ACADEMIC CALENDAR

FALL 2009 SEMESTER

August 17   Classes Begin
August 28   Last day to drop full-semester course with full refund
September 4  Last day to add 14-week course
September 5  Labor Day recess begins, 7:00 a.m.
September 8  Labor Day recess ends, 7:00 a.m.
September 11 Last day to withdraw from 14-week course with full refund
October 9   Last day to withdraw from full-semester course without instructor permission
October 16  Faculty In-Service (no classes)
November 6   Last day to withdraw from full-semester course with instructor permission
November 11  Veteran’s Day observed (campus closed)
November 13  Deadline to apply for Fall 2010 Graduation
November 25  Thanksgiving recess begins, 12:00p.m.
December 1  Thanksgiving recess ends, 7:00 a.m.
December 3   Last Day of Classes (TR)
December 4   Last Day of Classes (MWF)
December 7-12 Final Exams
December 18 Grades Due, 12:00 p.m.
December 21 Grades can be viewed online

SPRING 2010 SEMESTER

January 11 Classes Begin
January 18  Martin Luther King Day (campus closed)
February 15  President’s Day (campus closed)
March 15   Spring Break begins, 7:00 a.m.
March 22   Spring Break ends, 7:00 a.m.
March 26    Music Contest (no day classes; night classes will meet)
April 15    Faculty Work Day (no day classes; night classes will meet)
May 4   Last Day of Classes (TR); Last meeting for Tuesday night classes (one time a week classes)
May 5    Last meeting for Wednesday night classes (one time a week classes)
May 6    Last meeting for Thursday night classes (one time a week classes)
May 7   Last Day of Classes (MWF)
May 8   Last meeting for Saturday classes (one time a week classes)
May 10-13 Final Exams
May 15    Commencement
May 17    Last meeting for Monday night classes (one time a week classes)
May 19   Grades Due, 12:00 p.m.

INTERSESSION 2010

May 17  Classes Begin
May 31   Memorial Day (campus closed)
June 4   Last Day of Classes
June 8   Intercession Grades Due, 12:00 p.m.

SUMMER 2010 SEMESTER

June 7   Classes Begin
July 5   Independence Day (campus closed)
July 15   6-week session ends
July 19   6-week Grades Due, 12:00 p.m.
July 29   8-week session ends
August 2   8-week Grades Due, 12:00 p.m.
Non-Discrimination Notice

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above is the College Affirmative Action Officer, Tasha Welsh, Office - Administration 133-E, telephone number (636)797-3000/942-3000, ext. 157. The Americans with Disabilities Act (ADA) coordinator for students is Sundaye Harrison, Office - Library 110, ext. 169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Patricia Loomis, Office - ASII408, telephone number (636)797-3000/942-3000, ext. 349

Copies of the Jefferson College Board of Trustees “Procedure for Resolving Complaints of Discrimination” may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.

Accreditation

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

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

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

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

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

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

Have a great year!

Sincerely,
Jason J. Hardner
Student-Athlete Success Coordinator
Table of Contents

INTRODUCTION .......................................................... 4-10
  Mission Statement
  Vision
  Facts About Jefferson College
  Welcome from the President
  Coaching Staff & Support Staff
  Message from the Director

STUDENT ATHLETE SUCCESS PROGRAM .......... 11-12
  Mission
  Study Hall program
  Advising
  Compliance

ACADEMIC POLICIES & PROCEDURES ............ 12-16
  Academic Integrity
  Class Attendance
  Plagiarism
  Advisement
  Registration
  Types of Degrees
  Selecting a Major
  Starting Strong
  Academic Probation, Suspension & Readmission
    Guidelines
  Financial Aid Guidelines as They Pertain to
    Satisfactory Progress
  Grade Appeal Process

HOW TO CALCULATE YOUR GPA .................. 15
MANAGING YOUR SCHEDULE ....................... 17

NJCAA ELIGIBILITY REGULATIONS ............. 18-20
  Keeping Your Amateur Status
  Eligibility
  Determining Your Qualifier Status
  Transfer as Qualifier/Non-Qualifier

SCHOLARSHIPS ....................................................... 21
FINCANCIAL AID ..................................................... 22

HEALTH & TREATMENT ................................. 23
  Sports Medicine
  Health Insurance
  Physical Examinations
  On-Campus Counseling Services

DRUGS, ALCOHOL, AND FIREARMS POLICY ... 23-24
  Drug Testing

INTERNATIONAL STUDENT-ATHLETE ............ 25

CAMPUS RESOURCES ............................................ 26-27
  Library Services
  Learning Center
  Academic Support Services
  Assessment Services
  Instructional Services
  Math Lab
  Writing Lab
  Disability Support Services
  Career Development
  Student Activities
  Viking Volunteer Opportunities

CAMPUS DIRECTORY ............................................ 28

ATHLETIC DEPARTMENT DIRECTORY ............. 29

LOCAL RESOURCES .............................................. 30-31

15 TIPS TO BE SUCCESSFUL ....................... 32

ACADEMIC EXCELLENCE ................................. 33-35
  NJCAA Distinguished Academic All-American(s)
  NJCAA Academic All-American(s)
  Harold Oetting Mccac Academic Award
  Njcaa Academic Team-of-the-Year
  Outstanding Male Student-Athlete Award
  Outstanding Female Student-Athlete Award
  Never Give Up Award
  National Alliance of Two-Year Athletic
  Administrators Scholar Athlete Award

STARS INFORMATION ........................................... 36

OBJECTIVE BASED STUDY HALL .................... 37-40
  Time, Day, & Place
  Study Hall Rules
  Tutoring
  Gpa Requirements
  Appointment Guidelines

FORMER VIKINGS MOVING ON ...................... 41

2009-2010 JEFFERSON COLLEGE STUDENT-
ATHLETES & CHEERLEADERS ...................... 42-43

WEEKLY CALENDAR .............................................. 44-95

References Used Throughout Handbook

- NJCAA 2008-2009 Handbook and Casebook
- NCAA 2008-2009 Guide for the College-Bound Student- .... Athlete
  Boston/New York: Houghton Mifflin Company
- NCAA Transfer 101 for Divisions I/II/III
fansonly.com/schools/naia/member-services/pubs/hand...........
JEFFERSON COLLEGE MISSION, VISION, AND VALUES

JEFFERSON COLLEGE MISSION STATEMENT

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

VISION

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

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

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

VALUES

We Value …

✓ Student Growth
  • Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning
✓ Student Mastery of Skills
  • Mastery of intellectual and technical skills that will ensure career success
✓ Student-Centered Services
  • A supportive and effective higher educational environment that enhances student learning
✓ Diversity
  • Preparation of students for excelling in a world of cultural and intellectual diversity
✓ Assessment
  • The use of assessment for continued student, personnel, and program improvement
✓ Shared Governance
  • Enlightened and shared governance of the institution
✓ Professional Growth
  • Continued professional growth within the college community that supports effective teaching and competent services
✓ Academic Freedom
  • Academic freedom that challenges students and welcomes diversity of thought and discussion
✓ Community Service
  • Leadership in the cultural, educational, economic, environmental, and social development within the community
Facts about Jefferson College

Jefferson College Established: 1963
Mascot: The Viking
Enrollment: 6,437 unduplicated students / 108,500 total credit hours
Colors: red, white, and Columbia blue
Conference: MCCAC (Missouri Community College Athletic Conference)
President: Dr. Raymond Cummiskey
Athletic Director: Doug Stotler
NJCAA Region: XVI
Head Volleyball Coach: Aida Antanaviciute
Location: Highway 21 - just 2 miles north of Hillsboro, Missouri and 23 miles south of St. Louis

Our Home

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

Good luck, and go Vikings!

Dr. Raymon Cumniskey
President
Jefferson College
Coaching Staff & Support Staff

Athletic Director
Doug Stotler

COACHING STAFF

Head Women's Volleyball
Aida Antanaviciute

Head Men's Baseball
Sam Carel

Head Women's Basketball
Kevin Emerick

Head Women's Softball
Tony Cook

Head Men's Soccer
Ricardo Garza

Head Coach Cheerleading
Justin Barton

SUPPORT STAFF

Fieldhouse Coordinator
Marie Self

Athletic Director Secretary
Debbie Maples

Athletic Secretary
Debbie Gurnow

Student Athlete Success Coordinator
Jason Gardner

Athletic Trainer
Gregg Crain

Equipment Manager
Mike Gentry
Welcome to Jefferson College! As you embark on your college athletics journey please know that our entire campus is here to enhance success in your sport and in your academic pursuit. Why? Jefferson is recognized as one of the premier colleges among the entire NJCAA and our institution is very proud of this distinction! The commitment that has been made by athletes of the past combined with the purpose driven mission of Jefferson College has allowed Jefferson Athletics to produce an NJCAA National Title, numerous NJCAA National Tournament appearances, NJCAA Region XVI Championships, MCCAC Conference Titles, scores of Academic All Americans and All Americans by Sport, and countless All Region XVI and MCCAC individual award winners.

Now it is your turn! With this opportunity to be an integral part of one of the preeminent colleges and athletics programs in this country come a major responsibility to continue the Jefferson College Athletics legacy. You have already proven that you were up to the academic and athletics challenges of the past. We are extremely glad that you are now part of the Viking family and it is with enthusiastic anticipation that we await your personal contribution to Jefferson College. Embrace the challenges that are ahead of you knowing that Jefferson College is proud to support your efforts!
STUDENT ATHLETE SUCCESS PROGRAM

MISSION

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

STUDY HALL PROGRAM

The Office of Student Athlete Success utilizes a program known as Objective Based Study Hall which is a learning tool you will find at many Division I institutions across the country. Through weekly individual appointments with our new and at-risk student-athlete population, student needs and concerns can be assessed. At the same time, students are setting objectives and goals to accomplish coursework and build necessary time management and organizational skills to empower their success. In this way, the weekly appointment and required study hall work together in helping students accomplish weekly objectives and learn more about their learning style. The focus isn’t geared towards just finishing study hall hours, but what the student actually accomplished while in the study table environment. Thus, there are incentives for meeting weekly objectives. These incentives could be something like reduced study hall hours or increased supplemental instruction. Our students and coaches have real-time access to required study hall hour completion. More information can be found on Page 34.

ADVISING

The student-athlete at Jefferson College has every opportunity to succeed both in the classroom and on the playing field. Of course, critical to maintaining athletic eligibility is the advising process where personal strengths and weaknesses must be identified. Our goal is for every student-athlete to achieve the necessary requirements for an Associate’s Degree leading to a transfer to a four-year institution where they can choose to continue to compete. However, we realize each student learns at a different pace and has various career goals and aspirations. Therefore, selecting a major area of study is important, but it is equally as important to make sure each student-athlete is progressing academically by improving their learning styles. Student Athlete Success has programs in place to help the at-risk student-athlete population and our most academically gifted when choosing what path is right for them. The student-athlete can feel comfortable asking questions and receiving the proper help in accomplishing their goals. The Office of Student Athlete Success receives 6, 8, and 10 week grade reports. In addition, random class checks are performed to monitor attendance. The college has instituted an Early Alert System which provides advisors with up-to-date information concerning a student’s grades or lack of attendance.

COMPLIANCE

As a comprehensive program, the Student Athlete Success Coordinator takes on the responsibility of monitoring the academic eligibility of the student-athlete. There are very few community colleges in the country which have a staff member serve in a dual role as the primary advisor and compliance officer for academics. The SAS Coordinator is responsible for working with the college Registrar and Athletic Director when submitting the eligibility information to the NJCAA prior to an athlete competing in their sport. Jefferson College has found this format to be extremely useful because it provides for no conflict of interest by separating athletics and academics. The Office of Student Athlete Success is part of Student Services and is located within the Advising and Retention Center (ARC).
LOCATION

The Office of Student Athlete Success is located on the 2nd floor of the Student Center directly across from the Office of Student Development. Located directly outside the Office of Student Athlete Success is an area for student study. Computer access is also available in the Career Development area.

MENTOR PROGRAM

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

ACADEMIC POLICIES & PROCEDURES

ACADEMIC INTEGRITY

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

CLASS ATTENDANCE

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

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

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

Plagiarism includes but is not limited to the following:
1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor.
3. Borrowing materials from any source-professional or amateur—and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

Cheating

Cheating involves dishonest acts committed while being tested or evaluated but is not limited to the following:
1. Copying from another person’s test or assignments.
2. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course’s required work—unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying or somehow obtaining a test from an instructor’s work area or computer files.

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

Advisement

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

Registration

All student-athletes at Jefferson College are required to meet with the Student Athlete Success Coordinator for scheduling prior to registering for classes. Unlike the traditional student, student-athletes have an athletic hold on their file which prevents them from registering themselves. Why? We want to ensure our student-athletes are taking the minimum of (12) credit hours which is full-time status. Anything below (12) credit hours could result in the student-athlete being ineligible or the team having to forfeit games. Registration usually begins towards the middle of November for spring classes and in April for summer and fall courses. Jefferson College is an open admissions institution which means there are virtually no registrations deadlines until classes formally begin each semester.

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

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

Category 3: All other students, transfer students, or students who failed to register during the priority registration periods may begin to register.

In addition to the registration process, you will be asked during your first advising session if you would like to fill out the Release of Information Form available at the registration counter, cashier, Jefferson College – Arnold, and on STARS. This form allows your parents, spouse, or anyone else to have access to your academic and/or financial records. The Athletic Department also has a similar form they will ask you to fill out in the fall. These two forms are in the process of becoming one single form to meet FERPA guidelines.
Types of Degrees

Associate of Arts (AA)
Hours Required for Graduation = 62
Maximum Hours Allowed = 93

Associate of Science (AS)
Hours Required for Graduation = 62
Maximum Hours Allowed = 93
*This is an engineering option towards transfer to the University of Missouri – Rolla

Associate of Applied Science (AAS)
Hours Required for Graduation = 62-72
Maximum Hours Allowed = 108
AAS in Nursing = 77

Selecting a Major

Declaring a major is always one of the highlights for every student attending college. A major course of study allows each student to concentrate on a particular emphasis leading to career and personal satisfaction. Jefferson College is a two-year community college offering Associate of Arts, Associate of Science and Associate of Applied Science Degree programs. Since most student-athletes will pursue the Associate of Arts Degree for transfer purposes to a four-year institution it is important to identify a major of concentration, but more importantly select courses leading towards graduation.

The Student Athlete Success Coordinator along with the other advisors in the Advising and Retention Center (ARC) will work with the student-athlete to match personal interests to career aspirations. Some student-athletes will leave Jefferson College still undecided on a plan of study but most will have to commit to a major by their 5th full-time semester, which is usually their first semester at the four-year institution. There are resources in place which will help accommodate a student’s search for a major (i.e., Academic Career Center, Choices©, Career Exploration course). Choosing different course paths while at Jefferson College is commonplace for most first and second-year students. It is the goal of the Student-Athlete Success Program for each student to leave Jefferson College aware of his/her career choice, and have the understanding how to pursue it further.

Starting Strong

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

Adding, Dropping & Withdrawing from Classes

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

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

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

1. (62) Semester hours of college credit with at least (24) of those being completed at Jefferson College if you were a transfer student-athlete.
2. Successful completion of the General Education Requirements for your specific degree program. Typically (42) credit hours for the Associate of Arts (AA) and Associate of Arts in Teaching (AAT). The Associate of Science (AS) requires (48) and the Associate of Applied Science (AAS) requires (18) credit hours.
3. Completion of Intro to College Success (COL 101) or Mastering the College Experience (GUD 136) with a “D” or better.
4. Completion of a computer literacy course with a grade of “C” or better.
5. Cumulative GPA of 2.0 or better for the AA, AS, and AAS degrees. Students must have a 2.5 or better to earn the AAT.

6. Certification of a candidate for a degree by the Registrar. Students will typically begin filling out the Application for Graduation and pay the $40 fee in March for spring graduation, early June for summer graduation, or October for winter graduation.
7. The purchase of your cap and gown from the bookstore. All student-athletes available to walk at spring graduation are expected to do so.
8. Successful completion of the exit exam assessment as required by the college. The dates for the exit exam will be provided to you when you submit the Application for Graduation.

Academic Probation, Suspension & Readmission Guidelines

Not all students who enroll at Jefferson College will achieve at the same level, and no policy of the College is intended to discourage any sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation. A student is considered to be making minimum progress if he or she has a cumulative grade point average as follows:

- After 10 hours of course work have been attempted - 1.50
- After 20 hours of course work have been attempted - 1.60
- After 30 hours of course work have been attempted - 1.75
- After 40 hours of course work have been attempted - 1.85
- After 50 hours of course work have been attempted - 2.00

A student whose progress falls below minimum requirements is placed on academic probation. If the student has not removed the probation by the end of the following semester, the student is automatically suspended for one semester. The student may appeal his or her suspension by meeting with the Dean of Student Services. If the student is readmitted and again falls below minimum requirements, the student will again be suspended. After the second suspension the student may be readmitted only upon recommendation from the Student Conduct and Scholastic Appeals Committee.

Procedures for petitioning the Student Conduct and Scholastic Appeals Committee are available from the Dean of Student Services.

HOW TO CALCULATE YOUR GPA

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

Example:
- ENG 101 = 3 hrs
- BIO 101 = 5 hrs
- SPD 105 = 3 hrs
- HPE 138 = 2 hrs
- MTH 128 = + 3 hrs = 16 hrs

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Points</th>
<th>Class</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>ENG 101</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>BIO 101</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>SPD 105</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>HPE 138</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTH 128</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

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

\[
\frac{50 \text{ Q-pts}}{16 \text{ cr hrs}} = 3.12 \text{ GPA}
\]
Financial Aid Guidelines as They Pertain to Satisfactory Progress

Federal and state financial aid is intended to assist students as they make successful progress towards completing a degree. Therefore the student carries the responsibility to demonstrate satisfactory academic progress. There are several factors that effect satisfactory academic progress. It is your responsibility to read this information and understand all the variables involved. In turn, Jefferson College has the responsibility of monitoring student progress as follows:

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

The policy is based upon cumulative numbers, including non-degree hours attempted, and is applied consistently to all federal and state Student Financial Aid programs. The policy is applied equally to new, continuing and transfer students. All students are required to meet the cumulative requirements to be eligible to participate in the federal and state financial aid programs administered by Jefferson College.

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

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

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

➢ Can I get state and federal financial aid funds reinstated?
A student will regain eligibility to participate in the financial aid programs, upon coming into compliance with the cumulative coursework attempted and GPA requirements as specified above.

➢ Student’s right to appeal financial aid suspension
In the event of extenuating circumstances, the student may request to be continued in the financial aid program through a written appeal to the Director of Admissions and Financial Aid. The Financial Aid Appeals Committee will review all written appeals and notify the student of the results. Further instructions related to the appeal process will accompany the letter of suspension.

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

Grade Appeal Process

Informal Grade Appeal Resolution

Upon receipt of the grade in question, the appellant (student) shall immediately contact the instructor of record to determine why the discrepancy exists between the grade expected and the grade received. This contact should be in person whenever possible, and every effort should be made by both parties to satisfactorily settle the matter at this level.

Formal Grade Appeal Review Process

If the issue cannot be settled on an informal basis to the satisfaction of both parties, the appellant shall: Contact the instructor of record in writing within five school days of receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall respond in writing within two school days following receipt of the written appeal, documenting the reason(s) for the determination of the grade.

If the appellant is convinced the issue has not been justly resolved, he/she must file within two school days of receipt of the instructor’s decision, a written appeal of the decision with the appropriate Dean. The Dean will review the written statements of the appellant and the instructor of record. The Dean will inform the appellant in writing of his/her decision within two school days.

If the appellant remains unsatisfied, he/she must, within two school days from receipt of the Dean’s decision, file a written appeal with the Chief Academic Officer. The Chief Academic Officer will review all written statements and documentation and will pursue any other means deemed necessary to reach a decision on the appeal. The Chief Academic Officer will, within two school days from receipt of the appeal, inform the student and the instructor of record in writing of his/her decision. The decision of the Chief Academic Officer is final.
MANAGING YOUR SCHEDULE WORKSHEET

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

<table>
<thead>
<tr>
<th>Hrs/Wk. Work</th>
<th>Recommended Hrs/Wk IN CLASS</th>
<th>Estimated Hrs/Wk STUDY TIME</th>
<th>Total Hours/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>6</td>
<td>12</td>
<td>58</td>
</tr>
<tr>
<td>30</td>
<td>9</td>
<td>18</td>
<td>57</td>
</tr>
<tr>
<td>20</td>
<td>12</td>
<td>24</td>
<td>56</td>
</tr>
<tr>
<td>10</td>
<td>15</td>
<td>30</td>
<td>55</td>
</tr>
<tr>
<td>0</td>
<td>18</td>
<td>36</td>
<td>54</td>
</tr>
</tbody>
</table>

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

**Figure out your time:**

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

Credit hours you are enrolled in ________ + ________ hours of study time (multiply credit hours by 2)

For a total college commitment of ________ hours per week

  + Work hours per week ________

  = ________ fixed time commitments/wk
NJCAA ELIGIBILITY REGULATIONS

KEEPING YOUR AMATEUR STATUS
(From ARTICLE V, SECTION 11 of the NJCAA Handbook & Casebook 2008-2009)

You are an amateur if:
  a. You are playing for the physical, mental or social benefits from competition
  b. You are not using sport as a source of meeting financial needs

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

You are not permitted to:
  1. Receive money except for normal expenses relating to your sport.
  2. Provide lessons on a fee-for-lesson basis.
  3. Teach or coach physical education classes at Jefferson College.
  4. Receive payment for teaching your sport if the employment is arranged by Jefferson College or someone associated with the program.
  5. Play a professional sport except for the first (90) days in Baseball.
  6. Have a scheduled try-out with any professional sport franchise until your eligibility is over.
  7. May not be represented by an agent while playing the sport as an amateur.
  9. Play in the A League of Professional Soccer

ELIGIBILITY
(From ARTICLE V, SECTION 3 & 4 of the NJCAA Handbook & Casebook 2008-2009)

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

THINGS YOU NEED TO KNOW TO BE ELIGIBLE

1. You must be making satisfactory progress.
2. You need to maintain (12) semester hours of eligibility during the course of the semester. If you drop below (12) semester hours over the course of the semester you will be immediately declared ineligible.
3. Prior to enrolling for the second full-time semester, you must have passed 12 semester hours with a 1.75 GPA or higher.
4. By the third full-time semester, you must meet one of the following four requirements to maintain your eligibility:
   a. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment
   OR
   b. Pass an accumulation of semester hours equal to 12. This means if you have taken 3 semesters of full-time enrollment you should have passed 36 semester hours (3 x 12 = 36)
OR

c. A first season participant (One who has been red-shirted/non-participant in first year as full-time student) must have passed an accumulation of 24 credit hours with a 2.00 GPA or higher for the INITIAL TERM of participation, regardless of previous term or other accumulation requirements (This only establishes eligibility for the initial term, not terms thereafter.)

OR

d. A second season participant (One who has been red-shirted/non-participant in first year as full-time student) must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements.

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

WHAT DETERMINES YOUR QUALIFIER STATUS

(From the 2008-2009 Guide for College Bound Student-Athlete)

Upon completion from high school your parents, coach, or high school counselor should have submitted this information to the NCAA Clearinghouse on your behalf if you intended on beginning at a four-year institution. Not completing one of the following or simply not supplying the information to the clearinghouse can designate you as a non-qualifier out of high school. The following is what determines your qualifier status:

• Graduate from high school;
• Complete these 14 core courses (16 core courses beginning 2009)
  - 4 years of English
  - 2 years of math (algebra 1 or higher)
  - 2 years of natural or physical science (including one year of lab science if offered by your high school)
  - 1 extra year of English, math or natural or physical science
  - 2 years of social science
  - 3 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
• Earn a minimum required grade-point average in your core courses; and
• Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale on this page (for example, a 2.400 core-course grade-point average needs an 860 SAT).

TRANSFER AS A QUALIFIER/NON-QUALIFIER

(From the NCAA Division I/II/III 2007-2009 Transfer Guide & NAIA Webpage)

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

DIVISION I

A student-athlete who transfers to a Division I institution must complete (4) seasons of eligibility within five calendar years from the original date of full-time enrollment at Jefferson College. The “five year clock” as it is referred to does not stop except under special circumstances. If you were considered a qualifier based upon your high school record you need to be enrolled at Jefferson College for at least one semester. You will also need to complete at least (12) hours of transferable degree credit and maintain a minimum 2.0 GPA.

If you were considered to be a partial or non-qualifier you will need to graduate from Jefferson College and have at least 25% of those hours earned at Jefferson. Partial or non-qualifier status also requires you to complete 48-semester transferable credit hours to meet the NCAA Division 1 (40%) degree rule for student-athletes entering their third year of full-time enrollment, maintain a 2.0 GPA, and be in attendance as a full-time student for at least three semesters.

DIVISION II/III

If you are looking to transfer to any Division II or Division III institution you are given more flexibility in completing your seasons of competition. In Division II and III you are given (10) semesters of full-time enrollment to complete your (4) seasons of eligibility. This is best for a student-athlete who might have withdrawn from school or spent time out of school for any reason. If you are thinking of transferring to the Division II level and you were a qualifier, partial, or non-qualifier based on your high school record you need to have been in full-time attendance at Jefferson College for two semesters. You will also be required to graduate with 25% of your credit hours having been earned at Jefferson College OR
have completed an average of (12) semester transferable degree credit hours toward any baccalaureate degree program at the Division II institution for each term that you were enrolled full time with a 2.0 cumulative GPA.

Transfers to a Division III institution will only be eligible to participate immediately upon transferring if they have not competed at the two year college for two years, have not competed at all, or the student-athlete would have been academically and athletically eligible to compete had he/she remained at the two-year college. Typically, a student-athlete does not meet these requirements; therefore he/she must fulfill a year of residence at the Division III institution.

**NAIA**

A student-athlete from Jefferson College looking to continue his/her playing career on the NAIA level must transfer and be within their first (10) semesters of attendance as a full-time student. A transfer student-athlete entering their third season of competition transferring to the NAIA level must have 48 transferable semester credits and will have two years of eligibility remaining.

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

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

a. First, a student-athlete must have completed (24) semester hours of transferable degree credit at Jefferson College with at least a 2.0 GPA. Secondly, one full calendar year must elapse since the original transfer from the four-year college. Third, the student-athlete must have graduated from Jefferson College and if the student-athlete attended more than one community college 25% of his/her degree requirements should have been earned at the two-year institution where the degree is being awarded.

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

c. A student-athlete is eligible to compete if:

i. The four-year institution did not sponsor the sport he/she competes in and no other college attended sponsored the same sport.

ii. The student-athlete is a qualifier based upon his/her high school record.

iii. (24) semester hours of transferable credit with a minimum 2.0 GPA

iv. (12) semester hours of transferable credit were met at Jefferson College every semester the student-athlete was enrolled full-time.

v. The student-athlete spent at least two semesters as a full-time student at Jefferson College.

**DIVISION II**

All the rules mentioned above for Division II under “2-4” transfer rules apply to the “4-2-4” transfer rules regardless of whether the student-athlete attended one or more four-year institutions prior to transferring to Jefferson College.

**DIVISION III**

If you participated at the four-year institution then transferred to Jefferson College and would like to transfer to a Division III institution you must be academically and athletically eligible had you remained at the previously attended four-year institution, or (24) hours of earned transferable credit and (2) semesters must have been spent at Jefferson College.

**NAIA**

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

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

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

The NJCAA Permits a Student-Athlete to Receive:

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

The NJCAA Does Not Permit a Student-Athlete to Receive:

1. Any type of assistance in cash or in kind gifts which is not provided by Jefferson College. However, you may receive assistance from someone whom you are a naturally or legally dependent
2. Allow family members of the student-athlete to receive cash or in kind gifts
3. Engage in employment where remuneration is greater or work required is less of others in similar employment
4. Any annual awards totaling more than $200.00

Jefferson College Can Cancel a Grant-in-Aid According to the NJCAA for the Following Reasons:

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

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

Baseball = 24 (grants-in-aid of any kind)
# of grants-in-aid for Non US Citizens = 6

Women’s Basketball = 13 (grants-in-aid of any kind)
# of grants-in-aid for Non US Citizens = 4

Men’s Soccer = 16 (grants-in-aid of any kind)
# of grants-in-aid for Non US Citizens = 4

Softball = 16 (grants-in-aid of any kind)
# of grants-in-aid for Non US Citizens = 6

Volleyball = 13 (grants-in-aid of any kind)
# of grants-in-aid for Non US Citizens = 3

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

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

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

The new Athletic Director at Jefferson College, Doug Stotler, is the former Head Men’s Basketball Coach at Lewis & Clark Community College where he compiled a career record of 310-192. In 2007, his team finished fourth in the country. Mr. Stotler began his career as an assistant men’s coach at Jefferson during the 1985-1986 season.
FINANCIAL AID

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

For those student-athletes not on full or partial scholarship, taking advantage of federal student aid is the smart decision and the best way to assure yourself with the piece of mind in knowing your education is secure and help is on the way. Jefferson College recognizes the Federal Pell Grant, Federal Stafford Loans, and also participates in the Federal College Work Study Program along with other various scholarship and state of Missouri programs.

The Office of Financial Aid is open regularly from 8 a.m. – 7 p.m. Monday through Thursday and 8 a.m – 4:30 p.m. on Friday in the Student Center to answer any questions and to assist students/parents in completing FAFSA materials. In addition, there are designated computer work stations for all your financial aid needs.

You are eligible to apply and receive Federal Student Aid if:

1. You are a U.S. citizen or eligible non-citizen with a valid social security number
2. Earned a high school diploma, GED, or have passed an approved Ability-to-Benefit (ATB) test
3. If male, you are registered with the Selective Service
4. Making satisfactory academic progress
5. Not in a default on any federal student loans
6. Do not owe an overpayment of any federal grants
7. Have not been convicted of a drug felony
8. Not incarcerated in a federal penitentiary

Students can pick up a FAFSA at the Financial Aid Office or visit www.fafsa.ed.gov or www.studentaid.ed.gov to fill out the form on-line.
Health and Treatment

Sports Medicine

Jefferson College oversees the day to day injuries and care of our student-athletes. The Training Room is located on the lower level of the Fieldhouse. Any student-athlete requiring care or services beyond what the institution can provide will be asked to seek additional treatment relating to their sports injury. This includes any of the sports medicine facilities or hospitals located in the St. Louis metro/Hillsboro area. All injuries should be reported in a timely matter to your respective coach.

Health Insurance

Jefferson College is dedicated to providing the best insurance coverage available for any athletic related injuries to our student-athletes. This insurance is deemed supplemental, meaning our coverage will take on any excess coverage to your policy that you currently carry. More information will be made available to you by the athletic department prior to your first practice. If you have any questions contact your coach.

Physical Examinations

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

On-Campus Counseling Services

Counseling services are provided through a COMTREA Counselor available on campus. This service is for all students and sessions are available through appointment. The counselor can be found on the 2nd floor of the Student Center across the hall from the Advising and Retention Center (ARC). If you require services please contact ext. 233 during regular office hours. Students can also use the 24-hour Crisis Hotline Number of 1-800-811-4760, provided by Behavioral Health Response.

Drugs, Alcohol, and Firearms Policy

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

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

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

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

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

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

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

Beginning in fall 2008, Jefferson College began administering drug testing for all student-athletes. Random testing will occur throughout the academic year. This new program was put into place to safeguard against illegal drug use on the Jefferson College campus and ensure our student-athletes are maintaining a healthy lifestyle. All testing will be administered by a qualified testing service provider. Random checks by K-9 police officers will occur in student housing throughout the year.

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

The term “student-athlete” includes all members of Jefferson College sanctioned intercollegiate teams and all members of the Jefferson College Viking Cheerleaders. All recruits and their families shall be informed, in writing, of the Athletic Department Drug Testing Policy. Each student-athlete or, in the case of persons under the age of eighteen (18) years, the parent or guardian must sign a Consent for Drug Testing form and HIPPA release form prior to final admission to the Jefferson College Athletic Program. A total of 5% of each team will be tested each month during the academic year. When there is reasonable suspicion of drug use, testing will be made on the basis of objective facts and circumstances that are consistent with the effects of drug use.

All testing will be handled through the College’s testing service provider, which is responsible for privacy safeguards and chain of custody procedures. Student-athletes will be notified in writing no more than 24 hours in advance of the testing. The student-athlete shall receive a Notification of Drug Test form to sign and date on the day of the testing and shall be transported to the testing facility by a designated member of the College staff. Failure or refusal of any student-athlete to sign the Notification of Drug Test form, failure to show up at the prescribed time, or failure to complete the testing shall result in ineligibility to participate in the Jefferson College Athletic Program. The Athletic Director shall develop legally sufficient forms necessary to carry out this program including a Consent Form and a Notification Form of the drug testing: Athlete; Head Coach; Athletic Trainer; Athletic Director; Dean of Student Services; Parents

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

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

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

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


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

a. Immediate dismissal from the Jefferson College Athletic Program

b. Revocation of all undisbursed athletic financial aid, including room and board


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

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

Approved by the Board of Trustees this 12th day of June, in the year 2008.
Jefferson College welcomes our foreign student-athletes with open arms and we are excited to have you here competing at the highest level of the NJCAA. Of course, being an international student-athlete means you are really taking giant leap in advancing your educational and athletic goals in the United States. Coincidentally, the chance to attend college in the U.S. and participate in collegiate athletics means you’re further from home, friends and family. Therefore, faculty and staff at Jefferson College want to make your experience here as comfortable as possible.

If you had not noticed already Jefferson College is close to the St. Louis metropolitan area, but not close enough for someone with limited exposure to transit or personal vehicles. Unfortunately, Jefferson County currently does not have a transit system in place to provide easy access to the city and the north part of the county or vice versa. Although, a transit company called JC Transit does exist to provide short travel to and from certain stops in the Jefferson County area. Typically, our international students build friendships within the Jefferson College community to associate themselves with each other and the roadblocks and limitations of being in a rural college setting and how to get around them. We have dedicated staff available to help you from time to time with the types of problems you may be faced with. The advantage of being a student-athlete means on occasion you may have greater access to the types of foods and cultural items available to you because you have teammates and a coaching staff willing to help provide exposure to our international communities and stores in the St. Louis metropolitan area.

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

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

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

**Global Foods Market**
421 N. Kirkwood
Kirkwood, MO 63122

For Admissions information please access the Jefferson College International Student Admission Requirements page at [http://www.jeffco.edu/studentservices/admissions/internet.htm](http://www.jeffco.edu/studentservices/admissions/internet.htm).
**Campus Resources**

Jefferson College prides itself on the educational resources we provide to our student population. You’ll find some of the best staff and faculty on campus working in the following areas willing to go the extra mile for you. We highly encourage you to seek out help when you need it and never think for one second you’re going to be unable to succeed. With the help from our campus resources achieving an “A” isn’t out of reach.

**Assessment Services**

The Assessment Services component of the Learning Center offers a variety of testing services for students including placement and exit testing standardized testing, distance learning and make-up testing, learning styles and study skills assessment, and career assessment and counseling.

**Instructional Services**

The Learning Center offers courses which help students develop the basic skills necessary for success in college. A variety of courses are available in the areas of reading, math, English, and study skills. All of the courses are competency based and use self-study learning materials. Students meet with instructors on a one-to-one basis to discuss progress.

**Math Lab**

The Math Lab is located in the Technology Center, Room 209. Students who need help with courses ranging from Basic Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Lab.

**Writing Lab**

Located in the Arts & Sciences II Building, room 414, the Writing Lab offers students aid in creating, organizing, developing, and revising writing of all kinds. Instructors interested in current research are on duty to suggest positive ways writing can be more communicative. Computers with Internet access are available.

**Disability Support Services**

Students with disabilities can utilize support services offered by Disability Support Services by registering with the program coordinator. A student must provide documentation of a disability from a qualified professional in a timely manner to receive accommodations. An Assistive Technology Center is available for students who require adaptive technology and/or additional resources.
CAREER DEVELOPMENT

The staff of the Career Development Office provides information on career awareness and exploration, occupational information, educational program selection, and further educational opportunities. Career information is organized in a convenient manner and is presented in a variety of forms including a library of educational literature on transfer institutions, career-technical programs, and career choices. Assistance is provided to empower students in locating information necessary in making educated decisions concerning majors, transfer institutions, and career choices.

STUDENT ACTIVITIES

Involvement in student organizations is an important part of the college experience. Students gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference on campus and in the community. Ambassadors, Environmental Alliance, Phi Theta Kappa, and Student Senate are just a few of the numerous chartered organizations at Jefferson College.

VIKING VOLUNTEER OPPORTUNITIES

Jefferson College advocates making service an integral part of a student’s education at the college by creating an expectation of service as an important component of the higher education experience. Students can be placed into volunteer opportunities which integrate and link service with academic study and leadership.

Helpful Hints 101

*Don’t sit in the back of class.*
*Students who sit in the back of class have less of a chance of actually forming a personal relationship with the instructor. In addition, the instructor is less likely to know your name and not see you as likely to participate in discussions.*
# CAMPUS DIRECTORY

Telephone: (636)797-3000/942-3000  
TDD users: (636)789-5772 (Hillsboro); FAX (636)789-5103

## JEFFERSON COLLEGE HILLSBORO CAMPUS

<table>
<thead>
<tr>
<th>AREA</th>
<th>PHONE EXT.</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>257</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Admissions</td>
<td>217</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>164</td>
<td>Mon.-Thurs.: 8 a.m.-8 p.m. Fri.: 9 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>251</td>
<td>Mon. &amp; Tues.: 8 a.m.-6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. &amp; Thurs.: 8 a.m.-4:30 p.m. Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Special hours at beginning of each semester &amp; during buy back times.</td>
</tr>
<tr>
<td>Career Development</td>
<td>215</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>298 or 299</td>
<td>Mon.-Fri.: 6 a.m.-6 p.m.</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>280</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>200</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>212</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Food Service</td>
<td>255</td>
<td>Mon.-Fri.: 7:30 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Career Education Snack Bar</td>
<td></td>
<td>Mon.-Thurs.: 7:30 a.m.-2 p.m. Fri.: 7:30 a.m.-1:30 p.m.</td>
</tr>
<tr>
<td>Learning Center</td>
<td>155</td>
<td>Mon.-Thurs.: 9 a.m.-3 p.m. &amp; 5 p.m.-8 p.m.</td>
</tr>
<tr>
<td>Library</td>
<td>166</td>
<td>Mon.-Thurs.: 7:30 a.m.-9 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri.: 7:30 a.m.-4 p.m. Sat.: 10 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Missouri Baptist College</td>
<td>214 or 242</td>
<td>Mon., Tues. &amp; Thurs.: 8 a.m.-7 p.m. Wed. &amp; Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>at Jefferson College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registrar &amp; Student Records</td>
<td>205</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>STARS Help Desk</td>
<td>234</td>
<td>Mon.-Thurs.: 8 a.m.-9 p.m. Fri.: 8 a.m-4 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat.: 9 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Student Activities</td>
<td>231</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Athlete Success</td>
<td>258</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Housing</td>
<td>636-797-2968</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>281 or 282</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Tuition Payment,</td>
<td>123-Cashier</td>
<td>Mon.-Thurs.: 8 a.m.-8 p.m. Fri.: 8 a.m-4 p.m.</td>
</tr>
<tr>
<td>Automobile Registration</td>
<td></td>
<td>Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>&amp; Parking</td>
<td></td>
<td>Sat.: 8 a.m.-noon</td>
</tr>
<tr>
<td>University of Missouri-St. Louis</td>
<td>243,244,245</td>
<td>Mon.-Thurs.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>at Jefferson College</td>
<td></td>
<td>Fri.: 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Veterans’ Educ. Benefits</td>
<td>210</td>
<td>Mon.-Fri.: 8 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Writing Center</td>
<td></td>
<td>Mon.-Fri.: 9 a.m.-3 p.m.</td>
</tr>
</tbody>
</table>

**NOTE:** Students who have special needs can contact Sundaye Harrison, the 504/ADA Student Contact Representative for students with disabilities, at ext. 169.

Telephone: (636)797-3000/789-3000/942-3000  
TDD users: (636)789-5772 (Hillsboro); FAX (636)789-5103
# ATHLETIC DEPARTMENT DIRECTORY

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Stotler</td>
<td>Director of Athletics</td>
<td>386</td>
</tr>
<tr>
<td>Aida Antavanviciute</td>
<td>Volleyball Coach</td>
<td>390</td>
</tr>
<tr>
<td>Stephany Dueker</td>
<td>Asst. Volleyball Coach</td>
<td></td>
</tr>
<tr>
<td>Sam Carel</td>
<td>Baseball Coach</td>
<td>385</td>
</tr>
<tr>
<td>Patrick Evers</td>
<td>Asst. Baseball Coach</td>
<td>381</td>
</tr>
<tr>
<td>Tony Underwood</td>
<td>Asst. Baseball Coach</td>
<td>383</td>
</tr>
<tr>
<td>Dave Oster</td>
<td>Asst. Baseball Coach</td>
<td>383</td>
</tr>
<tr>
<td>Dennis Kurtz</td>
<td>Asst. Baseball Coach</td>
<td>383</td>
</tr>
<tr>
<td>Kevin Emerick</td>
<td>Women’s Basketball Coach</td>
<td>387</td>
</tr>
<tr>
<td>Kristin Moore</td>
<td>Women’s Basketball Coach</td>
<td>387</td>
</tr>
<tr>
<td>Anna Fabatz-Emerick</td>
<td>Asst. Women’s Basketball Coach</td>
<td>387</td>
</tr>
<tr>
<td>Mauro “Doc” Carranza</td>
<td>Asst. Women’s Basketball Coach</td>
<td>395</td>
</tr>
<tr>
<td>Tony Cook</td>
<td>Head Softball Coach</td>
<td>379</td>
</tr>
<tr>
<td>Brandy Cook</td>
<td>Asst. Softball Coach</td>
<td></td>
</tr>
<tr>
<td>Charline Johnston</td>
<td>Asst. Softball Coach</td>
<td></td>
</tr>
<tr>
<td>Jeff Melton</td>
<td>Asst. Softball Coach</td>
<td></td>
</tr>
<tr>
<td>Ricardo Garza Jr.</td>
<td>Head Men’s Soccer Coach</td>
<td>397</td>
</tr>
<tr>
<td>Addae Rique’</td>
<td>Assoc. Head Men’s Soccer Coach</td>
<td></td>
</tr>
<tr>
<td>Alex Ochoa</td>
<td>Asst. Men’s Soccer Coach</td>
<td></td>
</tr>
</tbody>
</table>

## SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Self</td>
<td>Fieldhouse Coordinator</td>
<td>391</td>
</tr>
<tr>
<td>Mike Gentry</td>
<td>Athletic Equipment Manager</td>
<td></td>
</tr>
<tr>
<td>Debbie Maples</td>
<td>Athletic Director Secretary</td>
<td>394</td>
</tr>
<tr>
<td>Deb Gurnow</td>
<td>Athletics Secretary</td>
<td>384</td>
</tr>
<tr>
<td>Christina Calentine</td>
<td>Pool Manager</td>
<td>382</td>
</tr>
</tbody>
</table>

## OTHER STAFF/CONTACT #’S

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Barton</td>
<td>Cheerleading Coach</td>
<td>498</td>
</tr>
<tr>
<td>Jason Gardner</td>
<td>Student Athlete Success Coordinator</td>
<td>258</td>
</tr>
<tr>
<td>Fitness Center</td>
<td></td>
<td>392</td>
</tr>
<tr>
<td>Training Room</td>
<td></td>
<td>393</td>
</tr>
</tbody>
</table>
LOCAL RESOURCES

BANKS

In Hillsboro (sampling)

Bank of Hillsboro, 10625 HWY 21,
Hillsboro, MO 63050

Eagle Bank And Trust Company of Missouri, 10596 HWY 21, Hillsboro, MO 63050

First State Community Bank, 4767 HWY B,
Hillsboro, MO 63050

In Festus (sampling)

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

Bank Star of The Leadbelt, 1510 Parkway West,
Festus, MO 63028

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

SHOPPING

In Festus (sampling)

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

In St. Louis (sampling)

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

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

RESTAURANTS

In Hillsboro (sampling)

Hardee’s, 10610 HWY 21, Hillsboro, MO 63050

Imo’s Pizza, 10814 HWY 21, Hillsboro, MO 63050

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

McDonald’s, 10229 HWY 21, Hillsboro, MO 63050

Subway, 10671 HWY 21, Hillsboro, MO 63050

Siam Express, 10308 HWY 21, Hillsboro, MO 63050

ATTRCTIONS

In St. Louis (sampling)

St. Louis Cardinals, Busch Stadium
700 Clark St., St. Louis, MO 63102

St. Louis Rams, Edward Jones Dome
901 N. Broadway, St. Louis, MO 63101

St. Louis Science Center
500 Oakland Ave., St. Louis, MO, 63110

St. Louis Zoo
1 Government Dr., St. Louis, MO 63110

St. Louis Art Museum
1 Fine Arts Dr., St. Louis, MO 63110

City Museum
701 N. 15th St., St. Louis, MO 63103

The Gateway Arch
St. Louis Riverfront, St. Louis, MO 63102
**In Festus (sampling)**

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

Bandana’s Bar-B-Q, 103 S. Truman Blvd, Festus, MO 63028

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

CiCi’s Pizza, 774 S. Truman Blvd, Festus, MO 63028

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

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

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

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

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

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

**HOTELS**

**In Festus (sampling)**

Baymont Inn & Suites, 1303 Veterans Blvd, Festus, MO 63028

Comfort Inn, 1303 Veterans Blvd, Festus, MO 63028

Drury Inn, 1001 Veterans Blvd, Festus, MO 63028

Holiday Inn Express, 1200 Gannon Dr., Festus, MO 63028
15 TIPS TO BE SUCCESSFUL IN THE CLASSROOM

1. Attend every class and be there ON TIME!

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

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

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

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

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

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

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

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

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

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

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

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

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

15. When you have time between classes, use it effectively by completing homework or getting a head start on required readings.
ACADEMIC EXCELLENCE

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

The following students are a perfect example of what it truly means to be a student-athlete. We are proud of their accomplishments!

NJCAA DISTINGUISHED ACADEMIC ALL-AMERICAN(S) 2008-2009
(Sophomores who have maintained an accumulative GPA of 3.8 or better)

CODY STITES - BASEBALL

JENNIFER ELBERT - WOMEN’S VOLLEYBALL

DIANA VOYNOVA - WOMEN’S BASKETBALL

LACEY MCCAUILLA - WOMEN’S VOLLEYBALL

HEATHER KEMPER - WOMEN’S SOFTBALL
NJCAA ACADEMIC
ALL-AMERICAN(S) 2008-2009
(Sophomores who have maintained an accumulative GPA of 3.6 or better)

Kacie Ritter - Women's Volleyball

LaToya Johnson - Women's Basketball

NJCAA ACADEMIC TEAM(S) OF
THE YEAR AWARD 2008-2009

OUTSTANDING FEMALE
STUDENT-ATHLETE
AWARD 2008-2009
(Presented to a student-athlete who is on track to graduate in four full-time semesters with a minimum 3.5 or better GPA, and has participated for two years in their sport.)

Lacey McCaulla - Women's Volleyball

Heather Kemper - Women's Softball

Outstanding Male Student-Athlete Award 2008-2009
(Presented to a student-athlete who is on track to graduate in four full-time semesters with a minimum 3.5 or better GPA, and has participated for two years in their sport.)

No Award Given for 2008-2009
NEVER GIVE UP AWARD
2008-2009
(Presented to a student-athlete who has overcome various academic and/or personal obstacles to make great strides in the classroom and on the field. This student has participated for two seasons in their sport.)

KIRSTI GMEREK - WOMEN'S SOFTBALL

JOSEPH DEMOSTHENE - SOCCER

NATIONAL ALLIANCE OF TWO-YEAR ATHLETIC ADMINISTRATORS SCHOLAR ATHLETE AWARD
2008-2009
(Students qualify by having a 3.6 or better GPA with a minimum of 36 semester hours; Outstanding qualities of leadership and citizenship; Outstanding athletic success and a minimum of honorable mention All-conference or All-region recognition; Participation in at least one year of varsity competition; Spring sport athletes are nominated the following year.)

HONORABLE MENTION
JENNIFER ELBERT - WOMEN'S VOLLEYBALL

HONORABLE MENTION
DIANA VOYNova - WOMEN'S BASKETBALL

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

2006 – 2007  GPA = 2.94
2004 – 2005  GPA = 2.89
**STARS Help Desk: Extension 234**

Check www.jeffco.edu for specific location or categories of courses.

**STARS Help Desk**

Call (636) 797-3000, extension 234

Prompt 1: E-mail assistance
Prompt 2: Login problems, WebCT, or other issues

(\textit{Security Question required to assist with login problems})

**Help Desk Hours**

- Monday - Thursday: 8:00 a.m. - 9:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.
- Saturday (when College is open): 9:00 a.m. - 5:00 p.m.

**WINDOWS**

- Firefox 3.0.5
- Internet Explorer 5.5 SP2 or Better
- Netscape Navigator 4.79; 6.2.3; or 7.0

**MACINTOSH**

- Internet Explorer 5.1
- Netscape 4.79

To see what browser and version your computer is using, connect to the Internet, click on Help in the top toolbar, and then click on ‘About.’ You will see the name and version of the browser in the lower part of the drop down box.

**STARS Help Desk**

Help Desk Hours

- Monday - Thursday: 8:00 a.m. - 9:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.
- Saturday (when College is open): 9:00 a.m. - 5:00 p.m.

**STARS Help Desk**

Call (636) 797-3000, extension 234

Prompt 1: E-mail assistance
Prompt 2: Login problems, WebCT, or other issues

(\textit{Security Question required to assist with login problems})

**STARS**

**Smart Technology And Remote Services**

STARS is a powerful collection of web-based tools that has become the primary communication highway utilized by Jefferson College to relay important information. STARS users receive login information when they apply for admission and have access to features such as e-mail even after graduation or leaving the College.

**HOW TO LOG IN.**

1. Launch your Internet browser*.
2. Go to the College website at www.jeffco.edu and click the STARS logo.
3. Enter your user name and password and click on Login.
4. If you have entered the correct user name and password, you will be on the STARS tab.
5. It’s important to enter a security question into the system should you ever need assistance with your password. Information on the HELP tab in STARS can assist with this process or you may visit any registration site or call the STARS Help Desk (see below).

\*\textbf{AOL users} should log in to AOL first; then minimize it. Next, bring up Internet Explorer and continue to follow the steps above.

\*\textbf{SBC users} must access the Internet directly through Internet Explorer (look for this symbol on the desktop or in the START menu) in order to successfully log on to STARS.
OBJECTIVE BASED STUDY HALL INFORMATION

TIME, DAY, & PLACE

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

All Evening Study Hall will take place in the Career Technical Building (CTB), Rooms 139 & 142 unless the rooms are being used by another group on campus.

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

MONDAY: Anytime during workday in SAS area (8-4:30 PM); 7-9 PM in CTB 139 & 142. (SAS Coordinator does not arrive until 10 AM on Mondays)

TUESDAY: Anytime during workday in SAS area (8-4:30 PM); 7-9 PM in CTB 139 & 142.

WEDNESDAY: Anytime during workday in SAS area (8-4:30 PM); 7-9 PM in CTB 139 & 142.

THURSDAY: Anytime during workday in SAS area (8-4:30 PM); 7-9 PM in CTB 139 & 142.

FRIDAY: Anytime during workday in SAS area (8- 4:30 PM); NO EVENING STUDY HALL

Study hall hours can be earned ANYTIME during regular office hours, 8 a.m. – 4:30 p.m., Monday – Friday, by checking in with a representative on the 2ND floor of the Student Center.

The End-of-the-Week study hall report is typically sent to your coach on Monday or Tuesday of the next week. Team travel may require the report to be sent on a later day.

Study Hall may be changed due to game times or fluctuations with the Student Athlete Success Coordinator or Study Hall Monitor’s schedule. You will receive a notification through STARS and times will be posted on the CEB doors.

STUDY HALL RULES

1. Student-athletes will conduct themselves in a respectful manner at all times while in the study hall environment.

2. Once study hall begins all students must sit quietly and work on assignments. Students studying in groups must have the permission of the study hall monitor prior to working together. If you are working in the Student Center and wish to study in the library or another place on campus you must first seek permission from the representative who checked you in.

3. IF YOU HAVE A SCHEDULED TUTOR APPOINTMENT EACH WEEK YOUR ATTENDANCE IS REQUIRED.

   If for any reason you believe you will miss the tutor appointment it is up to you to let your tutor know ahead of time (preferably before 8 a.m. the day of the tutoring appointment). Repeated absences with a tutor by a student-athlete reported to the SAS Coordinator will result in the coach being contacted. Our tutors are extremely valuable to the overall success of the program and their time is limited. You can ask to be switched to another tutor at anytime if you feel you’re not getting the help you desire. You may also ask for additional tutoring if needed.

4. If you need to go to the library to work in the Learning Center, Assessment Center or do research, permission must be granted from the study hall monitor. Random checks will be conducted to ensure those using the library resources are utilizing their time wisely. You are encouraged to work on assignments needing computer access during the day. There are over 50 computers available to students in the CTB classrooms.
5. MP3 players, iPod’s, and PDA-s are allowed but must be kept at a non-interruptive level. If you are using a laptop computer the same rules apply. **CELL PHONES SHOULD BE TURNED OFF AND KEPT IN YOUR BAG. YOU MUST HAVE HEAD PHONES IF YOU ARE LISTENING TO MUSIC…NO EXCEPTIONS!!!!** If you are asked more than (1) time to turn off your phone or other device, the item will be confiscated by the Study Hall Monitor and kept by the Student-Athlete Success Coordinator. These items will ONLY be returned to the student after a meeting to discuss the proper use of electronic devices during study hall.

6. Talking is aloud at a soft level but only between those who are working together, with a tutor, or sitting closely by each other. The Study Hall Monitor has the right and responsibility to ask you to be quiet if he/she feels you’re being non-productive and a hindrance to those quietly working. If you are asked more than (2) times to work quietly you will be asked to leave immediately. Your time served will be counted in the Objective Based Study Hall Hours but a note will be attached with the study hall report notifying your coach of the dismissal.

7. The Study Hall Monitor will check you in to study hall once you have arrived. Since we are using two rooms with computers, **FOOD ITEMS AND BEVERAGES ARE NOT ALLOWED IN COMPUTER LABS!** There are water fountains located in the building.

8. Internet access at study hall is available in the CTB classrooms and must be used properly and in accordance with Jefferson College guidelines. Improper use of the Internet will have you removed from study hall and a report will be sent to your coach explaining what items you thought were more appropriate to look at than your homework.

9. **UPON EXITING FROM STUDY HALL, ALL TRASH IS TO BE DISPOSED OF AND CHAIRS PUSHED IN.** It is a privilege for us to be able to utilize the CTB classrooms and Student Center 2nd floor, therefore treat these areas and the staff who take care of it with respect.

10. If you are found to have mistreated a staff member the following will take place.
   a. You will have a meeting the next day with the Student-Athlete Success Coordinator to discuss your actions.
   b. Depending upon the severity, your coach may be notified.
   c. If the situation calls for it, a possible meeting with the Director of the Advising and Retention Center or Athletic Director will be arranged.

**TUTORING**

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

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

1. You can request a tutor online through STARS (Student Tab) but it is recommended you do this with the SAS Coordinator or one of the SAS Interns.

2. Just as you check yourself in to study hall, you will be required to do the same when meeting with your tutor. Each tutor will be assigned access to the automated system in STARS to check you in manually. It is your responsibility to make sure your tutor checks you out when your tutoring appointment is finished.

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

4. Students meeting with Professional or Peer Tutors in evening study hall need to make sure they are using the tutor’s time wisely.

5. **If a scheduled tutoring appointment is missed for any unexplained reason it will be reported to your coach. It is highly recommended to contact your tutor by 8 a.m. the day of the appointment if you are going to miss the session. The tutor or Lola Bisch in Assessment Services will notify me if you are a “no show” to the appointment. There will be consequences for missing any tutoring appointments.**
6. If you are meeting with a tutor not set up through Student Athlete Success you need to get approval from the SAS Coordinator.

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

8. Tutoring hours will count as part of your study hall hour requirement.

GPA REQUIREMENTS

If students have:

3.0   Cumulative GPA and above = no study hall and no individual appointment; Students are encouraged to fill out objective sheet each week.

2.76 – 2.99  Cumulative GPA = 3 hours of study hall

2.5 – 2.75  Cumulative/Previous Semester GPA = 3 hours of study hall and individual appt.

2.49 and below  Cumulative/Previous Semester GPA = 6 hours of study hall and individual appt.

All freshman student-athletes will complete (6) hours of study hall throughout the fall semester. During the fall semester, the hours sophomore student-athletes are serving may increase or decrease upon review of academic standing at midterm.

APPOINTMENT GUIDELINES

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

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

2. When you come to the appointment you should bring with you:

   a. Objective sheet for the current week (filled out – White/Yellow sheets)
   b. Objective sheet for the previous week (completed – White Sheet) along with any homework, tests, etc. you’ve got back from your instructor.
   c. All syllabi should be with you at every appointment
   d. Each objective should be CLEAR AND DEFINED!

3. While waiting for your appointment you should conduct yourself in a respectful manner. DO NOT INTERRUPT AN APPOINTMENT IF MORE THAN TWO STUDENTS ARE MEETING WITH THE STUDENT ATHLETE SUCCESS COORDINATOR. YOU ARE ENCOURAGED TO COME BACK DURING THE DAY IF YOU MISS YOUR SCHEDULED APPOINTMENT TIME.

4. If the Student Athlete Success Coordinator is out of the office you should turn your objective sheets in by placing them in the tray hanging on the wall. The tray is clearly marked with the OBSH label.

5. The SAS Coordinator tries to take lunch break from 12-12:40 p.m. each day. Please try to avoid interrupting the coordinator during this time.
6. You are able to miss (3) appointments throughout the semester. After each miss, an e-mail will be sent to you. After your second and third miss e-mails will be sent to your coach as a reminder of the appointment. After the fourth missed appointment a meeting will be required with the Student Athlete Success Coordinator and Head Coach. In addition to any restrictions the Student Athlete Success Coordinator and Head Coach put upon you, your study hall hours will be increased and enforced.

7. A STUDENT HAS TWO DAYS TO MAKE UP AN APPOINTMENT. AFTER TWO DAYS THE APPOINTMENT WILL BE DOCUMENTED AS AN UNEXCUSED ABSENCE.

8. If you continue to have any unexcused absences, this will most likely result in missed playing time and/or other limitations as agreed upon by the Head Coach and Student Athlete Success Coordinator.

9. IF YOU MISS A FIFTH UNEXCUSED APPOINTMENT, YOU WILL BE DROPPED FROM THE STUDENT ATHLETE SUCCESS PROGRAM. THIS MEANS, YOU WILL BE ON YOUR OWN TO SCHEDULE YOUR CLASSES, ADD AND DROP COURSES, SEND TRANSCRIPTS, ETC., ETC. YOUR PARENTS WILL BE NOTIFIED THAT YOU HAVE CHOSEN NOT TO TAKE PART IN THE SAS PROGRAM DUE TO YOUR UNWILLINGNESS TO FOLLOW THE RULES. YOUR ACADEMIC SUCCESS IS YOUR OWN!

---

**Did You Know?**

Former Jefferson College standout pitcher Mark Buerhle tossed the 17th Perfect Game in Major League Baseball history on July 24, 2009 against the Tampa Bay Rays. Two years prior he pitched a no-hitter against the Texas Rangers. Buerhle had a career record on the mound at Jefferson of 16-4, and was a third-team All-American in 1999. He was drafted in the 38th round by the White Sox in 1998. Mark was part of the White Sox World Series Championship in 2005.
Former Vikings Moving On To Play At 4-Year Colleges And Universities In 2009-2010

Michael Grace, Baseball – Lipscomb University
Travis Henke, Baseball – University of Arkansas – Little Rock
Kyle Morris, Baseball – Delta State University
Jeremy Patton – Florida International University
Sean Schaffer, Baseball – Southern Illinois University – Carbondale
Luke Schlechte, Baseball – Coastal Carolina University
Cody Stites, Baseball – Tusculum College
Matt Stuckmeyer, Baseball – Missouri University of Science & Technology
Landon Widhalm, Baseball – College of the Ozarks
Rob Wort, Baseball – Missouri State University (Signed Professional Contract with Washington Nationals Organization)
Danielle Adams, Women’s Basketball – Texas A & M University
Denae Beavers, Women’s Basketball – Ohio Valley College
LaToya Johnson, Women’s Basketball – University of Louisville
Diana Voynova, Women’s Basketball – Duquesne University
Shalisa Williams, Women’s Basketball – University of Missouri–Kansas City (Will run track in 2009-2010)
Joseph Demosthene, Men’s Soccer – Culver Stockton College
Gary Hoven, Men’s Soccer – Lindenwood University – Belleville Campus
Jesus Jiminez, Men’s Soccer – St. Peter’s College
Marc Joseph, Men’s Soccer – Tusculum College
Max Lubin, Men’s Soccer – Maryville University
Kenley Mathurin, Men’s Soccer – Fairleigh Dickinson University
Daniele Stabile, Men’s Soccer (’07) – Lindenwood University – Belleville Campus
Evans Stawizynski, Men’s Soccer – Lindenwood University
Kristi Gmerek, Women’s Softball – Webster University
Brittany Ponder, Women’s Softball – Maryville University
Jennifer Elbert, Women’s Volleyball – University of Arkansas – Little Rock
Natalie Sago, Women’s Softball – Drury University
Marcela Madiera, Women’s Volleyball – Union University
Kacie Ritter, Women’s Volleyball – Union University

FACTS ABOUT THE 2009 CLASS
Information reflects 2007-2008 and 2008-2009 academic years

(8) NJCAA Academic All-Americans
(1) NJCAA National Runner-Up
(1) District Championship
(3) NJCAA National Tournament Appearances
(2) Regional Championships
(9) MCCAC Conference Championships
(1) National Player-of-the-Year
(3) NJCAA Academic Team-of-the-Year Award Winners
2009-2010 Jefferson College Viking Student-Athletes

Baseball
Preston Aldridge – So.
Jacob Bax – Fr.
Chad Boyher – Fr.
Jordan Coons – So.
Ty Crump – Fr.
Colton Davis – So.
Dalton Friend – Fr.
Jim Gilkerson – So.
Casey Goss – Fr.
Logan Holthaus – Fr.
James Hudelson – So.
Ethan Jaeger – So.
Landon Jarrett – Fr.
Craig Jones – Fr.
Kody Katzenberger – (TR, St. Louis C.C – Forest Park) So.
Aaron Kleekamp – (RS) So.
Chris Lehnhoff – Fr.
Drew Levi – Fr.
JT Lovelace – So.
Jacob Luce – (RS) (TR, Blinn C.C.) So.
Kyle Marler – So.
Jordyn May – So.
Tyler Mischel – Fr.
Charles (CJ) Rose – (TR – Creighton Univ.) So.
James (Trey) Sorrells – So.
Justin Sprenger – Fr.
Drew Stanton – Fr.
Matt Stites – So.
Bridgette Schade – (TR, St. Louis C.C. – Meramec) So.
Keri Schmidt – Fr.
Brittany Sitton – Fr.
Alyse Watson – Fr.

Manager – Hunter Love
Manager – Nathan Beasley
Head Coach – Sam Carel

Basketball
Dace Bicane – Fr.
Ashley Brown – So.
Elysa Dunn – So. (TR, Arkansas State U.)
Alisha Goodwin – So. (TR, St. Louis Univ.)
Alexis Goree – Fr.
Elina Gutmane – Fr.
Joyce Holloway – Fr.
Anete Klinstone – Fr.
Porsha Porter – So.
Lindsay Shepherd – Fr.
Alexis Scurlock – So.
ShaQuanda Wiggins – So.

Manager - Millie Crenshaw
Head Coach – Kevin Emerick

Softball
Amanda Affolter – Fr.
Lauren Berkbuegler – Fr.
Hana Bolen – So.
Jenna Clayton – Fr.
Brittnee Coleman – Fr.
Jordan Crisp – So.
Kendra Dering – Fr.
Courtney Dosa – So.
Brittany Feeney – So.
Kristina Froelich – So.
Jaclyn Griffin – So.
Kristen Marler – Fr.
Brittany Martin – So.
Felicia McCann – Fr.
Gina Melton – Fr.

Manager – Jacob Reed
Head Coach – Ricardo Garza
Assoc. Head Coach – Addae Rique

Soccer
Taylor Anthony – Fr.
Jonathan Avalos – Fr.
Alex Dumond – So.
Eduardo Echenique – So.
Mats Ellingsen – So.
Ricardo Gomez – So.
Shadi Harb – So.
Allen Loy – So.
Christian Martinez – Fr.
Daniel Martinez – Fr.

Manager – Addae Rique
Head Coach – Sam Carel

Volleyball
Tori Akrie – So.
Ashley Jensen – Fr.
Kinley Johnson – Fr.
Stephanie Mentz – (TR, East Central C.C.) So.
Alekksandra Niemiec – Fr.
Elizabeth Reid – So.
Holly Reynolds – So.
Gabrielle Schmitz – So.
Thais Soares – (RS) So.

Manager – Abigail Adams

*Fr. - Freshman
*So. - Sophomore
*rs – redshirt in 2007-2009
1st year – playing for the first time as a sophomore, but was not on official roster as freshman
THE FOUNDATION OF ACADEMIC AND ATHLETIC SPIRIT

2009-2010 JEFFERSON COLLEGE

VIKING CHEERLEADERS

Andrew Johnson
Andrew Meyers
Ashley Gross
Ashley Kinney
Brandon Virga
Brittany Bahr
Brittney Hampton
Brittany McClain
Emily Huth
Jared Crist
Jessie Lindell
Jessica Polk
Kim Schmoll
Kristin Harris
Krystal Bowman
Lara Cox
Lauren Palazzolo
Samantha Summers
Sierra Booker
Stuart Mason
TJ Bradley

Head Coach – Justin Barton
Assistant Coach – Mike Litzau

JEFFERSON COLLEGE CHEERLEADERS

- PROMOTE SPORTSMANSHIP, CITIZENSHIP, AND SCHOOL SPIRIT
- DEVELOP LOYALTY TO OUR TEAM AND SCHOOL
- EACH CHEERLEADER REPRESENTS THE SCHOOL AND WILL BE EXPECTED TO ASSUME A LEADERSHIP POSITION
- BEING A CHEERLEADER REQUIRES A LOT OF TIME AND EFFORT
JEFFERSON COLLEGE ATHLETICS
THE HOME OF CHAMPIONS!

WOMEN’S BASKETBALL
NATIONAL TOURNAMENT RUNNER-UP
2009 REGION 16 CHAMPIONS
2009 MCCAC CONFERENCE CHAMPIONS

WOMEN’S SOFTBALL
2009 MCCAC
CONFERENCE CHAMPIONS

WOMEN’S VOLLEYBALL
2008 MCCAC
CONFERENCE CHAMPIONS

MEN’S BASEBALL
2009 MCCAC
CONFERENCE CO-CHAMPIONS