



**OXNARD COLLEGE ATHLETICS**  
*"Soaring to New Heights"*

**STUDENT ATHLETE HANDBOOK  
2016/17**

[oxnardcollege.edu/departments/  
student-services/athletics](http://oxnardcollege.edu/departments/student-services/athletics)



**OC Athletics @OCCondors  
#TheCondorsNest**



# Welcome to Oxnard College Athletics

Welcome to Oxnard College, home of the Condors. We are glad you have decided to begin or continue your intercollegiate athletic career with us. Oxnard has a strong commitment to Athletics and it has an excellent coaching and support staff. We offer a competitive sports program with eight intercollegiate teams for men (4 programs) and women (4 programs).

At Oxnard College, we place great emphasis on academics and encourage you to strive for excellence both on and off the field. As a student-athlete, you have the responsibility of working toward your educational or vocational goals.

There is life after playing competitive sports. We want you to be a successful person and a contributing member of our society. The coaches at OC will help you to prepare for a scholarship and or transfer to a four-year college or university.

On behalf of the Athletics Department, we wish you an enjoyable and rewarding experience here at Oxnard College.

**Jonas Crawford**  
**Director of Athletics**



## Oxnard College Athletic Support Staff



**Jaycie Sullivan -Administrative  
Assistant**



**Yoshi Shiratori-Head Athletic  
Trainer**



**Chris Schmidt-Equipment  
Manager**

# 2016-2017 ACADEMIC CALENDAR

## FALL SEMESTER 2016 - August 17 - December 16, 2016

- August 17**..... First day of semester-length traditional classes. First day of late registration.
- August 26**..... Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.  
No refunds or credits after this date for semester-length classes.
- September 3-5** ..... No Classes - Labor Day.
- September 2** ..... Last day to drop semester-length classes without a transcript entry.
- September 16** ..... Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- October 27** ..... Last day to apply for Fall 2016 Associate Degree or Certificate of Achievement.
- November 5-6** ..... Saturday/Sunday classes held.
- November 11-13** ..... No Classes - Veteran's Day.
- November 18** ..... Last day to drop semester-length classes with a "W."
- November 24-27** ..... No Classes - Thanksgiving Holiday.
- December 12-16** ..... Final Exam Week for Fall 2016.

## SPRING SEMESTER 2017 - January 09 - May 19, 2017

- January 09**..... First day of semester-length traditional classes. First day of late registration.
- January 16**..... No Classes - Martin Luther King Jr. Day.
- January 20**..... Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.  
No refunds or credits after this date for semester-length classes.
- January 27**..... Last day to drop semester-length classes without a transcript entry.
- February 10** ..... Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- February 17-20** ..... No Classes – President's Birthday Holiday.
- March 9** ..... Last day to apply for Spring 2017 Associate Degree or Certificate of Achievement.
- March 11-12** ..... Saturday/Sunday Classes Held.
- March 13-19** ..... No Classes – Spring Break.
- April 20 – 21** ..... No Classes – Self-assigned flex days.
- April 21**..... Last day to drop semester-length classes with a "W."
- May 15-19** ..... Final Exam Week for Spring 2017.
- May 17**..... GRADUATION

## SUMMER INTERSESSION 2017

Oxnard College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in May, June and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year colleges. The summer Schedule of Classes is available online at [www.oxnardcollege.edu/schedule](http://www.oxnardcollege.edu/schedule).

# STAFF DIRECTORY

## ATHLETICS ADMINSTRATIVE STAFF

NAME	POSITION	Extension	Voice Mail	Email Address
Inouye, Carolyn	Dean of Math, Science, Health, PE, Athletics	5897	5897	cinouye@vcccd.edu
Crawford, Jonas	Director of Athletics	5870	5870	jcrawford1@vcccd.edu
Shiratori, Yoshi	Athletic Trainer	5123	5123	yshiratori@vcccd.edu
Schmidt, Chris	Equipment Manager	5602	5602	cschmidt@vcccd.edu
Sullivan, Jaycie	Administrative Assistant	5110	5110	jsullivan@vcccd.edu
Lopez, David	Athletic Counselor	5816	5816	davidlopez@vcccd.edu

## COACHING STAFF

NAME	POSITION	Extension	Voice Mail	Email Address
McClurkin, Ron	Men's & Women's Basketball — Head Coach	5093	5093	rmclurkin@vcccd.edu
Propster, Bill	Women's Soccer – Head Coach	7779	7779	wpropster@vcccd.edu
Gabi, Gonzalez	Women's Soccer— Assistant Coach	7779	7779	gabriel_gonzalez4@vcccd.edu
Greaney, Ross	Men's Soccer – Head Coach	2078	2078	rgreaney@vcccd.edu
Hill, Bryan	Men's Soccer – Asst. Coach	2078	2078	bryan_hill3@vcccd.edu
Larson, Jon	Baseball – Head Coach	2076	2076	jlarson@vcccd.edu
Frash, Roger	Baseball – Asst. Coach	2076	2076	rfrash@vcccd.edu
Prieto, Todd	Softball – Head Coach	7625	7625	aprieto@vcccd.edu
Gutierrez, Edna	Softball- Asst. Coach	7625	7625	edna_gutierrez1@vcccd.edu
Sharp, Aaron	M/W Cross Country – Head Coach	2080	2080	asharp@vcccd.edu

# ATHLETIC COUNSELING

**Athletic Counselor--David Lopez--(805) 986-5816--davidlopez@vcccd.edu**

Oxnard College General Counseling Information:

<b>Counseling Office</b> Student Services Building, 2nd Floor (805) 678-5816	<b>Transfer Center</b> Student Services Building, 2nd Floor (805) 678-5837
<b>EAC Office</b> Student Services Building, 1st Floor (805) 678-5830	<b>EOPS/CARE Office</b> Student Services Building, 2nd Floor (805) 678-5827
<b>Vice President of Student Development</b> Dr. Oscar Cobián	<b>Assistant Dean of Student Success</b> Leah Alarcón
<b>Senior Administrative Assistant</b> Michelle Castelo	
<b>Counseling Faculty</b> Marcelo Cabral (GTE) Gloria Espinoza-López (EOPS) Cesar Flores (EOPS/CARE Coordinator) María de la luz Flores (CalWORKs) Ross Fontes (EOPS)	Daniel Goicoechea David López Judy McArthur (EAC) Letty Mojica Julius Munyantwali (Equity)
<b>Counseling Office Support Staff</b> Marisa Arias - Office Assistant/Bilingual	Leo Orange (EAC Coordinator) Charles Ramírez Everardo Rivera (EOPS/CARE) José Vega (Transfer Center Coordinator) Linda Webb (SSSP)

## Make Educational Choices to Support Your Goals.

### Why are you attending Oxnard College?

We all have unique interests and goals. You may be attending Oxnard College for any number of reasons. Oxnard College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to a four-year college or university to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at Oxnard College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

### Planning is Critical

You may already know what you want to accomplish while enrolled at Oxnard College or you may be unaware of your options and what is necessary to reach your goals. Counseling at Oxnard College is available to help you identify your goals and to create an educational plan that will help you achieve those goals. Counselors can also assist undecided students in clarifying what their goals are. The Student Success Act of 2012 requires that all students develop a first semester educational plan (abbreviated) in order to receive priority enrollment. Schedule a counseling appointment to start exploring the possibilities.

#### What do you want to accomplish at Oxnard College?

- Prepare to transfer to a four-year college or university while earning an Associate Degree for Transfer (ADT).
- Earn an Associate Degree in a specific major or in General Studies with an area of emphasis.
- Gain skills for a job placement or advancement through a Certificate of Achievement or Proficiency Award.

## Proof of Your Success

Oxnard College offers four distinct types of awards showing educational achievement. If you are hoping to apply skills and knowledge to the job market once you are finished at Oxnard College, having proof of your accomplishments can be an asset.

- **Associate Degrees for Transfer (ADT)** are Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees and are awarded to students who successfully complete 60 semester units of required general education (either the CSU GE or IGETC for CSU pattern) and specific set of lower division major preparation coursework. Students with an ADT are guaranteed admission into the CSU system to a program deemed similar to that of the degree and will have the opportunity to complete their Bachelor's Degree upon completion of the additional 60 units.
- **Associate Degrees** are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as **General Education**. See a counselor to help determine which pattern you should follow.
- **Certificates of Achievement** require concentrated study in a specific skill or knowledge area.
- **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area.

# INTRODUCTION

This handbook is designed to enhance the student-athlete's academic and athletic experience at Oxnard College. New students sometimes have difficulty adjusting to the demands of college life. For a student-athlete, it can be even more difficult because of the extra demands that are placed on him or her. It is our hope that by providing you with this handbook it will be a resource to answer some of the questions that you may have.

It is our goal to help you have a positive experience at Oxnard College. If you have any problems, questions or need more information not covered in this handbook, please ask your head coach or see the athletic director.

Hundreds of students utilize OC's student support services every year. Services range from educational planning and advising, career and personal counseling from the Counseling Department, to specialized tutoring and support services for students with specific learning difficulties. Research has shown that students who utilize these services are more successful in their courses.

If you have any difficulties learning in educational settings, a discussion with a Learning Specialist may help identify services that can help you achieve your academic goals at OC. To arrange for an appointment with the Learning Resource Center, call 805-986-5839.

## **ABOUT OXNARD COLLEGE**

Located in the heart of Ventura County two miles from Pacific Ocean beaches, Oxnard College is part of the largest and most vibrant city in Ventura County with a multi-cultural diversity that gives our College a unique and exciting student life. Oxnard is one of three colleges in the Ventura County Community College District and one of 109 California Community Colleges that comprise the largest college system in the world. Oxnard College is a fully accredited college by the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council on Post-Secondary Accrediting and the U.S. Department of Education.

Here at OC we offer programs that improve basic skills, that lead to the completion of an associate degree or occupational certificate, and that prepare students to transfer to a four-year college or university. We have Transfer Agreements with: CSU Channel Islands, CSU Northridge, UC Davis, UC Santa Barbara, and UC Santa Cruz. Two-thirds of CSU graduates and one-third of UC graduates begin their college years at a community college and, upon transferring, obtain GPAs equal to, or better than "native" UC or CSU students.

## **OXNARD COLLEGE ATHLETICS**

Member of the California Community College Athletic Association (CCCAA)

Compete in the Western State Conference

Oxnard College Athletic Teams:

- ◆ Baseball and Softball
- ◆ Men's and Women's Cross Country
- ◆ Men's and Women's Soccer
- ◆ Men's and Women's Basketball

# PHILOSOPHY AND VALUES

## OXNARD COLLEGE PHILOSOPHY

Oxnard College is dedicated to the philosophy of providing educational programs that develop individual abilities, strengthen human relationships, enhance community life, and heighten global consciousness. We recognize that the process of education is a process of exploration that depends on mutual responsibility.

The College schedules programs that reflect changing local, national, and international needs. Dedicated professionals create an environment that stimulates intellectual curiosity, nurtures learning, and develops an understanding of society and how individuals can influence its workings. The students develop self-understanding, pursue educational objectives, and ultimately stand accountable for their own progress.

Oxnard College celebrates diversity and cultural understanding at all levels throughout the campus. Cultural and aesthetic activities are also relevant in today's society and are to be fostered. The College strives to provide open-access to educational opportunities so that every adult, regardless of age, sex, race, disability, or ethnic socioeconomic, cultural or educational background shall have the opportunity for appropriate education to fulfill his or her potential.

Oxnard College looks to the past to understand the present in order to produce a more successful future. It strives to be innovative and responsive to the educational needs and demands of society in an atmosphere of shared governance, mutual respect, and trust. Oxnard College is responsive not only to community needs but also to the needs of our larger society.

## ATHLETIC DEPARTMENT PHILOSOPHY

The mission of the athletic department is to provide a broad-based, diverse and gender-equitable program, built upon unconditional integrity with regard to the rules and regulations of the governance (CCCAA). The program must represent the best interests and qualities of the mission of Oxnard College. Oxnard College belongs to the very competitive Western State Conference, and abides by all the conference constitution bylaws and sports supplements.

### **The Goal of the Intercollegiate Athletics Program is to:**

- **Ensure all student-athletes are provided maximum opportunity and support for achieving their academic goals.**
- **Provide the best possible environment for each student-athlete to compete to the fullest extent of his or her capability.**
- **Establish support systems enabling student-athletes to become well-rounded, mature, and responsible citizens.**
- **Encourage student-athletes to assume leadership roles both on campus and in the community.**



## CCCAA VALUES

**In all of its activities, the California Community College Athletic Association (CCCAA) is governed by the following values:**

**STUDENT HEALTH AND WELFARE:** The protection and enhancement of the physical health and educational welfare of student-athletes is preeminent in the CCCAA's administration of intercollegiate athletic programs.

**ACADEMIC SUCCESS:** The CCCAA requires that student-athletes maintain satisfactory progress toward an educational goal and good academic standing in their college.

**ETHICAL CONDUCT:** The CCCAA requires that everyone involved with intercollegiate athletics conduct themselves with the highest degree of honesty, integrity, and good sportsmanship.

**AMATEURISM:** Students participating in intercollegiate athletics are amateurs whose motivation is to engage in sport activities as a part of their academic program.

**EQUITABLE COMPETITION:** The CCCAA is committed to providing the opportunity for equitable competition to all student-athletes.

**RECOGNITION OF EXCELLENCE:** The CCCAA administers championship competitions and awards celebrations so that exceptional student athletes and college teams will have the opportunity to demonstrate, and be recognized for their excellence.

**GENDER EQUITY:** The CCCAA is committed to providing an environment in which equitable athletic opportunities, benefits, and resources are available to all students, in which every person is treated with respect and dignity.

**NON-DISCRIMINATION:** The CCCAA is committed to promoting an atmosphere within its athletic competition that is free from sexual harassment or discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status.

# ADMISSION

## Eligibility for Admission

The right of any person to attend any college in the Ventura County Community College District is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to the colleges of the Ventura County Community College District is open to any California resident who is a high school graduate, or who possesses a high school certificate of proficiency or GED, or who is 18 years of age or older and capable of benefitting from instruction offered. Admission is also open to any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school completion for admission purposes; however, for the purpose of determining eligibility for federal financial aid, home schooled students will be required to submit a copy of the Private School Affidavit and may be required to provide verification from the high school district in which they reside, that the curriculum completed is determined to meet the criteria for exemption from California's compulsory attendance law.

Persons who are attending an accredited public or private K-12 school may be eligible for admission under special admission provisions noted elsewhere in this catalog. Persons who are attending a non-accredited K-12 school or home school may petition for admission under special admission provisions noted elsewhere in this catalog (see "Admission of Minors" on the next page). Special admission provisions apply to minors, and to persons 18 years of age and older if they are still attending a K-12 educational institution as defined above.

Persons entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Persons whose legal residence is determined to be in another state (nonresidents) or in a foreign country (International students) may be admitted under conditions stipulated by the governing board on payment of specified tuition and fees. Additional information regarding residency requirements may be found under the "Residency Requirements" section in this Catalog, on the College website or by contacting the campus Records Office.

The right of a student to attend any community college in this District is conditioned by certain admission and residency qualifications as provided by law.

Further information is listed under the Residency Requirements section in this catalog.

## General Procedures

**New students** to the Ventura County Community College District must complete an application for admission and complete orientation, assessment, and a student education plan before they can register for classes. The application for admission is available online at [www.oxnardcollege.edu/apply](http://www.oxnardcollege.edu/apply). Printed copies of the application for admission can be downloaded from the College website. Consult the college website for application dates and deadlines. An admission application must be on file before students can register. There is no cost to apply.

**Graduating High School Seniors** who are interested in attending Oxnard College will receive information about application workshops, orientation, assessment and counseling sessions from their high school counselors. Activities may be held on your high school campuses or at Oxnard College.

**Other first time learners** may submit an online application, set up their MyVCCCD student portal as directed in the responding email, and complete the online or an in-person orientation. They will be required to come to the campus for assessment and counseling to develop their initial educational plan. See Student and Instructional Support Services on page 31 for more information.

**Returning students** who have not attended one of the VCCCD colleges in the last year:

- Must reapply for admission at the college website provided above.
- Must reactivate their MyVCCCD Student Portal if necessary.
- May be required to complete orientation, assessment, and counseling to develop a new educational plan.
- Returning students who have attended other colleges should make a counseling appointment to have their other college transcripts evaluated for the educational plan.
- All requirements must be completed before returning students can register for classes.

Applications for admission to the colleges of the Ventura County Community College District become the property of the colleges once they are submitted. Applications are submitted under penalty of perjury, whether submitted online or in written form. Falsification of information provided therein may result in disciplinary measures up to and including dismissal, termination of eligibility for programs and/or services as appropriate, and/or the retroactive assessment of nonresident tuition charges if warranted. Falsification of information that results in fraud or other crimes may result in legal penalties.

Oxnard College participates in an array of federal and state financial aid programs. All students are encouraged to apply for financial aid. You can do this by either completing the Free Federal Application for Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) or if you are an AB540 student completing the California Dream Application at <https://dream.csac.ca.gov/>. Apply early as some funds may be limited. For further information and deadlines, please visit the financial aid office website at <http://www.oxnardcollege.edu/finaid> or stop by the office located in the Student Services Building.

## Admission of Minors

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Enrollment fees are waived for Special Admission students who are enrolled in 11 units or less. All other fees apply.

# HOW TO BE A SUCCESSFUL STUDENT ATHLETE

There are overwhelming demands and pressures placed on student athletes which can often result in academic or athletic failure. In order to ensure success as a student athlete, it is imperative to be aware of these experiences and learn of the resources available to help deal with these challenges.

## Rules to Remember to Ensure Success:

1. Always put academics first!
2. Have realistic expectations, both academically and athletically.
3. Put as much effort into your homework as you put into your sport.
4. Take advantage of all the college resources available to you as a student.
5. Learn to manage your time wisely, find the right balance.

## Problems Student Athletes May Face:

**Eligibility:** Specific courses, units and GPA requirements must be met to maintain good academic standing in order to be eligible to participate in athletics. Please contact your athletic counselor with any questions or concerns.

**Financial Problems:** The time commitment to participate in athletics while taking a full load of courses rarely leaves time for part time work which is needed for the basic costs of educational and living expenses. Contact the financial aid office for assistance.

**Personal Pressures:** Coaches, teammates, family, friends, instructors, as well as the student athlete them self, have a lot of expectations which can become overwhelming. It is important to learn how to handle pressure. Don't be afraid to ask for help!

**Career/Major Selection:** Don't put off this important decision. Course selection as well as NCAA Division I requirements rely on having an academic goal set as early as possible. Talk with your athletic counselor and visit the Career center for information on majors and careers.

**Academic Pressures:** Get help early before the problem becomes too great to overcome. Use the resources available to assist with academic pressures.

## SUCCESSFUL STUDY HABITS TO FOLLOW

**Make use of daylight hours:** Research shows that each hour used for study during the day is equal to one and half hours at night. Try to make use of free hours during the day and breaks between classes.

**Study before a class in which discussion is required or quizzes are often frequent.**

This will allow for the material to be fresh in your head.

**Study immediately after lecture classes.** You can enhance your retention and understanding by studying right after class. Use this time to fill in gaps in your notes and to review information you have just learned.

**Study at the same time everyday.** You should have certain hours set aside for study that you treat the same as class. Having the same study time five days a week will soon become habit and therefore easier to follow. Always try to study in the same place.

**Plan enough time to study.** The rule you should try to follow is two hours for every hour you are in class. Depending on your background or the difficulty of the course, you may need to allow more. Start out studying for two hours, and then adjust according to your need.

**Space out your study periods.** A study period of 50-90 minutes at a time for each subject is probably more efficient. You should then take a break for ten to fifteen minutes. Studying for longer periods can become counterproductive.

**List activities according to priorities.** By putting first things first, you will get the most important things done on time.

**Study during your prime time.** We all have daily cycles of alertness and sluggishness. If your work, classes, and circumstances permit, make use of this knowledge. Schedule your hardest subject at your most alert time, and schedule less-demanding tasks during the day when you may be less productive.

**Leave unscheduled time for flexibility.** Packing your schedule with too many details will almost ensure its failure. Lack of flexibility is the major reason why students don't follow schedules.

**Analyze your use of time.** One cause of getting behind in college is failure to make use of short periods of time. Take advantage of your free time and use it wisely!

# STRATEGIES FOR DIFFERENT TYPES OF TESTS

## MULTIPLE-CHOICE TEST

Questions or incomplete statements followed by possible answers from which to choose.

1. **Read the question carefully.** Are you being asked for the correct answer or the best choice? Is there more than one answer? Preview the test to see if an answer may be included in a statement or question.
2. **Rephrase the question.** Sometimes it helps to rephrase the question in your own words. Answer the questions yourself before looking at the answers.
3. **Eliminate choices.** Narrow your choices by reading through all of them and eliminating those that you know are incorrect.
4. **Go from easy to difficult.** Go through and answer all the questions that you know are correct. This will give you a feeling of confidence.
5. **Watch for combinations.** Read the questions carefully and don't just choose what appears to be the one correct answer. Some questions offer a combination of choices such as, "all of the above" or "None of the above."
6. **Look at sentence structure.** Make sure the grammatical structure of the question matches that of your choice.

## FILL-IN-THE-BLANK TEST

Test how well you recall information.

1. **Watch for clues.** If the word before the blank is an, the word in the blank generally begins with a vowel. If the word before the blank is a, the word in the blank generally begins with a consonant.
2. **Count the number of blanks.** The number of blanks often indicates the number of words in an answer.
3. **Watch for the length of the blank.** A longer blank may indicate a longer answer.
4. **Answer the questions you know first.** As with all tests, answer the questions you know first and then go back to those that are more difficult. Rephrase and look for key words.

## TRUE/FALSE TEST

Ask you to make judgments about whether propositions about the course content are valid or truthful.

1. **Listen and read carefully.** For the questions to be true, the entire question must be true. If any part of the statement is false, the entire statement is false.
2. **Pay attention to details.** Read dates, names, and places carefully. Sometimes the dates are changed around or the wording is changed slightly.
3. **Watch for qualifiers.** Watch for such words as always, all, never, and every. The question is often false because there are almost always exceptions. If you can't think of one exception, the statement is false. Ask yourself, does this statement overstate or understate what I know to be true.
4. **Watch for faulty cause and effect.** Two true statements may be connected by a word that implies cause and effect, and this word may make the statement false. For example, "temperature is measured on the centigrade scale because water freezes at zero degrees centigrade."
5. **Always answer every question.** Unless there is a penalty for wrong answers, answer every question. You have a 50% chance of being right.
6. **Trust your instincts.** Often your first impression is correct. Don't change an answer unless you are certain it is wrong.

# STRATEGIES FOR DIFFERENT TYPES OF TESTS

## THE ESSAY TEST

Essay questions evaluate the scope of your knowledge and your ability to think and write.

1. **Organize.** Organizing your notes and reading material will help you outline important topics.
2. **Outline.** An outline will provide a framework to help you remember dates, main points, names, places, and supporting material.
3. **Budget your writing time.** Look over the whole test, noticing which questions are easiest. Allot a certain amount of time for each essay question and include time for review when you're finished.
4. **Read the question carefully.** Make certain you understand what is being asked in the question. Respond to key words such as explain, classify, define, and compare. Rephrase the question into a main thesis. If you are being asked to compare and contrast, you do not want to describe or you will not answer the question correctly.
5. **Organize the material.** Organize your main points in an outline so that you won't leave out important information.
6. **Write concisely and correctly.** Get directly to the point and use short, clear sentences. Avoid using filler sentences.
7. **Write neatly.** Appearance and legibility are important. Use erasable pen. Use wide margins and don't crowd your words. Leave space between answers so you can add to an answer if time permits.
8. **Focus on the main points.** Your opening sentence should state your thesis, followed by supporting information.

**FIGURE 7-5**  
**Decode Essay Questions**

Look carefully at the verbs your instructor uses in essay questions. This chart offers some hints about how your instructor wants you to construct your answer.

**When your instructor wants you to . . .**

**Your answer should . . .**

ANALYZE	break into smaller parts and interpret importance
APPLY	extend a concept or principle to a new situation
COMPARE	identify similarities between two concepts
CONTRAST	distinguish important differences between two concepts
CRITICIZE	judge the positive and negative features of a concept
DEFINE	offer the essential idea behind a concept
DESCRIBE	provide sufficient details to establish key ideas in a concept
DESIGN	develop a new strategy to accomplish a goal
EXPLAIN	clarify the meaning of a concept through detail or example
EVALUATE	make a well-reasoned judgment about value or worth
GENERALIZE	apply a principle to make predictions about a new problem
HYPOTHEZIZE	develop a specific prediction about a complex situation
IDENTIFY	designate the key elements involved
ILLUSTRATE	provide examples or details to clarify
INTERPRET	offer your distinctive point of view about concept's meaning
LIST	identify factors in a systematic or comprehensive manner
PREDICT	offer your best guess about an outcome
PROVE	create your best argument using examples or reasoning
RECOMMEND	put forward a preferred course of action with a rationale
RELATE	draw connections among ideas
REVIEW	discuss the most important aspects of the concept
SUMMARIZE	briefly identify the most critical ideas

# EDUCATIONAL GOALS

The information below shows the different opportunities available at Oxnard College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a counselor to help you choose your specific educational goals. A list of all courses, awards and degrees offered at Oxnard College can be found on page 41.

## Associate Degree for Transfer (ADT) to the CSU System

California Community Colleges (CCC) are now offering associate degrees for transfer (ADTs) to the California State University (CSU). These may include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These degrees are designed to provide students with a clear pathway to a CSU major and baccalaureate degree by completing 60 CSU transferable semester units at the community college and 60 units at the CSU campus. Oxnard College currently offers 16 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal.



## Transfer to a 4-Year Institution

Oxnard College offers students the opportunity to complete their Associate Degree while completing courses that are required for transfer and apply toward their Bachelor's Degree, whether that is a University of California (UC), California State University (CSU), Independent or out-of-state institutions.



## Associate Degree

In this economy, it is advantageous to have a college degree. Most Associate Degree majors at Oxnard College are applicable to the local job market. An Associate in Arts (AA) or an Associate in Science (AS) degree requires the completion of 60 units including courses in general education and courses in the chosen major. Oxnard College also offers a General Studies Degree that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 43 for a complete list of requirements for earning an Associate Degree.



## Certificate of Achievement

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally prove more depth than a proficiency award. Completion of a Certificate of Achievement makes a student eligible to participate in the spring graduation ceremony and is reflected on the student's transcript. See page 50 for a complete list of requirements for earning a Certificate of Achievement.



## Proficiency Award

Proficiency Awards are given to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to updating their skills. These awards are not recorded on student transcripts. See page 50 for a complete list of requirements for earning a Proficiency Award.



# EARN AN AA DEGREE FROM OXNARD COLLEGE



## Why earn an AA/AS Degree?

1. You may be required to earn a degree to participate at a Division I or II institution.
2. It looks good on a resume prior to earning a bachelor's degree.
3. It is a tangible accomplishment for all the work you've done so far.
4. A great "back-up" degree, if for any reason, you need to stop attending school while pursuing your bachelor's degree.

## GRADUATION CHECKLIST

- Check your NCAA eligibility to determine if you will be required to earn an AA degree in order to participate in athletics at your transfer institution.
- Make an appointment with a counselor to review the AA/AS degree options.
- Make an appointment with a counselor during your second to last term for a graduation check.
- Make an appointment with a counselor during your last term to apply for graduation. Check for graduation application deadlines.

# GENERAL EDUCATION REQUIREMENTS

## Applies to Associate Degrees in General Studies Pattern I and all A.A./A.S. Degrees in Specific Majors

All Students pursuing the Associate Degree (A.A.) in General Studies Pattern I, must complete this General Education plan in its entirety as part of their degree requirements. Students pursuing the A.A. in General Studies Patterns II and III have their own General Education patterns to complete. Students completing an Associate Degree in a specific major (A.A./A.S.) listed on page 46 (for example: Addictive Disorders Studies or Paralegal Studies) must complete areas A-E below (but not F) of this General Education plan. Area F is only required for General Studies majors. A minimum of 60 units is required for the Associate Degree. See page 45 for all degree requirements.

**A. Natural Sciences** (a minimum of 6 semester units with ONE course from section 1 Biological Science & ONE course from section 2 Physical Science)

- 1. BIOLOGICAL SCIENCE:** ANAT R101; ANTH R101, R101H, R101L, R118; BIOL R100, R100L, R101, R101L, R120, R120L, R122, R122L, R155, R155L, R170; ESRM R100; MICR R100, R100L; MST R100, R100L, R122, R190, R195; PHSO R101; PSY R105
- 2. PHYSICAL SCIENCE:** AST R101, R101L; CHEM R104, R110, R112, R120, R122, R130, R132; ESRM R160; GEOG R101, R101L, R103; GEOL R101, R101L, R103, R103L, R121, R130; MST R103, R103L, R160; PHSC R170; PHYS R101, R101L, R102, R102L, R121, R122, R131, R132, R133

**B. Social & Behavioral Sciences** (a minimum of 6 semester units with ONE course from section 1 American History/Institutions and ONE course from section 2 Social and Behavioral Sciences)

- 1. AMERICAN HISTORY/INSTITUTIONS:** CHST R107; HIST R107, R108, R117, R130, R130H, R140, R140H; POLS R100, R101, R102
- 2. SOCIAL AND BEHAVIORAL SCIENCES:** ANTH R102, R102H, R103, R105, R106, R107, R110, R111, R111H, R113, R114, R115, R116, R118; ASL R110; CHST R101, R107; ECE R102, R106, R108; ECON R100, R101, R102; EDU R122; FTVE R100; GEOG R102, R104, R105; GLST R101, R102; HIST R104, R107, R108, R109, R110, R115, R116, R117, R122, R124, R130, R130H, R140, R140H, R150, R150H, R160, R160H; IDS R102; PHIL R109, R114; POLS R100, R101, R102, R104, R105, R108; PSY R101, R102A, R104, R107, R108, R110, R111, R131, R135; SJS R110, R120, R130; SOC R101, R102, R103, R104, R105, R106, R108, R110, R111, R114, R116, R118, R122; URBS R101

**C. Humanities** (a minimum of 6 units with ONE course from section 1 and ONE course from section 2)

- 1. FINE/PERFORMING ARTS:** ART R101, R102, R103, R104A, R106A, R171, R172; COMM R105, R109; FTVE R107, R130, R135, R155; MUS R101, R103A, R116; THTR R111, R151
- 2. HUMANITIES:** ASL R101, R102, R103, R104; ENGL R102, R103, R104, R105, R107, R108, R111, R112, R124, R130, R151, R152, R153, R154, R157; FTVE R100, R110; HIST R109, R117, R150, R150H, R160, R160H; IDS R101A, R101B, R110; PHIL R101, R101H, R102, R102H, R103, R104, R105, R106, R108, R110, R114, R115, R115H, R116; SPAN R101, R102, R103, R104, R117, R118, R140, R141

**D. Language & Rationality** (a minimum of 6 semester units with ONE course from section 1 English Composition and ONE course from section 2 Communication/Analytical Thinking)

- 1. ENGLISH COMPOSITION:** ENGL R101 (also meets English Competency requirement if passed with a "C" or better)
- 2. COMMUNICATION/ANALYTICAL THINKING:** COMM R100, R101, R107, R110, R111, R113; ENGL R102; IDS R110; MATH R014, R032, R101, R102, R105, R106, R115, R116, R120, R121, R122, R125, R134, R143; PHIL R100, R107, R111, R112; PSY R103, R104; SOC R125

(MATH R014 or higher will also meet Math Competency if passed with a "C" or better)

**E. Health and Physical Education/Kinesiology** (a minimum of ONE course from section 1 Health Education and ONE course from section 2 Physical Education. There is no unit minimum)

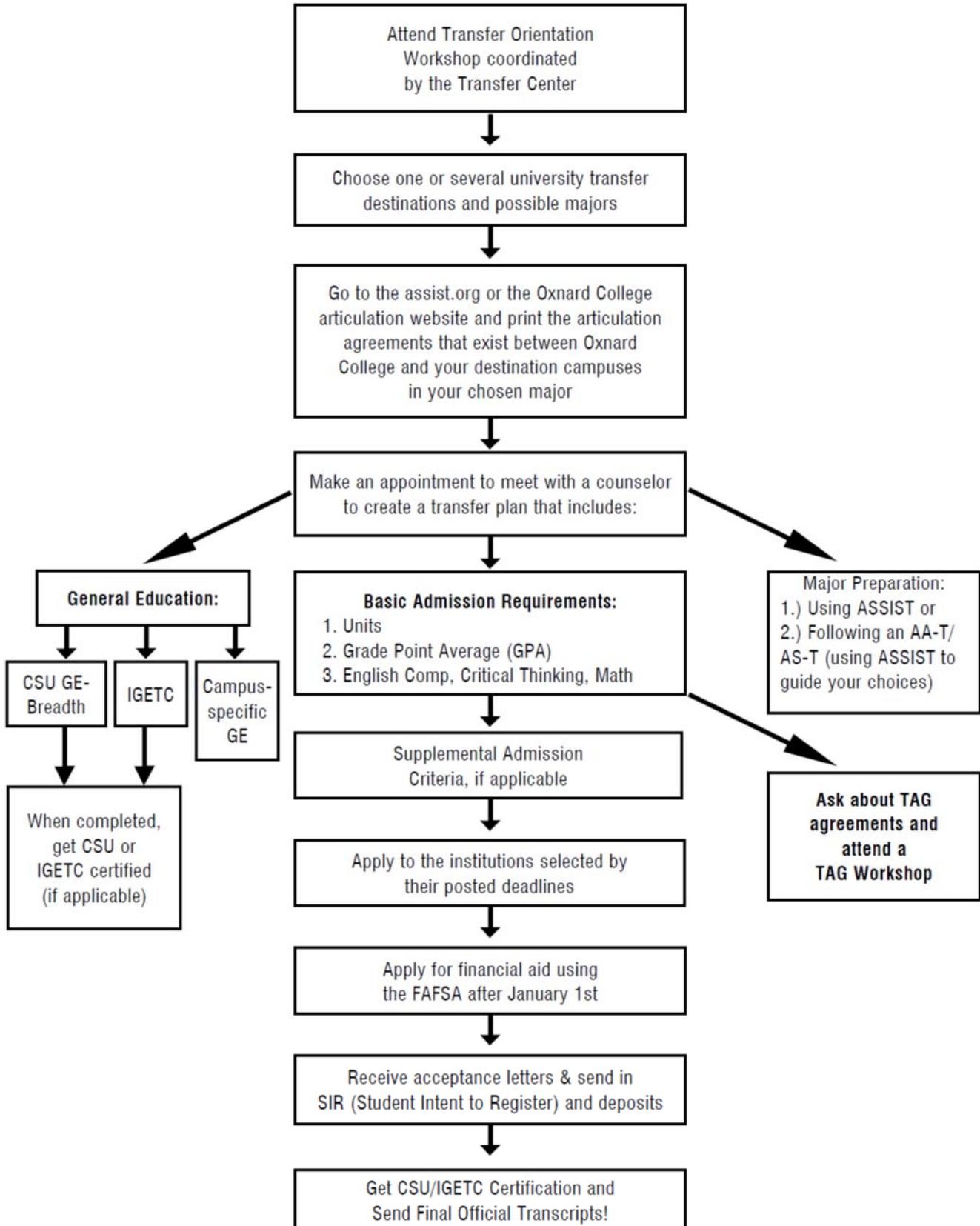
- 1. HEALTH EDUCATION:** HED R101, R102, R103, R104, R105, R106A, R106B, R107, R110
- 2. PHYSICAL EDUCATION:** HED R102L, R107L, any Dance (DANC) activity course, Physical Education (PE) activity course (except for PE R198) or Intercollegiate Athletics course (ICA).

**F. Ethnic/Gender Studies** (A minimum of three units.) For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.

ANTH R102, R102H, R105, R107, R114; ART R170; CHST R101, R107; ECE R107; ENGL R112, R124; HED R103; HIST R107, R108, R109, R117, R124; PSY R107, R110; SJS R110, R120, R130; SOC R103, R104, R108; SPAN R117

# TRANSFER TO COMPLETE BACHELOR'S DEGREE

## STEPS TO TRANSFER



# TRANSFER TO A CSU

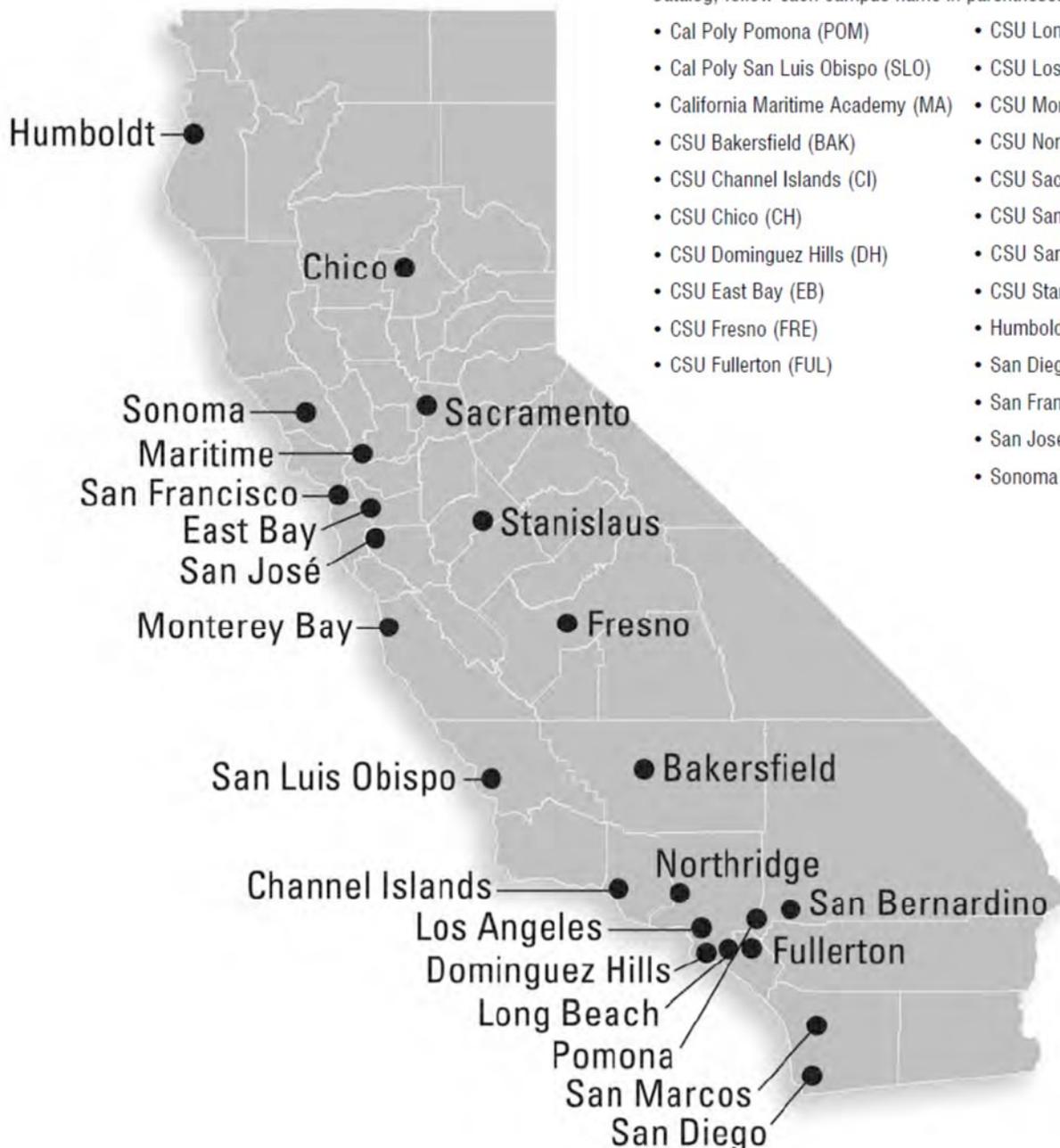
## Transfer to the California State University (CSU)

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. With its 23 campuses across the state, the CSU offers more than 1,800 bachelor's and master's degree programs in 375 subject areas, as well as teaching credential programs. The CSU provides the majority of the skilled professional workers that are critical to the state's knowledge-based industries such as agriculture, engineering, business, technology, media, and computer science. In addition, the CSU is the state's leading provider of graduates in services that are critical to the state, providing more than 80 percent of the college degrees in criminal justice, education, social work and public administration. Over 447,000 students are enrolled at the CSU each year with more than half of CSU Bachelor's degrees awarded to students who transferred to the CSU from community college. With proper program planning, students can complete lower division preparation at Oxnard College and transfer to the campus of their choice without loss of units. Information on the major transfer fields for which students may prepare at Oxnard College is available in the Counseling Office or Center Transfer Center and on [assist.org](http://assist.org). Additional CSU information is also available at [calstate.edu](http://calstate.edu) and [csumentor.edu](http://csumentor.edu).

### California State University System

Abbreviations for these campus names, used elsewhere in the Catalog, follow each campus name in parentheses:

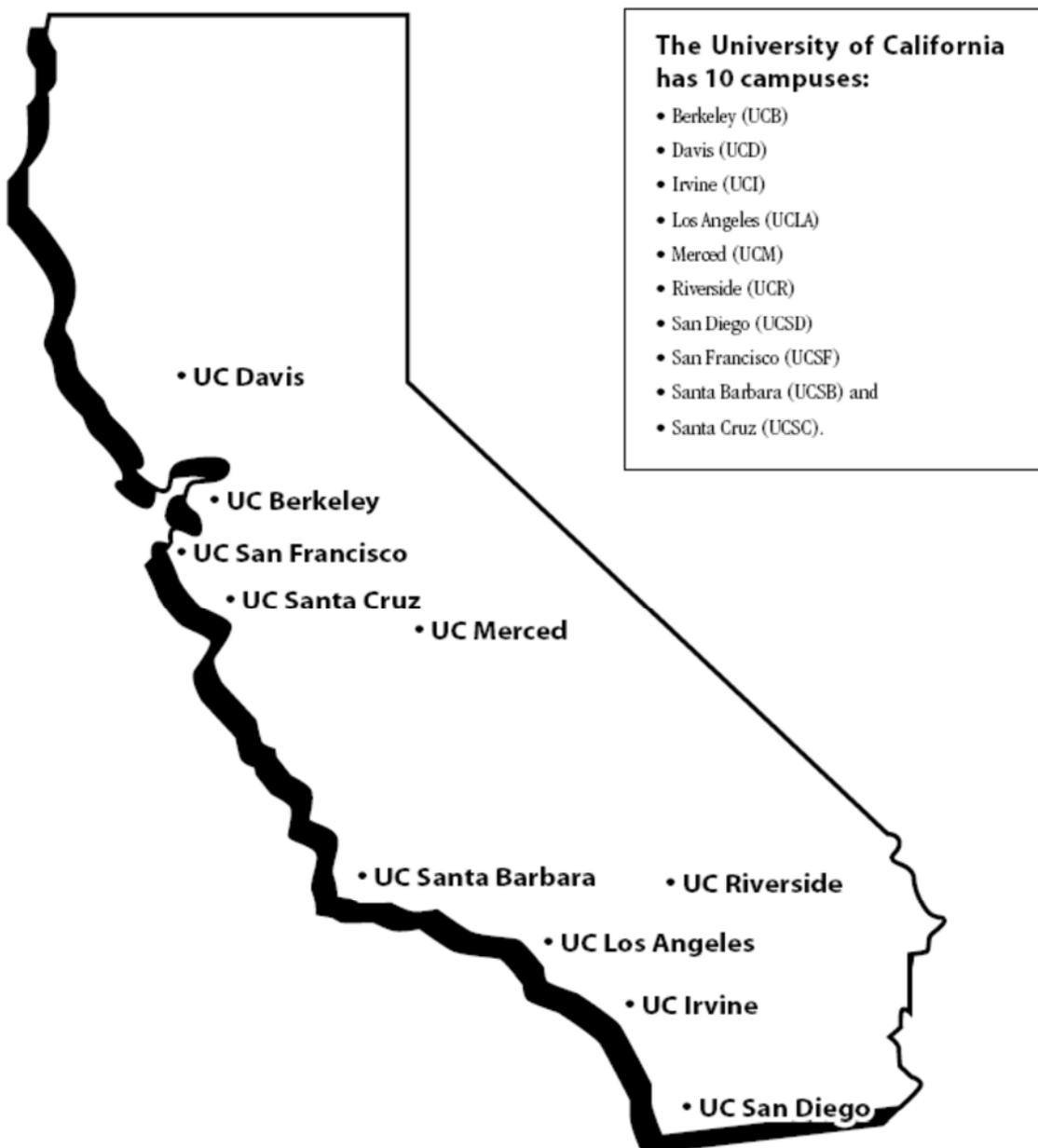
- Cal Poly Pomona (POM)
- Cal Poly San Luis Obispo (SLO)
- California Maritime Academy (MA)
- CSU Bakersfield (BAK)
- CSU Channel Islands (CI)
- CSU Chico (CH)
- CSU Dominguez Hills (DH)
- CSU East Bay (EB)
- CSU Fresno (FRE)
- CSU Fullerton (FUL)
- CSU Long Beach (LB)
- CSU Los Angeles (LA)
- CSU Monterey Bay (MB)
- CSU Northridge (NOR)
- CSU Sacramento (SAC)
- CSU San Bernardino (SB)
- CSU San Marcos (SM)
- CSU Stanislaus (STA)
- Humboldt State (HUM)
- San Diego State (SD)
- San Francisco State (SF)
- San Jose State (SJ)
- Sonoma State (SON)



# TRANSFER TO A UC

## The University of California System

The campuses of the University of California (UC) provide exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians throughout the state. The UC has established campuses throughout the state of California and enrolls more than 220,000 students. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselors the particular advantages each campus has to offer.



# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) Pattern 2016-2017 For the University of California (UC) and California State University (CSU)

A minimum of "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale. Each course must be at least 3 semester/4-5 quarter units (except Science Lab courses in Area 5C)

### Area 1: ENGLISH COMMUNICATION:

**CSU:** 3 courses required, one each from Group A, B, and C.

**UC:** 2 courses required, one each from Group A and B.

**1A: English Composition:** No IB score accepted for this area. **ENGL** R101

**1B: Critical Thinking - English Composition:** No AP or IB scores accepted for this area. **ENGL** R102, **PHIL** R111

**1C: Oral Communication** (CSU requirement ONLY): No AP or IB scores accepted for this area. **COMM** R101, R107, R110, R111

**Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:** one course, 3 semester or 4-5 quarter units

**MATH** R105, R106, R115, R118, R120, R121, R122, R125, R134, R143; **PSY** R103; **SOC** R125

**Area 3: ARTS AND HUMANITIES:** 3 courses, with at least one from the Arts and one from Humanities. 9 semester or 12-15 quarter units

**3A: Arts:** **ART** R101, R102, R103, R170, R171; **FIVE** R107; **MUS** R101, R103A, R116; **SPAN** R118; **THTR** R111

**3B: Humanities:** **ANTH** R110, R111, R113, R116; **ART** R172; **ASL** R103, 104; **ENGL** R104, R105, R107, R108, R111, R112, R151, R152, R153, R154, R157; **HIST** R108, R109, R110, R115, R116, R122, R150, R160; **IDS** R101A, R101B, R102, R110; **PHIL** R101, R102, R103, R104, R105, R106, R108, R109, R110, R114, R115; **SOC** R114; **SPAN** R102; **IDS** R103, R104, R117, R141

**Area 4: SOCIAL AND BEHAVIORAL SCIENCES:** At least 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units

**ANTH** R102, R103, R105, R106, R107, R110, R111, R113, R115, R116/**IDS** R102; **ART** R170; **ASL** R110; **CHST** R101, R107/**HIST** R107; **COMM** R102, R111, R113; **ECE** R102; **ECON** R100, R101, R102; **GEOG** R102, R104; **GLST** R101; **HIST** R104, R107/**CHST** R107, R108, R109, R110, R115, R116, R117, R122, R130, R140, R150, R160; **DS** R101A, R101B, R102/**ANTH** R116, R110; **PHIL** R114; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R104, R107/**SOC** R104, R108, R110, R131; **SOC** R101, R102, R103, R104/**PSY** R107, R105, R106, R108, R111, R114, R116; **URBS** R101

**Area 5: PHYSICAL AND BIOLOGICAL SCIENCES:** 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester or 9-12 quarter units.

**5A: Physical Science:** **AST** R101; **CHEM** R110, R112, R120, R122, R130, R132; **GEOG** R101, R103; **GEO** R101, R103, R130; **MST** R103; **PHSC** R170; **PHYS** R101, R102, R121, R122, R131, R132, R133

**5B: Biological Science:** **ANAT** R101; **ANTH** R101; **BIOL** R100, R101, R120, R120L, R122, R122L; **ESRM** R100, R160; **MICR** R100; **MST** R100; **PHSO** R101; **PSY** R105

**5C: Laboratory Science:** **ANAT** R101; **AST** R101L; **BIOL** R100L, R101L, R120L, R122L; **CHEM** R110, R112, R120, R122, R130, R132; **ESRM** R160; **GEOG** R101L; **GEO** R101L, R103L; **MICR** R100L; **MST** R100L, R103L, R160; **PHSC** R170; **PHSO** R101; **PHYS** R101L, R102L, R121, R122, R131, R132, R133

**Area 6: LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY):** Proficiency equivalent to two years of high school in the same language with a "C" or better, or one of the following courses with a "C" or better

**ASL** R101, R102, R103, R104; **SPAN** R101, R102, R103, R104, R140, R141

High School \_\_\_\_\_ Other college course \_\_\_\_\_ AP Exam \_\_\_\_\_ Foreign high school \_\_\_\_\_

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:** 6 units

Not part of IGETC; may be completed prior to transfer. One course from Group 1 and one course from Group 2. May also be used in Area 4 at the discretion of the CSU campus.

**GROUP 1: US – 1 (Historical development of American institutions and ideals)** **CHST** R107; **HIST** R107, R108, R117, R130, R130H, R140, R140H

**GROUP 2: US – 2 (U.S. Constitution and government) and US-3 (California state and local government)** **POLS** R100, R101, R102

### NOTES:

- Courses listed in more than one area shall not be certified in more than one area, except combined lecture/lab science courses or courses used to meet AREA 6-LOTE.
- Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better.
- Certification of coursework completed for IGETC will be honored provided that a course was on a college's approved IGETC list when it was completed. Always check [www.assist.org](http://www.assist.org) for the latest approvals before taking a course to fulfill an IGETC requirement.

# NCAA GUIDELINES YOU NEED TO KNOW

Every prospective student athlete who plans on attending a NCAA Division I or II institution for the first time MUST register with the NCAA Eligibility Center to confirm their qualifying status based on their high school records. In addition, as of August 1, 2007 all student athletes entering a Division I or II institution must also complete the NCAA Amateurism Certification Questionnaire.

<b>Division I Academic Eligibility</b>	<b>Division II Academic Eligibility</b>
<p><b>To be a Qualifier you must have:</b></p> <ul style="list-style-type: none"><li>-Graduated From high school</li><li>-Minimum core GPA</li><li>-Minimum ACT or SAT test score based on index</li><li>-Completion of 16 core courses</li></ul> <p>16 Core Courses:</p> <ul style="list-style-type: none"><li>4 years English</li><li>3 years Math (Algebra 1 or higher)</li><li>2 years Science (One must be a lab)</li><li>1 years additional English, Math, or Science</li><li>2 years Social Science</li><li>4 years of additional core courses</li></ul>	<p><b>To be a Qualifier you must have:</b></p> <ul style="list-style-type: none"><li>-Graduated From high school</li><li>-Minimum core GPA</li><li>-Minimum ACT or SAT test score based on index</li><li>-Completion of 14 core courses</li></ul> <p>14 Core Courses:</p> <ul style="list-style-type: none"><li>3 years English</li><li>2 years Math (Algebra 1 or higher)</li><li>2 years Science (One must be a lab)</li><li>2 years additional English, Math, or Science</li><li>2 years Social Science</li><li>3 years of additional core courses</li></ul>

## Questions you need to know to ensure you are following the right educational plan:

1. Based on above requirements, were you eligible to be a Division I or II Qualifier out of high school?
2. Did you register with the NCAA Eligibility Center?
3. Did you complete the online NCAA Amateurism Questionnaire?

**For more information regarding the rules, please go to:**

**[www.eligibilitycenter.org](http://www.eligibilitycenter.org)**

**or**

**[www.ncaa.org](http://www.ncaa.org)**

**or**

**(877) 262-1492**

# NCAA DIVISION I TRANSFERS (2-4)

## If you first enrolled in college prior to August 1, 2012, are now in a two-year school and have never previously attended a four-year school...

If you are now in a two-year school, never previously attended a four-year school, and want to transfer to a four-year school, we sometimes refer to you as a **2-4** transfer. Here are the rules that generally apply to you. If you have previously attended a four-year school prior to enrolling in the two-year school, go to the 4-2-4 rules on page 21.

**Note: If you are an international student and attend a school outside of the United States, go to the rules for student-athletes who are now in a four-year school on Page 19, even if you are in a two-year school.**

### 2-4 and you want to go to Division I

#### If you are a qualifier...

At the two-year school, did you:

- Complete at least one semester or quarter as a full-time student? (Summer school does not count.)
- Earn an average of 12-semester or 12-quarter transferable-degree credit hours for each term you attended full time at the two-year school?\*\*\*
- Earn a grade-point average (GPA) of 2.000 in those transferable credit hours?

#### If Yes to all:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*+

#### If No to at least one:

You can practice.  
 You can receive athletically related financial aid.  
 You cannot play until you complete one full academic year of residence.\*  
 (See the exceptions on page 17.)

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In men's basketball, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

#### If you are a nonqualifier...

At the two-year school, did you:

- Complete at least three semesters or four quarters as a full-time student? (Summer school does not count.)
- Graduate from a two-year school? You must earn 25 percent of the credit hours at the two-year school that awards your degree.
- Earn 48-semester or 72-quarter transferable-degree credit hours at the two-year school? If you initially enrolled full time in any college after August 1, 2009, the transfer credits **MUST** include six-semester or eight-quarter hours of English **AND** three-semester or four-quarter hours of math.\*\*
- Earn a GPA of 2.000 in those transferable credit hours?

#### If Yes to all:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*+

#### If No to at least one:

You cannot practice.  
 You cannot receive athletically related financial aid.  
 You cannot play until you complete one full academic year of residence.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In men's basketball, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

# NCAA DIVISION I TRANSFERS (2-4)

## If you enroll at a two-year school on or after August 1, 2012 and have never previously attended a four-year school...

If you are now in a two-year school, never previously attended a four-year school, and want to transfer to a four-year school, we sometimes refer to you as a **2-4** transfer. Here are the rules that generally apply to you. If you have previously attended a four-year school prior to enrolling in the two-year school, go to the 4-2-4 rules on page 21.

**Note: If you are an international student and attend a school outside of the United States, go to the rules for student-athletes who are now in a four-year school on Page 19, even if you are in a two-year school.**

### 2-4 and you want to go to Division I

#### If you are a qualifier...

At the two-year school, did you:

- Complete at least one semester or quarter as a full-time student? (Summer school does not count.)
- Earn an average of 12-semester or 12-quarter transferable-degree credit hours for each term you attended full time at the two-year school?\*
- Earn a grade-point average (GPA) of 2.500 in those transferable credit hours?

#### If Yes to all:

You can practice.  
You can receive athletically related financial aid.  
You can play right away during the first year after you transfer.\*+

#### If No to at least one:

You can practice.  
You can receive athletically related financial aid.  
You cannot play until you complete one full academic year of residence.\*  
(See the exceptions on page 17.)

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

#### If you are a nonqualifier...

At the two-year school, did you:

- Complete at least three semesters or four quarters as a full-time student? (Summer school does not count.)
- Graduate from a two-year school? You must earn 25 percent of the credit hours at the two-year school that awards your degree.
- Earn 48-semester or 72-quarter transferable-degree credit hours at the two-year school? The transfer credits MUST include six-semester or eight-quarter hours of English, three-semester or four-quarter hours of math, AND three-semester or four-quarter hours of natural/physical science.\*\*
- Earn a GPA of 2.500 in those transferable credit hours?

#### If Yes to all:

You can practice.  
You can receive athletically related financial aid.  
You can play right away during the first year after you transfer.\*+

#### If No to at least one and a GPA below 2.00:

You cannot practice.  
You cannot receive athletically related financial aid.  
You cannot play until you complete one full academic year of residence.\*

#### If Yes to all but GPA 2.00 - 2.49

You can receive athletically related financial aid.  
You cannot play until you complete one full academic year of residence.\*  
You can practice.

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

## NCAA DIVISION I "40-60-80" RULE

- If you have attempted 4 semesters of full time enrollment, including withdrawals, you must have successfully completed at least **40%** of the course requirements for your specific degree at the Division I college.
- If you have attempted 6 semesters of full time enrollment, including withdrawals, you must have successfully completed at least **60%** of the course requirements for your specific degree at the Division I college.
- If you have attempted 8 semesters of full time enrollment, including withdrawals, you must have successfully completed at least **80%** of the course requirements for your specific degree at the Division I college.

**If it will be more than 4 semesters before you transfer,  
plan to drop below 12 units for at least one semester!**

<b>% of degree requirements</b>	<b>120 unit degree</b>	<b>124 unit degree</b>	<b>126 unit degree</b>
40%	48 UNITS	49.6 UNITS	50.4 UNITS
60%	72 UNITS	74.4 UNITS	75.6 UNITS
80%	96 UNITS	99.2 UNITS	100.8 UNITS

The image shows the NCAA logo in a bold, blue, sans-serif font. The letters are slightly shadowed, giving it a 3D appearance. The logo is centered within a white rectangular frame that has a thin grey border.

# NCAA 4-2-4 DIVISION I TRANSFERS (4-2-4)

## If you have been at a four-year school Prior to August 1, 2012 and now attend a two-year school...

If you started at a four-year school, then transferred to a two-year school and now want to transfer to a four-year school, we refer to you as a **4-2-4** transfer. Generally, here are the rules that apply to you.

### 4-2-4 and you want to go to Division I

#### If you are a qualifier...

Did you:

- Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance?\*\*\*
- Earn a GPA of 2.000 in those transferable credit hours?
- Graduate from the two-year school **AND** have one-calendar year elapse since you left your previous four-year school?

#### If Yes to all:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*+

#### If No to any:

You can practice.  
 You can receive athletically related financial aid.  
 You cannot play until you complete one full academic year of residence.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In men's basketball, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

#### If you are a nonqualifier...

Did you:

- Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance?\*\*\*
- Earn a GPA of 2.000 in those transferable credit hours?
- Graduate from the two-year school **AND** have one-calendar year elapse since you left your previous four-year school?

#### If Yes to all:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*+

#### If No to any:

You can practice if you have completed one academic year in all your colleges combined.  
 You can receive athletically related financial aid if you completed one academic term at the two-year school.  
 You cannot play until you complete one full academic year of residence.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In men's basketball, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

# NCAA 4-2-4 DIVISION I TRANSFERS (4-2-4)

## If you have been at a four-year school after August 1, 2012 and now attend a two-year school...

If you started at a four-year school, then transferred to a two-year school and now want to transfer to a four-year school, we refer to you as a **4-2-4** transfer. Generally, here are the rules that apply to you.

### 4-2-4 and you want to go to Division I

#### If you are a qualifier...

##### Did you:

- Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance?\*\*\*
- Earn a GPA of 2.500 in those transferable credit hours?
- Graduate from the two-year school **AND** have one-calendar year elapse since you left your previous four-year school?

If Yes to all:	If No to any:
You can practice.	You can practice.
You can receive athletically related financial aid.	You can receive athletically related financial aid.
You can play right away during the first year after you transfer.*+	You cannot play until you complete one full academic year of residence.*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

#### If you are a nonqualifier...

##### Did you:

- Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance? The transfer credits **MUST** include six-semester or eight-quarter hours of English, three-semester or four-quarter hours of math, **AND** three-semester or four-quarter hours of natural/physical science. These hours may be earned at the four-year **OR** two-year school.\*\*
- Earn a GPA of 2.500 in those transferable credit hours?
- Graduate from the two-year school **AND** have one-calendar year elapse since you left your previous four-year school?

If Yes to all:	If No to any:
You can practice.	You can practice if you have completed one academic year in all your colleges combined.
You can receive athletically related financial aid.	You can receive athletically related financial aid if you completed one academic term at the two-year school.
You can play right away during the first year after you transfer.*+	You cannot play until you complete one full academic year of residence.*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

+ Baseball and basketball - mid-year enrollee: In Division I, a transfer student-athlete in the sports of baseball and basketball who initially enrolls at the certifying institution as a full-time student for the spring term shall not be eligible to compete until the next academic year (i.e., fall term).

# NCAA DIVISION II TRANSFERS (2-4)

## 2-4 and you want to go to Division II

### If you are a qualifier...

#### At the two-year school, did you:

- Complete at least one semester or quarter at the two-year school as a full-time student? (Summer school does not count.)
- Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each full-time term at the two-year school? \*\*
- Earn a GPA of 2.200 in those transferable credit hours?

#### If Yes to all:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*

#### If No to at least one:

You can practice.  
 You can receive athletically related financial aid.  
 You cannot play until you complete one full academic year in residence.\*  
 (See exceptions on [page 20](#).)

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and gradepoint average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses."

### If you are a partial qualifier...

#### At the two-year school, did you:

1. Complete at least two semesters or three quarters as a full-time student? (Summer school does not count.)

**AND**

- 2a. Graduate from the two-year school? You must earn 25 percent of the credit hours at the two-year school that awards your degree.

**OR**

- 2b. Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance at the two-year school **AND** earn a GPA of 2.200 in those transferable credit hours? \*\* The transfer credits **MUST** include six-semester or eight-quarter hours of English, three-semester or four-quarter hours of math, **AND** three-semester or four-quarter hours of natural/physical science. \*\*\*

#### If Yes to 1 and 2a or 2b:

You can practice.  
 You can receive athletically related financial aid.  
 You can play right away during the first year after you transfer.\*

#### If No to 1 or 2:

You can practice.  
 You can receive athletically related financial aid.  
 You cannot play until you complete one full academic year in residence.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\* In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and gradepoint average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses."

\*\*\* Remedial English and math courses may not be used to satisfy this requirement.

## NCAA DIVISION II TRANSFERS (2-4 Cont.)

### 2-4 and you want to go to Division II - continued

#### If you are a nonqualifier...

At the two-year school, did you:

**1.** Complete at least two semesters or three quarters as a full-time student? (Summer school does not count.)

**AND**

**2a.** Graduate from the two-year school? You must earn 25 percent of the credit hours at the two-year school that awards your degree.

**OR**

**2b.** Complete an average of 12-semester or 12-quarter transferable-degree credit hours for each term of full-time attendance at the two-year school **AND** earn a GPA of 2.200 in those transferable credit hours?\*\*\* The transfer credits **MUST** include six-semester or eight-quarter hours of English, three-semester or four-quarter hours of math, **AND** three-semester or four-quarter hours of natural/physical science. \*\*\*

**If Yes to 1 and 2a or 2b:**

**If No to 1 or 2:**

You can practice.

You cannot practice.

You can receive athletically related financial aid.

You cannot receive athletically related financial aid.

You can play right away during the first year after you transfer.\*

You cannot play until you complete one full academic year in residence.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

\*\*In all sports, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and gradepoint average requirements, unless the student-athlete is enrolling in a physical education degree program or a degree program in education that requires physical education activity courses.

\*\*\* Remedial English and math courses may not be used to satisfy this requirement.

# NCAA DIVISION III TRANSFERS

## 2-4 and you want to go to Division III

At any college, did you:

- Practice or play in intercollegiate sports?

**If Yes:**

You can practice and play provided that you would have been considered academically and athletically eligible if you had stayed at your two-year school.

**If No:**

You can practice.

You can play right away after you transfer.\*

\* Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

**The complete NCAA Transfer Guide can be downloaded at:**

<http://www.ncaapublications.com/p-4361-ncaa-transfer-guide-2014-15.aspx>

### THE BOTTOM LINE

- Understand the basic transfer rule.
- Look up the rules that apply to your situation.
- Find out if any exceptions apply to you.

# NAIA TRANSFER GUIDELINES

1. Accumulate a minimum total of 24 semester units the two immediately previous terms of attendance. Up to 12 semester units earned during the summer may be applied to meet the 24 units, provided the units are completed after one of the two immediately previous semesters.
2. Units applied to the 24-unit rule are taken at face value, as reflected on the two-year institution's transcript, even if the NAIA institution will not accept all of those units. This only applies to determine first term eligibility at the NAIA institution; thereafter units must apply toward the NAIA institution's degree.
3. If a second term freshman, must have completed nine (9) semester units.
4. Must be within your first 10 semesters of attendance as a regularly enrolled student. A full-time term of attendance for NAIA is any semester you enrolled in **nine (9)** units or more.
5. Upon reaching junior academic standing, must have a cumulative grade point average of at least 2.00.
6. To participate the third season in a sport, must have accumulated at least 48 semester units and have maintained at least a 2.00.

## NAIA Schools located in California:

Azusa Pacific University, Azusa, Calif.  
Bethany College, Scotts Valley, Calif.  
Biola University, La Mirada, Calif.  
California Baptist University, Riverside, Calif.  
California Maritime Academy, Vallejo, Calif.  
California State University-East Bay, Hayward, Calif.  
California State University-San Marcos, San Marcos, Calif.  
Concordia University, Irvine, Calif.  
Dominican University, San Rafael, Calif.  
Fresno Pacific University, Fresno, Calif.  
Holy Names University, Oakland, Calif.  
Hope International University, Fullerton, Calif.  
The Master's College, Santa Clarita, Calif.  
Menlo College, Atherton, Calif.  
Mills College, Oakland, Calif.  
Pacific Union College, Angwin, Calif.  
Patten College, Oakland, Calif.  
Point Loma Nazarene University, San Diego, Calif.  
San Diego Christian College, El Cajon, Calif.  
Simpson University, Redding, Calif.  
Soka University, Aliso Viejo, Calif.  
Vanguard University, Costa Mesa, Calif.  
Westmont College, Santa Barbara, Calif.  
William Jessup University, Rocklin, Calif.

For more information on NAIA schools, visit their website at [www.naia.org](http://www.naia.org)



# OXNARD COLLEGE ATHLETIC ELIGIBILITY

1. All Student athletes must be continuously and actively enrolled in a minimum of 12 units during the season of sport. 9 of the 12 units must be attempted in courses counting towards associated degree, remediation, transfer and/or certification as defined by the college catalog and must be consistent with the student athlete's education plan.
2. Late start or mini-courses will only count toward the 12 units if the student athlete is attending or has completed the course during the season of sport.
3. The student athlete's education plan must be on file in the athletic counselor's office by the start of the first season of competition.
4. A student who registers later than 4 weeks after the first day of class instruction shall not represent Oxnard College in athletic competition that semester.
5. The student athlete must maintain a cumulative 2.00 GPA in all units attempted beginning with the first season of participation.
6. A student athlete who has had prior competition in a sport must have earned 24 units of "new" course credit before competing in that sport for a second time. 18 of the 24 units must count toward the associate degree; remediation, transfer and/or certification as defined by the college catalog and must be consistent with the student athlete's education plan. In order to be eligible and remain eligible, a student athlete has to successfully complete at least 6 units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with and including the units taken during the first semester/quarter of competition.
7. A student athlete may compete for 2 seasons in the same sport.
8. A student athlete who transfers to Oxnard College after participating in intercollegiate athletics at another California Community College must complete 12 units in residence at OC prior to competing. Only 8 of the 12 units may be completed during the preceding summer session.
9. In a multi-district college, a student attending one college may participate in a sport offered by another college in that same district if the college they are attending does not have that sport.
10. After attending the first day of practice, the student athlete may not participate or compete with any other California Community College or with any other outside team in that sport during the season of that sport.
11. A tracer (written verification request) must be sent to any prior institutions to determine the extent of participation at that school. Official transcripts from high school will be required to participate.
12. An abbreviated and/or comprehensive educational plan must be on file in order to participate.
13. A pre-participation examination must be completed through the College Trainer prior to participation.

# RESPONSIBILITIES AND CONDUCT

Oxnard College also has some rules you need to know. They are simple and are meant to give you and your teammates the best possible opportunities for academic and athletic success.

## STUDENT-ATHLETE RESPONSIBILITIES

- ◆ Meet all CCCAA, Western State Conference and Oxnard College rules pertaining to eligibility.
- ◆ Comply with established team regulations.
- ◆ Meet all academic and athletic appointments and obligations promptly and regularly.
- ◆ Make progress toward educational goals.
- ◆ Avoid the use of alcohol, tobacco products, controlled substances and steroids.
- ◆ Conduct yourself in a positive manner both on and off the field.
- ◆ Demonstrate loyalty and respect to your teammates, teachers and coaches as well as to the college and community.
- ◆ Demonstrate respect for college personnel, equipment and facilities.

## STUDENT-ATHLETE CONDUCT

- ◆ Show exemplary conduct on and off campus.
- ◆ Adhere to College and community laws with respect to individuals and property.
- ◆ Avoid profanity and illegal tactics during competition.
- ◆ Attend all class sessions. Regular attendance and consistent study are student-athlete responsibilities and the two factors, which contribute most to a successful college experience. Failure to attend classes can result in a lower grade or dismissal from class. A student-athlete is likely to be required to miss class from time to time in order to travel to competitions. It is his/her responsibility to make arrangements for assignments with each instructor **prior** to an absence.
- ◆ While traveling on trips, student-athletes represent their college. Therefore, good judgment in dress and behavior is expected.
- ◆ Treat all equipment as if it were your own personal property. Each student-athlete will be responsible for the security of his/her own personal gear, as well as financial responsibility for all athletic equipment checked out. Grades and transcripts are withheld until missing equipment is returned in satisfactory condition or until the College has been financially reimbursed.

## **EQUIPMENT**

All items of athletic equipment, including apparel and travel bags, which may be issued for the express purpose of intercollegiate athletic competition and preparation for intercollegiate athletic competition, shall be considered property of Oxnard College, on loan.

In this regard, such equipment shall be issued and managed solely by the athletic equipment manager only after confirmation of a student's pre-practice physical and eligibility qualifications.

The following regulations will be adhered to in regard to all institutional issued athletic equipment and apparel:

1. It shall be the sole responsibility of the student athlete to maintain, store and care for all items issued by the OC Department of Intercollegiate Athletics
2. At no time shall the student athlete alter an issued item of protective equipment or apparel. Should any problem exist in regard to a proper fit, safety function and/or appearance, the student athlete should immediately notify the coach and/or equipment manager to effect an adjustment.
3. Should a student athlete launder a contest uniform or other issued item of apparel and the garment is faded and/or damaged in the process, the student athlete will be responsible for replacement. If uniforms are to be laundered at home, make sure both equipment manager and coach are aware.
4. All athletic apparel and/or equipment issued to a student athlete must be returned to the athletic equipment manager immediately upon the completion of the season of sport or upon the student athlete's termination from participation.
5. Should any item(s) of equipment and/or apparel fail to be returned to the equipment manager in issue condition upon the completion of the season of sport, the student athlete will be billed for the institution's cost amount of the item(s).
6. Failure to either return or pay in full for unreturned item(s) shall result in an institutional hold on the student athlete's academic records and ultimate academic progression, through the Office of Admissions and Records.

## **LOCKER ROOMS**

A lock and locker can be checked out in the equipment room. Team locker rooms are only for in-season sports. Team locker rooms are assigned by the equipment manager.

Security – all lockers should remain locked when not being used. Theft is a common locker room problem. Try not to bring wallets/purses, money or jewelry into your locker room. Oxnard College is not responsible for losses due to theft.

## **PARKING**

All student-athletes will park only in areas designated for student parking. Students are responsible for obtaining valid student parking permits each semester at OC.

Student-athletes are responsible for any and all parking citations received on campus for illegal parking and moving violations. The coaches and/or administration cannot "take care of tickets". Be responsible for your own actions and do not ask the coach or athletic administration for assistance with parking issues that arise.

## TEAM TRAVEL

Travel to and return from out-of-town contests in transportation provided by the College, unless prior arrangements have been made with the head coach and approved by the Athletic Director. These arrangements must meet specific guidelines set forth by the Athletic Department. The head coach shall be responsible for the student-athlete until the trip concludes. Personal vehicles require a consent form to be signed prior to departure.

All student-athletes should travel to and from all away contests with transportation provided by Oxnard College.

If it is necessary for you to drive your own vehicle to an away contest, you must first sign release forms, which your head coach can supply you with. If you must drive you CANNOT drive other teammates with you whether they sign a release form or not. These forms must be turned into the athletic director prior to departure.

Student-athletes may be released upon approval by the head coach to their parent(s) only for return travel from an away contest. No exceptions (brothers, uncles, etc. are not parents).

## PHYSICAL WELFARE

When competing at an elite level and pushing your body to the limits, it is important to remember that your body is a machine that may breakdown from time to time, especially with improper maintenance. The Athletic Training/Wellness Center is a great place to assist you in your athletic endeavors helping you prevent and recover from injuries. If you do not use the Athletic Training/Wellness Center as a tool for success, failure will be around the corner.

Coaches and athletes get caught up in the moment, wanting to participate when their body can't. Have a great relationship with our Athletic Trainer and constantly communicate so long term damage will be avoided.

**IMPORTANT:** The Athletic Trainer is there to help you get on the field – not off!

## PRE-PARTICIPATION PHYSICAL EXAMINATION

The purpose of a pre-participation physical examination is:

- ◆ To determine if any deficiencies or pre-existing illness or disease exist which might place the student-athlete at significant risk of serious injury in a particular sport.
- ◆ To bring to the student-athlete's attention any weaknesses or imbalances, so that correction of these abnormalities may be undertaken before beginning intercollegiate activity.
- ◆ To determine whether a student-athlete may participate safely, in spite of having a recognizable problem.

## PROCEDURES FOR PHYSICAL EXAMINATION

Before a student-athlete can participate (try-out, practice, or compete) with an Oxnard College athletic team, during their COA designated season, he/she must pass a pre-participation physical examination. PPE can be obtained at OC or on your own.

### **PPE at OC**

The Head Athletic Trainer will establish dates for PPE's in consultation with the Athletic Director. PPE's at OC will be performed in the fall and spring at no cost to student-athletes. If a student-athlete fails to attend the scheduled PPE time, the physical must be obtained at the student-athlete's expense. If you desire, referrals for examinations can be made with consultation with the head athletic trainer. Athletes must act appropriately (no yelling, running, horseplay, etc.). Appropriate attire should be worn; **shorts** and a **T-shirt** are required for males, and **shorts T-shirt** and **sport bra** or **swim top** are required for females.

### **PPE on your Own**

You may get a PPE with your own licensed physician (M.D. or D.O.) or other qualified medical personnel (P.A., or F.N.P.) under the supervision of a licensed medical physician. Only a licensed M.D., D.O., P.A., or F.N.P. are qualified to give the physical examination. Results of the physical exam must be filed with the head trainer using the OC PPE evaluation form. The examination form must explicitly state that the athlete is cleared to participate in their sport(s). **A PPE conducted by a Chiropractor (D.C.) does not qualify as a proper Pre-Participation Examination.**

*PPE's are good for 2 years. If you are playing for the beyond those 2 years, you must get another physical.*

## STUDENT-ATHLETE INSURANCE

All student-athletes must have health insurance prior to participation.

Oxnard College provides insurance coverage, as required by California law, for all persons who are eligible to participate in an intercollegiate athletic program. The insurance policy is a secondary policy, providing only for expenses beyond those expenses provided under the student-athlete's own or family's insurance plan.

If you have insurance coverage, this secondary policy is provided free of charge. If you do not have insurance the college insurance becomes primary insurance. In this case, we utilize the Blue Cross PPO Network. See the Athletic Trainer for more details. A brochure listing policy coverage is available from the Head Athletic Trainer.

Any student-athlete who is injured during practice, an athletic event, or en route to or from an athletic event, and require medical aid or hospitalization will be referred to the athletic trainer. Injuries must be reported within 72 hours of occurrence to the Athletic Trainer. If a life-threatening situation arises after hours, they should be referred to the nearest hospital, and the athletic trainer should be notified as soon as possible.

In any non-emergency case and a student-athlete goes to a physician without the Athletic Trainer's referral he/she may not be covered by the school's athletic insurance. An athlete must go to a network doctor in order to be covered 100% by the district insurance. If an athlete sees a doctor out of network then the District will only cover 60% of the bills and the athlete will be responsible for the remaining balances. See Head Athletic Trainer for more details.

Please note that while the combination of student and school provided insurance policies usually pays all medical bills, there are some situations in which the athlete/athlete's family may be responsible for portions of the medical bill(s).

## STUDENT-ATHLETE WAIVER AND CONSENT

The following OC forms must be completed and on file with the Athletic Training/Wellness Center:

- ◆ Insurance forms packet
  - ◇ Athletic Participation Consent
  - ◇ Authorization to Consent to Treatment
  - ◇ Voluntary Activities Participation Form
  - ◇ Student Athlete Medical Information Waiver Authorization
  - ◇ Verification of Private Insurance
  - ◇ Student Athlete Concussion Statement
- ◆ Emergency information card

It is your responsibility to make certain these forms are completed and filed with the Athletic Training/Wellness Center, you cannot participate in any capacity with the team until all forms and a physical are on file with the Athletic Training/Wellness Center.

Confidential medical records are maintained in the Athletic Training/Wellness Center. These records are not released to anyone without written consent of the student-athlete.

## ATHLETIC TRAINING/WELLNESS CENTER PROTOCOL

- Student-athlete's responsibility to see the athletic trainer for evaluation and treatment.
- Student-athlete's responsibility to get treatment at least one hour before practice/game/departure for away contest. Don't expect to get treatment or get taped fifteen minutes before practice or during practice time. **Treatment or getting taped is not an excuse for being late!**
- Co-Ed training room – appropriate attire required.
- Behavior deemed appropriate by Athletic Trainer must be adhered to.
- No food, beverages, chewing tobacco or sunflower seeds are allowed in the Athletic Training/Wellness Center.
- No talking on cell phone while in the Athletic Training/Wellness Center.
- No cleats or spikes are allowed to be worn in the Athletic Training/Wellness Center.
- Team physician is final authority on return to competition.
- **Ask questions if you are unsure!**

## Sexual Misconduct and Title IX

Members of the Oxnard College (OC) community, guests, and visitors have the right to be free from sexual misconduct and any other form of sexual harassment and gender-based discrimination and violence.

OC does not tolerate sexual misconduct, which includes, but not limited to:

- Sexual harassment (in person, by text, or online)
- Domestic violence
- Dating violence
- Sexual assault
- Sexual stalking

### Gender based Hate Crimes

When an allegation of misconduct is brought to an appropriate employee's attention and a Respondent is found to have violated any sexual misconduct policies, appropriate sanctions will be used to reasonably ensure that such actions are never repeated.

Oxnard College has extensive services for victims of domestic violence, sexual assault, and stalking. Please visit the Student Health Center or the Vice President of Student Service Office for confidential services. Also, our Campus police provide an array of resources that are respectful and confidential.

Should you have questions concerning behaviors of sexual misconduct or reporting option, please utilize this information to help inform you, or a friend, of the choices that need to be made regarding behaviors of sexual misconduct.

Sincerely,

Dr. Oscar Cobian,  
Title IX Coordinator  
(805) 986-5937

## Sexual Misconduct - What is it?

**If you have questions about Sexual Misconduct or would like to speak with someone in confidentiality, please contact our Title IX Coordinators, Dr. Oscar Cobian (ocobian@vccd.edu) or Dr. Deanna McFadden (dmcfadden@vccd.edu).**

**Definition of Sexual Misconduct** - Comprises a broad range of unwelcome behaviors focused on Sex and/or gender that may or may not be sexual in nature.

- Any intercourse or other intentional sexual touching or activity without the other person's Consent is Sexual Assault, and is a form of Sexual Misconduct under this Policy.
- Sexual Misconduct encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, or Gender-based Harassment, which is a form of Harassment based on gender identity, gender expression, or non-conformity with gender stereotypes.
- Sexual Misconduct may also encompass acts of a sexual nature, including acts of Sexual Stalking, Domestic Violence, and Dating Violence, intimidation, or for Retaliation following an incident where alleged Sexual Misconduct or has occurred.

Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone

## Sexual Misconduct and Title IX

### Other Definitions:

**Non-Consensual Sexual Contact** - Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include:

- the frequency of the conduct;
  - the nature and severity of the conduct;
  - whether the conduct was physically threatening;
  - whether the conduct was humiliating;
  - the effect of the conduct on the alleged victim’s mental or emotional state;
  - whether the conduct was directed at more than one person;
  - whether the conduct arose in the context of other discriminatory conduct;
  - whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
  - whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
- whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

**Sexual Contact Includes** - Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse** - Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Sexual Exploitation** - Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;

## Sexual Misconduct and Title IX

**Consent** - Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

In 2016, the State of California recently a law (Senate Bill 967), known as the *Yes Means Yes* law, requiring both parties who are engaging in sexual activity to give an on-going consent. Here are links to videos that will help frame the context to his law about affirmative consent:

**Force** - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me. I’ll do what you want.”)

**Coercion** - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- Cases will be investigated regardless of whether the accuser resisted the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age (18 years or older).
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation.

**Incapacitation** - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

## Sexual Misconduct and Title IX

### I think I was assaulted! What do I do?

1. **GO TO A SAFE PLACE.**

2. **FIND A LOVED ONE:** Call a friend or family member to be with you.

3. **TALK TO SOMEONE WHO CAN HELP:** It is advisable to report a sexual assault, even an unsuccessful attempt. The information you provide may prevent another person from being assaulted. When you report a sexual assault, any information you can remember about the attack will be helpful - the assaulter's physical characteristics, voice, clothes, car or even an unusual smell.

If you are not ready to report the incident officially, but wish to confidentially share what happened to you with someone who can help, contact the Oxnard College Student Health Center and ask to speak to a licenses counselor. Explain you need to have a confidential discussion with someone. They will help connect you to someone who can help.

**CONFIDENTIAL REPORTING: (805) 986-5937; Student Services Building, Second Floor, Next to General Counseling.**

4. **CALL POLICE:** If you have been sexually assaulted, you should call the police as soon as possible; do not bathe or change your clothes. Semen, hair and material under fingernails or on your clothing may be useful in identifying and prosecuting the assaulter. If the assault occurred on campus, call Campus Police at (805) 986-5805. If the assault occurred off campus, call 911.

5. **HELP YOURSELF:** It is very helpful to contact a local rape crisis center\_(805.983.6014), where qualified staff members may assist you in dealing with your trauma. If you are unable to make the contact yourself, have a friend, family member or police make the call.

6. **DON'T BLAME YOURSELF:** Finally, it is important to remember that many individuals will mistakenly blame themselves for the assault. However, being sexually assaulted is not a crime - the crime has been committed by the person who assaulted you.

### *Title IX*

Sexual harassment, sexual violence and other gender-based harassment occurring in the college setting implicates a federal law called Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities and which triggers certain responsibilities on the part of the college. Oxnard College has a Title IX Coordinator who can help explain the college's responsibilities in these cases. The Title IX coordinator's Office is located in the Student Service Building. Oxnard College's Title IX Coordinator is Dr. Oscar Cobian, (805) 986-5937 or [ocobian@vcccd.edu](mailto:ocobian@vcccd.edu).

OC is committed to maintaining a positive learning, working and living environment. The college will not tolerate acts of sexual harassment or sexual violence or related retaliation against or by any employee or student. When sexual harassment or sexual violence has occurred and is brought to the attention of a responsible administrator, steps will be taken to end the harassment or violence, prevent its reoccurrence, and address its effects.

### *Reporting Options*

Within the college's processes, the person making the allegations is referred to as the Reporting Party or Complainant. The person who the allegations have been made against is referred to as the Respondent. A complainant who wishes to report sexual harassment, sexual violence or other gender-based harassment may report their complaint directly to the Title IX Coordinator. A complainant may also report directly to law enforcement. If the incident happened on campus, you may contact the Campus Police Department or the Student Health Center. If a report is initially made with Campus Police or the Student Health Center, authorized personnel in those departments may refer cases to the Title IX Coordinator, but only with the victim's consent. A complainant may pursue both the campus process through the Title IX Coordinator and the criminal process simultaneously. In addition, students may file a Title IX complaint with the Office for Civil Rights of the U.S. Department of Education.

The Title IX Coordinator has authority to address complaints of sexual harassment and sexual violence in a non-criminal context. This campus process is completely separate from the police and courts. Within Oxnard College, the identity of the respondent determines which of the two offices handles the case. When the respondent is a student at the time of the incident, the Title IX Coordinator provides a student conduct process for investigating those cases whether they occur on or off campus. For cases where the respondent is an employee, those cases are handled by the District Human Resources Department. When the respondent is both a student and an employee, the two offices may work together to resolve the case. If you are uncertain about which office to contact you may call either office. When the respondent is neither a student nor employee at OC, the college can still assist you with counseling and other support services—contact the Student Health Center for these services.

College employees must refer reports of sexual harassment, sexual violence, or other gender-based harassment to the Title IX Office. The only exception to the obligation to report applies to employees working in the Student Health Center.

# OXNARD COLLEGE STUDENT RIGHTS & REGULATIONS

## **Sexual Harassment Policy**

It is the policy of the Ventura County Community College District (VCCCD) to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications (including voice and email telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the VCCCD, sexual harassment is prohibited, regardless of the status and/or relationship of the affected individuals. Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy. Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

## **Drug Free Campus Policy**

A student enrolling in Oxnard College assumes an obligation to conduct him/herself on a manner compatible with the college's function as an educational institution. Student conduct at Oxnard College must conform to established rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following: Possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus sponsored college activity (except for legally prescribed for personal use). Any act, defined as a felony or misdemeanor under the laws of the State of California or which violates adopted college rules or regulations. Section 10603 of the Education Code provides: "The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline for the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or if necessary, expelling a pupil who refuses or neglects to obey any such rules or regulations."

## **VCCCD Smoking Policy**

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building.

**Refer to Oxnard College Catalog for complete descriptions of additional Students Rights and Responsibilities. Catalog is available in the campus bookstore or online at <http://students.vccd.edu/>.**