



New School Process

Please read the following slides carefully, as they provide helpful information about the new school account creation process.



What Defines a New School?

- If your school is newly established and does not have a List of NCAA Courses with the NCAA Eligibility Center, you would be considered a new school.
- If your school has been in existence for a time, but has never asked to develop a List of NCAA Courses, you would be considered a new school.

Step One

- To create an account with the NCAA Eligibility Center, you must call our toll-free high school line at 877/622-2321 and speak to a customer service representative.
- The customer service representative will take some basic demographic information from you, including contact names, phone numbers and email addresses.
- The customer service representative will send you an email with the login and PIN information.
- You cannot proceed until you get this email. Once you get the email, you may proceed.
- The remainder of these slides show the process once you receive your email with login and PIN information.

This is the email you will receive. Note your HS Code and PIN are here. KEEP THIS EMAIL as it contains your HS Code and PIN.

Do not reply to this message. If you need assistance, contact the NCAA Customer Service Center at 877/622-2321

Thank you for creating an account with the NCAA Eligibility Center. Please note that for BLUE SCHOOL, your High School Code is 850138 and your PIN is 17481. IMPORTANT: Keep this information as you will need it to log into your new school registration process, as well as your NCAA Eligibility Center account after your registration has been processed.

In order for the NCAA Eligibility Center to better serve you, a New School Registration must be completed. To begin the registration process, please click on the link provided below. After you log in, you will be prompted to fill out information regarding your school's academic curriculum and athletic program.

Be sure to save this email as you may need to log into this process more than once to complete all the required sections.

To complete registration, you will need to provide copies of the following documents:

- Course catalog for the current academic year
- Academic year calendar
- Master schedule
- Official grading scale
- Sample student transcript
- Official policy on: repeated courses, graduation requirements and academic integrity

This link is specific to the new school registration process and BLUE SCHOOL, so do not share it.

[This is where the link will be. Click on this link to begin the process.](#)

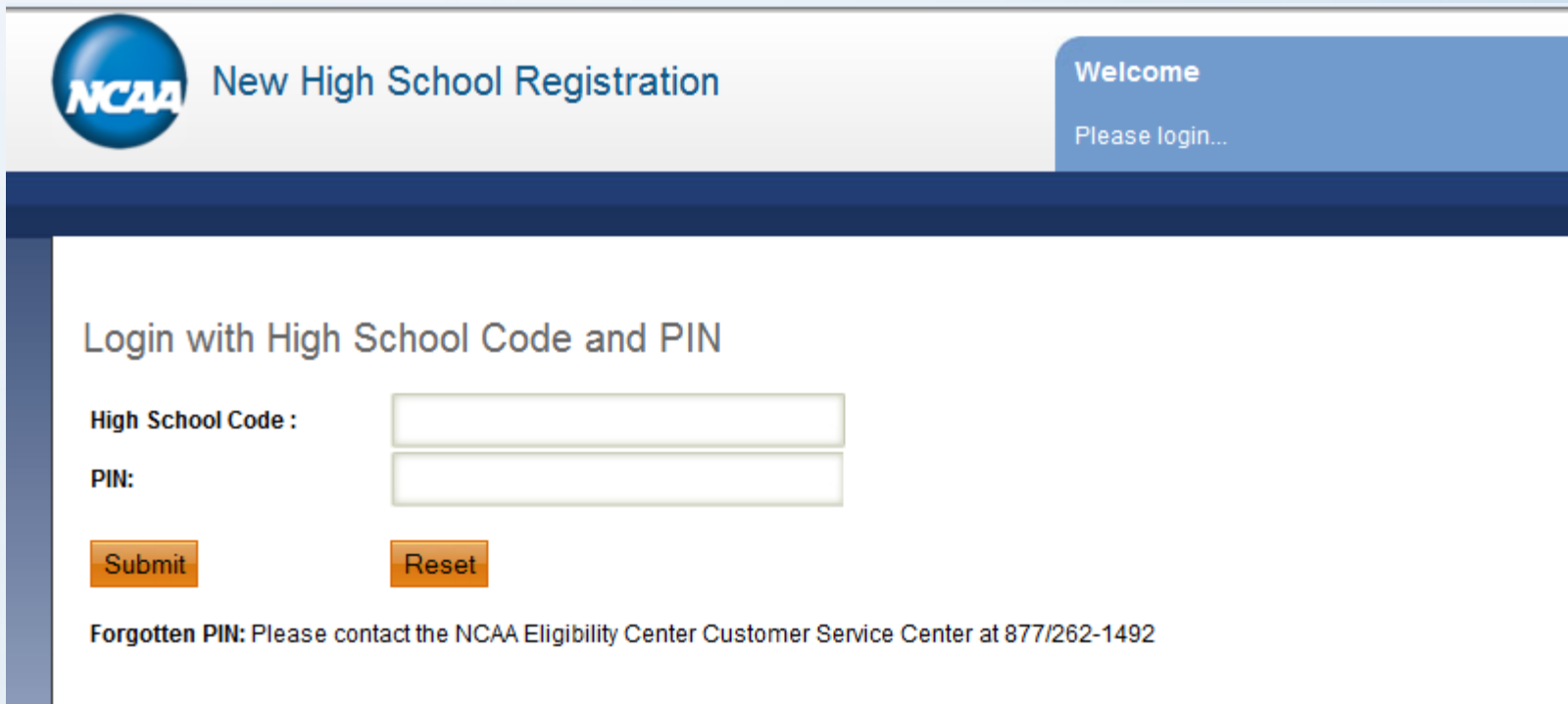
Please note that you have 30 days to complete registration. If registration is not completed within 30 days your school will be automatically withdrawn from this process.

Thank you,
The NCAA Eligibility Center

Note that you will need this information to complete the process. All material must be uploaded at the same time; you do not have the option to send documents in separate emails, faxes or uploads.

When you are ready to begin and have all your documents compiled and ready to upload, click on the link.

This is the login page. Retrieve the HS Code and PIN from the email you received, then type your HS Code and PIN in the fields supplied and click “Submit.”



The screenshot shows the NCAA New High School Registration login page. At the top left is the NCAA logo and the text "New High School Registration". At the top right, a blue box contains the text "Welcome" and "Please login...". The main content area is titled "Login with High School Code and PIN". It features two input fields: "High School Code :" and "PIN:". Below these fields are two orange buttons: "Submit" and "Reset". At the bottom, there is a link for "Forgotten PIN: Please contact the NCAA Eligibility Center Customer Service Center at 877/262-1492".

NCAA New High School Registration

Welcome
Please login...

Login with High School Code and PIN

High School Code :

PIN:

Forgotten PIN: Please contact the NCAA Eligibility Center Customer Service Center at 877/262-1492

This is important! You must acknowledge:

1. The person that fills out the information for your school is qualified and authorized to do so.
2. The information you provide must be accurate and complete.
3. There are consequences to providing false or misleading information.
- 4. This is your full and final submission. You cannot change your responses or information later.**

Terms and Conditions

The process you are about to begin will require you to answer myriad questions about your school/program as well as upload various school-related documents. It is important that the information you provide is reviewed and approved by the individual(s) qualified to do so at your school/program.

The NCAA and the NCAA Eligibility Center rely on the accuracy and integrity of documents from schools in this process and the individual student process. Therefore, it is extremely important that the information you provide is accurate and complete. Further, failure to provide all documentation may result in your school being withdrawn from the process.

It is important to understand that knowingly furnishing the NCAA Eligibility Center, the NCAA or any NCAA member institution with false or misleading information or omitting information may result in your school being withdrawn from the process or may disqualify courses, grades and/or graduation from your school being used in the NCAA initial-eligibility process.

Finally, please understand that the responses and documents you provide are considered your school's/program's full and final submission.

- I acknowledge
- I **do not** acknowledge

Submit

Reset

Demographic Information

*If your high school does not have a High School CEEB and you wish to obtain one, please contact the Education Testing Service (ETS) prior to completing this registration. The ETS website is www.ets.org.

High School Name*

CEEB Code (6-Digits)

High School Website Address*
(Address must begin with <http://> or <https://>)

All fields marked with * are required. Once you are done filling out the demographic information, click "Save and Continue."

Campus Address

Street1*

City*

Zip*

Street2

State*

Administrative Address

Click here if Administrative Address is same as Campus Address.

Street1*

City*

Zip*

Street2

State*

Primary Contact Information

Primary Contact Name*

Title*

Email*

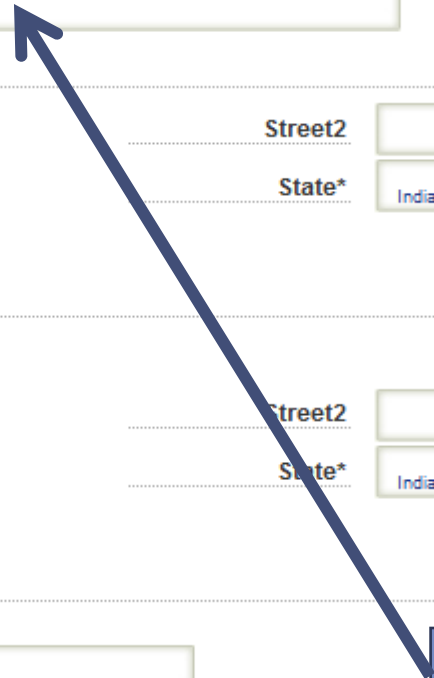
Phone*
(Enter numbers only)

Phone Ext
(Enter numbers only)

Fax
(Enter numbers only)

Don't have a school website?
Input <http://www.ncaa.org>

Secondary Contact Information



How you answer this question will determine what kind of questionnaire you will be asked to complete, and what documents you will need to upload.

[Home](#)

[Terms](#)

[Demographic Information](#)

[HS Information](#)

Courses at my school/program are primarily online, hybrid/blended, independent study, individualized instruction, competency based, correspondence, distance learning or courses taught by similar means.

..... Yes

..... No

Save

Save and Continue

If your school is a “traditional” brick and mortar school and you have checked “No” to the question on the previous slide, then the next two slides apply to you.

If you checked “Yes” that your school is primarily online or “nontraditional,” skip the next two slides.

“TRADITIONAL” BRICK AND MORTAR

- In this example, we selected that our school was NOT primarily online. Selecting “No” brings up two additional questions: one regarding home school and one regarding any additional courses you may offer through nontraditional means.

Home

Terms

Demographic Information

HS Information

Courses at my school/program are primarily online, hybrid/blended, independent study, individualized instruction, competency based, correspondence, distance learning or courses taught by similar means.

Yes

No

Answer this question about home school.

Does your school serve home school students and their parents?

Yes

No

Does your school offer coursework, including credit recovery, through any of the following: Online, Blended/Hybrid, Independent Study, Nontraditional Format, Correspondence, or Software-Based Technology?

Yes

No

Answer this question about whether your school offers courses through any means listed.

Save

Save and Continue

“TRADITIONAL” BRICK AND MORTAR

- In this example, we selected that our school was NOT primarily online, but that we did offer courses through a separate nontraditional format.

Home

Terms

Demographic Information

HS Information

Courses at my school/program are primarily online, hybrid/blended, independent study, individualized instruction, competency based, correspondence, distance learning or courses taught by similar means.

- Yes
- No

Does your school serve home school students and their parents?

- Yes
- No

Does your school offer coursework, including credit recovery, through any of the following: Online, Blended/Hybrid, Independent Study, Nontraditional Format, Correspondence, or Software-Based Technology?

- Yes
- No

Program Type

Program Name

--- Select ---



Add Program

Save

Save and Continue

If your school DOES offer courses as listed, click “Yes” and you will be asked to provide information about the type of program and its name.

You can click on “Add Program” if you offer courses through more than one program or means.

“NONTRADITIONAL” PROGRAM

- In this example, we selected that our school is primarily nontraditional.
- Selecting “Yes” brings up one additional question about home school.

Home

Terms

Demographic Information

HS Information

Courses at my school/program are primarily online, hybrid/blended, independent study, individualized instruction, competency based, correspondence, distance learning or courses taught by similar means.

Yes

No

Does your school serve home school students and their parents?

Yes

No

Save

Save and Continue

This is your task list, and it is generated according to how you characterized your school in the questions you answered previously.

- **In all cases, start with the “New School Packet” first.**
- Click on the New School Packet PDF as shown below.

Home Terms Demographic Information HS Information **Tasks** Resources

Tasks

Task Information	Task Name	Response
Thank you for registering with the NCAA Eligibility Center. To complete your registration you must provide basic information on your school. Click here to open the New School Information Packet. Please save this document to your desktop, fill out form completely and upload under the Response Section	New School Packet	Click here to upload documents.
The NCAA Eligibility Center must receive complete academic curriculum details on your school before a review can be completed. Click here to open up the Academic Review Questionnaire. Please save this document to your desktop, fill out form completely and upload under the Response Section.	ARQ Program	Click here to upload documents.
The NCAA Eligibility Center must receive complete details on the nontraditional coursework provided at your school before a review can be completed. Click here to open up the Nontraditional Coursework Questionnaire. Please save this document to your desktop, fill out form completely and upload under the Response Section.	ABC Program	Click here to upload documents.

I am finished. Submission is ready for review.

This New School Information Packet is a PDF document that contains information, directions and questions you need to complete.

- **DO NOT LEAVE ANY PART OF THIS FORM BLANK.**
- Take your time and be complete and detailed. Remember, this is your full and final submission regarding information for your school.
- Once you have finished completing this form, save it to your computer to upload later.



New School Information Packet

The process you are about to begin will require you to answer myriad questions about your school/program as well as upload various school-related documents. It is important that the information you provide is reviewed and approved by the individual(s) qualified to do so at your school/program.

You will need to upload the following documents. Make sure you have them on hand before beginning the process:

- Course catalog from the current academic year;
- Academic year calendar;
- Master schedule;
- Official grading scale;
- Sample student transcript;
- Transcript key; and
- Official policy on: repeated courses, graduation requirements and academic integrity.

The NCAA Eligibility Center relies on the accuracy and integrity of documents from schools in this process and the individual student process. Therefore, the information you provide must be accurate and complete. Failure to provide all documentation may result in your school being withdrawn from the process.

Knowingly furnishing the NCAA Eligibility Center, the NCAA or any NCAA member institution with false or misleading information or omitting information may result in your school being withdrawn from the process or may disqualify courses, grades and/or graduation from your school being used in the NCAA initial-eligibility process.

Responses and documents you provide are considered your school's/program's full and final submission.

Once you have filled out New School Information Packet PDF and saved it to your computer, you are ready to upload the New School Packet and Related Documents. Remember, you need to have the following related documents ready and available to upload. **You only get one chance to upload all your documents, all at the same time.** The system does not allow you to upload documents in separate sessions. You must upload all documents all at the same time.

You need to upload:

- ✓ Your New School Information Packet (PDF);
- ✓ Course Catalog from current academic year;
- ✓ Academic Year Calendar;
- ✓ Master Schedule;
- ✓ Official Grading Scale;
- ✓ Sample Student Transcript;
- ✓ Transcript Key/Explanation of Transcript Notations; and
- ✓ Official school policy on repeated courses, graduation requirements and academic integrity.

This is the upload page. As a reminder, ***you need to upload all these documents at the same time.***

- Only .PDF and .DOC files may be submitted.
- Once you have uploaded all the documents, verify by clicking the applicable check boxes that you have uploaded all the requested information. You will then be able to click “Upload.”

Home Terms Demographic Information HS Information Tasks

Please upload **New School Packet and related documents**

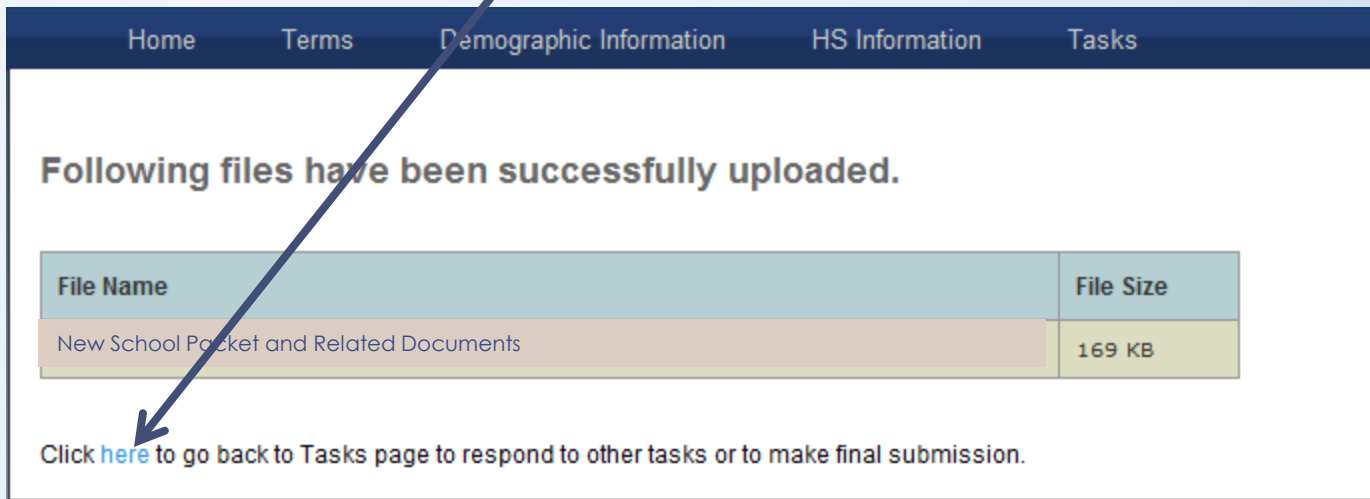
There is **only one (1) opportunity to submit** this information. Select Cancel if the necessary information is not ready for submission.

Only **.pdf** and **.doc** files can be submitted. Maximum of **10 files** (not exceeding **5MB** each) can be uploaded.

Please verify that you have uploaded the following document:

- New School Packet
- Course Catalog
- Academic Year Calendar
- Master Schedule
- Official Grading Scale
- Sample Student Transcript
- Transcript Key
- Official Policy on: repeated courses, graduation requirements and academic integrity

After you have successfully uploaded your New School Information PDF and related documents, you will see your upload confirmation, and an invitation to go back to your Tasks page to finish the process.



Home Terms Demographic Information HS Information Tasks

Following files have been successfully uploaded.

File Name	File Size
New School Packet and Related Documents	169 KB

Click [here](#) to go back to Tasks page to respond to other tasks or to make final submission.

- You will see that you have successfully completed the New School Packet Task.
- In this sample school, there are still two tasks to complete. Depending on how you answered your initial questions, you may have fewer tasks or more tasks.
- In this sample school, the Academic Review Questionnaire PDF needs to be opened, completed and uploaded.
- In this sample school, the Nontraditional Coursework Questionnaire PDF needs to be opened, completed and uploaded.

Home

Terms

Demographic Information

HS Information

Tasks

Tasks

Task Information	Task Name	Response
The NCAA Eligibility Center must receive complete academic curriculum details on your school before a review can be completed. Click here to open up the Academic Review Questionnaire. Please save this document to your desktop, fill out form completely and upload under the Response Section.	ARQ Program	Click here to upload documents .
Thank you for registering with the NCAA Eligibility Center. To complete your registration you must provide basic information on your school. Click here to open the New School Information Packet. Please save this document to your desktop, fill out form completely and upload under the Response Section	New School Packet	Your response received.
The NCAA Eligibility Center must receive complete details on the nontraditional coursework provided at your school before a review can be completed. Click here to open up the Nontraditional Coursework Questionnaire. Please save this document to your desktop, fill out form completely and upload under the Response Section.	ABC Program	Click here to upload documents .

I am finished. Submission is ready for review.

Once all uploads are complete, you will see that your responses are received and your tasks are complete. You may now click on the “I am finished. Submission is ready for review.” button.

Home

Terms




Demographic Information

HS Information

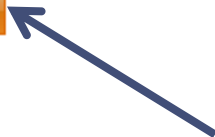
Tasks

Resources

Tasks

Task Information	Task Name	Response
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I am finished. Submission is ready for review.



- This is important! Please read and acknowledge the Terms and Conditions.

You are about to submit your registration form to the NCAA Eligibility Center for review. Please note that once you have submitted your registration form you will not be able to change any information on your registration form.

Terms and Conditions

By submitting this information to the NCAA Eligibility Center, I verify that the information provided regarding my school/program is complete and accurate. I further verify that the information has been reviewed and approved by the individual(s) qualified to do so at my school/program. The responses I provide for the purposes of this review will be considered my school's/program's full and final submission.

I agree that failure to provide all documentation (answers to all questionnaires, charts and the required documents) may result in my school being withdrawn from the process.

I understand that knowingly furnishing the NCAA Eligibility Center, the NCAA or any NCAA member institution with false or misleading information or omitting information may result in my school being withdrawn from the process or may disqualify courses, grades and/or graduation from my school from being used in the NCAA initial-eligibility process.

I understand that my school's information may not be processed if no NCAA membership institution requests eligibility status for any current or former student.

I Acknowledge.

The following are terms and conditions that all scholastic entities seeking or having received a review of courses by the NCAA Eligibility Center MUST comply with, in all respects. Failure to do so may subject the entity to NCAA Eligibility Center action, including, but not limited to, withdrawal of an entity's list of NCAA courses or submissions therefor.

The NCAA, including its Eligibility Center, does not endorse, certify, officially recognize or accredit high schools and/or scholastic entities, and any representations to the contrary are strictly prohibited without the prior express written consent of the NCAA. Without limiting the foregoing, the mere unauthorized presence or use of the NCAA logo or marks can suggest a relationship or endorsement, which often creates confusion for prospective NCAA student-athletes, and is thus prohibited in accordance herewith.

Scholastic entities may use language to accurately represent their status with the NCAA Eligibility Center. So long as they represent true statements, such entities may say that they have "a list of NCAA courses" or that its "list of NCAA courses reflects those courses reviewed by the NCAA Eligibility Center". Scholastic entities shall refrain, at all times, from using the following words or phrases as a description of the high school's status and/or the process by which the NCAA list of courses was created: "certified", "accredited", "endorsed", "officially recognized" and "approved list of courses".

Scholastic entities may link to the NCAA and NCAA Eligibility Center websites at www.ncaa.org or eligibilitycenter.org for the sole purpose of providing NCAA related information to others. Such link must not use the NCAA logo or marks, but instead must be available in text form only. Should the content of any such scholastic entity's website change in a way that negatively impacts the NCAA, the NCAA may request removal of the link and the scholastic entity shall thereafter promptly remove the link.

Scholastic entities shall also add the following text in close proximity, or next to, any NCAA or NCAA Eligibility Center link or to any reference to an NCAA list of courses included in their websites or other commercial/promotional materials: The NCAA does not endorse, certify, officially recognize or accredit high schools. The parent/guardian of a prospective student-athlete should ensure that programs are in compliance with NCAA bylaws.

The NCAA reserves the right, in its sole discretion, to revoke an NCAA list of courses based on, but not limited to, the improper use of NCAA marks, NCAA links or inaccurate and/or misleading claims about NCAA processes and status, and to take any other action it deems appropriate for violation of any of the terms and conditions contained herein.

I Acknowledge.

- Reminder that your school may not be reviewed or processed if an NCAA member institution has not requested eligibility status for any current or former student at your school.
- Also, if your school is reviewed, you will receive a follow-up email from the NCAA Eligibility Center staff.

[Home](#)

[Terms](#)

[Demographic Information](#)

[HS Information](#)

[Tasks](#)

[Resources](#)

Thank you for completing the new school registration process. As stated in the Terms and Conditions, your school's information may not be processed if no NCAA member institution requests eligibility status for any current or former student.

If an NCAA member institution has requested eligibility status for one of your students, your information will be processed, provided all required information has been received.

Once your review has been completed you will receive a follow up email from the NCAA Eligibility Center advising you to check the status of your account.