# NCAA Clearinghouse Requirements and Registration Process

All prospective NCAA Student/athletes must meet the NCAA Clearinghouse eligibility requirements if they intend to compete and practice, or receive financial aid as an athlete at a NCAA Division I or II collegiate institution. To access requirements and other important NCAA Clearinghouse information, students and their parents/guardians will need to go to the NCAA Eligibility Center website and REGISTER ONLINE at: http://eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html **Bookmark this website.** You will also need to create an account (upper right corner) while at this website. When you create your account, make sure that you record your username and password somewhere safe. While viewing the NCAA Eligibility Center website you will find links listed at the top of the page. It is important to view the material within the link entitled *Resources.* To do this, click on the *Resources* link then click on US Students, then click on each of the links within. Of particular importance is the link entitled *Freshman Eligibility Standards Quick Reference Sheet*—here you will find the criterion that will be applied to students as they seek NCAA eligibility for participation in collegiate athletics. If you want to view the courses you can take at PHS to meet NCAA eligibility requirements, you must click on the *List of NCAA Core Courses* within *Resources.* Once you do this a new webpage will open entitled *High School Portal* - within this page you then need to enter our 6-digit CEEB code (060587), then *click search,* in order to view the courses you can take at PHS to meet NCAA requirements.

**IMPORTANT: the NCAA Clearinghouse requires that an ACT or SAT test be taken. An ACT or SAT test taken on a national testing date and Colorado's 11th grade ACT will meet this requirement. ACT and/or SAT scores MUST be sent directly from the testing organization even though the scores may be on a high school transcript—this means that when registering for either test one must enter the NCAA Clearinghouse code (9999) in the *College and Scholarship Choices* section; if this is not done when registering for the tests, an additional test score report will need to be ordered and sent from ACT and/or SAT after the test was taken.**

**Prospective NCAA Student/athletes should check with their assigned counselor no later than the first semester of their 9th or 10th grade year in order to make a plan to meet the NCAA Clearinghouse Core Course Requirements before graduating high school**. The Eligibility Standards for Division I and II collegiate athletics are listed in the NCAA Eligibility Center website and should be reviewed by parents and students to obtain a clear understanding of the requirements necessary to be eligible for NCAA athletic competition, scholarships, and recruitment. To help you determine what courses meet the NCAA requirements, you will need to access Poudre High School's List of Approved NCAA Clearinghouse Core Courses (*Approved Core Courses*) located within the NCAA Eligibility Center website (see directions above). Once courses are decided upon to meet these requirements, students should not change their class schedule without first determining whether their NCAA eligibility will be affected. The Guidance Counselors at Poudre High School are available to advise and assist student-athletes in the planning process; however, the responsibility to meet the NCAA Clearinghouse requirements for initial eligibility rests with the student-athlete and his/her parent(s)/guardian(s).

**Students should register for the NCAA Clearinghouse on-line**. Registration should be completed on the NCAA Eligibility Center website at the end of the 11th grade year in high school at the very latest. To access the on-line registration form you must: go to the NCAA Eligibility Center website>enter by clicking on the appropriate enrollment period under *Going to College In* >then create an account (upper right corner). Once you have followed these directions you will receive an email with directions on what to do next. After your registration is complete, you must request that we send your transcript to the NCAA, and to do this you must go through your Naviance Family Connection page: log in to your Family Connections page, then>Colleges>Colleges I'm Applying To>Add Colleges to This List>Look Up>type in NCAA>scroll down then click on ADD COLLEGES>scroll down and click on TRANSCRIPTS>REQUEST TRANSCRIPTS FOR MY COLLEGE APPLICATIONS. **After you have completed this aspect, you must then follow the directions below in order to give us your permission to send your transcript electronically**. If you run into problems, Mrs. Mapes can help guide you through this process.

REMEMBER: You will not be certified as either eligible or ineligible until you have graduated from high school.
For questions on reports received from the NCAA regarding eligibility, see Mr. Nash.

Updated 11/8/2011

# Instructions for sending electronic transcripts via Naviance

## Students will need to complete the following before transcript can be sent

1. Go to **eligibilitycenter.org** and log in
2. Click on the cell phone on the left of the screen
3. Go to My Task List and then Open Task
4. Click on Official Transcript
5. A paragraph will pop up and in the paragraph it will have a click here link in blue. Click on that
6. It will open up the Parchment account and create a new account
7. Follow the procedures to create new account
8. The request should go through once this is created
9. You must also request your transcript to be sent to NCAA through Naviance.

**Changes in SAT/ACT**

The SAT and ACT have made changes to their tests; one of the most significant changes is the addition of a writing component. On both the SAT and ACT, students will be asked to write an essay. The SAT writing section is mandatory, while the ACT writing section is optional.

The SAT will now have three parts: critical reading (formerly known as verbal), mathematics, and writing. Since each section is worth 200-800 points, the SAT score will now range from 600-2400.

**Will the NCAA require a writing test as part of its initial-eligibility requirements?**

The NCAA has determined that the writing component should not be required at the present time. The NCAA has noted the importance of reviewing research related to the impact of the writing component.

**How will the eligibility center use the scores on the new SAT?**

The eligibility center will combine the critical reading and math sections for the combined score. The writing section will not be used. **The eligibility center will use scores from the new SAT in combination with scores from the current SAT for the combined score.**

**What about ACT?**

ACT is also adding a writing component, but the ACT writing component is optional. The scores on the ACT will remain the same.

**Where can I get more information?**

The College Board has information about the new SAT on its Web site at www.collegeboard.com and ACT has information at www.act.org.

*Specific questions regarding any of the information on this page may be answered by contacting the eligibility center staff at 877/262-1492.*

**Document Mailing Address:**
NCAA Eligibility Center
Certification Processing
PO Box 7136
Indianapolis, IN 46207

**General:**
NCAA Eligibility Center
PO Box 7110
Indianapolis, IN 46207

**Phone:**
Toll Free: 877/622-2321
International Callers: 317/223-0700
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