



# BEVILL STATE COMMUNITY COLLEGE

## Russell Howton Athletic Department

June 1, 2009

Dear Bevill State Student-Athlete,

I hope this finds you enjoying the start of summer and looking forward to another successful year as a part of Bevill State athletics.

With this in mind, I need to address some items and deadlines that you and your parents / guardian need to be aware of as we prepare for the 2009-2010 academic year. Some of this information will be re-emphasized during the summer by your respective coach.

Because we have several pieces of paperwork that must be completed before your arrival in August, I have enclosed a checklist of items below that must be returned to me by the respective due date. All of the necessary forms that must be completed can be found at the following website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics). I will touch on a few of the items below:

- Entering freshman student-athletes or transfer students must apply for admission to Bevill State. An admission application can be obtained off the website at [http://www.bscc.edu/display\\_document.php?ID=606](http://www.bscc.edu/display_document.php?ID=606) or apply online at <https://info.bscc.edu/cgi-bin/admonline.mbr/login>.
- Please make a note of the following Alabama State Board of Education policy requirement which was implemented during the spring 2009 semester for any new student regarding a primary form of identification. **This must be on file before you are admitted as a student and before you are allowed to register for fall classes.**

**Primary or secondary forms of documentation must be presented in person or a notarized copy sent via U.S. mail. Faxed copies will NOT be accepted.** Applicants are not admitted to Bevill State Community College until one primary or two secondary forms of documentation are provided.

Prior to being admitted you must present:

One primary form of documentation such as an unexpired Alabama driver's license, an unexpired Alabama Identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card.

**-OR-**

Two secondary forms of documentation, one of which must be a photo identification card other than those listed above, and one additional form of identification such as a U.S. Certificate of Naturalization, a social security card, or a certified copy of a U.S. birth certificate.

- An official high school transcript or GED certificate must be mailed directly to the campus that you are planning to attend. **YOU MUST POSSESS A STANDARD HIGH SCHOOL DIPLOMA OR HOLD A GED CERTIFICATE TO BE ELIGIBLE FOR AN ATHLETIC SCHOLARSHIP!** Also, if you have been enrolled in any college or university, an official college transcript must also be sent from that respective institution. These transcripts must be in a sealed envelope. Unofficial copies will not be accepted! **Transcripts must be on file in Student Services prior to your arrival on campus or you will not be placed on athletic scholarship for the fall semester.**
- Federal financial assistance should be filed as soon as possible if you are expecting to receive any type of Pell Grant monies to assist you in covering the cost of attending Bevill State. You can complete the free application for federal student aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Bevill State school code for all campuses is 005733. Further information can be obtained from the financial aid office on your respective campus.

- Placement test (COMPASS test) must be scheduled for all entering freshman so that advising can be completed and you can register for the fall semester. However, you must have submitted a BSCC admissions application before you can take the test. If your head coach does not schedule your test for you, please contact Student Services to schedule a COMPASS test or you can take the COMPASS test at a community college near you and have your scores forwarded to your respective campus. Also, you must bring a photo ID with you in order to take the test!!
- Pre-registration is scheduled for July 20-July 30. Be aware that you must see your coach / advisor during this time in order to pre-register. Please understand that classes may become closed if you wait until regular registration on August 18. **ALSO, YOU MUST BE ENROLLED AND MAINTAIN AT LEAST 12 HOURS DURING THE ENTIRE SEMESTER TO BE ELIGIBLE!! All fees must be paid by Tuesday, August 11, 2009, at 5:00PM if you pre-register for the fall term or you will lose your fall schedule (fees include orientation and parking fees which are not covered by scholarship). It is your responsibility to ensure that this payment is made on time.**
- A campus housing application must be on file in Student Services and a security deposit of \$150.00 must be paid upon arriving on campus. Also, your dorm fees must be paid for the fall semester before dorm keys will be issued. If you will be using financial aid (Pell Grant) to cover the cost of your room, it is your responsibility to ensure that your information is in the financial aid office before moving in.
- All student-athletes are required to have a pre-participation physical within the last calendar year. I have enclosed a copy of the pre-participation physical form that must be completed by your personal physician and returned with the packet by the deadline date. **We WILL NOT provide physicals on campus...THIS IS YOUR RESPONSIBILITY.**
- **All** student-athletes (including returning sophomores) must submit the enclosed insurance information. Because insurance carriers change from time to time along with identification numbers, etc., I am asking that all athletes submit a copy of his/her current insurance information. **This information must be on file in the athletic department or you will not be placed on athletic scholarship for the fall semester.** Please look closely at the enclosed letter concerning the Beville State secondary insurance policy.
- All student-athletes are required by the Alabama State Board of Education to submit to a mandatory drug test before participating in intercollegiate athletics. The drug testing policy is enclosed. The athletic department will schedule the unannounced dates for the drug test once the fall semester begins and cover the cost of the test. Any student-athlete who refuses to drug test or does not show up on the respective day will not be eligible for athletic competition and will be dismissed by the athletic department. Also, unannounced random drug testing will take place throughout the academic year.
- All student-athletes must complete the enclosed NJCAA eligibility affidavit. Any student-athlete who does not complete the affidavit will not be allowed to participate in intercollegiate athletics.

If you would like to discuss any information detailed in this letter, please contact your coach or myself. I have also enclosed a list of helpful addresses and phone numbers as you prepare for the fall term. Classes are to begin August 20<sup>th</sup>!

Sincerely,

*Russell Howton*

Russell Howton  
Athletic Director  
[rhowton@bscc.edu](mailto:rhowton@bscc.edu)

# ATHLETIC DEPARTMENT CHECKLIST

**IMPORTANT DEADLINE DATE:**

**July 30, 2009**

## ACADEMIC / ATHLETIC RELATED CHECKLIST:

## DATE COMPLETED

BSCC Application for Admission \_\_\_\_\_  
(Must be submitted online or turned in as soon as possible to your respective campus)

Proof of Identification \_\_\_\_\_  
(Must be notarized if sending via USPS mail)

Official High School / College Transcript \_\_\_\_\_  
(Must be turned in as soon as possible to your respective campus)

Applied for Federal Financial Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) \_\_\_\_\_

Scheduled Placement Test (COMPASS) \_\_\_\_\_  
(Your respective coach may schedule this for you...contact your coach for more information)

Completed a BSCC Housing Application \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

Completed an NJCAA Eligibility Affidavit \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

## MEDICAL RELATED CHECKLIST:

BSCC Sports Medicine Packet \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

Signed Statement of Lack of Health Insurance  
-OR-  
Copy (Front and Back) of Health Insurance Card \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

**Completed** Pre-participation Physical with Doctor Signature \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

Drug Test Consent Statement \_\_\_\_\_  
(Form website: [www.bscc.edu/athletics](http://www.bscc.edu/athletics))

**Mail all completed information to:**  
Bevill State Community College  
ATTN: Russell Howton  
1411 Indiana Ave  
Jasper, AL 35501