



HIGH SCHOOL COUNSELOR QUICK TIPS

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

THE ROLE OF THE HIGH SCHOOL COUNSELOR

Ongoing

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

Other Helpful Items to Know

- To be eligible to compete in Division I, students must earn a minimum core-course GPA of 2.3 with a corresponding test score on the sliding scale and meet the core-course progression and distribution requirements. Students hoping to compete in Division II must earn a minimum core-course GPA of 2.2 with a corresponding test score on the sliding scale and meet the core-course distribution requirement.
- More information about initial-eligibility standards for Divisions I and II, including core-course requirements and minimum scores, can be found at [ncaa.org/student-athletes/future](#).
- Student-athletes attending Division I or II schools can create a [Certification Account](#), while students attending Division III schools or who are not sure where they want to attend can create a free [Profile Page](#). Students may transition from a Profile Page to a Certification Account at any time. Students should create only one account.
- For more information on the NCAA Eligibility Center and how counselors can assist students, review the [Guide for the High School Counselor](#).

CONTACT THE NCAA ELIGIBILITY CENTER

High school phone: 877-622-2321

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



@ncaaec



@playcollegesports



@ncaaec



THE ROLE OF THE STUDENT

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

9TH GRADE



- *Start planning now!* Take the right courses and earn the best grades possible.
- Find your high school's list of NCAA core courses at eligibilitycenter.org/courselist.
- Sign up for a free Profile Page at eligibilitycenter.org for information on NCAA academic and amateurism requirements.

10TH GRADE



- If you fall behind academically, ask your counselor for help finding approved courses you can take.
- Register for a Profile Page or Certification Account with the NCAA Eligibility Center at eligibilitycenter.org.
- Monitor your Eligibility Center account for next steps.
- At the end of the year, ask your counselor at each high school or program you attended to upload your official transcript to your NCAA Eligibility Center account.

11TH GRADE



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

12TH GRADE



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