

2007-08
Guide for the

College-Bound Student-Athlete

FOLLOW THE TRACK TO SUCCESS — AS A STUDENT-ATHLETE



Eligibility
Center

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For more information, see NCAA.org.

Before you begin...

This Guide for the College-Bound Student-Athlete will lead you through a number of important topics, including your academic eligibility, amateurism eligibility, registration with the NCAA Eligibility Center, financial aid and recruiting rules.

We addressed issues for three important groups of readers:

- High school students who hope to participate in college athletics at an NCAA college or university;
- Parents and legal guardians; and
- High school counselors and athletics administrators.

What is the NCAA?

The NCAA, or National Collegiate Athletic Association, was established in 1906 and serves as the athletics governing body for more than 1,280 colleges, universities, conferences and organizations. The national office is in Indianapolis, but the member colleges and universities develop the rules and guidelines for athletics eligibility and athletics competition for each of the three NCAA divisions. The NCAA is committed to the student-athlete and to governing competition in a fair, safe, inclusive and sportsmanlike manner.

The NCAA membership includes:

- 326 active Division I members;
- 281 active Division II members; and
- 421 active Division III members.

One of the differences among the three divisions is that colleges and universities in Divisions I and II may offer athletics scholarships, while Division III colleges and universities may not.

What is the NCAA Eligibility Center?

The establishment of the NCAA Eligibility Center in Indianapolis, Indiana, was first announced by Dr. Myles Brand, president of the NCAA, in January 2007. Succeeding the current NCAA Initial-Eligibility Clearinghouse in Iowa City, Iowa, the eligibility center will certify the academic and amateur credentials of all college-bound student-athletes who wish to compete in NCAA Division I or II athletics.

To assist with this process, the eligibility center staff is eager to foster a cooperative environment of education and partnership with high schools, high school coaches and college-bound student-athletes. NCAA regulations are set by NCAA colleges and universities and require all incoming student-athletes to meet a prescribed level of academic performance while maintaining their amateur status before entering college. The eligibility center will collect data from high schools, sport-sanctioning bodies and, most importantly, high school student-athletes in order to make eligibility decisions. Ultimately, the individual student-athlete is responsible for achieving and protecting his or her eligibility status.

How to find answers to your questions

The answers to most questions can be found in this guide, at our Web site, www.ncaaclearinghouse.net, or by accessing the eligibility center's resource page at www.ncaa.org and then by clicking on "Information for College-Bound Student-Athletes" in the "My Links" section on the right-hand side of the page.

If you have additional questions that cannot be answered by this guide or one of the Web sites mentioned above, please contact the eligibility center at the address and phone number below. In addition, if you are sending transcripts or additional information to the eligibility center, please use the following address.

NCAA Eligibility Center
Certification Processing
P.O. Box 7136
Indianapolis, Indiana 46207-7136
www.ncaaclearinghouse.net
877/262-1492 (customer service Monday – Friday,
8 a.m. – 6 p.m. Eastern time)
317/223-0700 (international callers)

When to call the NCAA

Please contact the NCAA when you have questions like these:

- What are the rules and regulations related to initial eligibility?
- What are the rules and regulations related to amateurism?
- What are the regulations about transferring from one college to another?
- What are the rules about athletics scholarships and how can they be reduced or canceled?
- I have a learning disability. Are there any other requirements for me?

NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222
317/917-6222 (customer service Monday – Friday, noon – 4 p.m.
Eastern time)

INTRODUCTION



Dear College-Bound Student-Athlete,

We designed this guide to help you and your family understand the National Collegiate Athletic Association rules for progressing from being a high school athlete to a student-athlete in college.

As you engage in college sports, you'll be inspired to develop an attitude of determination, teamwork, persistence and self-discipline. You will increase your appreciation of life-long education. Work closely with your high school counselors, recruiters and college admissions officers to prepare for your next important step as a collegiate student-athlete.

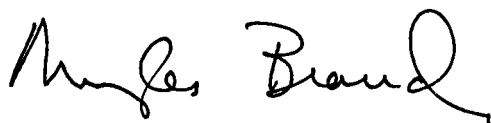
It's never too early to begin evaluating your wide range of college choices. Get all the information you need on how to choose a college wisely. NCAA institutions range from small schools to large universities, with varying commitments to financial aid and to athletics. The Association's members total more than 1,000 schools, and they are divided into three divisions.

You may qualify – by both your interest and your athletics performance – to become one of more than 380,000 students out of 15 million enrolled nationally in America's colleges and universities who combine education and athletics. Your likelihood of ultimate recruitment into professional leagues is small so, for almost all of you, your years as a student-athlete in college will be preparation for life. As our public service announcements say, "Almost all student-athletes are going pro in something other than sports."

Remember, good athletics is about winning at competition in games. Good academics combined with athletics is about winning in life. So, keep education as your top priority. This new phase of your life can be a wonderful experience that will result in a lifetime of friendships, memories and happiness. Without question, obtaining your college degree is absolutely crucial – to you and to us.

We wish you every success, on the field of play and in the classroom. Student-athletes are the center of our Association.

MYLES BRAND

A handwritten signature in black ink that reads "Myles Brand". The signature is fluid and cursive, with the first name "Myles" and the last name "Brand" clearly legible.

NCAA President



Amateurism-Eligibility Requirements

In response to the NCAA membership's concern about amateurism issues related to both international and U.S. students, the eligibility center will determine the amateurism eligibility of all freshman and transfer college-bound student-athletes for initial participation at an NCAA Division I or II member institution. In Division III, certification of an individual's amateurism status is completed by each institution, not the eligibility center.

If you plan to participate in intercollegiate athletics at an NCAA Division I or II institution in fall 2007 or thereafter, you must have both your academic and amateurism status certified by the eligibility center before representing the institution in competition.

When you register with the eligibility center, you will be asked about benefits and activities that might impact your status as an amateur. The information you provide about your athletics participation will be reviewed and a determination will be made as to whether your amateurism status should be certified or if a penalty should be assessed before certification. If a penalty is assessed, you will have an opportunity to appeal the decision.

The following precollegiate enrollment activities will be reviewed:

1. Contracts with a professional team.
2. Salary for participating in athletics.
3. Prize money.
4. Play with professionals.
5. Tryouts, practice or competition with a professional team.
6. Benefits from an agent or prospective agent.
7. Agreement to be represented by an agent.
8. Delayed initial full-time collegiate enrollment to participate in organized sports competition.

Additional information regarding NCAA amateurism rules is available on the eligibility center's resource page (by logging on to NCAA.org and clicking on "Information for College-Bound Student-Athletes" in the "My Links" section on the right-hand side of the page).



Questions About the Certification of Amateur Status

Who will be certified?

Every college-bound student-athlete, both domestic and international, who is attending an NCAA Division I or II institution for the first time, must be certified by the eligibility center. This includes college-bound student-athletes who are transferring from any two- or four-year institutions (including international institutions) that are not members of NCAA Division I or II. Thus, if an individual wants to participate in athletics at an NCAA Division I or II institution, the college-bound student-athlete must register with the eligibility center and submit the appropriate documentation to receive a certification decision.

Do transfer college-bound student-athletes also have to register with the eligibility center?

Every college-bound student-athlete who is attending an NCAA Division I or II institution full time for the first time must be certified by the eligibility center.

When should I register with the eligibility center?

Register for the eligibility center at the beginning of your junior year in high school. The athletics participation section should be updated regularly so that institutions recruiting you will have up-to-date information about you. Be sure to send your high school transcript to the eligibility center after you have completed at least six semesters of high school coursework.

Is there a registration deadline?

No. However, college-bound student-athletes must be certified as an amateur before they may receive an athletics scholarship or practice or compete at a Division I or II institution.

Is there an additional fee to register with the eligibility center because of the additional questions on athletics participation?

No, there is only one fee to register for the eligibility center, which covers both the academic and amateurism certification. In addition, there is no reduction of the fee if the college-bound student-athlete does not need an academic certification (e.g., has already served an academic year in residence at a collegiate institution).

May I receive a fee waiver?

Yes, you are eligible for a waiver of the initial-eligibility certification fee if you have already received a fee waiver (not a state voucher) for the ACT or SAT. If you have not been granted a fee waiver by ACT or SAT, then you will NOT be eligible for a waiver of the certification fee. If you are seeking a waiver of the certification fee, you should confirm your eligibility with your high school counselor. Your high school counselor MUST submit an electronic fee waiver confirmation before your registration may be processed.

How often can I update my information?

You can update your information as often as you need until you request a final certification of your amateurism status. At that point, you will no longer be able to update your amateurism information.

Can I receive different amateurism certifications for Division I and Division II?

Yes. Divisions I and II have different rules, so it is possible that your certification status may be different for each division.

Who can help me complete the amateurism registration process?

Anyone can assist you in completing the process. However, when you have completed the registration process, YOU will be the only person allowed to submit the information to the eligibility center.

Will a paper copy of the amateurism form be available?

No, the registration form will only be available on the eligibility center Web site and must be completed online.

Questions Relating to the Athletics Participation Section of the Amateurism Certification Process

What if I enroll in an NCAA Division I or II institution and decide to participate in a sport other than one of the three I had listed on the amateurism certification registration form?

If you decide to participate in a sport other than the three you listed on the registration form, the institution in which you enroll will be responsible for certifying your amateurism status in that sport.

If I have been participating in events related to my sport for a significant period of time, what events do I need to list on the amateurism registration form?

You should include all events in which you participated, beginning with the ninth grade and thereafter.

Am I automatically ineligible if I violated the amateurism rules?

No. The eligibility center will review your athletics participation history. If there are violations of NCAA amateurism rules, the eligibility center may certify you with conditions, which must be fulfilled before you are eligible for competition. The conditions will be set based on which rule was violated and the severity of the violation. Such conditions may include repayment of money or sitting out of competition for a specified number of games, or both. In some cases, the eligibility center may determine that the violations are such that permanent ineligibility for competition is the appropriate penalty.

Can I appeal a certification decision regarding my amateur status?

Yes. The NCAA has an appeals process in place if you choose to appeal the certification decision. You will need to work with an NCAA institution since all appeals must be filed by a member institution.

OVERVIEW OF NCAA DIVISIONS I AND II PRE-ENROLLMENT AMATEURISM BYLAWS

	Permissible in Division I? (Student-athletes first enrolling on or after August 1, 2002.)	Permissible in Division II? (Student-athletes first enrolling on or after August 1, 2001.)
Enters into a Contract with a Professional Team	No	Yes
Accepts Prize Money	Yes. If it is an open event, and does not exceed actual and necessary expenses	Yes
Enters Draft	Yes	Yes
Accepts Salary	No	Yes
Receives Expenses from a Professional Team	No	Yes
Competes on a Team with Professionals	No	Yes
Tryouts with a Professional Team Before Initial Collegiate Enrollment	Yes. May receive actual and necessary expenses for one visit (up to 48 hours) from each professional team. Self-financed tryouts may be for more than 48 hours.	Yes
Receives Benefits from an Agent	No	No
Enters into Agreement with an Agent (oral or written)	No	No
<p>Delays Full-Time Collegiate Enrollment and Participates in Organized Competition</p> <p>[If you are charged with season(s) of competition under this rule, you will also have to serve an academic year in residence at the NCAA institution.]</p>	<p>Tennis and Swimming & Diving: Have one year after high school graduation to enroll full time in a collegiate institution or will lose one season of intercollegiate competition for each calendar year during which you continue to participate in organized competition.</p> <p>All Other Sports: Any participation in organized sports competition during each 12-month period after your 21st birthday and before initial full-time enrollment in a collegiate institution shall count as one year of varsity competition.</p>	<p>All Sports: Must enroll at the next opportunity (excluding summer) immediately after the date that your high school class normally graduates (or the international equivalent) or you will use a season of intercollegiate competition for each calendar year or sports season (subsequent to that date) in which you have participated in organized competition.</p>

The chart above summarizes the Divisions I and II pre-enrollment amateurism rules. In order to assist you in understanding the rules, we have included the following definitions on the next page:

Definition of a Professional Team.

In Divisions I and II, a team is considered professional if it declares itself to be professional or provides any player more than actual and necessary expenses for participation on the team.

Actual and necessary expenses are limited to the following:

- (a) Meals and lodging directly tied to competition and practice held in preparation for competition;
- (b) Transportation (i.e., expenses to and from practice and competition, cost of transportation between home and the training/practice site at the beginning and end of the season);
- (c) Apparel, equipment and supplies related to participation on the team;
- (d) Coaching and instruction, use of facilities and entry fees;
- (e) Health insurance, medical treatment and physical therapy; and
- (f) Other reasonable expenses (e.g., laundry money).

Definition of Organized Competition.

In Division I, athletics competition is considered organized if any one of the following conditions exists:

- (a) Competition is scheduled and publicized in advance;
- (b) Official score is kept;
- (c) Individual or team standings are maintained;
- (d) Official timer or game officials are used;
- (e) Admission is charged;
- (f) Teams are regularly formed or team rosters are predetermined;
- (g) Team uniforms are used;
- (h) A team is privately or commercially sponsored; or
- (i) The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

In Division II, athletics competition is considered organized if any one of the following criteria is met:

- (a) Any team or individual competition or training in which payment (including expenses) is provided to any participant;
- (b) Any competition as a result of signing a contract for athletics participation;
- (c) Any competition as a result of involvement in a professional draft;
- (d) Any competition funded by a professional sports organization;
- (e) Any competition funded by a representative of an institution's athletics interest that is not an open event;
- (f) Any practice with a professional athletics team (excluding a 48-hour tryout);
- (g) Any competition or training with a team that declares itself to be professional; or
- (h) Any competition or training with a team that provides compensation to any of the participants (including actual and necessary expenses).



Division I Core GPA and Test Score Sliding Scale

Core GPA	SAT	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

What are core courses?

For a definition of core courses, see information on page 11. See your high school's core-course list at www.ncaaclearinghouse.net.

Academic-Eligibility Requirements

Division I

2007 - 2008

If you enroll in a Division I college before August 1, 2008, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses:
 - 4 years of English
 - 2 years of math (algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math or natural or physical science
 - 2 years of social science
 - 3 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average on the test score sliding scale on this page (for example, a 2.400 core-course grade-point average needs an 860 SAT).

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

You will be a qualifier if you meet the academic requirements listed above. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletics scholarship during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a nonqualifier if you do not meet the academic requirements listed above. As a nonqualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive an athletics scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play only three seasons in your sport if you maintain your eligibility from year to year (to earn a fourth season you must complete at least 80 percent of your degree requirements before beginning your fifth year of college).

Remember

Meeting the NCAA academic rules does not guarantee your admissions into a college. You must apply for admission.

Division I

2008 and Later

If you enroll in a Division I college on or after August 1, 2008, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of math (algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale on page 9 (for example, a 2.400 core-course grade-point average needs an 860 SAT).

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

Requirement to graduate with your high school class

Beginning in 2007 and thereafter, you must graduate from high school on schedule (in eight semesters) with your incoming ninth grade class. You may use **one** core course completed in the year after graduation (summer or academic year).

You may complete the core course at a location other than the high school from which you graduated and may initially enroll full time at a collegiate institution at any time after completion of the core course.

Division II

2005 and Later

If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses:
 - 3 years of English
 - 2 years of math (algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 2 extra years of English, math or natural or physical science
 - 2 years of social science
 - 3 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a 2.000 grade-point average or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68. There is no sliding scale in Division II.

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

You will be a qualifier if you meet the academic requirements listed above. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletics scholarship during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a partial qualifier if you do not meet all of the academic requirements listed above, but you have graduated from high school **and** meet one of the following:

- The combined SAT score of 820 or ACT sum score of 68; or
- Completion of the 14 core courses with a 2.000 core-course grade-point average.

As a partial qualifier, you:

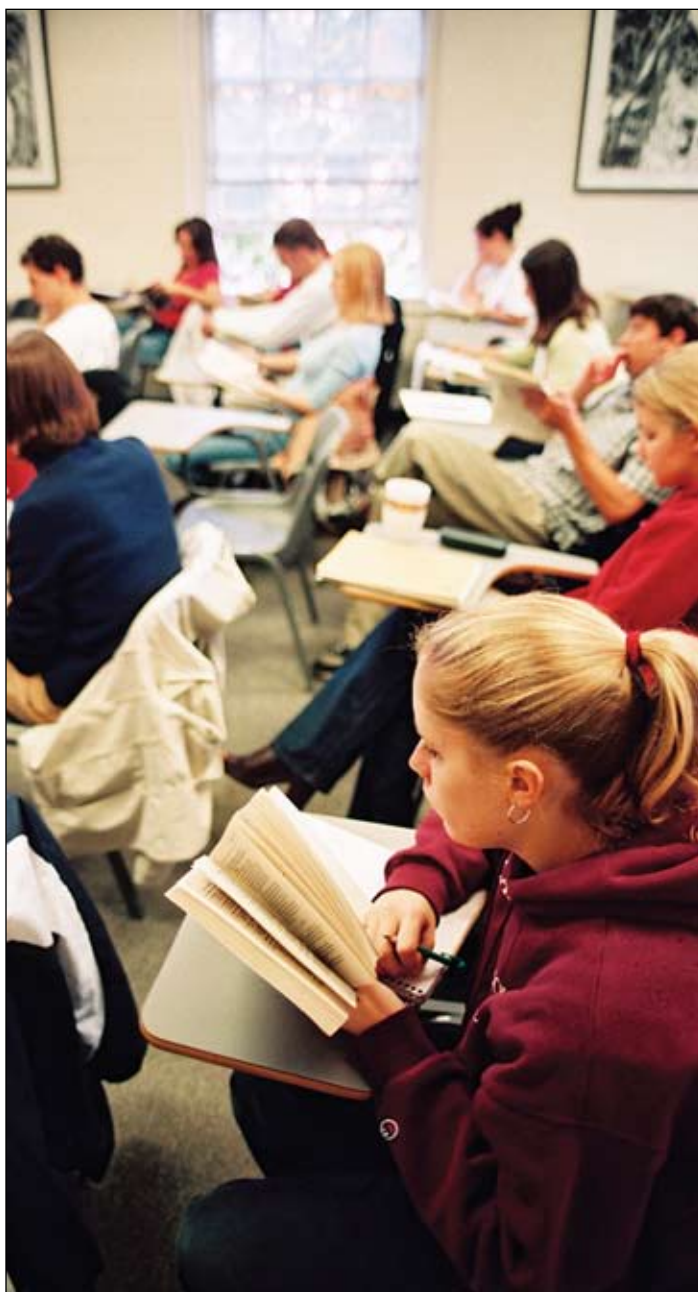
- Can practice with your team at its home facility during your first year of college;
- Can receive an athletics scholarship during your first year of college;
- Cannot compete during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a nonqualifier if you did not graduate from high school, or, if you graduated and are missing both the core-course grade-point average or minimum number of core courses and the required ACT or SAT scores. As a nonqualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive an athletics scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

Division III

Division III does not use the eligibility center. Contact your Division III college regarding its policies on admission, financial aid, practice and competition.



Core Courses, Grade-Point Average, Tests & Special Conditions

The amateurism and academic rules on pages 5 through 11 will be used to determine whether you may participate in sports during your first year in college. These rules are not a guide for your admission to college. Each college has its own admission requirements. **Remember, meeting the NCAA academic requirements does not guarantee your admission into a college. You must still apply for admission.**

Core Courses

A core course must:

- Be an academic course in one or a combination of these areas: English, mathematics, natural/physical science, social science, foreign language, nondoctrinal religion or philosophy;
- Be four-year college preparatory;
- Be at or above your high school's regular academic level (no remedial, special education or compensatory courses); and
- Be completed not later than the high school graduation date of your class [as determined by the first year of enrollment in high school (ninth grade) or the international equivalent].

Not all classes you take to meet high school graduation requirements may be used as core courses.

Check your high school's list of approved core courses at the eligibility center Web site at www.ncaaclearinghouse.net or ask your high school counselor.

Grade-Point Average

How Your Core-Course Grade-Point Average is Calculated

The eligibility center will calculate the grade-point average of your core courses on a 4.000 scale. The best grades from your NCAA core courses will be used. Grades from additional core courses you took will be used only if they improve your grade-point average.

The eligibility center will assign the following values to each letter grade:

A – 4 points	C – 2 points
B – 3 points	D – 1 point

Special High School Grades and Grade-Point Average

If your high school uses numeric grades (such as 92 or 93), those grades will be changed to your high school's letter grades (such as A or B). See your high school's grading scale by pulling up your school's list of approved core courses at www.ncaaclearinghouse.net.

If your high school uses plus and minus grades (such as A+ or B-), the plus or minus will not be used to calculate your core-course grade-point average.

If your high school normally “weights” honors or advanced courses, these weighted courses may improve your core-course grade-point average. Your high school must notify the eligibility center of such weighting. To see if your high school has a weighted scale that is being used for calculating your core-course grade-point average, visit www.ncaaclearinghouse.net for an explanation of how these grade weights are handled.

ACT and SAT Tests

Test-Score Requirements

You must achieve the required score on an SAT or ACT test before your full-time college enrollment. You must do this whether you are a citizen of the United States or of a foreign country. You must take the national test given on one or more of the dates shown below.

National Testing Dates

SAT	ACT
October 6, 2007	September 15, 2007
November 3, 2007	October 27, 2007
December 1, 2007	December 8, 2007
January 26, 2008	February 9, 2008
March 1, 2008	April 12, 2008
May 3, 2008	June 14, 2008
June 7, 2008	

Taking Tests More than Once

You may take the SAT or the ACT more than one time. If you take either test more than once, you may use your best subscore from different tests to meet the minimum test-score requirements. Here is an example:

	Math	Verbal/Critical Reading	Total Score
SAT (10/07)	350	470	820
SAT (12/07)	420	440	860
Scores used	420	470	890

Your test score will continue to be calculated using the math and verbal/critical reading subsections of the SAT and the math, science, English and reading subsections of the ACT. **The writing component of the ACT or SAT will not be used to determine your qualifier status.**

IMPORTANT CHANGE:

All SAT and ACT test scores **must** be reported to the eligibility center **directly** from the testing agency. Test scores will **not** be accepted if reported on a high school transcript.

When registering for the SAT or ACT, input the eligibility center code of **9999** to make sure the score is reported directly to the eligibility center.





Students With Disabilities: Special Conditions

A student with a disability must meet the same requirements as all other students, but is provided certain accommodations to help meet these requirements. **If you are a student with a diagnosed disability, you will need to let the NCAA Eligibility Center know about your disability only if you plan on using core courses after your eighth semester of high school and you plan on attending a Division I college.**

To Document Your Disability

Send the following documentation to:

NCAA Eligibility Center

P.O. Box 7136

Indianapolis, IN 46207-7136

- Copy of your professional diagnosis; and
- Copy of your IEP, ITP, 504 plan or statement of accommodations. (One of the above documents should be dated within the last three years.)

Note: Please include home address, telephone number, social security number and the year of your high school graduation.

Core Courses

If you are a high school student with a disability and have received help (for example, taken special classes or received extra time for tests) because of that disability, you are eligible for the following:

- You may use a course that your high school has designed for students with disabilities, if it appears on your high school's list of approved core courses.
- You may take core courses any time before your enrollment as a full-time student in college, even during the summer after your last high school year. Remember, for Division I, you must document your disability with the NCAA to receive this accommodation.

Nonstandard Tests

If you have a disability, you may also take a nonstandard test to satisfy test-score requirements. Follow these guidelines:

- Register for nonstandard testing as described by ACT or SAT, submitting a properly documented and confirmed diagnosis.
- Follow procedures governed by ACT or SAT. (The test may not be administered by a member of your high school athletics department or any NCAA school's athletics department.)
- If you take a nonstandard ACT or SAT, you may take the test on a date other than a national testing date, but you still must achieve the required test score.
- Your high school counselor can help you register to take a nonstandard test.

The GED

The General Education Development (GED) test may, under certain conditions, satisfy the graduation requirement, but it will not satisfy core-course grade-point average or test-score requirements. Contact the NCAA for information about GED submission.

Home School

Home-schooled students who plan to enroll in a Division I or Division II college must register with the eligibility center and must meet the same requirements as all other students.

Important

You pick your own PIN. Write your PIN down and keep it handy. You will need it when you are contacting the eligibility center.

To register, go to www.ncaaclearinghouse.net. Click on **Prospective Student-Athletes**, then register as a U.S. or international student and follow the prompts.

Eligibility Waivers

If you do not meet the academic requirements to be a qualifier, a waiver of the requirements may be filed on your behalf by an NCAA institution. Contact the college you will attend for information about the waiver process.



More Questions about Academic Requirements

Here are some questions you may still have after reviewing the previous sections.

Q: How do I know which courses are core courses?

A: You may view your high school's list of NCAA-approved core courses at www.ncaaclearinghouse.net. (On the **General Information** page of that Web site, select **List of Approved Core Courses** on the left-hand side.) Or, you can ask your high school counselor for the list.

Q: May courses taken in eighth grade satisfy core-course requirements?

A: Maybe. Courses taken in eighth grade will not satisfy core-course requirements unless the course appears on the high school transcript with a grade and a credit and the course appears on the high school's list of approved core courses.

Q: What is the lowest grade that will be used for a course to count as a core course?

A: The lowest grade is D.

Q: How is my core-course GPA calculated?

A: Your core-course GPA is the average of your best grades achieved for all required core courses. If you have taken extra core courses, those courses will be used in your GPA, only if they improve your GPA.

Q: Will courses taken after my senior year meet core-course requirements?

A: **For Division I, maybe.** Only courses completed in grades nine through 12 will qualify as core courses for Division I. If you graduate from high school on schedule (in eight semesters) with your incoming ninth grade class, you may use **one** core course completed in the year after graduation (summer or academic year). You may complete the core course at a location other than the high school from which you graduated and may initially enroll full time at a collegiate institution at any time after completion of the core course.

For Division II, yes. All core courses completed before your full-time enrollment at any college may be used by the eligibility center.

For Division I students with diagnosed disabilities, yes. If you have a properly diagnosed and documented disability, as described on page 13, you may use one or more core courses completed after high school but before full-time enrollment in college. See page 13 for more information.

Remember:

The eligibility center does not use plus or minus grades when calculating your core-course grade-point average. For example, grades of B+, B and B- will each be worth 3 quality points.

Q: May independent-study, Internet and correspondence courses count as core courses?

A: Yes, if the following four conditions are met:

- The course meets core-course requirements (see pages 9 and 10);
- You and the instructor have access to each other during the course so that the instructor can teach, evaluate and provide assistance to you;
- Appropriate academic authorities evaluate your work according to the high school's academic policies; and
- The course is acceptable for any student to take and is placed on your high school transcript.

Q: Do pass-fail grades count?

A: Yes, these grades may satisfy your core-course requirements. The eligibility center will assign your high school's lowest passing grade for a pass-fail class.

Q: May college courses count as core courses?

A: Yes, a college course may be used as a core course if it is accepted by your high school and if the course:

- Would be accepted for any other student;
- Is on your high school transcript (Division I only);
- Any college transcripts should also be sent to the eligibility center; and
- Meets all other requirements for a core course.

Q: How are courses taken over two years counted?

A: A one-year course that is spread over a longer period of time is considered one course and will receive a maximum of one core-course credit. (Example: Algebra 1, spread over two years, would receive one unit of credit.)

Q: How does the NCAA treat courses similar in content?

A: Some approved core courses might be considered duplicates. That is, the content of one course is the same as that of another, even though the classes might have different titles. If you have taken two classes considered to be duplicates, you will receive only one core-course credit (typically for the course with the higher grade). Please ask your high school counselor if you have questions about duplicate courses.

Q: Do courses for students with disabilities count as core courses?

A: Yes. If you have a diagnosed disability, you may use courses designed for students with disabilities to meet NCAA core-course requirements. These courses must appear on the high school's list of approved core courses for a student to receive NCAA credit for the course. These courses must be similar in content and scope as a regular core course offered in that academic area. Check with your high school counselor.

Q: Will credit-by-exam courses meet core-course requirements?

A: No. Courses completed through credit-by-exam may not be used.

Q: Are vocational courses acceptable?

A: No. Traditional vocational courses (e.g., typing, auto mechanics, driver's education and health) are not acceptable.

Q: May my study in a foreign country help me meet core-course requirements?

A: If you attended a secondary school outside the United States for all or part of grades nine through 12, different evaluation procedures will be applied to your international education documents. You must register with the eligibility center if you completed course work outside the United States and you must submit original-language documents with certified translations for eligibility center evaluation.



Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point

English (4 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		$(.5 \times 4) = 2$
Total English Units					Total Quality Points

Mathematics (3 years required August 1, 2008, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Natural/Physical Science Units					Total Quality Points

Additional year in English, mathematics or natural/physical science (1 year required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Units					Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Social Science Units					Total Quality Points

Additional academic courses (4 years required August 1, 2008, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Academic Units					Total Quality Points

Core-Course GPA (16 required August 1, 2008, and after)

Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)
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Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. 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	.5		A		$(.5 \times 4) = 2$
Total English Units					Total Quality Points

Mathematics (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Natural/Physical Science Units					Total Quality Points

Additional year in English, mathematics or natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Units					Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Social Science Units					Total Quality Points

Additional academic courses (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Academic Units					Total Quality Points

Core-Course GPA (14 credits required)

Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)
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NCAA Eligibility Center

The eligibility center evaluates your academic record to determine if you are eligible to participate at a Division I or II college as a freshman student-athlete.

Eligibility Center Contact Information

NCAA Eligibility Center:

Certifications Processing
P.O. Box 7136
Indianapolis, IN 46207-7136

Package or overnight delivery:

1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

Web address:

www.ncaaclearinghouse.net

Eligibility center customer service

Representatives are available from 8 a.m. to 6 p.m., Eastern time, Monday through Friday.

U.S. callers (toll free): 877/262-1492

International callers: 317/223-0700

Fax: 317/968-5100

Eligibility Center Registration

Complete the Student Release Form

To register with the eligibility center, you must complete the Student Release Form and amateurism questionnaire at the beginning of your junior year online and send the eligibility center the registration fee (\$50 for domestic and \$75 for international students). This Student Release Form does two things:

- It authorizes each high school you have attended to send the eligibility center your transcript, test scores, proof of graduation and other necessary academic information.
- It authorizes the eligibility center to send your academic information to all colleges that request your eligibility status.

Online registration: The only method is to register online. Go online to www.ncaaclearinghouse.net. Select **Prospective Student-Athletes** and then register as a U.S. or international student. Complete the Student Release Form online and include your credit or debit card information to pay the fee. Then follow instructions to complete the transaction.

Print a copy of your completed registration form and both Copy 1 and Copy 2 of the Transcript Release Form. Sign the Transcript Release Forms and give both to your high school counselor.

When completing the Student Release Form sections, please follow the step-by-step instructions outlined below.

Section I: Student Information

Enter all information accurately, including your Social Security number (SSN) and date of birth. This information must match exactly other data the eligibility center receives for you (such as high school transcripts and requests from colleges seeking your eligibility status). Be sure you provide an e-mail address that will be active even after you complete high school.

Section II: High School You Now Attend

Enter the name, address and code number of the high school you now attend, along with your expected date of high school graduation. Get your high school code from your counselor or use the code look-up at www.ncaaclearinghouse.net. Click on **Prospective Student-Athletes**, then **List of Approved Core Courses** on the left-hand side.

Section III: Schools You Previously Attended

If you have attended more than one school (including summer school) during grades nine, 10, 11 or 12, complete Section III. List all schools you previously attended, starting with the most recent. Make sure to include all schools, whether or not you received grades or credits. If you attended ninth grade in a junior high school located in the same school system in which you later attended high school, do not list the ninth-grade school.

Special instructions: If you need to enter more than six high schools, contact the eligibility center at 877/262-1492. Or, once you've registered with the eligibility center, select **Prospective Student-Athletes**, then **Registered Student Login**, then add information for the additional schools on your record.

Section IV: Selected Anticipated Enrollment Period and Sports You Plan on Participating In

Please select the semester and year that you expect to first attend a Division I or II institution.

Please then select from the drop-down list the sport or sports in which you plan to compete in college.

Section V: Eligibility Center Communication Method

The eligibility center may communicate with you by e-mail or regular mail. This will include most correspondence and certification reports. **E-mail correspondence will require that you have submitted a valid e-mail address in Section I of your Student Release Form.** You will need to indicate the option you prefer. We encourage you to select the e-mail option. E-mail will enable you to receive correspondence from the eligibility center up to two weeks earlier than regular mail.

You may change your communication option or update your e-mail address at www.ncaaclearinghouse.net, or by writing or faxing the eligibility center.

Section VI: Personal Identification Number (PIN)

Create a Personal Identification Number (PIN) of four digits (numbers between 0 and 9) that you can easily remember. Do not choose a PIN that might be easily guessed (such as your birthday or street address). Record your PIN in the space provided below and keep it in a safe place.

PIN

Check your file status. Once you have submitted your Student Release Form and PIN, you may check your status in one of two ways:

- Visit www.ncaaclearinghouse.net. On the home page, click on **Prospective Student-Athletes**, then **Registered Student Login** (enter your SSN and PIN).
- Call the eligibility center customer service line at 877/262-1492.

If you have forgotten your PIN, log on to www.ncaaclearinghouse.net and go to Prospective Student-Athletes to request your PIN to be sent to you via e-mail.

Section VII: Pay Your Fee (or Submit a Fee Waiver)

Your form will be eligible for processing only with payment of an application fee of \$50 for U.S. students or \$75 for international students (or submission of a fee waiver if you have been granted a waiver). You must pay by debit, credit card or e-check.

You are eligible for a waiver of the registration fee only if you have already received a waiver of the ACT or SAT fee. Your Student Release Form fee waiver section must then be completed by an authorized high school official and include the school seal. Your waiver may also be submitted online by an authorized high school official. If you have not yet been granted a fee waiver by ACT or SAT, you are not yet eligible for a waiver of the registration fee.

Section VIII: Authorization Signature

Carefully examine the entire Student Release Form to make sure you have completed it correctly, included your fee payment authorization and signed it. If you are younger than 18 years old, your parent or legal guardian also must sign.

You will be asked to verify your signature by checking a box to certify your identity. A similar check box and name field is also included for your parent or guardian, who must provide a signature if you are younger than 18.

Transcript Release Form Completion by Your High School

Your high school will complete your registration by sending Copy 1, along with your high school transcript, to the eligibility center. After graduation, but before your high school closes for the summer, your high school must send Copy 2 to the eligibility center, along with a copy of your final transcript confirming your high school graduation.



Amateurism Questionnaire

Registrants also will answer several questions about their amateur status and their past experiences in organized competition. It is important to answer these questions honestly to ensure that your amateur status can be determined.

Please complete the amateurism questionnaire when you first register with the eligibility center. Please answer all questions with information as complete as possible about your sports participation history.

Then, on or as soon as possible after April 1, 2008, you will need to return to the eligibility center Web site to update and complete the amateurism questionnaire and request a final amateurism certification.

For students who will be attending a Division I or II institution for the first time in January 2008, please return to update and complete your amateurism questionnaire on or after October 1, 2007.

Keep Track Of Your Courses, Units and Credits

Elsewhere in this guide are two tables to help you keep track of your completed core courses, units, grades and credits you received for them, plus your ongoing grade-point average. Generally, you will receive the same credit at the eligibility center as you received from your high school. Examples are provided in the English and math sections of both worksheets:

1 trimester unit = 0.33 units

1 semester unit = 0.50 units

1 year = 1.0 unit

Keep Grade-Point Totals for Each Course

Determine your points earned for each course. Multiply the points for the grade by the amount of credit earned. Use the following scale unless your high school has a different scale on file with the eligibility center:

A – 4 quality points

B – 3 quality points

C – 2 quality points

D – 1 quality point

Remember: The eligibility center does not use plus or minus grades when figuring your core-course grade-point average. For example, grades of B+, B and B- will each be worth 3 quality points.

Examples of total quality point calculation:

- An A grade (4 points) for a trimester course (0.33 units):
4 points x 0.33 units = 1.32 total quality points
- An A grade (4 points) for a semester course (0.50 units):
4 points x 0.50 units = 2.00 total quality points
- An A grade (4 points) for a full-year course (1.00 units):
4 points x 1.00 units = 4.00 quality points

Calculate Your Overall Grade-Point Average

To calculate your estimated core-course grade-point average, divide the total number of points for all your core courses by the total number of core-course units you have completed.

Note: Your calculation helps you keep track of your grade-point average. The eligibility center will calculate your official core-course grade-point average once it has received your final transcript.

Example of core-course grade-point average calculation:

- 42 quality points and 14 core-course units
 $42/14=3.000$ grade-point average

Compare Your Core-Course Grade-Point Average to Division I or II College Requirements

You can check to see if you will meet the academic requirements listed on pages nine through 11 of this guide by comparing these requirements to the core courses you have completed or are currently taking, and the core-course grade-point average you have calculated based on those core courses.

- If you lack core-course units, which is likely if you have not yet completed high school, make sure you enroll in and complete the courses you still need.
- If you complete more core-course units than you need, the eligibility center will select the highest grades that meet initial-eligibility requirements to calculate your core-course grade-point average. Please note that it is still necessary to complete the required number of core-course units in each area (for example, two units of social science).
- Contact the eligibility center staff toll free at 877/262-1492 if you need help.
- Please talk to your parents or guardians and high school counselor if you have questions.

Check Your Status with the Eligibility Center

After you have registered with the eligibility center, paid the fee and sent your transcript and SAT or ACT score(s), you may check your status.

- Online by following these simple steps:
 1. Go to www.ncaaclearinghouse.net;
 2. Click on **Prospective Student-Athlete**;
 3. Click on **Registered Student Login**; and
 4. Input SSN and PIN.
- Call customer service at 877/262-1492 from 8 a.m. to 6 p.m. Eastern time Monday through Friday.

Eligibility Center Questions

Here are some questions you may still have after reviewing the previous section.

Q: Do I have to register with the eligibility center?

A: Yes. If you want to participate in Division I or II athletics as a freshman, you must register with the eligibility center. See the first section of this guide for amateurism- and academic-eligibility standards that apply to you.

If you have questions:

- Contact the eligibility center staff toll free at 877/262-1492; or
- Check the eligibility center Web site:
www.ncaaclearinghouse.net.

Q: Is eligibility center certification the same as college admission?

A: No. Initial-eligibility certification from the eligibility center does not guarantee your admission to any Division I or II college. You must apply for college admission separately. The eligibility center only determines whether you meet NCAA requirements as a freshman student-athlete in a Division I or II college to be able to compete, practice and receive an athletics scholarship.

Q: May I send my academic information directly to the eligibility center?

A: No. Transcripts must come to the eligibility center by mail directly from the high school — not from you. Give Copies 1 and 2 of the transcript release form to the counselors at the high school you have attended.

Note: The eligibility center will not accept faxed transcripts.

Q: Who may see my academic information?

A: The eligibility center will provide eligibility information only to colleges that request your academic information. If no NCAA college requests your eligibility status, the eligibility center may not process an eligibility-status certification.

Q: When is the best time for me to register with the eligibility center?

A: Register at the beginning of your junior year in high school. If you do not submit all required documents, your file will be incomplete and will be discarded after three years. After that time, you will need to re-register and pay your fee again.

Q: Is there a registration deadline?

A: No. However, you must be certified as a qualifier before you can receive an athletics scholarship or practice or compete at a Division I or II college during your first year of enrollment.

Q: What if I have attended more than one high school?

A: If you have attended multiple high schools since ninth grade, the eligibility center must receive an official transcript for each school. Transcripts can come directly from each school or from the high school from which you are graduating. Check with your high school counselor.

Q: How may I arrange for the testing agency to send my scores directly to the eligibility center?

A: When you register to take the ACT or the SAT, mark code "9999" so that the testing agency will send your scores to the eligibility center. Test scores must be reported to the eligibility center directly from SAT or ACT. The eligibility center will not accept test scores reported on high school transcripts.

Questions to Ask as You Consider Colleges

You may want to ask your prospective college coaches the following questions as you consider colleges.

Athletics

1. **What positions will I play on your team?** It is not always obvious. Most coaches want to be flexible, so you might not receive a definite answer.
2. **What other players may be competing at the same position?** The response could give you an idea of when you can expect to be a starter.
3. **Will I be redshirted my first year?** The school's policy on redshirting may impact you both athletically and academically.
4. **What expectations do you have for training and conditioning?** This will reveal the institution's commitment to a training and conditioning program.
5. **How would you best describe your coaching style?** Every coach has a particular style that involves different motivational techniques and discipline. You need to know if a coach's teaching style matches your learning style.
6. **When does the head coach's contract end? How long does the coach intend to stay?** The answer could be helpful. Do not make any assumptions about how long a coach will be at a school. If the coach leaves, does this change your mind about the school/program?
7. **What are preferred, invited and uninvited walk-on situations? How many do you expect to compete? How many earn a scholarship?** Situations vary from school to school.
8. **Who else are you recruiting for my position?** Coaches may consider other student-athletes for every position.
9. **Is medical insurance required for my participation? Is it provided by the college?** You may be required to provide proof of insurance.
10. **If I am seriously injured while competing, who is responsible for my medical expenses?** Different colleges have different policies.
11. **What happens if I want to transfer to another school?** You may not transfer without the permission of your current school's athletics administration. Ask how often coaches grant this privilege and ask for an example of a situation in which permission was not granted.
12. **What other factors should I consider when choosing a college?** Be realistic about your athletics ability and the type of athletics experience you would enjoy. Some student-athletes want to be part of a particular athletics program, even if that means little or no playing time. Other considerations include coaching staff and style. Of course, the ideal is to choose a college or university that will provide you with both the educational and athletics opportunities you want.

Academics

1. **How good is the department in my major? How many students are in the department? What credentials do faculty members hold? What are graduates of the program doing after school?**
2. **What percentage of players on scholarship graduate?** The response will suggest the school's commitment to academics. You might want to ask two follow-up questions:
 - a. What percentage of incoming students eventually graduate?
 - b. What is the current team's grade-point average?
3. **What academic support programs are available to student-athletes?** Look for a college that will help you become a better student.
4. **If I have a diagnosed and documented disability, what kind of academic services are available?** Special academic services may help you achieve your academic goals.
5. **How many credit hours should I take in season and out of season?** It is important to determine how many credit hours are required for your degree and what pace you will follow to obtain that degree.
6. **Are there restrictions in scheduling classes around practice?** NCAA rules prevent you from missing class for practice.
7. **Is summer school available? If I need to take summer school, will it be paid for by the college?** You may need to take summer school to meet academic and/or graduation requirements.

College Life

1. **What is a typical day for a student-athlete?** The answer will give you a good idea of how much time is spent in class, practice, study and travel. It also will give you a good indication of what coaches expect.
2. **What are the residence halls like?** The response should give you a hint of how comfortable you would be in your room, study areas, community bathrooms and at the laundry facilities. Also ask about the number of students in a room, co-ed dorms and the rules governing life in the residence halls.
3. **Must student-athletes live on campus?** If "yes," ask about exceptions.

Financial Aid

1. **How much financial aid is available for both the academic year and summer school? What does your scholarship cover?**
2. **How long does my scholarship last?** Most people think a “full ride” is good for four years, but athletics financial aid is available on a one-year, renewable basis.
3. **What are my opportunities for employment while I am a student?** Find out if you can be employed in season, out of season or during vacation periods.
4. **Exactly how much will the athletics scholarship be? What will and will not be covered?** It is important to understand what college expenses your family is responsible for so you can arrange to pay those. Educational expenses can be paid with student loans and government grants, but it takes time to apply for them. Find out early so you can get something lined up.
5. **Am I eligible for additional financial aid? Are there any restrictions?** Sometimes a student-athlete cannot accept a certain type of scholarship because of NCAA limitations. If you will be receiving other scholarships, let the coach and financial aid officer know so they can determine if you may accept additional dollars.
6. **Who is financially responsible if I am injured while competing?** You need to understand your financial obligations if you suffer an injury while participating in athletics.
7. **Under what circumstances would my scholarship be reduced or canceled?** Coaches should be able to give you some idea of how players are evaluated from year to year and how these decisions are made. The institution may have a policy governing renewal of athletics aid. Ask if such a policy exists and read it.
8. **Are there academic criteria tied to maintaining the scholarship?** Some institutions add academic requirements to scholarships (e.g., minimum grade-point average).
9. **What scholarship money is available after eligibility is exhausted to help me complete my degree?** It may take longer than four years to complete a college degree program. Some colleges assist student-athletes financially as they complete their degrees. Ask how such aid is awarded. You may have to work with the team or in the athletics department to qualify for this aid.
10. **What scholarship money is available if I suffer an athletics career-ending injury?** Not every institution continues to provide an athletics scholarship to a student-athlete who can no longer compete because of a career-ending injury.
11. **Will my scholarship be maintained if there is a change in coaches?** A coach may not be able to answer this, but the athletics director may.

Information for Parents and Guardians

If you are the parent or legal guardian of a potential student-athlete, please pay special attention to the amateurism and academic eligibility and eligibility center sections.

Amateurism and Academic Eligibility

If your child plans to compete, practice or receive an athletics scholarship at a Division I or II college, he or she must meet the eligibility requirements on pages five to 11 of this guide.

Eligibility Center Registration: Transcript and Test-Score Submissions

It is best for your son or daughter to register with the eligibility center at the beginning of his or her junior year. Once registered, your son or daughter must ask the high school counselor or registrar to send his or her academic transcripts to the eligibility center. ACT or SAT score(s) also must be submitted to the eligibility center. Your son or daughter must list the eligibility center as a separate recipient of his or her ACT or SAT scores when he or she takes the test. The test scores must come directly from SAT or ACT. The eligibility center will not accept test scores reported on the high school transcript.

The eligibility center will typically review your son's or daughter's high school record and send a preliminary report to him or her, with notification of any missing requirements. A final report may be issued once your son's or daughter's high school submits a final transcript showing high school graduation. Please call the eligibility center at 877/262-1492 if you have any questions.

How to Monitor Your Son's or Daughter's Eligibility

You may check the eligibility center Web site at www.ncaaclearinghouse.net to make sure your son or daughter is taking approved courses. A list of core courses should have been submitted to the eligibility center by your son's or daughter's high school. Check your son's or daughter's schedule before each year in high school to make certain that he or she is taking the required courses.

NCAA colleges may obtain information from the eligibility center about your son's or daughter's status and progress only if his or her information is specifically requested by that college.

Financial Aid

If your son or daughter is academically eligible to participate in intercollegiate athletics and is accepted as a full-time student at a Division I or II school, he or she may receive athletics-based financial aid from the school. Division I or II financial aid may include tuition and fees, room and board, and books.

Division III institutions do not award financial aid based on athletics ability. A Division III college may award need-based or academically related financial aid.

A nonqualifier may receive only need-based financial aid (aid unrelated to athletics). A nonqualifier also may receive nonathletics aid from private sources or government programs (such as Pell grants). The college financial aid office can provide further information.

It is important to understand several points about athletics scholarships from Divisions I and II schools:

- All athletics scholarships awarded by NCAA institutions are limited to one year and are renewable annually. **There is no such award as a four-year athletics scholarship.**
- Athletics scholarships may be renewed annually for a maximum of five years within a six-year period of continuous college attendance. **Athletics aid may be canceled or reduced at the end of each year for any reason.**
- Athletics scholarships are awarded in a variety of amounts, ranging from full scholarships (including tuition, fees, room and board, and books) to very small scholarships (e.g., books only).
- The total amount of financial aid a student-athlete may receive and the total amount of athletics aid a team may receive can be limited. These limits can affect whether a student-athlete may accept additional financial aid from other sources. Ask financial aid officials at the college or university about any other financial aid your son or daughter might be eligible to receive, and how this aid impacts his or her athletics aid limit. **You must inform the college financial aid office about scholarships received from all sources, such as local civic or booster clubs.**

An athletics scholarship is a tremendous benefit to most families, but you should also have a plan to pay for college costs that are not covered by a scholarship (such as travel between home and school). You should also consider how you will finance your son's or daughter's education if the athletics scholarship is reduced or canceled.

National Letter of Intent

The National Letter of Intent (NLI) is a voluntary program administered by the NCAA Eligibility Center. By signing an NLI, your son or daughter agrees to attend the institution for one academic year. In exchange, that institution must provide athletics financial aid for one academic year.

Restrictions are contained in the NLI itself. Read them carefully. These restrictions may affect your son's or daughter's eligibility.

If you have questions about the National Letter of Intent, visit the NLI Web site at www.national-letter.org or call 317/223-0706.

Agents

During high school, your son or daughter might be contacted by an agent who is interested in representing your son or daughter in contract negotiations or for commercial endorsements. Some agents may not identify themselves as agents, but may simply say they are interested in your son's or daughter's general welfare and athletics career. They may offer gifts or other benefits to you and your family.

NCAA rules do not prevent meetings or discussions with an agent. However, your son or daughter will jeopardize his or her eligibility in

a sport if he or she agrees, verbally or in writing, to be represented by an agent while attending high school or college, regardless of whether the agreement becomes effective immediately or after his or her last season of college eligibility.

Your son or daughter will also endanger his or her college athletics eligibility if he or she, or your family, accepts benefits or gifts from an agent. If an individual contacts your son or daughter about marketing his or her athletics ability, be careful. If you have concerns, contact your high school coach, director of athletics or the NCAA.

Recruiting

See page 28 for a summary of recruiting rules and terms.

Scouting/Recruiting Services

During high school, your family might be contacted by a scouting/recruiting service. The NCAA does not sanction or endorse any of these services. Remember, a scouting/recruiting service cannot base its fee on the amount of a student's college scholarship. For example, it is impermissible for a recruiting/scouting service to offer a money-back guarantee. If you have any questions, please call the NCAA.

All-Star Contests—Basketball and Football

After your son or daughter completes high school eligibility, but before graduating, he or she may participate in two high school all-star football or basketball contests in each sport. If you have any questions, please call the NCAA.

Transfer Students

If your son or daughter transfers from a two-year or four-year college to an NCAA school, he or she must meet certain requirements before being eligible for practice, competition or financial aid at that college. Order the NCAA Transfer Guide by calling 888/388-9748 or download it from the NCAA Web site at NCAA.org. Call the NCAA at 317/917-6008 if you have questions about transfer requirements.

Home School

Home-schooled students who plan to enroll in a Division I or II college must register with the eligibility center and must meet the same requirements as all other students.

After registering, the home-schooled student must send the following information to the eligibility center:

- Standardized test score(s) must be on an official transcript from a traditional high school or be sent directly from the testing agency;
- Transcript listing credits earned and grades (home-school transcript and any other official transcript from other high schools, community colleges, etc.);
- Proof of high school graduation;
- Evidence that home schooling was conducted in accordance with state law; and
- List of texts used throughout home schooling (including text titles, publisher and in which courses the text was used).

Details for High School Counselors and Athletics Administrators

Initial Eligibility

Why an Eligibility Center?

NCAA colleges and institutions agree that it is important for all high school students to meet minimum academic standards to practice or compete in college athletics. The eligibility center evaluates student courses, grades and test scores to determine whether students meet NCAA minimum academic requirements. The NCAA membership is committed to academic success and graduation of its student-athletes.

NCAA Initial Eligibility and College Admission are Both Needed

Admission to an NCAA college or university is not the same as NCAA initial eligibility. Each institution decides which students to admit, based on its admissions criteria. Keep in mind that if a student-athlete meets NCAA initial-eligibility standards, that student still may not be admitted to the institution. Likewise, a student-athlete who gains admission to a college or university may not meet NCAA initial-eligibility standards.

Help Students Select Courses Grades Eight–12

If students take a rigorous college-preparatory curriculum, they are more likely to be successful. Help your students select courses that:

- Meet high school graduation requirements;
- Adequately prepare them for rigorous college work; and
- Meet NCAA initial-eligibility requirements.

Grade 11

- Encourage students to take the ACT or SAT or both.
- When registering for the test, students must select the eligibility center (code 9999) as a score recipient.
- At the beginning of grade 11, students who plan to participate in college sports at a Division I or II college should register with the eligibility center. The eligibility center registration form is available online at www.ncaaclearinghouse.net.
- After the student has completed six semesters of high school, send the student's transcript to the eligibility center. The transcript may be sent by regular mail or overnight delivery. **The eligibility center will not accept faxed transcripts.**
- Please encourage students to complete the amateurism questionnaire at the time they register with the eligibility center with as complete information as possible.

Grade 12

- After graduation, review the student's transcript carefully. Make sure the transcript is accurate before you mail it. Once the eligibility center receives a final transcript, it will not use an amended final transcript. Remember, faxed transcripts are not acceptable.
- You may check online the list of your graduating high school students who have registered with the eligibility center, at www.ncaaclearinghouse.net. On the home page, click on **High School Administration**, then on **Administration Login**. After logging in, click on **Graduation List Reports**.

- Please encourage students to return to the amateurism questionnaire on or after April 1, 2008, to complete the questionnaire with the latest information, affirm his or her responses by signing the NCAA Bylaw 10.1 statement and request a final amateurism certification.
- For students attending a Division I or II institution for the first time in January 2008, please have them update and complete their amateurism questionnaire on or after October 1, 2007.

Your High School's List of NCAA-Approved Core Courses

What is the list?

Each high school has its own list of NCAA-approved core courses. For the eligibility center to use a course in a student's evaluation, the course on the transcript must be on your high school's list.

Where can I find my high school's list?

- Go to www.ncaaclearinghouse.net;
- Select **High School Administration**;
- Click on **List of Approved Core Courses**; and
- Follow the prompts.

How can I update my high school's list?

- Go to www.ncaaclearinghouse.net.
- Select **High School Administration**.
- Click on **High School Administrator Login**.
- You will be required to input your high school six-digit code and your high school PIN. If your high school did not select a PIN, or you don't remember your high school PIN, see the login page for directions on how to obtain a PIN.
- After logging in, click on **Submit Core-Course Modifications**. From there, follow the prompts.

Why is this important?

- It is vital that your high school's list of approved core courses is kept up to date.
- This will ensure that your students are given appropriate credit by the eligibility center for the courses they have taken.
- If you have not reviewed and updated your list in the past year, the eligibility of your students may be affected.
- You must review your list at least once per year.

Core-Course Requirements

Core Courses. A core course is a recognized college-preparatory course taught by a qualified instructor. The course must fulfill a graduation requirement in the appropriate academic area at your high school. Remedial or basic-level courses are not core courses. Your high school's list of approved core courses, once submitted to the eligibility center, will be available for anyone who wishes to view it on the eligibility center Web site at www.ncaaclearinghouse.net.

Eighth-grade courses. Eighth-grade courses do not satisfy initial-eligibility requirements, unless the course appears on the high school transcript with a grade and a credit and the course appears on the high school list of approved core courses.

Courses completed after high school graduation. Only one core course may be used after a student's eighth semester (fourth year) of high school toward satisfying Division I initial-eligibility requirements. In contrast, for Division II, all core courses completed after high school,

but before initial full-time enrollment in college, may meet NCAA requirements.

Pass-fail grades. Pass-fail grades may be used to satisfy initial-eligibility requirements, but will be given the high school's lowest passing grade.

Independent study and courses taught on the Internet.

Independent study and Internet courses may satisfy initial-eligibility requirements if these courses meet core-course requirements. The instructor and student must have access to one another throughout the course, the student's work must be evaluated by appropriate authorities and the course must appear on the student's high school transcript.

Credit-by-exam and vocational-school courses. Credit-by-exam and vocational-school courses do not satisfy initial-eligibility requirements.

Duplicate course work. If a student completes two classes that are considered to be duplicates (e.g., Algebra I and Algebra A/B), he or she will only receive core-course credit for one of the classes (typically the course with the higher grade).

Courses for students with disabilities. Students with disabilities may use courses specifically designed for such students. The course must be comparable to a core course in the mainstream curriculum and must appear on your high school's list of approved core courses. Submit courses for students with disabilities online at www.ncaaclearinghouse.net.

ACT and SAT Scores

Test-score requirements. Students must achieve a required SAT or ACT score (See page 9 for the Division I grade-point average/test score that corresponds with their core-course grade-point average sliding scale. See page 10 for the Division II requirements.). Students must take the tests under standard testing conditions on a national testing date before their initial full-time enrollment at college. See the SAT Web site at www.collegeboard.com and the ACT Web site at www.act.org for national testing dates. Dates may also be found on page 12.

Calculation of highest score. If a student has taken the ACT or SAT more than once, that student's highest score from each subtest or subsection will be used to determine his or her score, provided all scores are submitted to the eligibility center. See page 12 for an example.

New information. All SAT and ACT test scores must be reported directly from the testing agency to the eligibility center. The eligibility center will not accept test scores reported on the high school transcript.

Nonstandard tests. Nonstandard tests are available for students with a diagnosed disability. Please visit the SAT or ACT Web sites for more information on registering for nonstandard tests.

Writing component. The writing component of the ACT and SAT will not be used by the eligibility center to determine initial eligibility.

NCAA Core-Course Grade-Point Average

Calculation of core-course grade-point average. The NCAA core-course grade-point average is calculated using only those core courses that are accepted and appear on the student's eligibility center certification report.

Grade values. The following grade values are used in determining a student's grade-point average:

- A – 4 quality points**
- B – 3 quality points**
- C – 2 quality points**
- D – 1 quality point**

If your high school uses plus and minus grades (such as A+ or B-), the plus or minus will not be used to calculate your core-course grade-point average.

Division I and II core-course grade-point average requirements.

Students must achieve a minimum core-course grade-point average to compete at the Division I or II level. The core-course grade-point average for Division I students must correspond with the ACT or SAT score based on the core-course grade-point average and test-score qualifier index on page 9 of this guide. In Division II, a student-athlete must have a minimum core-course grade-point average of at least 2.000.

International students. If you have a student who has been educated in part at an international secondary school, it will be necessary to obtain transcripts from the international institution and send those transcripts and translations, along with the domestic transcript, to the eligibility center. Students who graduate from high school in the United States will be evaluated under the same rules as all other domestic students.

Computer science reminder. The NCAA no longer accepts computer science courses, unless those courses receive graduation credit in mathematics or natural/physical science, and appear as such on the high school's list of NCAA-approved core courses.

Home school. Students who have been home schooled in whole or in part in grades nine through 12 must register with the eligibility center. To determine what documents must be submitted to the eligibility center, please visit the eligibility center Web site at www.ncaaclearinghouse.net.

Eligibility Center Web Site Features

The following features are available to you as a high school administrator on the eligibility center Web site.

- **Core-course modifications.** Submit revisions to your high school's core-course list.
- **Updates to eligibility center contact data.** Update your school's contact name, graduation date, e-mail address, PIN or demographic data.
- **Graduation list reports.** Print a list of registered students from the current graduating class. After graduation, send the eligibility center a final transcript with proof of graduation for each student on your roster.
- **Contact the eligibility center.** E-mail inquiry to the eligibility center is the easiest contact method.
- **Submit a fee waiver.** High school administrators may submit fee waiver verifications for eligible students only if the student received a fee waiver from SAT or ACT.

More information. For more information online, see the eligibility center Web site at www.ncaaclearinghouse.net.

Recruiting Regulations

Introduction

College coaches must follow the rules outlined in this section. You are expected to follow these rules as well.

Recruiting Terms

Contact. A contact occurs any time a coach has any face-to-face contact with you or your parents off the college's campus and says more than hello. A contact also occurs if a coach has any contact with you or your parents at your high school or any location where you are competing or practicing.

Contact period. During this time, a college coach may have in-person contact with you and/or your parents on or off the college's campus. The coach may also watch you play or visit your high school. You and your parents may visit a college campus and the coach may write and telephone you during this period.

Dead period. The college coach may not have any in-person contact with you or your parents at any time in the dead period. The coach may write and telephone you or your parents during this time.

Evaluation. An evaluation is an activity by a coach to evaluate your academic or athletics ability. This would include visiting your high school or watching you practice or compete.

Evaluation period. The college coach may watch you play or visit your high school, but cannot have any in-person conversations with you or your parents off the college's campus. You and your parents can visit a college campus during this period. A coach may write and telephone you or your parents during this time.

Official visit. Any visit to a college campus by you and your parents paid for by the college. The college may pay the following expenses:

- Your transportation to and from the college;
- Room and meals (three per day) while you are visiting the college; and
- Reasonable entertainment expenses, including three complimentary admissions to a home athletics contest.

Before a college may invite you on an official visit, you will have to provide the college with a copy of your high school transcript (Division I only) and SAT, ACT or PLAN score and register with the NCAA Eligibility Center.

Prospective student-athlete. You become a "prospective student-athlete" when:

- You start ninth-grade classes; or
- Before your ninth-grade year, a college gives you, your relatives or your friends any financial aid or other benefits that the college does not provide to students generally.

Quiet period. The college coach may not have any in-person contact with you or your parents off the college's campus. The coach may not watch you play or visit your high school during this period. You and your parents may visit a college campus during

this time. A coach may write or telephone you or your parents during this time.

Unofficial visit. Any visit by you and your parents to a college campus paid for by you or your parents. The only expense you may receive from the college is three complimentary admissions to a home athletics contest. You may make as many unofficial visits as you like and may take those visits at any time. The only time you cannot talk with a coach during an unofficial visit is during a dead period.

Verbal commitment. This phrase is used to describe a college-bound student-athlete's commitment to a school before he or she signs (or is able to sign) a National Letter of Intent. A college-bound student-athlete can announce a verbal commitment at any time. While verbal commitments have become very popular for both college-bound student-athletes and coaches, this "commitment" is NOT binding on either the college-bound student-athlete or the school. Only the signing of the National Letter of Intent accompanied by a financial aid agreement is binding on both parties.

Recruiting Calendars

To look at recruiting calendars for all sports, go to NCAA.org.

NCAA Eligibility Center

Starting November 1, 2007, the NCAA Eligibility Center will begin processing academic and amateurism certifications and taking over all operations previously handled by the NCAA Initial-Eligibility Clearinghouse. Located in Indianapolis, Indiana, the eligibility center works closely with the NCAA national office, ensuring all academic and amateurism regulations are met. You may continue to access your initial-eligibility file by visiting www.ncaaclearinghouse.net. Customer service representatives are available to assist you. Please use the telephone numbers listed below to reach customer service representatives. Any additional information, including transcripts and test scores, should be sent to:

NCAA Eligibility Center
P.O. Box 7136
Indianapolis, Indiana 46207-7136
www.ncaaclearinghouse.net
877/262-1492 (customer service Monday – Friday,
8 a.m. – 6 p.m. Eastern time)
317/223-0700 (international callers)

Summary of recruiting rules for each sport—Division I

	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
SOPHOMORE YEAR	Recruiting materials	<ul style="list-style-type: none"> You may receive brochures for camps and questionnaires. You may begin receiving recruiting materials June 15 after your sophomore year. 	<ul style="list-style-type: none"> You may receive brochures for camps and questionnaires. 	<ul style="list-style-type: none"> You may receive brochures for camps and questionnaires. 	<ul style="list-style-type: none"> You may receive brochures for camps and questionnaires.
	Telephone calls	<ul style="list-style-type: none"> You may make calls to coach at your expense. College may accept collect calls from you at end of your sophomore year. College coach cannot call you. 	<ul style="list-style-type: none"> You may make calls to coach at your expense only. College coach cannot call you. 	<ul style="list-style-type: none"> You may make calls to coach at your expense only. College coach cannot call you. 	<ul style="list-style-type: none"> You may make calls to coach at your expense only. College coach cannot call you. Women's Ice Hockey—If you are an international prospect, a college coach may call you once in July after sophomore year.
	Off-campus contact	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed.
	Official visit	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed.
	Unofficial visit	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits.
	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
JUNIOR YEAR	Recruiting materials	<ul style="list-style-type: none"> Allowed. You may begin receiving recruiting materials June 15 after your sophomore year. 	<ul style="list-style-type: none"> You may begin receiving September 1 of junior year. 	<ul style="list-style-type: none"> You may begin receiving September 1 of junior year. 	<ul style="list-style-type: none"> You may begin receiving September 1 of junior year. Men's Ice Hockey—You may begin receiving recruiting materials June 15 after your sophomore year.
	Telephone calls College coaches may call you	<ul style="list-style-type: none"> You may make calls to the coach at your expense. Once per month beginning June 15, before your junior year, through July 31 after your junior year. 	<ul style="list-style-type: none"> You may make calls to the coach at your expense. Once per month in April, May and June 1-20. Once between June 21 and June 30 after your junior year. Three times in July after your junior year. 	<ul style="list-style-type: none"> You may make calls to the coach at your expense. Once from April 15 to May 31 of your junior year. 	<ul style="list-style-type: none"> You may make calls to the coach at your expense. Once per week starting July 1 after your junior year. Men's Ice Hockey— Once per month beginning June 15, before your junior year, through July 31 after your junior year.
	Off-campus contact	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> Allowed starting July 1 after your junior year. For gymnastics—allowed after July 15 after your junior year.
	Official visit	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed. 	<ul style="list-style-type: none"> None allowed.
	Unofficial visit	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits. 	<ul style="list-style-type: none"> You may make an unlimited number of unofficial visits.

	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
SENIOR YEAR	Recruiting materials	• Allowed.	• Allowed.	• Allowed.	• Allowed.
	Telephone calls College coaches may call you	• You may make calls to the coach at your expense. • Twice per week beginning August 1.	• You may make calls to the coach at your expense. • Once per week beginning August 1.	• You may make calls to the coach at your expense. • Once per week beginning September 1.	• You may make calls to the coach at your expense. • Once per week beginning July 1. • Men's Ice Hockey— Once per week beginning August 1.
	Off-campus contact	• Allowed beginning September 9.	• Allowed beginning September 16.	• Allowed beginning November 25.	• Allowed.
	Official visit	• Allowed beginning opening day of classes your senior year. • You are limited to one official visit per college up to a maximum of five official visits to Divisions I and II colleges.	• Allowed beginning opening day of classes your senior year. • You are limited to one official visit per college up to a maximum of five official visits to Divisions I and II colleges.	• Allowed beginning opening day of classes your senior year. • You are limited to one official visit per college up to a maximum of five official visits to Divisions I and II colleges.	• Allowed beginning opening day of classes your senior year. • You are limited to one official visit per college up to a maximum of five official visits to Divisions I and II colleges.
	Unofficial visit	• You may make an unlimited number of unofficial visits.	• You may make an unlimited number of unofficial visits.	• You may make an unlimited number of unofficial visits.	• You may make an unlimited number of unofficial visits.
	Evaluation and contacts	• Up to seven times during your senior year.	• Up to five times during your senior year.	• Up to six times during your senior year.	• Up to seven times during your senior year.
	How often can a coach see me or talk to me off the college's campus?	• A college coach may contact you or your parents/legal guardians not more than three times during your senior year.	• A college coach may contact you or your parents/legal guardians not more than three times during your senior year.	• A college coach may contact you or your parents/legal guardians (including evaluating you off the college's campus), six times. • One evaluation during September, October and November.	• A college coach may contact you or your parents/legal guardians not more than three times during your senior year.

Summary of recruiting rules—Divisions II and III

	DIVISION II	DIVISION III
Recruiting materials	• A coach may begin sending you printed recruiting materials September 1 of your junior year in high school.	• You may receive printed materials any time.
Telephone calls	• A college coach may call you once per week beginning June 15 between your junior and senior year. • You may make calls to the coach at your expense.	• No limit on number of calls or when they can be made by the college coach. • You may make calls to the coach at your expense.
Off-campus contact	• A college coach can have contact with you or your parents/legal guardians off the college's campus beginning June 15 after your junior year. • A college coach is limited to three in-person contacts off campus.	• A college coach may begin to have contact with you and your parents/legal guardians off the college's campus after your junior year.
Unofficial visits	• You may make an unlimited number of unofficial visits any time.	• You may make an unlimited number of unofficial visits any time.
Official visits	• You may make official visits starting the opening day of classes your senior year. • You may make only one official visit per college and up to a maximum of five official visits to Divisions I and II colleges.	• You may make official visits starting the opening day of classes your senior year. • You may make only one official visit per college.

APPENDIX

Fall Sports

Cross Country (W)
Cross Country (M)
Field Hockey (W)
Football (M)
Soccer (W)
Soccer (M)
Volleyball (W)
Water Polo (M)

Winter Sports

Basketball (W)
Basketball (M)
Bowling (W)
Fencing (M&W)
Gymnastics (W)
Gymnastics (M)
Ice Hockey (W)
Ice Hockey (M)
Rifle (M&W)
Skiing (M&W)
Swimming & Diving (W)
Swimming & Diving (M)
Indoor Track and Field (W)
Indoor Track and Field (M)
Wrestling (M)

Spring Sports

Baseball (M)
Golf (W)
Golf (M)
Lacrosse (W)
Lacrosse (M)
Rowing (W)
Softball (W)
Tennis (W)
Tennis (M)
Outdoor Track and Field (W)
Outdoor Track and Field (M)
Volleyball (M)
Water Polo (W)



Eligibility
Center

The NCAA salutes
380,000
student-athletes
participating in
23 sports
at more than 1,000
member institutions

Certification Processing
P.O. Box 7136
Indianapolis, IN 46207-7136

www.ncaaclearinghouse.net

877/262-1492
(customer service Monday – Friday, 8 a.m. – 6 p.m. Eastern time)
317/223-0700 (international callers)

317/968-5100 (fax)



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