

NCAA Initial Eligibility

A Partnership between You and your Guidance Counselor

VSAC's College Pathways, Saint Michael's College, March 18, 2017

Important Information For Your Counselor To Know:

NCAA Eligibility Center – www.eligibilitycenter.org

Customer Service: 877-262-1492 or 317-223-0700

Fax: 317-968-5100

Mailing Addresses – for documentation that is sent from your school to the NCAA:

For Transcripts, 48H Core Courses, etc.: NCAA Eligibility Center, Certification Processing
P.O. Box 7136
Indianapolis, IN 46207-7136

For Overnight Letter or Express Mail: NCAA Eligibility Center, Certification Processing
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

IMPORTANT: the NCAA is now accepting transcripts that are submitted electronically via certain services....saving WEEKS of time in the review process. The approved Electronic Transfer Service Programs for transcript submission are:

Docufide (NCAA's preferred service) – www.docufide.com

E-Scrip Safe – www.scrip-safe.com

National Transcript Center – www.transcriptcenter.com

ConnectEDU – www.connectedu.net

XAP Corporation – www.xap.com

The NCAA – www.ncaa.org: 317-917-6222, Fax: 317-917-6622



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Think you want to be a student-athlete in college? Then be sure to follow this NCAA Initial Eligibility Process checklist with your school counselor....

- ✓ Get a copy of the NCAA's *Guide To The College-Bound Student Athlete*, either by downloading it at www.ncaastudent.org, or asking your guidance counselor if they stock the printed version.

If you are interested in any NCAA Division I or II colleges and universities –

- ✓ Meet with your guidance counselor and review your transcript to date. Compare your coursework with the school's list of approved core courses (48H Form) on file with the NCAA (your guidance counselor can access this list of courses). Ask the counselor to help you create an academic plan that ensures you will complete the mandatory core courses prior to graduation.
- ✓ If you are a second semester junior, it's time to register with the NCAA Eligibility Center (www.eligibilitycenter.org). Registration fees are \$75 for US, US Territories and Canadian students, and \$130 for International students. A fee waiver program is available for those students who may need assistance.
- ✓ After your junior year is complete, ask your guidance counselor to submit an official copy of your transcript to the NCAA Eligibility Center. They will not process a transcript with fewer than six semesters/nine trimesters/twelve quarters.
- ✓ Also, don't forget to submit your SAT or ACT test scores to the Eligibility Center – they must be sent via the testing agency (requested through their websites) directly to the NCAA Eligibility Center.
- ✓ In your senior year, continue to work with your guidance counselor to ensure that your course selection remains on target to meet NCAA requirements.
- ✓ If you have taken the SAT or ACT more than once, be sure to submit each set of scores to the NCAA.
- ✓ After you graduate, make sure your guidance office submits your final transcript, with proof of graduation (just the date of graduation is fine) to the NCAA Eligibility Center.

If you are interested in NCAA Division III, NAIA, USCAA or NJCAA colleges and universities –

- ✓ The NCAA does not process initial eligibility for Division III; therefore none of the steps shown above will pertain to you if you are looking to participate at a Division III school.
- ✓ If your college of choice accepts and enrolls you without any academic restriction, then you will be immediately eligible for varsity athletics!
- ✓ The same is true for the United States Collegiate and National Junior College Athletic Associations.
- ✓ The NAIA has its own Eligibility Center, and prospective student-athletes must register in order to be eligible for varsity athletics in their first year – go to www.playnaia.org for more information.

IF YOUR SCHOOL IS HAVING A PROBLEM WITH THE NCAA ELIGIBILITY CENTER:

- ✓ Be sure that your school's NCAA Eligibility Center liaison contact information is accurate and up-to-date.
- ✓ After the course catalog for your school has undergone its annual review and is released, be sure that your school's NCAA liaison has updated the NCAA's Approved Core Course listing with any course changes, additions, or deletions. Even if it's just a minor name change for a course, it needs to be updated with the NCAA.