

Southeast Community College



Student-Athlete Handbook 2024-25

“It is the desire of Southeast Community College that we provide a tremendous experience for our Student-Athletes, keeping in mind the mission of the NJCAA with regards to the spirit of fair play and adherence to a strict code of ethics and correct behavior. The integrity of your game cannot and will not be compromised; our overall goal is to use competition to teach honesty, integrity, sportsmanship and above all, instill a love and respect for your game. This includes emphasis towards the fact that how you handle yourself on the court or field in a competitive situation will mirror how you handle yourself with the rest of your life.”

Southeast Community College

Student-Athlete Handbook

The athletic program is an essential and integral part of student life at Southeast Community College. This handbook is designed to assist Student-Athletes in their orientation to SCC policies and procedures and help them meet their goals and succeed while attending SCC. Additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the *college catalog*, the *student handbook*, and on www.sccbobs.com

SCC Athletics

The athletic program at Southeast Community College offers competition in 18 intercollegiate sports: baseball, men's and women's basketball, men's and women's cross country and track, men's and women's golf, softball, men's and women's soccer, volleyball, esports, co-ed Rodeo, co-ed shooting sports, men's and women's wrestling. SCC is a National Junior College Athletic Association member and competes in Region IX and the Nebraska Community College Athletic Conference.

Process of Becoming a Student-Athlete at SCC

To become a Student-Athlete at SCC, follow the steps below. Administrators, Coaches, and advisors are available anytime to answer questions and help students complete the process promptly.

- ✓ **Letter of Intent-** Complete and sign the National Letter of Intent and/or the SCC Agreement form. All student-athletes who participate in our athletic programs must sign the forms.
- ✓ **Transcripts-** Requests for official college, high school, and/or GED transcripts should be sent to the Registrar's office upon completing the application process.
- ✓ **Insurance—All SAs must have primary care insurance coverage and provide a copy of their insurance card to SCC. They** must also complete the insurance forms located on the SCC website www.sccbobs.com (under Inside Athletics).
- ✓ **Physical Exam-** SA are required to complete a physical exam each school year before they are allowed to practice. See your Coach or the SCC website, www.sccbobs.com (under Inside Athletics), to access these forms.
- ✓ **Financial Aid-** To help defray other educational costs, the student-athlete is encouraged to apply for additional funding through the Financial Aid Office. Applying for financial aid takes time and should be done immediately upon learning of your interest in SCC or by March 1 of your first year.
- ✓ **Other Forms—All SAs need to complete an Eligibility Affidavit and Release of Information form,** which are located on the SCC website www.sccbobs.com (under Inside Athletics).

Student-Athlete Code of Conduct

Each Student-Athlete accepts responsibility above and beyond that of the general student body about his/her conduct as a representative of Southeast Community College. Southeast Community College views participation in the athletic program as a privilege, not a right. Therefore, the Student-Athlete is held to a higher standard. This includes expecting you to attend all classes when not involved in intercollegiate competition. Furthermore, you will not engage in behavior detrimental to the image of your team, the athletic department, and/or Southeast Community College. Academic success, citizenship, sportsmanship, and fair play are a prelude to winning.

The Athletic Department requires all Southeast Community College athletic program members to adhere to the following guidelines and regulations. These guidelines and regulations, along with those listed in the College's Catalog and Student Handbook, shall apply to all Student-Athletes.

Academics

Each Student-Athlete is responsible for maintaining a good academic standing for participation in the athletic program. Each athlete must meet the eligibility requirements established by the National Junior College Athletic Association (NJCAA) and those specific to Southeast Community College. This includes making satisfactory progress and maintaining **full-time** enrollment during each term of athletic participation. Dropping below 12 credit hours during athletic participation results in immediate ineligibility and could result in forfeiture of contests. (Student-athletes only need 6 hours with a 2.0 in the first term of attendance) Failure to meet these and other academic requirements may result in suspension from practice, athletic participation, or the immediate removal of the Student-Athlete from the athletic program, carried out by the Coach and/or the SCC Administration and the Athletic Director. If the NJCAA standards are less rigorous than those standards set by Southeast Community College, SCC will opt to enforce its institutional academic standards.

Your academic success at Southeast Community College is very important to us. Your Coach and the athletic director may monitor your class attendance and academic progress throughout each term of enrollment. Students involved in the SCC athletic programs must attend all classes when not involved in athletic participation.

Student-athletes must also register for the Intercollegiate Academic course for their respective sports. For registration details, see the term class schedule.

Representing Southeast Community College

An athlete is seen in the public eye more often than the average student. Remember, being a Student-Athlete at Southeast Community College is a privilege, but it is also an obligation and responsibility to represent the College with dignity and pride. The student-athlete Code of Conduct will be in effect both on and off-campus and during team travel. Failure to conduct yourself responsibly by the terms set forth by this handbook and Southeast Community College may result in disciplinary action from the Coach and/or the SCC Administration and Athletic Director. Southeast Community College reserves the right to suspend an athlete from intercollegiate competition and practice until the pending case is resolved in cases of violation of the Code of Conduct or criminal offenses. By suspending the student-athlete, Southeast Community College does not prejudge guilt or innocence or whether discipline is necessary. Instead, the suspension protects the integrity of the college in instances where a Student-Athlete has violated the Code of Conduct, is arrested, or is charged with a criminal offense. Any Student-Athlete who breaks the laws of the State of Nebraska or local municipality will be referred to the appropriate legal authorities. Discipline for violating this

Code of Conduct may range from a reprimand, probation, suspension from intercollegiate completion and/or practice, loss of scholarship, or dismissal from the team or school, in the case where actions caused by the student-athlete result in the property damage, Southeast Community College reserves the right to collect such damages from the student-athlete.

Alcohol and Drug Use/Testing

For Student-Athletes to compete in intercollegiate sports at SCC, they must consent to participate in the alcohol and drug screening program. Student-athletes must also adhere to the alcohol and drug policies outlined in the Southeast Community College Student Handbook, the NJCAA, and the team's Coach. Those found under the influence of, or possessing, alcoholic beverages or illegal drugs not prescribed by a physician, may face immediate suspension from the athletic program and disciplinary proceedings from the Coach and/or SCC Administration and Athletic Director.

Due Process

The following principles of "due process" shall be employed for any Student-Athlete accused of violating the Athletic Department or College regulations:

- a) In less severe cases involving a minor offense, corrective action may be taken by the appropriate Coaching staff. An appeal by the student-athlete may be made to the Athletic Director.
- b) In a more severe conduct situation, where suspension or dismissal is possible, the Head Coach, the athletic director, and the SCC administration may determine the disciplinary action. The decision may then be appealed to the Dean of Students and/or Campus Director.
- c) Student-athletes may also follow the grievance procedures outlined in the Student Handbook.
- d) All attempts to render a fair and just decision to any offense will be made as quickly as possible.

Other Relevant Policies

Living in Student-Housing

Student-athletes who are receiving an athletic scholarship are required to live in student housing on the Beatrice Campus. However, student-athletes living within 60 miles of the campus may choose to live at home with their parent/guardians. Other situations where on-campus housing may be waived, such as a married student, may appeal to the Assistant Campus Director/Dean of Students. Please see your coach for a housing waiver form.

Violation of Southeast Community College Regulations

Violations of the College's Student Disciplinary Regulations are available in the Student Handbook and under the jurisdiction of the Dean of Student Services.

Violation of Team Rules

Each head Coach may develop and enforce their own rules to establish standards of team conduct. These rules may be more restrictive than the athletic department, college, or the NJCAA. Head Coaches have the authority to suspend or dismiss Student-Athletes if violations of team rules warrant

such a decision. Appeals of dismissal by the head coach as a result of team rule violations are to be resolved by the athletic director in conjunction with the SCC administration.

Violation of NJCAA Regulations

Student-athletes are subject to the NJCAA rules and regulations, which govern Student-Athlete eligibility, scholarship awards and procedures, sportsmanship behavior, and other forms of athletic conduct. To review these regulations, Student-athletes may contact the athletic director or visit www.njcaa.org.

Travel Policy

Each student-athlete will travel to and from contests using college-approved transportation only. Suppose a Student-Athlete wishes to receive alternate transportation for any part of the trip. In that case, he/she must receive approval from his/her Coach, the Athletic Director, and the student-athlete's parents.

Insurance/Injuries

All student-athletes must carry primary care health insurance and provide a copy of their coverage card. The SCC athletic insurance secondary policy will cover only injuries incurred during participation in official games and practices. Student-athletes and their parents will be required to complete the necessary paperwork as required by our insurance company.

The SCC athletic insurance policies provide **secondary** coverage. This means that the athlete's personal insurance policy (or the parents' insurance) must be filed at the time of a visit to a physician or hospital. Once the personal insurance has stopped paying, SCC's insurance policy may pay the remainder of the costs as long as an injury claim form has been filed.

All injuries must be reported to your coach or the athletic trainer as soon as possible. Student-athletes are required to communicate their injuries before initiating care. To expedite compensation for bills, Student-Athletes must complete necessary forms and return them to the athletic department **before claims can be processed**. Depending upon the injury or circumstances, such as a concussion, students may be required to have approval from a certified athletic trainer or physician before resuming athletic participation.

Eligibility

In most cases, you must be registered and remain registered for 12 or more hours during your eligibility terms. **Your Coach and/or the Athletic Director must approve any drop/add of classes you desire to make.** Note: financial aid/scholarship standards might be substantially higher.

To play a second season, you must have passed 24 Semester hours with a minimum 2.00 GPA.

The standards above reflect the minimum eligibility requirements set by the NJCAA. However, your coach has the authority to require stricter standards for playing eligibility.

Scholarships

Scholarships are awarded on a **one-year** basis and are renewable upon the dates established by the NJCAA for each sport. Student-athletes who are resigned for a second year and are academically

eligible must be awarded at least the same amount of scholarship aid the second year, or the student-athlete shall be allowed to void the Transfer Waiver commitment and transfer to any NJCAA member college. The scholarship must be awarded by June 15th.

Student-athletes signed to an NJCAA National Letter of Intent (LOI) are unrecruitable by other NJCAA member colleges. They must be released from the LOI to talk to or be recruited by other NJCAA member colleges.

Cancellation or modification of scholarships due to injury or good or bad performance is not permitted by the NJCAA.

Scholarships may be canceled as outlined in the NJCAA National Letter-of-Intent, the SCC Athletic Agreement form, and the Athletic Handbook.

Transfer Policies

A transfer student is anyone who has attended college beyond 18 calendar days of a term or has participated in an athletic contest and later enrolled and attended classes at another college.

SCC Student-Athletes wishing to transfer to another NJCAA college during the school year in progress must have a **release agreement** signed by the Athletic Director and campus president before another NJCAA institution may recruit them. If a Student-Athlete contacts another NJCAA institution before the release is signed, that institution is obligated by the NJCAA to contact SCC immediately.

NJCAA Code of Conduct

The basic principles of the National Junior College Athletic Association stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, Coaches, officials, and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the NJCAA that the actions of a few shall not jeopardize the rights of the majority, this CODE of CONDUCT has been adopted.

Regulations of Conduct

Sportsmanship

Specific standards of behavior are expected of all Student-Athletes and team personnel participating in any NJCAA event. Student-athletes are guests at any event; participating is a privilege, not a right. Sportsmanship and citizenship are modes of conduct that promote and develop respect for fellow participants, Coaches, and teammates. Respect should also be reflected in each Student-Athlete's behavior toward officials and spectators. Every individual participating in any NJCAA event must abide by the following:

Violent Behavior

Violence or flagrant acts during or related to an athletic contest are not permitted. A violent act is one in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

Penalties for Violent Behavior

Any player, Coach, or team personnel guilty of leaving his/her sideline, bench, or position to participate in violent behavior will be considered a responsible party in such behavior and will be subject to the sportsmanship regulations governing their respective sport as regulated by the NJCAA. If a situation occurs which is not explicitly addressed by the NJCAA rules and regulations, individuals will be subject to the following:

- 1) Immediate ejection.
- 2) A two-game (violent) or a one-game (non-violent) suspension to be served during the next scheduled contest during the regular season and/or postseason play. Suspension of Student-Athletes or Coaches occurring at the end of the season shall carry over to the next academic year and will be served during the first scheduled contest of that year.
- 3) Should an individual be ejected for violence a second time during a given season, this individual shall be prohibited from participating in any intercollegiate athletics for the remainder of the year. In the case of a second non-violent ejection, the student-Athlete will serve a two-game suspension.

Equity & Diversity

It is the policy of Southeast Community College to provide equal opportunity and non-discrimination in admission, attendance, and employment matters for all qualified persons attending or seeking admission to the College, without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity, and Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510; Phone (402) 323-3412; FAX (402) 323-3420 or Internet e-mail; jsoto@southeast.edu

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of federal and state laws. It is the responsibility of all SCC employees and students to discourage and refuse sexual overtures and not to engage in behaviors that, because of their nature, have a high probability of being misinterpreted or classified as sexual harassment. All employees, students, and visitors are expected to maintain appropriate professional boundaries.

If you believe you have been a victim of sexual harassment:

1. Inform the person responsible for the harassing behavior that such behavior is offensive and must stop. If the behavior continues, a complaint should be filed.
2. Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

Reporting Harassment/Discrimination

Southeast Community College promotes and supports your right to obtain an education in a college environment free from discrimination or harassment, including sexual harassment. If you believe you

have been the subject of illegal discrimination or harassment, you should report the incident immediately*. Options for reporting and seeking assistance include:

1. Talking to any member of the College's professional staff with whom you feel comfortable;
2. Contacting Toni Landenberger, Dean of Student Services, 402-228-8220;
3. Entering and submitting the incident by using the College's TIPS incident reporting system. The TIPS report forms are found on the [The Hub](#)

*NOTE: Under certain circumstances, College employees are required to report incidents they become aware of to College Administrators and/or local law enforcement officials.

Social Media Conduct

The Southeast Community College Athletic Department understands that many of its students-athletes have active accounts on social media networks, including but not limited to Facebook, X, Instagram, and YouTube. Southeast Community College supports students' use of these sites, providing that student-athletes uphold the following modes of conduct.

Students must not post photos of themselves or others that may be considered inappropriate or offensive. They must also not post photos that might depict Southeast Community College, its students, affiliates, or identifiable activities in a negative light. Absolutely no information may be posted that may violate Southeast Community College's Code of Conduct, or any regulations in this Student-Athlete handbook, in either language or connotation. This includes all inappropriate or offensive comments or posts.

Students should also refrain from posting their email addresses, home address, local address, telephone numbers(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

Please keep in mind that you are representing the Southeast Community College Athletic Department and Southeast Community College at all times, both on- and off-campus. Be aware that SCC employees, including coaches, faculty, and administrators, can access these sites just as easily as your peers. Current and future employers often access online social network sites for information. Many college programs and scholarship committees now search these sites to screen applications. It would be best if you thought about any information you post on Facebook or similar sites potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Recommendations for best practices are:

- **Think twice before posting.** Don't post if you don't want your boss, parents, or future employer to see it.
- **Be Respectful and Positive.**
- **Remember that many different audiences will see your posts:** fans, alumni, children, teammates, parents, staff, faculty, and administration.
- **Don't post anything that you would not say openly in person,** such as comments about alcohol and drug use, profanity, off-color or sexual humor, ethnic slurs, or personal insults.
- **Be in the right state of mind when you make a post.** Don't post when angry or upset or your judgment is impaired. Remember that the internet is permanent!

Conduct in any public forum is inevitably monitored by the public eye. We ask that student-athletes behave accordingly and uphold the standards of the College to the best of their abilities. **A student is susceptible to suspension, dismissal, or other disciplinary measures if he or she**

violates the above **Social Media Conduct Policy for Student-Athletes**.

Tips for Becoming a Successful Student-Athlete

- ★ It comes down to these 3 simple guidelines: **1) Be the best you can be academically, athletically, & socially 2) Do and say what is right! 3) Treat people like you would like to be treated!**

- ★ Show respect to all your teammates, SCC Coaches, faculty, staff, administration, and students. Respectfully conduct yourself at all times. Be a role model for each other, other students, and Southeast Community College.

- ★ Show understanding and appreciation for those with backgrounds dissimilar to yours and who may have a different belief system; demonstrate tolerance!

- ★ Respect the integrity and judgment of game officials. Even when you disagree with their judgment, treating officials with respect will only make a positive impression on you and your team in the eyes of the officials and all the people at the event. Use your influence on and off the court to help curb spectators' booing of officials and opponents. Inform students and friends that good crowd behavior makes going on the field or court more accessible for the players.

- ★ Treat opponents the way you would like to be treated- as a guest or friend. Refrain from taunting, trash-talking, or making derogatory remarks to your opponent during the game, especially comments of ethnic, racial, or sexual nature. Refrain from intimidating behavior. Congratulate opponents in a sincere way following either victory or defeat.

Tips for Becoming a Successful Student

- ★ Attend class regularly and be on time. Nothing frustrates an instructor more than students who walk in late to class. Make a great first impression! Remember, you never get a second chance at making a first impression.

- ★ Be prepared to sit and remain in the classroom for the entire period. Due to the 10-week quarter system, class times might be longer than you are used to.

- ★ If you miss a class, attempt to contact the instructor ahead of time. You will be responsible for all assignments and work given in class. If you cannot contact the instructor, exchange email addresses and phone numbers with fellow students to obtain the missed assignments. Your instructor will expect you to be prepared and to have completed all assignments you missed due to absence.

- ★ You must inform your instructor that you will miss class due to an athletic event. Instructors are not required to make provisions for any make-up tests or assignments if you do not contact them before missing classes.

- ★ Review and understand the syllabus received from all your classes. Be ready to adjust from instructor to instructor. Each instructor will have their demands, policies, and procedures.

- ★ Turn in assignments on time. Take the time to produce a final product that looks good and shows a caring attitude and pride in your work.
- ★ Sit in front of the classroom, participate, sit upright, ask questions, and, most of all, pay attention.
- ★ Refrain from becoming a class disturbance. Such behaviors as side talking with other students, note passing to other students, and working on class assignments from other classes are annoying to your instructor. Remember, this is not high school, and other students are paying a substantial amount of money to take classes at SCC
- ★ **Turn off all cell phones and personal electronic devices** not preauthorized by the instructor. SCC prohibits the use of unauthorized electronic devices in the classroom.
- ★ Visit your instructor frequently regarding grades, comments on a paper, or upcoming tests. Show the instructor that you care!
- ★ Earn extra credit if available. Demonstrate that you care about your grades and are willing to help yourself earn a better grade. Instructors are not obligated to assign extra work, but take advantage of it if they offer.
- ★ Visit with your academic advisor frequently. Make sure that you are making progress towards your degree. Make an appointment to register for your classes next term the day registration is available. Class sections fill and close quickly after registration is open.

Tips for living in the Resident Hall

- ★ Ensure you understand all the rules and regulations for living in Student Housing. Keep the noise level (music, TV, etc.) down in the room. Use your headphones! Don't hang things on the wall that violate housing policies. Do not use nails or tape. Do not display items others find offensive (race, sexual orientation, etc.)
- ★ You must attend all resident hall meetings as required by the housing staff.
- ★ Build positive relationships with the other students living in housing and encourage them to attend our events. Filling the stands with students gives the home crowd an advantage.
- ★ Follow the direction of the resident hall administration and RA's. Follow their direction without question first, and bring issues of disagreement to your Coaches second. Show respect to earn respect. Be the most mature person when addressing housing issues.
- ★ Keep your rooms locked at all times, even if you are going across the hallway. Windows and sliding glass doors should be locked when no one is occupying your apartment. Keep a rod-like object in your sliding glass door guide, even if you are on the third floor.
- ★ Know where your keys are at all times. Do not loan your keys to anyone outside of your apartment.
- ★ Resident Hall Living bans alcohol and weapons on campus and in your living facilities. Remember that if any of these items are found in your room, **all** roommates may be sanctioned

Important Contact Information

Administration

Brett Bright	Campus Director	228-8272	Kennedy 102
Toni Landenberger	Assistant Campus Director	228-8286	Kennedy 101
Jessica Young	Associate Dean	228-8220	AEC 106
Spencer Van Buskirk	Director of Residence Life	228-8278	Kennedy 118
Jeff Corey	Physical Plant Superintendent	228-8250	Physical Plant
Renae Reis	Op/Special Projects Coord	228-8265	Kennedy 105
Connor Diehl	Campus/Athletic Admin Asst.	228-8210	Kennedy 333

Business Office

Karie Jobman	Administrative Director	437-2732	Kennedy 108
Rachelle Koch	Account Clerk III.	228-8222	Kennedy 109

Student Services

Toni Landenberger	Dean of Student Services	228-8286	Kennedy 101
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Key Student Service areas

Admissions and Recruitment

Mary Ann Harms	Admissions Tech	228-8214	Kennedy 120
Casey Holsing	Testing	228-8244	Kennedy 121

Athletics

Terry Pack	AD Men's wrestling (Beatrice)	228-8232	Truman 104
Joel Wooton	M&W BB Coach	228-8136	Lincoln Campus
Phillip Duncan	M/W Cross Country Coach	N/A	Lincoln Campus
Carolyn Campbell	Women's VB Coach	N/A	Lincoln Campus
Calvin Freeman	Men's Golf Coach	228-8234	Kennedy 414
Dion Parks	AD Lincoln/Men's Baseball	228-8158	Kennedy 423
Gary Lytle	Women's Softball Coach	228-8216	AEC 107
Eli Brown	Men's Soccer Coach	N/A	OFF-CAMPUS
Jose Hidalgo	Women's Soccer Coach	N/A	OFF-CAMPUS
Devin Garcia	Shooting sports	N/A	OFF-CAMPUS

Reed Kraeger	Rodeo	N/A	OFF-CAMPUS
Chris Cummins	Esports	437-2865	Lincoln Campus
Ross Eichoff	Women's Golf	N/A	OFF-CAMPUS
Jake Hamilton	Women's wrestling	228-8152	Kennedy 418

Career Advising & Assessment Center

Trevor Varley	Academic Advisor	228-8266	AEC 108
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Financial Aid

Ann Hajek	Assoc. Financial Aid Dir.	228-8212	Kennedy 104
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Housing

Tessa Triplette	Resident Life Manager	228-8137	Homestead Hall
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Registration

Misty Rupprecht	Associate Registrar	228-8213	Kennedy 122
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Student Activities

Jake Hamilton	Student Activities Coordinator	228-8152	Kennedy 418
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TRIO Student Support Services (SSS) and Upward Bound (UB)

Brandi Hoover	Trio Advisor	228-8235	Kennedy 415
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SCC Athletic Website www.sccbobcats.com

SCC General Website <http://www.southeast.edu>