

**San Francisco State University
Intercollegiate Athletics**



Student-Athlete Handbook

INTRODUCTION

Welcome to San Francisco State University (SFSU). You have taken the first step scholastically and athletically, now let us assist you with the next step of your collegiate career.

The transition to a new environment is often challenging. This handbook has been prepared to assist you with life at San Francisco State University, as a student and an athlete. You may use this book as a resource guide to the University, the Athletic Department, and your new surroundings.

This handbook provides information to your academic activities, athletic responsibilities, physical welfare, and to the University. Read through the entire handbook to familiarize yourself with San Francisco State University and Athletic Department rules and regulations.

Athletic History of SFSU

Athletics were introduced at SFSU in the Fall of 1931. Since then SFSU athletics has enjoyed much success. The Gators have had a total of 300 plus athletes earn All-American honors and 60 plus athletes earn Academic All-American honors. 14 Gators have earned an Individual National Title in their respective sport. In the late 70's and early 80's, the women's basketball team had a string of nine straight post-season appearances. In 1997 the wrestling team captured the NCAA Division II National Championship.

SF State Athletics is celebrating their 81st year of athletic competition and the Gators have captured over 90 conference championships and appeared in 146 NCAA Regional Championships was the DII Wrestling National Champion in 1997. For the past 40-plus years a SF State student-athlete has been named as either an All American or Academic All American. A few 2015-2016 Highlights:

- Men's Cross Country Team finished in third place at the CCAA Championships, their highest finish
- Women's Track & Field finished fourth at the CCAA Championships, which ties for their highest finish ever at the CCAA's
- Gator Wrestling extends their streak to 53 straight years of sending a wrestler to Nationals
- Men's basketball team advanced to the CCAA Championships for the fourth time in the last 6 years
- Volleyball finished tied for fourth in the CCAA
- Men's Soccer recorded their second straight winning season for the first time in 35 years
- Women's basketball had a 10 game improvement in the win column

SF State offers 12 intercollegiate athletic programs competing at the NCAA Division II level. For the men, the university offers baseball, basketball cross country, soccer and wrestling. For the women, the university offers basketball cross country, soccer, softball, indoor track and field and outdoor track and field along with volleyball.

ATHLETIC CONFERENCES

The Athletic Department adheres to the rules and regulations of the University, the California Collegiate Athletic Association (CCAA), the Rocky Mountain Athletic Conference (RMAC; wrestling), and the National Collegiate Athletic Association (NCAA).

Long known as a premier leader in intercollegiate athletics, the California Collegiate Athletic Association continues to lead the way in its 75th year as NCAA Division II's most established and successful conference.

The 13-member league is home to some of the nation's finest Division II athletic programs in Cal Poly Pomona, Cal State Dominguez Hills, Cal State East Bay, Cal State L.A., CSU Monterey Bay, Cal State, San Bernardino, Cal State San Marcos, Chico State, Humboldt State, San Francisco State, Stanislaus State and UC San Diego.

The CCAA sponsors six women's and six men's sports. Fall sports include men's and women's cross country, men's and women's soccer and women's volleyball. Men's and women's basketball are the CCAA's winter offerings, and men's golf, men's and women's track & field, softball and baseball complete the spring season.

CCAA members added two national championships to the league's Division II national-best NCAA Championships count in 2010-11. The CCAA has now claimed 153 NCAA Championships (102 men, 51 women), far and away the most of any Division II conference.



DEPARTMENT OF ATHLETICS MISSION STATEMENT

The mission of the Athletic Department at San Francisco State University is to provide a broad-based NCAA Division II intercollegiate athletics program that fosters the physical, intellectual, social, and emotional development of a diverse and highly skilled group of student-athletes. Intercollegiate athletics are an important part of the heritage and vitality of the University and provide an opportunity for students, faculty, staff, alumni and friends to share experiences, and by doing so, enhance the cohesiveness of campus life.

The athletics program at San Francisco State University is an integral part of the total university curricular experience. The program operates within the mission of the University. The goals of the program are to:

- Provide students the opportunity to earn a degree and to pursue their educational goals.
- Provide students with the opportunity to experience the intellectual, emotional, and ethical growth in values gained from participation in athletics.
- Provide access to excellent athletic instruction, leadership, and facilities.
- Provide members of a diverse student body the opportunity to participate in a range of sport activities.
- Provide gender equity in the number of participants, opportunities to participate, and support for facilities, equipment, travel and scholarships.
- Provide students with the opportunity to experience and develop team spirit that results from participation in athletics.
- Compete at the Division II NCAA Scholarship level.
- Provide students the opportunity to participate in the highest level of athletic competition based upon the resources and facilities of a state assisted university.
- Provide resource equity of opportunity for students to experience winning.
- Provide students, faculty, staff, alumni and friends the opportunity to share in the common experiences of pride, vitality, and cohesiveness that result from a first rate athletics program.

Philosophy

Your participation in the San Francisco State University athletics program is considered a privilege, not a right. As a San Francisco State student-athlete, you are expected to conduct yourself with honesty, pride, sportsmanship, and integrity at all times. Your behavior as a student-athlete is subject to the San Francisco State University Student Conduct Code, as described in the University Bulletin. The Athletic Department will review violations of misconduct of the Student Conduct Code and may apply further sanctions as they relate to participation in athletics. In addition, each student-athlete is subject to all rules and regulations that are required for individual participation on a specific team. While these rules may be particular to each team, they are presented to the student-athlete by the coaching staff with the full support of the athletics administration.



ATHLETIC CODE OF CONDUCT

Personal Conduct

By joining SFSU's intercollegiate sports program, you have become a representative not only of your team, but also of the University. One of the benefits of college life is having the freedom to manage your life-style in a more independent manner. However, with this freedom, comes the responsibility of demonstrating sound moral and ethical judgment in your decision-making so as not to jeopardize the opportunity to obtain maximum results from your college experience. You are expected to conduct yourself, at all times, in a manner which brings credit to you, the University and your team. Be aware of the image you are creating—is the impression you are making on fellow students and professors a positive one.

All SFSU students are required to abide by the San Francisco States Student Code of Conduct. This code applies to the behavior of students while on the University premises or during SFSU activities. Additionally you will be held to the NCAA Championship standard of behavior which defines misconduct “as any act of dishonesty, unsportsmanlike like conduct, unprofessional behavior or breach of law...that discredits the event or intercollegiate athletics.” You will be expected to extend these codes of conduct into all areas of public behavior.

Honesty and Sportsmanship

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with whole-some competitive sports. [NCAA Bylaw 10.01.1]

You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations. [NCAA Bylaw 14.01.3.3]

Student-athletes are expected to demonstrate good sportsmanship at all athletic events. Recognize that sportsmanlike behavior will require effort on your part.

Enter each competition expecting fairness. Maintaining the proper attitude is extremely important. Compete hard, but play fair. Treat your opponents equally and with respect. Unsportsmanlike conduct by others, never justifies retaliation with unsportsmanlike conduct on your part. Support your officials; avoid criticizing them or blaming losses on their actions. Support team efforts by encouraging teamwork and mutual effort.

Appropriate Game Conduct

The University will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent or spectator
- Throwing of objects at an individual, spectators, or across a field or arena
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions
- Encouraging our fans to boo an opposing team when introductions are made
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators

ATHLETIC CODE OF CONDUCT

- Making public statements which are negative, controversial or not in compliance with the Athletic Department's policy on media relations
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with the University as determined by your Head Coach and approved by the Director of Athletics.

SFSU Student-Athlete Responsibilities

1. Strive for the highest degree of excellence possible as both a student and an athlete.
2. Attend all classes and inform professors of expected absences due to an official athletic event.
3. Always display respectful and courteous behaviors to officials, teachers, administrators, coaches, spectators and opponents. This includes language as well as actions.
4. Assist in promoting positive relations among participants, the University, and the community.
5. Conduct oneself in a manner that reflects favorably on yourself, your family, your teammates, the University and the community.

President's Policy on Sexual Harassment

Please refer to the University Bulletin for a detailed definition of sexual harassment. Sexual harassment is unethical, unprofessional, illegal, and against SFSU policy. The University can dismiss employees or expel students for sexual harassment. If you believe you are being harassed or otherwise subjected to discrimination as detailed in the University Bulletin, you are encouraged to consult with a Sexual Harassment Officer: Dean of Students, Director of Affirmative Action, and/or Associate Dean of Graduate Division.



ATHLETIC CODE OF CONDUCT

Hate Crimes

“Hate violence” is defined as “any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group.” If you are the victim of, or witness to, a crime you believe is motivated by bigotry or bias, report it to the University Police, Counseling & Psychology Services, Student Discipline Officer, and/or the Sexual Abuse Free Environment (S.A.F.E.) Place [415-338-2819].

Athletic Academic Honor Code

The University and Athletic Department expect all student-athletes to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and is a violation of the principles of justice and personal responsibility. As a student-athlete you are a representative of your team and of the Athletic Department. All students found guilty of plagiarism, cheating, and/or collusion in connection with academic work will be subject to disciplinary action by the University and/or the Athletic Department. SFSU student-athletes shall maintain integrity and to do their own work on tests, papers and assignments.

Class Attendance

Regular attendance at class and laboratory sessions is expected for all courses in which you are enrolled. Regular class attendance is mandatory. Best Classroom Practices Include:

1. demonstrate an interest in the class;
2. attend class regularly;
3. inform professors of missed class due to an athletic event, one week before the event
4. turn in all assignments on time or early;
5. sit in the first three rows of the class;
6. are not disruptive; and
7. see the professor during office hours a minimum of three times per semester.

Normally team travel is counted as an excused absence, however, be aware that not all professors will accept an athletic event as an excused absence. Inform all of your professors that you are a student-athlete and determine the policies they have for missed class due to an intercollegiate event. In all cases you will be required to make-up all class work, assignments or notes. Know all of your professor's rules for missed classes, make-up tests, papers, and final exams. If any of your instructors require documentation of team travel, you bear the responsibility of requesting a letter from the department's Faculty Athletic Representative.

ATHLETIC CODE OF CONDUCT

Department Violation of Rules

The Department of Athletics has established procedures to deal with violations of rules or responsibilities. A student-athlete may be suspended by the coach, the Associate Athletic Director for Compliance or the Athletic Director for violation of one or a combination of the following: missing classes, tardiness, failure to turn in assignments, missing study hall, missing practice or competition, breaking team rules, failure to attend rehabilitative sessions prescribed by the Sports Medicine Staff, violation of any University policy or any other team or department related matter. The suspended student-athlete has the right to appeal his/her suspension to the Director of Athletics. Sanctions can be found in the Disciplinary Matrix located on the athletic department's web site under Student-Athlete Handbook.

As a San Francisco State University Student you are required to abide by all federal, state, local and University rules and regulations. All University policies and procedures are listed in the Bulletin and semester catalogs. The University has excellent resources available to all students in need of assistance.

Sexual Assault Response Team (SART).....	(see S.A.F.E Place)
Sexual Assault Investigation Team (SAIT).....	(see S.A.F.E Place)
Sexual Harassment Officers (SHO).....	(see S.A.F.E Place)
The S.A.F.E. Place - Sexual Abuse Free Environment.....	415-338-2819
C.A.R.E. - Campus Alliance for a Risk-Free Environment.....	(see S.A.F.E Place)
Counseling and Psychological Services Center.....	415-338-2208
Violence in the Workplace and On-Campus.....	(see S.A.F.E Place)

ALCOHOL/TOBACCO/DRUG POLICY

Alcohol

The Department of Athletics at San Francisco State University adheres to an overall philosophy that all student-athletes are prohibited from drinking alcoholic beverages when traveling with, or representing their team in any public fashion. The Head Coach, Athletic Trainer and Athletic Director will be immediately informed of any alcohol-related cases involving a member of their respective team.

Any student-athlete involved in an alcohol-related incident is subject to University sanctions described in the University Bulletin, under the Supplemental Regulation and Procedures section. The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function. An official team function, for the purposes of this policy, is defined as any activity, which is held at the direction of or under the supervision of the team's coaching staff.

If a student-athlete is involved in an alcohol-related incident in which there are no legal implications, the team coach will determine the disciplinary action which may range from probation and counseling to expulsion. Disciplinary action may differ from team to team based upon their written policies.

If the alcohol-related incident has legal implications the student-athlete's case will be handled through the judicial system.

ALCOHOL/TOBACCO/DRUG POLICY

Alcohol-related matters are considered unacceptable by the Athletic Department and will not be tolerated. See the Disciplinary Matrix located on the athletic department's web site under Student-Athlete Handbook for department sanctions.

Tobacco

The Department of Athletics does not condone the use of tobacco or tobacco products. The use of tobacco is prohibited in connection with any intercollegiate function. A team function is defined as any activity, which is held as a team meeting, practice, game, fundraising event, community service or informal workout, on or off the grounds of San Francisco State.

The NCAA bans the use of tobacco products at all practices, games as well as all NCAA championship events. All tobacco products are prohibited under the ban, including cigarettes, snuff, and chewing tobacco. Any person, including student-athletes, coaches, trainers and officials, found using tobacco on the field or during any practices, games or other championship activities would be subject to SFSU Athletic Department and NCAA misconduct provisions.

GAMBLING GUIDELINES

Gambling is strictly prohibited by both the Athletic Department and the NCAA. Student-athletes are not allowed to participate in any gambling activities while retaining NCAA eligibility.

1. A student-athlete will not be eligible to compete if they; knowingly:
 - a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
 - b) Solicit a bet on any professional or intercollegiate team;
 - c) Accept a bet on any team representing the institution;
 - d) Solicit or accept a bet on any intercollegiate competition for any team (e.g., cash, shirt, dinner) that has tangible value; or
 - e) Participate in any gambling activity that involves professional or intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling. (NCAA Bylaw 10.3)
2. You are required to report to the coach any attempt to secure information concerning situations, which might alter the normal performance of your team
3. You are required by both the Athletic Department and NCAA to report any individual who offers gifts, money, meals, presents or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
4. Never discuss the condition, mentality or attitude of the team with anyone other than teammates, coaches or Athletic Department staff.

ATHLETIC CODE OF CONDUCT DISCIPLINE MATRICES

ACADEMIC DISHONESTY

VIOLATION	TYPE OF OFFENSE	SF STATE POLICY	POSSIBLE SANCTIONS	ATHLETIC DEPT. POLICY
Academic Dishonesty	Cheating, plagiarism, collusion in connection with exams, etc.	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion	Behavior constitutes grounds for disciplinary action.

SF STATE DEPARTMENT OF ATHLETICS

SUBSTANCE ABUSE POLICY

The Department of Athletics at SF State adheres to an overall policy of encouraging and espousing responsible drinking habits.

The Director of Athletic and Head Coach will be informed of any substance abuse cases involving a member of their particular team. All knowledge abuse will be kept in a confidential manner.

ALL REFERRALS WILL BE MADE THROUGH THE HEAD OR ASSISTANT ATHLETIC TRAINER ONLY.

First Offense - Marijuana Only

1. The student-athlete will be required to attend two individual counseling sessions on campus with AOD services (Alcohol & Other Drug Counseling).
2. The student-athlete will be required attend the first session and return an attendance slip, certified by the counselor, to the Head Athletic Trainer, before being permitted to engage in practice activities.
3. The student-athlete will be required to attend the second session and return an attendance slip, certified by the counselor, to the Head Athletic Trainer, before being permitted to engage in outside competition (including scrimmages or exhibition games)
4. The student-athlete will be required to adhere to the recommendations of the AOD counselor for all required sessions.
5. The Head Coach may impose additional disciplinary action, with approval by the Athletic Director.
6. The student-athlete will be tested every time there is a drug test until they test negative or complete their eligibility at San Francisco State.

Second Offense - Marijuana Only

1. The student-athlete will be required to attend two individual counseling sessions on campus with AOD services (Alcohol & Other Drug Counseling) AND will be suspended for 25% of the championship season.
2. The student-athlete will be required attend the first session and return an attendance slip, certified by the

counselor, to the Head Athletic Trainer, before being permitted to engage in practice activities.

3. The student-athlete will be required to attend the second session and return an attendance slip, certified by the counselor, to the Head Athletic Trainer, before being permitted to engage in outside competition (including scrimmages or exhibition games), after the entire suspension has been completed.
4. The student-athlete will be required to adhere to the recommendations of the AOD counselor for all required sessions.
5. The Head Coach may impose additional disciplinary action, with approval by the Athletic Director.
6. The student-athlete will be tested every time there is a drug test until they test negative or complete their eligibility at San Francisco State.

First Offense – All Other Substances (including, but not limited to, street drugs such as Cocaine Metabolites, Amphetamines, and MDMA)

1. The student-athlete will be required to attend two individual counseling sessions on campus with AOD services (Alcohol & Other Drug Counseling) AND will be suspended for 25% of the championship season.
2. The student-athlete will be required attend the first session and return an attendance slip, certified by the counselor, to the Head Athletic Trainer, before being permitted to engage in practice activities.
3. The student-athlete will be required to attend the second session and return an attendance slip, certified by the counselor, to the Head Athletic Trainer, before being permitted to engage in outside competition (including scrimmages or exhibition games), after the entire suspension has been completed.
4. The student-athlete will be required to adhere to the recommendations of the AOD counselor for all required sessions.
5. The Head Coach may impose additional disciplinary action, with approval by the Athletic Director.
6. The student-athlete will be tested every time there is a drug test until they test negative or complete their eligibility at San Francisco State.

Additional Offenses:

- Third Offenses for Marijuana, only, or Second Offenses for All Other Substances will be required to attend two individual counseling sessions (as noted in the procedures above) and receive an increased suspension of 50% of the championship season.
- Any subsequent offense will be required to attend two individual counseling sessions (as noted in the procedures above) and receive an increased suspension of 100% of the championships season.
- For all additional offenses, the Head Coach may impose additional disciplinary action, with approval by the Athletic Director.

DRUG ALCOHOL

VIOLATION	TYPE OF OFFENSE	SF STATE POLICY	POSSIBLE SANCTIONS
Alcohol Related	Underage possession, public intoxication, etc.	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Drugs	Manufacturing distribution, possession, or use of NCAA banned drugs	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion

STEALING AND FRAUD

VIOLATION	TYPE OF OFFENSE	SF STATE POLICY	POSSIBLE SANCTIONS
Stealing on Campus	As described in the SF State Bulletin under Student Conduct/Discipline	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Stealing Off Campus	Misdemeanor	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Stealing	Felony	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Stealing (Athletic Facilities)	From Locker Room, Equipment Room, Conditioning Center, Athletic Offices, Gyms, Fields, Etc.,	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion

SEXUAL ASSAULT/HARASSMENT

VIOLATION	TYPE OF OFFENSE	SF STATE POLICY	POSSIBLE SANCTIONS
First degree sexual assault	One on one or third person is present. Intercourse or penetration where force is used.	Will not be tolerated. Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Sexual Harassment (on campus)	Physical or non-physical verbal or non-verbal assaults.	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Sexual Harassment (off campus)	Physical or non-physical verbal or non-verbal assaults.	Police matter. Subject to local police court decisions.	Student may be subject to University judicial action depending on the circumstance and outcome of the Case.



VIOLENCE

VIOLATION	TYPE OF OFFENSE	SF STATE POLICY	POSSIBLE SANCTIONS
Violence	Physical abuse/assault	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Violence	Verbal intimidation	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion
Violence	Vandalism	Police matter. Subject to local police court decisions.	Sanctions can range from disciplinary probation to expulsion.
Violence	Possession or use of a weapon	Behavior constitutes grounds for disciplinary action	Sanctions can range from disciplinary probation to expulsion

PRACTICE DEFINITIONS

The NCAA has established time limitations on your athletic participation. Your participation in countable athletically related activities is limited to a maximum of 4 hours per day and 20 hours per week, with one day off. Outside of the declared playing season, your participation in countable athletically related activities is limited to a maximum of 8 hours per week and two required days off.

Time Limitations for Countable Athletically Related Activities

In Season:

Daily: 4 hours maximum

Weekly: 20 hours maximum

Non-Championship Segment: 45 day period out of which 24 days are selected for practice during the non-championship segment.

Out-of-Season:

Weekly: 8 hours maximum

Competition will count as three (3) hours regardless of the actual length of competition. A day is defined as 12:01 am to midnight. A week is defined as Sunday through Saturday.

Practice is any “countable athletically related activities that include any meeting, activity or instruction involving sports-related information and/or having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution’s coaching staff [NCAA Bylaw 17.02.1.1].

Eligibility for Practice

To be eligible for practice, each student-athlete must meet the following criteria:

1. Be a regularly matriculated, full-time student (12 units undergraduate, 9 units graduate);
2. Have not completed ten semesters of full-time (12 units) enrollment;
3. Be cleared for practice by the SFSU Sport Medicine Staff; and
4. Be cleared for practice by the Associate Athletic Director for Compliance and Athletic Academic Advisor. Completed and signed all required SFSU and NCAA forms

COUNTABLE ATHLETICALLY RELATED ACTIVITIES---- COUNTABLE AND NON-COUNTABLE ACTIVITIES

<u>COUNTABLE* ATHLETICALLY RELATED ACTIVITIES</u>	<u>NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES</u>
Practices (not more than four hours per day).	Compliance meetings.
Athletic meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meeting with a coach initiated by a student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length, count as three hours). Note: No countable athletically related activities may occur after the competition.	Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring, or academic meetings.
Setting up offensive and defensive alignment.	Student-Athlete advisory committee/Captain's council meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics	Traveling to and from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf, and skiing.	Training room activities (e.g. treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g. student host).



COMPETITION DEFINITIONS AND RULES

Season of Competition

You have used a season of competition if any of the following have occurred:

1. Represent an institution in any contest against outside competition, regardless of how the competition is classified (scrimmage, exhibition or joint practice) or whether you are enrolled in a minimum full-time program of studies;
2. Compete in the uniform of the institution or during the academic year, utilize any apparel or equipment received from the institution that includes institutional identification; or
3. Compete and receive expenses (transportation, meals, room, entry fees) from the institution for the competition. If any of these circumstances occur you will be charged with a season of competition.

Ten-Semester Rule

Student-athletes have ten full-time semesters (12 or more units) of enrollment, in which to complete four seasons of competition.

Outside Competition

All Sports EXCEPT men's and women's basketball

In Season: A student-athlete shall be denied eligibility for intercollegiate competition for the remainder of the season if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any noncollegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution's intercollegiate season. For exceptions, please see the Assistant Athletic Director for Compliance.

Out of Season: There are no limits on the number of student-athletes with eligibility remaining in intercollegiate eligibility who may practice or compete out of season on an outside, amateur team.

Men's & Women's Basketball

A member of the men's or women's basketball team shall become ineligible from intercollegiate basketball competition, if he or she participates in any organized basketball competition except while representing the member SFSU. For exceptions, please see the Assistant Athletic Director for Compliance.

TITLE: 14.7.5.2---Additional Exceptions for Basketball Only

(a) Summer Competition: There are no restrictions on the participation of student-athletes in outside basketball competition during the summer. (Revised 1/14/97)

STUDENT-ATHLETE ELIGIBILITY

In order to participate in intercollegiate athletics you must maintain your athletic and academic eligibility. Ultimately you are responsible for your own actions and eligibility. Your coach, the Compliance Staff, your major department and Advising Center are in place to assist you in all areas of eligibility.

Eligibility for Competition

1. Be enrolled in a minimum full-time program of studies (12 units undergraduate, 9 units graduate) during the season/semester of participation.
2. Be listed on the official squad list and eligibility list.
3. Remain academically eligible to attend the University by maintaining a grade point average that places you in good academic standing;
4. Successfully complete 24 Progress Towards Degree units (PTD) per academic year in courses that are applicable towards your declared degree(s). Eighteen of these units must be earned during the regular academic year (fall and spring), with a maximum of six units during the summer session;
 - a) Satisfactory Progress Units included the following:
 1. A General Education Requirement;
 2. A Primary Major Requirement;
 3. A Secondary Major Requirement;
 4. A Designated Free Elective; and
 5. Remedial class work completed during your first academic year of collegiate enrollment.
A maximum of 12 units is permitted.
 - b) Incomplete grades may be counted towards Satisfactory Progress either during the term in which you were initially enrolled in the course or during the term in which the "I" grade was changed.
 - c) Repeated courses may not be used towards Satisfactory Progress unless the SFSU Bulletin specifically states that the course may be repeated for credit.
 - d) Prior approvals for summer courses at other institutions must be received from your academic advisor and the Athletic Academic Advisor for the course(s) to be counted towards satisfactory progress.
5. Successfully complete 9 Progress Towards Degree units (PTD) the preceding regular academic term in which you have been enrolled full time
6. Declare a major no later than the beginning of your fifth semester or 3rd year of enrollment and, thereafter, complete the required credits in courses applicable to your designated degree; and
7. Meet GPA (2.0 cumulative and SFSU) and credit requirements established by the University, the CCAA, and the NCAA.
8. Have completed and on file in the compliance office file prior to your 1st practice the following documents:
 - a) An annual NCAA Student-Athlete Statement;
 - b) An annual NCAA Drug-Testing Consent Form;
 - c) An SFSU Student-Athlete Eligibility Questionnaire Form;
 - d) An annual Health History Form;
 - e) A written physical examination clearance
 - f) CCAA SA Form or RMAC Form
9. Be declared eligible by the Associate Athletic Director for Compliance, Director of Athletics and the Faculty Athletic Representative.

STUDENT-ATHLETE ELIGIBILITY

10. If you are a 1st time freshman you must register and be certified for competition by the NCAA Eligibility Center.

To register with the NCAA Eligibility Center you must apply on line. The NCAA Clearinghouse website is:
<http://eligibilitycenter.org>

When you log on to the NCAA Eligibility Center web site, click on the Prospective Student-Athlete section. Then click on the Domestic Student Release Form link.

A more detailed explanation of the academic eligibility rules is available in the current NCAA manual. Each coach, the academic coordination, compliance office, and the administrative office have a copy of the NCAA manual.



ACADEMIC REQUIREMENTS FOR GRADUATION

In order to graduate from San Francisco State University each student must meet the requirements specific to each major. These requirements include but are not limited to:

1. Completion of all major course requirements
2. University General Education Requirements
3. Completion of the Written English Proficiency Requirement (JEPET) or CSU Graduation writing Assessment Requirements (GWAR)
4. Library Requirement (Oasis)
5. Statutory Requirement consisting of a US History, a US Constitution and California State and Local Government courses
6. A minimum 2.0 grade point average for all college work (Cum GPA), All course work completed at SFSU (SFSU GPA) and all course work in your major
7. Completion of the graduation application

All students are required to consult with their major advisor each semester to be certain that all graduation requirements are fulfilled.

ACADEMIC PROBATION AND DISQUALIFICATION

Academic Standards

Good Standing

To remain in good standing, a student working toward a baccalaureate degree must maintain a cumulative GPA of 2.0 (C) or better. Academic probation and disqualification actions are taken only at the close of each regular semester. Both quality of performance and progress toward the chosen objective are considered in determining a student's eligibility to remain in the university.

Probation

Students will be placed on probation when the cumulative GPA in all college work attempted or in all work at San Francisco State University falls below 2.0 (C).

Disqualification

Students on probation are subject to disqualification when:

- As freshmen (fewer than 30 units completed), they fall below a grade point average of 1.50 in all college units attempted or in all SFSU units attempted.
- As sophomores (30 through 59 units completed), they fall below a grade point average of 1.70 in all college units attempted or in all SFSU units attempted.
- As juniors (60 through 89 units completed), they fall below a grade point average of 1.85 in all college units attempted or in all SFSU units attempted.
- As seniors or second BA students (90 or more units completed), they fall below a grade point average of 1.95 in all college units attempted or in all SFSU units attempted.

ACADEMIC REQUIREMENTS FOR GRADUATION

Mandatory Advising Program (MAP)

At the beginning of each semester, students will be placed on academic probation when their SFSU grade point average falls below a 2.0. These students will receive a letter from the Registrar's Office notifying them that they are on academic probation.

Students must schedule an advising appointment with their major advisor before the deadline stated in the registrar's letter in order to avoid an administrative hold on their registration for the next semester. The steps outlined on the back of the probation agreement form must also be followed.

Maximum number of Units for Undergraduate Students on Academic Probation

Students on academic probation may enroll in a maximum of thirteen units per semester for spring and fall semesters during which they are on academic probation. Individual exceptions to this limit may be granted with approval from the student's department chair and college dean. Exceptions for students who have not declared a major must be approved by the dean of Undergraduate Studies or designees.

ACADEMIC PROBATION AND DISQUALIFICATION

Administrative/Academic Probation

Students may be placed on administrative/Academic Probation by the SFSU Board of Appeals and Review for the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not subject to administrative/academic probation for such withdrawal.)
- Repeated failure to progress towards the stated degree objective or other program objective (when such failure appears to be due to circumstances under the control of the student).
- Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students.

Administrative/Academic Disqualification

Students that have been placed on Administrative/Academic Probation may be disqualified from further attendance if:

- The conditions for removal of administrative/academic probation are not met within the period specified.
- The student becomes subject to academic probation while on administrative/academic probation.
- The student becomes subject to administrative/academic probation for the same or similar reason for which he/she has been placed on administrative/academic probation previously, although not currently in such status.

Re-admission of Disqualified Students

Disqualified students may, after at least two semesters have elapsed, apply for readmission to the university, provided they have removed the academic deficiencies, or resolved the problems which may have caused the disqualification. The work taken to eliminate an academic deficiency at this institution must be taken through the College of Extended Learning in order to impact the grade point average at this institution. If disqualification resulted from any other reasons than academic performance, approval must be obtained from the unit of the university which recommended the disqualification action. Students disqualified from another institution, including other CSU campuses, may not be admitted to San Francisco State unless it can be demonstrated that the cause of the disqualification has been eliminated (additional course work with good grades, etc.) and the student is otherwise eligible to return to the institution of disqualification. For additional information, consult the Index for readmission policies and procedures in the SFSU Bulletin.

GENERAL REGISTRATION INFORMATION

Before you can add classes using SFSU's Online Registration System, you must:

1. Have your classes approved by the SFSU Athletic Academic Advising Office.
2. Clear all administrative holds or university financial obligations.
3. Pay your fees at least 48 hours before your Priority Registration Date shown on MYSFSU (See Priority Registration)
4. Register during your assigned 24-hour period. If you miss your assigned period, the only time available is during Open Registration (7 p.m. to midnight everyday).

Priority Registration

All student-athletes will receive Priority Registration as long as they are a participant and/or in good standing with the Athletic Department. All active student-athletes must complete the following five requirements to continue privileges of Priority Registration:

1. Schedule and attend an appointment with the Athletic Academic Advisor every semester;
2. Sign and turn in (on time) your Approved Major Sheet every semester;
3. Complete the required Study Hall hours (if applicable).
4. Participate in one Athletic Departmental Fund-raiser or one SAAC sponsored community service project, per semester (See Fundraising/SAAC Calendar for options).
5. Participate in the Rape/Alcohol Awareness Program.

Financial Holds

Each student-athlete, who is issued athletic equipment, library books, training room equipment, towels, etc., is expected to return these items at the conclusion of the season to the department from which they were obtained. Any student-athlete who has not returned the borrowed supplies will have a hold placed on his/her academic record. This hold will prevent students from receiving semester grade reports, official transcripts, registering for classes and receiving their baccalaureate diploma. Financial holds may be removed by returning the outstanding items to the proper department or by paying for the missing/damaged equipment.

GENERAL REGISTRATION INFORMATION

Common Holds:

Financial

This “hold” is placed on by the department (Athletics, Housing, Library, Parking, etc.) and can only be removed by payment to the department.

Immunization

This “hold” is from the Health Center. You must show proof of immunization within your first year.

Probation

This “hold” can only be taken care of by your MAJOR ADVISOR. The Athletic Advisor can not assist you in removing this “hold.”

Equipment

This hold is placed because the student-athlete did not return all equipment (including training room equipment) checked out during the year.

Personal Access Code (PAC)

Access to MYSFSU requires your student ID number and a four-digit Personal Access Code. The first time you use MYSFSU, you will be asked you’re six-digit date of birth (mmddyy). You will then be asked to select a four-digit Personal Access Code. Chose a number you will remember, because you will need this PAC each time you register or access SFSU Touch-tone system. If you forget your PAC number, you must personally visit the Student Services Building with a photo ID.

Declaring a Major

The NCAA requires that you declare a major before your fifth semester of full time enrollment, or by the beginning of your junior year. All student-athletes are encouraged to select a major field as soon as possible. This will allow you to enroll in the proper General Education classes for your particular major. If you are undecided on a major during your first two years, all course work should be directed towards fulfilling the basic General Education Requirements. All tentative plans of studies should be discussed with the Athletic Academic Advisor.

Changing a Major

If, after declaring a Primary Major, you wish to change your major, you must complete a “Request for Change of Undergraduate Major/Minor or Addition of Secondary Major or Minor” Form. These forms are located in the Registrar’s Office, Advising Center, and Athletic Academic Advising Office. This form must be approved by the Department Chair of the program that you are changing to, and turned into the Registrar’s Office. Check with the Athletic Academic Advisor or Compliance Director for the correct time of year to change your major. As there can be eligibility consequences, be aware that once you change your major, your number of Free Electives available may change. See Appendix for a copy of the “Change of Major Sheet”.

GENERAL REGISTRATION INFORMATION

Choosing a (Minor) Secondary Major

Minors are no longer allowed at SF State unless the number of units of GE, major and minor are 120 or less.

Please contact your Athletic Academic Advisor before changing your Primary Major or adding a Secondary Major, as it could affect you athletic Eligibility.

Title: 14.4.3.7.9-Credit Hours Earned or Accepted Toward a Minor

A student-athlete who has designated a specific degree program may use credits earned in a minor to fulfill the credit-hour requirements for meeting progress toward degree if the minor is a required element for all students to obtain the original baccalaureate degree. A student-athlete who has designated a voluntary or optional minor (a minor that is not a required element of the original baccalaureate degree program for all students) may use a maximum of six credit hours per term earned in the minor to fulfill the credit-hour requirements for meeting progress toward degree. (Adopted: 1/18/14 effective 8/1/16, for certifications of progress toward degree for fall 2016 and thereafter, Revised: 1/16/16 effective 8/1/16)

Placement Tests

Entry Level Math (ELM)

The ELM measures the proficiency of entering students at the basic level in arithmetic, elementary and intermediate algebra and geometry. These competencies are part of the basic skills that a high school student should have learned in three years of rigorous college preparatory mathematics.

All entering students who are not ELM exempt (AP Test Score of 3 or higher, SAT Score of 550 or higher, ACT score of 23 or higher or a transferable quantitative reasoning class with a grade of "C" or better) are required to take this exam before their first semester of attendance at SFSU. The results of the ELM exam are used to place students in the appropriate remedial math courses in preparation for the quantitative reasoning course requirement.

The University offers several remedial mathematics courses. Contact the Intensive Learning Program, ADM 227, for assistance. All remedial coursework must begin during the first semester of attendance SFSU.

Score on ELM	Classes
40 or below	MATH 60 (Algebra I)
42-48	MATH 70 (Algebra II)
50 or higher	DS 110, GEOG 203, ISED 160, MATH 110,124, 226, STAT 124, PSY 171

English Placement Test (EPT)

The EPT measures the reading and writing ability of entering SFSU students. The results of the EPT will be used to place students in English Composition and, in some cases, reading courses appropriate to their needs. Students who do not have an EPT exemption (SAT of 550 or higher, ACT of 24 or higher, AP English Test Score of 3 or higher, CSU English Equivalency Examination or Passed an acceptable college course in English composition of four quarter or three semester units with a "C" or higher) are required to take the EPT before their first semester of attendance at SFSU.

GENERAL REGISTRATION INFORMATION

The results of the EPT exam are used to place students in the appropriate remedial English courses in preparation for the written communication course requirement. The University offers several remedial English courses. All remedial coursework must begin during the first semester of attendance SFSU.

Score on EPT:	Classes			
146 or below	ENG 104	ENG 105	ENG 214	GWAR/JEPET
147 or higher	ENG 114	ENG 214	GWAR/JEPET	

GWAR (Graduation Writing Assessment Requirements)

Undergraduate students must compete the CSU Graduation Writing Assessment Requirements (GWAR). After passing courses in first and second year composition with a grade of Credit of C- or higher, students, then are eligible to fulfill the GWAR. There are several ways to satisfy this requirement.

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- * Your major may require a GWAR-designate course or offer one as an elective in the major. The updated list appears below, on this page. Consult with your major department if you are uncertain how your department's GWAR designate course might be used in your major program. Adoption of GWAR courses is on-going. For further information, consult your major department.
 - * If your major department does not offer a GWAR-designated course, take and pass the Junior English Proficiency Essay Test (JEPET) before competing 80 semester units.
 - * If you do not pass JEPET, you must pass ENG 414 or a GWAR-designated course.
 - * Students with multilingual backgrounds who have completed all or most of their previous education in the United States may substitute ENG 410 for ENG 414 only if they qualify for ENG 410 on the basis of their ESLPT scores or receive permission from the CMS coordinator.

Advanced Standing Evaluation (ASE)

The ASE is an official evaluation of transfer work. A copy will be mailed to you when you begin attendance at SFSU. Any transfer work done after you have received your copy of the ASE needs to be sent directly to the Athletic Academic Advisor or your Head Coach who will in turn forward it to the registrar. You must then request a new ASE from the Registrar's Office.

The ASE is divided into two columns, requirements "MET" and requirements "TO DO". The MET column indicates requirements that are fully or partially completed from another institution. The TO DO column indicates the number of units needed to complete the missing requirements.

On the bottom left-hand side are Additional Graduation Requirements (US History and Government Requirement, Written English Requirements and the Library Requirement). These three areas are also General Education Requirements that need to be met for Graduation.

The bottom right-hand side lists those units that have been transferred from other institutions. Students may also receive units for passing scores on certain AP Tests. These tests scores will be listed here as well.

GENERAL REGISTRATION INFORMATION

Degree Audit Report (DAR)

Depending upon which transfer institution you came from, you may receive a DAR's evaluation. Graduation requirements which are Met are either marked with an "OK" or with a + (plus sign). Be sure to pay attention to the items which are To Do, indicated with either a "NO" or a - (minus sign).

Deciding on what classes to take

Each student-athlete is different. Deciding on what classes to take each semester depends on your sport (in or out of season), your academic year (freshman through senior), your eligibility status (3 of units, campus GPA, etc.) and your major.

The key to your academic success is to meet with both your major and athletic advisor each semester and to take advantage of the Priority Registration time. Make sure that the classwork meets requirements in the areas of General Education, Major, 1st year remedial work or Free Electives (if available).

Maximum Unit Policy

The University considers 15 units to be a reasonable average course load for a full-time, undergraduate student. The SFSU Online Registration System will not permit the adding of more than 19 units in a single semester unless permission to exceed the 19-unit limit is recorded on the university's official student records system. Students planning to use the Online Registration System to enroll in 20 - 24 units must receive approval of their college dean or the Dean of Undergraduate Studies two weeks prior to the registration date.

To be eligible to enroll in 20 units or more, undergraduates must have:

1. A SFSU grade point average of 3.0 or higher
2. Completed a Petition to Exceed the Maximum Unit Policy and attach a current, unofficial SFSU transcript. Transcripts are available from Student Services Center, HSS 127.
3. Obtained signatures from your major academic advisor and college dean.
4. Submitted an approved petition to the Office of Undergraduate Studies (ADM 447) before the deadline for dropping courses.

Preparing your schedule

Class Schedules are only available online and can be accessed at the SFSU Home Page (www.sfsu.edu). Go to "Class Schedule" under the "Quick Links". You can locate the Class Schedule, Housing, Career Center, Bookstore, Admissions, Maps, etc. all through this web site. (You will also be able to check the availability of all classes offered for the semester.

Open Sections

While registering for your classes you may find that a class is closed. Always attempt to add yourself to the "wait list". You can also search the Web for other open sections.

Wait List

Placing your name on a waiting list is not the same as being officially enrolled. However, if you add your name to a waiting list and space becomes available you will be automatically added to the class, if you are eligible. To be eligible you must have paid all fees, taken the proper prerequisites and not have exceeded the maximum number of units allowed.

GENERAL REGISTRATION INFORMATION

Free Electives

Free Electives are not available to all student-athletes. It depends on the number of units required for your major and/or the number of free electives that have been transferred. To find out how many Free Electives are available for your major and your particular situation, contact the Athletic Academic Advisor.

Changing a Schedule (Add/Drop)

Courses may be added/dropped without penalty during the first two to three weeks of each semester. However, adding a class after the first week of instruction is not advised and sometimes difficult to achieve. (Remember you must be enrolled in at least 12 units to be eligible to complete in your sport, preferably 15 units.)

The first weeks of classes you will need to obtain a registration number from the professor in order to add a class. That registration number will allow you to enroll in the class via the Touch-tone Phone system. To drop a class you only need to drop the class via the Touch-tone Phone system. After the third week of classes you will need to drop the classes by filling out a form that is available at the Registrar's Office, Advising Center or Athletic Life Skills center. You may be eligible for a refund. See the Refund Schedule in the Class Schedule for deadlines.

After the third week of classes, students will receive a withdrawal (W) grade on their permanent record for all those classes dropped. See the current Registration Schedule for exact dates and time guidelines. **IMPORTANT:** If you simply stop attending a class without completing the dropping or withdrawal procedure, you will receive an "F" in the course.

Late Withdrawal from a Class(es)

To withdraw from a class, after the drop deadline, you must complete a Petition for Withdrawal Form and submit it to the instructor for review. The petition must also be approved by the department chair (or college dean) and is processed at the Student Services Building. During the last three weeks of instruction, withdrawals are not permitted except in cases of verified accident or serious illness where circumstances are beyond the control of the student and where the assignment of an incomplete grade is not practical.

Do not drop a class without notifying the Athletic Academic Advisor.

Withdrawal from the University

This procedure requires you to complete a Withdrawal Card. Consult with the Athletic Advisor or Major Advisor before you withdraw from the university. Withdrawal cards are located in the Student Services Building.

Students who withdraw during the first four weeks of instruction are not considered enrolled for the current semester, however, it does count as a semester of attendance for athletic eligibility purposes. If you do not enroll for two concurrent semesters, you must re-apply for admission. During the last three weeks of instruction, withdrawals are not permitted except in cases of verified accident or serious illness.

GENERAL REGISTRATION INFORMATION

Grade Changes

To request a grade change or make-up of an Incomplete in a class you must fill out a Petition form. This form can be obtained from the Registrar's Office (Student Service Building) or Athletic Life Skills Office (GYM 210). The form needs to be filled out by you, your instructor, and Department Chair. It should then be turned into the Registrar's Office. Make sure that you monitor this process weekly and that you keep the blue copy for your own personal records. This procedure does not include a Retroactive Withdrawal. To withdrawal from a class after grades have been posted is difficult and unadvised. Each Department and professor has different guidelines for Retroactive Withdrawals.

Double Counted Units

Within each major you may be allowed to double count up to 12 units. Double counted units are units for those classes that fall within both General Education Requirements and Major Requirements. No classes may be double counted within the general education segments or twice within the same major. All Double Counted Units must be approved by your Major Advisor.

Grading System

Most undergraduate courses have a letter-grade system for evaluating academic performance. Each letter grade is assigned a numerical value for the purpose of determining your grade point average (GPA). Listed below are the letter grades and numerical value they represent:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

The following symbols carry no grade point credit.

CR - CREDIT

NC - NO CREDIT

I - INCOMPLETE

IC – INCOMPLETE CHARGED (equivalent to an F)

W - WITHDRAWAL

WU – WITHDRAWAL UNAUTHORIZED (equivalent to an F)

AU – AUDIT

RP – REPORT IN PROGRESS

RD - REPORT DELAYED

GENERAL REGISTRATION INFORMATION

Grade-Point Average Calculations

To calculate your grade point average you need to use the numerical values from the grading system previously mentioned. Multiply the number of units assigned each course by the value assigned your grade in class to determine your earned grade points for that class. Add the grade points from each class listed in your grade report and divide the sum by the total numbers of units earned in to determine your GPA.

A sample calculation is presented below:

COURSE	HOURS	GRADE	POINTS
Math 124	3 Units	C = 2	$3 \times 2 = 6$
Biol 100	3 units	B = 3	$3 \times 3 = 9$
Engl. 114	3 units	A = 4	$3 \times 4 = 12$
Coun 325	3 units	B = 3	$3 \times 3 = 9$
Phil 110	3 units	D = 1	$3 \times 1 = 3$
Biol 101	1 unit	C = 2	$1 \times 2 = 2$
TOTAL	16 units		41 Points

If you passed 16 units of course work and earned 41 grade points, divide 41 by 16 to find your GPA - 2.56. This would be considered satisfactory GPA progress.

Summer School

If you decide to attend summer school, you must meet with the Athletic Academic Advisor. If you are taking summer school classes for eligibility purposes you must have SFSU Athletic Department's Summer School Approval Form. The NCAA allows a student-athlete to take a maximum of 6 units (25%) of 24 units needed for Satisfactory Progress. Students can take above 6 units during the summer but only 6 units will be allowed for eligibility purposes.

If your SFSU GPA is under a 2.0, you must attend SFSU during the summer, in order to raise your SFSU GPA for eligibility purposes. A Cumulative GPA under 2.0 will allow a student-athlete to attend another four-year institution or junior college in order to increase your GPA above a 2.0 or make up units. All summer schools must be approved by the Athletic Academic Advisor and Compliance Officer prior to enrollment.



SFSU ATHLETIC ACADEMIC SERVICES

The Athletic Department is pleased to provide all the resources necessary for you to succeed as a student-athlete and attain your degree.

Academic Excellence

Study Hall

A list of all those student-athletes who are required to attend a mandatory study hall of 3 hours a week will be given to the head coach approximately one week into each semester.

Who has to attend study hall for three hours a week?

1. All first time freshman student-athletes.
2. All returning student-athletes who have a CUM or SFSU GPA of 2.3 or below.
3. Any individual that the head coaches feel a need for mandatory study hall.

All Student-athletes will be required to attend study hall until they are released by the Athletic Academic Coordinator.

Study Hall Guidelines:

1. The first time a student-athlete misses one hour of study hall, the coach will be notified immediately.
2. The second time a student-athlete misses one hour or more of study hall, the coach will be notified immediately and the student-athlete will be required to miss practice or competition until those hours are completed.
3. The third time a student-athlete misses one hour or more of study hall, the student will lose priority registration and may be kept out of practice/competition indefinitely.

Study Hall Rules:

1. Bring the required books, papers, notes, etc. to study.
2. E-mail access is limited to 10 minutes.
3. No group discussions or projects allowed.
4. No food or drink of any kind is allowed.
5. No radios, headphones, etc. allowed.
6. Absolutely no tobacco of any kind allowed.
7. Signing in other student-athlete for hours spent in Study Hall will result in loss of Priority Registration for all parties involved.
8. The hours that study hall is open varies by semester.
9. NO Cell PHONES

SFSU ATHLETIC ACADEMIC SERVICES

Tutorial Programs

Tutors are available in most major departments and computer centers. In the event that you cannot afford or find a tutor, the Athletic Department will assist you to the best of their ability, free of charge.

If you are having difficulty with a course(s), inform the Athletic Academic Advisor immediately. Do not wait until it is too late or immediately prior to testing. Give yourself an opportunity to succeed. Contact the Athletic Academic Advisor for the subject, times available and approval of all tutors. The Athletic Department has a limited listing of available tutors. If you need help in a subject that is not routinely covered by the regular tutorial sessions, please request special tutors as early as possible. Please give one to two weeks notice so we can assist you more effectively.

1. Tutoring is mandatory for anyone in remedial Math or English.
2. Tutoring will begin after the second week of instruction.
3. Tutors provide a brief review of the material and will help stress key points, formulas and strategies.
4. Tutors do not and should not do assignments for you; therefore, come to your tutorial sessions having already completed or attempted your assignment.
5. Coaches will be notified by the Athletic Advisor that you have missed your tutoring appointment and are not making a serious commitment to your studies. Contact your tutor at least a day in advance by phone to cancel or change an appointment. If you can not reach the tutor immediately contact the Athletic Advisor.

ACADEMIC SUCCESS SKILLS

Some students are better prepared for academic success than others. Studying, time management, test taking etc. are just part of skills you learn in college.

Like your athletic performance, you can only succeed academically if you are positively motivated and positively thinking. You must train as hard for your academics as you do for your sport.

The student-athlete must to be more organized than most students. You must know when and where you function best. A well-planned schedule can save you time and energy both with your class assignments and athletic training. The following information has been included to help you develop effective and efficient study habits and improve your chances of academic success.

1. **Attend Class** - Tests are not only based on lectures, readings and research, but most often on small items of information mentioned in class. If you are going to be away from campus for a game, you must give early notification to all your instructors. Get all assignments in advance, if possible, and find out when the work needs to be turned in, without penalty. If you are ill, inform your instructors immediately. Student-athletes miss enough classes with road trips. Sick days will further denigrate your participation grade. Your class participation may be one criterion used by your professor for grading.
2. **Time Management** - All your daily, weekly and monthly activities should be mapped out. Day planners, calendars and to do lists can help you manage your time. Plan out your daily workouts, practice, competition, travel days, quizzes, essays, and projects. This will also allow you to identify and correct any conflicts that arise in your schedule. Plan ahead and don't leave studying to the last minute.

ACADEMIC SUCCESS SKILLS

3. Go to class prepared - You should have all reading and written assignments completed before you go to class. If you go to class unprepared it is difficult to understand the material presented in class. Consider it training for academic competition. Some professors have preconceived ideas of a student-athletes attitude in the classroom (Dumb Jock Syndrome) which you must overcome.
4. Adjust to all situations - Make a good impression from the beginning. Go to class on time, introduce yourselves to the professor, sit in the front of the classroom, and turn in professional work. All these little things will help give you the benefit of the doubt if it comes down to a + or - for the final grade.
5. Study Habits - The primary study habit is to plan a regular study time every day. It would also help to study at the same time and in the same place each time. That is one reason why we assign study hall hours. A dorm study room, the library or an empty classroom is also a good place to study. Make sure it is a quiet, non-disruptive, well-lit room. Short twenty-five minute periods are better than long cramming sessions. Also make sure that you have all the necessary materials: books, paper, computer, notes, etc.

Along with the Academic workshops available throughout the year, make sure you are preparing properly for success in the classroom. Organize your notes for each class. Make sure all pages are dated, labeled and separated for each class. Keep all the handouts with the notes that are presented for the same topic. If you can't find your notes, how can you study them.

What Professors Expect

Common courtesy can take you a long way. Professors are there to teach you, not hold you back. Give them the respect that they deserve and it will be returned. When addressing them, call them either professor or doctor, unless otherwise instructed. Visit them in their office, during office hours, so they can distinguish you from the hundreds of other students they have each semester.

Though some instructors tell you class attendance is not mandatory, seldom do they mean it. Why would they even have class if it was meaningless. Teachers prepare for hours on assignments, lectures, etc. You will miss class for road trips and home games. Don't compound the situation because you are too lazy to go to class. Arrive at class on time, show interest in the topic of the class, turn in all your work and be a model citizen. Most instructors are willing to help you in any way they can, provided you show interest and willingness to do your part.

Academic Skills and Workshops

Throughout each semester, the G.A.T.O.R.S. Life Skills Program will present numerous volunteer workshops. These workshops will assist students in the development of time management, study skills, test taking, note taking and other academically relevant topics. These workshops are voluntary and sponsored by the Athletic Advising Internship Program.

ACADEMIC SUCCESS SKILLS

Faculty Feedback Forms

A minimum of once a semester, the Athletic Academic Advising Program will distribute Faculty Feedback's for each student-athlete who is participating in intercollegiate athletics. These feedback forms are used to monitor the student-athletes progress during the semester. If a student-athlete is performing poorly in a class (C- or below), the student-athlete will be required to attend additional study hall hours. A letter will be delivered to the student-athlete requiring a meeting with the academic advisor. Additional Faculty Feedback will be sent to the instructor of the class(es) in question. Weekly reports will be given to the head coach and further actions may be taken if necessary. Failure to attend an advising meeting with the Athletic Academic Coordinator or Intern will result in the student-athlete being withheld from practice and/or competition.

STUDENT-ATHLETE ADVISORY COMMITTEE

SAAC (Student Athlete Advisory Committee)

This organization was established in 1994 at SFSU as the student-athletes' liaison to the athletic department administration. This advisory group is composed of 2 representatives from each collegiate team. They meet bimonthly to discuss student-athlete issues and organization events, fundraisers and community service projects.

The Student Athlete Advisory Committee meetings are open to all student-athletes. You do not have to be a team representative to attend or participate at the board meetings. Contact your head coach or the Athletic Academic Advisor for more information related to SAAC.

Community Services and Philanthropic Events

The Student-Athlete Advisory Committee sponsors several community events throughout the academic year. It is the responsibility of each student-athlete to participate in a minimum of one SAAC sponsored event per year. A calendar of events is posted in the Athletic Life Skills Office (Gym 210) and is updated weekly. Annual events like: Halloween at Stonestown YMCA, Thanksgiving Food Delivery, Christmas Toy Drive, and Winter Food Drive are popular events. New events are constantly evolving:, Make-A-Wish, BATS Program and various other projects. New ideas are always welcome.

HOSTING A PROSPECTIVE STUDENT-ATHLETE

When a prospective student-athlete visits SFSU, you may be asked to serve as his or her host. The NCAA has strict rules and regulations that must be followed during the recruitment and hosting process of the prospective student-athlete.

If you are a student-athlete host, the recruiting coach may provide you with \$30 for each day you host the prospective student-athlete. This is to cover all “actual and necessary” expenses you incur. If you entertain more than one prospective student-athlete, you may receive an additional \$15 per day for each prospective student-athlete. This money is only to be used for appropriate entertainment and food. It may not be used to purchase souvenirs or material objects. Only one host per prospective student-athlete may receive money for entertainment.

Additionally, at the time you receive expense money from the recruiting coach, you will be asked to sign a form stating that you received expense money. At this time the coach will review with you all the NCAA rules for hosting a prospective student-athlete. (See Student Host Instructions located on the athletic department’s web site under Student-Athlete Handbook.)

If complimentary admissions are to be part of the entertainment package, your coach will explain the procedure for obtaining admission for both you and the prospective student-athlete. You should accompany the prospective student-athlete to the event during the prospect’s visit to campus. You and prospective student-athlete are required to show a photo I.D. to obtain entrance and will need to sign an admission form.

As a host treat all prospective student-athletes with friendliness, respect and courtesy. Give of them a taste of the distinctive environment which makes SFSU unique. Remember you are representing the athletics program and the University. You and the prospective student-athlete you are hosting are held to the standards identified in the SFSU Code of Conduct throughout the visit. (See pages 7-10)

FINANCIAL AID

Any financial assistance in addition to a partial or full athletic grant-in-aid must be in accordance with appropriate Conference and NCAA rules and must be reported annually. Therefore, if you are receiving an athletic scholarship or grant-in-aid, it is important that you check with your coach and the Associate Athletic Director for Compliance before accepting additional aid or work. Your combined aid amount may not exceed the equivalent of a full grant-in-aid (excluding a Pell and state grants) and additional assistance may count toward team scholarship limitations as established by the NCAA.

Athletic Grant-in-Aid

The following information is quoted directly from the National Collegiate Athletic Association (NCAA) Manual regarding implementation of athletically related grant-in-aid.

One-Year limit: Where a student's athletics ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year [NCAA Bylaw 15.3.31].

Financial Aid Authority Precedent: A staff member may inform a prospect that the athletics department will recommend to the financial aid authority that the prospect's financial aid be renewed each year for a period of four years and may indicate that the authority has always followed the athletics department's recommendations in the past. However, the prospect must be informed that the renewal will not be automatic [NCAA Bylaw 15.3.3.1.1].

STUDENT-ATHLETE FINANCIAL APPEAL PROCEDURES

A student-athlete on athletic scholarship reserves the right to appeal any change of award, whether cancellation or reduction of aid, regardless of whether the change occurs during or after the academic year, or period of the award.

NCAA, CCAA, and San Francisco State University rules and procedures regarding the awarding, renewal, cancellation, and reduction of scholarship awards apply. The following NCAA and department rules govern the University's scholarship awarding and cancelling processes, which are also outlined in each student-athlete's athletics scholarship agreement:

15.6.3 Period of Institutional Financial Aid Award.

One-Year Limit. Where a student's athletics ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year.

Financial Aid Authority Precedent. A staff member may inform a prospective student-athlete that the athletics department will recommend to the financial aid authority that the prospective student-athlete's financial aid be renewed each year for a period of four years and may indicate that the authority always has followed the athletics department's recommendations in the past. However, the prospective student-athlete must be informed that the renewal will not be automatic.

Injury or Illness Policy. It is not permissible for an institution to assure the prospective student-athlete that it automatically will continue a grant-in-aid past the one-year period if the recipient sustains an injury that prevents him or her from competing in intercollegiate athletics, but an institutional representative may inform the prospective student-athlete of the regular institutional policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation.

15.6.4 Reduction and Cancellation during Period of Award.

Reduction or Cancellation Permitted. Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award, if the recipient:

- (a) Renders himself or herself ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement
- (c) Engages in serious misconduct warranting substantial disciplinary penalty; or
- (d) Voluntarily withdraws from a sport at any time for personal reasons.

Reduction or Cancellation Not Permitted. Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:

- (a) On the basis of a student's athletics ability, performance or contribution to a team's success;
- (b) Because of an injury, illness or physical or mental medical condition (except as permitted pursuant to Bylaw 15.3.4.1) or
- (c) For any other athletics reason.

15.6.5 Renewals and Nonrenewal

Institutional Obligation. The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year.

Hearing Opportunity. The institution's regular financial aid authority shall notify the student-athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following academic year, of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is reduced or canceled during the period of the award, or not renewed. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee.

By signing this award, you agree and understand this financial aid agreement may be reduced or cancelled under the following conditions:

- If the student-athlete renders herself or himself ineligible for competition; including, but not limited to, an incoming freshman being certified as a NCAA DII Partial Qualifier.
- If the student-athlete violates NCAA, CCAA ("Conference"), or San Francisco State University ("University") rules and, or policies; including, but not limited to violations of the Student-Athlete Handbook or "University" Code of Student Conduct.
- If the student-athlete withdraws from his or her team, or becomes disenrolled from the "University."
- If the student-athlete fails to abide by team rules and policies, including academic requirements.
- If the student-athlete sustains injury, from activities unrelated to his or her sport, that prevents athletics participation.
- If the student-athlete is charged or convicted of any criminal misdemeanor or felony.
- If the student-athlete provides any misleading or false information to the "University", NCAA, and, or "Conference."
- If the student-athlete lives off-campus, the student-athlete is required to submit an off-campus lease or housing agreement to the Athletic Department upon request.

Student-Athlete Financial Aid Appeal Procedures:

1. If the SF State Athletics Department reduces, cancels, or does not renew institutional athletics aid, the SF State University financial aid authority shall inform the student-athlete in writing within 14 days of such decision. The student-athlete shall receive a cancellation or reduction letter from the Office of Financial Aid with notice of the opportunity to be heard in an appeal process conducted by representatives from outside of the University's Athletic Department. The student-athlete will be notified, in writing, of these policies and given an opportunity to inform the University's Athletic Department of a formal request of appeal.
2. Any request for an appeal hearing must be made, in writing, within 14 days of receipt of the financial aid letter.
3. The Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receipt of the student-athlete's written request for an appeal.
4. The appeals process and hearing shall be conducted in three distinct phases:
 - a. The student-athlete shall meet with the Appeals Committee and be given the opportunity to address the Committee regarding the Department's decision to reduce, or cancel the student-athlete's athletic scholarship. Neither legal counsel nor athletic personnel shall be permitted to attend.
 - b. The student-athlete's coach or Department designee shall meet with the Committee. The student-athlete shall not be permitted to attend. The coach or designee shall be given an opportunity to address the Committee regarding the Department's decision to reduce or cancel the student-athlete's scholarship award.
 - c. The Committee will deliberate, considering all of the facts and statements involved, and render a majority decision using due diligence.
5. The Committee shall inform the student-athlete and Athletic Department of its decision within 7 days after the appeals hearing is completed.
6. The Committee's decision shall be final and cannot be appealed at a later date.

SFSU Financial Aid

Listed below is a brief listing of several options for additional financial assistance. All SFSU financial assistance is available from the Student Financial Aid Office (Student Service Building). You may also access your personal information through FAVORS (Financial Aid Voice Response System) (415) 338-7000.

Federal and State Financial Aid

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Student Loan (Subsidized and Unsubsidized)
- Federal Perkins Loan

FINANCIAL AID

Federal Work Study
Title VII and Public Health Act Programs
Educational Opportunity Program Grant (EOP)
Cal Grant A and B
Supplemental Educational Opportunity Grant (SEOG)
State University Grant
Outside Scholarships

FASFA

In order to qualify for federal or state aid, you must file a FASFA form (Free Application for Student Aid). You must enter either “001154” under Federal School Code, or “San Francisco State University, 1600 Holloway Avenue, San Francisco, California” under the Name of college and College street and city.

Two options for applying for financial aid:

1. Pick up a FASFA form at the SFSU Financial Aid Department.
2. Apply online at: www.fasfa.ed.gov
DEADLINE is early March
Financial Aid Terminology
Grant - Money you do not have to repay
Work Study - Money that you earn while working on campus and do not pay back
Loan - Money you have to pay back

The following offices may have information about scholarships offered by non-SFSU organization and many of these offices administer their own scholarships. Please contact these offices for more information

Disability Resource Center.....	415-338-2472
Graduate Division Office	415-338-2232
International Programs Office	415-338-1293
Lesbian/Gay Alliance	415-338-1952

STUDENT-ATHLETE EMPLOYMENT

Amateurism

Under the NCAA guidelines of amateurism, student-athletes may not be paid at any time on the basis of the value of his or her athletic reputation or fame. They may not use their athletic skill for pay in any form for participating in his or her sport. Also, student-athletes may not allow their name or picture to be used for promoting any commercial product or service.

Camps and Clinics

According to the NCAA, student-athletes may be employed to work at camps or clinics provided their duties are of a general supervisory nature and they shall be compensated at the going rate for the other camp or clinic employees performing similar job responsibilities. Student-Athletes may be employed at their own institution's camp or clinic provided they do not participate in organized practice activities other than during the playing season in their sport and the Director of Athletics or his/her designed gives prior written approval to the student-athlete.

ATHLETIC AWARDS AND BANQUETS

ARETE Perpetual Trophy

This award is based on the Greek idea of “ARETE”, which loosely translated means “striving for mastery in a balanced physical, mental, and spiritual way.” The perpetual trophy is awarded to the student-athlete that best exemplifies the true meaning of the word “ARETE”. The student-athlete’s grade point average is usually well above a 3.00 GPA (Fall, SFSU and Cumulative), and they receive post-season honors (NCAA, Conference, etc.), and have shown leadership skills on and off the field (SAAC representative, clubs or activities, etc.) The ARETE winner will have their name engraved on the trophy, which is continually displayed in Athletic Trophy Case.

SFSU Athletic Academic Listing

Each semester the Athletic Department displays both the Scholar and Honor Roll Athletes. An Honor Roll Athlete achieves a 3.00 - 3.49 GPA and earns 12 units in a semester. A Scholar-Athlete achieves a 3.50 - 4.00 GPA and earns 12 units in a semester. This listing will be displayed in both the Academic Advising Center and Athletic Department.

Awards Banquet

Each spring the Department of Athletic and Student-Athlete Advisory Committee, recognizes the accomplishments of teams and individual student-athletes during the Awards Banquet. Student-athletes, coaches, support staff and invited guests join together to acknowledge the memorable events of the school year.

Scholar Athlete Luncheon

Each spring, student-athletes with a SFSU Campus Cumulative GPA of 3.5 or higher are invited to attend. Each student-athlete invites a professor or member of faculty whom they feel contributed to their academic success at SFSU.



SPORTS MEDICINE

San Francisco State's Sports Medicine mission is to deliver the highest quality medical care to our student-athletes. Our staff includes two full-time athletic trainers, three graduate assistant athletic trainers, a team physician, and team orthopedic surgeon. To achieve our mission our staff utilizes current care techniques supported by evidence-based research providing our student-athletes with the most up-to-date prevention, evaluation, treatment and rehabilitative protocols. Our goal is to make sure that every student-athlete returns to competition safely and as quickly as possible. Aside from our professionalism and continued education, the Sports Medicine team as a whole is devoted to all of our 300 student-athletes who compete at San Francisco State. Together, we make every effort to ensure an optimum state of physical and emotional health in order to allow each individual to perform at their maximum potential.

Sports Medicine Staff:

Certified Athletic Trainers: Bryce Schussel Office: 415-338-1576
Gloria Juarez

Team Physician: Ken Akizuki, M.D.

Graduate Assistants: Kathryn Elston
Nicole Leu
Philip Littlejohn

Athletic Training Clinic Rules and Procedures

The main Athletic Training Clinic is located in the Gymnasium Room 120C.

This is to be used as the base for all health care pertaining to our sports medicine program. There is a satellite Athletic Training Clinic located in the Conditioning Center. This will be utilized during the soccer and track and field seasons. During season, the Athletic Training Clinic is a very busy room. Unless you are being treated or taped, please stay out so that the personnel can help those who need attention.

1. Athletic Training Room Hours:

During the school year the hours of operation are 9:00 am to 6:00 p.m. Monday through Friday. Saturday practices and games will be arranged ahead of time. On competition days the athletic training room will be open 2 hours prior to the home event and an hour after the event's completion.

2. Pre-Participation Physical Examinations:

Pre-participation physical exams (PPE) will be done on all new student-athletes. The team physician will complete the PPE before the student-athlete will be allowed to begin any practice or training activities with their team. The athletic training staff will coordinate the PPE schedule for each team member's PPE. All returning student-athletes who have continuously participated at SFSU must complete an oral history with a member of the athletic training staff prior to participation with their team.

SPORTS MEDICINE

3. **In-Season and Out-of-Season Athletic Training Room Hours:**

In-Season student-athletes may obtain treatment from the athletic training staff during any of the open hours. Out-of-Season and Rehabilitation may take place only between 10:00 am and 1:00 p.m. Special needs cases must be arranged with the athletic training staff.

4. **Reporting for Treatment:**

For daily treatments report to the athletic training clinic a minimum of 1/2 an hour prior to practice. Student-athletes who are injured and unable to practice are required to report to the athletic training room for rehabilitation or conditioning during their regularly scheduled practice times. When you are injured and instructed to report for treatment, you are expected to be there at the designated time. Failure to report for treatment is considered equivalent to missing practice unexcused.

5. **Reporting an Injury:**

Report all injuries, no matter how small, to the athletic training staff. These should be reported on the day they occur. If injured during practice the athletic trainers will take whatever steps necessary to expedite your treatment and return to competition/practice. If you are injured or sick, you must contact the athletic training room at least one hour prior to practice so that the coaches can be informed of your condition prior to practice.

6. **Insurance:**

The Department of Athletics provides secondary insurance. This means that the Department's insurance will be billed only after any other policies have been exhausted. In the instance where a student-athlete has no primary insurance, the Department of Athletics' insurance assumes the role of the primary insurance policy.

7. **Emergency Treatment:**

When the athletic training room happens to be closed and you find yourself in need of emergency medical treatment, go directly to the Emergency room. Any obvious life-threatening situation should be handled by calling 911 (82222 on campus) for Emergency Medical Services.

8. **NCAA Drug testing Procedures**

As a SFSU student-athlete, you are subject to drug testing by the University's Division of Athletics and by the NCAA. Under NCAA regulation, any student-athlete involved in a NCAA Intercollegiate Athletic Team may be tested prior to, during or after an event. If any of these tests confirm that you have used a banned or illegal drug the NCAA will declare you ineligible for further participation in postseason and regular-season competition for one calendar year following your positive test and a negative retest. A positive test will also result in an immediate disqualification from practice and competition. You will be required to attend drug education counseling and be periodically reevaluated. Further violations may result in permanent suspension or expulsion and loss of your athletically related year.

SPORTS MEDICINE

9. **General Athletic Training Room Rules:**

- a. This is a co-ed facility. To be evaluated or treated you must wear appropriate clothing (shorts, T-shirt, etc.)
- b. Return all loaned items back to the athletic training room or you will be billed and registration held for the next semester classes.
- c. The Athletic Training Room is not a self-serve facility. The athletic trainers on duty will administer all taping, bandaging, first aid and treatment.
- d. The telephone in the Athletic Training Room is for staff business only.
- e. Do not lounge in the Athletic Training Room. It is not a social gathering place.
- f. Absolutely no use of tobacco products is allowed.
- g. The Athletic Training Room has limited space. Store equipment and book bags in your locker or outside the athletic training room before coming in for treatment.

10. **Reminders**

You must check with a staff athletic trainer (not a student) before going to any physician (excluding emergencies). A referral form is necessary if the Athletic Department is to provide any payment. Unauthorized bills will be your financial responsibility. Your insurance policy is the primary carrier. SFSU's insurance is secondary coverage and, therefore, we must be informed of any bill incurred as a result of your participation in inter-collegiate athletics.

All of the athletic trainers are dedicated to your health and safety. We attempt to give you the best possible care, but we need your cooperation in return.



SPORTS INFORMATION

Sports Information

Attending a university in a large metropolitan area may mean that you will come into contact with members of the media. It is important we project a positive image of ourselves, our team, and San Francisco State University.

The following guidelines may assist you:

1. Never give an interview without clearance from a member of the Sports Information Staff
2. Never give out your cell phone to a member of the media
3. Never conduct an interview over any of the social medias (i.e. facebook, myspace, twitter) or over your cell phone
3. Remember you are representing the University and your team during and interview. Conduct yourself professionally.
4. Always be positive with your comments concerning your team, teammates, coaches and San Francisco State University.
5. Promptness is a must when returning a call or meeting with the press or media. Remember that they operate with deadlines.
6. Never downgrade your opponent.
7. Always be courteous with reporters.
8. While speaking, take your time and focus on your thoughts.
9. Relax and be yourself in interviews.
10. If you are uncomfortable with the line of questioning the reporter is taking, please say you have no comment and politely move on to the next question.
11. Always thank the press or media at the end of the interview.

Speaking to the Public

You are considered an authority because you are a member of your college team. When dealing with the general public, be aware of projecting a positive image, not only in what you say, but in how you say it.

The following guidelines may assist you:

1. Never criticize another player, coach, opponents, or the University.
2. Stay constructive and positive in your comments regarding your team.
3. Dress neatly and remember you always represent San Francisco State University.
4. Keep confidential team issues and business confidential.

LOCKER ROOM POLICIES

Locker and Towel

Each student-athlete will be issued a locker at the beginning of the season. The student-athlete is responsible for clearing out his/her locker with locker room personnel, at the conclusion of the season, or when the student is no longer associated with the Athletic Department. Used towels may be exchanged daily for a clean towel. If you lose your towel there will be a towel charge and your registration will be delayed.

Uniform and Equipment

Each student-athlete will be provided with an appropriate uniform for his/her sport. These items are to be worn only while participating in SFSU athletic events and no where else. Uniform and equipment items assigned to individual student-athletes are the financial responsibility of the student-athlete (that is, all items listed on the checkout card). Normal wear and tear on the items is expected, however, items which appear to be abnormally abused or lost must be replaced by the student-athlete.

Laundering of Uniforms

Uniform apparel will be laundered by laundry room personnel at the conclusion of practice or an athletic event. Student-athletes are responsible for dropping their uniforms on the first day of school, following the last event. Absolutely no personal laundering will be allowed. Any student-athletes that violate these rules will lose their laundry room privileges completely.

Check-in Procedures

All team items issued to student-athletes must be returned to the equipment manager on the first weekday following the final contest of the season. The head coach and equipment manager together will survey the team items during the week following the final event and list items which have been lost or damaged. This list will be sent to the Athletic Director. Unpaid bills will result in a loss of priority registration.



DIRECTORY

Admission/Re-admission	SSB One Stop	8-1113
Advising Center	ADM 212	8-2101
Associated Student Inc.	Student Center (M102)	8-2321
Athletic Advising	Gym 210	8-3320
Athletic Department	Gym 102	8-2218
Athletic Trainers	Gym 120 C	8-1576
Bart		8-2278
Campus Shuttle	CORP YD	8-1441
Baseball Office	Gym 202	8-1226
Basketball, Men's	Gym 207	8-1729
Basketball, Women's	Gym 203	8-1084
Cross Country, Men's and Women's	Gym 201	8-2219
Bike Barn	Lot 6, under gym	8-3170
Bookstore	Student Center	8-2665
Campus Police	DPS/CORP YD	8-7200
Career Center	SSB 206	8-1761
Cashiers Office	SSB One Stop	8-1281
C.E.A.S.E.	SSB 205	8-1203
Change of Address	SSB One Stop	8-2350
Colleges		
Behavioral & Social Sciences	HSS 359	8-1846
Business	BUS 321	8-1276
Creative Arts	CA 251	8-1471
Education	BH 501	8-2687
Ethnic Studies	PSY 121	8-1693
Health & Human Services	HHS 239	8-3326
Humanities	HUM 484	8-1541
Science & Engineering	TH 323	8-1571
Compliance (Athletic)	Gym 102	8-2485
Computing Services	ADM 8	8-1211
Cooperative Education	Science 247	8-1050
Counseling	SSB 208	8-2208
Directory Assistance	ADM 116	8-1100
Disability Resource Center	SSB 110	8-2472
E-mail Accounts	ADM 110	8-2447
EOP.	SSB 201	8-1646
Emergencies	Police	8-2222
Employment	SSB 206	8-2593
Work Study	Financial Aid Office, SSB	8-2612
E.O.P.	SSB 201	8-1646
Extended Learning	Adm 153	5-1377
Facilities, Athletics	Gym 102	8-1193

DIRECTORY

FAVORS	SSB One Stop	8-7000
Financial Aid Information	SSB One Stop	8-7000
Health Center		8-1719
Housing, On-campus	Mary Ward Hall	8-1067
Identification Card	SSB One Stop	8-2350
International Students	Adm 450	8-1293
Learning Assistance Center	HSS 348	8-1993
Learning Disabilities Services	TEMP I-2	8-2472
Library		8-1854
Locker Rooms, Men	Gym 120	8-2243
Locker Rooms, Women	Gym 122	8-1164
Lost & Found Campus Police		8-2306
Parking & Transportation	CORP YD	8-1441
Registrar	SSB One Stop	8-2350
Religious Groups	HSS 128	8-2171
S.A.F.E. Place	SSB 205	8-2819
Sam Trans		800-660-4287
Shuttle Bus Services	CORP YD	8-1441
SF MUNI		673-6864
Soccer, Men's	Gym 211	8-7571
Soccer, Women's	Gym 204	8-1804
Softball	Gym 202	8-1063
Sports Information	Gym 208	8-1579
Student Programs Office	SSB 105	8-2171
Testing Center	Adm 152	8-2271
Touch Tone	SSB One Stop	8-7000
Touch Tone Helpline	SSB One Stop	8-3333
Track & Field, Women's	Gym 206	8-2707
Training Room	Gym 120 C	8-1576
Village at Centennial Square	750 Font	5-8000
Volleyball, Women's	Gym 209	8-6139
Wrestling	Gym 112	8-2301

GOOD THINGS TO KNOW

New student-athletes, especially those from out of the area, often have many questions about some basic services. This section of the Handbook has been developed to answer some commonly asked questions about the Bay Area.

Airlines - San Francisco International Airport (SFO) 650-821-8211
Millbrae, near the Hwy 101 & Hwy 380 intersection. 20 minutes from campus
Services all major airlines

Oakland International Airport 510-577-4000
Oakland, Hwy I-880 at Hegenberger Road. 40 minutes from campus.
Services Shuttle, minor and some major airlines

Airport Shuttles - SFO Transportation Hotline 1-800-736-2008
AirBART - BART to Oakland Airport
AirBART – BART to SFO

BART (Bay Area Rapid Transit) www.bart.gov 415-992-2278
BART services San Francisco, Alameda, Contra Costa and Northern San Mateo counties through five interconnected rail lines and 39 stations. Fares vary according to distance traveled.

BART operates:

Mon - Fri 4:00 am - midnight
Saturdays 6:00 am - midnight
Sundays 8:00 am – midnight

MUNI (SF Municipal Railway) www.sfmuni.com 415-673-MUNI
MUNI Service operates 24 hours daily

Caltrain www.caltrain.com 1-800-660-4287
Train service between San Francisco and San Jose, with commuter service to Gilroy and Mountain View.
Operates M – F 5:00 a.m. – 1:30 p.m. Weekend service limited stop.

Golden Gate Transit www.goldengatetransit.org 415-923-2000
Bus service between San Francisco, Sonoma and Western Contra Costa

SamTrans www.samstrans.com 1-800-660-4287
San Mateo County Bus Service

Amtrak www.amtrak.com 1-800-872-7245
Train service nationwide

