will contact the instructor by e-mail using an official Jefferson College account. The student will copy the message to the instructor’s division chair (or designated institutional supervisor). The message must include the student’s full name, the CRN of the course (five-digit course registration number), the nature of the disagreement, and the student’s calculation of his or her final grade based on the course syllabus.

3. It is then the responsibility of the instructor to explain, making explicit references to the course syllabus, the determination of the course grade. That information will be sent to the student through an official Jefferson College e-mail account. The instructor’s division chair (or designated institutional supervisor) will be copied on that message. The instructor has five business days after receiving the formal grade appeal to respond to it.

4. If the response provided by the instructor is deemed by the student to be insufficient, or if the student has not received a reply after five business days, the student may appeal the instructor’s decision to the appropriate division chair (or designated institutional supervisor). This must be initiated no later than 10 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

5. The appeal of the instructor’s decision going to the division chair (or designated institutional supervisor) should include the nature of the grade disagreement, a copy of communication between the student and the instructor, and a copy of the course syllabus. The division chair (or designated institutional supervisor) then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

6. If the response provided by the division chair (or designated institutional supervisor) is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the division chair (or designated institutional supervisor) to the appropriate dean. This should be initiated no later than 20 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

7. The dean will receive the same documentation provided to the division chair (or designated institutional supervisor), with the additional inclusion of the response of the division chair (or designated institutional supervisor). The dean then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

8. If the response provided by the dean is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the dean to the Vice President of Instruction. This should be initiated no later than 25 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

9. The Vice President of Instruction will receive the same documentation provided to the dean, with the additional inclusion of the response of the dean. The Vice President of Instruction then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.

10. The determination of the Vice President of Instruction is final.

Note: In the event that an appropriate individual is unavailable to resolve the grade dispute during the designated time frame or there is a conflict of interest, Jefferson College will designate an appropriate institutional peer.
NJCAA ELIGIBILITY REGULATIONS

KEEPING YOUR AMATEUR STATUS

(From ARTICLE V, SECTION 11 of the NJCAA Handbook & Casebook 2014-2015)

You are an amateur if:
You engage in sports for the physical, mental, or social benefits, which derive in participation and to who athletics is an avocation and not a source for personal financial remuneration.

You are permitted to:
1. Accept scholarships and educational grants-in-aid from Jefferson College.
2. Officiate sport contests as long as you are paid the normal rate for that type of employment.
3. Serve as a coach or instructor in a physical education class(es) for compensation not on the Jefferson College campus, as long as arrangements for employment was not made by a representative of Jefferson College or a booster of the Athletic Department.
4. Be paid to work summer camps, supervise children’s programs, etc. Your duties are to teach the skills of your sport and you may not receive compensation on a fee-for-lesson basis.
5. Participate in professional baseball no more than 90 days at Class A. Any participation beyond this class or 90 days shall result in a loss of your eligibility in baseball.
6. Have your name or picture placed in various media if it’s only for demonstrating skill and no endorsements were made or money given. You must also have a release statement on file at Jefferson College allowing this institution to use your name or image with your consent.

You are not permitted to:
1. Receive money except for normal expenses relating to your sport.
2. Provide lessons on a fee-for-lesson basis.
3. Teach or coach physical education classes at Jefferson College in the academic year you are participating.
4. Receive payment for teaching your sport if the employment is arranged by Jefferson College or someone associated with the program.
5. Play a professional sport except for the first (90) days in baseball.
6. Have a scheduled try-out with any professional sport franchise until your eligibility is over.
7. Be represented by an agent while playing the sport as an amateur.
11. Compete professionally or contract to compete professionally in any sport regardless of its format.
12. Have competed on the ATP Professional Tennis Tour or women’s WTA Professional Tennis Tour or with any other professional tour, circuit or league which provides prize money, salary, or any other form of remuneration beyond actual expenses.

ELIGIBILITY

(From ARTICLE V, SECTION 3 & 4 of the NJCAA Handbook & Casebook 2014-2015)

The role of athletic compliance is to provide rules interpretation and assistance to each of the five athletic programs to insure compliance with NJCAA and institutional guidelines in areas of eligibility, recruitment and participation. We understand the importance for coaches, administrators, student-athletes, and parents to adhere to the positive image and structure intercollegiate athletics provides. Jefferson College is committed to academic integrity and excellence in competition.

Things You Need to Know to be Eligible
1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment
OR
2. Pass an accumulation of semester hours equal to 12. This means if you have taken three semesters of full-time enrollment you should have passed at least 36 semester hours (3 x 12 = 36)
OR
3. A first season participant (one who has been red-shirted/non-participant in first year as full-time student) must have passed an accumulation of 24 credit hours with a 2.00 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 terms thereafter.).
OR
4. A first or second season participant (one who has been red-shirted/non-participant in first/second year as full-time student) must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless...
of previous term or other accumulation requirements. In addition, a student who uses 4.E.4 to attain eligibility, must also meet the requirements of 4.E.1 or 4.E.2. in all subsequent terms of full-time enrollment.

5. Prior to your second season as student-athlete in an NJCAA sport, you must have passed a minimum of 24 semester hours with a 2.00 GPA or higher. This rule is in addition to satisfying rules 3 & 4 above.

A student-athlete receiving athletic aid who does not meet the 24 hour and 2.0 rule by the beginning of the fall term (second season), will not have athletic aid for the fall semester. Athletic aid could be restored following the fall term if said aid is still available. Students should be making satisfactory degree progress to avoid losing athletic aid.

WHAT DETERMINES YOUR QUALIFIER STATUS

(From the 2014-2015 Guide for College Bound Student-Athlete)

Upon completion from high school, your parents, coach, or high school counselor should have submitted information to the NCAA Eligibility Center (formally known as the Clearinghouse) on your behalf if you intended on beginning at a four-year institution. For more information or to register for NCAA DI or DII please visit:

http://web1.ncaa.org/ECWR2/NCAA EMS/NCAA EMS.html#

Not completing one of the following requirements or simply not supplying the information to the eligibility center can designate you as a non-qualifier out of high school. The following is what determines your qualifier status:

- Graduate from high school;
- Complete these 16 core courses
  - 4 years of English
  - 3 years of math (Algebra 1 or higher)
  - 2 years of natural or physical science (including one year of lab science if offered by your high school)
  - 1 extra year of English, math or natural or physical science
  - 2 years of social science
  - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a minimum required grade point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade point average and test score sliding scale on this page (for example, a 2.400 core-course grade point average needs an 860 SAT).

*D-II also has the term “partial-qualifier” (explanation on page 10 of the NCAA 2014-2015 Guide for College Bound Student-Athlete)

TRANSFER AS A QUALIFIER/NON-QUALIFIER


“2-4” Transfer Rules that Apply to NCAA Division I/II/III & NAIA

DIVISION I

A student-athlete who transfers to a Division I institution must complete four seasons of eligibility within five calendar years from the original date of full-time enrollment at Jefferson College. The “five year clock” as it is referred to does not stop except under special circumstances. If you were considered a qualifier based upon your high school record you need to be enrolled at Jefferson College for at least one semester. You will also need to complete at least 12 hours of transferable degree credit and maintain a minimum 2.0 GPA.

If you were considered to be a non-qualifier, you will need to graduate from Jefferson College and have at least 25% of those hours earned at Jefferson. Non-qualifier status also requires you to complete 48-semester transferable credit hours to meet the NCAA Division I 40% degree rule for student-athletes entering their third year of full-time enrollment, maintain a 2.0 GPA, and be in attendance as a full-time student for at least three semesters. For competition, practice, and athletic aid during his or her first academic year in residence, he or she must have successfully completed six semester or eight quarter hours of English, three semester hours of a physical or natural science at the two-year college that are transferable toward any baccalaureate degree program at the certifying institution; further, to specify that remedial English and math courses may not be used by a student-athlete to satisfy this provision of the two-year college transfer rule. Thus, Jefferson College student-athletes must successfully pass ENG 101, ENG 102 (Comp I & II), MTH 134 (College Algebra) and a Physical or Natural Science (Example: PHY 101/102 or BIO 101/102) or higher with a “C” or above.
Additional Division I transfer rules that apply include the following:

All two-year transfer student-athletes intending to play at D-I or D-II institutions who were considered a partial or non-qualifier out of high school must have completed the following academic requirements to be immediately eligible upon transfer:

For competition, practice, and athletic aid during the first academic year in residence, he or she must have successfully completed six semester or eight quarter hours of English, three semester hours of a physical or natural science at the two-year college that are transferable toward any baccalaureate degree program at the certifying institution; further, to specify that remedial English and math courses may not be used by a student-athlete to satisfy this provision of the two-year college transfer rule. Thus, Jefferson College student-athletes must successfully pass ENG 101, ENG 102 (Comp I & II), MTH 134 (College Algebra) and a Physical or Natural Science (Example: PHY 101/102 or BIO 101/102) or higher with a “C” or above.

All freshman student-athletes enrolling at a two-year institution will be subject to the new 2.5 GPA initiative for transfer to an NCAA D-I institution which began in fall 2012. The NCAA has determined a two-year transfer student-athlete has a better chance to meet graduation requirements at the four-year institution if their GPA is at a higher level prior to transfer. Student-athletes already enrolled at a two-year or four-year institution prior to Fall 2012 are not subject to this GPA requirement.

Not more than a total of 18-semester or 27-quarter hours of the transferable-degree credit may be earned during summer terms, and not more than 9-semester or 13.5-quarter hours of the transferable-degree credit may be earned during the summer term(s) immediately prior to the transfer. (From NCAA Rule 14.5.4.2.1 Use of Hours Earned during Summer Term. Adopted: 1/9/96 effective 8/1/97)

A transfer student-athlete from a domestic two-year or four-year collegiate institution must complete six hours of academic credit during the previous term of full-time enrollment regardless of when the student-athlete enrolls in the certifying institution. A transfer student-athlete from a foreign collegiate institution is not required to complete six hours of academic credit in the previous term of full-time enrollment. (From NCAA Rule 14.4.3.1.2.1 Six-Hour Requirement for Transfer. Adopted: 5/12/05)

Divisions I and II have a new “Organized Competition” by-law which you should be aware of. A student-athlete competing on a club team, travel team, or any other team where official scores or statistics are kept, has one year from time of high school graduation or the completion of a prescribed educational path to enroll full-time at a D-I or D-II institution without losing a year of athletic eligibility. This grace period is that of a traditional date (May/June) or non-traditional (November/December). If the student-athlete continues to participate in any organized competition one year after high school graduation, or after their prescribed educational pathway ended and prior to full-time enrollment, the student may charged with a season of eligibility. Competition as part of a national team, military service, skiing, or men’s ice hockey may have an exception but on an individual case by case basis. If the student-athlete uses one season of competition prior to full-time enrollment at the four-year institution, an academic year in residence will be applied. Student-athletes who have attended two-year institutions and earned a specified number of degree credit may be granted an exception. This rule went into effect August 1, 2012. (From NCAA By-Law 14.2.4.2., Application of the Division II Organized Competition)

**Division II/III**

If you are looking to transfer to any Division II or Division III institution, you are given more flexibility in completing your seasons of competition. In Division II and III, you are given 10 semesters of full-time enrollment to complete your four seasons of eligibility. This is best for a student-athlete who might have withdrawn from school or spent time out of school for any reason. If you are partial qualifier (graduated from high school and met either the ACT/SAT or high school 16 core course requirement), or non-qualifier based on your high school record, you need to have been in full-time attendance at Jefferson College for two semesters. You will also be required to graduate with 25% of your credit hours having been earned at Jefferson College OR have completed an average of 12 semester transferable degree credit hours toward any baccalaureate degree program at the Division II institution for each term that you were enrolled full-time with a 2.0 cumulative GPA. In addition, you will have needed to complete six hours of English and three hours of transferable math.

The final rule which applies for D-II is the number of courses you can take in the summer prior to transfer. Division II will only accept 25% of the total 24 hours earned within the regular academic term to be used towards those transferring for eligibility purposes. Thus, a student transferring after two full-time terms needing 24 hours can only take six of those hours in the summer.

Transfers to a Division III institution will only be eligible to participate immediately upon transferring if they have not competed at the two-year college for two years, have not competed at all, or the student-athlete would have been academically and athletically eligible to compete had he/she remained at the two-year college.
NAIA

A student-athlete from Jefferson College looking to continue his/her playing career on the NAIA level must now register with the NAIA Eligibility Center or what is called “Play NAIA” which can be found at http://www.playnaia.org. Much like the NCAA Eligibility Center, the NAIA is now asking new and transfer student-athletes from two-year institutions who previously had not registered to do so. There is a one-time fee for registering.

A student-athlete looking to transfer to an NAIA institution must be within their first 10 semesters of attendance as a full-time student. A transfer student-athlete entering their third season of competition transferring to the NAIA level must have 48 transferable semester credits and will have two years of eligibility remaining.

“To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student’s current institution and submitted to the registrar for posting on the transcript shall apply.” Pages 47-52 of NAIA Official Handbook & Policy Handbook, 30th Edition, August 2014.

Graduating Junior College Student Exception

If a junior college student met the graduation requirements for an associate degree within five semesters or seven quarters of attendance, the student shall be exempt from the 24/36 credit hour rule for the first term upon transferring to an NAIA institution. This exception requires that graduation occur and less than 24/36 hours were taken in the final two semesters for graduation. The institution applying for this exception on behalf of the student must submit a complete transcript, including graduation date, from the junior college with the NAIA Official Eligibility Certificate. Students receiving this exception must pass a minimum of 12 institutional credit hours the first term at a member institution to retain eligibility for the second term.

Progress Rule—Transfer Credit taken at Face Value

First Term Only

A transfer student bringing in “D” credit may have the “D” credit hours applied to all academic requirements the first term the student is identified only. Thereafter only those credits which are accepted toward a degree or are required by your institution and placed on your institutional transcript may apply.

Example: A transfer student played two seasons for a community college and has completed 12 credit hours each of his four semesters at the college. The student’s 48 credit hours contain 14 hours of “D” which your institution will not transfer in although it will accept the remaining hours. After attending your institution for one term, the student will be credited with having only 34 credit hours plus the hours passed at your institution. The student must have 48 institutional credit hours to play the third season and so must have passed 14 institutional credit hours the first term to participate in the second term. Page 51 of NAIA Official Handbook & Policy Handbook, 28th Edition, August 2012.
MANAGING YOUR SCHEDULE WORKSHEET

Time management has to be one of the most challenging issues facing college students. The following guide can serve as a helpful tool to predict the amount of time you need to spend to be a successful student. The chart below estimates the number of hours you need to work, in conjunction with the number of credit hours that are recommended for you to take. Keep in mind that as a student-athlete you should always be enrolled above 12 credit hours and practice/games will typically serve as the work hours associated with your daily routine.

<table>
<thead>
<tr>
<th>Hrs/Wk. Work</th>
<th>Recommended Hrs/Wk IN CLASS</th>
<th>Estimated Hrs/Wk STUDY TIME</th>
<th>Total Hours/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>6</td>
<td>12</td>
<td>58</td>
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<tr>
<td>30</td>
<td>9</td>
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<td>0</td>
<td>18</td>
<td>36</td>
<td>54</td>
</tr>
</tbody>
</table>

Remember that “Work” is defined as any regularly occurring activity that prevents you from attending class or studying.

Figure out your time:

(1) credit hour class = one hour class time + 2 hours study time per week

Credit hours you are enrolled in

+ _________ hours of study time (multiply credit hours by 2)

For a total college commitment of _________ hours per week

+ Work hours per week _________

= _________ fixed time commitments/wk
“4-2-4” Transfer Rules That Apply to NCAA Division I/II/III & NAIA

Division I

If you are a student-athlete who originally enrolled at a four-year institution prior to attending Jefferson College and now wish to continue your playing career at another or the same four-year institution, you must meet one of the following three options:

a. First, a student-athlete must have completed 24 semester hours of transferable degree credit at Jefferson College with at least a 2.0 GPA to meet the Residency Requirement. In other words, 25% of the earned hours must have been taken at the two-year institution. Secondly, one full calendar year at Jefferson College must elapse since the original transfer from the four-year college. Third, the student-athlete must have graduated from Jefferson College.

b. If the student-athlete returns to the four-year institution prior to competing at Jefferson College, he/she will be immediately eligible to compete again if no residency requirement was unfulfilled when the student-athlete originally left the Division I institution.

c. A student-athlete is eligible to compete if:
   i. The four-year institution did not sponsor the sport he/she competes in and no other college attended sponsored the same sport.
   ii. The student-athlete is a qualifier based upon his/her high school record.
   iii. The student-athlete earned 24 semester hours of transferable credit with a minimum 2.0 GPA
   iv. 12 semester hours of transferable credit were met at Jefferson College every semester the student-athlete was enrolled full-time.
   v. The student-athlete spent at least two semesters as a full-time student at Jefferson College.

Division II

All the rules mentioned above for Division II under "2-4"transfer rules apply to the “4-2-4” transfer rules regardless of whether the student-athlete attended one or more four-year institutions prior to transferring to Jefferson College. However, a 4-2-4 transfer to D-II must now have only spent at least one full-time semester at the two-year school in addition to having graduated.

Division III

If you participated at the four-year institution then transferred to Jefferson College and would like to transfer to a Division III institution, you must be academically and athletically eligible had you remained at the previously attended four-year institution, or 24 hours of earned transferable credit and two semesters must have been spent at Jefferson College.

NAIA

If you have transferred from a four-year institution to Jefferson College and now wish to transfer and compete on the NAIA level, you must have seasons of eligibility left as is the case with all other competition levels. Secondly, if you participated on the four-year level at any time you may need to fulfill a 16-week residency requirement at the NAIA school. Of course, exceptions can be made to this rule. Please know that all provisions previously mentioned in the “2-4” section must be met to be immediately eligible to compete.

SCHOLARSHIPS

Being a student-athlete brings with it a great deal of respect and responsibility. For those of you fortunate enough to receive an athletic scholarship (grant-in-aid), congratulations and continued success! However, as you know, there are higher standards set for you academically, athletically, and socially on and off campus.

Therefore, please know that your scholarship can be revoked at any point during the semester if you are found to have violated any rules as part of the NJCAA, your sport, and/or Jefferson College. The following is a list of items the NJCAA allows you to receive and not receive under your athletic grant-in-aid.

The NJCAA Permits a Student-Athlete to Receive:

1. Tuition & Fees
2. Room & Board
3. Required course-related books
4. Transportation costs one time per academic year to and from the college
5. Academic aid for one full academic year

The NJCAA Does Not Permit a Student-Athlete to:

1. Receive any type of assistance in cash or in kind gifts which is not provided by Jefferson College. However, you may receive assistance from someone whom you are a naturally or legally dependent.
2. Allow family members of the student-athlete to receive cash or in kind gifts.
3. Engage in employment where remuneration is greater or work required is less of others in similar employment.
4. Receive any annual awards totaling more than $200.
Jefferson College Can Cancel a Grant-in-Aid
According to the NJCAA for the Following Reasons:

1. If the student-athlete becomes ineligible because of academic or disciplinary reasons
2. If misconduct occurs outside of athletics which warrants immediate suspension or dismissal
3. If the student-athlete chooses to withdraw himself/herself from his/her sport prior to the first competition
4. If the student graduates

The NJCAA has limitations upon the number of scholarships each sport can utilize and it is up to the coach of each individual sport to determine who receives what portion or part of a scholarship. This is what Jefferson currently offers:

Baseball = 24 (grants-in-aid of any kind)
Women’s Basketball = 13 (grants-in-aid of any kind)
Men’s Soccer = 16 (grants-in-aid of any kind)
Softball = 16 (grants-in-aid of any kind)
Volleyball = 13 (grants-in-aid of any kind)

The maximum grant-in-aid a student-athlete at Jefferson College could potentially receive is:

➢ Tuition: up to 19 credit hours for two semesters per year
➢ Fees: any related to tuition and activities
➢ Books: all books on exchange only basis
➢ Housing: all costs
➢ Board: lunch only; or up to $50 per month for lunch

In summary, remember your participation in intercollegiate athletics at Jefferson College is an opportunity of a lifetime, so it is up to you to treat it as such. Student-athletes in many ways are counted upon to be the face of the student-body at Jefferson College. Hold your heads high and represent yourselves and this institution the right way.

FINANCIAL AID

Student-athletes are eligible to apply and possibly receive funding through federal student aid if they meet the requirements listed below. In terms of athletics, the NJCAA considers this to be non-athletic aid. Non-athletic aid is need-based aid that is not awarded on the basis of athletic capabilities. In other words, this aid is verified by the college’s office of financial aid to be need based or for outstanding academic achievement as published in the college catalog, such as an academic scholarship. It is in your best interest to fill out the Free Application for Federal Student Aid (FAFSA) if you are interested in seeing if there are additional funds to help you go to college in addition to any funding you might be receiving through athletics. In some cases, a student-athlete may receive funding through the Missouri A+ Schools Scholarship Program and find it necessary to fill out the FAFSA annually, as well as submit other documentation.

For those student-athletes not on full or partial scholarship, taking advantage of federal student aid is the smart decision and the best way to assure yourself with the peace of mind in knowing your education is secure and help is on the way. Jefferson College participates in various federal grant and loan programs, the Federal Work-Study Program, and a variety of State of Missouri programs.

The Office of Enrollment Services is open from 8 a.m. – 6 p.m. Monday through Thursday and 8 a.m – 4:30 p.m. on Friday in the Student Center to answer questions and to assist students/parents in completing FAFSA materials. In addition, there are computer work stations designated for financial aid needs.

You are eligible to apply and receive federal student aid if you:

1. Are a U.S. citizen or eligible non-citizen
2. Earned a high school diploma, GED or HiSet
3. Are registered with the Selective Service, if male
4. Are making satisfactory academic progress
5. Are not in a default on any federal student loans
6. Do not owe an overpayment of any federal financial aid
7. Have not been convicted of a drug felony
8. Have not been incarcerated in a federal penitentiary
9. Are enrolled as a degree-seeking student

You may complete the online form at www.fafsa.ed.gov.
Health and Treatment

Sports Medicine

Jefferson College oversees the day-to-day injuries and care of our student-athletes. The Training Room is located on the lower level of the Field House. Any student-athlete requiring care or services beyond what the institution can provide will be asked to seek additional treatment relating to their sports injury. This includes any of the sports medicine facilities or hospitals located in the St. Louis metro/Jefferson County area. All injuries should be reported in a timely matter to your coach. Services to our student-athletes are provided by Gregg Crain, Certified Athletic Trainer licensed by the Missouri State Board of Healing and certified through the National Athletic Trainer’s Association. Gregg works with additional constituencies off-campus to provide superior sports-related nutrition, fitness, and injury rehabilitation for Jefferson College student-athletes. Gregg has worked with professional, collegiate, and high school athletes.

Health Insurance

Jefferson College is dedicated to providing insurance coverage for athletic-related injuries to our student-athletes. This insurance is deemed supplemental, meaning our coverage will be applied after your medical insurance is utilized. This supplemental coverage does not guarantee athletic injuries will be paid in full. More information will be made available to you by the Athletic Department prior to your first practice. If you have any questions, contact your coach. This is not a guarantee that injuries will be covered in full.

Physical Examinations

As with most levels of competition, a physical examination is required for you to compete. All examinations must be completed prior to your eligibility information being submitted to the NJCAA. Therefore, it is important for you to have all physical examinations completed prior to your first practice. Information regarding the physical examination procedure will be sent to you in the summer before you begin practice.

On-Campus Counseling Services

Counseling services are provided through COMTREA, our local mental health agency. A counselor is available at no charge at both the Hillsboro and Arnold campuses. This confidential service is available for all enrolled students by scheduled appointments. The Counseling Office is located on the 2nd floor of the Student Center in Hillsboro and the 3rd floor in Arnold. If you would like to take advantage of this service, please call (636) 481-3209 or (636) 481-3215 to schedule an appointment. You may call the counselor directly at (636) 481-3233. Students can also use the 24-hour Crisis Hotline Number at 1-800-811-4760, which is provided by Behavioral Health Response (BHR).

Drugs, Alcohol, and Firearms Policy

As a student-athlete, you are strongly encouraged to refrain from using illegal drugs and alcohol while attending Jefferson College and participating in intercollegiate athletics. As a member of the NJCAA, Jefferson College must provide the following:

1. The development and implementation of a drug and alcohol (including tobacco) awareness program for all Athletic Department staff and student-athletes.

2. A policy outlining the rules and regulations as they pertain to the use and abuse of alcohol, tobacco, drugs, and other controlled substances.

3. The development and implementation of a treatment, referral, and rehabilitation plan for all Athletic Department staff and student-athletes with related drug/alcohol problems.

4. In response to institutional need, develop a comprehensive drug abuse and screening program.

All banned substances by the NJCAA can be found on the NCAA list of banned drug classes.

If you experience a drug or alcohol-related problem, or become aware of a member of the College community with such a problem, we encourage you to attempt to facilitate a referral of this person for assistance to College or appropriate community treatment agencies or resources. The College intends to provide information on services that are available without endorsing any
in institutional or treatment procedure. Several appropriate sources of assistance are available and may be contacted directly for assistance. A list of these resources can be found in the Jefferson College Student Handbook.

Jefferson College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as any part of its institutional activities. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. The College will impose sanctions on students and employees, up to, and including expulsion from College or termination of employment, and referral for prosecution for violations of the College standards of conduct.

Weapons or guns of any type are prohibited on the Jefferson College campus.

**Drug Testing**

Random drug testing will occur throughout the academic year. This program was put into place to safeguard against drug use on the Jefferson College campus and ensure our student-athletes are maintaining a healthy lifestyle. All testing will be administered by a qualified testing service provider.

The Jefferson College Student Handbook, Prohibition Policy Against Drug and Alcohol Abuse states that, “Jefferson College intends to provide a drug free, healthful, and safe educational environment for students and other members of the College community.” Also, according to the National Junior College Athletic Association (NJCAA) Position Paper on Substance Use and Abuse, “It is a fundamental belief of the NJCAA that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege.” In support of these statements, the College has established the following program for drug testing all athletes.

The term “student-athlete” includes all members of Jefferson College sanctioned intercollegiate athletic teams and all members of the Jefferson College Viking Cheerleaders. All recruits and their parents shall be informed, in writing, of the Athletic Department Drug Testing Policy. Each student-athlete or, in the case of persons under the age of eighteen (18) years, the parent or guardian must sign a Consent for Drug Testing form and HIPAA release form prior to final admission to the Jefferson College Athletic Program. Also, each student-athlete will complete a drug test in the fall of each year. A total of 5% of each team will be tested each month during the academic year. Additional testing may be done when there is reasonable suspicion of drug use.

All testing will be handled through the College’s testing service provider, which is responsible for privacy safeguards and chain of custody procedures. Student-athletes will be notified in writing no more than 24 hours in advance of the testing. The student-athlete shall receive a Notification of Drug Test form to sign and date on the day of testing and shall be transported to the testing facility by a designated member of the College staff. Failure or refusal of any student-athlete to sign the Notification of Drug Test form, failure to show up at the prescribed time, or failure to complete the testing shall result in ineligibility to participate in the Jefferson College Athletic Program. The Athletic Director shall provide monthly reports to the Associate Vice President of Student Services reviewing all testing and actions taken under this program. This program is effective for all student-athletes participating in the Jefferson College Athletic Program during the 2015-2016 Academic Year and continues until revoked by the Board of Trustees.

The following individuals shall be notified of the results of the drug testing: Athlete; Head Coach; Athletic Trainer; Athletic Director; Associate Vice President of Student Services; Parents.

**First Offense**

Following the first positive test, the student-athlete shall be required to:

a. Attend mandatory substance abuse counseling
   i. Number of counseling sessions will be determined by counselor
   ii. Initial orientation and counseling session will be paid by Jefferson College
   iii. Subsequent counseling sessions will be paid by the student-athlete

b. Be suspended from all Jefferson Athletic Program activities until released by the counselor and the Athletic Director
   i. At a minimum, this suspension includes not participating in a number of intercollegiate games equal to 10% of the regular season limits set by the NJCAA. The Athletic Director will determine this number for each sport and will inform the Head Coach before the beginning of each academic year.
   ii. If the requisite number of games is left during the current academic year, the suspension will be carried out during the next academic year.

c. Be regularly drug tested through one calendar year from the time of the positive test. Any further positive tests will be considered a second offense.

Second Offense
Following the second positive test, the student-athlete will be subject to:

a. Immediate dismissal from the Jefferson College Athletic Program
b. Revocation of all undisbursed athletic financial aid, including room and board

Appeal Process
1. Right to request a retest: written request must be received within five business days
2. Right of due process and appeal as delineated in the Student Code of Conduct, Rules of Procedure in Student Disciplinary Matters, Student Handbook

Board Monitoring
The Athletic Director shall develop legally sufficient forms necessary to carry out this program including a Consent Form and a Notification Form.

INTERNATIONAL
STUDENT-ATHLETES

Jefferson College makes our very best effort in securing all international documentation for admissions as well as athletics. We ask our international student-athletes to provide us with an Amateurism Letter from their sport federation documenting no professional contract or professional participation. This documentation may also have to come from the club or sports team the student-athlete previously participated with outside their normal school team. Other documentation may be required. Jefferson College is thrilled to have international student-athletes, but we are very thorough when it comes to meeting NJCAA eligibility standards.

Jefferson College is close to the St. Louis metropolitan area, but not close enough for someone with limited transportation. Unfortunately, parts of Jefferson County currently do not have a transit system in place to provide easy access to the city and other locations nearby. A transit company called JeffCo Express does provide short travel to and from certain stops in the Jefferson County area.

The following is a short list of ethnic stores available within driving distance of 50 miles or less (one-way) from the Jefferson College campus.

International Foods
3905 S. Grand Blvd.
St. Louis, MO 63118
(314) 351-9495

Asia Market (Korean, Japanese)
1243B Castillons Arcade
St. Louis, MO 63141
(314) 434-1308

Global Foods Market
421 N. Kirkwood Rd.
St. Louis, MO 63122
(314) 835-1112

International students often build friendships within the Jefferson College community to minimize the roadblocks and limitations of being in a rural college setting. We have dedicated staff available to help you from time to time with the types of problems you may face. Stacy Dean, will be your primary contact person in terms of international admissions and F-1 Visa documentation, and she can be reached at (636) 481-3216.

For Admissions information, please access the Jefferson College International Student Admission Requirements page at:

http://www.jeffco.edu/future-students/admissions/international-students.
Campus Resources

Jefferson College prides itself on the educational resources we provide to our student population. You’ll find some of the best staff and faculty on campus working in the following areas willing to go the extra mile for you. We highly encourage you to seek out help when you need it and never think for one second you’re going to be unable to succeed. With the help from our campus resources, achieving an “A” is within reach.

Library Services

Jefferson College Library offers many services and resources to help students succeed in their classes and improve information literacy skills. Friendly, qualified staff members are available to answer students’ technology and reference questions. The Library on the Hillsboro campus has a collection of over 70,000 books and statewide access to millions of titles through MOBIUS. Students have access to a variety of eBooks, magazines, digital devices, scholarly journals, DVDs, and music CDs.

The Library at Jefferson College Arnold provides databases, magazines, reference books, a small collection of circulation books, and access to items in the Library’s collections via daily courier service. The Library’s online magazine, journal, and reference databases allow students to search for information by topic in thousands of publications. All databases can be accessed off-campus through the Library’s website.

Students using computers in the Library can search the Internet, explore the Library’s electronic resources, use word processing software, check e-mail, and use Blackboard for their online courses. Wireless Internet access is available, and laptops may be checked out for use at Library locations. The Library houses the Jefferson County History Center and serves as a U.S. Federal Depository Library.

Learning Center Instructor Assistance

Students can receive assistance from Learning Center instructors any time the Learning Center is open. Current Learning Center students take first priority. Students can call (636) 481-3151/797-3000, ext. 3151 for Learning Center hours or view them online.

Learning Express Library

The Learning Express Library is a comprehensive, interactive source for online tutorial courses and practice tests designed to help students and adult learners succeed on licensing and academic tests. Resources and test preparation can be found on a variety of topics.

Testing Services

Testing Services offers a variety of testing services for students including: COMPASS placement, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CLEP, HESI A2, HiSET, MoGEA, POST, and others).

Learning Center Courses

The Learning Center offers courses which help students develop the basic skills necessary for success in college. Learning Center courses includes Basic Math, Basic Grammar & Punctuation, Basic Writing Skills I, Geometry, Introduction to Reading, and Spelling/Vocabulary Skills.

Academic Success Center

Math Lab

The Math Lab is located in the Technology Center, Room 107 as part of the new Academic Success Center. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Lab.

Online Math Lab

The Online Math Lab provides math assistance for students through an online chat environment. Students can ask questions and receive feedback from math faculty. Hours may vary throughout the term.

Writing Lab

Located in Technology Center, Room 106 as part of the new Academic Success Center, the Writing Lab offers students aid in creating, organizing, developing, and revising writing of all kinds. Instructors interested in current research are on duty to suggest positive ways writing can be more communicative. Computers with Internet access are available.
**Online Writing Lab (OWL)**
The Jefferson College Online Writing Lab (OWL) helps Jefferson College students, faculty, and staff in all phases of the writing process. The OWL Writing Submission Services provides faculty feedback to student writing of all kinds and from all disciplines. The OWL Chat service provides real-time, easy-access writing reference services.

**Project Success**
Project SUCCESS in a federally-funded TRIO program providing students with: academic assistance, personal support, career counseling, transfer counseling, financial guidance, and cultural enrichment. Similar to Student Athlete Success, Project SUCCESS works with a select number of students who meet the following qualifications: low income, first-generation, or students with a documented disability. If you are a student-athlete who meets the qualifications above and would like more information, please stop by the Project SUCCESS area on the top floor of the Student Center or call them directly at (636) 481-3281/797-3000, ext. 3281.

**Disability Support Services**
Students with disabilities can utilize support services offered by the Disability Support Services Office by registering with the Program Coordinator. A student must provide documentation of a disability from a qualified professional in a timely manner to receive accommodations. An Assistive Technology Center is available for students who require adaptive technology and/or additional resources. If accommodations for a disability are needed, please contact the Disability Support Services Coordinator at (636) 481-3169/797-3000, ext. 3169. TDD users may call (636) 789-5772.

**Employment Services**
The Employment Services Office provides students and graduates with information and tools to prepare for a successful job search. Services provided include advice on resume and cover letter development, interview techniques, job search strategy, and connections to job openings in the community. The office provides individual assistance, workshops, and hosts an annual job fair that provides opportunities for students to interact with potential employers. Job placement data for Career and Technical Educational Program graduates is also monitored. For more information on Employment Services, call (636) 481-3223/797-3000, ext. 3223.

**Student Development**
The Office of Student Development offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference on campus and in the community. Student Leaders, Environmental Alliance, Phi Theta Kappa, and Student Senate are just a few of the numerous chartered organizations at Jefferson College. For information call (636) 481-3231/797-3000, ext. 3231.

**Welcome to JeffCo Express**
JeffCo Express is a non-profit effort to operate Jefferson County’s first public transportation system. You can count on JeffCo Express to get you to work, appointments, meetings, even to shopping and special events.

You won’t have to fight traffic or search for a parking space. And, you can save the cost of parking, automobile repairs and insurance, plus the cost of gasoline. In addition, using public transit helps keep our air clean, and that benefits all of us!

http://jeffcoexpress.org/

**Wellness Program: WOW!**
As part of our mission to provide students with a quality education and a learning environment that fosters intellectual, social, and personal growth, Jefferson College provides a Wellness program, Witness Our Wellness.

Wellness is much more than merely exercise and nutrition. It is a holistic approach to well-being that involves integration of physical, emotional, spiritual, social, environmental, intellectual, and occupation dimension.

The purpose of our Wellness Program is to promote a variety of multi-dimensional opportunities in our commitment to be a healthy place for you to learn, live, grow. Visit Wellness Program on MyJeffco for event details.

**Be a Wellness Witness (W2)**
Are you passionate about your health and well-being? Are you eager to share your passion with others? W2 is a volunteer student group that will help to design and promote various wellness activities. This will be a great opportunity for those interested in sports management/marketing and event planning.

Contact Wellness Program Coordinator, Donna Allen-Freese, (636) 481-3257/797-3000, ext. 3257 with any questions or ideas.
## Campus Directory

**Telephone:** (636) 481-3000 or 797-3000  
**TDD users:** (636) 789-5772 (Hillsboro); **FAX** (636) 789-5103

### Jefferson College Hillsboro Campus

<table>
<thead>
<tr>
<th>AREA</th>
<th>PHONE EXT.</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success Center</td>
<td>3493</td>
<td>Hours vary; check website</td>
</tr>
<tr>
<td>Associate VP of Student Services</td>
<td>3201</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>3251</td>
<td>Mon. &amp; Tues.: 8 a.m.-6:30 p.m., Wed. &amp; Thurs.: 8 a.m.-4:30 p.m. Fri.: 8 a.m.-4 p.m.</td>
</tr>
</tbody>
</table>

*Special hours at beginning of each semester & during buy back times.*

<table>
<thead>
<tr>
<th>AREA</th>
<th>PHONE EXT.</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development</td>
<td>3215</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>3298/3299</td>
<td>Mon.-Fri.: 6 a.m.-6 p.m.</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>3209</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>3169</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m. (times may vary; contact Jill West, 3215)</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>3209/3217</td>
<td>Mon.-Thurs.: 8 a.m.-6 p.m., Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>(Admissions/Advising/Career/Financial Aid/Student Records/Registration/Transfer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service/</td>
<td>3255</td>
<td>Mon.-Fri.: 8:30 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Career Technical Snack Bar</td>
<td></td>
<td>Mon.-Thurs.: 7:30 a.m.-2 p.m., Fri.: 7:30 a.m.-1:30 p.m.</td>
</tr>
<tr>
<td>Learning Center</td>
<td>3155</td>
<td>Mon.-Thurs.: 9 a.m.-3 p.m. &amp; 5 p.m.-8 p.m.</td>
</tr>
<tr>
<td>Library</td>
<td>3166</td>
<td>Mon.-Thurs.: 7:30 a.m.-9 p.m., Fri.: 7:30 a.m.-4 p.m. Sat.: 10 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Mercy Clinic</td>
<td>636-543-2290</td>
<td>Mon.: 9 a.m.-2 p.m., Thurs.: 10 a.m.-3 p.m.</td>
</tr>
<tr>
<td>Missouri Baptist University at Jefferson College</td>
<td>3214/3242</td>
<td>Mon.-Thurs.: 8 a.m.-6 p.m., Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>MyJeffco Help Desk</td>
<td>3234</td>
<td>Mon.-Thurs.: 8 a.m.-9 p.m., Fri.: 8 a.m.-5 p.m., Sat.: 9 a.m.-5 p.m. Sun.: Noon-5:00 p.m.</td>
</tr>
<tr>
<td>Project SUCCESS</td>
<td>3281/3282</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Activities</td>
<td>3295</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Athlete Success</td>
<td>3258</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Development</td>
<td>3231</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>3212</td>
<td>Mon.-Thurs.: 8 a.m.-5:00 p.m., Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Housing</td>
<td>3295/3296</td>
<td>Mon.-Thurs.: 8 a.m.-8 p.m., Fri.: 8 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Testing Center</td>
<td>3164</td>
<td>Mon.-Thurs.: 8 a.m.-8 p.m., Fri.: 8 a.m.-2 p.m.</td>
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<tr>
<td>Tuition Payment,</td>
<td>3123-Cashier</td>
<td>Mon.-Thurs.: 7:30 a.m.-6 p.m., Fri.: 7:30 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Automobile Registration &amp; Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Missouri-St. Louis at Jefferson College</td>
<td>3243/3244/3245</td>
<td>Mon.-Thurs.: 8 a.m.-4:30 p.m. Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Veterans’ Educ. Benefits</td>
<td>3210/3285</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
</tbody>
</table>

**NOTE:** Students who have special needs can contact Christine Platter the 504/ADA Student Contact Representative for students with disabilities, at 636) 481-3169/797-3000, ext. 3169.

**Jefferson College phone numbers:**  
Dial (636) 481-XXXX or (636) 797-3000, ext. XXXX.  
(When dialing from an on-campus phone only the 4-digit extension is needed)
## ATHLETIC DEPARTMENT DIRECTORY

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg McVey</td>
<td>Director of Athletics</td>
<td>(636) 481-3386</td>
</tr>
<tr>
<td>Aida Steiger</td>
<td>Women’s Volleyball Head Coach</td>
<td>(636) 481-3390</td>
</tr>
<tr>
<td>David Owens</td>
<td>Women’s Volleyball Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Pat Evers</td>
<td>Men’s Baseball Head Coach</td>
<td>(636) 481-3385</td>
</tr>
<tr>
<td>Andrew Stanton</td>
<td>Men’s Baseball Asst. Coach</td>
<td>(636) 481-3381</td>
</tr>
<tr>
<td>Tony Underwood</td>
<td>Men’s Baseball Asst. Coach</td>
<td>(636) 481-3383</td>
</tr>
<tr>
<td>Dave Oster</td>
<td>Men’s Baseball Volunteer Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Steven Jarvis</td>
<td>Women’s Basketball Head Coach</td>
<td>(636) 481-3387</td>
</tr>
<tr>
<td>Travis Cearley</td>
<td>Women’s Basketball Asst. Coach</td>
<td>(636) 481-3395</td>
</tr>
<tr>
<td>Tony Cook</td>
<td>Women’s Softball Head Coach</td>
<td></td>
</tr>
<tr>
<td>Amber Santhuff</td>
<td>Women’s Softball Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Brandy Moonier</td>
<td>Women’s Softball Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Jeris Moonier</td>
<td>Women’s Softball Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Chris Starkey</td>
<td>Women’s Softball Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Ricardo Garza Jr.</td>
<td>Men’s Soccer Head Coach</td>
<td>(636) 481-3397</td>
</tr>
<tr>
<td>Robert Bartolone</td>
<td>Men’s Soccer Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Alex Ochoa</td>
<td>Men’s Soccer Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Duane Kloeppe</td>
<td>Men’s Soccer Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Joe Lange</td>
<td>Men’s Soccer Volunteer Asst. Coach</td>
<td></td>
</tr>
<tr>
<td>Tracey Dunn</td>
<td>Cheerleading Coach</td>
<td></td>
</tr>
</tbody>
</table>

### SUPPORT STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Gardner</td>
<td>Student Athlete Success Coordinator</td>
<td>(636) 481-3258</td>
</tr>
<tr>
<td>Gregg Crain</td>
<td>Athletic Trainer - Training Room</td>
<td>(636) 481-3393</td>
</tr>
<tr>
<td>Marie Self</td>
<td>Fieldhouse Coordinator</td>
<td>(636) 481-3391</td>
</tr>
<tr>
<td>Mike Gentry</td>
<td>Athletic Equipment Manager</td>
<td>(636) 481-3383</td>
</tr>
<tr>
<td>Debbie Maples</td>
<td>Athletic Director Secretary</td>
<td>(636) 481-3394</td>
</tr>
<tr>
<td>Shannon Steed</td>
<td>Athletics Secretary</td>
<td>(636) 481-3384</td>
</tr>
<tr>
<td>Michelle Cobb</td>
<td>Pool Manager</td>
<td>(636) 481-3382</td>
</tr>
</tbody>
</table>

### OTHER STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Center</td>
<td></td>
<td>(636) 481-3392</td>
</tr>
<tr>
<td>Donna Allen-Freese</td>
<td>Wellness Program Coordinator</td>
<td>(636) 481-3257</td>
</tr>
<tr>
<td>Sandy Davis</td>
<td>COMTREA Counselor</td>
<td>(636) 481-3233</td>
</tr>
</tbody>
</table>

Athletic Department Fax: (636) 789-2419
Local Businesses

Banks

In Hillsboro (sampling)

Bank of Hillsboro, 10625 Hwy. 21, Hillsboro, MO 63050

Eagle Bank and Trust Company of Missouri, 10596 Hwy. 21, Hillsboro, MO 63050

First State Community Bank, 4767 Hwy. B, Hillsboro, MO 63050

In Festus (sampling)

Bank of America, 988 E. Gannon Dr., Festus, MO 63028

Commerce Bank, 1102 Bradley St., Festus, MO 63028

Shopping

In De Soto (sampling)

Walmart, 12862 State Rte. 21
De Soto, MO 63020

In Festus (sampling)

Wal-Mart, 650 S. Truman Blvd., Festus, MO 63028

In Hillsboro (sampling)

Dollar General, 4755 HWY B, Hillsboro, Mo 63050

Queens Supermarket, 10724 MO-21 Bus, Hillsboro, MO 63050

In St. Louis (sampling)

South County Center Mall, 85 S. County Center Way, St. Louis, MO 63128

West County Center Mall, 80 West County Centre, Des Peres, MO 63131

Restaurants

In Hillsboro (sampling)

Courthouse Grill, 250 1st Street, Hillsboro, MO 63050

Happy China, 10646 MO-21 Bus, Hillsboro, MO 63050

Hardee’s, 10610 Hwy. 21, Hillsboro, MO 63050

Imo’s Pizza, 10814 Hwy. 21, Hillsboro, MO 63050

Los Portales, 201 Main St., Hillsboro, MO 63050

McDonald’s, 10229 Hwy. 21, Hillsboro, MO 63050

Subway, 10671 Hwy. 21, Hillsboro, MO 63050

Siam Express, 10308 Hwy. 21, Hillsboro, MO 63050

Taco Bell, 10255 Hwy. 21, Hillsboro, MO 63050

In Festus (sampling)

Arby’s Restaurant, 690 S. Truman Blvd., Festus, MO 63028

Bob Evans Restaurant, 1003 Veterans Blvd., Festus, MO 63028

Fazoli’s, 807 Lee Ave., Festus, MO 63028

Imo’s Pizza, 1176 W. Gannon Dr., Festus, MO 63028

McDonald’s, 515 S. Truman Blvd. & 1150 W. Gannon Dr., Festus, MO 63028

Papa John’s Pizza, 370 Festus Centre Dr., Festus, MO 63028

Pizza Hut, 127 Twin City Dr., Festus, MO 63028

Ruby Tuesday’s Restaurant, 1120 Shapiro Dr., Festus, MO 63028
HOTELS

In Festus (sampling)

Comfort Inn, 1303 Veterans Blvd., Festus, MO 63028
Drury Inn, 1001 Veterans Blvd., Festus, MO 63028
Holiday Inn Express, 1200 Gannon Dr., Festus, MO 63028

ATTRACTIONS

In St. Louis (sampling)

St. Louis Cardinals, Busch Stadium, 700 Clark St., St. Louis, MO 63102
St. Louis Rams, Edward Jones Dome, 901 N. Broadway, St. Louis, MO 63101
St. Louis Science Center, 500 Oakland Ave., St. Louis, MO, 63110
St. Louis Zoo, 1 Government Dr., St. Louis, MO 63110
St. Louis Art Museum, 1 Fine Arts Dr., St. Louis, MO 63110
City Museum, 701 N. 15th St., St. Louis, MO 63103
The Gateway Arch, St. Louis Riverfront, St. Louis, MO 63102

On August 20, 2011, the Volleyball team unveiled the newly painted floor titled Jo Ellen Stringer Court at the Alumni Scrimmage, where 200 fans, family, friends, alumni, faculty, and staff celebrated with the Hall of Fame coach.
15 TIPS TO BE SUCCESSFUL IN THE CLASSROOM

1. Attend every class and be there ON TIME!

2. Make sure you have all the materials you will need for the class (books, pencils, pens, calculator, notes, etc.).

3. Choose to sit in front of the class and only in the first three to four rows if the front is not available.

4. Finish all required readings before class so you are prepared for discussion.

5. If you’re unsure about a specific topic being discussed, raise your hand or ask the instructor immediately following the class period. Don’t forget to ask your classmates for information you might have missed.

6. Read and understand the syllabus and any other handouts given to you by the instructor.

7. Keep a calendar or day planner to record all assignments, tests, and other work you have to turn in.

8. Introduce yourself to the instructor on the first day of classes and participate in class.

9. Get to know some of your classmates who are not student-athletes so you have other peers you can turn to for study groups and helpful information. You may develop long lasting friendships with these students.

10. Don’t interrupt the class for any reason unless it’s an emergency and make sure to turn off your cell phone while in class.

11. Study in short spurts for exams and quizzes because studying for periods of time longer than 20 minutes without a break does not give your brain time to relax and retain the information.

12. Look over notes taken each day at least once during the evening.

13. Make sure in study hall that you are managing your time effectively by working on assignments in an organized way. Get the easiest homework finished first. In this way, you’ve given yourself more time to complete the difficult assignments. Remember to utilize the tutors available to you at study hall.

14. Manage your notes by prioritizing, dating and even highlighting the key elements. This will save you valuable study time when you prepare for an exam.

15. When you have time between classes, use it effectively by completing homework or getting a head start on required readings.
Throughout this handbook there have been numerous items brought to your attention to help you succeed both athletically and academically while at Jefferson College. It should be apparent to you students who work hard, have open minds and treat this opportunity with respect can and will succeed in college. Ultimately, it is up to you to determine what path you choose and how far you go in your athletic and academic endeavors. The Jefferson College Athletic Department is determined to continue the tradition of academic excellence. Since 1999, our student-athletes as a whole have had a higher completion and transfer rate than that of the traditional student population (almost 30% higher). With all of the new programs and personnel in place to promote student success, this trend should certainly continue upwards.

The following students are a perfect example of what it truly means to be a student-athlete. We are proud of their accomplishments!
JEFFERSON COLLEGE
Student-Athlete
Of-The-Year 2014-2015
(Presented to a student-athlete with the highest GPA who is on track to graduate in four full-time semesters, and participated for two years at Jefferson College in their respective sport.)

Marketa Illetskova - Volleyball

NJCAA Award for Superior Academic Achievement 2014-2015
(Sophomores who have maintained a cumulative GPA of 3.80 - 3.99 or better)

Ashley Davis - Softball

ACADEMIC ALL-AMERICAN AWARDS

NJCAA PINNACLE AWARD FOR ACADEMIC EXCELLENCE 2014-2015
(Sophomores who have maintained an accumulative GPA of 4.0)

Marketa Illetskova - Volleyball

HAROLD OETTING MCCAC ACADEMIC ALL-SPORTS AWARD
(Given to the institution with the highest overall team GPA for all sports in the Midwest Community College Athletic Conference)

2004 – 2005  GPA = 2.89
2006 – 2007  GPA = 2.94
*Overall GPA in 2014-2015 was 2.75
NJCAA Award for Exemplary Academic Achievement 2014-2015
(Sophomores who have maintained a cumulative GPA of 3.6 - 3.79)

Joshua Abegg - Baseball

Erica Burney - Softball

Theresa DeCosty - Softball

Lucija Barac - Volleyball
NJCAA All-Academic Team Award Honorees 2014-2015

**Volleyball**
**Team GPA** – 3.22

![Volleyball Team](image)

**Softball**
**Team GPA** – 3.02

![Softball Team](image)
2010-2014 Academic All-American Awards

NJCAA Pinnacle Award for Academic Excellence
(Sophomores who have maintained an accumulative GPA of 4.0)

2010-2014 – No Qualified Student-Athletes

NJCAA Award for Superior Academic Achievement
(Sophomores who have maintained a cumulative GPA of 3.80-3.99)

2010-2011 – David Alcorn, Baseball
2010-2011 – Jacob Bax, Baseball
2010-2011 – Jayme Jackson, Women’s Basketball
2011-2012 – Brendon Neel, Baseball
2011-2012 – Alexis (Brooke) Simpson, Volleyball
2012-2013 – Abby Landewee, Volleyball
2012-2013 – Kayla Meier, Softball
2013-2014 – Paris Bridges, Women’s Basketball
2013-2014 – Kara Pochon, Softball
2013-2014 – Mikah Simpson, Volleyball

NJCAA Award for Exemplary Academic Achievement
(Sophomores who have maintained a cumulative GPA of 3.6-3.79)

2010-2011 – Kendra Dering, Softball
2010-2011 – Joyce Holloway, Women’s Basketball
2010-2011 – Jorge Martinez, Men’s Soccer
2010-2011 – Gina Melton, Softball
2011-2012 – Rinata Aisena, Volleyball
2011-2012 – Josh Herrick, Baseball
2011-2012 – Megan Mueller, Volleyball
2011-2012 – Taylor Russell, Volleyball
2012-2013 – Jessica Gray, Volleyball
2012-2013 – Blake Martin, Baseball
2012-2013 – Kelsey Schlake, Volleyball
2012-2013 – Rylan Smelcer, Men’s Soccer

Other Academic Awards

Jefferson College Student-Athlete Of-The-Year

2010-2011 – Joyce Holloway, Women’s Basketball
2011-2012 – Alexis (Brooke) Simpson, Volleyball
2012-2013 – Kayla Meier, Softball
2013-2014 – Kara Pochon, Softball & Mikah Simpson, Volleyball

Region XVI Female/Male Student-Athlete-Of-The-Year Award

2011-2012 – Nominated, Alexis (Brooke) Simpson
2013-2014 – Nominated, Micah Simpson

NJCAA All-Academic Team
(Teams qualify for award with 3.0 Team GPA)

2005-2006 – Women’s Basketball, 3.14 GPA
2006-2007 – Volleyball, 3.03 GPA
2006-2007 – Women’s Basketball, 3.36 GPA
2006-2007 – Softball, 3.14 GPA
2007-2008 – Volleyball, 3.13 GPA
2007-2008 – Women’s Basketball, 3.02 GPA
2008-2009 – Volleyball, 3.43 GPA
2009-2010 – Volleyball, 3.17 GPA
2010-2011 – Women’s Basketball, 3.07 GPA
2011-2012 – Volleyball, 3.51 GPA
2012-2013 – Volleyball, 3.35 GPA
2012-2013 – Softball, 3.07 GPA
2013-2014 – Softball, 3.10 GPA
2013-2014 – Volleyball, 3.08 GPA

National Alliance of Two-Year Athletic Administrators Scholar Athlete Award

Honorable Mention Award Winners:
2008-2009 – Jennifer Elbert, Volleyball
2008-2009 – LaToya Johnson, Women’s Basketball
2008-2009 - Diana Voynova, Women’s Basketball
2009-2010 – Colin Pugh, Men’s Soccer
2010-2011 – Joyce Holloway, Women’s Basketball
Student Athlete Success Awards Prior to Spring 2011

Outstanding Male Student Athlete Award

2006-2007 – Nicholas Lemley, Baseball
2007-2008 – Cody Stites, Baseball
2009-2010 – James Gilkerson, Baseball

Outstanding Female Student-Athlete Award

2006-2007 – Amanda Essner, Volleyball & Women’s Basketball
2008-2009 – Lacey McCaulla, Volleyball
2008-2009 – Heather Kemper, Softball
2009-2010 – Gabrielle Schmitz, Volleyball

Never Give Up Award

2006-2007 – Charline Johnston, Softball
2007-2008 – Dominique Ivory, Women’s Basketball
2008-2009 – Kristi Gmerek, Softball
2008-2009 – Joseph Demosthene, Men’s Soccer
2009-2010 – Ryan Wheat, Baseball

Distinguished Academic All-American Award

Distinguished Academic All-American (GPA of 3.8 or better)

2005-2006 – Ashley Haegele, Women’s Basketball
2006-2007 – Amanda Essner, Volleyball & Women’s Basketball
2006-2007 – Kyle Smith, Baseball
2006-2007 – Kandy Beemer, Women’s Basketball
2006-2007 – Kallie Huff, Women’s Basketball
2006-2007 – Ewelina Skardzinska, Women’s Basketball
2007-2008 – Cody Stites, Baseball
2008-2009 – Lacey McCaulla, Volleyball
2008-2009 – Jennifer Elbert, Volleyball
2008-2009 – Cody Stites, Baseball
2008-2009 – Diana Voynova, Women’s Basketball
2008-2009 – Heather Kemper, Softball
2009-2010 – James Gilkerson, Baseball

Traditional Academic All-American (GPA of 3.6-3.79)

2005-2006 – Alexander Arango, Baseball
2005-2006 – Jacob Sullivan, Baseball
2006-2007 – Trevor Theisman, Baseball
2006-2007 – Nicholas Lemley, Baseball
2006-2007 – Charline Johnston, Softball
2007-2008 – Kyle Smith, Baseball
2008-2009 – Kacie Ritter, Volleyball
2008-2009 – LaToya Johnson, Women’s Basketball
2009-2010 – Colin Pugh, Men’s Soccer
2009-2010 – Gabrielle Schmitz, Volleyball
2009-2010 – Colton Davis, Baseball
MCCAC Academic All-Conference Team
2014-2015

(Awarded to student-athletes who were part of the team during the 2014-2015 academic year, and passed a minimum of 24 hours with a 3.0 GPA or higher)

**Baseball**
Joshua Abegg
Nathan Green
Carter Hanford
Andrew Harper
Nicklaus Hooper
Dalton Horstmeier
Adam Jelovic
Nicholas Miller
Tyler Muehling
Brady Newland
Matthew Scheibel
Douglas Still, Jr.
Lawton Summers
Conner Wardlaw

**Men’s Soccer**
Jorge Chavez
Jair Hernandez
Pape Ndiaye
Akeem Richards

**Softball**
Bailey Benefiel
Morgan Brown
Erica Burney
Tara Canella
Allison Craft
Amanda Davis
Ashley Davis
Theresa DeCosty
Jaida Gray

**Volleyball**
Lucija Barac
Kameryn Bellinger
Marketa Illetskova
Martyna Meresinska
Alexandria Pierce
Rachel Poole
Hayley Richardson
Aimie Simmers

Women’s Basketball
Bo Hayes
Haley Meyer
Anete Petersone
Symone Robinson

Academic All-Region 16 Team
2014-2015

(Awarded to student-athletes who were part of the team during the 2014-2015 academic year, completed at least two semesters of college work, participated at the varsity level for one season, and passed a minimum of 24 hours with a 3.25 GPA or higher; Developmental/Remedial coursework is not included)

**Baseball**
Joshua Abegg
Nathan Green
Carter Hanford
Andrew Harper
Dalton Horstmeier
Adam Jelovic
Matthew Scheibel
Lawton Summers
Conner Wardlaw

**Women’s Basketball**
Bo Hayes
Haley Meyer
Symone Robinson

**Softball**
Bailey Benefiel
Morgan Brown
Erica Burney
Tara Canella
Amanda Davis
Ashley Davis
Theresa DeCosty
Jaida Gray

**Volleyball**
Lucija Barac
Marketa Illetskova
Rachel Poole
Hayley Richardson
ATHLETICS HALL OF FAME

The Jefferson College Athletics Hall of Fame, established in July 2010, was created to recognize individuals and teams who, through leadership and character, have made exceptional contributions to the honor and prestige of Jefferson College and Viking Athletics.

Nominations are accepted from former players, coaches, college personnel, contributors/supporters, and sports professionals. Selections are made by the Hall of Fame Selection Committee. Individuals and teams inducted into the Jefferson College Athletics Hall of Fame are recognized at the annual Spring Athletics Banquet. For more information, please visit the Jefferson College Athletics homepage.

Hall of Fame Selection Committee

- College President, Dr. Raymond Cummiskey
- Associate Vice President of Student Services, Julie Fraser
- Director of Marketing and Public Relations, Roger Barrentine
- Faculty Representative, Beverly Meyers
- Sports Editor of the Local News Media, Gordon Bess
- 1970’s Jefferson College Athletics Class Member, Dean Dunn
- 1980’s Jefferson College Athletics Class Member, Judy Dobbs-Rosener
- 1990’s Jefferson College Athletics Class Member, Heather Middleton-Russell
- 2000’s Jefferson College Athletics Class Member, Zach Bone

ATHLETICS HALL OF FAME
2010 – Present

Tim Marting, Men’s Basketball: 1966
Lloyd Brown, Head Coach Men’s Tennis : 2006
Dave Oster, Head Coach Men’s Baseball: 1980-2006
Mike Henneman, Men’s Baseball: 1981, 1982
Nicole Lindsey- Collier, Women’s Basketball: 1999-00, 2000-01
Dr. Wayne Watts, Jefferson College President: 2006-2009
Ron Rhodes, Head Coach Women’s Basketball
Terry Cochran, Baseball: 1981, 1982
Cliff Politte, Baseball: 1995
Aida Antanavciute Steiger, Volleyball: 2002-2003, Current Coach
Men’s Soccer – NJCAA National Champions – 2006
Ross Koenig – 1999-2000
Athletics Hall of Fame 2015 Inductees
(Includes some career highlights)

Kandy Beemer-Thomas
NJCAA Academic All-American – 2007
MCCAC Academic All-Conference – 2006 & 2007
Academic All-Region XVT – 2006 & 2007
Led nation in 3-point percentage (51.46%) – 2006-2007
2007 National Tournament

Jay Marshall
MCCA C All-Conference – 2002
All-Region X VI 2002 All-District – 2002
2002 NJCAA World Series Participant
Drafted by Chicago White Sox – 2002
Played (9) seasons in MLB, beginning in 2007 with Oakland Athletics
OBJECTIVE-BASED STUDY HALL INFORMATION

**Time, Day, & Place**

We use a check-in/check-out system. This process is entirely automated, meaning you have two electronic ways of making sure your hours are calculated each day. You can provide the representative with your Student ID # for manual entry on MyJeffco, or you can swipe your ID card under the card scanner (if available). The automated system provides the SAS Office and your coaches with real-time access to the total number of hours you have accumulated each day. If you check-in and consequently forget to check yourself out when you leave, no hours will be reported and the SAS Coordinator will receive an error message in the report. It will be up to you to verify your hours.

All Evening Study Hall will take place in the new Academic Success Center located in the Technology Center Building, Rooms 105-107. Any students wanting to earn hours during the day will also go to the Academic Success Center.

**THE FOLLOWING ARE PRE-SCHEDULED STUDY HALL TIMES DURING THE SEMESTER.**

**MONDAY:** 6-8 PM (SAS Coordinator does not arrive until 10 AM on Mondays)

**TUESDAY:** 6-8 PM

**WEDNESDAY:** 6-8 PM

**THURSDAY:** 6-8 PM

**FRIDAY:** No Evening Study Hall

The End-of-the-Week study hall report is typically sent to your coach on Monday or Tuesday of the next week. Team travel may require the report to be sent on a later day. Study Hall may be changed due to game times or fluctuations with the Student Athlete Success Coordinator or Study Hall Monitor’s schedule. You will receive a notification through MyJeffco and times will be posted on the TC doors.

**STUDY HALL RULES**

1. Student-athletes will conduct themselves in a respectful manner at all times and use their time studying.

2. Student-athletes are required to complete a minimum number of study hall hours each week. FOR STUDENTS WHO DO NOT COMPLETE THEIR REQUIRED HOURS, GENERAL TEAM DISCIPLINE WILL APPLY. Hours are flexible and can be increased or decreased for various reasons per the SAS Coordinator or Head Coach. If a student-athlete does not complete his or her hours for two consecutive weeks, an Athletic Hold will be placed on the students’ account. The hold will only be removed when the student-athlete completes two straight weeks of study hall. This will carry over to the next semester.

3. STUDENTS MUST BRING SOMETHING TO WORK ON! Students who do not show up with work and are asked more than two times to get started will be asked to leave immediately. Hours for study hall are to be earned while working on assignments.

4. Once study hall begins, all students must sit quietly and work on assignments. Students studying in groups must have the permission of the Study Hall Monitor prior to working together.

5. All music must be kept at a non-disruptive level and with the use of headphones. If using a laptop, tablet, or phone, the same rules apply.

6. The Study Hall Monitor may ask you to check your cell phone in to him or her at the beginning of study hall. Therefore, it is in your best interest not to bring them or keep them in your bag. CELL PHONES ARE NOT TO BE USED AT STUDY HALL, UNLESS THERE IS AN EMERGENCY. You should let your family and friends know
that when you are checked into study hall you cannot take calls. If you are asked more than one time to turn off your phone or other device, the item will be confiscated by the Study Hall Monitor and kept by the Student Athlete Success Coordinator. These items will ONLY be returned to the student after a meeting to discuss the proper use of electronic devices during study hall.

7. Talking is allowed at a soft level but only between those who are working together, with a tutor, or sitting near each other. The Study Hall Monitor has the right and responsibility to ask you to be quiet if he/she feels you’re being non-productive and a hindrance to those quietly working. If you are asked more than two times to work quietly, you will be asked to leave immediately. Your time served will be counted in the Objective-Based Study Hall Hours, but a note will be attached with the study hall report notifying your coach of the dismissal.

8. The Study Hall Monitor will check you into study hall once you have arrived. **FOOD ITEMS ARE NOT ALLOWED IN THE COMPUTER LABS. BEVERAGES WITH BOTTLECAPS ARE ALLOWED!** There are water fountains located in the building and the Snack Bar is available in the Career and Technical Education building until 7:30 p.m. DO NOT CHECK-IN UNTIL YOU ARE FINISHED EATING!

9. Computer and Internet access is available in the Academic Success Center and Rooms 109/111 and must be used properly and in accordance with Jefferson College guidelines. Improper use of the Internet will result in your removal from study hall and a report will be sent to your coach explaining what items you thought were more appropriate to look at than your homework. Social Networking sites like Facebook™ and Twitter™ should be accessed on your own time and not in study hall. The Jefferson College Library does have laptops for checkout to use in the Library (only). Students using this service are required to fill out documentation and leave their student ID with the library staff.

10. **UPON EXITING FROM STUDY HALL, ALL TRASH IS TO BE DISPOSED OF AND CHAIRS PUSHED IN.** It is a privilege for us to be able to utilize the Academic Success Center and Library; therefore, treat these areas and the staff with respect.

11. If you are found to have mistreated a staff member, the following will take place:
   a. You will meet the next day with the Student Athlete Success Coordinator to discuss your actions.
   b. Depending upon the severity, your coach may be notified.
   c. If the situation calls for it, a meeting with the Athletic Director may be arranged.
   d. You may be referred for student disciplinary charges.

**TUTORING**

Jefferson College student-athletes are very fortunate to have such a wonderful tutoring program offered on campus. The Office of Student Athlete Success has partnered with Learning Services to provide professional and peer tutoring in one-on-one and group settings. In fact, you will see a professional tutor at evening study hall a couple times per week.

**THE FOLLOWING RULES APPLY FOR TUTORING SERVICES:**

1. You can request a tutor online through MyJeffco but it is recommended you do this with the SAS Coordinator.

2. You must be checked in and out by the tutor. If the tutor does not have the ability to check you in, please ask them to see the SAS Coordinator.

3. After a tutoring appointment is set up, it is your responsibility to attend. Tutoring appointments are documented by the SAS Coordinator.

4. Students meeting with professional or peer tutors in evening study hall need to make sure they are using the tutor’s time wisely.

5. It is highly recommended to contact your tutor by 8 a.m. the day of the appointment if you are going to miss the session. The tutor or Connie Nash in Testing Services will notify the SAS Coordinator if you are a “no show” to the appointment. IF YOU FAIL TO CONTACT YOUR TUTOR AND MISS THE SCHEDULED TUTORING APPOINTMENT, IT WILL BE TREATED LIKE MISSING A PRACTICE. GENERAL TEAM DISCIPLINE WILL APPLY.
6. Once a student misses two appointments, they are dropped by the tutor. It is the responsibility of the student to request another tutor. You must check MyJeffco each day after requesting a tutor, because the appointment time and day will be e-mailed to you.

7. If you are meeting with a tutor not set up through Student Athlete Success, you need to get approval from the SAS Coordinator.

8. You can request a tutor for each subject that you’re enrolled in, or request to change to a different tutor if you feel you’re not getting the proper direction.

9. Tutoring hours can count as part of your study hall hour requirement. It is up to the student to make sure the hours are included in the report.

**GPA REQUIREMENTS FOR STUDY HALL**

Freshman – Six hours of study hall (fall) and individual appointment

*After First Semester of College Work:*

- 3.0 Cumulative GPA and above = No study hall and no individual appointment
- 2.75 – 2.99 Cumulative GPA = Three hours of study hall
- 2.5 – 2.74 Cumulative GPA = Four hours of study hall and individual appointment
- Below 2.49 Cumulative GPA = Six hours of study hall (fall term only) and individual appointment

*Sophomores in Final Full-Time Semester:*

- 2.00 - 2.74 Cumulative GPA = Four hours of study hall and individual appointment

All freshman student-athletes will complete six hours of study hall throughout the fall semester. During the fall semester, the hours sophomore student-athletes are serving may increase or decrease upon review of academic standing at midterm. The number of hours required for study hall can be determined by the coach.

**SAS COORDINATOR APPOINTMENT GUIDELINES**

At the beginning of the semester, you will receive your appointment day and time along with the total number of hours you must complete in study hall. The appointment is paramount to helping you flourish during your first year of college. If utilized properly, the appointment can be an extremely good way of monitoring your studies and completing tasks on time.

1. You need to be on time to your appointment each week. If you show up late, this causes appointments to be backed up with other regularly scheduled appointments. Appointments are extremely important because any academic and/or athletic issues can be discussed and progress can be monitored closely.

2. **MISSING YOUR APPOINTMENT WILL BE TREATED LIKE MISSING PRACTICE. GENERAL TEAM DISCIPLINE WILL APPLY. YOU SHOULD MAKE EVERY ATTEMPT TO CONTACT THE SAS COORDINATOR IF YOU ARE UNABLE TO COME IN AT YOUR SCHEDULED TIME TO AVOID PENALTY.**

3. **THE SAS COORDINATOR WILL MEET WITH YOU AT YOUR SCHEDULED TIME... On occasion, you may get in early. The SAS Coordinator is very busy and the day is planned out. If you try and come early or at another time it can throw the schedule off.**

4. Check-in at the workstation (Jill West) located outside of the SAS Coordinator’s Office. You will check-out there
upon leaving, as well. This time factors into your overall study hall hours.

5. The SAS Coordinator does not take appointments from 12 p.m. to 1 p.m. each day.

6. If the SAS Coordinator is out of the office for any reason, an e-mail will be sent to you. A note will also be posted on the “whiteboard” hanging outside the office. You will not be responsible for making up the appointment unless you are asked to. However, you are responsible for turning in your Objective Sheets and picking up a new one for the following week. Objective sheets can be placed on SAS Coordinator’s desk in the event he is not in the office.

7. IF YOU ACCUMULATE MORE THAN FOUR MISSED APPOINTMENTS OVER THE COURSE OF THE SEMESTER, YOU WILL NO LONGER HAVE THE OPPORTUNITY TO WORK WITH THE SAS COORDINATOR. YOU WILL BE RESPONSIBLE FOR YOUR SCHEDULE.
Former Vikings Moving On To Play At FOUR-Year Colleges And Universities In 2015-2016

Joshua Abegg, Baseball – Truman State University
Nathan Green, Baseball – University of Hawaii at Hilo
Todd Hinkley, Baseball – Mc Neese State University
David Hickey, Baseball – Southern Illinois University, Edwardsville
Chase Simmons, Baseball – Lubbock Christian University
Chandler Wolf, Baseball – University of Central Missouri
Brady Womacks, Baseball – Oral Roberts University
Sam Charles, M. Soccer – Missouri Baptist University
Jair Hernandez, M. Soccer – Saint Louis University
Robert Jones, M. Soccer – Culver Stockton College
Nijaz Muratovic, M. Soccer – Lindenwood University
Nicholas Pacino – Culver Stockton College
Austin Roth – Culver Stockton College
Bailey Benefiel, Softball – Indiana State University
Morgan Brown, Softball – Lindenwood University
Erica Burney, Softball – Westminster College
Theresa DeCosty, Softball – University of Indianapolis
Jaida Gray, Softball – William Woods University (Track)
Mackenzie Hoelting, Softball – Southeast Missouri State University
Lucija Barac, Volleyball – Nicholls State University
Marketa Illetskova, Volleyball – Missouri University of Science Technology
Facts about the 2015 Class

Information reflects 2013-2014 and 2014-2015 academic years (Transfers after one season included)

7 NJCAA Academic All-Americans

Listed on pages 41-47

4 NJCAA Academic Team-of-the-Year Honored Teams


3 NJCAA Athletic All-Americans

Nijaz Muratovic, 2013 – Men’s Soccer
Bailey Benefiel, 2015 – Softball
Theresa DeCosty, 2015 – Softball

6 NFCA All-Americans

Bailey Benefiel, 2015 - Softball
Morgan Brown, 2014 - Softball
Theresa DeCosty, 2014 & 2015 - Softball
Mackenzie Hoelting, 2014 - Softball
Alex Link, 2015 - Softball
Morgan Oliver, 2015 - Softball

5 MCCAC Conference Championships

Men’s Soccer: 2013
Softball: 2014 & 2015

3 Region XVI Championships

Men’s Soccer: 2013
Softball: 2014

2 District Championships

Softball: 2014 & 2015

2 NJCAA National Tournament Appearances

Men’s Soccer: 2013
Softball: 2014 & 2015
2015-2016 Jefferson College
Viking Student-Athletes

**Baseball**
Andrew Aydt – Fr. – RS ('15)
Parker Beine – Fr. – MRS ('15)
Cole Bornhop – Fr.
Matthew Brown – So. - TR/RS ('14)
Cody Creed – Fr.
Keith Grieshaber – Fr. – TR/RS ('15)
Ethan Griswold – Fr.
Luke Haines – Fr. – RS ('15)
Carter Hanford – So.
Andrew Harper – So. - TR/RS ('14)
Andrew Hayden – Fr.
Tyler Henfling – Fr.
Anthony Herron – So.
Nick Hooper – So.
Dalton Horstmeier – So.
Joseph Hope – Fr. – RS ('15)
Jacob Jaycox – Fr.
Spencer Juergens – Fr.
Adam Jelovic – So. - RS ('14)
Nick Miller – So.
Tyler Muehling – So.
Mitchell Neel – So. – DNP ('14)
Andrew Negron – Fr.
Troy Newell – So.
Nick Oliff – So.
Matt Phillips – Fr.
Alex Padilla – So. – TR
Mitchell Plassmeyer – Fr. – RS/TR ('15)
Jose Rolon – Fr.
Matt Scheibel – So.
Daniel Shepherd – Fr. – RS/TR ('15)
Cody Siebenberger – Fr.
Doug Still Jr. – So.
Taylor Thompson – So.
Kyle Vance – Fr.
Connor Wardlaw – So.

**Basketball**
Michelle Akolade – Fr.
Tanner Bencomo – Fr.
Bo Hayes – So.
Kya Hill – So.
Dencia McGinnist – Fr.
Haley Meyer – So.
Daniela (Grety) Minuleasa – Fr.
Jessica Moore – So.
Anete Petersone – So.
Rege Pitchford – So.
Janaye Randle – Fr.
Symone Robinson – So.

Head Coach – Steve Jarvis

**Softball**
Tara Canella – Fr.
Shelby Clark – Fr.
Allison Craft – So. – TR ('15)
Taylor Dames – Fr.
Kaitlin David – Fr.
Kelsi Gmerek – Fr.
Elizabeth Kight – Fr.
Paige Kurtz – Fr.
Karli Leeper – So.
Alexandra Linck – So.
Elizabeth Marko – Fr.
Autumn McCoy – Fr.
Elanna Osthoff – Fr.
Nikki Peters – Fr.
Kaylee Sheridan – Fr.

Head Coach – Tony Cook

**Soccer**
Fritz Alexandre – So.
Shawn Carpenter – Fr. – RS ('14)
Jonatan Chavez – So.
Jorge Chavez – So.
Dominique Clark – Fr.
Mauro Gelfusa – So.
Nedim Kudic – Fr.
Mitchell Lacy – Fr.
Kevin Loddeke – Fr.
Brayan Lopez-Mendez – So.
Jessie Messerly – Fr.
Matthew Moran – Fr.
Pape Ndiaye – Fr.
Shukurani Ogiste – Fr. – RS ('14)
Strahinja Pasicic – Fr.
Akeem Richards – So.
Saiaz Saenz – So.
Luke Schlichting – Fr.
Tevin Shaw – Fr.
Colin Stief – Fr.
Gery Suarez – Fr.
Matthew Ugalde – So.
Jose Veizaga – Fr.
Chevaughn Walsh – So.
Fabian Yabwana – Fr.
Nyonbio Yorke – Fr. – DNP ('14)

Head Coach – Ricardo Garza

**Volleyball**
Kameryn Bellinger – So.
Victoria Dace – Fr.
Sisifa Falemaka – Fr.
Antoinette Fields – Fr.
Rachel Luebbers – Fr.
Mary Grace Masters – So.
Rachel Poole – So.
Hayley Richardson – So.
Kelsey Russell – So. – TR/DNP ('14)
Sydney Savage – Fr.
Camrey Saye – So. – TR ('15)
Daumante Stepanovaite – Fr

Head Coach – Aida Steiger

*Fr. - Freshman  |  *So. - Sophomore  |  *rs – redshirt  | DNP (Did Not Play) – playing for the first time as a sophomore, but was not on official roster as freshman
THE FOUNDATION OF ACADEMIC AND ATHLETIC SPIRIT

2015-2016
JEFFERSON COLLEGE
Viking Cheerleaders

JEFFERSON COLLEGE Cheerleaders:

- Promote sportsmanship, citizenship, and school spirit

- Develop loyalty to our team and school

- Represent the school and assume leadership position

- Dedicate time and effort
VOLLEYBALL
2 NJCAA ACADEMIC EXCELLENCE AWARD WINNERS
2014-2015 NJCAA ALL-ACADEMIC TEAM HONOREE - 3.22 GPA

BASEBALL
2015 MCCAC CHAMPIONS
1 NJCAA ACADEMIC EXCELLENCE AWARD WINNER
2 2015 MLB DRAFTED PLAYERS

SOFTWARE
2015 NJCAA NATIONAL TOURNAMENT
2015 DISTRICT CHAMPIONS
2015 MCCAC CHAMPIONS
4 NATIONAL FASTPITCH COACHES ASSOCIATION (NFCA) ALL-AMERICANS
NFCA DIAMOND CATCHER OF THE YEAR

2014-2015 NJCAA ALL-ACADEMIC TEAM HONOREE - 3.02 GPA
2015 REGION XVI CHAMPIONS
3 NJCAA ALL-AMERICANS
4 NJCAA ACADEMIC EXCELLENCE AWARD WINNERS