



Guide to Advising Student-Athletes

Holy Family University

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Purpose of Guide:

The intention of the *Guide to Advising Student-Athletes* is to provide Holy Family University advisors with a reference guide to information on advising student-athletes, which includes:

- Best Practices in Advising Student-Athletes
- NCAA Eligibility Requirements
- Holy Family Academic Standards
- Transition Out of Sport

Provided with this information, our student-athletes can receive quality advising services from all advisors here at Holy Family.

Best Practices When Advising Student-Athletes:

- Be aware that our student-athletes have to balance their class schedule with games and possibly practice. The goal is to pick classes that will minimize missed class time. Per NCAA guidelines, student-athletes are permitted to miss class for games but not practices. We can try to accommodate practice time but it is not mandatory.
- Some may have jobs. This makes their availability limited when scheduling appointments. Although some advisement can be done via email, you may need to schedule time in person by adjusting your office hours to accommodate their busy schedules.
- Academic and athletic responsibilities can be stressful and time consuming. It is important to pay attention to the signs because of the toll this can take on a student-athlete. If a student-athlete is struggling with the balance of responsibilities, we want to direct them towards the best resources. Remind our student-athletes of what resources Holy Family has to offer such as The Center for Academic Enhancement for tutoring, The Office of Student Success and The Counseling Center, all of which are free to students.
- Student-athletes receive Priority Registration to best accommodate their game schedules each season. Priority Registration allows student-athletes to register during the Seniors registration window. Be timely in approving classes to avoid a delay in registration. It is the student-athletes responsibility to create a schedule that accommodates their game and practice schedule. Game schedules can be requested by contacting Robin Arnold, Associate Director of Athletics. Courses should be planned around their respective game schedules, as best they can, but remind student-athletes that they will not be permitted to miss class for practices.

Fall Sports	Winter Sports	Spring Sports
1. Men’s and Women’s Cross Country 2. Volleyball 3. Men’s and Women’s Soccer	1. Indoor Track (Overlaps with Fall/Spring Season) 2. Men’s and Women’s Basketball (Overlaps with Fall/Spring Season)	1. Softball 2. Women’s Lacrosse 3. Outdoor Track and Field

- Once you have approved a student-athletes courses they will need to have their Athletic hold removed from their account in order to register. The Athletic hold is removed by Robin Arnold. (Some may have a Business Office hold on their account. This can be removed by the Office of Student Accounts) She will confirm that the schedule created does not have too many conflicts with their athletic schedule. It is understood that

student-athletes will be excused from class to attend games. If a concentration course is only offered at a time with many conflicts, then the Student-Athlete should register for the course. Student-Athletes and Athletics will work to accommodate. (Faculty are provided a missed class form or are notified by the Associate Director of Athletics when a class needs to be missed.)

- If a student-athlete is making changes to their schedule, after the Athletics hold has been removed, they should confirm these changes with their Faculty Advisor and Robin before getting registered.
- Should a student-athlete decide to add, drop or withdraw from a course they will need Robin’s signature on that particular form. Drop/Add and Late-Drop/Withdrawal forms can be found in the Registrar’s Office. This is the same office that will process the changes.

Remember to update your notes after meeting with a student virtually, in person or via email, in CRM Advise.

Athletics Department Contact Information:

Name	Position	Extension	Email Address
Timothy Hamill	Director of Athletics	3514	thamill@holyfamily.edu
Robin Arnold	Associate Director of Athletics/Senior Woman Administrator	3675	rarnold1@holyfamily.edu
Jami Hughes	Assistant Athletic Director	3347	jhughes2@holyfamily.edu
Abraham Joseph	Assistant Athletic Director for Compliance	3663	ajoseph2@holyfamily.edu

NCAA Eligibility Requirements:

Key Academic Eligibility Requirements

In order to be eligible for intercollegiate athletic competition at Holy Family University, student-athletes must meet the following requirements:

1. Must be enrolled as a full-time student time student (must enroll in a minimum of 12 credits). *Note--a typical course load for students is between 15-18 credits.

Exception: Student-athletes who are in their final semester and who need less than 12 credits to complete their undergraduate degree program are eligible athletically (although the student may not be eligible for University aid if they are part-time). Student-athletes must have notification on file prior to the term in which they will be part-time to verify that they have/will take all courses needed to complete their undergraduate degree program

2. All Student-athletes must achieve the following in the previous full-time term (fall or spring semester) to be eligible (practice and compete) for intercollegiate athletics at the beginning of each academic term:
 - a. Must successfully pass a minimum of nine (9) academic credits in the previous full-time term (fall or spring) of attendance, and earn a minimum 2.0 cumulative GPA.
 - b. Student-athletes must earn a minimum of 18 credits over the course of the regular academic year (fall and spring semester).
3. In order to be eligible for the upcoming fall semester, a student-athlete must earn 24 credits over the previous academic year, and achieve a minimum cumulative GPA of 2.0.
 - a. If a student-athlete earns less than 24 credits following the spring semester, and/or has a cumulative GPA under 2.0, the student-athlete can take up to 6 credits over the summer to satisfy the applicable academic requirements for the upcoming fall semester.

Major Declaration:

All student-athletes must declare a major by the beginning of their third year/fifth year of enrollment). If they wish to change their major, they should notify and meet with their faculty advisor and notify the Associate Director of Athletics.

Holy Family Academic Standards:

The University requires all students to maintain a cumulative grade point average within a standard scale based on attempted hours in order to remain in good academic standing. The minimum cumulative GPA for students at Holy Family University is 2.0. Once a student drops below the minimum cumulative GPA, that student is placed on academic probation. Students on academic probation at the university do not meet the minimum GPA requirements necessary to compete under NCAA Division II standards. Refer to the University Student Handbook for the full Probation and Dismissal policies. If a student is on Academic Probation, they should contact the Financial Aid Office regarding how their Financial Aid will be affected.

To be eligible to represent Holy Family in intercollegiate athletics competition, a student-athlete must achieve a minimum cumulative GPA of 2.0 prior to the beginning of each fall term. Remind student this may be below their minimum cumulative GPA for specific scholarships or program

requirements. All students will be notified by the Financial Aid Office if they are not meeting these requirements. Scholarship cumulative GPA is calculated at the end of the Spring semester. Students can take Summer courses to get back on track (this can be an out of pocket expense).

Transition Out of Sport:

What people don't realize is some of our athletes have been playing sports most of their lives with college level being their final stop. Graduation is a transition for all of our students but we want to remember that our athletes are also transitioning out of their sport. It is important to have this conversation with our athletic –advisees to help them learn ways to cope with this change. This should not be something we only focus on in the student's final semester. The earlier you begin this conversation the better. According to the article *Providing Career Counseling for Collegiate Student-Athletes: A Learning Theory Approach*, it states that "by facilitating the design of learning opportunities that help student-athletes diversify their skills and interests, expand their understanding of their values, and explore how they express themselves, counselors help their clients develop the flexibility to deal with a variety of future possibilities" (Shurts and Shoffner, p. 103). We want to focus on the skills they are acquiring each semester. Always discuss ways this will help the student be successful after college. Also, discuss how these skills could lead to specific career choices. I have attached helpful articles at the end of this guide to use as a reference. An additional resource to students is the Career Development Center.

Sources:

1. Shurts, W. M. and Shoffner, M. F. (2004) Providing career counseling for collegiate student-athletes: A learning theory approach. *Journal of Career Development*, 31(2), 95-109.
2. <https://nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/15-Tips-on-the-Basics-of-Advising-Student-Athletes.aspx>
3. <https://thesportjournal.org/article/advising-student-athletes-understanding-job-preparation-roles-and-challenges-of-the-athletic-academic-advisor/>
4. <https://nacadajournal.org/doi/pdf/10.12930/0271-9517-23.1-2.44>
5. <https://athletics.holyfamily.edu/sports/2012/8/3/Enrolled%20Student-Athletes.aspx?id=92>
6. Robin Arnold, Associate Director of Athletics HFU