

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 Edustructure
 - 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: @NLinsider



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!**