



# Student Athlete Handbook



**CLINTON ♦ MUSCATINE ♦ SCOTT**  
COMMUNITY COLLEGES  
EASTERN IOWA COMMUNITY COLLEGE DISTRICT

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## **MISSION STATEMENT:**

The Mission of the Eastern Iowa Community College Athletic Departments is to create an environment which maximizes the academic and athletic success of each student-athlete and to promote an athletic experience which reflects good sportsmanship, teamwork, integrity, discipline, and ethical standards.

## **AFFILIATIONS:**

The colleges of the Eastern Iowa Community College District (EICCD) - Clinton Community College, Muscatine Community College, and Scott Community College - are members in good standing of the National Junior College Athletic Association (NJCAA) and the Iowa Community College Athletic Conference (ICCAC).

The web site for the NJCAA is [www.njcaa.org](http://www.njcaa.org).



The web site for the ICCAC is [www.iccac.org](http://www.iccac.org).



## **WELCOME MESSAGE**

Welcome student-athletes! We are pleased that you have chosen to pursue your athletic and academic goals at Clinton, Muscatine, or Scott Community College during the next few years.

Maintaining the role of student-athlete requires intense effort - both in practice and in competition. At the same time, our programs require you to maintain a high level of academic progress, not only to retain your athletic eligibility, but also to meet the standards of our colleges. Balancing both your athletic and academic efforts requires constant attention on your part.

This publication has been prepared to clarify many of the things you will need to do to achieve a successful balance in your role as a student-athlete and remain in good academic standing. The handbook refers to procedures you need to follow and offers guidelines for how you can be more successful. It also provides a list of resources that you may need at your specific campus and within the community.

The best resource for academic information is the Eastern Iowa Community College Student Handbook, the college catalog, the schedule/registration book, and the syllabus for each class. The Eastern Iowa Community College Student Handbook is reprinted each year, so be sure to consult the current version for the most accurate information. It can also be located online by going to [www.eicc.edu/studenthandbook](http://www.eicc.edu/studenthandbook)

Outlined in this student-athlete handbook are the general requirements of the District. It is a resource and starting point only and not a final source of information. It is YOUR responsibility to become fully aware of the policies and procedures of EICCD.

Please contact your coach or adviser about any issues that are not clear to you. Feel free to make suggestions about how we can make this student-athlete handbook a more useful tool and resource in the future. We wish you success in your academic work as well as on the field.

## STUDENT-ATHLETIC ELIGIBILITY

To be eligible for practice and competition at the beginning of the academic year, you must have:

- Passed your annual physical examination and shown proof of health insurance. Your physical must be administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each collegiate year in which you compete. Physicals must be on file with the athletic department before a student-athlete can participate in practice or games.
- Been certified as athletically and academically eligible by your campus Athletic Director or Registrar.


**This section is not a conclusive reproduction of the entire NJCAA Article V. The student eligibility will be determined by the Director of Athletics and the Registrar on your campus.**


## ATHLETIC MEDICAL INSURANCE

Every student-athlete must show proof of a primary insurance policy. A copy of this proof of insurance must be on file with the athletic department before a student-athlete can participate in practice or games. EICCD provides secondary coverage for student-athletes for accidents and injuries that occur while participating in intercollegiate sports including official team-sponsored events, practices, games, and travel. The policy is designed to cover the costs not paid by the athletes' primary insurance. We do not pay bills incurred for expenses related to illness or condition which are not sustained as the direct result of an accident in our intercollegiate sports program. Pre-existing conditions and non-athletic injuries are not covered. The student-athlete assumes all responsibility for care and treatment of such injuries and illnesses.


### If an accident/injury occurs and it is decided that further medical attention is needed....


1. Appointments must be cleared through your Coach or Athletic Director. An athlete who seeks medical evaluation and/or treatment on their own will NOT be covered by the EICCD insurance carrier.
2. At the medical provider (doctor, hospital, etc.) the student athlete must present their PRIMARY insurance information so they can file with their insurance company.
3. If there is a remaining balance after your insurance plan has contributed toward the claim, bring the itemized bill showing what the bill was for, how much has already been paid, and what is still owed to the provider to the Athletic Department
4. The bill, along with the injury report done by the Coach, will be sent to the schools secondary insurance company. They will pay the remaining balance of the claim.


 If your primary coverage is a HMO or PPO, please verify that there will be coverage while you are in attendance at your college and participating in athletics. We must follow the proper procedures required by your plan regarding preauthorization and network doctors.


 We cannot use just the monthly statement showing the balance due to send to our school athlete insurance company. All bills must be itemized.

 This all must be done in a timely manner so the bills can be paid.

 Athletes should have their own copy of their insurance card.

 Athletes not on the coach's active roster will not be assisted by the school's insurance policy.

 Coverage must be verified by the Athletic Director. If coverage cannot be verified, student will not be allowed to practice or participate in sport.

 Short term Primary insurance can be purchased by student-athletes at a reasonable cost. Talk to your head coach about this option.

## ACADEMIC ELIGIBILITY

### Requirements for entering student-athletes

Students must be a graduate of a high school with an academic diploma, or have earned a General Education Diploma (GED).

### Requirements for entering student-athletes who graduated from a foreign high school

Students who graduate from foreign high schools must have their high school transcripts evaluated by WES (World Education Services) or another foreign transcript service. There may also be additional paperwork required.

### General Requirements for Athletic Eligibility

Student-athletes must be making satisfactory progress within an approved college program and course as listed in the college catalog.

Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the student chooses to participate.

Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation.

Students must meet the requirements for good academic standing as defined by the district. If you receive notice of *academic probation* or "*suspension*" from your college, you should **notify your coach immediately**.

### Continued Academic Eligibility - GPA and Credits

Prior to the last official date to register for the second full-time semester, and all subsequent semesters thereafter, (as published in the college catalog), a student must satisfy one of the following requirements to be eligible for the upcoming term:

Pass a minimum of 12 semester hours with a 2.00 GPA or higher, during the previous semester of full-time enrollment, OR

Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher, OR

A first season participant must have passed a minimum 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, OR

A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements.

Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.0 gpa.

Students on academic probation, who at the end of the probationary semester are unable to meet the above minimum academic standards, will have their progress reviewed by the coach, advisor, and appropriate administration and may be subject to additional remediation or academic suspension. A student who has been academically suspended may be readmitted, **on probationary status**, after a semester of absence from the college.

## **ACADEMIC PROCEDURES**

### **REGISTRATION**

In order to be considered an officially registered student, and therefore eligible to practice and compete, you must submit course selections with the necessary approvals and settle all charges with the Business Office.

Student-athlete's are assigned an academic advisor. In order to register for courses, you must meet with your advisor. The advisor is responsible for reviewing your academic records and ensuring that you are progressing toward your degree.

### **RESIDENCY STATUS INFORMATION**

The following guidelines are utilized for the purpose of determining the residency status of students (i.e. reclassification of non-resident students). Students shall complete the appropriate "Request for In-State Residency Form" for classification as a resident of the State of Iowa, thereby establishing in-state tuition and fee charges. The word "domicile" shall denote a person's true and fixed home and place of habitation. It is the place where a person lives, without intending to establish a new domicile elsewhere. It is the responsibility of the student to request reclassification of residency. For more information and current form, stop by the registers office.

### **ADDING, DROPPING AND WITHDRAWING FROM A CLASS**

Classes may be added, with permission of the instructor and advisor, during the first five academic days of the semester. After that time, only specially scheduled courses may be added.

Students may drop courses up to ten academic days prior to the first day of final examinations. A grade of "W" will be recorded on the student's transcript and will not be computed in the grade point average. (Be aware that while the college will not compute your withdrawal into your gpa, withdrawing after the 15th day of the semester could have serious consequences in terms of NJCAA eligibility.)

To change your schedule, you need to pick up a drop/add card available in student services. After filling the card out and getting your advisor's signature, you need to turn the card in at the Registration Center. If you do not deliver the card to the center, the grade earned for the course will be entered on the permanent record and may result in a lowered grade point average.

If you have to withdraw from school for any reason, it is important that you fill out a card for your withdrawal. Until the form is filed in registration, you are considered registered and responsible for all charges. Simply not attending classes does not reduce or eliminate your financial obligation, nor does it guarantee that a grade will not be recorded on your academic record. See your advisor or the Registration Office for a complete withdrawal.

**As a student-athlete, you should always consult your coach before adjusting your schedule. Adjustments to your schedule may affect your eligibility to participate in your sport. You must talk with your coach before withdrawing from the College. If you begin the semester as a full-time student, and then you drop below 12 credits, you will be ineligible!**

### **TRANSFER OF CREDIT**

Most colleges, to which EICCD graduates transfer, accept an Associate of Arts degree as fulfilling resident general education requirements. Some colleges also accept the Associate of Science degree on the same basis.

Some programs and/or majors have a much higher entry-level academic standard. Students may occasionally be accepted with a lower GPA, but those presenting such a record will probably be placed on academic probation and allowed only one semester to obtain a College-level GPA of above 2.0.

Student-athletes should note that "D" grades often have to be repeated at the transfer institution. Division I schools will not accept a student-athlete for a sport without an A.A. or A.S. degree. Without an Associate's degree, you are limited in transfer options if you want to continue participating in your sport. See your coach and advisor if you have questions regarding transfer.

## **GRADE POINT AVERAGES & GRADE REPORTING**

Your Grade Point Average (GPA) is cumulative over the semesters that you attend EICCD. Grade point averages are computed by dividing the number of grade points earned by the number of credits attempted. The grades and credits of all repeated coursework are also calculated in your GPA. Incomplete -"I" - grades are not computed until the additional required work is completed and a letter grade is assigned by the professor. A letter grade of a "C" is the equivalent for a student-athlete earning a "P" in a PASS/FAIL course.

You should note that correspondence from the college is automatically mailed to the address on file with the Registration Center. Student-athletes should make sure that their local address is on file for the academic year. Once a student-athlete returns home for the summer, they should stop by the registration center and fill out a change of address form before returning to their permanent residence. Final grade reports will NOT be mailed to the student. Grades can be accessed online at [www.http://prod.campuscrulser.com/](http://prod.campuscrulser.com/)

## **GRADUATION REQUIREMENTS**

Candidates for graduation must submit an application for graduation at the beginning of the final term of enrollment. As a requirement for graduation, all financial obligations to the college must be fulfilled. It is ultimately the responsibility of the student to make sure that all requirements for graduation have been completed.

## **TRANSCRIPTS**

If you plan to transfer to another school, you may have copies of your transcript sent to the college(s) free of charge; you may request a transcript in person at the registration center or online at [www.http://prod.campuscrulser.com/](http://prod.campuscrulser.com/)

Note: You will not be able to obtain a transcript until all bills to the College have been paid.

Telephone requests for transcripts will NOT be accepted.

If you transferred to an EICCD college from another college/university, you must request that ALL other school records be sent to us in order to determine eligibility. Contact the school from which you transferred and request that an official transcript be sent directly to the Clinton, Muscatine, or Scott registrar.

## **ATHLETIC HOLD**

Student Services may place a "hold" on your account for many reasons; the most common reason is an unpaid balance. It is also to prevent student-athletes from accidentally making themselves ineligible. A "hold" may result in denial of access to such services as on-line course registration, release of official transcripts, and diplomas.

If a student-athlete leaves school of their own choice or is released, all bills and debts must be cleared and all athletic equipment (washed and in good shape with the exception of the usual wear and tear) must be returned before any information (including transcripts) will be released. In addition, the student-athlete may be asked to repay any unused scholarship allocation.

## **FINANCIAL AID/SCHOLARSHIPS/WORK STUDY**

### **NON-ATHLETIC FINANCIAL AID**

EICCD is pleased to provide financial assistance to students who might otherwise not be able to attend college. Financial Aid programs are constantly being reviewed by the state and federal governments. Financial aid applications are available at the Financial Aid Office in the Student Center or online at <http://www.FAFSA.gov>. A general overview of financial aid is presented in the online student Handbook at [www.eicc.edu/students/help/handbook](http://www.eicc.edu/students/help/handbook). For more detailed information contact your campus financial aid office.

Grants, work-study positions, loans, veterans' benefits and scholarships are available. EICCD also awards hundreds of thousands of dollars in scholarship money to students each year. The scholarship application deadline is April 1, and applications are available on campus or online at:

<http://www.eicc.edu/content/FinancialAid/scholarship/2010.11%20scholarshipapp.pdf> Every student-athlete should apply for scholarship money.

## Athletic Scholarships

- Scholarship awards are at the discretion of each coach.
- Scholarships can be removed from student-athletes for the following reasons:
  - Student-athlete becomes ineligible according to NJCAA rules.
  - Student-athlete participates in, or commits an act which will bring dishonor to the athlete and/or EICCD Athletics.
  - Student-athlete chooses to drop or quit the sport for which this award was given.
  - Student-athlete refuses to follow directives of his or her coach.

## Work Study

The College Work Study (CWS) program provides part-time employment for students. The federal government provides funding. In order to qualify for this program, students must demonstrate financial need and indicate interest by checking "YES" to the appropriate question on the FAFSA.

You will need to contact your campus Financial Aid Office for an appointment to complete the necessary pre-employment paperwork **before** you begin working.

### Items to pay attention to when filling out timesheets:

- Correct pay period.
- Student has filled out the top portion of the timesheet properly (social security number and name).
- Hours worked per week do not total over 20 while school is in session.
- Hours worked per day do not exceed 8.
- All hours are correct and agree with the total at the bottom of the timesheet.
- Timesheets are signed and dated, by student and supervisor.
- Timesheets are due by 12:00 noon on the Friday of the pay period as stated on the back of the timesheet.

# Student Athlete Code of Conduct

## AUTHORITIES GOVERNING ETHICAL CONDUCT

EICCD has established a tradition of ethical conduct at all levels of College life. In accordance with this tradition, all student-athletes involved in the intercollegiate athletics program are expected to represent the District in an honorable manner at all times.

Membership on an EICCD athletics team is considered a privilege, not a guaranteed right. The acceptance of athletically related financial aid and participation as a member of an athletic team carries with it definite academic and athletic responsibilities. Your conduct is a reflection of EICCD and its athletic program as well as of yourself. EICCD student-athletes are expected to maintain high standards of integrity and citizenship. You should always be aware of your behavior and how it impacts others. To this end, EICCD has adopted a standard of ethical conduct and behavioral expectations that may exceed those of non student-athletes. **It is the responsibility of each student-athlete to abide by the rules, policies, and procedures established by EICCD, the NJCAA, and the ICCAC at all times. (Although this handbook is as up-to-date as possible, the student-athlete should be aware that the rules are subject to change.)**

Standards of ethical conduct are established and enforced by:

### The NJCAA

- Student-athletes are subject to rules and regulations of the NJCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling, bribery, and other forms of misconduct.

### The ICCAC

- Student-athletes are subject to the rules and regulations of the ICCAC governing unsportsmanlike conduct.

### EICCD

- All student-athletes are subject to the Code of Student Conduct as outlined in the Student Handbook. [www.eicc.edu/studenthandbook](http://www.eicc.edu/studenthandbook)
- In addition to sanctions imposed pursuant to the College Student Conduct Code, the Athletics Department may impose additional sanctions related to participation in athletics activities.
- All student-athletes are subject to the Student-Athlete Code of Conduct, which incorporates adherence to College policies applicable to all students, NJCAA and ICCAC rules of conduct governing student athletes, and Athletics Department and team rules.
- Whenever violations of the Student-Athlete Code of Conduct occur, the Athletics Department will review the misconduct and may apply sanctions as they relate to participation in athletic activities.

## EICCD STUDENT-ATHLETE EXPECTATIONS

Student-athletes are one of the most visible groups in the college community due to their public exposure via the competitive arena and the media. Consequently, what you do and the way in which you do it requires exemplary behavior. Basic courtesies are your responsibility as a representative of the Athletic Department. Your conduct will be closely scrutinized as you compete on campus, as you travel, and as you compete off-campus. You will be looked upon as a role model, and it is important that your personal conduct be above reproach at all times. It is expected that when you are a representative of EICCD as a student-athlete, either at the college or on road trips, you will:

- Treat instructors and classmates with courtesy and respect and always use good manners;
- Abide by all team rules, training rules, and travel rules as outlined by your coach
- Dress appropriately and remember that you are a representative of EICCD;
- Be courteous to, cooperative with, and patient with fans, officials, community members, and media personnel;
- Refrain from use of inappropriate language, signs, symbols, or unsportsmanlike conduct;
- Refrain from loud, attention-drawing, or discourteous behavior on campus or when traveling, staying in hotels, visiting other campuses, or similar conditions.

Remember that if you do things in groups with other student-athletes, your behavior invites the judgment of athletics as a group. If you sit in class with other student-athletes, your behavior should reflect positively on the Athletic Department and your sport in particular. Your behavior has a definite impact on the reputation of the Athletic Department and the attitudes the campus community has toward you and your fellow student-athletes.

Student-athletes are expected to comply with all regulations stated in the EICCD Code of Conduct. Student-athletes who violate these standards of behavior will be referred to the appropriate administrator on their campus. Sanctions imposed by the college range from a warning to expulsion from the college, depending upon the severity of the charge. Once this process is completed, the student-athlete will be referred back to the Athletic Department for possible additional disciplinary action.

## CLASS ATTENDANCE & SPORTS

You are not to miss class for practice or any athletic related activity, except competitions. Travel to out-of-town competitions and athletic related activities during these trips are an exception to this regulation.

As a student-athlete it is your responsibility to become acquainted with your instructors. If you have to miss class due to a competition, you need to notify your instructors **PRIOR** to your absence. You should make arrangements to obtain class notes, handouts distributed during class time, and/or assignments. Do not expect the instructor to provide individual tutoring for missed classes. Because student-athletes may miss a number of classes due to travel and afternoon home competitions, it is **very important** that you do not miss class at any other time.

There may be times when a game is canceled due to inclement weather and rescheduled without advanced notice. It is your responsibility to keep your instructors informed of any schedule changes.

## **ACADEMIC RESPONSIBILITIES**

A priority for the Athletics Department is to augment and support wholeheartedly every effort that will foster intellectual development and graduation for our student-athletes. While several levels of support exist throughout EICCD, ultimately, the responsibility for success rests upon the student-athlete's shoulders. As a result, each student-athlete is expected to:

- Set a primary goal of obtaining a degree;
- Never miss class and never be late for class;
- Notify your instructor in advance when competition or travel requires you to miss class;
- Discuss with your instructor in advance the procedure you are to follow if competition necessitates missing an examination or assignment deadline;
- Attend all study table, tutorial, and counseling sessions as scheduled;
- Seek assistance, before and/or when academic difficulties occur, from the instructor or the appropriate place on campus (see college-specific section at the end of this handbook to learn where on your campus you can obtain tutoring)
- Develop an organized way of taking notes and give your teacher your undivided attention.
- Respond intelligently to questions asked in class; don't become the class clown
- Don't wait until the last minute to do assignments;
- Sit in front of the class towards the middle;
- Meet regularly with faculty advisor;
- Maintain NJCAA minimum course hour's requirement each semester; and
- Make progress toward degree based on NJCAA and EICCD standards.

## **ACADEMIC MISCONDUCT**

All EICDD students are expected to maintain high standards of academic integrity. Failure to uphold the academic standards of EICCD may jeopardize your eligibility as a student-athlete as well as your standing as an EICCD student. Academic misconduct has serious consequences and could result in expulsion.

Examples of academic misconduct include:

- Cheating on exams
- Plagiarism
- Misrepresentation or falsification of data
- Knowingly allowing another student to represent your work as his or her own.  
(This is as serious an offense as submitting another person's work as your own)
- Copying someone else's homework
- Submitting a paper or assignment with which you have received so much help that the writing or content is no longer your own

## **SPORTSMANSHIP**

Certain standards of behavior are expected of all student-athletes participating in any NJCAA event. Student-athletes are **guests** at any event, and their participation is a privilege, not a right. Additionally our student-athletes are ambassadors of EICCD and enjoy certain privileges of such status. They, therefore, have the responsibility to deport themselves with honesty and good sportsmanship during games and competition. They also bear the responsibility of behaving with dignity, sportsmanship, and respect at all times. This dignity, sportsmanship, and respect should be reflected in the student-athlete's behavior toward fellow participants, coaches, officials, spectators, medical or media personnel, etc. Behavior at all times must reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate sports. Student-athletes shall conduct themselves in a manner reflecting positively on the reputation of EICCD both on and off the "field of play," and when traveling to and from other institutions.

Our objective is for our student-athletes to always maintain an attitude of respect toward our opponents. As models of good sportsmanship, EICCD student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it's exhibited by a teammate or an opponent.

While intense and emotional game action and conduct are certainly a reasonable part of intercollegiate sports contests, the intent of our student-athletes should never be to demean the dignity and personhood of the opponent. To that end, our student-athletes are prohibited from engaging in the following behavior at any EICCD intercollegiate sporting events:

- Striking or physically abusing an official, coach, player or spectator,
- Intentionally inciting participants or spectators to violent or abusive action,
- Using profanity, vulgarity, taunts, ridicules, or making obscene gestures,
- Publicly criticizing any game official, conference personnel, a member institution, or institutional personnel;
- Engaging in negative recruiting by making statements which are unduly derogatory of another institution or its personnel to a prospective student-athlete, parents, or others in the community
- Entering the competing area for an unsportsmanlike purpose, or
- Any other act of unsportsmanlike conduct not specifically prescribed

## **TOBACCO**

The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the authority of the NJCAA and its member institutions.

Specific information on the penalty for use of tobacco at NJCAA events is detailed in the NJCAA handbook and casebook - Article XVIII - Sportsmanship, letter B, numbers 1 and 2.

## **DRUGS & NARCOTICS**

It is our intent and obligation to provide drug-free, healthful, safe, and secure campuses in order to promote an optimum-learning environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on EICCD premises or while representing EICCD off campus is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences.

## **ALCOHOL POLICY**

EICCD highly discourages alcohol consumption at all times by any student-athlete regardless of age. A person who engages in misconduct while intoxicated remains fully responsible for his/her actions and the resulting consequences. The consumption of alcohol and/or the results of such consumption should not compromise personal responsibility or accountability.

Iowa state law sets the minimum age for the purchase, consumption, or possession of alcoholic beverages at 21 years of age. It is unlawful for any person to purchase, obtain, or attempt to obtain alcoholic beverages for anyone under 21, by means including but not limited to the usage of fraudulent or altered documentation. In addition to legal age requirements, student-athletes are subject to team training rules as stated by their respective coach.

Moreover, all student-athletes are prohibited from drinking alcoholic beverages whenever traveling and/or acting as official representatives of EICCD and from consuming alcohol at any Athletics Department sponsored event. Student-athlete hosts are also prohibited from providing potential student-athletes with alcoholic beverages. Violations of the alcohol policy may subject student-athletes to sanctions by EICCD and/or Director of Athletics.

## **DRUG, NARCOTICS AND ALCOHOL-TESTING**

EICCD reserves the right to administer a Drug, narcotics and alcohol test to any student athlete at any time at the student athlete's expense. If the sample tests positive, EICCD reserves the right to immediately dismiss the student-athlete from the NJCAA sanctioned sport and the student-athlete will forfeit any athletic award.

## **TRAVEL EXPECTATIONS**

When traveling as official representatives of EICCD, student-athletes' actions should reflect favorably on the College, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional needs, and curfew. As previously stated, all student-athletes are prohibited from drinking alcoholic beverages whenever traveling and/or acting as official representatives of Clinton Community.

## **GAMBLING**

A student-athlete is not eligible to compete if he/she knowingly participates in any gambling activity that involves intercollegiate or professional athletics, through a book maker, parlay card, or any other method employed by organized gambling.

## **HAZING**

Student-athletes are prohibited from engaging in any hazing activities. This is defined as any act that injures, degrades, harasses, or disgraces any person.

## **DISCRIMINATION**

District policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, gender, or disability. For information on filing a grievance in matters related to discrimination, see the section in the [www.eicc.edu/studenthandbook](http://www.eicc.edu/studenthandbook) on "Discrimination Complaint Procedure".

## **SEXUAL HARASSMENT**

EICCD is committed to providing workplaces and learning places that are free from sexual harassment of any kind.

In general, sexual harassment encompasses any sexually related conduct which causes discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's gender.

### **Examples of sexual harassment include:**

- Repeated offensive sexual flirtations, advances, or propositions
- Continuous or repeated verbal abuse of a sexual nature
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- The display of sexually suggestive objects or pictures
- Acts of physical contact such as patting, pinching or constant brushing against another's body

The **Eastern Iowa Community College Handbook** details the grievance procedure for incidents of sexual harassment.

[www.eicc.edu/studenthandbook](http://www.eicc.edu/studenthandbook)

## **SOCIAL NETWORKING**

Student-athletes must remember they are representatives of Eastern Iowa Community College District when participating on social networking websites such as Facebook, MySpace, Twitter, etc. Posting harassing language, inappropriate pictures (particularly of EICCD student-athletes behaving inappropriately while in uniform), violations of drug or alcohol policies, and other inappropriate actions, are subject to investigation, and possible disciplinary actions. This can include information that is posted on your web page by others.

## **NJCAA COMPLIANCE RESPONSIBILITIES**

Student-athletes are required to assist the Athletics Department administration by providing information to assist with certification of eligibility and NJCAA compliance issues whenever such assistance is sought.

## **VIOLATIONS OF TEAM RULES**

All student-athletes are subject to team rules developed by the coach or each team. These rules may be more restrictive than those established by the Athletics Department, EICCD, ICCAC or the NJCAA. The Head Coach of each sport must present team rules to student athletes and their respective supervisors each fall. The Head Coach of each sport has authority to suspend any student-athlete on his/her team for violation of team rules, separate and apart from proceedings under the student-athlete code of conduct. A student-athlete may appeal that decision to the Athletic Director.

## **VIOLATIONS OF THE STUDENT-ATHLETE CODE OF CONDUCT**

Any violation of the Student Athlete Code of Conduct may result in disciplinary action including, but not limited to, reduction or revocation of athletic scholarship awards and suspension (temporary or permanent) from participation in athletics.

The Head Coach, subject to the review and approval of the athletics director, may bar a student-athlete from participating in team activities for violations of the Student-Athlete Code of Conduct. This sanction may be imposed as soon as the Head Coach notifies the student-athlete of the violation, gives the student-athlete a chance to explain what happened, and determines that a sanction is justified after consideration of the student-athlete's statement.

## **VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAWS**

It is the policy of the Athletics Department that any student-athlete charged with a felony crime will be immediately suspended from athletics participation and will thereafter be eligible for reinstatement upon subsequent determination by the Athletic Director.

## CAMPUS SPECIFIC INFO:

## CLINTON COMMUNITY COLLEGE

















1000 Lincoln Boulevard

Clinton, IA 52732

**(563) 244-7001**

Iowa toll-free 1-800-637-0559 (Applies to 563 area code only)

### Key Contact Information:

	Clinton Community College		244-7001	www.eicc.edu
	Athletic Fax Number		244-7107	
	Student Success Center	Jane Marlowe	244-7120	jmarlowe@eicc.edu
	President of the College	Karen Vickers	244-7027	kvickers@eicc.edu
	Dean of the College	Ron Serpliss	244-7021	rserpliss@eicc.edu
	Dean of Student Development	Lisa Miller	244-7002	lmiller@eicc.edu
	Registrar	Mardell Mommsen	244-7006	mmommsen@eicc.edu
	Director, Financial Aid	Teresa Thiede	244-7009	tthiede@eicc.edu
	Work Study Contact	Sue Geerts	244-7008	sgeerts@eicc.edu
	ADA Liaison/Academic Advisor	Marcia Larson	244-7083	mlarson@eicc.edu
	Career Services/Advisor	Marcus Harris	244-7012	mharris@eicc.edu
	Registration	Wanda Walker	244-7005	wwalker@eicc.edu
	Women's Volleyball Coach	Scott Weston	244-7175	sweston@eicc.edu
	CCSP	Brian Dornbush, DC.	242-9343	
	Athletic Department Administrative Assist.	Amy Dykstra	244-7003	adykstra@eicc.edu
	Men' Basketball Coach/AD/Advisor	Joe Shovlain	244-7014	jshovlain@eicc.edu

## IDENTIFICATION CARDS

Student identification cards are available after the beginning of the term and are by request only distributed through the Switchboard. ID cards can be used at some local businesses for purchase discounts.

### Academic Help:

We work hard to provide tutoring services, free of charge, to our students. Our Student Success Center is open weekdays and some evenings. All you have to do is stop in and ask for help!

**Clinton Community College's Student Success Center** is located along the hallway immediately behind the college auditorium / cafeteria in room 104.



















**Other Expectations:** Assist the student senate association in 1 service project each semester you are enrolled at CCC.

## CAMPUS SPECIFIC INFO.

## MUSCATINE COMMUNITY COLLEGE

152 Colorado Street  
Muscatine, IA 52761  
(563) 288-6001  
Iowa toll-free 1-800-462-3255 (Applies to 563 area code only)

### Key Contact Information:

 Baseball	Dave Barb	288-6066	dbarb@eicc.edu
 Softball	Scott Beatty	288-6163	sbeatty@eicc.edu
 Athletic Advisor	Erin Bohnsack	288-6052	ebohnsack@eicc.edu
 Career Information	Anabelia Calderon-Flores	288-6035	acalderon-flores@eicc.edu
 CLEP Testing	Sue Kahl	288-6056	skahl@eicc.edu
 Developmental Courses	Linda Mowl	288-6055	lmowl@eicc.edu
 Financial Aid	Debi Beatty	288-6060	dbeatty@eicc.edu
 Apartment Manager	Bari Lisa Marshall	288-6133	bmarshall@eicc.edu
 New Student Orientation	Elida Perales	288-6006	eperales@eicc.edu
 Registrar	Robin Mitchell	288-6103	rmitchell@eicc.edu
 Schedule of Classes	Alnetha Poole	288-6101	apoole@eicc.edu
 Scholarships	Lisa Wiegel	288-6004	lwiegel@eicc.edu
 Skills Center	Kathy Trosen	288-6013	ktrosen@eicc.edu
 Special Needs/Academic	Kathy Trosen	288-6013	ktrosen@eicc.edu
 ICCOC	Heidi Hilbert	336-5238	hhilbert@eicc.edu
 Tuition/Fee Payment	Business Office	288-6123	
 Work Study Information	Debi Beatty	288-6060	dbeatty@eicc.edu
 Tutor Information	Kathy Trosen	288-6013	ktrosen@eicc.edu

## MUSCATINE STUDENT HOUSING AT THE VILLAS



Once you've been accepted for admission at MCC, contact our admissions department for a housing contract. Room assignments are made to students on a first-come, first-served basis.

Living on campus offers a unique opportunity for active involvement in campus life. Muscatine Community College provides you with a wonderful variety of activities, clubs and organizations in which you can get involved. Not only will these activities put a little more fun in your life, they will also help you develop invaluable skills and career-related experience.

### STUDENT APARTMENTS AT A GLANCE

#### Four-Person Units

Central HVAC  
Central corridor design  
Living room  
Handicapped-accessible apartments

#### Bedrooms

Furniture - beds, dressers, desks  
Large shower  
Linen closet with wire shelving  
Individual closets

#### Kitchen

Stove  
Refrigerator  
Ample storage space

#### Laundry

Coined washer and dryers are available.

#### Wiring

Telephone (living room), Cable (basic), Wireless Internet

#### Other Accommodations

Easy access to all campus buildings and the food service center.  
Adjacent reserved parking.

#### **BEDROOM/BATH**

4/4  
2/2  
4/2

**\*Price subject to change**

#### **BUILDING**

NEW BUILDING  
NEW BUILDING  
NYWEIDE-SCOTT

#### **PRICE PER SEMESTER\***

\$2485.00  
\$2845.00  
\$2185.00

#### **PRICE PER SUMMER\***

\$1325.00  
\$1325.00  
\$1325.00

#### **Rates in the NS building include:**

Water  
Sewage  
Dumpster availability  
Basic internet  
Basic cable  
Electricity  
Coined laundry service

#### **Rates in the new building include:**

Water  
Sewage  
Dumpster availability  
Free Wifi  
Basic Cable  
Electricity  
Coined laundry service  
24/7 Gym access

#### **Rates in each apartment do not include:**

Local telephone service  
Expanded cable

For more information contact Bari Lisa Marshall, the Housing Manager at (563) 288-6133

## COMMUNITY RESOURCES

The following are resources available to all Muscatine Community College students.

### BANKING SERVICES

**First National Bank**  
300 East 2nd Street  
263-4221

**Central State Bank**  
301 Iowa Avenue  
263-3131

**Community Bank**  
615 Cedar Street  
263-1122

**US BANK**  
1800 Park Ave.  
264-5610

### MEDICAL

**Trinity Physician Clinics**  
1518 Mulberry Ave.  
264-3220

**Muscatine Urgent Care**  
1903 Park Ave. Ste.25  
263-1903

### TRANSPORTATION

Muscatine residents wanting to ride the city MuscaBus to and from MCC campus may do so daily. MuscaBus arrives in front of Strahan Hall starting at 7:05 a.m., and continues to arrive at 5 minutes after every hour. The last bus is at 4:05 p.m. each day. The cost of each ride is 75 cents. Anyone with questions may call MuscaBus at (563) 263-8152

### MUSCATINE-SPECIFIC ACADEMIC INFO

**THE MCC REGISTRATION OFFICE MUST RECEIVE ALL TRANSCRIPTS NO LATER THAN THE FIRST DAY OF SPRING CLASSES IN ORDER TO BE ELIGIBLE FOR THE SPRING TRIP.**

### STUDY TABLES

All student-athletes are expected to complete a set number of hours of study time during the week with no more than two hours at one sitting. You **MUST** be on time and **MUST** stay for the entire scheduled time. Study tables hours are set by each individual athletic program.

**Everyone must attend study tables unless you have earned a cumulative grade point average of a 2.75+.** Depending on your coach's policy, you may attend either supervised or unsupervised study tables.

If, for any reason, you need an exception to this policy, or you are unable to attend Study Tables at your assigned time, you need to speak with your coach **AHEAD OF TIME.**

Student-athletes required to attend Study Tables should adhere to the following policies:

- Everyone should sign in and out and indicate where he/she will be studying.
- No food or headphones are allowed during study time.
- Each scheduled study time should be a minimum of one hour.
- The computers and printers are to be used only for academic purposes. Internet for non-academic purposes and checking e-mail should be conducted when you are not in study tables.
- No chewing of tobacco is allowed on campus.
- Study Tables is intended to be a time for productive study. It is not a time for socializing.
- Defacing the furniture, walls, computers and other property is prohibited.

**The library will be open Monday through Thursday, 8:00 am - 8:30 pm and Friday 8:00 am - 4:30 pm for additional study time.** Take advantage of this opportunity.

### TUTORS

The Skills Center in Loper Hall provides walk-in tutoring, at no charge, for students needing extra assistance in a class. Please stop by the Skills Center, located in Loper Hall for assistance.

### TESTING CENTER

Besides offering the Tutorial Assistance Program to students, the Skills Center also provides make-up testing if course instructors believe that a makeup test is warranted. Special testing such as CLEP and Compass are also given in the Skills Center area. The Skills Center is part of the library located in the lower level of Loper Hall.

## **PROGRESS REPORTS FOR STUDENT ATHLETES**

Progress reports will be distributed to instructors in order to monitor student-athletes' class performance and progress toward graduation. If the student-athlete is not attending class, successfully completing homework assignments, passing unit exams, and/or avoiding study tables, they will be referred to the head coach or academic advisor.

## **SUMMER SCHOOL**

***Before registering for a course at another college or university, you must receive approval from the Registrar if you wish to transfer the credit(s) back to Muscatine Community College.*** The Registrar will require a description of the course(s) you wish to take. In order to receive credit for the course(s), you must have the institution you attended send an official transcript, with your final grade, to Muscatine Community College's Registrar.

## **10 STEPS TO ACHIEVE ACADEMIC SUCCESS**

1. Never miss class and never be late for class.
2. Study! There is so much to do in college: participate in athletics, hang out with friends, watch television. The problem is we all can make excuses, but winners don't need excuses. The winners do the work in the classroom and on the field.
3. Develop an organized way of taking notes and give your teacher your undivided attention.
4. Use your time wisely. Plan time to study. Don't wait until the last minute to do assignments.
5. Try to respond intelligently to questions asked in class; don't become the class clown.
6. Seek outside help. Find the people that do well in class and seek their help.
7. Stay after class and show your instructor your concern for their class.
8. Always use good manners.
9. Ask at least one question per class.
10. Sit in the front of the class toward the middle.

## CAMPUS SPECIFIC INFO.

## SCOTT COMMUNITY COLLEGE

500 Belmont Road  
Bettendorf, IA 52822  
(563) 441-4001  
Iowa toll-free 1-800-895-0811 (Applies to 563 area code only)

### Key Contact Information:

	Head Men's Soccer Coach	Chris Ellis	309-236-9936	cjell12@hotmail.com
	Assistant Men's soccer	Javier Sanchez	309-235-2972	keljav8@att.net
	Head Women's Soccer Coach	Jeremy Miller	563-343-5142	jgmiller@eicc.edu
	Assistant Women's Soccer	Amanda Masterson		
	Head Golf Coach	Mark Ruthie	309-737-5354	truthzx@aol.com
	Assistant Golf	Vincent Briley	563-441-4003	vbriley@eicc.edu
	Athletic Director	Michelle Allmendinger	563-441-4136	mallmendinger@eicc.edu
	Acting President of the College	Dr. Teresa Paper	563-441-4172	
	Dean of Student Development	Lisa Brown	563-441-4017	
	Dean of Arts and Sciences	Andrew Burt	563-441-4344	
	Dean of Career and Technical Education	Janet Coogan	563-441-4201	
	Registrar	Arnie Thode	563-441-4131	
	Disabilities Resources	Jan Weis	563-441-4027	jweis@eicc.edu
	TRIO -Director	Jim Schneider	563-441-4072	jschneider@eicc.edu
	Career Placement/Work Study	Wayne Cole	563-441-40221	wcole@eicc.edu
	Book Store		563-441-4111	
	Financial Aid		563-441-4040	
	Housing - The Villas		563-499-5511	
	Library		563-441-4150	
	Registration		563-441-4181	
	Business Office		563-441-4123	
	Student Success Center		563-441-4026	
	Testing Center		563-441-4088	
	Tutoring		563-441-4026	

## **IDENTIFICATION CARDS**

Student identification cards are available at the Belmont campus (in the library or Student Life Center) or at the Kahl Educational Center on the 2nd Floor. Student IDs can be used at many local businesses to receive a discount as part of the i.Discount program.

## **STUDENT HOUSING**

Student Housing is available just a short distance from campus at The Villas. They offer one, two, and four bedroom apartments. Each student has their own bedroom and own bathroom. Amenities include laundry facilities, common room, study room, fitness room, tanning bed, swimming pool and hot tub, and sand volleyball. Call **563-499-5511** to speak to a representative from the Villas.

## **TRANSPORTATION**

Student wishing to ride the Bettendorf City bus to campus may do so daily. The bus arrives on campus twice every hour (26 and 56 minutes past the hour) beginning at 6:26am and ending at 5:56.

## **PROGRESS REPORTS FOR STUDENT-ATHLETES**

Progress reports will be distributed to instructors in order to monitor student-athletes' class performance and progress toward graduation. If the student-athlete is not attending class, successfully completing homework assignments, passing unit exams, and/or avoiding study tables, they will be referred to the head coach or academic advisor.

## **STUDENT SUCCESS CENTER/TUTORING (ROOM 2015)**

Housing a large computer lab for students, the Center also provides free tutoring. They have a Math Center and a Writing Center staffed with welcoming tutors Monday - Friday. Science tutors are available throughout the week. They also offer assistance in Spanish, Psychology, and ESL. Come in, check them out, and don't hesitate to inquire about help in a subject that may not be posted. They will make every effort to accommodate your success

## **ATHLETIC PARTICIPATION GUIDELINES ACKNOWLEDGEMENT**

A student becomes a member of the EICC Athletic Program for the forthcoming school year under the provisions of the Student-Athlete Handbook upon signing this Acknowledgement Form, with all rules to be enforced up through the academic/athletic year.

Your signature indicates your willingness to help us provide you with the best possible athletic experience. Your signature also indicates your understanding of the rules as set forth in this handbook that you will be subject to as a student-athlete having the privilege of participation in intercollegiate athletics.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach: \_\_\_\_\_

Date: \_\_\_\_\_

Handbook copy

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Coach: \_\_\_\_\_

Date: \_\_\_\_\_

College copy