

## **Instructions and Information for NCAA Eligibility Center**

Parents/Students must enter themselves into the NCAA Eligibility Center. Please notify Mrs. Doles and Coach Jan Jones so that the school can file the necessary paperwork for the student.

### **Who should register for NCAA?**

Any student who is looking at the possibility to participate in athletics beyond high school **MUST** enroll with the NCAA eligibility center.

### **When Should Students Register?**

Students may register at any time, but should enter at the end of their Junior year. Preferably, register by July 1. A student must be entered into the NCAA before any official visits are to be taken to any prospective school. The Eligibility Center will evaluate a student's academic credentials once the following information has been received, and the student has had their status requested by an NCAA member institution:

- Completed online registration;
- Fee payment of \$150.00
- Transcript(s) from all schools or programs attended. Once a student has entered into the eligibility center, Mrs. Doles will send their transcript to the center. \*\*\*\*If a student has received Carnegie Unit Credits (High School Credits) from any other institution, YOU must contact that institution and request that they submit their transcripts to the eligibility center.
- SAT or ACT test score on file from the respective testing agency.

### **OFFICAL TEST SCORES**

The school can not send this information to the NCAA. It must come from SAT or ACT. Test scores must be reported directly to the Eligibility Center from the ACT or SAT. Test scores will not be taken off transcripts or from a student score report. When the student registers for the SAT or ACT, remind them to include the Eligibility Center code of 9999 so the test comes directly to the Eligibility Center at no extra charge. Remember that if a student takes the SAT or ACT multiple times, NCAA rules require that all scores must be reported. This procedure is free as long as it is done before a student takes a test. There is a section on the form when applying for ACT or SAT that asks where you want your scores to go. This is where the Center code of 9999 must be entered. This can be done later by contacting the test center and paying a fee for the test results to be sent to the NCAA.



## Which [eligibilitycenter.org](http://eligibilitycenter.org) account should I create?

We developed two different accounts for the new website to help prospective student-athletes make the best decision about their college choices.

1. **Certification Account:** You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. You also need to be registered with a Certification Account before you can make official visits or sign a National Letter of Intent in Division I or II. Please allow 30 to 45 minutes to completely register and see our [Registration Checklist](#) for further details.
2. **Profile Page:** If you plan to compete at a Division III school or are currently unsure which division you want to compete in, create a Profile Page. Please allow 15 to 30 minutes to completely register. If at any time you wish to play at the Division I or II level, you can transition to a Certification Account and pay the registration fee to begin your certification process.
  - o **Please note:** You may transition from a Profile Page to a Certification Account, but cannot move from a Certification Account to a Profile Page. Students who registered with the old website will be considered Certification Accounts.

### What should I do if....

- **I want to play at a Division I school:** register for a Certification Account. Have information about your education and sports history ready to make your registration process easier. You will also need to pay within 30 days of creating your account for it to remain active. Make sure you're on track to be eligible by following the [Division I academic guidelines](#).
- **I want to play at a Division II school:** register for a Certification Account. Have information about your education and sports history ready to make your registration process easier. You will also need to pay within 30 days of creating your account for it to remain active. Make sure you're on track to be eligible by following the [Division II academic guidelines](#).
- **I want to play at a Division III school:** register for a Profile Page. Division III schools set their own academic requirements. Check with your school to make sure you're on track to be eligible. If you decide to play Division I or II sports at a later time, you will need to transition to a Certification Account.
- **I'm not sure where I want to play:** register for a Profile Page. As you go through your college process and learn what division is best for you, you can receive updates from the Eligibility Center with helpful reminders to make sure you're ready to participate in college. You can keep your Profile Page or transition to a Certification Account once you make your college decision.

# WEBSITE REGISTRATION CHECKLIST

Take your first step to becoming an NCAA student-athlete at [eligibilitycenter.org](http://eligibilitycenter.org).

Choose from our two account types to get started:

- 1. Certification Account:** You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. You also need to be registered with a Certification Account before you can make official visits or sign a National Letter of Intent in Division I or II.
- 2. Profile Page:** If you plan to compete at a Division III school or are currently unsure in which division you want to compete, create a Profile Page. If at any time you wish to pursue a Division I or II path, you will be able to transition to a Certification Account.

For Certification Accounts, please allow between 30 to 45 minutes to register completely. If you need to exit and come back at a later time, you can save and exit once your account or profile is created.

Reference the Help section located in the top task bar at any time to answer your questions as you work through registration.

**Below is a list of items we recommend you have before beginning your registration with the NCAA Eligibility Center:**

## Valid Student Email

You need a valid email address that you check regularly to register. This is important for updating prospective student-athletes about their account. For more information about accepted emails, please reference our [FAQ](#).

## Basic Student Personal Information

This includes information such as your name, gender, date of birth, primary and secondary contact information, and address.

## Basic Student Education History

Please include details about all high schools or secondary schools you have attended in the United States or internationally, and additional programs you have attended.

**Check** if your school has a list of NCAA-approved courses.

## Student Sports Participation History

For Certification Accounts, this includes details for any expenses or awards you received, any teams you have practiced or played with or certain events in which you participated, including your

high school team. It also includes information about any individuals who have advised you or **marketed** your skills in a particular sport. This information helps the Eligibility Center certify your amateur status when it is requested by an NCAA school.

## Payment

For Certification Accounts, nonrefundable registration fee for U.S., U.S. Territories\* and Canadian students: \$90

\*U.S. Territories include American Samoa, Guam, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands.

Nonrefundable registration fee for international students: \$150

The NCAA Eligibility Center accepts Visa, MasterCard, Discover and American Express. For payment questions, look **here**. Some individuals may qualify to apply for a **fee waiver**.

## Next Steps

Stay on track in high school and understand these **quick tips** to help in your eligibility process.

**For more information, please visit: [www.NCAA.org/playcollegesports](http://www.NCAA.org/playcollegesports).**



## How to register with the NCAA Eligibility Center

If you want to play NCAA sports at a Division I or II school, you need to meet certain academic standards and be certified as an amateur athlete. The NCAA Eligibility Center will evaluate your academic and athletic experiences based on information you provide through your [eligibilitycenter.org](http://eligibilitycenter.org) account. The NCAA Eligibility Center also offers a profile page for students planning to compete at Division III, or students who don't yet know where they want to compete.

Your [eligibilitycenter.org](http://eligibilitycenter.org) account or profile page contains all the information you need to begin your NCAA experience. Allow at least 30 minutes to register completely. Your information will be saved if you need to leave the registration process and return at a later time.

### Before you register, make sure you can provide the following:

- Email address where we can send an account creation email. Students should use an email they check frequently and will have access to after high school.
- Basic education history, including a list of all high schools or secondary schools you have attended.
- Your sports participation history, including details about any teams with which you have practiced or played or events in which you competed, as well as information about any individuals that have advised you or marketed your skills.
- Payment. The registration fee is \$90 for students from the United States and its territories, and Canada. The registration fee is \$150 for students from all other countries. You must pay online by debit, credit card or e-check. Some students may be eligible for a fee waiver.

### Registration Steps

1. Visit [eligibilitycenter.org](http://eligibilitycenter.org) and select the "Register" arrow on the homepage.
2. Read both account descriptions and decide which account to register for.
3. If you plan to compete at an NCAA Division I or II school, select the "Create an Account" button.
4. If you plan to compete at an NCAA Division III school, or you aren't sure where you want to compete, select the "Create A Profile Page" button.
5. You will be prompted to enter your email address to create an account or profile. Be sure to provide an email that will be active even after you complete high school.
6. Check your inbox for an email containing your verification code. If you don't receive the email within 30 minutes, you may need to check your Spam or Junk folders.
7. Click the link in the verification code email to return to [eligibilitycenter.org](http://eligibilitycenter.org). Enter your verification code and complete the Account, Basic Information and Contact pages. If you are creating an account for a student-athlete, please use the student-athlete's information.



8. If you created a Certification Account, you will be prompted to pay the registration fee (\$90 for U.S. students, \$150 for international students). You have 30 days after receiving your verification code to pay before your account is dropped from the system.
9. After submitting payment, return to your Dashboard to complete your registration.
10. Answer the Schools and Sports questions with your most recent information. Once you have completed a page of questions, select the "Continue" button to proceed to the next page. If you need to return to previous page, select the "Back" link under the "Continue" button.
11. After completing your Schools and Sports information, check your Dashboard. This page contains information about your status, next steps and any tasks you need to complete.
12. You will receive an email from the NCAA Eligibility Center when we assign you a new task. Be sure to respond to each task as quickly as possible so we have all the information we need to certify you. We will not begin your certification until it is requested by an NCAA school.
13. If you haven't done so already, ask the ACT or SAT to send your test scores to the NCAA Eligibility Center using code **9999**. You may also use this code to send scores directly to us when you register for future SAT or ACT tests.
14. After you finish your sixth semester of high school (the junior year for most students), ask your high school counselor to submit your transcript to the NCAA Eligibility Center. This allows us to evaluate your account and let you know if there are any issues you need to fix before your evaluation.
15. If you graduate high school in May, you may log in to your [eligibilitycenter.org](http://eligibilitycenter.org) account after **April 1** of your senior year to request your final amateurism certification. If you graduate in December, you may request your final amateurism certification after **October 1** of your senior year.
16. Once you graduate, ask your high school counselor to submit your final transcript with proof of your graduation to the NCAA Eligibility Center.



## What happens after I create an eligibilitycenter.org account?

Congratulations! You've successfully registered, provided information about your schools and sports history, and you have paid or requested a fee waiver.

### Here's what happens next:

1. You will receive an email with your NCAA ID number. Keep this number for your records. If you haven't received this email, check your spam or junk folders.
2. If you are still in high school, continue to log in to your account a few times each year to update any school or sport information.
3. For a year-by-year breakdown of suggested eligibility steps, see our [high school timeline tutorial](#).
4. Send your ACT/SAT test scores to the NCAA Eligibility Center using code **9999**.
5. After your junior year of high school, ask your counselor to upload your six-semester transcript.
6. Decide which colleges you are going to apply to and see [what division](#) they are in if you plan on playing sports there.
7. Request final amateurism certification during your last year of high school if you plan to compete at a Division I or II school.
  - o If you graduate high school in spring or summer, you may request final amateurism certification starting April 1 of your senior year.
  - o If you graduate high school in fall or winter, you may request final amateurism certification starting October 1 of your senior year.
8. After you complete your final year of high school, ask your counselor to upload your final transcript and proof of graduation through the [NCAA Eligibility Center's High School Portal](#). Only your counselor or administrator with access to the High School Portal is able to upload transcripts.
  - o **Tip:** Some school policies require students to request counselors send transcripts. Please work with your counselor to follow any necessary policies.



## How to use the task list

Tasks are assigned to your account to let you know what information is needed before your account can be marked complete. You must finish necessary tasks before you can request final amateurism certification.

To see which tasks you still need to complete, log in to [eligibilitycenter.org](http://eligibilitycenter.org) and scroll to the bottom of your Dashboard.

1. Open and closed tasks will be listed in your progress bar.
2. Select a task to see the specific instructions it requires.
3. Complete the necessary questions or provide additional information as needed. You may need to work with your school counselor to help accomplish some tasks.
4. You can also see if you have tasks to complete if there is a red flag in your top navigation bar.
5. Select your icon to open up a small menu and navigate to tasks.
6. **Please note:** you will also receive task information to your email. Do not reply to these emails as they are "No Reply." If you have questions about the task, please follow the necessary directions to submit further information, or get in contact with our Customer Service staff.

## What does my high school timeline look like?

To help navigate the NCAA eligibility process, use this year-by-year breakdown to keep in mind what you should be thinking about in high school to get ready to play college sports.

### Grade 9: Plan

- Take the right courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA approved core courses to make sure you take the right classes.
- Find your high school's list of NCAA core courses [online](#).

### Grade 10: Register

- Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).
- If you fall behind, ask your counselor for help with finding approved courses or programs you can take.

### Grade 11: Study

- Check with your counselor to make sure you are on track to graduate on time and complete the required number of NCAA approved courses.
- Take the ACT or SAT and submit your scores to the NCAA by using code **9999**.
- Research what schools you want to apply for that are the best fit for your academic and athletic goals.
- At the end of the year, ask your counselor to upload your official six-semester transcript.

### Grade 12: Graduate

- Complete your final NCAA core courses as you prepare for graduation
- Take the ACT or SAT again, if necessary, and make sure we get your scores by using code **9999**.
- Request your final amateurism certification beginning **April 1** (fall enrollees) or **October 1** (winter/spring enrollees).
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.
- Only students on an NCAA Division I or II school's certification request list will receive a certification.





## How to use your [eligibilitycenter.org](http://eligibilitycenter.org) Dashboard

When you log in to your account at [eligibilitycenter.org](http://eligibilitycenter.org), you will be taken to your Dashboard.

1. The **Certification Process** for Certification Accounts is represented by three boxes to help you know where you are on your journey to be an NCAA student-athlete.
  - The first square indicates your progress in creating your account. If you need to return to the last question you were answering, you may select "Pick up where I left off." Once you answer questions about at least one school, at least one sport, and pay or submit a fee waiver, your Account Creation circle will be completed. This is also where you can update any personal or contact information.
  - The second square reminds you to submit your test scores and high school transcripts to the NCAA Eligibility Center after you are registered. To access a list of the NCAA Core Courses at your high school, select "Learn more" in the second square select the link to "Find your school's list of approved core courses." To see which of your test scores and transcripts have been submitted to the NCAA Eligibility Center, select "Learn more" in the second square and then select "Your Info." This is also where you can access reports showing your eligibility issues and your current NCAA core courses.
  - The third square allows you to request your final amateurism certification for each sport after April 1 of your senior year if you graduate in the spring or summer and after October 1 of your senior year if you graduate in the fall or winter.
  - Complete your account information by entering in your education and sport participation history.
2. Your **Eligibility Status** shows which sports you are activated for and your academic and amateurism eligibility.
  - See your current certification status of your sport(s) in both Division I and Division II.
3. You can see what sport(s) you are active for by looking at the icons under **Sports**.
  - If you accidentally select the wrong sport or no longer wish to compete in a sport, click on the icon to deactivate the sport so that we only certify you for your desired sport.
4. Keep track of any tasks you need to complete under the **task list**.
  - See all assigned and completed tasks here.
  - We will also send you emails about tasks. By logging into your account you'll be able to see more details in the task list about what you need to complete.



## How to transition from a Profile Page to a Certification Account

If you created a Profile Page and decide that you want to take an official visit or compete at a DI or DII school, you will need to transition to a Certification Account.

Please follow these instructions to transition your account.

1. Login to your [eligibilitycenter.org](http://eligibilitycenter.org) account.
2. You will be taken to your Dashboard. In the second square, you will see Transition to Certification Account. Click on this link.

### MY PROFILE



Account Creation  
We've saved all of your information.  
Edit Account



You are all set for now  
When you are ready  
Transition to Certification Account

3. Review the reminders about what you will need to complete to transition. Your Account Settings and Schools history will transition over, but you will need to answer more questions about your sport participation history and pay the registration fee. Once you select the Transition button, you will not be able to go back to a Profile Page.
4. When you are in your Certification Account, continue to register by completing the Sports questions for the sport(s) you wish to compete in at an NCAA Division I or II school.
5. Send your ACT or SAT test score to the NCAA using code 9999 and have your high school counselor upload your final transcript with proof of graduation after you graduate.
6. **Reminder:** your NCAA ID number will remain the same. Please complete registration including payment to ensure colleges recruiting you can see your account.



## How to change your graduation date or enrollment date

You can change your graduation or enrollment date at any time on the NCAA Eligibility Center website.

1. Log into account at [eligibilitycenter.org](http://eligibilitycenter.org). You will be taken to your Dashboard.
2. Click on your blue NCAA ID number in the top right corner.
3. Then select Account Settings.
4. Verify your information and select the blue Continue button on the bottom of the Account Settings page.
5. This will bring you to the Basic Information page. Scroll to the bottom of the page and update your graduation or enrollment period. These dates are always visible in the top right menu with your NCAA ID number.

Student's graduation date \*

Enter the month and year in which you expect to graduate (or graduated) from high school or secondary school

June • 2017 •

Student's college enrollment date \*

Enter the semester and year in which you plan to enroll (or enrolled) at an NCAA Division I or II college or university

Fall • 2017 •

You may update your graduation and enrollment date by returning to this page.

Continue

[Back](#) | [Return to Dashboard](#)

6. **Please note:** you are able to change your graduation or enrollment date at any time. Please confirm your graduation and enrollment dates before requesting final amateurism certification.