

HIGH SCHOOL COUNSELOR QUICK TIPS

High school counselors play a vital role in preparing students for college academically. Here is a quick overview of the NCAA Eligibility Center process to help guide student-athletes and ensure they are ready for college sports.

ROLE OF THE HIGH SCHOOL COUNSELOR

Ongoing

- » Maintain your **school's account** to ensure it is accurate and up to date. We recommend you update your NCAA list of core courses after your school determines new course offerings, but before you begin registering students for courses.
- » Ensure any nontraditional programs (credit recovery, virtual or online courses, etc.) offered at your school have been reviewed. Contact the Eligibility Center to discuss your programs and initiate a review.
- » Encourage your college-bound student-athletes to create an account at **eligibilitycenter.org** before their freshman/ninth year of high school.
- » Submit **fee waivers** via the **High School Portal** for student registrations, when applicable. If a student qualified for an SAT or ACT fee waiver, they qualify for a registration fee waiver with the Eligibility Center.
- » Upload official transcripts for all registered students at the end of each academic year and when they graduate high school.

Other Helpful Items to Know

- » To be eligible to compete in **Division I**, students must earn a minimum core-course GPA of 2.3 with a corresponding test score on the sliding scale and meet the core-course progression and distribution requirements. Students hoping to compete in **Division II** must earn a minimum core-course GPA of 2.2 with a corresponding test score on the sliding scale and meet the core-course distribution requirement. More information regarding the impact of COVID-19 and test scores can be found at on.ncaa.com/COVID19_Fall2022.
- » More information about initial-eligibility standards for Divisions I and II, including core-course requirements and minimum scores, can be found at ncaa.org/student-athletes/future.
- » Student-athletes being recruited by or planning to attend a Division I or II school should create a **Certification account**, while students planning to attend a **Division III** school or who are not sure where they want to attend should create a free **Profile Page account**. Students should only create one account, as they can **transition** their Profile Page to a Certification account when needed. A Certification account is needed when a student-athlete is placed on a Division I or II school's **institutional request list**, for Division I or II **official visits**, or when signing a **National Letter of Intent**.
- » Resources for student-athletes with questions about name, image and likeness are available at ncaa.org/about/taking-action. For additional information, student-athletes should contact the compliance office of the recruiting NCAA school or their state high school athletic association.
- » For more information on the Eligibility Center and how counselors can assist students, review the **Guide for High School Counselors**.



ROLE OF THE STUDENT

Students are responsible for maintaining their academics throughout high school. These tips will help keep them on track for meeting academic initial-eligibility standards.

9th GRADE REGISTER



- » *Start planning now!* Take the right courses and earn the best grades possible.
- » Find your high school's list of NCAA-approved core courses at eligibilitycenter.org/courselist.
- » Register for a free Profile Page account at eligibilitycenter.org for information on NCAA initial-eligibility requirements.

10th GRADE PLAN



- » If you fall behind academically, ask your counselor for help finding approved courses you can take.
- » If you are being actively recruited by an NCAA school and have a Profile Page account, **transition** it to a **Certification account**.
- » Monitor the task list in your Eligibility Center account for next steps.
- » At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

11th GRADE STUDY



- » Check with your counselor to make sure you are on track to complete the required number of NCAA-approved **core courses** and graduate on time with your class.
- » Take the **SAT/ACT** and submit your scores to the Eligibility Center using code 9999.*
- » Ensure your sports participation information is correct in your Eligibility Center account.
- » At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

12th GRADE GRADUATE



- » Complete your final NCAA-approved **core courses** as you prepare for graduation.
- » Take the **SAT/ACT** again, if necessary, and submit your scores to the Eligibility Center using code 9999.*
- » Request your final amateurism certification beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at eligibilitycenter.org.
- » After you graduate, ask your counselor to upload your final official transcript with proof of graduation to your Eligibility Center account.
- » **Reminder:** Only students on an NCAA Division I or II school's **institutional request list** will receive a certification.

* More information regarding the impact of COVID-19 and test scores can be found at on.ncaa.com/COVID19_Fall2022.

CONTACT THE NCAA ELIGIBILITY CENTER

High school support line: 877-622-2321

Hours: 8:30 a.m. to 5:30 p.m. Eastern time

[@ncaaec](https://twitter.com/ncaaec) [@playcollegesports](https://www.instagram.com/playcollegesports) [@ncaaec](https://www.facebook.com/ncaaec)

