



CARROLL
PIONEERS

Carroll University

Student-Athlete Handbook

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Table of Contents

Staff Directory.....	3
Mission Statement.....	4
Calendar of Events.....	7
Housing.....	8
Social Media.....	9
Fundraising.....	10
Student-Athlete Code of Conduct.....	12
Tobacco, Alcohol, substance abuse and weapons policy.....	16
CCIW Information.....	20
Athletic Facility Hours.....	21
Athletic Training Facility.....	23
Compliance and Eligibility.....	27
Athletic Program Awards.....	28
Support Services.....	29
Appendix	
Travel Release Form.....	33

[Athletics Staff Directory](#)

Athletic Administration

Dr. Sharon Beverly	Interim Athletics Director	sbeverly@carrollu.edu
Lindsay Schultz	Head Women's Basketball Coach and Compliance Director	262-524-7319 lbschult@carrollu.edu
Michael Schulist	Asst. Athletic Director/Advancement/Media Relations	262-650-4847 mschulis@carrollu.edu
Amy Gradecki	Head Women's Softball Coach/Admin Assistant/SWA	262-524-7321 agradeck@carrollu.edu
Michael Hodge	Head Women's Lacrosse Coach/Facility Coordinator	262-524-7634 mhodge@carrollu.edu
Steve Staab	Head Athletic Trainer and Health Care Administrator	262-524-7379 sstaab@carrollu.edu

Head Coaches

Mark Krzykowski	Head Football Coach	262-650-4870 mkrzykow@carrollu.edu
Shawn Thielitz	Head Cross Country and Track	262-524-7317 sthielit@carrollu.edu
Paul Combs	Head Men's Basketball Coach	262-524-7322 pcombs@carrollu.edu
Derek Marie	Head Men's Soccer Coach	262-524-7106 dmarie@carrollu.edu
Susan Foster	Head Women's Soccer Coach	262-650-4830 sfoster@carrollu.edu
Mike Lucchesi	Head Swimming and Diving Coach	262-650-4907 mlucches@carrollu.edu
Stein Rear	Head Baseball Coach	262-650-4874 srear@carrollu.edu
Robert Retzlaff	Head Men's Golf Coach	262-212-2621 rretzlaf@carrollu.edu
David Andrews	Head Women's Golf Coach	262-424-2567 dandrews@carrollu.edu
Craig Mours	Head Mens and Women's Tennis Coach	262-650-4829 cmours@carrollu.edu
Michael Hodge	Head Women's Lacrosse Coach	262-524-7634 mhodge@carrollu.edu
Amy Gradecki	Head Women's Softball Coach	262-524-7321 agradeck@carrollu.edu
Lindsay Schultz	Head Women's Basketball Coach	262-524-7319 lbschult@carrollu.edu
Becca Saal	Head Volleyball Coach	262-650-4825 rsaal@carrollu.edu
Brian Nowak	Head Men's Lacrosse Coach	262-650-4873 bnowak@carrollu.edu

For a complete staff directory information, including part-time and assistant coaches, click [here](#).

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 Athletics Mission Statement

Carroll University is an NCAA Division III institution and is a member of the College Conference of Illinois and Wisconsin. In accordance with NCAA Division III Philosophy, our mission is:

- To promote the growth of intellectual, physical, social behaviors, and the health and well-being of the scholar athlete.
- Develop and maintain effective, competitive and compliant NCAA Division III sport programs.
- To promote sportsmanship, and fair and equitable of all students without regard to race, gender or ethnicity.

Carroll University Athletics subscribes to and supports the missions as stated above of Carroll University, the NCAA Division III and the College Conference of Illinois and Wisconsin.

Division III Philosophy

Colleges and universities in Division III place the 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 an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

- Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- 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 sport offerings for their students through broad-based athletics programs;
- 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 student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- 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 athletics 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;
- Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- Assure that academic performance of 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; and
- Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

College Conference of Illinois and Wisconsin

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.

Carroll University Calendar of Events

To find out everything that is happening on campus in the coming weeks, visit the Carroll University [Student Events Calendar](#).

Athletic Events

Check out the [latest schedule](#) for all of the Pioneer athletics teams.

Student 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

An Early Arrival Request Form must be completed for any student who needs to move into campus housing earlier than the published arrival dates

Faculty or staff sponsoring students who wish to be granted early arrival status should submit this completed form to the Housing Office at their earliest convenience. **The faculty or staff sponsor will be informed only if the request is being denied via Carroll email.** Questions regarding this process may be directed to the Housing Office, at 262.524.7330 or housing@carrollu.edu.

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. The Housing Office will send department charges to Erin Hoppenworth, Director of University Budget and Capital Projects

Groups or individuals who are given permission for early arrival status will be given campus housing check-in information no later than Friday, August 3, 2018. Students with questions regarding their inclusion on a particular list and dates and times of arrival will be directed to the faculty or staff sponsor for information.

Social Media Policy

Social Networking 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.

- 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 a home 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.
- 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 Athletics Department and/or the applicable national governing body and/or athletic conference.

We advise Carroll University student-athletes to exercise extreme caution in their use of social networking websites.

Fundraising and/or Solicitations

Contact Mike Schulist, Assistant Athletic Director, when you have an idea for a fundraiser. Allow two to three weeks for developing, information gathering, and mailing.

Solicitation lists, particularly for local businesses and alumni solicitations, need to be reviewed and approved by the Vice President of Advancement to assure that your request does not conflict with ongoing solicitations. Where there is a potential conflict you will be notified and we will try to work out a solution.

Other Topic Points:

- Checks should come to the Advancement Department. Checks should always be written to Carroll University, a student's name should never appear on the "Pay to the Order of" line of a check. It is okay to write "in honor of" and a student's name on the memo line, but **CHECKS SHOULD NEVER BE MADE OUT TO STUDENTS OR THEY DO NOT COUNT AS GIFTS**
- The Advancement Department will send donors a generic gift acknowledgment letter within one week of gift receipt. If you want to personalize your thank you or if you choose to send your own thank you letter, please let us know in advance so that we may provide you the proper IRS wording.
- Large mailings (more than 150 pieces) can be sent at a cheaper postage rate. Estimated time for postage approval is three to seven days. Please inform us in advance if your mailing is larger than 150 pieces.
- Return envelopes are provided by the advancement office and will be included as part of your request.

Designation of Fundraising Money

An institution may designate specific funds "earned" by a SA through institutional fundraising as long as...

- Designated funds do not exceed actual and necessary expenses;
- Any funds that exceed an individual's actual and necessary expenses must go to the general team/institutional fund;
- All designated funds must be deposited with the institution to administer; and
- Any unearned funds must be deposited into the general team/institutional fund.

Crowdfunding by Student Athletes and PSA's

Division III legislation **DOES NOT ALLOW** a SA's or PSA's name or picture to be used to promote or solicit funds for a commercial product or service.

This includes:

- Brick-and-mortar business;
- Commercial websites;
- For-profit crowdfunding sites; and
- Other online businesses.

SA or PSA **MAY NOT** use his or her name, picture or athletics reputation to solicit funds through a personal online profile or crowdfunding site if the funds go directly to the SA or PSA.

SA or PSA **MAY NOT** set up a crowdfunding site to solicit funds for competition and practice with an outside amateur team or organization if the funds go directly to the SA or PSA.

Requesting Mailing Lists

For lists of names requests anticipate a two to four week window between giving us your parameters and completion of the project, though we will make every effort to expedite your request. An additional week may be needed during Homecoming, Calendar Year End and Fiscal Year End.

When making a request please provide complete information: what names you would like, how you would like the salutation to read, etc.

At the end of each athletic season, the head coach of the sport should meet with the Assistant Athletic Director to outline their fundraising plan for the next year.

This plan should include:

1. What kind of ask are you going to make? (letter, crowdfunding, phone call, etc.)
2. What are you asking for?
3. Who do you want to ask? (solicitation list needs to be reviewed by Vice President for Advancement to assure the solicitation does not conflict with a development plan)
4. How will the gift be acknowledged?
5. Timeline

The current Assistant Athletic Director will coordinate the meetings and communication between the coaches and the development office.

Student-Athlete 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 regular 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 competitions, except when declared unfit by the team athletic trainer or doctor, academic commitment and/or with the coach's prior consent.

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 the 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:
 - a. **First Term of Enrollment.** To participate in a sport after s/he has completed 12 credit hours or its equivalent toward graduation, 2.00 cumulative GPA at the end of the term prior to the term of participation.
 - b. **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 2.00 cumulative GPA at the end of the term prior to the term of participation.
 - c. **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 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:
 - a. **Second Season.** In a second season of sport unless he/she has completed 24 credit hours or its equivalent toward graduation;
 - b. **Third Season.** In a third season of sport unless he/she has completed 48 credit hours or its equivalent toward graduation;
 - c. **Fourth Season.** In a fourth season of sport unless he/she 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.

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.

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 completion 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 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.

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.

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 consists of, but are not limited to:

A. Alcohol, Tobacco and Illegal, Controlled, or Banned Substance Use/Misuse

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.
 - i. Student-athletes must not distribute to minors or underage individuals at any time.
 - ii. 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, 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.

B. Hazing

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.

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

To report a violation of the Hazing policy contact conduct@carrollu.edu.

C. Gender Based Incidents- Sexual Misconduct

Carroll University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of sexual misconduct (Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and other Gender Based Misconduct). Members of the Carroll University community, guests, and visitors have the right to be free from sexual misconduct. The success of Carroll University is based upon a fundamental commitment to treating all persons with dignity and respect. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Any type of sexual conduct that occurs without the consent of the individuals involved is considered sexual misconduct. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Carroll University will not tolerate sexual misconduct by or toward any member of the campus community.

A report of sexual misconduct or harassment 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 these University officials to disclose certain information concerning a report of sexual misconduct or harassment to others on campus or to local law enforcement.

To report a violation of the Sexual Misconduct policy or to receive both on and off campus resources contact ovs@carrollu.edu.

Team Travel

When traveling as official representatives of Carroll University, student-athletes' actions should reflect favorably 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 officially released to their parent/guardian through an Athletics Team Travel Release form. Appendix.

- 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.

University Property/Athletic Issued Equipment

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.

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 the administration may address out of season infractions as deemed warranted.

Tobacco, Alcohol, Substance Use and Weapons Policy

Tobacco-Free Policy

In order to provide a healthy working and living environment for Carroll's students, staff, faculty and neighbors, Carroll University is a tobacco-free campus. The use of tobacco and electronic nicotine delivery systems is not permitted in University buildings, on University grounds or in University-owned vehicles. There are no designated smoking areas on campus.

All members of the campus community are responsible for enforcing this policy. Anyone who observes a violation of this policy should make the violator aware of the restrictions contained in this policy.

Employees or students who observe a violator's refusal to adhere to this policy may report the violator to an appropriate authority. Such authorities may include vice Presidents, deans, chairs, directors, managers, or the Department of Public Safety. Upon receiving a report, the authority shall inform the violator's supervisor (if the violator is an employee) or the Office of Student Conduct (if the violator is a student).

Weapons Policy

Carroll University recognizes that the possession of weapons on campus is subject to reasonable control by the University. Accordingly, all Carroll University employees are prohibited from possessing weapon in the scope of their employment. All Carroll University students, guests and other individuals on campus are prohibited from possessing weapons in any University buildings on campus and at outdoor gatherings on campus.

For purposes of this policy, weapons include firearms, guns (including BB, pellet and paintball guns), explosives, dangerous chemicals; other objects designed or traditionally used to inflict harm, and any harmless replica of such weapons.

Exceptions

Consistent with state and federal law, law enforcement officers may possess and use their service firearm or other lawful weapon on University property.

- Licensed individuals may possess any lawful weapon in their privately owned vehicles even if the vehicle is on University property or used for University purposes.
- Other exceptions may be granted by the Vice President of Student Affairs or the President of the University for educational purposes or special circumstances.

General Alcohol Policies

- Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and only in areas designated by the University.
- No individual may procure, sell, dispense or give alcoholic beverages for or to an underage individual. This includes hosting a gathering where underage individuals are in possession of alcoholic beverages.
- Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
- Alcoholic beverages will be permitted at approved campus events in accordance with the guidelines established by the University.
- Alcoholic beverages of any kind are strictly prohibited at University athletic events, in University-owned or leased vehicles, and in classrooms, unless permitted by guidelines established by the University.
- Alcoholic beverages are never to be used as a reward for achievement or given as a prize or an award.

- Common alcohol sources, such as kegs, are prohibited.
- Regardless of age, alcohol related paraphernalia is prohibited.
- Any intoxicated person will be considered to be in possession of an alcoholic beverage by consumption.

Alcohol Misuse

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, Carroll University policies regarding the use and consumption of alcoholic beverages by students and student groups are derived from the following general premises:

- The University expects individuals to take responsibility for their actions and for the environment of which they are a part.
- The University will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink sensibly and responsibly. The University does not consider drinking in excess to be responsible.
- The University will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to alcohol through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another individual's drinking.
- The University will comply with federal, state and/or local laws, and expect all members of its community to do likewise.

Illegal, Controlled and/or Banned Substance Use/Misuse

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the Carroll University policies regarding the use/misuse of illegal, controlled, or banned substances by students and student groups are derived from the following general premises:

- The University expects persons to take responsibility for their actions and for the environment of which they are a part.
- The University will discourage the use/misuse of illegal, controlled, or banned substances by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to illegal, controlled, or

- Banned substances through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another individual's illegal, controlled, or banned substances use/misuse.
- The University reserves the right to consider evidence or odor in illegal controlled and/or banned substance(s) violations.

General Illegal, Controlled, or Banned Substance Policies

Carroll University strives for a drug-free environment and takes seriously the negative effects illegal, controlled, or banned substances have on its students and community. The University expects students to comply with federal, state and/or local laws.

1. The possession, sale, distribution, production, or use/misuse of illegal, controlled, or banned substances is prohibited.
2. Possession, use and/or distribution of any rape drugs, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, without a prescription, is prohibited, and administering one of these drugs to another student is, additionally, a violation of the Sexual Misconduct policy. More information on these drugs can be found at <http://www.911rape.org/>
3. The possession of paraphernalia, including but not limited to bongos, hookahs, scales, and pipes for the purpose of illegal drug use is prohibited.
4. Prescription drugs are controlled substances. The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed.

Commonly abused substances and their impact on athletic performance and eligibility

ALCOHOL: Alcohol is a nervous system depressant. At high dosages, effects include mood swings, impaired judgment and inability to control motor functions. Alcohol can impair an athlete's performance through dehydration, depleting vital nutrients and interfering with restful sleep and recovery.

TOBACCO: Tobacco contains nicotine, a stimulant, and a multitude of damaging chemicals. Smoking tobacco damages lung tissue and reduces lung capacity. Spit tobacco use contributes to soft-tissue inflammation in the mouth and increases the risk of oral cancer. Tobacco use in all forms is prohibited during practice and competition by student-athletes and game personnel, and may result in ejection from the game.

MARIJUANA: Marijuana contains the active ingredient THC. Marijuana use is linked to anxiety and panic reactions, respiratory damage, short-term memory impairment and a decreased focus on goals and personal achievement. Marijuana use is *banned* by the NCAA and can result in suspension.

COCAINE: Cocaine is a stimulant that can contribute to agitation, elevated heart rate and increased blood pressure; toxic levels can result in respiratory failure and heart attack. Cocaine is an illegal drug and is *banned* by the NCAA.

ANABOLIC STEROIDS: Anabolic steroids are synthetic versions of the male hormone testosterone. Anabolic steroid use changes the body's hormonal balance, exaggerating male sex characteristics, and can contribute to increased acne, mood swings, secondary sex characteristic changes and violent behavior. Long-term heavy use has been implicated in organ damage. All anabolic steroids are *banned* by the NCAA.

NARCOTICS: Narcotic analgesics (pain killers) block pain and cause sleepiness, and at higher doses affect breathing, heart rate and blood pressure. Narcotics are not banned by the NCAA, but are controlled substances and should be obtained only from qualified medical personnel through a prescription.

STIMULANTS: This group of drugs includes a wide variety of chemicals, ranging from caffeine and ephedrine to Ritalin and Adderall (amphetamine). Stimulant abuse can cause anxiety, panic, paranoia and delusions. Stimulant use during exercise can contribute to increased body temperature and dehydration. Stimulants are *banned* by the NCAA — see “Medical Exceptions

NCAA 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 submitting required documents to Drug Free Sport.
- Requests 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 a medical exception for the use of marijuana and other illicit drugs.

For more information, visit ncaa.org/drugtesting

Collegiate Conference of Illinois and Wisconsin

Member Institutions

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

Associate Members

Washington University-Football
University of Dubuque-Men's and Women's Lacrosse

CCIW Sportsmanship Statement

The Colleges and Universities of the College Conference of Illinois and Wisconsin believe that good sportsmanship is an integral component of intercollegiate competition.

The College Conference of Illinois and Wisconsin wholeheartedly embraces the NCAA position that in order for good sportsmanship to prevail, coaches, student-athletes and fans must display respect, fairness, civility, honesty and responsibility before, during and after all athletic contests.

The College Conference of Illinois and Wisconsin encourages fans to enthusiastically support their team, recognize the outstanding performance of opponents and always exhibit good sportsmanship in their words and actions.

Athletic Facility Hours and Operations

Fall Semester

Effective First Day of classes

Van Male Fieldhouse/Track

Monday – Thursday	6:00 AM – 3:30 PM, 6:00-11:00 PM
Friday	6:00 AM – 3:30 PM, 6:00-8:00 PM
Saturday	8:00 AM – 6:00 PM
Sunday	12:00 PM – 10:00 PM

Van Male Weight Room

Monday – Thursday	6:00 AM – 10:00 PM
Friday	6:00 AM – 8:00 PM
Saturday	8:00 AM – 6:00 PM
Sunday	12:00 PM – 10:00 PM

Van Male Pool

Monday- Friday	6:00 AM - 8:00 AM, 12:00 – 4:00 PM
Saturday	CLOSED
Sunday	3:00 PM – 8:00 PM

Tennis Courts

Monday – Friday	8:00 AM – 3:00 PM
Saturday	8:00 AM – 5:00 PM
Sunday	12:00 PM – 5:00 PM

Spring Semester

Effective First Day of Classes

Van Male Fieldhouse/Track

Monday – Thursday	6:00 AM – 3:30 PM, 6:00-11:00 PM
Friday	6:00 AM – 3:30 PM, 6:00-8:00 PM
Saturday	8:00 AM – 6:00 PM
Sunday	12:00 PM – 10:00 PM

Van Male Weight Room

Monday – Thursday	6:00 AM – 10:00 PM
Friday	6:00 AM – 8:00 PM
Saturday	8:00 AM – 6:00 PM
Sunday	12:00 PM – 10:00 PM

Van Male Pool

Hours below until varsity swim season is complete

Monday & Wednesday	6:00 – 8:00 AM, 12:00 – 4:00 PM, 6:00 -10:00 PM
Tuesday	12:00PM – 3:30PM, 6:00PM -9:00 PM
Thursday	12:00PM – 3:30 PM
Saturday	CLOSED
Sunday	3:00 PM – 8:00 PM

February to End of Semester

Monday- Thursday	6:00 – 8:00 AM, 12:00 –10:00 PM
Friday	7:00- 8:00AM, 12:00– 8:00PM
Saturday	CLOSED
Sunday	3:00 PM – 8:00 PM

Tennis Courts

Monday – Friday	8:00 AM – 3:00 PM
Saturday	8:00 AM – 5:00 PM
Sunday	12:00 PM – 5:00 PM

Summer Hours

Effective Graduation day through First Day of School

Van Male Fieldhouse/Track

Monday – Thursday	7:00 AM – 3:30 PM, 6:00-10:00 PM
Friday	7:00 AM – 8:00pm
Saturday	10:00 AM – 4:00 PM
Sunday	CLOSED

Van Male Weight Room

Monday – Thursday	7:00 AM – 3:30 PM, 6:00-10:00 PM
Friday	7:00 AM – 8:00pm
Saturday	10:00 AM – 4:00 PM
Sunday	CLOSED

Van Male Pool

Tuesday-Thursday	11:00 AM - 3:00 PM
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Tennis Courts

Monday – Thursday	7:00 AM – 3:30 PM, 6:00-10:00 PM
Friday	7:00 AM – 8:00pm
Saturday	10:00 AM – 4:00 PM
Sunday	CLOSED

**Courts will be closed for tennis matches and as weather permits

*Facilities will close as need for classes, sporting events, practices, intramural activities, and per adequate staffing.

*Special Hours will be posted for holidays and breaks.

*Carroll University ID is needed to enter and use all facilities.

Athletic Training Facility

General Rules

1. All student athletes must sign in when entering the athletic training room. Student athletes will sign in on laptop computer, provide basic injury information and fill in the appropriate boxes on services rendered.
2. Athletes should practice good hygiene in the athletic training room. Athletes must be fully showered before entering athletic training room. Exceptions will be made for emergencies. Appropriate attire must be worn at all times by student athletes (shirt, shorts, sports bra if necessary) and modesty maintained at all times.
3. Please ask for assistance when entering the athletic training room. Student athletes must gain permission to access supplies in the athletic training room from the athletic training staff and/or student workers.
4. 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.
5. Refrain from the use of profanity in the athletic training room. Abusive language will not be tolerated and asked to leave immediately.
6. The athletic training room doubles as classroom and laboratory space for Athletic Training Education Program. Please be courteous and respectful to the athletic training staff and students during these times.
7. Do not bring extraneous items into the athletic training room unless necessary. If an item is brought in, please take it with you.
8. 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 LAT/ATC and student workers
6:00-6:30	Post practice Treatments

Saturday and Sunday

Event or appointment only

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.

Second Opinion

In the event that a student athlete seeks a second opinion, for his/her condition or injury from another physician and the diagnosis and/or recommendations differ from those of the Carroll University Team Physicians. A release of liability form will need to be completed and signed by the student athlete waiving responsibility, for any damages incurred upon return to participation, to Carroll University and ProHealth Care

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

Over-the-Counter (OTC) Medication Distribution

OTC medications distributed to student athletes will be documented into the OTC log. The following information will be included: name, date, medication, and amount given. All FDA rules (packaging and labeling) will be followed. OTC medications maintained in the athletic training room are ibuprofen, acetaminophen, aspirin, benadryl, diclofenac gel, common cold medication, and an antacid tablet.

The athletic training staff does not dispense any prescription medication. NSAIDs, acetaminophen, antihistamine, and cold medication may be administered by an ATC, but not dispensed. The ATC is allowed to administer epinephrine in the case of anaphylactic shock.

Student Health Insurance

All full-time undergraduate students at the University are required to carry adequate health insurance. 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.

Student Athlete Advisory Committee

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.

Purpose of S.A.A.C

1. Generate a student-athlete voice within the institution
2. Generate a student-athlete voice within the conference
3. Review and respond to proposed NCAA 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

Compliance & Eligibility

The following forms must be completed annually prior to competing or practicing in NCAA intercollegiate athletics. All forms are to be completed on ACS compliance software. Click [here for directions on how to access ACS](#)

- General Amateurism and Eligibility of International Students-
- HIPPA, Buckley and Consent
- Drug testing Consent
- NCAA Student-Athlete Statement
- Medical Clearance Physical
- Sickle Cell Status or Waiver
- Proof of Primary Health Insurance
- Student-Athlete Code of Conduct
- NCAA Compliance Videos
- Concussion Education Form
- Student-Athlete Health History
- Risk Waiver
- Helmet Warning Acknowledgment

Athletic Program Awards

The following awards will be handed 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 each category.

Kilgour Award

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

Buschkopf Award

This award is presented to the **senior man** who best combines scholarship and athletic achievement based on seven semesters at Carroll University.

Female Athlete of the Year

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

Male Athlete of the Year

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.

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 (ATC's).

Student Health Center

The Student Health Center at Carroll is located at 215 Wright Street. Nurse practitioners (NPs) staff it and 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 as 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 University'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 the path you will be proud of.

Our mission, in partnership with the campus community, seeks to empower 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 and 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: Student have access to internship and job postings, and can connect with employers 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 peers 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 Voorhees 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-8:00 p.m. on Fridays, 11am-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 Voorhees Hall. The following services are available in the Business Office:

- payment of a student bill
- signing of loan/scholarship checks
- purchase dining dollars
- adding funds to Carroll Ca\$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 Voorhees 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.

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 that student is a minor (under the age of 21) 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 the fact 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 or 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-ATHLETES 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/Y I will not travel with the team
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 any 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