

CENTER FOR ATHLETIC ACADEMIC SERVICES



CAAS EXPERIENCE MANUAL

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BASIC INFORMATION



Mission Statement

The University of Memphis' Center for Athletic Academic Services was established in order to provide academic services for student-athletes. The mission of the center is to provide the necessary academic support services for all student-athletes to be successful in the classroom and pursue an undergraduate degree while competing as an athlete. The center is dedicated to the academic and personal development of all student-athletes. CAAS also has a unique responsibility as it conducts all required NCAA and Conference USA paperwork for academic compliance of prospective and current student-athletes. This includes paperwork for recruiting, certification of eligibility, filing of waivers, and academic rules interpretations.

CAAS is staffed by the Director, Assistant Director, five Athletic Academic Counselors and an Office Coordinator. CAAS is also assisted by graduate assistants, interns, student workers, and tutors. CAAS moved into the newly renovated Wilder Tower in July, 2003. The building houses campus-wide student services, including admissions, bursar, financial aid, registrar, student development, academic advising, and CAAS. The entire sixth and seventh floors, a total of 8,000 square feet, have been designated for CAAS' use and have capacity for 31 student computer stations, 17 offices and several study tables.

LISTED BELOW ARE SEVERAL (BUT NOT ALL) SERVICES THAT ARE OFFERED TO STUDENT-ATHLETES:

- *Academic Advising ~ Semester schedules, degree plans and major selection*
- *Academic Awards ~ Nomination and promotion of all academic awards*
- *Academic Counseling ~ Academic advice to assist student-athlete with specific courses*
- *Academic Monitoring ~ Grade checks via calls, e-mails or grade reports with professors*
- *Career Development ~ Match desired careers with major, prepare for life after Memphis*
- *Disability Services ~ Coordinate academic program with athletic academic counselor and Student Disability Services, located in 110 Wilder Tower*
- *Exhausted Eligibility ~ Program to assist former athletes with completing his/her degree*
- *Mentoring ~ Via counselor or assigned mentor—academic skills for classroom success*
- *Objective Study Hall ~ Proactive monitoring for students attending study hall*
- *Orientation ~ Program for NEW freshmen and transfers*
- *Personal Counseling ~ On limited basis, to assist with daily stress and life as athlete*
- *Tutoring ~ As assigned by center, offer additional teaching or study skills*
- *Weekly Meetings ~ Weekly academic session with new freshmen and transfers*



THE UNIVERSITY OF
MEMPHIS

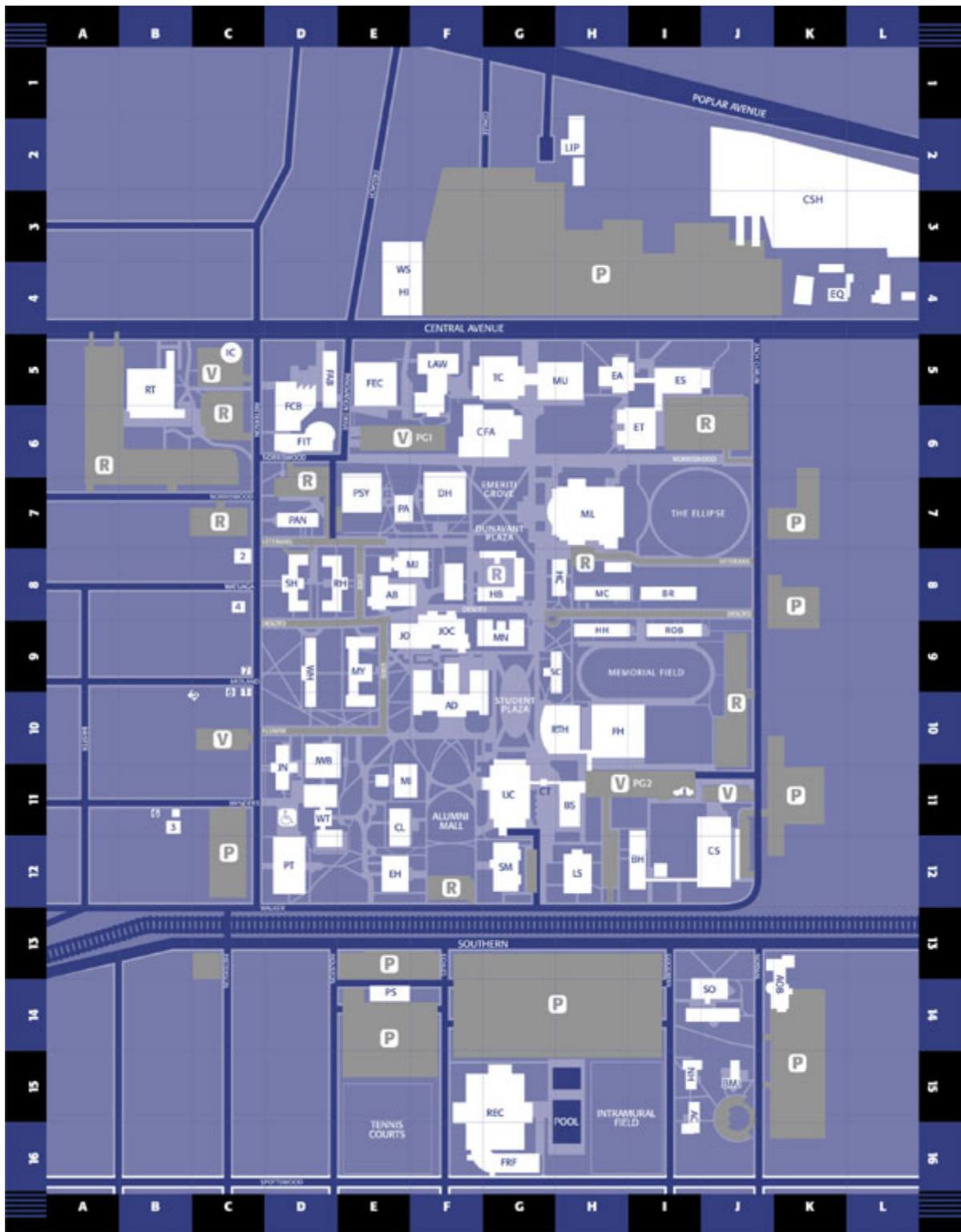


Center for Athletic Academic Services

STAFF DIRECTORY

| | | |
|--|----------|-----------------------|
| Dr. Joe Luckey, Director | 678-3467 | 6 th Floor |
| Kimya Massey, Asst. Director <i>Prospective Student-Athletes Soccer~M</i> | 678-2707 | 6 th Floor |
| Kristin Henke, Counselor <i>Track & Field~M/W Basketball~W</i> | 678-3466 | 6 th Floor |
| Valorie Lott, Counselor <i>Football Support Staff Coordinator</i> | 678-3982 | 7 th Floor |
| Jessie Mills, Counselor <i>Basketball~M Softball Golf~M/W</i> | 678-2447 | 7 th Floor |
| Fred Quarles, Counselor <i>Football Support Staff Recruiting</i> | 678-4467 | 7 th Floor |
| Bridget VanLandeghem, Counselor <i>Baseball Soccer~W Tennis~M/W Volleyball Rifle~Mixed</i> | 678-3309 | 6 th Floor |
| TBA, Office Coordinator | 678-2714 | 6 th Floor |
| Interns | 678-2714 | |
| Meredith Brandt | | 6 th Floor |
| Matt Gintonio | | 7 th Floor |
| Graduate Assistants | 678-2714 | |
| Tia Schlagel Bell | | 6 th Floor |
| Crystal Ellis | | 7 th Floor |

INSERT ORGANIZATIONAL CHART



***INSERT A DIFFERENT MAP**

AROUND THE OFFICE

Computer Programs Used Regularly By CAAS Staff and Student-Athletes

| Program | Usage | Location |
|---------------|---|---|
| Banner | Used by Counselors for advising purposes. | From www.memphis.edu , login to myMemphis, click Advising tab and then click Banner INB |
| TutorTrac | Helps staff to keep track of who is in the center, who is missing appointments and how many hours they have been in the center. | https://tutortrac.memphis.edu/tutortrac/Default.html |
| eCourseware | Where students go to locate course information, i.e. grades, syllabi, etc. | From www.memphis.edu , login to myMemphis, click eCampus Student tab and then click on eCourseware |
| Outlook | Student and Staff Email. | ummail.memphis.edu |
| UM Drive | Students use it to save documents and retrieve documents saved by professors. | umdrive.memphis.edu |
| CAAS Website | Where student-athletes can get information about the Center before enrolling and throughout their tenure at the University. | caas.memphis.edu |
| Turnitin.com | What students use before turning in papers to prevent any chances of plagiarism. | Turnitin.com |
| People Search | Helps to locate email addresses and phone numbers of campus officials. | www.memphis.edu |
| myMemphis | Resource for students and staff for advising, registration, employee, campus, and finance resources. | https://my.memphis.edu/cp/home/displaylogin |

SPORT CODES

These are the codes used in several aspects of CAAS

MBA-Baseball

MBB- Men's Basketball

MFB- Football

MGO- Men's Golf

MSO- Men's Soccer

MTE- Men's Tennis

MTI- Men's Track/Cross Country

WBB- Women's Basketball

WGO- Women's Golf

WSO- Women's Soccer

WSB- Women's Softball

WTE- Women's Tennis

WTI- Women's Track/Cross Country

WVB- Women's Volleyball

XRI- Mixed Rifle





ATHLETIC ACADEMIC COUNSELOR CALENDAR

SEMESTER OUTLINE:

Week 1:

- Revise schedules during add/drop period
- Team Meetings (send emails out to S-A's)
- Go over team meeting agenda (located on the O drive)
- Distribute travel letters if applicable
- Distribute/Mention Fall Schedules (Verify 404 or Tigerweb)
- Discuss weekly academic commitments
- Academic Notebooks, syllabi, and/or scoresheets

Week 2:

- Review syllabi, create scoresheets and discuss organizational plan for each week and the semester (note all travel dates in planner and any early conflicts with syllabi requirements due to travel)
- Weekly meetings, tutoring and study hall begin
- Initial weekly report sent to coaches

Week 3 & 4:

- Initial grade reports (or combination report) sent for teams and on select students
- Review academic game plans with coaches and student-athletes
- Pay close attention to freshmen and how they are making the transition/adjustment to college life—use of planner or weekly planner in academic notebook
- Set up new tutoring appointments as requests come in

Week 5 & 6:

- Grade reports sent to all coaches (include any special eligibility notes)
- Arrange tutoring sessions for students with D's and F's
- Follow-up with selected student-athletes who have not had grades reported
- Intrusive major discussion with sophomores and juniors (pre-advising contact)—sophomores who are still undecided and juniors who have started new major courses

Week 7:

- Make list of possible drops
- Prepare for advising appointments (*see advising section on last page*)
- Review Administrative Data Website and previous semester grade data
- Schedule advising appointments

Week 8:

- Fall break on Monday & Tuesday; Spring Break is full week
- Advising appointments begin (ask for grade updates during appointments)
- Last day to withdraw deadline (update folders/scoresheets accordingly)

Week 9:

- Advising appointments continue
- Advertise graduation deadline (students must file intent with their college)
- Adjust study hall hours/weekly meetings accordingly

Weeks 10 & 11:

- Follow-up advising appointments/Make-up appointments
- Register for classes on Monday & Tuesday (Send coaches an update of advising/registration issues along with weekly report)

Week 12:

- Second set of full grade reports sent to coaches
- Prepare final month academic plan for students with low C's, D's and F's
- Remind students and coaches of their academic game plan or impact on eligibility

Week 13:

- Fall Semester—Adjust for Thanksgiving short week
- Update on registration issues sent to coaches

Weeks 14 & 15:

- Review scoresheet/grades to discuss goals for upcoming final assignments and exams
- Follow-up and make arrangements with professors if there are any conflicts with in-season student-athletes that will be traveling during finals
- Last week of classes is last week of study hall
- Each counselor makes arrangements for study hall during final exams (keep floor supervisor informed)

Week 16:

- Notify seniors about graduation reception/picture
- Check grades as they come in
- Arrange final exam tutoring sessions

REGISTRATION AND ADVISING

Admission (Undergraduate Deadlines)

- Degree Seeking Students - Admission Application Deadline: **July 1, 09**
- Students on Academic Suspension - Readmission Application Deadline: **July 1, 09**

Registration - Check your Registration Status screen before registering.

- 1st Day to Register - Graduate (Degree Seeking) & 5th-Year (2nd UG Degree Seeking): **April 6, 09**
- 1st Day to Register - Seniors: **April 7, 09**
- 1st Day to Register - Juniors: **April 8, 09**
- 1st Day to Register - Sophomores: **April 9, 09**
- 1st Day to Register - Freshmen: **April 13, 09**
- 1st Day to Register - Non-Degree Seeking (Grad & Undergrad): **April 15, 09**
- 1st Day to Register - PC191/TN Employees; Senior Citizens: [Visit the Bursar's website for this date.](#)
- Last Day of Regular Registration:

| | | | |
|-------|----------------------|-------|-----------------------|
| FULL: | August 28, 09 | 2ND: | October 20, 09 |
| 1ST: | August 28, 09 | RODP: | August 28, 09 |

- Late Registration - \$100 Late Registration Fee:

| | | | |
|-------|------------------------------------|-------|--------------------------|
| FULL: | August 29 - September 3, 09 | 2ND: | October 21-22, 09 |
| 1ST: | August 29 - September 1, 09 | RODP: | n/a |

- Last Day to Add or Change Sections:

| | | | |
|-------|------------------------|-------|-----------------------|
| FULL: | September 3, 09 | 2ND: | October 22, 09 |
| 1ST: | September 1, 09 | RODP: | August 28, 09 |

- SPRING 10 Regular Registration Begins: **November 9, 09**

Fee Payment / Financial Aid

- Enrollment Fee Payment and Financial Aid Disbursement schedules: [Visit the Bursar's website.](#)

Drop/Refund Deadlines

- Refund Deadlines: [Visit the Bursar's website](#) for 100%, 75%, and 25% Refund Deadlines.
- Drops on or after this Date Receive "W" Grades:

| | | | |
|-------|-------------------------|-------|-------------------------|
| FULL: | September 12, 09 | 2ND: | November 4, 09 |
| 1ST: | September 12, 09 | RODP: | September 12, 09 |

- Last Day to Drop a Class - No refund; "W" Grade is Assigned:

| | | | |
|-------|-------------------------|-------|------------------------|
| FULL: | October 23, 09 | 2ND: | November 14, 09 |
| 1ST: | September 21, 09 | RODP: | October 23, 09 |

Class Meetings, Breaks, & Final Exams

- Term/Part of Term Lengths:

| | | | |
|-------|------------------------------------|-------|------------------------------------|
| FULL: | August 29 - December 17, 09 | 2ND: | October 21 - December 9, 09 |
| 1ST: | August 29 - October 16, 09 | RODP: | August 29 - December 17, 09 |

- Classes Begin:

| | | | |
|-------|----------------------|-------|-----------------------|
| FULL: | August 29, 09 | 2ND: | October 21, 09 |
| 1ST: | August 29, 09 | RODP: | August 29, 09 |

- Labor Day Holiday - All University offices CLOSED: **September 7, 09**
- Fall Break (Saturday - Tuesday):

| | | | |
|-------|--------------------------|-------|--------------------------|
| FULL: | October 17-20, 09 | 2ND: | n/a |
| 1ST: | n/a | RODP: | October 17-20, 09 |

- Thanksgiving Break (Thursday - Sunday) - All University offices CLOSED:

| | | | |
|-------|---------------------------|-------|---------------------------|
| FULL: | November 26-29, 09 | 2ND: | November 26-29, 09 |
| 1ST: | n/a | RODP: | November 26-29, 09 |

- Classes End:

| | | | |
|-------|-----------------------|-------|-----------------------|
| FULL: | December 9, 09 | 2ND: | December 9, 09 |
| 1ST: | October 16, 09 | RODP: | December 9, 09 |

- Study Day - Full Term Only (Classes do not meet): **December 10, 09**
- Final Exams:
 - FULL: [View the Detailed FALL 09 Final Exam Schedule](#)
 - 1ST: Exam given on **October 16** OR the **last scheduled class meeting**.
 - 2ND: Exam given on **December 9** OR the **last scheduled class meeting**.
 - RODP: Refer to your **course syllabus**.

Graduation / Commencement

- [Undergraduate Deadline for Filing for a Degree](#)
- [Graduate Deadlines for Filing for a Degree; Submitting Candidacy Form and Thesis/Dissertation](#)
- [Commencement Ceremony](#)

Grades & Attendance

- Drops on or after this Date Receive "W" Grades:

| | | | |
|-------|-------------------------|-------|-------------------------|
| FULL: | September 12, 09 | 2ND: | November 4, 09 |
| 1ST: | September 12, 09 | RODP: | September 12, 09 |

- Faculty Report Initial Class Attendance:

| | | | |
|-------|-------------------------|-------|-------------------------|
| FULL: | September 18, 09 | 2ND: | October 30, 09 |
| 1ST: | September 11, 09 | RODP: | September 18, 09 |

- Remove SUMMER 09 UNDERGRADUATE "I" Grades: **September 30, 09**
- Remove SUMMER 09 GRADUATE "I" Grades: **November 16, 09**
- Faculty Deadline for Web Grade Entry:

| | | | |
|-------|-----------------------|-------|------------------------|
| FULL: | tba | 2ND: | December 14, 09 |
| 1ST: | October 12, 09 | RODP: | tba |

- Final (Official) Grades Available :

| | | | |
|-------|-----------------------|-------|------------|
| FULL: | tba | 2ND: | tba |
| 1ST: | October 22, 09 | RODP: | tba |

Dorms

- Residence Hall Check-in: **August 28-29, 09**
- Residence Hall Check-out: **December 18, 09**

FALL 2009 FINAL EXAMS

Full Term

Study Day is DECEMBER 10; final exams begin on Friday, DECEMBER 11.

| If you have class: | Then your final exam will be: | If you have class: | Then your final exam will be: |
|--------------------|-------------------------------|--------------------|-------------------------------|
| MWF, 6:50a | W, Dec 16, 7:00 - 9:00a | TR, 8:00a | T, Dec 15, 8:00 - 10:00a |
| MWF, 8:00a | F, Dec 11, 8:00 - 10:00a | TR, 9:40a | T, Dec 15, 10:30a - 12:30p |
| MWF, 9:10a | F, Dec 11, 10:30a - 12:30p | TR, 11:20a | R, Dec 17, 8:00 - 10:00a |
| MWF, 10:20a | M, Dec 14, 8:00 - 10:00a | TR, 1:00p | R, Dec 17, 10:30a - 12:30p |
| MWF, 11:30a | M, Dec 14, 10:30a - 12:30p | TR, 2:40p | T, Dec 15, 1:00 - 3:00p |
| MW, 12:40p | W, Dec 16, 10:00a - 12noon | TR, 5:30p | R, Dec 17, 5:30 - 7:30p |
| MW, 2:20p | W, Dec 16, 1:00 - 3:00p | TR, 7:10p | T, Dec 15, 7:00 - 9:00p |
| MW, 5:30p | W, Dec 16, 5:30 - 7:30p | TR, 8:50p | R, Dec 17, 8:00 - 10:00p |
| MW, 7:10p | M, Dec 14, 7:00 - 9:00p | S, 9:00a | S, Dec 12, 9:00 - 11:00a |
| MW, 8:50p | W, Dec 16, 8:00 - 10:00p | S, 1:00p | S, Dec 12, 1:00 - 3:00p |
| | | U, 1:00p | U, Dec 13, 1:00 - 3:00p |

M = Monday | T = Tuesday | W = Wednesday | R = Thursday | F = Friday | S = Saturday | U = Sunday

RODP Part of Term

- Consult your course syllabus.

1st Half and 2nd Half Parts of Term

- 1st Half exams are given on OCTOBER 16 or the course's last class day in that part of term.
- 2nd Half exams are given on DECEMBER 9 or the course's last class day in that part of term.

General Rules & Guidelines

- Attendance is compulsory.
- Exams for Full Term classes that meet at a time not included in the above schedule should be given at a time as close to the regular class time as possible.
- Classes that meet once a week usually have exams scheduled at the class time during exam week.
- Faculty teaching classes at non-standard times that overlap the exams for classes offered at standard times must make alternative arrangements with students who have conflicts. The department chair should approve these arrangements.
- No exam period, as scheduled above, may be changed without the written permission of the department chair and the college dean.
- Common final exams are given for certain courses and are noted in the "Course Sections" listing.

REGISTRATION

To register for classes:

1. Go to my.memphis.edu (myMemphis).
2. Enter your USER NAME (same as email address).
3. Enter your PASSWORD (same as email password).
4. Click on the STUDENT tab.
5. Under REGISTRATION TOOLS in the middle of the page, click on ADD or DROP CLASSES.
6. Select appropriate semester. Click Submit.
7. Enter the Course Reference Numbers (CRN's) for each of the classes you are registering for (far left column on your registration worksheet).
8. Click Submit Changes.
9. See your counselor if you receive any error messages or are unable to register.

Insert SAT Progress

**O:\Staff\Assistant Director ~ Documents\e. Eligibility Certification Forms\Sat
Progress Forms**

UM AND NCAA REQUIREMENTS

NCAA Satisfactory Progress Requirements

- Entering 2nd year, **MUST** have **24** credit hours completed.
- Each academic year, Fall/Spring, **MUST** earn **18** credit hours.
- Each semester, Fall and Spring, **MUST** pass **6** credit hours.

****Must declare major prior to the start of the 5th semester.***

****Once major is declared, the 6 and 18 credit hours must count***

% OF DEGREE REQUIREMENTS

| | |
|-----------------------------------|-----|
| Entering 5 th semester | 40% |
| Entering 7 th semester | 60% |
| Entering 9 th semester | 80% |

NCAA GPA

REQUIREMENTS

| | |
|------------------------------|-----|
| Entering 2 nd yr. | 1.8 |
| Entering 3 rd yr. | 1.9 |
| Entering 4 th yr. | 2.0 |

*** GPA MUST** be maintained throughout the academic year

Courses at UM

For NCAA Certification, a student-athlete can only use 6 hours of remedial/prerequisite coursework during the first year.

- DSPW 0700- Basic Composition (3 hrs)
- DSPM 0700- Basic Mathematics (3 hrs)
- DSPM 0800- Elementary Algebra (3 hrs)
- FastTrac ENGL 1010 and FastTrac MATH 1420/1710 are available for college credit for students who place into DSPW 0800 or DSPM 0850
- You must earn at least a C- in all of the classes listed above (except for FastTrac MATH) to advance to the next higher level course

Courses which require a C- or better to count toward degree

- ENGL 1010- General Education
- ENGL 1020- General Education
- All courses in your major require a C- or higher
- Other programs may have GPA requirements for their curriculums (see Undergraduate Catalog online)

| MAJOR | MAJOR CODE | COLLEGE |
|--------------------------------------|-------------------|--|
| African American Studies | AAAS | Arts and Sciences |
| Accounting | ACCT | Business |
| Anthropology | ANTH | Arts and Sciences |
| Architecture | ARCT | CFA |
| Art | ART-GRDS | CFA |
| Art History | ARTH | CFA |
| Biology | BIOL | Arts and Sciences |
| Computer Engineering Technology | CETH | Engineering |
| Chemistry | CHEM | Arts and Sciences |
| Civil Engineering | CIVL | Engineering |
| Criminology and Criminal Justice | CMCJ | Arts and Sciences |
| Broadcast/Electronic Media | COMM- Brem | CFA |
| Communication | COMM- Comm | CFA |
| Film/Video Production | COMM- Fvp | CFA |
| Computer Science | COMP | Arts and Sciences |
| Computer Engineering | CPEN | Engineering |
| Dance | DANC | CFA |
| Economics | ECON | Business |
| Economics | ECON (BA) | Arts and Sciences |
| Electronics Engineering Technology | EETH | Engineering |
| Electrical Engineering | ELEC | Engineering |
| English | ENGL- LIT | Arts and Sciences |
| Exercise and Sport Science | EXSS | HSS (Christina Little)--Education |
| Undecided Business | FBE- Undec | Business |
| Fashion/Merchandising | FHMR | University College |
| Business Finance | FIN- Bsfm | Business |
| Risk Management | FIN- Rkin | Business |
| Spanish (Foreign Language) | FRLG- Span | Arts and Sciences |
| Geography | GEOG | Arts and Sciences |
| Geological Sciences | GEOS | Arts and Sciences |
| History | HIST | Arts and Sciences |
| Dietetics | HLHP- DIET | Education |
| Hospitality and Resort Management | HPRM | Business |
| International Business | INBS | Business |
| Individual Studies | INDS | University College |
| International Studies | INST | |
| Interdisciplinary Studies | INTD | University College |
| Integrative Studies (K-9) | ITGS | Education (Beverly Anthony)--Ball Hall |
| Advertising | JOUR- Adv | CFA |
| Public Relations | JOUR- Pbrl | CFA |
| Newspaper-Magazine | JOUR- Npmg | CFA |
| Logistics/Supply Chain Management | LGSC | Business |
| Mechanical Engineering | MECH | Engineering |
| Manufacturing Engineering Technology | METH | Engineering |
| Management | MGMT | Business |
| Management Information Systems | MIS | Business |
| Marketing Management | MKMT | Business |
| Mathematical Sciences | MSCI | Arts and Sciences |
| Music Industry | MUID | CFA |
| Nursing | NURS | Nursing |
| Physical Education-Teaching | PETE | HSS (Christina Little)--Education |

| | | |
|------------------------------|-------------------------------------|--|
| Philosophy | PHIL | Arts and Sciences |
| Physics | PHYS | Arts and Sciences |
| Political Science | POLS | Arts and Sciences |
| Psychology | PSYC | Arts and Sciences |
| Sales | SALE | Business |
| Sport and Leisure Management | SLMT (09F catalog to present) | HSS (Christina Little)--Education |
| Sport and Leisure Studies | SLS (Old Catalogs) | HSS (Christina Little)--Education |
| Sociology | SOCI | Arts and Sciences |
| Spanish | SPAN | Arts and Sciences |
| Special Education | SPED | Education (Beverly Anthony)--Ball Hall |
| Undecided | UND | Undecided-ACC (Carl Chando) |

WEEKLY MEETING INFORMATION



CAAS WEEKLY MEETING CHECKLIST

Every Week:

- Update scoresheet
- Review all returned assignments
- Get an update on each class
- Note any potential problems or tutoring needs

Week 1:

- Inform/Remind student of initial weekly meeting and what to bring to meeting.

Week 2:

- Go over academic game plan/goals for semester and any eligibility issues
- For Spring: Review Fall semester; For Fall: Review Summer and/or Spring semester
- Review syllabi – Make sure student has all materials needed for classes (books, calculator, etc.)
- Create scoresheets
- Make sure student has Academic Notebook. Help student organize and explain its function
- Have student record all assignment/test dates in planner. Note any conflicts with travel. Make 2 week plan for upcoming assignments (week 2 and 3 of the semester)
- Assess general feeling of student towards upcoming semester
- Help student make plans for study hall/tutoring sessions
- Complete Weekly Academic Report and send to coaches
- Make sure students with disabilities have filled out semester plan in SDS

Week 3:

- Finalize and discuss scoresheets
- Make sure notebook is organized
- Examine notes for clarity and help correct any problems
- Review any upcoming assignments
- Get student set up with tutoring if necessary

Week 4:

- Make 2 week plan for upcoming assignments (week 4 and 5 of the semester)
- Compare lecture notes to reading notes
- Make sure student is prepared for any upcoming tests or papers
- Pay close attention to freshmen and how they are making the transition/adjustment to college life – use of planner or weekly planner in academic notebook

Week 5:

- Discuss test preparation techniques per student's respective courses

Week 6:

- Make 2 week plan for upcoming assignments (week 6 and 7 of the semester)

Week 7:

- Discuss academic advising—review career/major options that were prioritized at the completion of the fall semester via ACAD and weekly meetings
- Discuss summer school attendance

Week 8:

- Friday of this week is the last day to withdraw from full session courses
- Make 2 week plan for upcoming assignments (week 8 and 9 of semester)

Week 9:

- Make sure holds have been taken care of
- Prepare of upcoming advising period

Week 10:

- Make 2 week plan for upcoming assignments (week 10 and 11 of semester)

Week 11:

- Make sure student is up to date on all assignments
- Begin preparing student for finals

Week 12:

- Make 3 week plan for upcoming assignments and finals (week 12, 13, and 14 of semester)
- Assess whether or not meeting with student for the rest of the semester will be necessary

Week 13:

- Make sure student has completed all assignments
- Make sure student knows when finals are
- Create finals schedule

Week 14:

- Exam week
- Check in with student during the week to make sure everything is going all right
- Arrange for tutoring if necessary

The following page includes the **Scoresheet**.

The scoresheet is used to record grade information for each class. On the scoresheet you will find the assignment, date due, the grade made, the total points possible and the percentage of the final grade. This information is found on the syllabus for the individual class. The scoresheets help counselors and student-athletes to keep up with grades, upcoming assignments and estimating their final grades.

The Scoresheet can be found:
**O:\Staff\CAAS Counselor
Topics\Scoresheets**



Additional documents and materials will be presented during academic mentor training throughout the year.

INSERT SCORESHEET

STUDY HALL

GENERAL STUDY HALL RULES

Study hall hours are based on a combination of (a) individual academic performances, and (b) individual team rules. Study Hall hours will be determined by your academic counselor and/or coach. All new freshmen student-athletes are assigned to study hall their first semester. Returning student-athletes and new transfers are assigned to study hall by their counselor and/or coach.

- Come prepared to **STUDY! STUDY! STUDY!**
- You must sign in and out of Tutor Trac in order for study hall hours to count.
- Please be respectful of others...**TURN OFF** cell phone when in the study area (*silent mode is not considered off*).
- Talking should be academic related and kept to a minimum while in study hall.
- Absolutely **NO** talking in designated quiet study area.
- **NO** sleeping, lounging, or horse playing.
- Food and drinks are only permitted in the quiet study area and round tables. Absolutely **NO** food and/or drink will be permitted near computer area (*please clean up your trash*).
- **NO** reading of magazine/newspapers (*unless specified on a course syllabus*).
- Group work and tutor sessions are to be held in the study rooms **ONLY** (*round table area is for individual studies only*)!
- Headphones are allowed but should not get in the way of your studying or the studying of others.
- If you need a tutor, fill out the Request for Assistance" form and we will set it up **ASAP!**
- Please **BE PREPARED** when meeting with tutors:
 - Read your chapters prior to your tutor session
 - Bring lecture notes/class materials
 - Have questions prepared beforehand
 - Don't expect the tutors to re-teach the lecture from your classes
- Study hall cycle: Friday-Thursday (**All weekly hours must be completed by Thursday at 9:00 p.m.**)

STUDY HALL FACILITIES & HOURS

The Center for Athletic Academic Services
Wilder Tower 6th and 7th floor

Hours of operation for study hall during the Fall and Spring semesters

Monday through Thursday- 8:00 a.m. to 9:00 p.m.
Friday- 8:00 a.m. to 4:30 p.m.
Sunday- 6:00 p.m. to 9:00 p.m.

Hours of operation for Summer semesters

Monday through Friday- 8:00 a.m. to 4:30 p.m.

CAAS Staff may, at their absolute discretion, implement and enforce any rule concerning study hall in order to maintain an environment that is conducive to higher learning.

STUDY HALL

PROCEDURES

The following is a list of general policies and procedures regarding Study Hall and Supervision of Study Hall.

STUDY HALL SUPERVISION SCHEDULE

- ◆ Supervision begins promptly at 5pm and lasts until 9pm on Monday – Thursday.
- ◆ Supervision begins promptly at 5:45pm and lasts until 9pm on Sunday.
- ◆ The evening Supervisor needs to be prepared to start at 5pm.
- ◆ No assumptions should be made that those who work on respective floors will stay later than 5pm unless they are the assigned Supervisor for the evening.

BUSIEST HOURS ARE TYPICALLY 6-8PM

- ◆ Supervisor should spend majority of time walking the floor (not at desk).
- ◆ Supervisor should not host scheduled meetings with student-athletes while on duty.

USE OF FLOORS

- ◆ Student-athletes should utilize the floor where their counselor is located.
- ◆ Student-athletes should maintain a level of respect for ALL staff (including student workers).
- ◆ If overflow space is needed, the Quiet Room in Brister Hall may be used, only if necessary supervision can be provided.

USE OF ONE FLOOR VS. TWO FLOORS

- ◆ When attendance at Study Hall does not warrant the use of two floors, the two Supervisors should do the following:
 - Decide to close the 7th floor.
 - Send any student-athletes from 7th floor to 6th floor.
 - Determine who should stay for remainder of evening.
 - The two Supervisors should develop a system of deciding that if closing a floor happens often, there is fairness in who leaves and who stays.

TUTORTRAC

- ◆ Log in: checkin6
Password: checkin6
- ◆ Student-athletes must sign in to Tutortrac every time they come to the center.
- ◆ Student-athletes should sign in to Tutortrac on the floor they utilize.
- ◆ After 2pm, all student-athletes must sign in on the 6th floor, then move to the 7th floor if necessary.
- ◆ Student-athletes must sign out of Tutortrac properly to ensure they receive credit for study hall.
- ◆ In the evenings, student-athletes on the 7th floor should be signed out of Tutortrac by the Supervisor. This allows student-athletes to sign out properly to avoid noise and distractions on the 6th floor.

ROLE OF STUDENT WORKER

- ◆ Ensure student-athletes sign in and out of Tutortrac correctly.
- ◆ Provide tutors/academic mentors with dry erase markers and fill out sign-out sheet.
- ◆ Make copies for student-athletes as needed.
- ◆ Remind student-athletes to be quiet if necessary.
- ◆ Refill paper in printer if needed.
- ◆ Be vigilant of student-athletes signing in and out. The student worker can help ensure students are not signing others into Tutortrac. They can inform the supervisor if this needs to be addressed.
- ◆ Help close the center at 9pm.

STUDY HALL

PROCEDURES – CONTINUED

CONSISTENCY

- ◆ Only one student-athlete per round table.
- ◆ Do not allow student-athletes (particularly of the same team) to cluster in groups.
- ◆ Group study must take place in tutor rooms.
- ◆ Tutoring must take place in tutor rooms except when working at the computer.

SYSTEM FOR WARNINGS

- ◆ 1st disruption – verbal warning.
- ◆ 2nd disruption – follow Discipline Policy if information needs to go directly to counselor/coach.

SYSTEM FOR KEEPING TRACK OF “PROBLEMS”

- ◆ If a student-athlete's behavior seems to be problematic on more than one occasion, notify the respective counselor and the counselors in charge of Study Hall so the problem can be monitored.

AWARENESS OF RECURRING ISSUES

- ◆ Student-athletes who sign in and disappear.
 - If the student-athlete cannot be located, terminate the session on Tutortrac. Email the student-athlete's counselor with name, time terminated, and why.
- ◆ Student-athletes who sign others in.
 - Terminate the session on Tutortrac of the student-athlete who is not present.
 - 1st time – give student-athlete who signed other in a warning. Email the student-athlete's counselor with name and issue.
 - 2nd time – terminate both student-athletes' time and ask them to leave. Email counselor.
- ◆ Student-athletes who do not do any productive work.
 - Student-athletes, at times, may come to the center to complete their time requirements but fail to be productive in the time spent at Study Hall. Email the student-athlete's counselor to update them of this information.

CLOSING THE CENTER

- ◆ Supervisor/Student Worker
 - Ensure doors are locked properly.
 - Close blinds.
 - Turn off lights.
 - Ensure chairs are pushed in.
 - Ensure trash is picked up.
 - Ensure tables, chairs, etc. in tutor rooms are in order.
 - Ensure computers are logged off.
 - Ensure check-in keyboard and mouse are locked properly.

STUDY HALL OPENING AND CLOSING

- ◆ Study Hall officially begins the third week of the semester.
- ◆ When the University is closed, study hall remains closed (unless specific teams meet with counselor on own time).
- ◆ Specific Dates
 - Sunday after Thanksgiving – Closed. (Some team-specific study hall is held.)
 - Super Bowl Sunday – Review calendar.
 - Easter Sunday – Review calendar.
- ◆ Finals Week – the center closes at 6pm on weekdays.
- ◆ Changes to the Study Hall schedule are posted on an easel at the front desk on the 6th floor approximately one week in advance. The counselors in charge of Study Hall will ensure the proper information is posted.

STUDY HALL

EVENING ISSUES

The following is a list of issues that often occur during evenings at Study Hall and the necessary procedures to follow to resolve the issues.

WHEN THE OUTSIDE DOORS ARE LOCKED

- ◆ Call campus police and they will fix it on their end (x4357).
 - If problem persists, email Deputy Director Derek Myers (dmyers@memphis.edu).
- ◆ Ask Tiger Patrol (1st floor) to assist with doors (x0050).
- ◆ Have student-worker randomly check the doors to allow student-athletes in.
- ◆ Send an email to CAAS Director informing him of any problems.

WHEN ELEVATOR IS AN ISSUE

- ◆ Call campus police and ask them to notify Ali Bandy about the situation. Mr. Bandy should be able to resolve the situation from his computer at home. If you need to contact Mr. Bandy directly, call his cell phone at 949-3690. In the meantime:
 - Instruct student-athletes to take elevator to the 4th floor and walk up two flights of stairs; or
 - Have student-worker go down with a fob key to send student-athletes up; or
 - Have Tiger Patrol (1st floor) send student-athletes in the elevator or call CAAS to send them up from our end.
- ◆ Send an email to CAAS Director informing him of any problems.

WHEN TUTORTRAC IS DOWN

- ◆ Have sign-in sheet available for student-athletes to sign (student-worker/staff should always have sheet in sight for confidentiality purposes).
 - Sign-in sheets are available in a green folder labeled "Back Up Sheets" in the file folders located on the Office Coordinator's desk.
- ◆ If Tutortrac is restored, have student-worker login student-athletes in. (CAAS staff can fix hours later. Be sure to leave a note on Office Coordinator's desk.)
- ◆ If Tutortrac is not restored that night, leave a note/email with Office Coordinator and leave back-up sheet in Office Coordinator's box to input and adjust times accordingly.

IF THERE ARE PROBLEMS WITH STUDENT-ATHLETES IN STUDY HALL

- ◆ 1st disruption – verbal warning.
- ◆ 2nd disruption
 - Ask student-athlete to log out and leave the center.
 - Leave a message with counselor and/or contact person of respective team (see O drive for list titled "Study Hall Discipline Policy").
 - Call campus police for assistance (very last resort).
 - Send an email to CAAS Director informing him of any problems.

IF THERE IS AN ALTERCATION IN STUDY HALL

- a. Separate the persons involved, if possible. (You may need to have other student-athletes assist you in de-escalating the situation.)
- b. If you cannot take control of the situation, call campus police immediately, then call CAAS Director and counselor of individuals involved. They in turn can notify the coaches.

ACAD 1 1 0 0

ACAD 1100

OVERVIEW

OVERVIEW

ACAD 1100: Introduction to the University is a 3-credit course offered for freshmen. The course assists student-athletes in making the transition to college-level academics and learning about campus resources.

CAAS staff members instruct sections of ACAD 1100 during the fall semester. One CAAS staff member assumes responsibility for the planning of ACAD 1100 for CAAS. Barbara Thompson is the coordinator of the ACAD 1100 program for the university. She assists in the instruction of ACAD 1100 in the following ways:

- ◆ Contracts and payroll for employment as instructors
- ◆ Training and professional development opportunities for instructors
- ◆ Dissemination of textbooks for instruction of the course
- ◆ Dissemination of pertinent information for instruction of the course
- ◆ Scheduling of required speakers for specific class sessions
- ◆ Dissemination of surveys to be completed by students

COURSE OUTCOMES (AS ESTABLISHED BY ACAD PROGRAM)

Upon completion of the course, the student will be able to:

- ◆ Assess personal capabilities and limitations as a learner, friend, and university/community citizen;
- ◆ Set and achieve personal goals;
- ◆ Evaluate and improve academic skills such as studying, writing, library research, public speaking, financial planning, and critical thinking;
- ◆ Identify, organize, and utilize personal, campus, and community resources effectively and efficiently;
- ◆ Comprehend the purpose of the General Education core curriculum and its relationship to being an educated person;
- ◆ Utilize technology and more specifically the World Wide Web;
- ◆ Review and evaluate personal, academic, and career possibilities;
- ◆ Introduce students to issues of diversity for purposes of promoting the understanding and appreciation of differences;
- ◆ Acquire and implement lifetime skills necessary for personal and professional development.

COURSE GOALS (FOR STUDENT-ATHLETES)

- ◆ Assist each student-athlete in developing a personal philosophy for exemplifying a **Commitment to Achieving Academic Success** (in conjunction with one's academic requirements throughout the semester).
- ◆ Assist each student-athlete in assessing, developing, and refining necessary study skills to achieve academically (focus of September class sessions).
- ◆ Assist each student-athlete in consideration and exploration of oneself as it relates to options for potential majors of study and careers (focus of October class sessions).
- ◆ Assist each student-athlete in gaining a greater awareness of personal and academic issues that influence everyday life, education, and work (focus of November class sessions).

COURSE STRUCTURE

- ◆ Since the Fall 2008 semester, CAAS offers four sections of ACAD 1100 for student-athletes.
- ◆ Two sections are taught on Tues/Thurs at 9:40am; two sections are taught on Tues/Thurs at 11:20am.
- ◆ CAAS utilizes the textbook, "Becoming a Master Student Athlete," and the university's selection for its summer reading program as required texts for the course.
- ◆ CAAS uses themes of **Commitment to Achieving Academic Success** and **Becoming a Master Student Athlete** throughout the course.

LEARNING TOOLS

Useful Reference Materials

CAAS:

O: Drive

<http://caas.memphis.edu>

Student-Athlete Handbook

Tutor Manual

Academic Mentor Manual

Advising Notebook

CAAS Internal Manual

ALL COUNSELORS



University:

www.memphis.edu

www.gotigersgo.com

<http://www.memphis.edu/ugcatalog/>

Others:

NCAA Manual

www.ncaa.org

www.nfoura.org

<http://Chronicle.com>

OVERVIEW OF DUTIES



INTERN DUTIES

- PSA Evaluations
 - Assist Assistant Director with NCAA Evaluations
 - Evaluate transcripts from potential incoming freshmen and transfer students based on course grades and test scores
- Assist the day before and the day of new student-athlete orientation: room set-up and decoration and packets
- CAAS Retreat Meeting Packets-assist Director
- Coaches Retreat (packets/team highlights/assemble notebooks)
- N4A Work/Research/Projects for Director
- Social Coordinators—assist Director
- Make copies as needed
- Assist with official recruiting visits
- Work with ACAD 1100 course and attend sections as feasible
- Research athletic academic services departments
- Assist CAAS Counselor for sport(s) assigned: weekly academic reports sent to coaches, collection and compilation of notebooks containing syllabi and scoresheets (beginning of semester—updated throughout the semester)
- Study hall monitor
 - Oversee check-in/check-out of athletes
 - Monitor student activities and noise level during study hall
 - Calculate hours required for individual teams or athletes
 - Assist with tutor scheduling and monitor tutor attendance on 6th floor
 - Assist with student assignments—proofreading, editing, etc.
- Mentor/assist with advising for sport(s) assigned (throughout year)
 - Conduct weekly individual meetings with athletes to discuss expectations, time management, review syllabi and put dates into planner, monitor grades & progress in courses (keep running notebook), and set up tutoring appointments
- Update and revise IGA Manual
- Compile notebooks with previous semesters' syllabi (May; January; summer)

6th Floor Intern

- APR/NCAA Certification with Director using Microsoft Access
- IGA Calendar August Planning
- IGA Meeting Notes
- Calendar for CAAS Staff
- Data Research for Director
 1. Update History of Academic Commitments (each sport and team)
 2. History of fall withdraws by sport
 3. Grade Card Returns (work with 6th floor front desk staff)
 4. Update ACAD Retention Figures
 5. Update Freshman Classification level and charts for each year and the overall summary. Update GPA range on O drive; GPA projects on main list (May/ June)
 6. Update previous semesters' hours earned; GPA for NCAA cohorts & eligibility used (beginning of each semester)
 7. Update final game reports—update eligibility used and athletic grant/ scholarship amount columns for CUSA (June/ July)
- Orientation Management-work with orientation team, put together packets, assist with activities, assist with id badges, etc. (August)
- Public Relations
 - a. CAAS Insider (monthly updates)
 - i. The Insider contains information about registration announcements, important dates and events, Study Hall of Fame, career services, and news for seniors.
 - ii. After the information is updated it is sent via email to CAAS Counselor assigned for Public Relations for review and approval and then to Director.
 - b. Update Tiger 3.0 Club, Tiger Academic 30 and Top Teams each semester.
Academic 3.0, Tiger Academic 30, Top 2 teams certificates- Drop off and pick up certificates at Tiger Graphics
 - c. Update the marquees on the 6th and 7th floor which are used to post graduation pictures and CAAS Study Hall of Fame. Graduation pictures will be updated after each semester.
 - d. Update CAAS Study Hall of Fame each month which can be found on O:\Staff\CAAS Insider\2007-2008. Ask counselors to mark students and teams who met requirements. Distribute Get out of Study Hall Free Cards
- Assist Director with C-USA Academic Awards summary; Academic Medals and Honor Roll—to help with coaches' retreat packets

7th Floor Intern

- Enter holds (add and remove M1)/Coding (Enter Active/Inactive)
 - Uncode athletes who have graduated or are no longer at the University on SGASPRT
 - Code managers, trainers and video crew in SGASPRT
- Summer School Spreadsheet-update grades per sport for those who receive aid
- Place all new tutor appointments in Tutor Trac at the beginning of each semester
- Friday Tutor Report to academic counselors—missed/changed/canceled appts.
 - Each week (typically Wednesday or Thursday morning) an email is sent to all counselors asking for their tutor cancellations for the upcoming week. After receiving all the emails, they are compiled into one and then emailed to the Tutor Coordinator
- Survey tutors about student-athletes and CAAS process
- Organize and sort paperwork done by tutors and mentors
- Record previous semester grades onto master tutor spreadsheet (beginning of semester)
- Football
 - Class check spreadsheet
 - Weekly commitments
- Sports Calendar Fall and Spring sport calendar
 - For each month, make sure all travel and missed class information is listed for each sport.
 - Find travel information on the individual team Travel Letters-- O:\Staff\CAAS Counselor Topics\Travel Letters
 - Find game schedules on <http://gotigersgo.com>.
 - Hand them out month by month to all counselors and Director.
 - Match travel letters and game schedules to put together CUSA Missed Class Surveys (conclusion of each semester)
- Work with Assistant Director to help identify potential Enrollment Gaps of hs and transfers

GRADUATE ASSISTANTS

- Assist with freshmen/new student orientation- Decorating, assembling packets and bags, assisting with IDs and getting user names and passwords, etc.
- Assist with tutor/mentor orientation (beginning of semester)
- Miscellaneous projects from Director- Includes various Excel projects, entering data, cleaning out old student-athlete files, filing and organizing old grade cards, etc.
- Collect grade cards at the end of each semester and put in storage room
- Mentor students on a weekly basis

Men's Basketball Graduate Assistant

- Work 1-on-1 with MBB student-athletes- Monitor progress and mentor
- Class checks for MBB
- MBB weekly academic update e-mails- E-mailing a designated group of MBB players' professors and getting their attendance and grade information
- MBB semester class schedule- Compiling MBB class times, days, and locations onto a Word document
- MBB exam schedule- Compiling MBB exam times, day, and location onto a Word document
- MBB attendance report- Create an Excel workbook to record MBB attendance every week
- Professors Spreadsheet- Update each semester the total number of students enrolled and the total number of student-athletes.
- Professor Communication Spreadsheets- Tally unexcused absences (NO), total class sessions, count how many days the roll was not turned in and record final grades for each class

6th FLOOR GRADUATE ASSISTANT

- Record return rates of progress reports (semester mid-term x 2)
- Monitor study hall as needed, especially during the daytime when counselors have weekly meetings or ACAD 1100
- Miscellaneous projects from Director- Includes various Excel projects, entering data, cleaning out old student-athlete files, filing and organizing old grade cards, etc.
- Help produce simplified reports at the end of the fall semester to counselor of potential eligibility issues for NCAA satisfactory progress
- Assist with putting binders together for new and returning students

Intern/GA Training Topics

JULY-AUGUST SESSIONS (To be Scheduled with CAAS Staff Member)

Paperwork (JL)

Manual (JL/KH)

PSA Evaluations (KM)

Campus Tour (BV)

AOB/Park Avenue Campus Tour (FQ)

Daily Schedule of Duties (JL)

Study Hall/Tutor Trac (KH/FQ)

ACAD 1100/Student Disability Services (JM)

Training for Mentoring/Tutoring/Weekly Meetings (VL and staff)



Weekly Intern/GA Meeting Topics

Wednesdays – 2:00 PM

Fall Semester:

September 9 – O:Drive (JL)

September 16 – ACAD 1100 (JM)

September 23 – Mentor Training (VL)

September 30 – Campus Resources (JM/JL)

October 7 – Advising Philosophy (JL)

October 14-N4A Regional

October 21 – Mentor Training (VL)

October 28 – Advising Process (BV)

November 4 – NCAA Eligibility (JL/KM)

November 11 – Tutor Program (FQ)

November 18 – Mentor Training (VL)

December 2 – Planning 2nd Semester/IGA Manual (JL)

Career Beam-TBA

Before Christmas – Meet individually with Director/Asst Dir for semester evaluations and thoughts for spring

Weekly Intern/GA Meeting Topics – Tentative

Wednesdays – 2:00 PM

Spring Semester:

January 27 – Communication – coaches, boss, faculty, student-athletes (JM)

February 3 – Communication with PSA from recruiting until student arrives on Campus
Recruiting Visit Protocol/Communication with New Students/Summer Assessment
for Advising (BV)

February 10 – Advising Scenarios (BV)

February 17 – Mentor Training (VL)

February 24 – Interviewing/Job Hunting/N4A (JL)

March 3 – APR (JL)

March 10 – Spring Break (NO meeting)

March 17 – Mentor Training (VL)

March 24 – Discussion Topics from Articles/Current Events (JL)

March 31 – Policies and Procedures from other schools—researching websites (JL)

April 7 – Questions about Website Research (JL)

April 14 – Mentor Training (VL)

April 21 – Website Research Results Posted on O Drive; Final Discussion of Project (JL)

April 28 – IGA Reflection/Experience/Update Manual (JL/KM)

May – Interns finalize manual for 2010