Navigating the NCAA Process

Overview

• Eligibility Center High School Portal
• Academic Certification Process
• Role of the High School
• Role of the Student
• How to Avoid the Bumps
• Resources

High School Portal

• To access: www.eligibilitycenter.org
  – High School Administrator
• Once logged in you will be able to do the following:
  – Submit core course changes for your school
  – Update school’s contact information
  – Run reports on students from your school who have registered with the Eligibility Center
    • View students who have registered including a list of pending graduates
    • View transcript receipt
    • View test score receipt
  – Submit fee waiver verification for eligible students
High School Portal

• List of Approved Core Courses
• Resources Page
  – Tutorial for Using the High School Portal
  – Important New Rules
  – How and When to Update Your List
  – Core-Course Information
  – Transcript Information
  – School Information (Online/Virtual/Nontraditional)
  – Grading Scales and GPA Information
  – ACT/SAT Information
  – Eligibility Rules
  – Athletics Information
  – Contact Information
  – Student Registration and Student Information
• Other Links
  • Webcasts/Podcasts/PowerPoint
  • Subscribe to newsletters

High School Portal

• Dedicated high school line
  – (877) 622-2321
  – When calling regarding a specific student it is helpful to have the student’s Eligibility Center code

Certification Process

• Students should register with Eligibility Center after junior year in high school
  – High school submits an official high school transcript to the Eligibility Center (minimum of 6 semesters of coursework)
• ACT/SAT scores sent directly to Eligibility Center from testing agency (code 9999)
• If a student is on an institution’s list, the Eligibility Center will perform a preliminary certification using the student’s transcript beginning in November of the student’s senior year
Certification Process

• A student’s account will be ready to process after graduation, provided:
  – Registration is complete, no fee issue
  – Eligibility Center has received official transcripts from all schools/programs attended
    • Final official high school transcript must include proof of graduation
  – ACT and/or SAT scores are on file
    • Scores must come directly from the testing agency
  – No outstanding academic tasks in student’s account
  – Student has been activated by a college
    • National Letter of Intent prioritization
    • Fall sport vs. winter/spring sport

Role of the High School

• Update list of courses annually or whenever curriculum changes
  – New courses
  – Courses no longer taught
  – Course title changes
• Maintain/update high school contact information
• Grading scale
• Submit fee waiver for eligible students

Role of the High School

• Send transcripts for all registered students
  – After student’s junior year (6 semesters of coursework); and
  – After high school graduation
• Acceptable transcripts
  – E-transcript provider; 
  – Mail (directly from high school); or 
  – Overnight delivery
    • Do not send multiple transcripts (i.e., do not mail transcripts and send them electronically) as it will slow down the process
• Unacceptable transcripts
  – Fax or electronic mail
Role of the High School
• Eligibility Center uses the following e-transcript providers:
  – Parchment
  – Scrip Safe
  – ConnectEDU
  – National Transcript Center/Pearson Edus tructure
  – USMO ET
  – XAP
• High schools can upload transcripts directly to a student's account from the high school portal

Role of the Student
• Student needs to be active in the process
  – Understand initial eligibility rules
• Students need to register completely and honestly
  – Academic information including all schools/programs attended, as well as the additional courses questions
  – Use correct/legal spelling of name
• Have ACT and/or SAT scores sent to Eligibility Center
  – Use code 9999 when registering for test(s)
  – Contact ACT/SAT for additional score reports

Role of the Student
• Students can register with the Eligibility Center at any time; however:
  – Students are encouraged to register after junior year
  – Students must be registered before they can make an official visit to or receive an offer of athletics aid from a DI or DII institution
• Registration fee
  – $75 for U.S., U.S. Territories and Canadian students
  – Fee waiver: Eligibility if student received a waiver of the SAT/ACT fee. High school must submit fee waiver online.
Bumps and How to Avoid Them
High School

• Keep list of high school courses updated
• Do not register students in courses that are not on your school's list of approved core courses
  — Assumptions can be dangerous
• Check both approved, denied and archived course lists

Bumps and How to Avoid Them
High School

• Transparency on high school transcript
  — Are notations explained in key or legend
  — Are courses taken elsewhere clearly noted
  — Are courses taken through a different program at your school/district clearly marked
    • Adult/night/alternative courses
    • Credit recover/retrieval
• Use the High School Portal on Eligibility Center website
  — Visibility to high school transcript and test score receipt

Bumps and How to Avoid Them
Eligibility Center

• Student’s account is incomplete
  — Student has access to his/her account
  — High school has visibility to the receipt of transcripts and test scores
  — Proof of graduation is missing
• Student has a fee issue
  — Potential fee waiver, submitted by high school
• Student has outstanding tasks
  — High school transcript questions
• Questions about where a course was taken and how
• Student did not register all schools/programs attended
Resources

• Eligibility Center
  – www.eligibilitycenter.org
  – Twitter: @NCAA_EC
  – Guide for the College-Bound Student-Athlete
  – High School Portal
• ACT
  – www.act.org
  – Twitter: @ACT
• SAT
  – www.collegeboard.com
  – Twitter: @CollegeBoard
• National Letter of Intent
  – www.nationalletter.org
  – Twitter: @NLIinsider

Resources

• www.nfhslearn.com – NCAA initial eligibility online course in collaboration with the National Federation of State High School Associations
• www.2point3.org – Educational site for DI initial eligibility requirements effective August 1, 2016

Questions?
Thank You For Attending the 2014 High School NCAA Initial Eligibility Workshop!