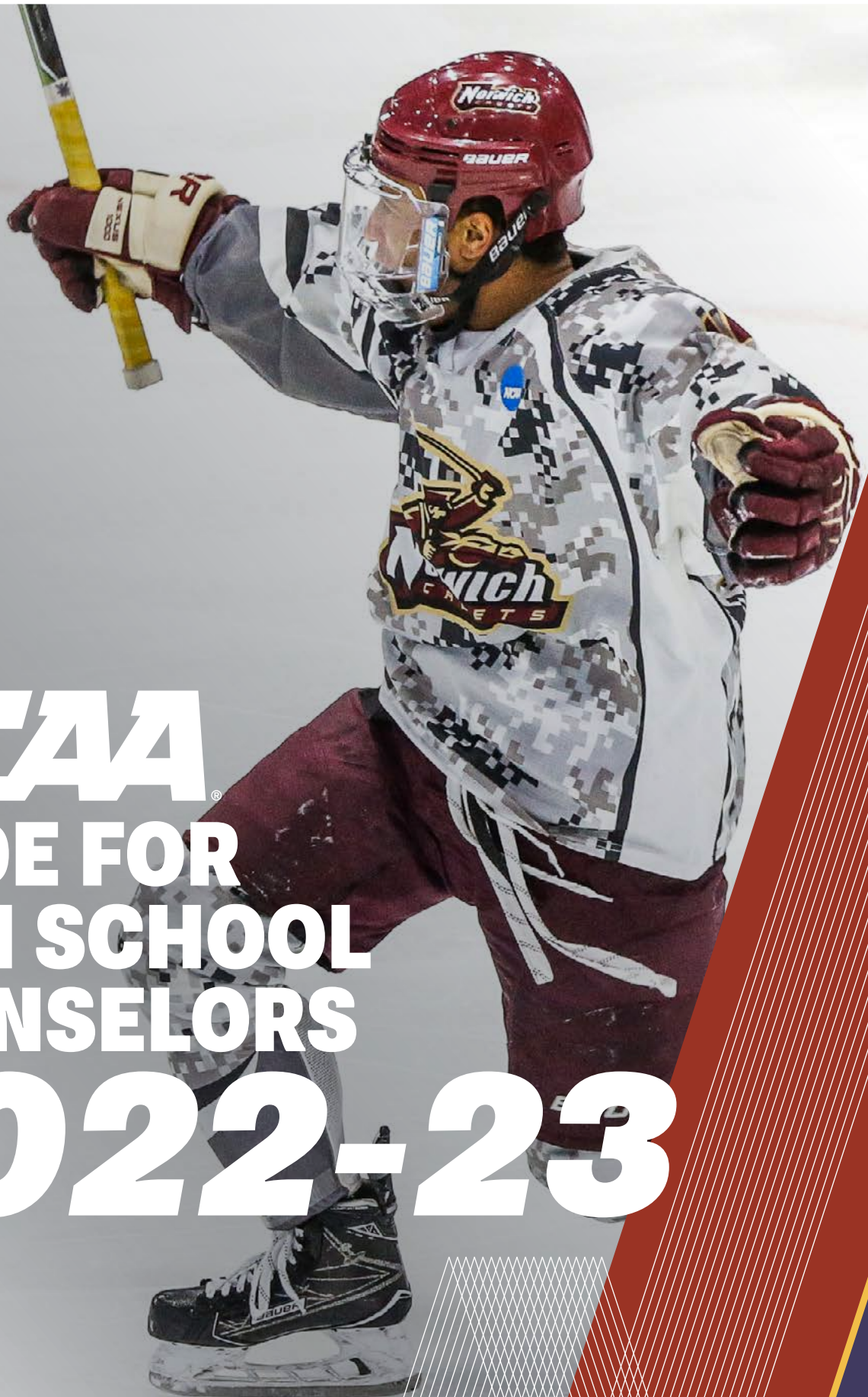




ELIGIBILITY CENTER



NCAA
GUIDE FOR
HIGH SCHOOL
COUNSELORS
2022-23

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ELIGIBILITY CENTER

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WHAT IS THE NCAA?

The National Collegiate Athletic Association is an organization dedicated to providing a pathway to opportunity for college athletes. More than 1,100 colleges and universities are members of the NCAA. Those schools work together with the NCAA national office and athletics conferences across the country to support 500,000 college athletes that make up more than 19,500 teams competing in NCAA sports.

The NCAA's diverse members include schools ranging in size from hundreds of students to tens of thousands. The NCAA's current three-division structure was adopted in 1973 to create a fair playing field for teams from similar schools and provide college athletes more opportunities to participate in national championships.

Among the three NCAA divisions, Division I schools generally have the biggest student bodies, manage the largest athletics budgets and offer the highest number of athletics scholarships. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and a focus on service to the community. The Division III experience offers participation in a competitive athletics environment that pushes college athletes to excel on the field and build upon their potential by tackling new challenges across campus.

To learn more about the pathways, visit ncaa.org/divisions.

DO SCHOOLS IN ALL THREE DIVISIONS OFFER ATHLETICS SCHOLARSHIPS?

NCAA Division I and II schools provide more than \$3.7 billion in athletics scholarships annually to nearly 190,000 student-athletes. While Division III schools do not offer athletics scholarships, 80% of Division III student-athletes receive some form of merit or need-based financial aid. For more information about scholarships, see [page 6](#).

ARE INITIAL-ELIGIBILITY STANDARDS SIMILAR IN ALL THREE DIVISIONS?

A college-bound student-athlete must receive an academic and amateurism certification from the Eligibility Center to compete at an NCAA Division I or II school. While Division III schools set their own admissions and academic requirements, [international student-athletes](#) (first-year students and transfers) who initially enroll full time at a Division III school on or after Aug. 1, 2023, are required to complete an Amateurism-Only Certification account and receive an amateurism certification from the Eligibility Center.

NCAA FACTS

1906

Year established

1,100

NCAA member schools

350

Active Division I members

300

Active Division II members

432

Active Division III members



HOW TO USE THIS GUIDE

This guide answers important questions for high school counselors and administrators involved in assisting college-bound student-athletes with the NCAA initial-eligibility process.

Where can you find answers to your questions about NCAA eligibility?

- » Read this guide.
- » Visit eligibilitycenter.org and click on High School Administrators (upper right-hand corner) to view available high school resources.
- » View tutorials and webinars on the [High School Portal](#).
- » Search our [Frequently Asked Questions](#).
- » Review the [High School Counselor Quick Tips flyer](#).
- » Contact the NCAA Eligibility Center.



ELIGIBILITY CENTER

NCAA ELIGIBILITY CENTER INFORMATION

ONLINE

ncaa.org/playcollegesports
eligibilitycenter.org

FOLLOW US

Twitter [@NCAAEC](#)
Instagram [@playcollegesports](#)
Facebook [@NCAAEC](#)

HIGH SCHOOL SUPPORT LINE

High school administrators only
877-622-2321
Monday-Friday
8:30 a.m. to 5:00 p.m. Eastern time

CERTIFICATION PROCESSING

NCAA Eligibility Center
Certification Processing
P.O. Box 7110
Indianapolis, IN 46207-7110

OVERNIGHT DELIVERY

NCAA Eligibility Center
Certification Processing
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202



NCAA SPORTS

The NCAA conducts 90 national championships in 24 sports across Divisions I, II and III, with 45 championships administered for women, 42 for men and three co-ed national championships. That means almost 54,000 student-athletes participate in NCAA championships each year.

From signature events like the NCAA March Madness® men’s and women’s basketball tournaments to rowing, rifle, softball and skiing, the NCAA administers championships to ensure student-athletes have a first-class experience. But the NCAA is also committed to quality events for everyone involved, from the coaches to the fans and broadcast audiences.

It is important to the NCAA that our championships have a positive impact on the communities that host them. The NCAA hosts youth clinics and various fan events to complement the competition – creating what is hoped to be a championship experience for everyone involved.

FALL SPORTS		WINTER SPORTS		SPRING SPORTS		EMERGING SPORTS
Men:	Women:	Men:	Women:	Men:	Women:	Women:
Cross Country	Cross Country	Basketball	Basketball	Baseball	Beach Volleyball	Acrobatics and Tumbling
Football	Field Hockey	Fencing	Bowling	Golf	Golf	Equestrian (Divisions I and II only)
Soccer	Soccer	Gymnastics	Fencing	Lacrosse	Lacrosse	Rugby
Water Polo	Volleyball	Ice Hockey	Gymnastics	Outdoor Track and Field	Outdoor Track and Field	Triathlon
		Indoor Track and Field	Ice Hockey	Tennis	Rowing	Wrestling
		Rifle	Indoor Track and Field	Volleyball	Softball	
		Skiing	Rifle		Tennis	
		Swimming and Diving	Skiing		Water Polo	
		Wrestling	Swimming and Diving			



SCHOLARSHIPS

NCAA Division I and II schools provide more than \$3.7 billion in athletics scholarships annually to nearly 190,000 student-athletes. **Division III schools** do not offer athletics scholarships.

Only about **2%** of high school athletes are awarded athletics scholarships to compete in college. Of the student-athletes participating in sports with professional leagues, **less than 2%** become professional athletes. A college education is the most rewarding benefit of a student-athlete experience.

Many student-athletes also benefit from academic scholarships, NCAA financial aid programs such as the

NCAA Division I Student Assistance Fund and need-based aid such as federal Pell Grants. Students must report all financial aid they receive to their NCAA school's financial aid office. If students have questions about what financial aid can be accepted, they should contact their NCAA school's financial aid office and athletics department for help.

If a school plans to reduce or not renew a student's aid, the school must notify

them in writing by July 1 before the start of the impacted school year and provide an opportunity for the student to appeal. In most cases, the head coach decides who receives a scholarship, the scholarship amount and whether it will be renewed. Students should contact the NCAA school they hope to attend for more detailed information about NCAA financial aid rules.

NATIONAL LETTER OF INTENT

By signing a **National Letter of Intent**, a student is agreeing to attend a Division I or II school for one academic year. NLI schools agree to provide athletics financial aid to the student for a minimum of one academic year as long as they are admitted to the school and are eligible for financial aid under NCAA rules.


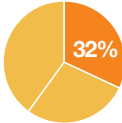
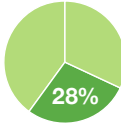
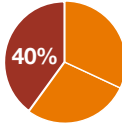







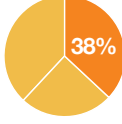
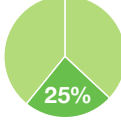
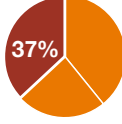

The NLI is voluntary and not required for students to receive financial aid or participate in sports. Signing an NLI ends the recruiting process because coaches are prohibited from recruiting student-athletes who have signed NLIs with other NLI-member schools.

If a student signs an NLI but decides to attend another college, the student may request a release, but it is the school's discretion to grant their NLI release. If a student signs an NLI with one school but attends a different school, they lose one full year of eligibility and must complete a full academic year at the new school before being eligible to compete. If students have questions about the NLI, they should visit the NLI website at nationalletter.org.



Our Three Divisions

The NCAA's three divisions were created in 1973 to align like-minded campuses in the areas of fairness, competition and opportunity.

	DIVISION I	DIVISION II	DIVISION III
 <p>NUMBER OF SCHOOLS*</p>	<p>350</p> 	<p>300</p> 	<p>432</p> 
 <p>MEDIAN UNDERGRADUATE ENROLLMENT</p>	8,466	2,323	1,655
 <p>STUDENTS WHO ARE ATHLETES</p>	<p>1 in 23</p> 	<p>1 in 9</p> 	<p>1 in 6</p> 
 <p>AVERAGE NUMBER OF TEAMS PER SCHOOL</p>	19	16	19
 <p>PERCENTAGE OF NCAA STUDENT-ATHLETES IN EACH DIVISION</p>	<p>38%</p> 	<p>25%</p> 	<p>37%</p> 
 <p>ATHLETICS SCHOLARSHIPS</p>	<p>Multiyear, cost-of-attendance athletics scholarships available 57% of athletes receive athletics aid</p>	<p>Partial athletics scholarship model 60% of athletes receive athletics aid</p>	<p>No athletics scholarships 80% of athletes receive nonathletics aid</p>

*Numbers are from 2020-21. This does not include reclassifying, provisional or exploratory schools.

What are the eligibility requirements in each division?

College-bound students who want to compete at a Division I, II or III school must meet academic and/or amateurism standards set by NCAA members. Eligibility standards can be found on each division's page on ncaa.org.

How is each division governed?

NCAA schools develop and approve legislation for their own divisions. Groups of presidents and chancellors lead each division in the form of committees with regularly scheduled meetings.

Did you know?

DI student-athletes graduate at a higher rate than the general student body.



DI is the only division with schools in Alaska, Puerto Rico and Canada.

DI's largest school has **25,854** undergraduates.

The smallest? **257**.

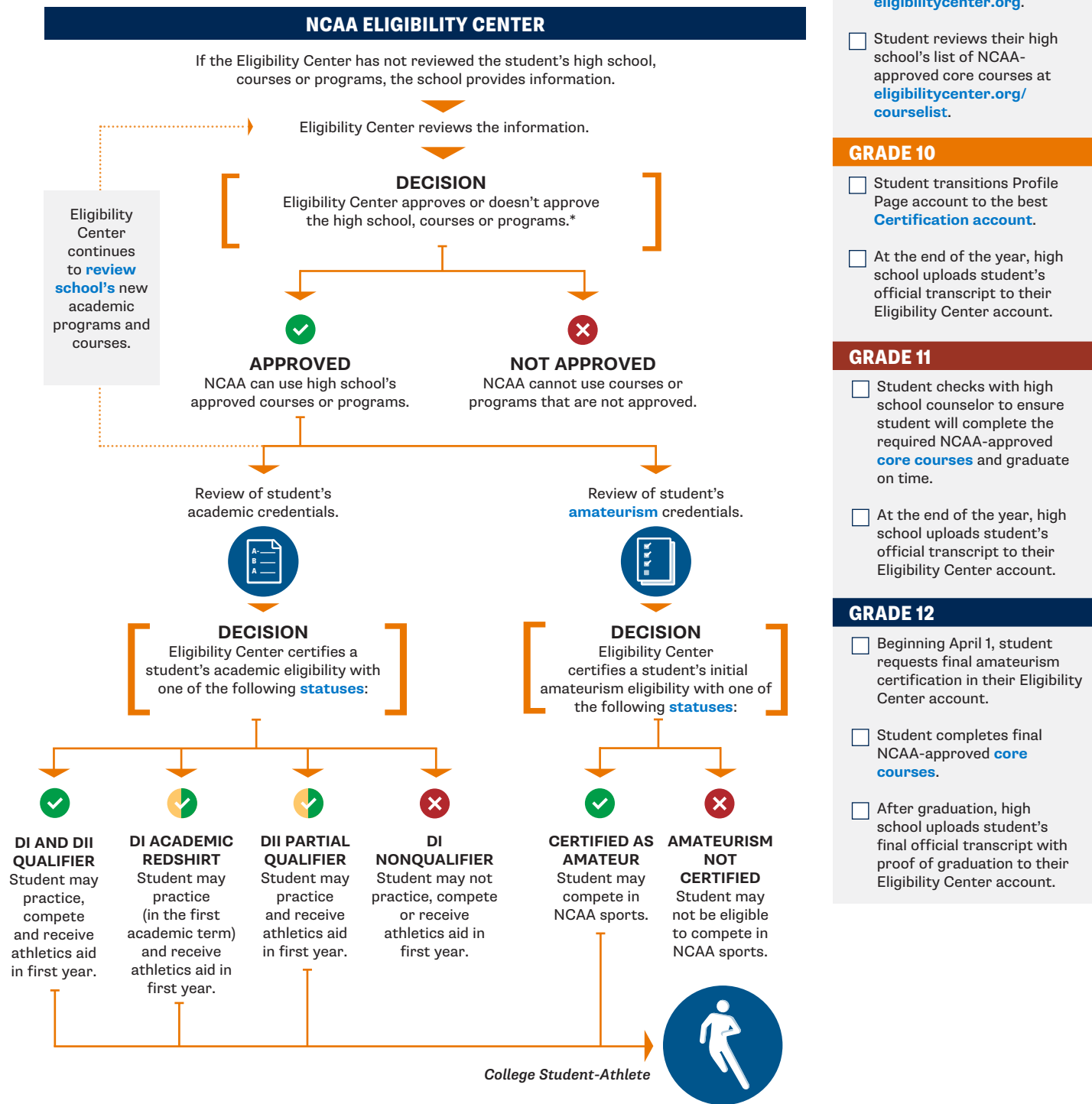


Learn more at ncaa.org.

NCAA INITIAL-ELIGIBILITY PROCESS

This chart presents a general overview to help you, students and their families better understand the components of the initial-eligibility process.

An NCAA school recruits students by placing them on its institutional request list, which begins a request for certification from the NCAA Eligibility Center.



GRADE 9

- Before ninth grade, student registers for a free Profile Page account at eligibilitycenter.org.
- Student reviews their high school's list of NCAA-approved core courses at eligibilitycenter.org/courselist.

GRADE 10

- Student transitions Profile Page account to the best **Certification account**.
- At the end of the year, high school uploads student's official transcript to their Eligibility Center account.

GRADE 11

- Student checks with high school counselor to ensure student will complete the required NCAA-approved **core courses** and graduate on time.
- At the end of the year, high school uploads student's official transcript to their Eligibility Center account.

GRADE 12

- Beginning April 1, student requests final amateurism certification in their Eligibility Center account.
- Student completes final NCAA-approved **core courses**.
- After graduation, high school uploads student's final official transcript with proof of graduation to their Eligibility Center account.

STUDENT REGISTRATION

If a college-bound student-athlete wants to compete in NCAA sports, they need to register with the NCAA Eligibility Center at eligibilitycenter.org. Students should register before their freshman year of high school (or year nine of secondary school).

DETERMINING THE BEST ELIGIBILITY CENTER ACCOUNT

1. Profile Page Account: If a student is unsure in which division they want to compete, or are a domestic student-athlete who plans to compete at a **Division III school**, they should create a free Profile Page account. If at any time they wish to pursue a Division I or II path, they'll be able to **transition** to a **Certification account**. All international student-athletes who plan to compete at a Division III school should start with an Amateurism-Only Certification account.

2. Academic and Amateurism Certification Account: A student must receive an academic and amateurism certification from the Eligibility Center to compete at an NCAA Division I or II school. Before they can go on official visits or sign a Division I or II **National Letter of Intent**, they must have completed the Academic and Amateurism Certification account registration (including payment or **fee waiver**).

3. Amateurism-Only Certification Account: International student-athletes (first-year enrollees and transfers) must have their amateurism status certified by the Eligibility Center in order to compete at an NCAA Division III school. They must have completed the Amateurism-Only Certification account registration (including payment or **fee waiver**) to be eligible to practice or compete at a Division III school. See **page 24** for more information.

This account may also be best for domestic student-athletes transferring from a two-year school to an NCAA Division I or II school who have not previously been certified by the Eligibility Center. These students should speak with the compliance staff at the NCAA school they plan to attend to determine which account type is required.

NCAA ELIGIBILITY CENTER ACCOUNT TYPES			
In which division do you plan to compete?	Academic and Amateurism Certification Account	Amateurism-Only Certification Account	Profile Page* Account
Division I			
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓		
Transferring from a two- or four-year college or university. Check with compliance office at the school you may attend.	✓	OR	✓
Division II			
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓		
Transferring from a two- or four-year college or university. Check with compliance at the school you may attend.	✓	OR	✓
Division III			
Recent high school graduate (domestic only), first-time enrolling at NCAA school.			✓
Recent high school graduate (international only), first-time enrolling at NCAA school.		✓	
Transferring from a two- or four-year college or university, attended domestic high school(s) only.			✓
Transferring from a two- or four-year college or university, attended at least one international high school.		✓	
Division Undecided/Unknown			
Never enrolled full time at a two- or four-year college or university. Best for younger students or before recruiting begins. Can be transitioned to a Certification account when needed.			✓

Once a student has determined the best account, they should visit eligibilitycenter.org to start their account. A list of information they will need to complete their account is outlined on **page 10**. For student-athletes planning to attend a Division III school, [click here](#) for requirements and to determine the correct Eligibility Center account.

***Unsure which account type a student needs?** We recommend every student start with our free Profile Page account, then consult with the compliance office at the NCAA school they may attend. If they need additional assistance, contact the Eligibility Center's Customer Service team at 877-262-1492, 9 a.m. to 5 p.m. Eastern time Monday-Friday for assistance.

HAVE ELIGIBILITY OR REGISTRATION QUESTIONS?

If you have questions about a student's initial eligibility or the registration process not addressed within this guide, reach out to us! We're here to help you. Here are some additional sources of information that may help:

- » Search our frequently asked questions at [ncaa.org/studentfaq](https://www.ncaa.org/studentfaq).
- » *High school administrators*: Call us at 877-622-2321, 8:30 a.m. to 5:30 p.m. Eastern time Monday-Friday.
- » *Domestic students and Canadian students (except Quebec)*: Call us toll-free at 877-262-1492, 9 a.m. to 5 p.m. Eastern time Monday-Friday.
- » *International students (including Quebec)*: Use our [International Contact Form \(ncaa.org/contactinternational\)](https://www.ncaa.org/contactinternational) to submit questions.

ELIGIBILITY CENTER REGISTRATION ESSENTIALS

Below are some items students should have with them as they create an account at eligibilitycenter.org:

VALID EMAIL FOR STUDENT

To register, a student needs a valid email address that they check regularly and will have access to **after** high school. The NCAA Eligibility Center uses email to update the student about their account throughout the process. **Note:** If a student has a sibling who has previously registered, they will need to use a different email address than the one in their sibling's account.

BASIC STUDENT PERSONAL INFORMATION

This includes information such as their name, gender, date of birth, primary and secondary contact information, address and mobile number for texting.

BASIC STUDENT EDUCATION HISTORY

Students will provide details about all secondary and high schools and additional programs they have attended in the United States and internationally. Encourage them to include all schools, regardless of whether they received grades or credits. If they attended ninth grade at a junior high school located in the same school system in which they later attended high school, do not list the ninth-grade school.

If students need to edit or add schools after they have completed their registration, they can log back in to eligibilitycenter.org and visit the "Schools" section. They can select their schools listed and edit the information or add another school.

STUDENT SPORTS PARTICIPATION HISTORY

Students will select the sport(s) they plan to participate in at an NCAA school. For [Certification accounts](#),

we will ask them to provide details for any expenses or awards they received, any teams they have practiced or played with or certain events in which they participated. We also ask about any individuals who have advised them or marketed their skills in a particular sport. This information helps the Eligibility Center certify their amateur status once they [request their final amateurism certification](#).

PAYMENT (CERTIFICATION ACCOUNTS ONLY)

A student's Academic and Amateurism or Amateurism-Only Certification account registration is complete only after their registration fee is paid (or upon submission of a [fee waiver](#), if they are eligible). They may pay online by debit, credit card or echeck. For the Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the United States, a [U.S. territory](#) or Canada is \$100; the fee for international students is \$160. For students for which an Amateurism-Only Certification account is the best choice, the fee for all students is \$70. Profile Page accounts do not have a fee.

All fees are nonrefundable 30 days after the fee is paid for their Certification account. If they completed a duplicate registration and paid their registration fee twice, they may be eligible for a refund of the duplicate registration fee. To receive a refund, they will need to complete and submit an [NCAA refund form](#).

FEE WAIVERS

If a student is unable to pay the registration fee for the NCAA Eligibility Center due to financial considerations, there is an option in the Payment section of their Eligibility Center account to indicate they are eligible to receive a **fee waiver**. They are eligible for an Eligibility Center fee waiver if they meet any of the following criteria:

- » They are enrolled in or eligible to participate in the Federal Free or Reduced-Price Lunch program (FRPL).
- » They have received or are eligible to receive an SAT or ACT fee waiver.
- » Their annual family income falls within the **income eligibility guidelines** set by the USDA Food and Nutrition Service.
- » Their family receives public assistance (e.g., SSI, SNAP).
- » They are enrolled in a government program that aids students from low-income families (e.g., GEAR UP, TRIO, Upward Bound).
- » They live in government-subsidized public housing, a foster home or are homeless.
- » They are a ward of the state or an orphan.
- » They have applied to FAFSA and have received or are eligible for a Pell Grant.
- » A school or government official can attest to their economic need.

If a student meets any of the above criteria and has attended a **U.S. high school**, their high school counselor must confirm their fee waiver eligibility through the Eligibility Center's **High School Portal** after the student has completed their Certification account registration. **Note:** High schools must have a Cleared or Extended Evaluation account status to approve fee waivers. To learn how to submit a fee waiver, visit on.ncaa.com/Fee_Waiver_Instructions.

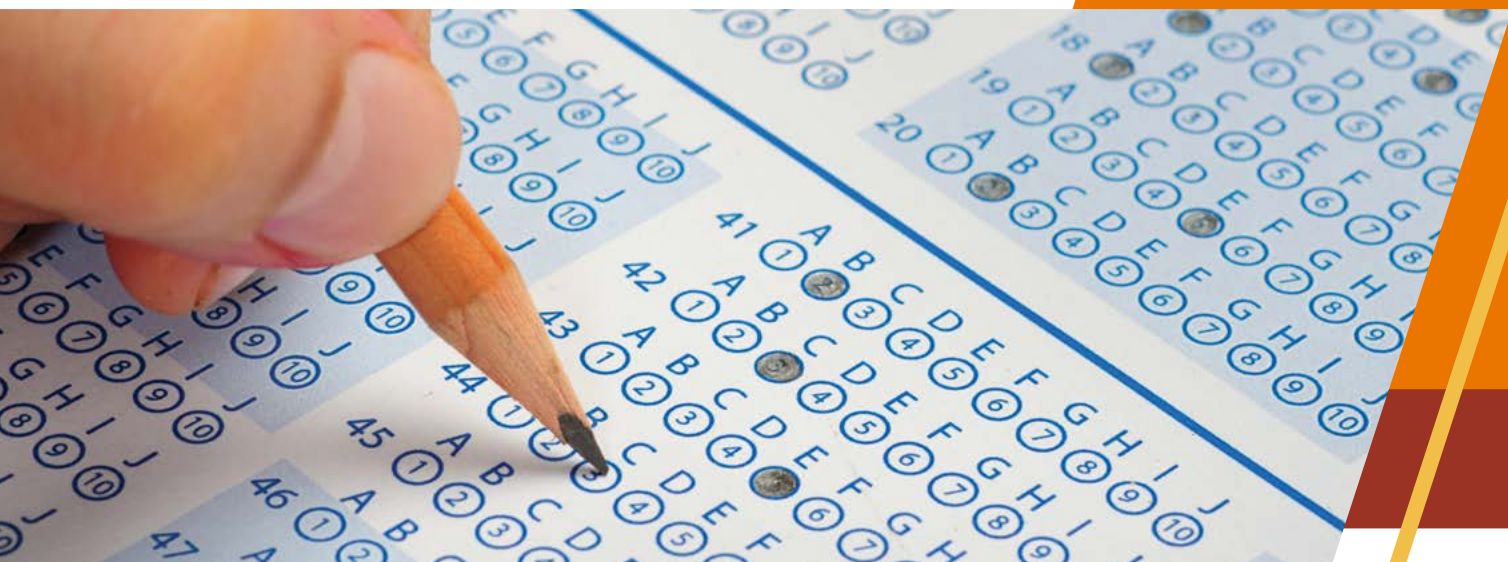
If a student meets the above criteria and has not attended a U.S. high school (e.g., **international students**, **home school students**), a **task** will be assigned to their Eligibility Center account with additional instructions for completing the fee waiver requirement.

TEST SCORES

During the 2023 NCAA Convention, **Divisions I** and **II** adopted legislation to remove standardized test scores from initial-eligibility requirements for student-athletes who initially enroll full time on or after Aug. 1, 2023. The vote was based on the recommendation from the **Standardized Test Score Task Force**, a specialized group charged with reviewing initial-eligibility requirements as part of the NCAA's eight-point **plan to advance racial equity**.

Among other requirements, college-bound student-athletes planning to compete at an NCAA Division I or II school are still required to have a 2.3 (DI)/2.2 (DII) grade-point average in 16 NCAA-approved core-course units and provide proof of high school graduation. Division-specific information on initial-eligibility requirements is available here:

- » **Division I.**
- » **Division II.**
- » Division III: [Click here](#) for more information on Division III requirements for international student-athletes.



SENDING TRANSCRIPTS

Your high school's primary and secondary contacts have the capability to upload transcripts directly to a student's account for free from the [High School Portal](#). As with other electronic transcript providers, this process is much quicker than using the U.S. Postal Service or any overnight delivery method. When transcripts are uploaded directly to a student's account, the NCAA Eligibility Center has near real-time access to the transcript. [Click here](#) for instructions on how to use this process.

Electronic transcripts are accepted and, while posted to a student's Eligibility Center account the same day it is sent, may take up to three business days to process. If your student has attended more than one high school or taken courses from more than one program, the Eligibility Center needs an official transcript from all high school(s) or program(s) they attended. You will also need to send their six-semester and final transcript with proof of graduation once they have completed high school. **Note:** The Eligibility Center does not accept grades from one high school or program transcribed on another high school's transcript. Transcripts can be uploaded or sent electronically through one of the approved e-transcript providers listed below:

- » Cialfo.
- » [Credentials/eScrip-Safe](#).
- » National Student Clearinghouse.
- » National Transcript Center.
- » Naviance (management tool for schools that utilize Parchment as the backend for delivering e-transcripts).
- » NeedMyTranscript.
- » [Parchment \(Docufide\)](#).
- » SCOIR.
- » Scribbles Software.
- » State of Georgia comes in DIRECT.
- » USMO ET (Speede).
- » [XAP](#).

To send a transcript by U.S. mail or through an overnight or express delivery service, use the appropriate address on [page 4](#). Allow four days for processing from the day of receipt. (Uploading via the [High School Portal](#) is considered best practice.) For information on how COVID-19 has impacted procedures for submitting transcripts, visit on.ncaa.com/COVID19_Spring2023.

WHAT IS HIGH SCHOOL REVIEW?

High School Review is a unit within the Eligibility Center that determines which high schools, high school programs and high school courses may be used in the academic certification process. The High School Review staff partners with high schools and districts, as well as leading secondary education organizations, to stay current with changes in educational policies and practices. This team is staffed by individuals from the secondary and post-secondary school communities who have served previously as teachers, administrators, high school counselors and coaches.

FOR HIGH SCHOOLS NEW TO THE NCAA

If you would like your high school or program reviewed for use in initial-eligibility certifications and your school does not have an account with the Eligibility Center (or your school's account status is "None"), call our high school support line at 877-622-2321, 8:30 a.m. to 5:30 p.m. Eastern time Monday-Friday. The Customer Service team will take some basic demographic information from you, including contact names, phone numbers and emails. An email will be sent to the contacts you provide, with the login and PIN information, to begin the account review process.

[Click here](#) to learn more about the account review process.



WHAT IS A CORE COURSE?

NCAA schools require college-bound student-athletes to build a foundation of high school courses (**core courses**) to prepare them for the academic expectations in college. To be considered college preparatory, a course must provide students the academic foundation for successful completion of academic work at the four-year college level. This includes a balanced evaluation of (a) a course's content and (b) the rigor of performance tasks and assessments.

WHAT CRITERIA ARE USED TO EVALUATE CORE COURSES?

Eligibility Center staff is working to make the core course review process more transparent for high schools. The [High School Review Committee's Policies and Procedures](#) is a publicly available document outlining the criteria used for reviewing core courses.

For a course to be approved, it must meet:

- » All applicable NCAA core-course legislation.
- » Core-course criteria for review, noted within specific subject area, for both:
 - Rigor of performance tasks and assessments.
 - Course content.

NCAA core-course legislation and subject-specific examples of core-course criteria for review are noted in Appendix A of the High School Review Committee's Policies and Procedures.

COURSE CONTENT

This refers to what students are expected to know and do by the end of the course (e.g., content standards, desired learning outcomes, competencies, scope and sequence of topics, etc.). Specific examples of the criteria used for reviewing a course's content are available in Appendix A of the [High School Review Committee Policies and Procedures](#).

RIGOR OF PERFORMANCE TASKS AND ASSESSMENTS

To be approved, a course must include the application of knowledge through higher-order thinking and skills. Generally, this means a course shall include:

- » **Application of Skills and Concepts:** Assignments and assessments that require learners to apply information, conceptual knowledge and procedures to demonstrate subject matter mastery.
- » **Strategic Thinking:** Assignments and assessments that require learners to dissect large-scale knowledge and information into its smaller conceptual components.
- » **Extended Thinking:** Assignments and assessments that require linking multiple informational and knowledge-based elements to evaluate a concept as a whole.

Performance tasks and assessments may include quizzes, tests, projects-based assessments, midterm examinations, capstone experiences, final examinations, etc.

KEEP YOUR COURSE LIST UP TO DATE

After your school determines new course offerings, you should update your school's list of courses. If your school determines new course offerings in January and you promptly update your NCAA course list, course decisions will be made by the NCAA Eligibility Center in time for you to schedule students for the next academic year. You may update your school's list of NCAA courses through the [High School Portal](#), which also includes a [tutorial](#) on how to update your list.

Courses submitted through the High School Portal will be reviewed within three to five business days. Your high school's contacts will be notified by email of the status of the submitted courses.

CHANGING COURSE TITLES

If the title of a course is substantively changing, you should update your list in the [High School Portal](#). If it is simply a matter of word order, there is no need to submit the change. For example, Honors Biology, Biology Honors, H/Biology, HBio, BioH, Bio-H are all titles used to represent the same honors course in biology.

The following course title changes *SHOULD BE* updated:

- » *Freshman Composition to English 1;*
- » *Biology to Living Environment; and*
- » *Ancient Cultures to World History I.*

The following course title changes *DO NOT* need to be updated:

- » *Algebra 1 to Algebra I;*
- » *H Chem to Chem/H; or*
- » *Econ to Economics.*

ARCHIVING COURSE TITLES

You may choose to archive courses that are no longer taught, leaving them visible on your school's archived list. For example, if your school stops teaching a class on Shakespeare at the end of the 2022-23 school year, you may archive it, even though students who took the class may still be working through the NCAA eligibility process. A student who completes the Shakespeare class in the 2022-23 school year or before may be able to use the course in their certification.

Some schools prefer to keep courses on their active list until the last students who could have taken the course graduate. Other schools prefer to archive their courses once they are no longer taught. What difference does it make? A more concise list can help students, families and coaches find active courses more easily. Archiving your courses and updating your list of courses can be done via the [High School Portal](#).

WHAT HAPPENS WHEN COURSES ARE DESIGNATED “ADDITIONAL INFORMATION REQUIRED”?

When a course is designated “[Additional Information Required](#),” it means the review staff needs more documentation about the course to determine if it meets the criteria for review. The documentation may be uploaded via the Submit Pending Course Documents tab on the [High School Portal](#) for review.

For courses that are not approved and have a specific reasoning code assigned to it (i.e., RC5, RC11, RC12 and RC17), you may also submit additional information as listed above if your school believes the course meets the NCAA core-course legislation and criteria for review. Make sure you read and understand the [criteria for review for core courses](#) before taking the time to gather and submit documentation. **Note:** You have 60 days from the decision date to submit all required core-course documentation. If the upload link has expired, you must re-submit the course(s) via the Submit Updates to My School's list tab on the [High School Portal](#).

AUDITED COURSES

There may be times when a course erroneously appears on a high school's list of NCAA courses. This may be due to changes in NCAA legislation, or a course that was mistakenly submitted or approved.

When it becomes necessary to audit a course from a list, the NCAA Eligibility Center staff works to ensure students who have taken such a course in the past are not negatively impacted by the removal. For example, if “Health” appeared on a high school's list of NCAA courses and was subsequently audited, it would appear as “Not Approved” beginning the next academic year, with a notation that the course may be used through the school year it was audited. Therefore, students who took the course before it was audited and removed still would be able to use the course in their NCAA academic certification.

COLLEGE COURSES, DUAL-ENROLLMENT COURSES AND DUAL-CREDIT COURSES

College courses may be used to satisfy core-course requirements if the courses are awarded a grade and credit by the high school for any student and meet all other requirements for core courses. College courses must be placed on the student's high school transcript with a designation that the course was completed through a two- or four-year college. Courses completed at a college should not be submitted for your high school's list of NCAA courses. However, dual-enrollment courses that meet core-course requirements and are taught by your high school instructors should be submitted for inclusion on your school's core-course list.

NONTRADITIONAL AND ONLINE COURSES

Nontraditional courses are taught online or through distance learning, hybrid/blended, independent study, individualized instruction, correspondence or similar means. Generally, for a nontraditional course to count as an NCAA-approved core course, it must meet all of the following requirements:

- » The course must meet all requirements for an [NCAA-approved core course](#).
- » All students in the course must have regular and ongoing instructor-led interaction for the purposes of instruction, evaluation and assistance for the duration of the course. This may include, for example, exchanging emails between the student and teacher, online chats, phone calls, feedback on assignments and the opportunity for the teacher to engage the student in individual or group instruction.
- » The course must have a defined time period for completion. For example, it should be clear how long students are required to be enrolled and working in the course and how long a school would permit a student to work on a single nontraditional course.
- » Student work (e.g., exams, papers, assignments) must be available for evaluation and validation.
- » The course should be clearly identified as nontraditional on the student's official high school transcript.

See [Nontraditional and Online Courses](#) (reflecting NCAA Bylaw 14.3.1.3.2) for a complete list of requirements.

If a nontraditional course or program at your school/district has not yet been reviewed by the NCAA, contact the Eligibility Center Customer Service staff at 877-622-2321, 8:30 a.m. to 5:30 p.m. Eastern time Monday-Friday to begin the review process. For information on how COVID-19 has impacted the review of nontraditional and online classes, visit on.ncaa.com/COVID19_Spring2023.

When viewing your [school/program's course list](#) of NCAA-approved core courses, you will find information about any nontraditional programs or courses in the "High School Information" or "District Information" box as seen below.

HIGH SCHOOL/DISTRICT INFORMATION

Coursework from this school/program meets NCAA nontraditional core-course legislation.

CREDIT RECOVERY PROGRAMS

Many high schools offer credit recovery or credit retrieval programs for students to receive credit for a course they previously failed. These courses are also reviewed by the High School Review staff.

For a credit recovery program to be approved, the courses must meet the following requirements:

1. The courses must meet NCAA core-course requirements and, in some instances, nontraditional course requirements.
2. The high school must follow its credit recovery policies, regardless if the student is an athlete. The Eligibility Center may request the high school's policy, if necessary.
3. Repeated courses must be substantially comparable, qualitatively and quantitatively, to the previously attempted course.



GRADE-POINT AVERAGE

The NCAA Eligibility Center calculates a student's **core-course grade-point average** based on the grades they earn in NCAA-approved core courses. Only the best grades from the required number of NCAA core courses will be used. This means that the cumulative GPA listed on the student's high school transcript could be different than the NCAA core-course GPA used in their certification. Their core-course GPA is based solely on the grades they received in NCAA-approved core courses. To find your high school's list of NCAA-approved core courses, visit eligibilitycenter.org/courselist.

The student's core-course GPA is calculated on a 4.0 scale. Numeric grades such as 92 or 87 are converted to letter grades such as A or B. As part of this calculation, each grade received is assigned "quality points," as shown in the scale below.

The Eligibility Center does not use plus or minus grades when calculating a core-course GPA. For example, grades of B+, B and B- each will be worth three quality points. Weighted honors or advanced placement courses may improve their core-course GPA, but their **high school must notify** the Eligibility Center that it awards weighted grades in these classes.

In "Pass/Fail" grading situations, the Eligibility Center will assign the high school's lowest passing grade for a course in which the student received a "Pass" grade. For information on the impact of COVID-19 on "Pass/Fail" grades, visit on.ncaa.com/COVID19_Spring2023.

CALCULATING A STUDENT'S QUALITY POINTS

In order to determine the quality points earned for each course, multiply the quality points for the grade by the amount of credit earned.

Examples:

- » An A grade (4 points) for a trimester course (0.34 unit):
4 points x 0.34 unit = 1.36 total quality points
- » An A grade (4 points) for a semester course (0.50 unit):
4 points x 0.50 unit = 2.00 total quality points
- » An A grade (4 points) for a full-year course (1.00 unit):
4 points x 1.00 unit = 4.00 quality points

Use the worksheets on [pages 20](#) and [23](#) to help determine a student's core-course GPA.

QUALITY POINTS

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

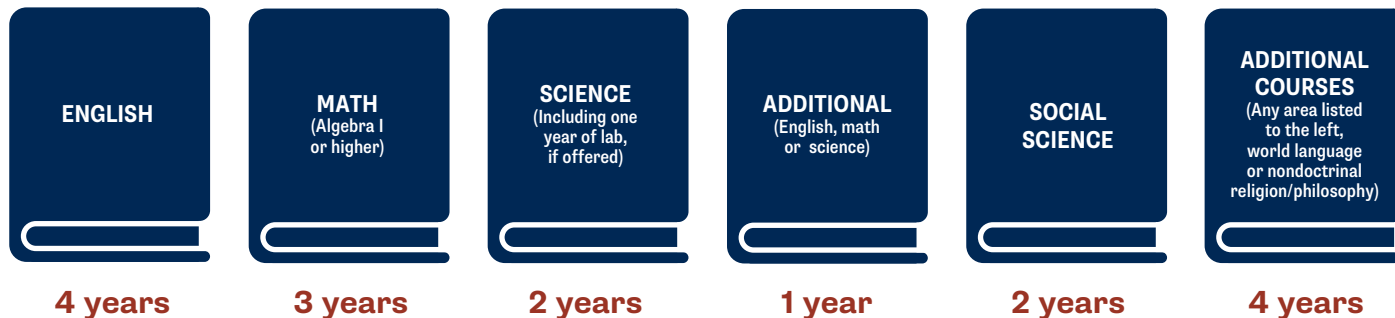
UNITS OF CREDIT

- 1 quarter unit = 0.25 unit
- 1 trimester unit = 0.34 unit
- 1 semester unit = 0.50 unit
- 1 year = 1 unit

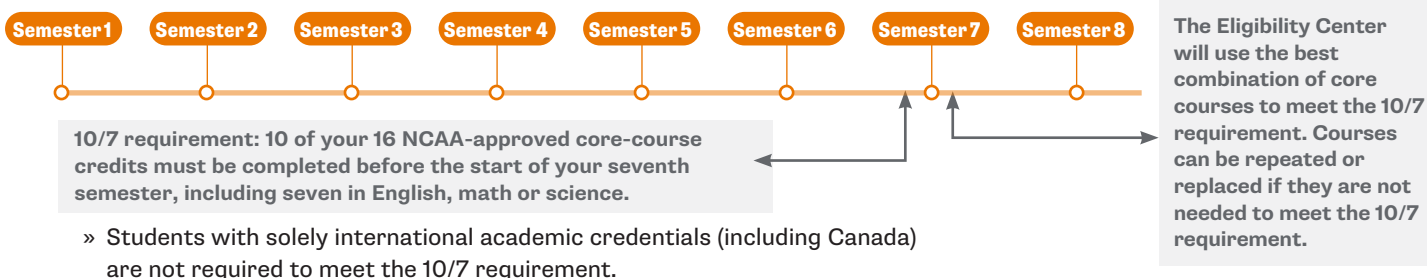
DIVISION I ACADEMIC STANDARDS

Division I schools require college-bound student-athletes to meet academic standards for NCAA-approved core courses and **core-course GPA**. To be eligible to practice, compete and receive an athletics scholarship in their first full-time year at a Division I school, they must meet all of the following requirements:

1. Earn 16 NCAA-approved core-course credits in the following areas:



2. Complete 10 of their 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of the seventh semester. Once they begin their seventh semester, any course that is needed to meet the 10/7 requirement cannot be replaced or repeated.



3. Complete their 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade. If they graduate from high school early, they still must meet core-course requirements.

4. Earn a minimum 2.3 core-course GPA.

5. Submit their final transcript with proof of graduation to the Eligibility Center.

How to plan their high school courses to meet the 16 core-course requirement:

$$4 \times 4 = 16$$

9th GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social Science and/or additional

4 CORE COURSES

10th GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social Science and/or additional

4 CORE COURSES

11th GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social Science and/or additional

4 CORE COURSES

12th GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social Science and/or additional

4 CORE COURSES

ACADEMIC CERTIFICATION DECISIONS

For Academic and Amateurism Certification accounts, an academic certification will be conducted to determine if a student meets Division I academic standards. Academic certifications are required for all college-bound student-athletes planning to compete at a Division I school. (An amateurism certification is also required and is included as part of an Academic and Amateurism Certification account; see [page 9](#).) The following items are required to complete a student's academic certification:

- » Official transcripts from **all** high schools attended.
- » Final **official transcript** with proof of graduation.
- » No open academic tasks in their NCAA Eligibility Center Certification account (see [page 9](#)).
- » Be on a Division I school's **institutional request list**.

Being placed on a Division I institutional request list means a student is being recruited and notifies the Eligibility Center to complete an academic evaluation for them after all of their required documents have been submitted.

If a student is being recruited by a **Division I school**, below are the most common decisions they may receive once a certification has been completed.



EARLY ACADEMIC QUALIFIER

If a student meets specific criteria after six semesters of high school, they may be deemed an early academic qualifier for Division I and may practice, compete and receive an athletics scholarship during their first year of full-time enrollment. To be an early academic qualifier, they will need:

- » A **core-course GPA** of 3.0 or higher in a minimum of 14 NCAA-approved core-course credits in the following areas:
 - Three years of English.
 - Two years of math.
 - Two years of science.
 - Two additional years of English, math or science.
 - Five additional core courses in any area.

A final high school transcript must be submitted to the Eligibility Center after high school graduation for all early academic qualifiers.

QUALIFIER

They may practice, compete and receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division I school.

ACADEMIC REDSHIRT

They may practice during their first regular academic term and receive an athletics scholarship during their first year of full-time enrollment but may NOT compete during their first year of enrollment. They must pass either eight quarter or nine semester hours to practice in the next term.

NONQUALIFIER

They will not be able to practice, compete or receive an athletics scholarship during their first year of enrollment at a Division I school.

WHAT IF A STUDENT DOESN'T GRADUATE ON TIME?

In Division I, if a student does not graduate on time (in four years/eight semesters), the Eligibility Center will still use their grades and coursework for the first four years/eight semesters for their certification. They will still need to provide proof of graduation (once they graduate) but may not use any

coursework taken after their eighth semester toward their certification. Information regarding the impact of COVID-19 and delayed enrollment can be found at on.ncaa.com/DelayedEnroll.

COURSES TAKEN BEFORE HIGH SCHOOL

If a student takes a high school class such as Algebra I or Spanish I in eighth grade, the class may count toward their 16 core courses if it appears on their high school's list of NCAA-approved core courses and is shown on their high school transcript with grade and credit.

COURSES TAKEN AFTER HIGH SCHOOL

For Division I, only courses completed in the first eight semesters will be used in a student's academic certification. If a student graduates from high school on time (in eight semesters) with their incoming ninth-grade class, they may use one core-course unit completed in the year after graduation (summer or academic year) and before enrolling full time at any college or university. Students may complete the core course at a location other than the high school from which they graduated as long as the course is taken prior to full-time enrollment at any college or university.

- » A college course taken after high school graduation may be used toward their initial eligibility and awarded 0.5 units from their college transcript (unless awarded one full unit on their home high school transcript). It must appear on their home high school transcript with grade and credit.

An additional core-course unit taken after on-time high school graduation cannot replace a course used to meet the core-course progression (10/7) requirement, but an additional core course after on-time graduation may replace one of the remaining six core-course units necessary to meet core-course requirements. For more information on the impact of COVID-19 and initial-eligibility requirements, visit on.ncaa.com/COVID19_Spring2023.

WHAT IF A STUDENT DOESN'T MEET THE DIVISION I STANDARDS?

If a student has not met all the Division I academic standards, they may not compete in their first year at a Division I school. However, if they qualify as an academic redshirt, they may practice during their first term in college and receive an athletics scholarship for the entire year.

To qualify as an academic redshirt, a student must:

- » Earn 16 NCAA-approved core-course credits.
- » Earn a minimum 2.0 **core-course GPA**.
- » Submit their final transcript with proof of graduation to the Eligibility Center.

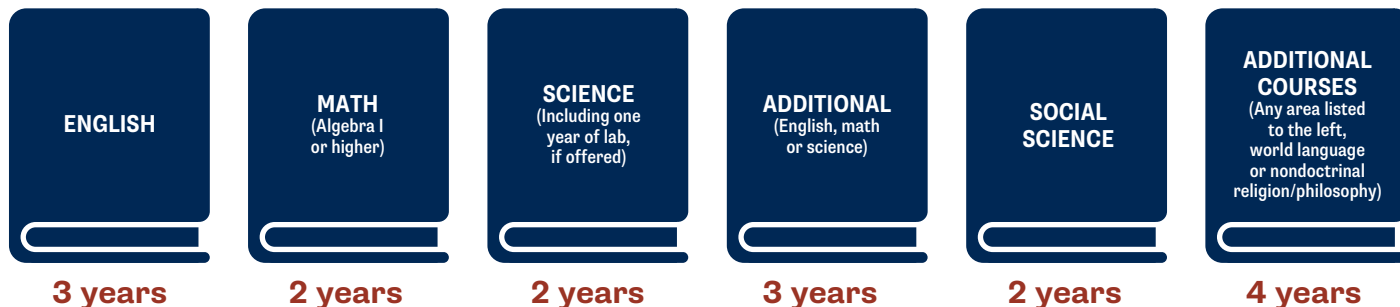


DIVISION II ACADEMIC STANDARDS

Division II schools require college-bound student-athletes to meet academic standards for NCAA-approved core courses and **core-course GPA**. To be eligible to practice, compete and receive an athletics scholarship in their first full-time year at a Division II school, they must meet all of the following requirements:



1. Earn 16 NCAA-approved core-course credits in the following areas:



2. Earn a minimum 2.2 core-course GPA.

3. Submit their final transcript with proof of graduation to the Eligibility Center.

Student-athletes enrolling at an NCAA member school Aug. 1, 2021, or later who do not meet Division II qualifier standards will be deemed partial qualifiers. All Division II partial qualifiers may practice and receive an athletics scholarship, but may NOT compete, during their first year of full-time enrollment at a Division II school.

ACADEMIC CERTIFICATION DECISIONS

For Academic and Amateurism Certification accounts, an academic certification will be conducted to determine if a student meets Division II academic standards. Academic certifications are required for all college-bound student-athletes planning to compete at a Division II school. (An amateurism certification is also required and is included as part of an Academic and Amateurism Certification account; see [page 9](#).) The following items are required to complete a student's academic certification:

- » Official transcripts from **all** high schools attended.
- » Final **official transcript** with proof of graduation.
- » No open academic tasks in their NCAA Eligibility Center Certification account (see [page 9](#)).
- » Be on a Division II school's **institutional request list**.

Being placed on a Division II institutional request list means a student is being recruited and notifies the Eligibility Center to complete an academic evaluation for them after all of their required documents have been submitted.

If a student is being recruited by a **Division II school**, see page 23 for the most common decisions they may receive once a certification has been completed.

WHAT IF A STUDENT DOESN'T MEET THE DIVISION II STANDARDS?

If a student has not met all of the Division II academic standards, they may not compete in their first year at a Division II school. However, they will be deemed a partial qualifier. All Division II partial qualifiers may practice and receive an athletics scholarship, but may NOT compete, during their first year of full-time enrollment at a Division II school.

CORE-COURSE TIMELINE

If a student plans to compete at a Division II school, they must earn 16 NCAA-approved core-course credits after starting freshman year and before their first full-time college enrollment.

COURSES TAKEN BEFORE HIGH SCHOOL

If a student takes a high school class such as Algebra I or Spanish I in eighth grade, the class may count toward their 16 core courses if it appears on their high school's list of NCAA-approved core courses and is shown on their high school transcript with grade and credit.

COURSES TAKEN AFTER HIGH SCHOOL

For Division II, a student may use an unlimited number of core courses completed after graduation (summer or academic year) and before enrolling full time at any college or university. Students may complete the core course(s) at a location other than the high school from which they graduated. A college course taken after high school graduation may be used toward their initial eligibility and awarded 0.5 credits from their college transcript (unless awarded one full credit on their home high school transcript). It must appear on their home high school transcript with grade and credit.



EARLY ACADEMIC QUALIFIER

If a student meets specific criteria after six semesters of high school, they may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship during their first year of full-time enrollment. To be an early academic qualifier, they will need:

- » A **core-course GPA** of 2.5 or higher in a minimum of 14 NCAA-approved core-course credits in the following areas:
 - Three years of English.
 - Three years of math.
 - Two years of science.
 - Six additional core courses in any area.

A final high school transcript must be submitted to the Eligibility Center after high school graduation for all early academic qualifiers.

QUALIFIER

They may practice, compete and receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division II school.

PARTIAL QUALIFIER

They may practice and receive an athletics scholarship, but may NOT compete, during their first year of full-time enrollment at an NCAA Division II school.

DIVISION II WORKSHEET

This worksheet is provided to assist your students in monitoring their progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine their academic status after they graduate. Encourage them to check [their high school's list](#) of NCAA-approved core courses for the classes they have taken or plan to take.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

ENGLISH (3 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
Example: English 9	0.5		4		(0.5 x 4) = 2
TOTAL ENGLISH CREDITS					TOTAL QUALITY POINTS
MATH (2 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
Example: Algebra I	1.0		3		(1.0 x 3) = 3
TOTAL MATH CREDITS					TOTAL QUALITY POINTS
SCIENCE (2 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL SCIENCE CREDITS					TOTAL QUALITY POINTS
ADDITIONAL YEARS IN ENGLISH, MATH OR SCIENCE (3 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL ADDITIONAL CREDITS					TOTAL QUALITY POINTS
SOCIAL SCIENCE (2 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL SOCIAL SCIENCE CREDITS					TOTAL QUALITY POINTS
ADDITIONAL ACADEMIC COURSES (4 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL ADDITIONAL ACADEMIC CREDITS					TOTAL QUALITY POINTS
TOTAL QUALITY POINTS FROM EACH SUBJECT AREA / TOTAL CREDITS = CORE-COURSE GPA		/		=	
QUALITY POINTS / CREDITS = CORE-COURSE GPA					

The information presented on or through this worksheet is made available solely for general information purposes. Given the manual data entry required, the NCAA does not warrant the accuracy or completeness of this information. Any reliance placed on this information is strictly at your own risk. We disclaim all liability and responsibility arising from any reliance placed on this worksheet, and any information included therein, by you or any other individual or entity who may be informed of its contents.

DIVISION III REQUIREMENTS

Division III schools provide an integrated environment focusing on academic success while offering a competitive athletics environment. Division III rules minimize potential conflicts between athletics and academics and focus on regional in-season and conference play to maximize academic, co-curricular and extracurricular opportunities. While Division III schools do not offer athletics scholarships, 80% of Division III student-athletes receive some form of merit- or need-based financial aid.

While Division III schools set their own admissions and academic requirements, **international student-athletes** (first-year enrollees and transfers) who initially enroll full time

at a Division III school on or after Aug. 1, 2023, are required to complete an Amateurism-Only Certification and receive an amateurism certification from the Eligibility Center. Students should contact the Division III school they plan to attend for more information about its academic requirements.



DIVISION III
DISCOVER | DEVELOP | DEDICATE



INTERNATIONAL STUDENTS

An **international student** is one who has taken coursework outside the United States (not including **Department of Defense Dependent Schools or American schools abroad**) at any point from the initial start of school year nine through secondary school graduation. If you're assisting an international student or a student who attended secondary school outside of the United States, refer to the **Guide to International Academic Standards for Athletics Eligibility** to determine when the student began year nine in their former pattern of education and the impact if reclassifying this student. As an international student, they must submit the following information:

- » Transcripts for years nine and up in the native language.
- » Proof of graduation in the native language, which may include certificates, diplomas and/or final leaving exams.
- » Certified line-by-line English translations of these documents if they are issued in a language other than English.

ADDITIONAL INFORMATION

For specific details about the documents they must submit, refer to the current **Guide to International Academic Standards for Athletics Eligibility** or visit the International Student-Athletes page at ncaa.org/international.

In certain situations, the NCAA Eligibility Center may request additional documentation to clarify that their academic information is complete, valid and accurate. The **task list** within their Eligibility Center account is used to communicate these requests, so be sure they check their email frequently for task notifications.

- » For information on **how to submit international documentation** and the impact of COVID-19 on submission procedures, visit on.ncaa.com/COVID19_Spring2023.
- » All documents submitted to the Eligibility Center become the property of the Eligibility Center and cannot be returned. This includes any mailed original documents.

Failure to include any of these items will delay the review of their records, so be sure they understand the documents required for the country in which they attended school by reviewing the current **Guide to International Academic Standards for Athletics Eligibility**, available for download at ncaapublications.com, or visit their country's specific information page at ncaa.org/countries.

Need help? International students with questions for the Eligibility Center's Customer Service team should use our International Contact Form, found at ncaa.org/contactinternational.

HOME SCHOOL STUDENTS

Learning at home is not necessarily the same as being homeschooled. Because of recent growth in online and virtual education, a student may be able to learn at home through an online school with online teachers, which would not be considered a parent-directed tutor.

Courses evaluated as home school courses are those in which a parent or parent-directed tutor:

- » Plans and delivers actual instructional activities such as lectures, discussions, tutorials, feedback or assistance.
- » Determines the student's comprehension of the material by grading and evaluating student performance and achievement on assignments and assessments and providing appropriate re-teaching and feedback.

- » Determines the overall grade the student achieved in the course.
- » Places the grade on a transcript or grade report or reports the grade to an approved home school umbrella program.

HOW TO REGISTER

If a home school student wants to play NCAA sports at a Division I or II school, they need to register with the Eligibility Center and meet the same standards as all other students.

Once they have completed their registration, visit ncaa.org/student-athletes/future/home-school-students and download the **Home School Toolkit**. This resource provides them with all of the necessary **home school resources**.

ROLE OF THE HIGH SCHOOL

As a high school counselor, you're pulled in many different directions every day. The Eligibility Center would like to take this opportunity to say "Thank You!" for the efforts that you put forth for student-athletes. When working with future NCAA student-athletes, here are some guidelines that can help streamline your efforts:

WHAT STUDENTS NEED FROM THE HIGH SCHOOL'S PRIMARY/SECONDARY CONTACTS

- » Maintain your high school's account to ensure it's accurate and up to date. It is best practice to update **your high school's list** of NCAA-approved courses after your school determines new course offerings, but before you begin registering students for those courses.
- » Upload official transcripts for all registered students at the end of each academic year and when they graduate high school.
- » Maintain your high school's contact information with the Eligibility Center by logging in to the **High School Portal** and visiting Update Contact Info. If you're a new contact and need access to your high school's account, but the current primary and secondary contacts are no longer at your high school, complete the **High School Contact Change Form**.
- » Monitor your high school's fee waiver report and **submit fee waivers** for student registrations, when applicable.
- » Monitor the Tasks tab on the High School Portal and respond to requests for information within the noted timeframes.

HOW HIGH SCHOOL COUNSELORS CAN HELP THEIR STUDENTS

- » Know **Division I academic standards**, **Division II academic standards** and **Division III amateurism requirements**.
- » Encourage your college-bound student-athletes to create a free Profile Page account at **eligibilitycenter.org** before their freshman year of high school (or year nine of secondary school).
- » Help students calculate their **core-course GPA** with the worksheets on **pages 20** and **23**.

One of the main tools you will use as a high school counselor is the **High School Portal**. Through the portal, your school's primary or secondary contacts may submit core-course changes, upload official transcripts, submit fee waivers, search for students from your high school who have registered with the Eligibility Center and update your school's contact information. You can find a tutorial on using the portal **here**.

RESPONSIBILITIES THAT MAY BE DELEGATED TO OTHER INDIVIDUALS

- » *Who determines if students should and should not register with the Eligibility Center?*
 - o The student's family should make the final decision on whether the student should **register with the Eligibility Center**. High school counselors should encourage students to create a free Profile Page account until they want to take an official visit, sign an NLI or are being actively recruited by an NCAA school, at which time they should **transition** their account to a **Certification account**.
 - o Coaches should provide advice on how likely it is that the student will play NCAA sports.
- » *How are students noticed or recruited for college sports?*
 - o Coaches should advise and assist students during the recruiting process.
 - o The student's family should contact **NCAA schools** the student is interested in attending.
- » *Who helps the student and their family understand recruiting rules?*
 - o The NCAA school(s) recruiting the student should ensure the recruiting rules are followed. Rules differ by **sport and division**.
- » *How does a student meet eligibility requirements?*
 - o The ability to meet initial-eligibility requirements is the responsibility of the student.
 - o When an academic and amateurism certification is requested by an NCAA Division I or II school, the Eligibility Center will perform a certification based on the academic information provided by the student and high school(s).
 - o When an amateurism certification is requested by an NCAA Division III school for an international student-athlete (first-year enrollee and transfer), the Eligibility Center will perform a certification based on the amateurism information provided by the student and high school(s).
 - o Student-athlete academic achievement begins freshman year of high school (or year nine of secondary school). Eligibility is a four-year process and every semester counts.

Want this information in a printable form? Visit **on.ncaa.com/HSCounQuickTips**.



ACCESSING YOUR SCHOOL'S ACCOUNT

If your high school has an account, log in with your high school's six-digit CEEB code and password. Your high school will also have a five-digit PIN. This will be required as validation for contacts who call the Eligibility Center's Customer Service team. **Note:** *Each high school account has one unique password that is shared between contacts.*

You can keep your code and PIN handy by entering them in the form below:

High School Code

PIN

FORGOT YOUR PASSWORD?

- » If you're listed as a current contact in your high school's account and have forgotten your password, please select "Forgot Password? Click here to reset it" on the [High School Portal](#) login page. A temporary password will be sent to your email. You will use this temporary password to log in and create a new password. If you do not receive a temporary password, please contact our Customer Service team at 877-622-2321, 8:30 a.m. to 5:30 p.m. Eastern time Monday-Friday.
- » If you're a new contact and need access to your high school's account, but the current primary and secondary contacts are no longer at your high school, complete the [High School Contact Change Form](#).
- » If you have forgotten your PIN, log in to your account, click "High School Info," then select "View/Update PIN" from the dropdown.

If you do not yet have an account with courses listed or your account status is None, call our Customer Service team at 877-622-2321, 8:30 a.m. to 5:30 p.m. Eastern time Monday-Friday, to start the [high school account review process](#).

HIGH SCHOOL COUNSELOR RESOURCES

As a high school counselor, you play an important role in helping students understand the requirements to study and compete in college sports at an NCAA school. Below are resources to help answer the most commonly asked questions.

FOR HIGH SCHOOL COUNSELORS

- [How to Use the High School Portal](#)
- [Resources for High School Administrators](#)
- [Division I Academic Requirements](#)
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FOR STUDENTS AND THEIR FAMILIES

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- [NCAA Eligibility Center Registration](#)
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IMPORTANT RECRUITING TERMS

Celebratory standardized signing form (a form used by Division III schools): This form is a standard NCAA-provided, nonbinding athletics celebratory signing form after a college-bound student-athlete has been accepted for enrollment at a Division III school.

Contact: A contact happens any time a college coach says more than “Hello” during a face-to-face meeting with a student or the student’s family members off the college’s campus.

Contact period: During a contact period, a college coach may have face-to-face contact with a student or a student’s family members, watch the student compete or visit the student’s high school, and call or write the student or the student’s family members.

Dead period: A college coach may not have any face-to-face contact with a student or the student’s family members on or off the college campus at any time during a dead period. The coach may call and write the student or the student’s family members during this time.

Evaluation: An evaluation happens when a college coach observes a student practicing or competing.

Evaluation period: During an evaluation period, a college coach may watch a student compete, visit the student’s high school and call or write the student or the student’s family members. However, a college coach may not have face-to-face contact with a student or the student’s family members off the college’s campus during an evaluation period.

Financial aid (scholarship): Any money a student receives from a college or another source, such as outside loans or grants. Financial aid may be based on athletics ability, financial need, scholarships or academic achievement.

Five-year clock: If a student plays at a Division I school, the student has five calendar years in which to play four seasons of competition. A student’s five-year clock starts when the student enrolls as a full-time student at any college. Thereafter, the clock continues, even if the student spends an academic year in residence as a result of transferring, decides to redshirt, does not attend school or attends part time during their college career.

Full-time student: Each school determines what full-time status means. Typically, a student is a full-time student if they are enrolled for at least 12 credit hours in a term, but some schools define a full-time student as someone who takes fewer than 12 credit hours in a term.

Institutional request list: An institutional request list is a list of college-bound student-athletes who an NCAA Division I and/or II school (or Division III for international or transfer students) is interested in recruiting. The action of adding a college-bound student-athlete to the IRL informs the NCAA Eligibility Center of the school’s interest in having an academic and amateurism certification decision for the student-athlete.

International student: An international student is any student who is enrolled in a secondary school outside the United States, **U.S. territories** or Canada.

Official commitment: When a student officially commits to attend a Division I or II college, the student signs a **National Letter of Intent**, agreeing to attend that school for one academic year.

Official visit: Any visit by a student and the student’s family members to an NCAA school campus paid for by that NCAA school. During an official visit, the college can pay for transportation to and from the college for a student (and up to two family members in Division I basketball and FBS football), lodging and meals (Division I allows for up to three meals per day) for the student and up to four family members, as well as reasonable entertainment expenses, including five tickets to a Division I or II home sports event. Before a Division I or II college may invite a student on an official visit, the student will have to provide the college with a copy of their high school transcript and register for an Academic and Amateurism Certification account with the **Eligibility Center**. In Division I, the student may not make an official visit during

a recruiting shutdown period or a dead period. In Division II, the student may not make an official visit during a dead period.

Quiet period: During this time, a college coach may not have any in-person contact with a student or the student’s family members off the college’s campus. A coach may not watch the student play or visit the student’s high school during this period. The student and their family members may visit a college campus during this time. A coach may call or write the student or their family members during this time.

Recruited: If a college coach contacts a student off campus, pays a student’s expenses to visit the campus, or (in Divisions I and II), issues a **National Letter of Intent** or a written offer of financial aid, the student is considered to be recruited.

Recruiting calendar: NCAA schools limit recruiting to certain periods during the year. **Recruiting calendars** promote the well-being of college-bound student-athletes and ensure fairness among schools by defining certain periods during the year in which recruiting may or may not occur in a particular sport.

Recruiting shutdown: A recruiting shutdown is a period of time when no forms of recruiting (e.g., contacts, evaluations, official or Division I unofficial visits, correspondence, or marketing or receiving telephone calls) are permissible.

Season of competition: Generally, NCAA rules say that any competition in a season – regardless of the amount of time – counts as having played a season in that sport. If a student plays any time during a season, regardless of how long the student played, it counts as having played for an entire season in that sport. A student’s season of competition starts when they spend one second in competition on the field, court, gym or track. In Division III, students also use a season if they practice at any time after the first contest.

Ten-semester/15-quarter clock: If a student plays at a Division II or III school, the student has the first 10 semesters or 15 quarters in which they are enrolled as a full-time student to complete four seasons of competition. A student uses a semester or quarter any time they attend class as a full-time student or are enrolled part time and compete for the school. A student does not use a term if they only attend part time with no competition or are not enrolled for a term.

Two-year college: Any school from which students can earn an Associate of Arts, Associate of Science or Associate of Applied Science degree within two years. Some people call these schools community colleges or junior colleges.

Unofficial visit: Any visit by a student and the student’s family members to an NCAA school campus paid for by the student or the student’s family members. The only expense a student may receive from the NCAA school is three complimentary admissions to a Division I home athletics contest and one meal on or off campus, or five complimentary admissions to a Division II home athletics contest. The student may make as many unofficial visits as they like after the first permissible date in each sport. The only time the student cannot talk with a coach during an unofficial visit is during a dead period. In Division I, the student may not make an unofficial visit during a recruiting shutdown period or a dead period. In Division II, the student may not make an unofficial visit during a dead period. In Division III, students may receive one on-campus meal as well as admission to a home athletics event for the student and those accompanying them.

Verbal commitment: A verbal commitment happens when a student verbally agrees to play sports for a college before they sign or are eligible to sign a **National Letter of Intent**. The commitment is not binding on the student or the school.

Walk-on: A student-athlete who is not recruited by an NCAA school to participate in sports and does not receive a scholarship from the school, but who becomes a member of one of the school’s athletics teams.



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