



Carroll University
Student-Athlete Handbook

Gopios.com

Letter from Athletic Director Michael Schulist

As you browse the Carroll University Athletics student-athlete handbook, you will find that Pioneers Athletics is completely dedicated to the health, welfare, personal and athletic development and success of the student athletes in our programs. A quality collegiate athletic experience begins with excellence in coaching, conference and national affiliation and competition, facilities, and administrative support... all of which are present within our programs. Carroll University fully supports the NCAA Division III Mission whereby we place the student-athlete first and foremost by placing academic success first combined with a positive athletic experience.

This handbook has been assembled as an aid to assist Carroll student-athletes by providing access to important information and forms which must be submitted in order to participate in intercollegiate athletics, as well as policies and resources that are available.

Carroll University and Pioneer Athletics are pleased to have you as part of our Program, and wish you all the successes that you Pioneers experience offer to you.

Carroll University Mission Statement

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society.

Carroll University Student Affairs Mission Statement

Carroll University Student Affairs fosters a value-driven, student-centered community dedicated to enriching the life of the campus and prepares students for lifelong personal growth, development and service in a diverse and global society.

Carroll University Athletics Mission Statement

Carroll University Athletics inspires a culture of success by providing opportunities for student-athletes and staff to achieve excellence thru sustaining integrity, respect and stewardship. We support our academic mission by keeping Carroll's history FIRST, and FOREMOST as we move FORWARD to Victory!

Carroll University Ethos

Respect: We will honor the dignity and worth of each member of our diverse community by building relationships of trust. We will be civil and kind as we engage one another in our work.

Integrity: We will offer our best selves and trust that others will do the same through honesty, fairness, and strength of character.

Stewardship: We will cultivate and care for our human, natural and material resources with gratitude, responsibility and accountability.

Facts

Location: Waukesha, WI

Nickname: Pioneers

Mascot: Pio Pete

Colors: Orange, White

Enrollment (2018-19): 3,358 (2,907 undergraduates)

Affiliation: NCAA Division III

Conference: College Conference of Illinois and Wisconsin

President: Cindy Gnadinger

Athletic Director: Michael Schulist

Mailing Address: 100 N East Ave, Waukesha, WI 53186

Fight Song

Carroll University,
Carroll University,
Show some spirit,
Ring the vic'try bell
And cheer for Pioneer!

Important Dates

[Academic Calendar](#)

[Student Events](#)

[Athletic Events](#)

Sports Information

[Sports Information](#)

[Facility Hours](#)

D3 Philosophy

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural and gender equity among their student-athletes and athletic staff.

To achieve this end, Division III institutions:

- Place a special importance on the impact of athletics on the participants rather than on the spectators and place a greater emphasis on the internal consistency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs.
- Award no athletically related aid to students.
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators.
- Encourage participation by maximizing the number and variety of athletic opportunities for their students.
- Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes.
- Assure that athletics participants are not treated differently from other members of the student body.
- Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletic program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission.
- Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process.
- Assure that academic performance of the student-athletes is, at a minimum, consistent with that of the general student body.
- Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body.
- Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports.
- Support ethnic and gender diversity for all constituents.
- Give primary emphasis to regional in-season competition and conference championships.
- Support student-athletes in their efforts to reach high levels of athletic performance, which might include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

CCIW

The College Conference of Illinois and Wisconsin (CCIW) exists to serve a select group of private colleges and universities of similar size and heritage, which share a deep commitment to superior undergraduate education and a common perspective on the role of intercollegiate athletics in that education. The conference supports the following principles that distinguish the CCIW and its approach to intercollegiate athletics:

Student-focused approach - CCIW schools place the highest priority on the overall educational experience of the individual student. Athletics are viewed as an important element of a well-rounded education. Student-athletes are integrated into the mainstream of the entire student body, receive no special privileges and are encouraged to participate in other campus groups and activities. The conference supports the active recruitment of student-athletes as a means of achieving the educational aims of each member institution.

Broad based athletics programs - The CCIW program is wide-ranging in scope, with meaningful competition and championships offered in numerous sports. Each member institution offers a broad based program of intercollegiate sports and seeks widespread student participation in that program.

Fairness and equity - CCIW schools are sensitive and responsive to the needs and interests of both male and female athletes and are governed by principles of fairness and equity in its approach to funding, staffing and overall support for all sports. Each member institution is expected to fully comply with all NCAA, CCIW and institutional rules and regulations in the operation of its athletics program.

Overall excellence and national stature of the conference - The CCIW seeks to continually develop and strengthen itself with the goal of recognition of the premier NCAA Division III athletic conference. The CCIW seeks to promote keen competition, the highest level of sportsmanship and the strongest performance possible in each sport. Regular participation by member institutions in NCAA regional and national competition is an ongoing conference goal.

Member Institutions

Augustana College
Carroll University
Carthage College
Elmhurst College
Illinois Wesleyan University
Milliken University
North Central College
North Park University
Wheaton College

Associate Members

University of Chicago-Women's Lacrosse
University of Dubuque-Men and Women's Lacrosse
Washington University in St. Louis-Football

Athletics Directory

Athletic Administration

Michael Schulist	Athletic Director	mschulis@carrollu.edu	262-650-4847
Bianca Smith	Assistant Athletic Director/SWA	bsmith@carrollu.edu	262-650-4839
Mark Krzykowski	Assistant Athletic Director	mkrzykow@carrollu.edu	262-650-4870
Michael Hodge	Head Woman's Lacrosse Coach/Facilities Coordinator	mhodge@carrollu.edu	262-524-7634

Sports Medicine

Steve Staab	Head Athletic Trainer	sstaab@carrollu.edu	262-524-7379
Leah Jankowski	Assistant Athletic Trainer	ljankows@carrollu.edu	262-650-4863
Megan Bateman	Assistant Athletic Trainer	mbateman@carrollu.edu	262-650-4863
Dayna Lentz	Assistant Athletic Trainer	dlentz@carrollu.edu	262-650-4863

Head Coaches

Stein Rear	Baseball	srear@carrollu.edu	262-650-4874
Paul Combs	M Basketball	pcombs@carrollu.edu	262-524-7322
Lindsay Schultz	W Basketball	lbschult@carrollu.edu	262-524-7319
Shawn Thielitz	M/W Cross Country/Track and Field	sthielit@carrollu.edu	262-524-7317
Mike Budziszewski	Football	mbudzisz@carrollu.edu	262-650-4880
Rob Retzlaff	M Golf	rretzlaf@carrollu.edu	262-212-2621
Emily Ho	W Golf	eho@carrollu.edu	
Zack Olsen	M Lacrosse	zolsen@carrollu.edu	
Michael Hodge	W Lacrosse	mhodge@carrollu.edu	262-524-7634
Derek Marie	M Soccer	dmarie@carrollu.edu	262-524-7106
Susie Foster	W Soccer	sfoster@carrollu.edu	262-650-4830
Kelsie Miller	M/W Swimming and Diving	kmiller@carrollu.edu	
Amy Gradecki	Softball	agradeck@carrollu.edu	262-524-7321
Craig Mours	M/W Tennis	cmours@carrollu.edu	262-650-4829
Becca Saal	Volleyball	rsaal@carrollu.edu	262-650-4825

For the full list of coaches and staff go to [Staff Directory](#)

Housing

Residency Requirement

All full-time students who enroll at Carroll are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year. Exceptions to this policy include those students who are married or in a partnership legally recognized by a state, 23 years of age or older, are the primary caregiver to a child and those students who are living within fifty (50) miles from campus with parents or legal guardians during the academic year for which they are enrolled.

Housing During Breaks

Break Periods

1. No individual is permitted to stay in residential facilities during the Thanksgiving, winter, and spring breaks. Exceptions are made to this policy, through a break housing request, by the Office of Residence Life and Housing.
2. Failure to leave the residential facilities within 24 hours of a resident's last final or by the designated time and/or entering the halls while the hall is closed may result in disciplinary action.
3. Failure to complete the appropriate break housing request paperwork, by the listed deadline, will result in an administrative fine and may result in disciplinary action.
4. Summer term housing-students must complete and sign a housing agreement by the appropriate deadline.
5. Overnight Guests/Guests/Visitors are not allowed to stay overnight during housing break periods.

Student-Athlete Housing During Breaks

There will be a \$15 per night charge per student for all sponsored early arrival students. Student-athletes participating in organized team activities will have charges covered by the athletic department. Students with questions regarding their inclusion on a particular list and dates and times of arrival will be directed to their coach or the appropriate Athletics staff member.

Code of Conduct

Philosophy

Carroll University Athletics Program is committed to providing opportunities for all students to participate in intercollegiate athletics. At Carroll, athletes are students first and foremost, and the athletics program takes its place with the rest of the university in placing the highest priority on the overall quality of each student's educational experience. The athletics program is committed to equity and fairness of all student-athletes and in abiding by the standards, rules, and regulations of the College Conference of Illinois and Wisconsin (CCIW) and the National Collegiate Athletic Association (NCAA).

To represent the University in intercollegiate competition is an honor, a distinctive privilege and must be earned by promise and continuing performance. Every student-athlete who participates in intercollegiate athletics becomes a member of a team and a representative of the Carroll community. By accepting this privilege of team membership, the student-athlete accepts the following responsibilities in addition to his/her responsibilities as a student and a member of the community.

The student-athlete is subject to the rules pertaining to his/her particular sport as established by the coaches and Intercollegiate Athletics and Carroll University. The student-athlete must participate in practice and competition, except when declared unfit by the team athletic trainer or doctor, academic commitment and/or with the coach's prior consent.

Personal Conduct

A Carroll University student-athlete is expected to be a responsible member of the team, contributing his/her energy and skill to the best of his/her ability. Conforming to the self-discipline which team membership implies and ethical conduct by student-athletes, staff and coaches is also expected. Coaches will be notified of all alleged incidents that have been documented involving a student-athlete and will handle each incident at their own discretion.

As stated in the NCAA Manual and below, unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement examinations;
- Engaging in any athletics competition under the assumed name or with intent otherwise to deceive;
- Dishonesty in evading or violating NCAA regulations;
- Knowingly furnishing the NCAA or the individual's institution with false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NCAA regulations.

A student-athlete who is determined to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. The decision shall be made by both the student-athlete's Head Coach and the Athletic Director.

Sportsmanship

Student-athletes are to conduct themselves in a sportsmanship-like manner at all times, both during athletic competition, as a spectator, and in their personal life in the community. Student-athletes are to respect the dignity and rights of every person and show an understanding and tolerance of differences in individual people.

In-Season vs. Out-of-Season

Conduct expectations of student-athletes in their competitive season are specifically targeted and addressed above. However, intercollegiate student-athletes are highly visible, and their actions reflect on Carroll University, the Athletics Department and their respected team. Coaches and/or administration may address out of season infractions as deemed warranted.

Academics

The major purpose at Carroll University is to pursue an academic degree. The student-athlete has a responsibility of attending class, to complete classroom assignments, and conduct himself/herself in ways that are consistent with acceptable classroom performance. The student-athlete is required to meet all University academic requirements as well as eligibility rules of the CCIW and the NCAA. Carroll student-athlete academic requirements are:

- Calculation of Grade Point Average (GPA): GPA is based on the 4.00 system. For the sake of the CCIW definition, all grade point averages shall be rounded off to two decimal points.
- Minimum GPA: The following scale of GPA shall be required of all student-athletes representing conference schools in intercollegiate competition:
 - First Term of Enrollment: To participate in a sport after s/he has completed 12 credit hours or its equivalent toward graduation, a student must have a 2.00 cumulative GPA at the end of the term prior to the term of participation.
 - Second Year of Enrollment: To participate in a sport after s/he has completed 24 credit hours or its equivalent toward graduation, a student must have a 2.00 cumulative GPA at the end of the term prior to the term of participation.
 - Third Year of Enrollment: To participate in a sport after s/he has completed 48 credit hours or its equivalent toward graduation, a student must have a 2.00 cumulative GPA at the end of the term prior to the term of participation.
- Minimum Credits Earned: No student-athlete shall be eligible to compete:
 - Second Season: In a second season of sport unless s/he has completed 24 credit hours or its equivalent toward graduation;
 - Third Season: In a second season of sport unless s/he has completed 48 credit hours or its equivalent toward graduation;
 - Fourth Season: In a second season of sport unless s/he has completed 72 credit hours or its equivalent toward graduation.
- Junior Varsity Squads: Members of junior varsity squads must be academically eligible in order to participate.

Policy Statements

Carroll University administration, Athletic Director, and Head Coaches, in cooperation with other appropriate personnel as needed, will investigate any circumstance that suggests a violation to NCAA, CCIW, Carroll University policies or procedures, or the Student-Athlete Code of Conduct. As stated in the Carroll University Student Handbook and below, violations consist of, but are not limited to:

A. *Social Media Policy*

Any use of social media (Twitter, Facebook, Instagram, YouTube, etc.) represents both Carroll University, and its Athletics Department. The student-athlete is expected to practice good habits and judgment when participating in social media. A student-athlete will be held responsible for their actions on social media sites and general online activity. However, we remind the student-athlete that, as a member of the Carroll University Athletics Department, student-athletes are a representative of the University and are always in the public eye. We encourage student-athletes to keep the following guidelines in mind as they participate on social networking web sites.

- Carroll University, including administrators and coaches, has the right to monitor these web sites.
- A student-athlete could face sanctions and even dismissal for violation of policies and procedures or philosophies of Carroll, the Athletic Department and/or the applicable national governing body and/or athletic conference.
- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of the student-athletes control the moment it is placed online-even if the student-athlete limits access to their site.
- Do not post information, photos, or other items online that could embarrass the student-athlete, the team, or Carroll University. This includes information, photos and items that may be posted by others on the student-athletes page.
- Do not post personal information including homes address, local address, phone number(s), birth date, etc.
- A student-athlete should use caution as to what information they post on their website about their whereabouts or plans. The student-athlete could be opening themselves up to predators.
- A student-athlete should be aware of who they add to their social media sites. Many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.

B. *Athletics Policy on Alcohol, Tobacco, Illegal, Controlled or Banned Substance(s)*

The Athletic Department at Carroll University is dedicated to providing students with the opportunity to participate in athletics in a manner that will not compromise their health or well-being. In doing so, Carroll University does not condone the use of substance(s) that are illegal or banned by the NCAA, or the abuse of legal substance(s).

All student-athletes have the opportunity to confidentially obtain information regarding 1) which substances are illegal or banned by the CCIW and/or NCAA, 2) the effects of short- and long-term substance abuse including alcohol, and 3) counseling or rehabilitation. This information can be provided through the Carroll University certified Athletic Training staff, University health services, or through off campus resources.

1. Alcohol: Student-athletes must be 21 years old to consume any alcoholic beverages. This must be done in moderation and responsibly, in legally accepted places (both on and off-campus), and with awareness of public perception of drinking during their season of competition.
 - a. Student-athletes must not distribute to minors or underage individuals at any time.
 - b. Student-athletes must not consume alcohol 48 hours prior to any athletic practice, competition, or any athletic related activity.
2. Tobacco: The use of Tobacco, including chewing or snuff and e-cigarettes, is prohibited throughout the athletic season.
3. Illegal, Controlled or Banned Substance Use/Misuse: The use or possession of Illegal, Controlled or Banned Substance(s) or NCAA and/or CCIW banned substances by student-athletes is prohibited at all times.

C. Hazing Policy

Hazing of any form is not tolerated. Hazing is defined as any action taken or situation created intentionally or unintentionally, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of an individual, regardless of the person's willingness to participate. Hazing also includes requiring underclassmen to perform labor not required of upperclassmen, or allowing upperclassmen to have first choice on bus seats or gear due to their class year.

Any student athlete who is found responsible for Hazing may be suspended indefinitely from participation in intercollegiate athletics at Carroll University.

D. Transgender Policy

Transgender students are welcomed and encouraged to participate in athletic activities at Carroll University. Student-athletes should report to Athletic Director, Mike Schulist and Assistant Athletic Director, Bianca Smith to seek the proper documentation and paperwork.

E. Team Travel

When traveling as official representatives of Carroll University, student-athletes' actions should reflect favorable on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional needs, and curfews. All student-athletes are expected to depart and return with their team/coach unless they are given permission from their head coach to travel on their own or officially released to their parent/guardian. In both situations an Athletics Team Travel Release form (see Appendix) must be completed and retained by the head coach.

The preferred method is to provide transportation to ALL student-athletes to and from site of practice or competition. However, if transportation is not provided the student-athletes will be required to convene at the site.

F. Equipment Usage

Student-athletes will respect all University property and properly care for any uniform, practice gear or any equipment issued to them by the athletic department. Prompt returns and replacement costs, if applicable, are the sole responsibility of the student-athlete. Failure to return equipment may be subject to the student conduct process.

The following relevant policies can also be found in the [Student Handbook](#):

- A. Tobacco-Free Policy
- B. Weapons Policy
- C. General Alcohol Policies
- D. Alcohol Misuse
- E. General Illegal, Controlled, or Banned Substance Policies
- F. Illegal, Controlled and/or Banned Substance Use/Misuse

Student-Athlete Advisory Committee (SAAC)

The NCAA Division III Student-Athlete Advisory Committee (SAAC) strives to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete well-being; and fostering a positive student-athlete image, while maintaining the tenants of the Division III philosophy.

SAAC is made up of at least two representatives from every sport as chosen by either each coach or by volunteering. Any students who are interested in being a team representative should contact their coach or the SAAC advisors (contact information below).

Purpose of SAAC:

1. Generate a student-athlete voice within the institution
2. Generate at student-athlete voice within the conference
3. Review and respond to proposed NCAAA legislation
4. Support the campus and conference community through community outreach efforts, with a primary focus on the NCAA Division III SAAC and Special Olympics partnership

SAAC advisors:

Bianca Smith

Assistant Athletic Director/Senior Woman Administrator/Assistant Baseball Coach

bsmith@carrollu.edu

262-650-4839

Becca Saal

Head Volleyball Coach/Strength and Conditioning Coach

rsaal@carrollu.edu

262-650-4825

Awards

The following awards will be handed out annually at a year end celebration. All Head Coaches are to nominate athletes that they feel are deserving of the recognition. All Head Coaches and athletic administrators will vote on the nominees for the following categories:

Kilgour Award

This award is presented to an outstanding **student** in recognition of **four years** of women's athletic and academic leadership.

Buschkopf Award

This award is presented to the **senior student** who best combines scholarship and athletic achievement in men's athletics based on seven semesters at Carroll University.

Athlete of the Year in Women's Athletics

This award is presented to junior(s) or senior(s) who have shown outstanding character and performance in women's athletics.

Athlete of the Year in Men's Athletics

This award is presented to junior(s) or senior(s) who have shown outstanding character and performance in men's athletics.

All-Americans

The following athletes have achieved All-American status in their respective sports.

The Student-Athlete Advisory Committee (SAAC) will vote on the nominees for the following categories:

Best Game

Team GPA

Team of the Year

Rookie of the Year (Men's/Women's Athletics)

Comeback Player of the Year

Best Play (Fall/Winter/Spring)

Career Achievement Aware (given to alum/na)-nominated by senior administrative staff

Faculty of the Year-nominated by student-athletes

Staff Member of the Year-nominated by student-athletes

Compliance & Eligibility

Compliance Contacts

Bianca Smith

Assistant Athletic Director/Senior Woman Administrator/Assistant Baseball Coach

bsmith@carrollu.edu

262-650-4839

Lindsay Schultz

Head Women's Basketball Coach/Compliance Assistant

lbschult@carrollu.edu

262-524-7319

The following forms will be distributed during the summer prior to the academic school year and must be completed annually prior to competing in NCAA intercollegiate athletics. Compliance forms are to be completed prior to or at your team's scheduled Compliance meeting. If you are unable to attend or complete the forms at the Compliance meeting, you must contact Bianca Smith, Assistant Athletic Director at bsmith@carrollu.edu to complete the required forms. More information can be found at [Carroll Athletics Compliance](#).

- NCAA Student-Athlete Statement
- Buckley Amendment
- Drug Testing Consent
- Student-Athlete Code of Conduct

Hosting Prospective Student-Athletes Guidelines (PSA)

An Overnight Host must...

- Have a positive attitude and be a good representative of Carroll University, the Department of Athletics, and your varsity team
- Be enthusiastic about Carroll University and the opportunities we provide for student-athletes
- Follow the guidelines outlines in the Department of Athletics' Student-Athlete Handbook

Overnight Hosting Expectations:

- Overnight Hosts may not consume alcohol, even if of-age, when hosting prospective students
- Prospective students should never consume alcohol during a campus visit
- Overnight Hosts may not possess or provide illegal drugs to prospective students
- Overnight Hosts should provide a room or suite for the prospective student
 - Prospective students are not permitted to sleep in open common areas such as study lounges or lobbies
 - At all costs, try to keep prospective students from sleeping on hard floors. Please try to provide a bed, couch, or air mattress whenever possible. Hosts are also strongly encouraged to provide linens if possible.
- Never leave a prospective student unattended
 - If you need to separate from your prospective student, for any reason, there must be someone you entrust with the visiting student. Students are not allowed to provide their ID to another individual to grant access to a building or living unit.
- Contact your head coach and/or your RA if any problems arise that need immediate attention

Title IX

Carroll University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. As a part of our commitment to a safe and non-discriminatory campus, Carroll University prohibits Sexual Misconduct in all forms, including Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Sexual or Gender-Based Harassment, and Retaliation (together “Sexual Misconduct”). The entire Title IX/Sexual Misconduct policy can be found [here](#).

Under the Title IX/Sexual Misconduct policy, faculty, staff and coaches are considered mandatory reporters and must report any actual or suspected sexual misconduct to the University Title IX Coordinator or Deputy Title IX Coordinator(s). Certain student employees – Resident Assistants (RA’s) and Orientation Mentors (OM’s) – are also considered mandatory reporters of sexual misconduct.

Confidential reporting options include the counselors located at the Walter Young Center, the University Chaplain located at the Richard Smart house, and the nurse practitioners located at the Student Health Center.

A report of sexual misconduct often involves the disclosure of sensitive information. Every effort will be made to respect and protect the privacy of individuals involved; however, University policy and Wisconsin state law may require University officials to disclose certain information concerning a report of sexual misconduct to others on campus or to local law enforcement.

For more information on the Title IX/Sexual Misconduct policy or to report an incident of sexual misconduct, please contact titleix@carrollu.edu.

Support Services

Available Student-Athlete Wellness Services

Athletic Training Facility

The Athletic Training Facility is a medical facility on campus for student-athletes needing attention for a variety of medical issues from general medical concerns to musculoskeletal injuries. Athletes are encouraged to use the athletic training facility as a safe place to share any concerns about their well-being as a student-athlete. Initial visits are done on a walk-in basis and student-athletes will be encouraged to schedule follow-ups. The Athletic Training Facility is staffed by Certified athletic trainers (ATCs).

Student Health Center

The Student Health Center at Carroll is located at 215 Wright Street. Nurse practitioners (NPs) staff it and are available to students from August through May with limited hours in June and July. For more information and for a list of fees, please visit the website at https://my.carrollu.edu/ICS/Departments/Health_Services/.

Walter Young Center (WYC)

The WYC provides short-term solution-focused counseling. The WYC also provides referrals to community providers if longer-term counseling is needed. The Walter Young Center staffs licensed counselors for Carroll University students. Appointments for non-emergency cases is recommended however, walk-ins are always welcome. Student-athletes are encouraged to utilize the WYC for its licensed counselors or orientation to stress reducing techniques.

Academics Support Services

Academic Advising

Academic Advising at Carroll University is a 50/50 partnership between you (the student) and your Academic Advisor who is a member of Carroll's faculty or staff. As a result of this dynamic relationship with your Academic Advisor, you will be given direction and assistance as you:

- Take ownership of your educational experience and learn to become a member of the Carroll community by thinking critically about your role and responsibility as a student
- Achieve your educational, career, and personal goals during your time at Carroll University
- Prepare to be an educated citizen of our global community by extending your learning beyond Carroll's campus

At Carroll, we have both faculty and professional Academic Advisors who are experts in the requirements that compose your educational program.

- If you have declared a major or specific area of study, you will be assigned a faculty advisor within that academic department
- If you are still exploring your options or are unsure of your academic direction, you will be assigned to a professional Academic Advisor who has general curricular knowledge and can assist you in exploring all of your academic options

It is recommended that you meet with your Academic Advisor **2-3 times per semester** to monitor your academic and career plan and to make adjustments as needed, due to your changing interests and

situations. You are **REQUIRED** to meet with your **ASSIGNED** Academic or Faculty Advisor at least **ONCE PER SEMESTER**, to be cleared for registration for the upcoming semester.

Center for Academic Advising Services

We believe in you and are committed to helping you succeed. Carroll University's Center for Academic Advising Services team provides support and resources so that you can make the most of your Carroll journey. Whether you are just starting out at Carroll, still exploring your options as you decide on a major, adding a major, minor, or emphasis, even contemplating a change of direction, our Academic Advisors will work with you to help you find a path you will be proud of.

Our mission, in partnership with the campus community, seeks to empower the students to articulate and achieve their personal, educational, and vocational goals, become life-long learners, and upon graduation, continue to contribute to a diverse and global society.

Why visit the Center for Academic Advising Services?

- To receive guidance when questioning and exploring academic majors, minors, or programs
- To get a head start on navigating academics at Carroll University
- To connect with Academic Advisors to plan your education
- To more fully understand Carroll's academic programs and academic policies
- To connect with peer support through peer advising and mentorship
- To create a **unique** academic plan for YOU

Fall & Spring Semester Hours: Monday through Thursday, 8am-6pm and Friday, 8am-4:30pm

Summer & Winter Term Hours: Monday through Friday, 8am-4:30pm

For more information about Academic Advising at Carroll, please visit the Center for Academic Advising Services webpage at www.carrollu.edu/advising/. You can also visit us in-person at 125 Wright Street or contact us at 262-524-7410 or acadadvising@carrollu.edu.

Career Services

Career Services provides career development assistance to Carroll students and alumni. Services include resume and cover letter assistance, career exploration, choosing a major, searching for a job or internship, networking tips, interviewing techniques, and graduate school preparation.

Additional services include:

- Handshake: Students have access to internship and job postings and can connect with employees from around the world.
- Build-A-Workshop: Career Services offers customizable workshops on a variety of topics, which can be requested by student organizations, groups of friends, student workers, etc.
- Career Events include the WorkForce Career and Internship Fair and Etiquette Dinners
- Learning Commons: The Learning Commons, located in the lower level of the Carroll Library, provides free peer-led academic support services for Carroll students: Career Services, Math Center, Subject Tutoring, Supplemental Instruction, Workshops, and the Writing Center. It is also a great place to collaborate with others to work on projects, study for exams, or catch up with friends.
 - Math Center
 - Math assistants help students as they prepare for quizzes and tests, complete assignments, and learn new concepts in their classes.

- Subject Tutors
 - Subject tutors assist their peer with mastering course content and developing study strategies for their classes.
- Supplemental Instruction (SI)
 - SI offers peer-led group sessions for historically difficult courses. SI sessions are facilitated by students (SI Leaders) who previously excelled in the courses. SI Leaders attend classes, take notes, and hold several weekly sessions to review course material. By employing a variety of collaborative learning strategies and group work, SI offers multiple options for learning challenging material.

Workshops

The Learning Commons offers numerous workshops throughout the year focusing on study skills, test taking strategies, and other special topics by student request.

Writing Center

Writing assistants support students during any stage of the writing process including brainstorming, developing and organizing ideas, and revising final drafts. For more information on services in the Learning Commons please check out our website at <http://www.carrollu.edu/Learningcommons/>

Registrar

The Registrar's Office, located on the first floor of Vorhees Hall, maintains the official academic records of the university. Go to this office for: registration questions, requesting an academic petition, requesting and completing a certification of enrollment form, inquiring about the process for selecting a new major/minor/advisor, questions regarding registering online, etc. Most forms are available online at https://my.carrollu.edu/ICS/Student/Academics_and_Registration.jnz

The Registrar determines graduation eligibility for each student. Applications for Graduation are submitted online via the student's portal under, "Apply for Graduation". Undergraduate students must have a minimum of **60 credits** to apply. All Applications for Graduation are required one year prior to the date you plan to graduate.

Library

The Carroll Library provides access to academic resources for students as well as individual research assistance from subject specialist librarians. This library's collection includes print and electronic books, DVDS and CDS, as well as electronic and print journals, databases, and other online reference material. The Information Commons provides computers and collaborative workstations as well as research assistance. When using the Library resources students should keep in mind the following things:

- Library privileges are provided for all registered students with a Carroll University PiONEer Card.
- During the academic terms, the library is open 7:30am-midnight on Monday through Thursday, 7:30am-8:00pm on Fridays, 11a-8pm on Saturdays, and 11am-midnight on Sundays. There are extended hours during exams. Special hours for holidays and vacation periods are posted in the library and on the library's website.

Research Support

The library provides research assistance to both classes and to individual students through the MyLibrarian program. Each academic program on campus has a librarian dedicated to student and faculty research success. To receive research support:

- Use the online chat option through the library website
- Call 262-524-7175
- Email your subject librarian
- Visit the library and visit the library staff offices

Transcript Requests

Official and unofficial transcripts are now requested online through Credentials. To place an order, go to the Student tab-Academics and Registration, then under the “Academics” box search for the “Official Transcript” icon or: https://my.carrollu.edu/ICS/Student/Academics/Official_Transcripts.jnz

Email-The University provides access to email and mailboxes for all students. These methods of communication are consistently used by the university in an effort to contact students. It is expected that students will check these communications daily.

Business Office

The Carroll Business Office maintains the official financial records of Carroll University, including information relating to student accounts. The cashier window of the Business Office is located on the lower level of Vorhees Hall. The following services are available in the Business Office:

- Payment of a student bill
- Signing of loan/scholarship checks
- Purchasing dining dollars
- Adding funds to Carroll Cas\$h
- Pick up of student payroll checks
- Personal check cashing (up to \$25 per day upon presentation of a valid Carroll ID card)

Financial Aid Office

The Financial Aid Office is located on the first floor of Vorhees Hall. This office awards and administers all federal, state, institutional grants/scholarships, student/parent loans and campus employment programs. Visit this office to inquire about or request financial aid counseling as well as questions regarding the campus employment programs.

Athletic Training Facility

The Athletic Training Facility is a medical facility on campus for student-athletes needing attention for a variety of medical issues from general medical concerns to musculoskeletal injuries. Athletes are encouraged to use the athletic training facility as a safe place to share any concerns about their health. Initial visits are done on a walk-in basis and student-athletes will be encouraged to schedule follow-ups. The Athletic Training Facility is staffed by Certified athletic trainers (ATC's).

General Rules

1. All student athletes must sign in when entering the athletic training room.
2. Athletes are asked to practice proper hygiene in the athletic training facility. Athletes should be fully showered before entering athletic training facility. Exceptions will be made for emergencies.
3. Appropriate attire must be worn at all times by student athletes (shirt, shorts, socks and shoes) and modesty maintained at all times.
4. Please ask for assistance when entering the athletic training room. Student athletes must gain permission to access supplies in the athletic training facility from the athletic training staff and/or student workers.
5. It is recommended all athletes schedule appointments with their treating athletic trainer for treatments and rehabilitation sessions. If appointments are not made, treatments will be done on a first come-first serve basis for student-athletes only. In-season athletes are given priority care. Emergencies take precedence over all other activities.
6. Refrain from the use of profanity in the athletic training room. Abusive language will not be tolerated and asked to leave immediately.
7. When using the whirlpools all athletes must be showered and free of open wounds when entering whirlpool.

Athletic Training Room Hours of Operation

Monday-Friday

8:00-4:00	Open Evaluation and Rehabilitation by appointment
4:00-6:00	Practice/Event coverage by ATC and student workers
6:00-6:30	Post practice Treatments

Saturday and Sunday

Event or appointment only

Student-Athlete Medical Forms:

Student-athletes are required to complete the following forms annually before participating in intercollegiate Athletics

- Preparticipation Physical

- Student-Athlete Health History
- Sickle Cell Status or Waiver
- Proof of Primary Health Insurance
- Concussion Education Form
- Participation Risk Waiver
- CCIW Injury Acknowledgement
- Helmet Warning Acknowledgment

Athletic Injuries

All athletic related injuries should be reported to the Athletic Training Staff immediately. All initial evaluations will be done by an LAT/ATC. Referrals will be made when necessary or requested by the student –athlete. Student-athletes may choose to initiate their treatment off campus. If an athlete seeks outside medical attention, a copy of the medical documents must be sent to the Carroll University Athletic Training staff in order to receive further care. A physician or LAT/ATC must clear athletes before they can return to play.

Concussion and Concussion Education

Student athletes will receive education materials during start of the season compliance meetings. Student athletes will sign a statement acknowledging responsibility to report all injuries and illnesses to the athletic training staff including concussions. Carroll University Concussion protocol found on GoPios.com

Student Health Insurance

All student-athletes are required to carry adequate health insurance. The student-athletes insurance is always considered primary and will be billed first for the coverage of athletic related injuries. If you have questions regarding the terms of your coverage, you should contact your insurer immediately. Please be sure to note if there are any exclusions in your policy regarding athletically-related injuries or regional coverage. If you do not have adequate insurance, you may enroll in the University sponsored plan.

The University-sponsored plans are available to any student taking 6 credits or more who is enrolled and attending for at least the first 31 days of the semester. Information regarding the cost, coverage and enrollment for the plans can be found at <http://www.wpsic.com/waicu> (scroll down to find information for Carroll University). Purchase of a University sponsored student health insurance plan is voluntary. Many insurance and/or HMO plans do not provide coverage outside of a particular area, and for this reason, students should review coverage under other plans carefully. Whether students are insured through one of the University sponsored plans or through their own health insurance, students are solely responsible for the cost of all health care needs.

Secondary Intercollegiate Insurance

The University carries a secondary insurance policy that covers student athletes who are injured during practice for, or while participating in, an intercollegiate athletic event. While the policy is maintained and paid for by the University, the student-athlete is responsible for the policy's deductible. The deductible may be paid by other insurance maintained by the student.

Carroll University's athletic accident insurance has a \$1,000 deductible. The first \$1,000 is the responsibility of the student athlete or the athlete/family's primary insurance provider. All medical bills must be filed with the student athlete's/family insurance provider first. It is important to note that authorization is obtained and/or correct filing procedures are followed for the athlete's/family insurance provider. Carroll is not responsible for coverage if extra charges are incurred due to improper authorization of service and/or improper filing procedures.

NCAA Catastrophic Insurance

The NCAA's Catastrophic Injury Insurance Program provides coverage for student-athletes who are catastrophically injured while participating in a supervised intercollegiate athletic activity (subject to all NCAA policy terms & conditions). This policy has a \$90,000 deductible and provides coverage supplemental to your primary insurance in the event of a catastrophic injury. More information regarding this program may be found on the NCAA's website at: www.ncaa.org.

International Student Insurance

International students should consult with Megan Couch, International Student Coordinator, for information about insurance requirements.

NCAA Banned Substances Medical Exceptions

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for medical use of a banned substance. Exceptions may be granted for substances included in the following classes of banned drugs:

- Stimulants (including those used to treat ADHD), beta blockers, beta-2 agonists, diuretics, peptide hormones, anabolic agents, and anti-estrogens.
- Pre-approval is required for the use of anabolic agents, anti-estrogens or peptide hormones. The institution must submit required documents to the NCAA (ssi@ncaa.org) before the student-athlete competes while using medications containing these substances. A reporting form is available at ncaa.org/drugtesting.
- For all other drug classes for which a medical exception review is permitted, the institution should maintain documents from the prescribing physician in the student-athlete's medical record on campus that include the diagnosis, course of treatment and current prescription. The ADHD reporting form is available at ncaa.org/drugtesting.
- In the event that a student-athlete tests positive by the NCAA, the institution shall be notified of the positive drug test, and at that time, the director of athletics may request an exception by submitted required documents to Drug Free Sport.
- Request for exceptions will be reviewed by members of the Committee on Competitive Safeguards and Medical Aspects of Sports and reported back to the institution.
- NCAA policy does not provide for medical exception for the use of marijuana and other illicit drugs.

For more information, visit ncaa.org/drugtesting.

Code of Conduct

I _____ (print name) acknowledge that I have received the Student-Athlete Handbook and understand that I am responsible for knowing and following the policies that are included within it.

(Print Name) _____

(Signature) _____ (Date) _____

**CARROLL UNIVERSITY
ATHLETIC TEAM TRAVEL RELEASE FORM**

Carroll University provides transportation for student-athletes and staff to and from scheduled and approved team contests. A student who needs and can justify use of an alternate form of transportation must complete and submit this form in advance of the date of the request.

- If the student is a minor (under the age of 18) the parent or legal guardian must also sign this waiver request form.
- If this request is granted, it is solely for the purpose of the approved student-athlete and no other student will be permitted to travel with the approved student.
- The approved student and their family understand and accept that Carroll University and its agents are in no way liable for any bodily or property damage that may come as a result of said travel
- The student will receive no travel reimbursement from Carroll for said travel
- If the request is to travel and return from a contest with a parent/guardian, this form must also be used (students will only be released if traveling with a parent/guardian)

STUDENT-ATHLETE'S NAME: _____ SPORT: _____

DATE(S) OF THE EVENT: _____

LOCATION: _____

CIRCLE ONE OF THE FOLLOWING:

I will depart with the team Y/N I will return with the team Y/N I will not travel with the team Y/N

ANTICIPATED DATE OF DEPARTURE: _____

ANTICIPATED DATE OF RETURN TO CAMPUS: _____

REASON FOR REQUEST: _____

I do hereby voluntarily and without reservation agree to hold harmless Carroll University, their officers, agents, and employees, from an and all liability, loss, damages, costs, or expenses which are sustained or incurred by me, and which may include damage to my personal property, personal injury or death, arising out of my actions in the course of not traveling with the athletic team utilizing transportation arranged for and funded by Carroll University. I understand that there may be inherent risks, dangerous conditions, or harmful consequences with my requesting this release.

I accept full responsibility for my health and well being through requesting this release, and I understand that I am giving up specific legal rights by signing this document. By signing this document, I acknowledge that I am 18 years of age or older, and if under the age of 18 I will be required to secure either the signature or written permission from a parent/guardian in advance of the departure day/time of this request.

Athlete's Signature

Date

Athlete Parent/Guardian Signature (if minor)

Date

Coach Signature

Date

Athletic Director's Signature of Approval

Date