

# GUIDE TO COLLEGE ADMISSIONS



PLAINVIEW-OLD BETHPAGE  
JOHN F. KENNEDY HS

## **INTRODUCTION**

The purpose of this handbook is to answer the most frequently asked questions about the college admissions process. It is impossible to cover all aspects of the process in a brief publication. Additional questions and concerns should be addressed to your school counselor.

During junior year, your school counselor will meet with you and your parents formally to initiate the college process. Through individual meetings, you will become aware of a process to identify schools appropriate for your interests and capabilities. You will also become familiar with the standardized testing process. This handbook should serve as a handy reference throughout the college search and application process.

Entrance to the college of choice is dependent upon the successful completion of several variables. No two students are viewed the same, nor will they have the same credentials. College Admissions is a human process subject to a few considerations. Your best profile is four years of top grades in challenging courses, strong standardized test scores, solid letters of recommendation, and involvement (and leadership) in meaningful activities.

Please remember, the goal of this process is to find a good match between you and a college. It is tempting to compare yourself with classmates, but a place where one person will thrive might be unpleasant for another. Your job throughout this process is to complete a careful self-analysis, to recognize both your strengths and weaknesses and to approach thoughtfully and seriously, the task that lies ahead of you.

Good luck on this exciting journey!

Laurie B. Lynn, Director of Guidance

### **Counselors**

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# I TIMELINE OF RESPONSIBILITIES





## College Admissions Timeline

### JUNIOR YEAR

#### September / October / November:

- ☐ Register and take the Preliminary SAT (PSAT) exam and/or practice ACT

#### December:

- ☐ Review PSAT results

#### January / February:

- ☐ Prepare for your college entrance exams (SAT and/or ACT)
- ☐ Complete your Brag Sheet in order to schedule your Junior conference with your counselor
- ☐ Register for an SAT/ACT/SAT Subject Exam(s)
- ☐ Thoughtfully choose senior-year courses.

#### March / April / May / June:

- ☐ Attend the POBJFK College Fair
- ☐ Attend the College Essay Workshop
- ☐ Attend the Junior College Rep Talk workshop
- ☐ Request letters of recommendation from teachers
- ☐ Visit colleges during spring & summer vacations
- ☐ Plan to participate in enriching summer activities, such as volunteer work, acquiring a meaningful job or internship, enrolling in summer courses at college, etc.
- ☐ Student Athletes should register with the NCAA Clearinghouse at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

#### July/August:

- ☐ Read all literature received at your Junior Conference
- ☐ Register with the Common Application at [commonapp.org](http://commonapp.org) (August)
- ☐ Review college essay topics and complete a draft of your essay.
- ☐ Link your Naviance Family Connection account to your Common Application by signing the FERPA Agreement

## College Admissions Timeline

### September:

- ☐ Begin your college applications! Refer to the College Application Procedure form for step by step instructions
- ☐ Attend the Senior Guidance Meeting
- ☐ Meet with college representatives visiting POBJFKHS
- ☐ Check the Scholarship link on Naviance-Family Connection (ongoing)
- ☐ Register and take SATs / ACTs / SAT Subject Exams
- ☐ Finish obtaining letters of recommendation and prepare your resume
- ☐ Senior athletes, check [www.eligibilitycenter.org](http://www.eligibilitycenter.org) for updated procedures
- ☐ Attend Financial Aid night
- ☐ Finalize your essay, seeking feedback from your English teacher

### October:

- ☐ Notify your counselor of early action and early decision applications
- ☐ Send your SAT/ACT/SAT Subject Exam Scores directly to your colleges
- ☐ Attend college fairs and open houses at colleges
- ☐ Request and file CSS/Financial Aid PROFILE if necessary
- ☐ File FAFSA form as soon as possible after October 1st

### November:

- ☐ Complete your college applications
- ☐ Notify your counselor to send your transcript/recommendation letters using the Records Release Form aka "Green Sheet"
- ☐ Notify your teacher(s) to send your recommendation letter(s) using the Records Release Form aka "Blue Sheet"

### December / January:

- If your college has requested 1<sup>st</sup> quarter grades notify your counselor to send them.

### February / March

- ☐ Notify your counselor of all scholarships, awards and college decisions
- ☐ Mid-year grades will be electronically sent to all colleges
- ☐ Update your college decisions on Naviance Family Connection

### April / May:

- ☐ Reply promptly to colleges; notify them of your decision
- ☐ Fill out senior survey, indicating where to send your final transcript

### June:

- ☐ Graduation

## II

# COLLEGE APPLICATION CHEAT SHEET

Here are answers to questions that are typically asked on college applications. If you are asked anything that you are unsure of, **(DON'T GUESS!)** see your counselor!

- We **do not** offer block scheduling
- We **do not** rank
- CEEB Code: 334532
- Grade scale is out of 100
- The cumulative GPA is weighted if you took at least one honors, one AP class, or one college -level class.
- Any class taken every day for a **full year is 1 credit** for the year
- Any **half year class** or **class taken every other day is .5** credit for the year

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### III COLLEGE ADMISSIONS CRITERIA



## COLLEGE ADMISSIONS CRITERIA

### What do colleges consider in determining whether they will accept an applicant?

**Academic Record:** Most colleges consider your overall academic average to be the most important single indicator of how well you are likely to do in college.

**Quality of Courses:** Many colleges look more favorably upon a high average if it has been obtained while taking the more difficult, challenging courses than if it has been obtained by taking a great many of the so-called “easy” courses. It should be noted that many colleges use only the academic courses in re-computing your average for acceptance to their school. For example, they are most interested in your English, History, Math, Science and Language courses. Pay attention to the strength of your senior year course work. If you don’t have solid coursework you are inviting extra scrutiny.

**Percentile Placement:** POBJFKHS does not provide a numerical rank. However, we can indicate your percentile placement.

**Entrance Examination Scores:** Most colleges require students to take either the SAT or ACT, which measure one’s ability to do college-level work. Some colleges require you to take SAT Subject tests. It is recommended that students for whom English is not a first language take the TOEFL exam. You will know what tests are required by the colleges by checking the appropriate section of the college website. It is your responsibility to send your scores to the colleges.

**Activity Resume:** While colleges are primarily interested in your academic record, they are also interested in leadership qualities, unusual interests, abilities and talents. Colleges would rather see a sustained interest in a specific activity than a long list of activities which only indicates casual involvement.

**Recommendations:** Your counselor will write a recommendation on your behalf, so be sure to make him/her aware of any information which should be included. Many colleges also require recommendations from teachers who know you well enough to provide an accurate assessment of your attitude and abilities.

**Essay:** The essay is an important part of the admissions process. When evaluating students of comparable achievements, the essay can be the determining factor in the admissions process. Special attention ought to be given to uniqueness of context and to excellence of style.

**Interview:** Few colleges require applicants to come for a personal interview; some encourage informal meetings and visits, and others may schedule local alumni interviews. Check your college website.

**Demonstrated Interest:** Some colleges track students demonstrated interest. Some ways to demonstrate interest include taking an official tour of a campus. Visiting with representatives at local events and/or 10<sup>th</sup> period meetings, emailing or calling representatives with pertinent questions.

## APPLICATION SUGGESTIONS

There's no surefire formula that will guarantee a good application, but you can help yourself by keeping the following in mind.

- Read through all the information received before filling in any information on the application.
- **It is your responsibility to be aware of application deadlines.** You will increase your chances of producing a strong application if you allow yourself plenty of time.
- Make sure you have completed all portions to be filled out by the applicant.
- Be certain to sign where indicated.
- Remember, the application is your opportunity to make a statement to an admissions committee; do not lose this opportunity. If you need to download a portion of the application, check to see if it requires your signature.

You may apply to as many colleges as you wish, but **usually it is not necessary to submit more than nine or ten applications** (remember too, that colleges charge an application fee). Make sure that every college that is on your list is one you would be happy to attend.



## APPLICATIONS – WHAT, WHEN AND HOW TO APPLY?

There are several basic admissions plans to be aware of. It is important that you carefully read the information supplied by the colleges when you begin the application process, because there are differences among various college programs.

**Early Action:** This plan is early notification. Most applications are due at the college by November 1<sup>st</sup> or 15<sup>th</sup> with a reply date sometime late December or mid-January. It is not a binding agreement. You may continue to apply elsewhere, and enroll elsewhere, if you wish.

**Early Decision:** Most colleges have adopted plans whereby students can apply early in the fall, usually by November 1<sup>st</sup> or 15<sup>th</sup>. One of three actions will be taken: acceptance, denial or deferral to the regular applicant pool for later assessment. Most early decision applicants will hear decisions by December 15<sup>th</sup>.

If you are accepted to the college of your choice under an Early Decision, **YOU AGREE TO WITHDRAW ALL OTHER APPLICATIONS AND ATTEND THAT COLLEGE.** This is a binding agreement. Financial aid is estimated based on information you supply. You may apply to only one college through the early decision process. You must be absolutely certain that you want to attend this college. Therefore, you should only apply Early Decision if you are positive you want to attend.

**Regular Decision:** You can apply to as many schools as you wish. Regular decision deadlines vary from school to school; however, they tend to fall on January 1<sup>st</sup> or 15<sup>th</sup> for competitive colleges. You will usually hear a decision on or around April 1<sup>st</sup> and you have until May 1<sup>st</sup> to reply. (The sooner you say ‘yes’, however, the better your housing assignment usually will be.)

**Rolling Admissions:** This means that your application will be evaluated as soon as it is complete, and you will usually hear a decision within a month. Many state colleges utilize Rolling Admissions. Consequently, many popular public universities can have full classes as early as January 1<sup>st</sup>. Sooner is better for rolling admissions.

**Other admissions plans include variations such as:**

- Early Decision II
- Restricted Early Action/ Single Choice Early Action





## TRANSCRIPT

Your transcript is the most important part of your application. It is a picture of your academic accomplishments and progress through your years of high school. Keep in mind:

1. Colleges like to see strong grades.
2. Colleges like to see strong consistency as well as a positive grade trends that show consistent improvement over the course of your high school career. (Negative trends can hurt you. Use junior and senior years to pull up lower grades.)
3. Work as hard as you can to ensure you achieve the best grades possible.
4. Colleges may use your first semester senior year grades to make decisions. (Early Decision decisions will be made on 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and possibly first quarter of senior year grades.) Remember: colleges will receive your final transcript and will red flag a significant drop in your senior year grades.
5. If your college requires a first quarter grade report, it is the student's responsibility to request to have it sent. This will not be sent automatically. The mid-year grade report will be sent automatically to all colleges that you have applied to.

## II. STANDARDIZED TEST SCORES

Your SAT or ACT scores are still an important part of most colleges' admissions policies.

**You are responsible for sending your standardized test scores to the colleges.** Discuss this procedure with your counselor in order to determine your best strategy.

**You are responsible for sending SAT, SAT Subject and ACT test scores to colleges.** You can do this online at the College Board's website ([www.collegeboard.org](http://www.collegeboard.org)) and ACT's website ([www.actstudent.org](http://www.actstudent.org)) You need the code numbers for each college. You can find these ON THE WEBSITE.

You will also need POB's CEEB #334-532 and your test registration number. (A credit card is necessary.)

When you register for the SAT or SAT Subject test, you can send your scores to four colleges for free. There is a charge for additional schools.

You must re-send your scores each time if you want a college to see each test you take. (For example, you send your October scores to Villanova. Then you take the SAT again in November. You must send the scores again if you want Villanova to see your November results. Just because you sent them in October does not mean Villanova automatically gets them again.)

# IV

## THE COLLEGE INTERVIEW

### THE COLLEGE VISIT

The best way for you to learn about the educational programs, faculty, facilities, atmosphere and spirit of a college is to visit the campus, particularly when the college is in session. If you visit during a school day, bring a College Visitation Form with you. Have the form signed by a college official and return it to the attendance office.

College visits enable you to:

1. Learn what college admissions officials expect from a candidate.
2. Observe the academic atmosphere, sit in on classes.
3. Evaluate the environment of the school.
4. Observe and speak with students who are attending and with whom you would associate.

When you visit the college, observe:

1. Size of classes.
2. Library facilities (e.g., computers, hours).
3. Department you are likely to select as a major.
4. Laboratory facilities.
5. Composition of the student body.
6. Dormitories and study facilities; location, size, policies.
7. Dining facility; quality of food.
8. Campus setting – beauty, orderliness and cleanliness.
9. Health services.
10. Religious facilities.
11. Facilities for leisure time, cultural programs, athletics, social life.
12. The college students – do they appear to be happy, lively and friendly?
13. The attitude of the faculty toward students.
14. The students – are they friendly and courteous toward visitors; are they serious and businesslike toward their work?



## **QUESTIONS TO ASK COLLEGES**

What should I ask about the admissions process?

- How does your school evaluate applicants for admission? What is most important/least important aspect(s) of the evaluation process?
- Do I need to take a college entrance exam before admission? Which one?
- If my high school average is below that of the average accepted student to your campus, are there alternative admission programs I may qualify for?
- Does your campus give credit for advanced placement courses?
- Who may I contact if I have additional admissions questions?
- What is the best way to share updated information with the admissions office? (i.e. first quarter grades, additional accomplishments)
- Do you super-score standardized tests?
- If I am not accepted to my first-choice program, will I be considered for general admission to your campus?
- What can I do if I am deferred or waitlisted?

What should I ask about academic life?

- When do I have to declare a major?
- Can I design my own program?
- What kind of academic advisement is available?
- What are the campus academic facilities (library, labs)?
- How do I obtain an internship?
- Is ROTC available?
- How long will it take me to complete my degree?
- How do I access remedial services? What services are available to me?
- What opportunities are available for study abroad?
- Is academic assistance available for students with disabilities?



### **POSSIBLE TOUR GUIDE QUESTIONS**

- What do you like best/worst about being a student here?
- How large are your classes?
- Who teaches you? Can you get help from your professors?
- Where do you study?
- Are students politically active?
- Where can I get a copy of the campus newspaper?
- Where do most students hang out?
- When do you declare your major? What are the most popular majors?
- Tell me about the housing. Are some dorms better than others? Do many students live off-campus? Why?
- Do students study hard? What is the attitude towards working hard?
- What's the biggest issue in local campus politics?
- What impact do fraternities and sororities have? Athletics?
- What are weekends like?
- Are the arts supported here?
- Where do students come from? Is this a diverse community?
- Why did you choose this school? Where else did you apply?



## **The College Information Sessions**

Many colleges suggest that applicants schedule a personal interview.

Individual Interview: Candidate meets “one-to-one” with an admissions officer; the candidate may or may not receive a rating from the interviewer. In some cases, a student from the college may sit in on the session.

Alumni Interview: Graduates from the college will interview candidates. The interview may take place in the interviewer’s home, in the candidate’s home, or at a local spot, i.e. Panera, Starbucks, etc. The purpose of this interview may be to dispense information and get a general sense of the applicant.

High School Informational: College and university representatives visit high schools each year. Students are invited to chat with the representative in the Counseling Center. These “information sessions” are rarely intended to be more than a chance to ask questions, but, occasionally, students have made very positive impressions on the college representative in these sessions, and their candidacies have been greatly enhanced.

On Campus Information Session: Usually held on campus and used primarily to disseminate information about the college and give applicants a chance to ask questions.

In addition to the formal and informal setups described above, our school may offer on-site admissions opportunities whereby representatives come to POBJFK to interview applicants who have already applied for admission.

## **MAXIMIZING AN INTERVIEW**

- Treat every interview as if it is your first-choice school.
- Be prepared to intelligently answer the question, “tell me about yourself.”
- Review the college’s website thoroughly ahead of time.
- Most admissions counselors will ask if you have any questions. This is perhaps the most important part of the interview because the questions you ask demonstrate how interested you are and your level of maturity and confidence.

Carefully prepare a list of questions following these suggestions:

- Be aware of current national, state and local affairs.
- Do not be afraid to mention your strengths – academic and/or non-academic.
- Choose (ahead of time) at least one subject or interest that you know well and try to bring it up. Be prepared to discuss it at length.

Here are some additional suggestions that have proven useful to candidates through the years. You may want to review them before you are involved in an interview.

1. Be on time and make sure to get the interviewer's name. (It's a good idea to hand write a thank you note or e-mail a thank you note a day or so after your interview.)
2. Don't be afraid of the person interviewing you. He or she is not "out to get you".
3. Don't fight with the interviewer. He or she may challenge a response you provide, but it's usually a test of your flexibility and your capacity to think on your feet. Try to see it this way and respond accordingly.
4. Show, through your own grooming and dress, that the interview is important to you.
5. Be positive. For example, rather than whining about your science teacher's cloudy explanation, discuss how the situation provided you with a chance for independent study.
6. Show that you are knowledgeable about the college and indicate that you are applying for appropriate reasons. Be prepared to ask intelligent questions.
7. Stress all your strengths and admit to some of your weaknesses. If the interviewer asks why your SAT scores are so low, point to the good job you've been able to do daily in the classroom and in your outside activities.
8. Be honest. If your career plans are uncertain, say so. It's O.K. to be undecided.



## **POSSIBLE INTERVIEW QUESTIONS**

- Why do you want to go to college?
- Why do you want to attend this college?
- Tell me about yourself.
- How would your friends describe you?
- How are you different from other students applying here? Why should we admit you? We have many qualified applicants. Why do you think you are a good match for this college?
- What political issue (local or national) concerns you most? Why?
- How do you like Plainview-Old Bethpage JFK High School? What has been the most positive experience you have had? The most negative?
- If you could redo high school, what would you do differently?
- What books or authors have made a lasting impression on your way of thinking?
- If you could be any fictional character, who would you be and why?
- If you could be one historical figure, who would it be and why?
- What is your role in the school community? What would your teachers say about you as a person?
- What is the most significant contribution you've made to your school?
- What are you looking for in a college?
- What are some of your goals (personal and career) for the future?
- Tell me about a particular class or assignment in which you found yourself most stimulated intellectually.
- What is your reason for participating in athletics (or student government or the newspaper, etc.)?
- What has been your favorite subject in high school? Why?
- What might you study in college?
- What events would you deem critical to your life thus far?
- Who has most influenced you?
- How have you spent your summers?
- How do you spend your free time?
- Do you have any questions? (It is crucial that you have some questions for the interviewer.) This question will be asked in EVERY interview.

### Other advice:

Do not chew gum

Watch your language; avoid slang

Dress neatly

Arrive on time

Turn off cell phone

Shake hands firmly

Make eye contact

Be yourself

Always send a thank you note

(email or a written letter is appropriate)

Feel free to bring notes with prepared questions. You can also take notes to jot down answers to your questions.



V  
LETTERS OF RECOMMENDATION  
AND COLLEGE ESSAY



## LETTERS OF RECOMMENDATION

All records from POBJFKHS are considered confidential and may not be released to a student or his/her family. Know what forms the colleges require. Most colleges request that your school counselor complete a recommendation form and secondary school report in addition to an official transcript. Make certain that your high school Counseling Center has these forms at least 15 school days before the application deadline.

In addition to the school/counselor recommendation, you may be asked to submit teacher recommendations. Be aware of these requirements and pick teachers who know you best and will take the time to write a meaningful assessment of your performance. You may want to schedule a fifteen-minute conference with them to make certain they are well informed about you.

- **Remember, you need to give your teachers at least 15 school days to write your recommendations.** Do not expect them to write a letter for you over the weekend. Teachers are busy people. Some teachers are extremely involved at college application time. Ask early and in person, as soon as you know who you want to write the letters.
- Be certain to request your teacher on Naviance Student after you have spoken with them in person.
- Be sure to give your teacher and anyone else who may have written on your behalf a thank you note.
- A word of caution about letters of recommendation: If you have a letter of recommendation from outside sources please be sure the source can effectively speak to your strengths and ability to be successful in college. Also, avoid too many (more than three) recommendations. Most colleges have specific requirements regarding the number of letters that they will accept on your behalf.



## **Your College Essay**

The essay portion of your college application is extremely important. Through these essays you can convey to admissions personnel the things that are most important to you. Make sure that your essays contain information that is of some value. The best essays are not only well-written but present what are often ordinary events from an unusual perspective.

In your essays, describe thoughts, events or personal characteristics that you have not communicated elsewhere in the application. Don't rewrite your transcript or activity sheet. Be honest and accurate. If you feel that the questions do not give you an opportunity to reveal and express important information, include an additional sheet.

What makes a good impression? Enthusiasm, intelligence, talent, leadership, maturity, writing ability, creativity, and perseverance may be some of your traits. All are high on the list, but no one expects to find them all wrapped up in one person. What colleges want is honest insight into a real person and what is special about you. A good essay conveys the writer as a real and valuable person, worth knowing. It expresses who you are and what you've accomplished; and fills in the gaps in the statistics, explaining what four years of facts won't show.

### **SAMPLE QUESTIONS**

All college applications ask the same basic question. Who are you and what makes you different from other qualified applicants we must consider? Most schools, however, have their own way of asking for this information. Below are essay prompts from the 2019-2020 Common Application.

#### **2019-2020 Common Application Essay Prompts**

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma – anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

In addition, below you will find some of the more creative wordings used by colleges and universities in the past.

- If you were to describe yourself by a quotation, what would that quotation be? (Dartmouth)
- What is the best advice you ever received? Why? And did you follow it? (University of Pennsylvania)
- Write a letter to your new college roommate introducing yourself and describing your background. (Carleton)
- Ask and answer the one important question that you wish we had asked. (Carleton)
- Please describe your reaction to the quotation, “He does not possess wealth, it possesses him.” (William and Mary)
- Given the authority to establish a holiday, what would you choose to commemorate? (Stanford)
- Suppose you had the opportunity to spend a day with anyone. With whom would it be and how would you spend your time? (Stanford)
- Drawing upon some personal experience, write a fable. (Stanford)
- Imagine the year is 1881. You may expect to live another 35 years. What person would you most want to know well during that time? For what reasons? (Swarthmore)
- Identify a person who has had a significant influence on you and describe that influence. (Wesleyan)
- Share with us what other (Wesleyan) students would learn from you both inside and outside the classroom. (Wesleyan)
- You have just completed your 300-page autobiography. Please submit page 217. (The University of Pennsylvania)
- If you could introduce one new idea or material thing to a primitive culture, what would it be? (College of the Atlantic)

## PRE-WRITING SUGGESTIONS

1. **Prepare** an inventory of yourself before you write. Make an outline of your achievements; make a list of your hobbies, jobs, community service – anything that may be positive about you.
2. **Consult** with your school counselor. There are materials in the library and guidance resource center which can provide helpful hints on how to write a good admissions essay.
3. **Consider** some of the following tips on how to write your essay:
  - a. Never accept your first draft as final. Write a rough draft, put it away for a while and then re-read it objectively. Ask yourself if you have been repetitive, boring or disorganized. Have you said all the things you wanted, have you included too many trivial items?
  - b. Seek the opinions of others. Show it to an adult whose opinion you respect. For example, school counselor, teachers, parents.
  - c. Make the essay unique and interesting. You are competing with many other applicants; try to make your essay stand out. Give the admissions staff a reason to remember you and select you over other candidates.
  - d. Provide quality, not quantity. Merely listing twenty extracurricular activities is ineffective. Rather describe in detail a meaningful leadership role you have held in one of them.
  - e. Follow directions carefully. You may feel the application does not provide enough space for all you have to say. Remember, the designers of the question are probably testing your ability to organize and write concisely.
  - f. Know your subject. Make sure you know enough about your topic to write a credible essay. Make sure you stay focused on the topic.
4. Attend Grade 11 College Essay Night. (Check district calendar for date and time.)



## DO's AND DON'Ts

### DO

1. **Plan ahead** – leave time to write and rewrite your essays – with time in between. This will allow for fresh reviews and revisions of the original work.
2. **Tell the truth** about who you are.
3. **Tie yourself to the college:** Why are you interested in attending and what can the institution do for you? Be specific. Go beyond: “XYZ College will best allow me to realize my academic potential.”
4. **Read the directions carefully** and follow them to the letter. If the essay is supposed to be 500 words or less, don’t submit 1,000 words.
5. **Consider the unique features of the institution.** For example, a liberal arts college will be impressed with the variety of academic and personal interest you might have while an art institute would be most interested in your creative abilities.
6. **Be positive**, upbeat and avoid the negatives, like “I am applying to your school because I won’t be required to take physical education and a foreign language.”
7. **Emphasize what you have learned.** Provide more than a narration when recounting an experience.
8. **Write about something you know**, something only you could write.
9. **Make copies of everything**, just in case.
10. **Show, don’t tell.** Illustrate your unique characteristics by sharing a story that highlights these results.

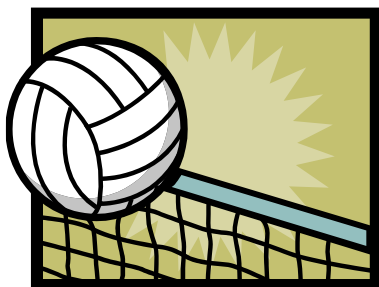
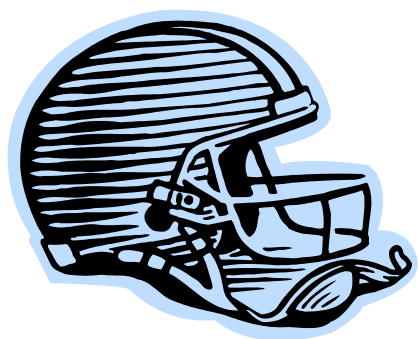
### DON'T

- A. **Force it;** be too funny, too sad, too cute, and too silly. (“I enjoy playing the piano and guitar but not simultaneously.”)
- B. **Be redundant** – essays should not be a rehash of information already provided on other parts of the application or on your high school transcript.
- C. **Let modesty cover up your greatest assets** (and achievements).
- D. **Worry about trick questions.** Your readers are genuinely interested in your answers.
- E. **Be afraid to confess your anxieties** or indecisiveness. Admission officers are people who enjoy helping people and can be quite moved by the knowledge that you need them.
- F. **Have a parent, sibling, friend or “advisor”** write your essay. It’s always a good idea to have someone review it for corrections; however, your essay should be your unique voice.

## VI INFORMATION FOR THE STUDENT ATHLETE

Interested in playing a sport in college? The information on the following pages is re-printed from the NCAA (National Collegiate Athletic Association) Eligibility Center Website. You are encouraged to familiarize yourself with this website!

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)





## DIVISION I ACADEMIC REQUIREMENTS

College-bound student-athletes enrolling at an NCAA Division I school need to meet the following academic requirements to practice, compete and receive an athletics scholarship in their first year of full-time enrollment.

### Core-Course Requirement

Complete 16 core courses in the following areas:



### FULL QUALIFIER

- Complete 16 core courses.
  - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.
  - Seven of the 10 core courses must be in English, math or natural/physical science.
- Earn a core-course GPA of at least 2.300.
- Earn an SAT combined score or ACT sum score matching the core-course GPA on the Division I sliding scale (see back page).
- Graduate high school.

### ACADEMIC REDSHIRT

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn an SAT combined score or ACT sum score matching the core-course GPA on the Division I sliding scale (see back page).
- Graduate high school.

#### Full Qualifier

College-bound student-athletes may practice, compete and receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division I school.

#### Academic Redshirt

College-bound student-athletes may receive an athletics scholarship during their first year of full-time enrollment and may practice during their first regular academic term, but may NOT compete during their first year of enrollment.

#### Nonqualifier

College-bound student-athletes will not be able to practice, compete or receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division I school.

#### International Students

Please review the [international initial-eligibility flyer](#) for information and academic requirements specific to international student-athletes.

Click [here](#) for Division II academic requirements.



## Test Scores

If a student plans to attend an NCAA Division I college or university in the 2019-20 or 2020-21 academic years, use the following charts to understand the core-course GPA he or she will need to meet NCAA Division I requirements.

A combined SAT score is calculated by adding critical reading and math subscores. An ACT sum score is calculated by adding English, math, reading and science subscores. A student may take the SAT or ACT an unlimited number of times before he or she enrolls full time in college. If a student takes either test more than once, the best subscores from each test are used for the academic certification process.

When a student registers for the SAT or ACT, he or she can use the NCAA Eligibility Center code of **9999** to send their scores directly to the NCAA Eligibility Center from the testing agency. Test scores on transcripts **CANNOT** be used in an academic certification.

DIVISION I FULL QUALIFIER SLIDING SCALE			DIVISION I FULL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*	Core GPA	SAT*	ACT Sum*
3.550	400	37	2.750	810	59
3.525	410	38	2.725	820	60
3.500	430	39	2.700	830	61
3.475	440	40	2.675	840	61
3.450	460	41	2.650	850	62
3.425	470	41	2.625	860	63
3.400	490	42	2.600	860	64
3.375	500	42	2.575	870	65
3.350	520	43	2.550	880	66
3.325	530	44	2.525	890	67
3.300	550	44	2.500	900	68
3.275	560	45	2.475	910	69
3.250	580	46	2.450	920	70
3.225	590	46	2.425	930	70
3.200	600	47	2.400	940	71
3.175	620	47	2.375	950	72
3.150	630	48	2.350	960	73
3.125	650	49	2.325	970	74
3.100	660	49	2.300	980	75
3.075	680	50	2.299	990	76
3.050	690	50	2.275	990	76
3.025	710	51	2.250	1000	77
3.000	720	52	2.225	1010	78
2.975	730	52	2.200	1020	79
2.950	740	53	2.175	1030	80
2.925	750	53	2.150	1040	81
2.900	750	54	2.125	1050	82
2.875	760	55	2.100	1060	83
2.850	770	56	2.075	1070	84
2.825	780	56	2.050	1080	85
2.800	790	57	2.025	1090	86
2.775	800	58	2.000	1100	86

ACADEMIC REDSHIRT

\*Final concordance research between the new SAT and ACT is ongoing.

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## DIVISION II ACADEMIC REQUIREMENTS

College-bound student-athletes enrolling at an NCAA Division II school need to meet the following academic requirements to practice, compete and receive an athletics scholarship in their first year of full-time enrollment.

### Core-Course Requirement

Complete 16 core courses in the following areas:

<b>ENGLISH</b>	<b>MATH</b> (Algebra I or higher)	<b>NATURAL/ PHYSICAL SCIENCE</b> (including one year of lab, if offered)	<b>ADDITIONAL</b> (English, math or natural/physical science)	<b>SOCIAL SCIENCE</b>	<b>ADDITIONAL COURSES</b> (Any area listed to the left, foreign language or comparative religion/philosophy)
3 years	2 years	2 years	3 year	2 years	4 years

### FULL QUALIFIER

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.200.
- Earn an SAT combined score or ACT sum score matching the core-course GPA on the Division II full qualifier sliding scale (see back page).
- Graduate high school.

### PARTIAL QUALIFIER

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn an SAT combined score or ACT sum score matching the core-course GPA on the Division II partial qualifier sliding scale (see back page).
- Graduate high school.

### Full Qualifier

College-bound student-athletes may practice, compete and receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division II school.

### Partial Qualifier

College-bound student-athletes may receive an athletics scholarship during their first year of enrollment and may practice during their first year of full-time enrollment at a Division II school, but may NOT compete.

### Nonqualifier

College-bound student-athletes will not be able to practice, compete or receive an athletics scholarship during their first year of full-time enrollment at an NCAA Division II school.

### International Students

Please review the [international initial-eligibility flyer](#) for information and academic requirements specific to international student-athletes.

Click [here](#) for Division I academic requirements.





DIVISION II FULL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*
3.300 & above	400	37
3.275	410	38
3.250	430	39
3.225	440	40
3.200	460	41
3.175	470	41
3.150	490	42
3.125	500	42
3.100	520	43
3.075	530	44
3.050	550	44
3.025	560	45
3.000	580	46
2.975	590	46
2.950	600	47
2.925	620	47
2.900	630	48
2.875	650	49
2.850	660	49
2.825	680	50
2.800	690	50
2.775	710	51
2.750	720	52
2.725	730	52
2.700	740	53
2.675	750	53
2.650	750	54
2.625	760	55
2.600	770	56
2.575	780	56
2.550	790	57
2.525	800	58
2.500	810	59
2.475	820	60
2.450	830	61
2.425	840	61
2.400	850	62
2.375	860	63
2.350	860	64
2.325	870	65
2.300	880	66
2.275	890	67
2.250	900	68
2.225	910	69
2.200	920	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*
3.050 & above	400	37
3.025	410	38
3.000	430	39
2.975	440	40
2.950	460	41
2.925	470	41
2.900	490	42
2.875	500	42
2.850	520	43
2.825	530	44
2.800	550	44
2.775	560	45
2.750	580	46
2.725	590	46
2.700	600	47
2.675	620	47
2.650	630	48
2.625	650	49
2.600	660	49
2.575	680	50
2.550	690	50
2.525	710	51
2.500	720	52
2.475	730	52
2.450	740	53
2.425	750	53
2.400	750	54
2.375	760	55
2.350	770	56
2.325	780	56
2.300	790	57
2.275	800	58
2.250	810	59
2.225	820	60
2.200	830	61
2.175	840	61
2.150	850	62
2.125	860	63
2.100	860	64
2.075	870	65
2.050	880	66
2.025	890	67
2.000	900	68 & above

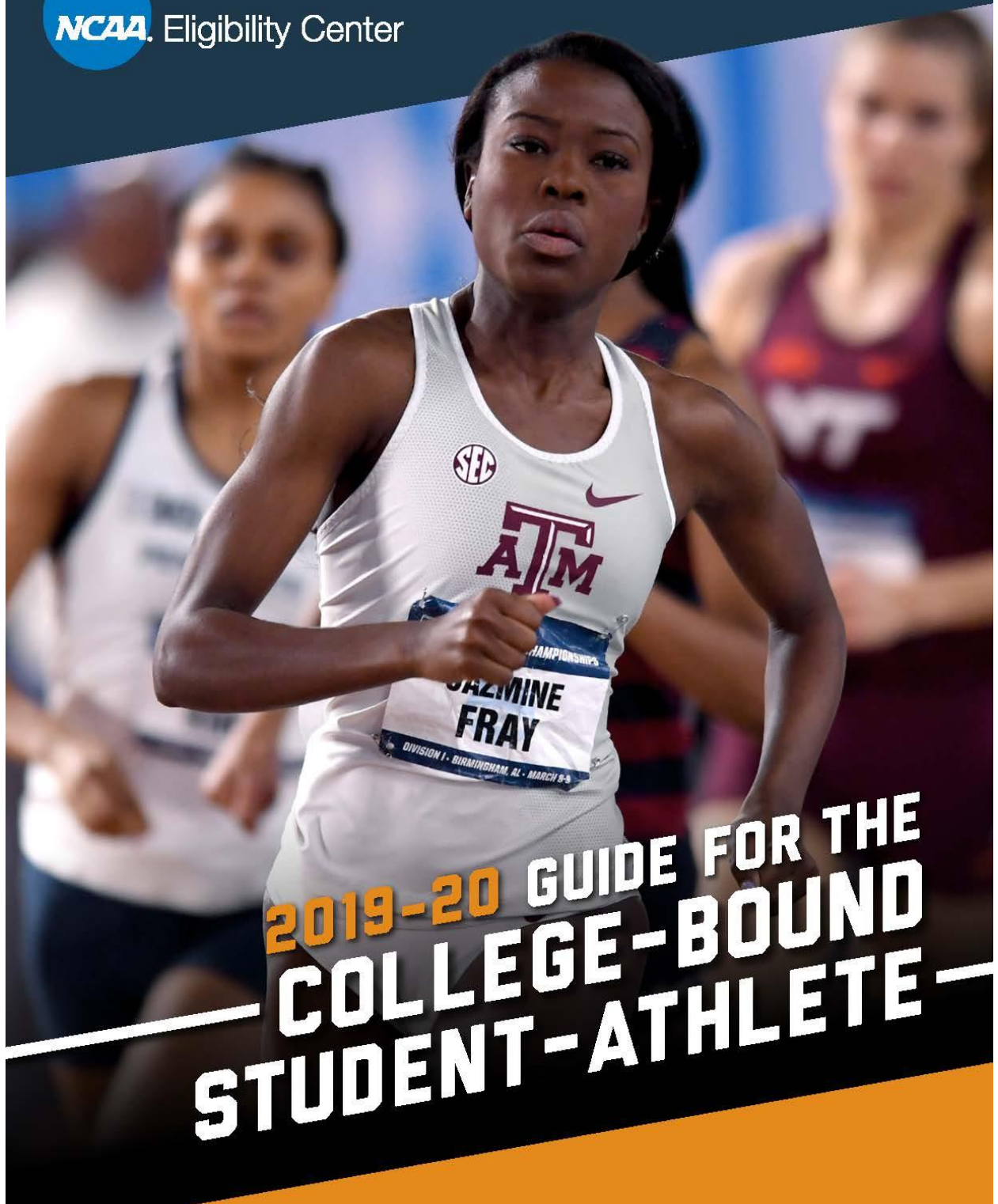
## Test Scores

If a student plans to attend an NCAA Division II college or university in the 2019-20 or 2020-21 academic years, use the following charts to understand the core-course GPA he or she will need to meet NCAA Division II requirements.

A combined SAT score is calculated by adding critical reading and math subscores. An ACT sum score is calculated by adding English, math, reading and science subscores. A student may take the SAT or ACT an unlimited number of times before he or she enrolls full time in college. If a student takes either test more than once, the best subscores from each test are used for the academic certification process.

\*Final concordance research between the new SAT and ACT is ongoing.

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## WHO SHOULD USE THIS GUIDE

This guide answers important questions for four groups of people involved in the NCAA initial-eligibility process:

- High school students who hope to compete in college sports at an NCAA Division I or II school.
- Parents, guardians and family members of high school students.
- High school counselors and athletics administrators.
- High school and nonscholastic coaches.

## HAVE A QUESTION ABOUT NCAA ELIGIBILITY?

Find answers to many typical questions about NCAA eligibility by:

- Reading this guide.
- Searching frequently asked questions at [ncaa.org/studentfaq](http://ncaa.org/studentfaq).
- Visiting [ncaa.org/playcollegesports](http://ncaa.org/playcollegesports).
- Visiting the Help section of [eligibilitycenter.org](http://eligibilitycenter.org).
- Calling the NCAA Eligibility Center at 877-262-1492.



### NCAA ELIGIBILITY CENTER INFORMATION

#### ONLINE

[ncaa.org/playcollegesports](http://ncaa.org/playcollegesports)  
[eligibilitycenter.org](http://eligibilitycenter.org)

Follow us:

Twitter @NCAAEC

Instagram @playcollegesports

Facebook @NCAAEC

#### CONTACT

U.S. and Canada except Quebec  
(toll free): 877-262-1492

International (including Quebec):  
[ncaa.org/contactinternational](http://ncaa.org/contactinternational)

#### CERTIFICATION PROCESSING

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

#### OVERNIGHT DELIVERY

NCAA Eligibility Center  
Certification Processing  
1802 Alonzo Watford Sr. Drive  
Indianapolis, IN 46202





## WELCOME FROM THE PRESIDENT

Dear college-bound student-athlete:

I am glad you are interested in pursuing your education and sport at one of our many member schools. College sports provide an excellent opportunity to compete at a high level while working toward a degree that will lead to lifelong achievement. Through our commitment to academics, well-being and fairness, we at the NCAA strive to make sure your college experience shapes your personal development and future success. No matter what career path you choose, your college degree will serve you far beyond your final game.

This guide equips you with information about academic requirements, but also informs you of what to expect when becoming a student-athlete. I hope it helps educate you, your family and high school administrators about the initial-eligibility process for NCAA Divisions I and II schools. If you are interested in NCAA Division III, please visit [ncaa.org/d3](http://ncaa.org/d3) or read **page 26** to learn more about the initial-eligibility process in Division III.

We are committed to supporting students across all three divisions on their road to success. At the NCAA national office, staff members want to ensure high school athletes meet standards that will best prepare them to succeed in college. Initial eligibility determines your ability to receive an athletics scholarship and to practice and compete in your first year as a full-time college student.

I encourage you to take an active role in the process of preparing for college. More than 1,100 schools in the NCAA sponsor tremendous academics and athletics programs, so it is never too early to start looking for your best fit. It would be beneficial to work closely with your high school counselors, coaches, parents/guardians and mentors as you transition to college.

If you have any questions, please reach out to us. My staff in the NCAA Eligibility Center strives to make your registration and certification experience positive and helpful.

I wish you the best of luck as you embark on this important journey, and look forward to your future success.

All the best,

**Mark Emmert**  
NCAA President



### HELPFUL HINTS

- Visit [ncaa.org/playcollegesports](http://ncaa.org/playcollegesports) to learn more about opportunities available at NCAA schools.
- Know the academic standards for Division I and Division II.
- Complete NCAA-approved courses throughout high school. Your school counselor can help you find and select courses.
- Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org) before your sophomore year if you are interested in playing college sports.
- After four semesters of high school, ask your counselor to send official transcripts from all high schools you have attended to the NCAA Eligibility Center.



## WHAT IS THE NCAA?

The National Collegiate Athletic Association is an organization dedicated to providing a pathway to opportunity for college athletes. More than 1,100 colleges and universities are members of the NCAA. Those schools work together with the NCAA national office and athletics conferences across the country to support nearly half a million college athletes that make up 19,500 teams competing in NCAA sports.

The NCAA's diverse members include schools ranging in size from those with hundreds of students to those with tens of thousands. The NCAA's current three-division structure was adopted in 1973 to create a fair playing field for teams from similar schools and provide college athletes more opportunities to participate in national championships.

**The NCAA membership and national office work together to help more than 480,000 student-athletes develop leadership, confidence, discipline and teamwork through college sports.**

Among the three NCAA divisions, Division I schools generally have the biggest student bodies, manage the largest athletics budgets and offer the highest number of athletics scholarships. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and a focus on service to the community. The Division III experience offers participation in a competitive athletics environment that pushes college athletes to excel on the field and build upon their potential by tackling new challenges across campus.

To learn more about the pathway that's right for you, visit [ncaa.org/divisions](http://ncaa.org/divisions).

## NCAA SPORTS

The NCAA conducts 90 national championships in 24 sports across Divisions I, II and III, with 45 championships administered for women and 42 for men. That means almost 54,000 student-athletes participate in NCAA championships each year.

From signature events like the NCAA March Madness® men's and women's basketball tournaments to rowing, rifle, softball and skiing, the NCAA administers championships to ensure student-athletes have a first-class experience. But the NCAA also is committed to quality events for everyone involved, from the coaches to the fans and broadcast audiences.

It is important to the NCAA that our championships have a positive impact on the communities that host them. The NCAA hosts youth clinics and various fan events to complement the competition — creating what is hoped to be a championship experience for everyone involved.

FALL SPORTS		WINTER SPORTS		SPRING SPORTS		EMERGING SPORTS
Men:	Women:	Men:	Women:	Men:	Women:	Women:
Cross Country	Cross Country	Basketball	Basketball	Baseball	Beach Volleyball	Equestrian
Football	Field Hockey	Fencing	Bowling	Golf	Golf	Rugby
Soccer	Soccer	Gymnastics	Fencing	Lacrosse	Lacrosse	Triathlon
Water Polo	Volleyball	Ice Hockey	Gymnastics	Outdoor Track and Field	Outdoor Track and Field	
		Indoor Track and Field	Ice Hockey	Tennis	Rowing	
		Rifle	Indoor Track and Field	Volleyball	Softball	
		Skiing	Rifle		Tennis	
		Swimming and Diving	Skiing		Water Polo	
		Wrestling	Swimming and Diving			

## SCHOLARSHIPS

NCAA Divisions I and II schools provide more than \$2.7 billion in athletics scholarships annually to more than 150,000 student-athletes. Division III schools do not offer athletics scholarships.

Only about **2%** of high school athletes are awarded athletics scholarships to compete in college. Of the student-athletes participating in sports with professional leagues, very few become professional athletes. A college education is the most rewarding benefit of your student-athlete experience.

Division I schools may provide tuition and fees, room and board, books and other expenses related to attendance at the school. Division II full scholarships cover tuition and fees, room, board and course-related books and supplies. Most student-athletes who receive athletics scholarships receive an amount covering a portion of these costs. Many student-athletes also benefit from academic scholarships, NCAA financial aid programs such as the NCAA Division I Student Assistance Fund and need-based aid such as federal Pell Grants. You must report all financial aid you receive to your NCAA school's financial aid office. If you have questions

about what financial aid can be accepted, contact your NCAA school's financial aid office and athletics department for help.

Division I schools may provide you with multiyear scholarships. Additionally, Division I schools may pay for you to finish your bachelor's or master's degrees after you finish playing NCAA sports. NCAA rules require you to be registered with the NCAA Eligibility Center in order to go on an official visit, receive a written offer of financial aid or sign a National Letter of Intent.

If a school plans to reduce or not renew your aid, the school must notify you in writing by July 1 and provide an opportunity for you to appeal. In most cases, the head coach decides who receives a scholarship, the scholarship amount and whether it will be renewed.

Contact the NCAA school you hope to attend for more detailed information about NCAA financial aid rules.



## NATIONAL LETTER OF INTENT

By signing a National Letter of Intent, you are agreeing to attend a Division I or II college for one academic year. NLI member institutions agree to provide athletics financial aid to you for a minimum of one academic year as long as you are admitted to the school and are eligible for financial aid under NCAA rules.

The NLI is voluntary and not required for you to receive financial aid or participate in sports. Signing an NLI ends the recruiting process because coaches are prohibited from recruiting student-athletes who have signed NLIs with other NLI member institutions.

If you sign an NLI but decide to attend another college, you may request a release, but it is the school's discretion to grant your NLI release or not. If you sign an NLI with one school but attend a different school, you lose one full year of eligibility and must complete a full academic year at the new school before being eligible to compete. If you have questions about the NLI, visit [nationalletter.org](http://nationalletter.org).



## THINKING OF GOING PRO?

There are more than 480,000 NCAA student-athletes, and **fewer than 2%** will go pro in their sport.

	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	BASEBALL	MEN'S ICE HOCKEY	MEN'S SOCCER
High School Student-Athletes	550,305	430,368	1,057,382	491,790	35,210	450,234
NCAA Student-Athletes	18,712	16,532	73,063	34,980	4,199	24,986
NCAA Student-Athletes Drafted	50	34	253	735	60	78
*Percent High School to NCAA	3.4%	3.8%	6.9%	7.1%	11.9%	5.5%
*Percent NCAA to Professional	1.2%	0.9%	1.6%	9.5%	6.4%	1.4%

\*Percentages based on estimated data.

For the rest, the experiences of college athletics and the life lessons they learn along the way will help them as they pursue careers in business, education, athletics administration, communications, law, medicine and many more fields. Education is a vital part of the college athletics experience, and student-athletes treat it that way.

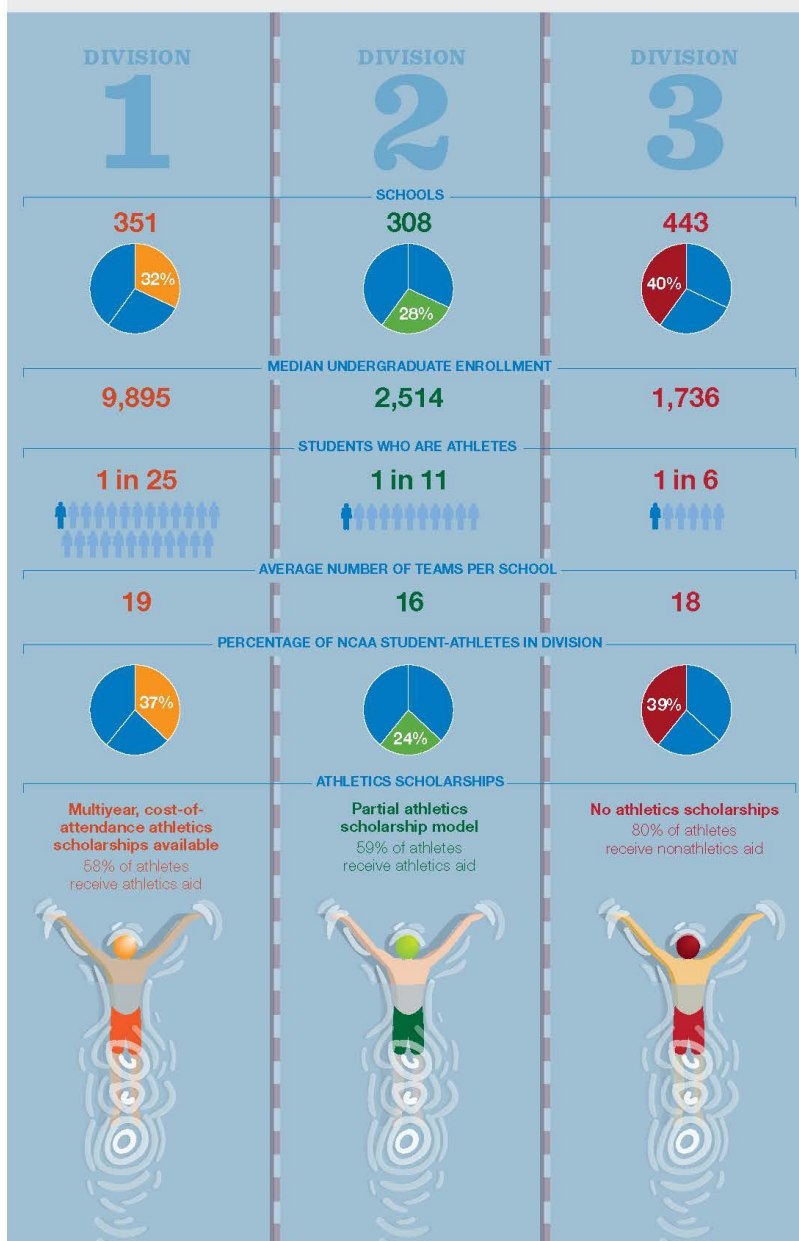
Overall, student-athletes graduate at higher rates than their peers in the student body, and those rates rise each year. For more information on graduation rates, search for "graduation rates" on [ncaa.org](http://ncaa.org).

# Our Three Divisions

The NCAA's three divisions were created in 1973 to align like-minded campuses in the areas of philosophy, competition and opportunity.

NCAA

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## What are the eligibility requirements in each division?

College-bound students who want to compete at a Division I or Division II school must meet standards set by NCAA members. For Division III, athletes must meet the admissions standards set by the school. Eligibility standards can be found at [ncaa.org/student-athletes/future](http://ncaa.org/student-athletes/future).

## How is each division governed?

NCAA schools develop and approve legislation for their own division. Groups of presidents and chancellors lead each division in the form of committees with regularly scheduled meetings.

## Did you know?



**Division I** student-athletes graduate at a higher rate than the general student body.

## Division II

is the only division with schools in Alaska, Puerto Rico and Canada.



**Division III's** largest school has 24,702 undergraduates. The smallest? 284.

Learn more at [ncaa.org/about](http://ncaa.org/about).



# Time Management

## What Division I student-athletes should expect.

Time management is a key component of any college student's success, but it is especially important for students who play Division I sports. From classes to competition, and everything in between, the student-athlete schedule stays busy year round. Know what awaits before you step foot on the field.

### What takes up a Division I student-athlete's time?

#### Did you know?

These are considered countable athletically related activities (CARA). NCAA rules limit the time student-athletes can spend on these activities each week. Check with your campus athletics department for more information.



Competition



Practice



Strength and conditioning



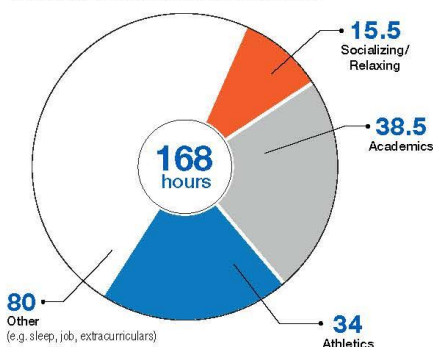
Supplemental workouts



Film review

### Time spent on activities per week

*\*Medians collected from the 2015 NCAA GOALS study.*



#### Did you know?

These activities do not count toward a team or student-athlete's countable athletically related activities limit.



Academic meetings



Injury treatment/prevention



Sports psychologist sessions



Nutritionist sessions



Prospective student-athlete host duties



Team fundraising



Media activities



Community service



Compliance meetings

# 2/3

Two-thirds of Division I student-athletes said they spend as much or more time on athletics during the offseason as during their competitive season.

*\*Based on the 2015 NCAA GOALS study.*



During a typical day of competition, Division I student-athletes report spending anywhere from 4.4 to 8.6 hours on their sport. For the full breakdown by sport, visit [ncaa.org/time-management](http://ncaa.org/time-management).

*\*Based on a 2015 survey of Division I student-athletes.*





# Time Management

## What Division II student-athletes should expect.

Time management is a key component of any college student's success. From classes to competition, and everything in between, the student-athlete's schedule is busy. Know what awaits when you step foot on campus.

### What takes up a Division II student-athlete's time?

#### Did you know?

These are considered countable athletically related activities (CARA). NCAA rules limit the time student-athletes can spend on these activities each week. Check with your campus athletics compliance administrator for more information.



Competition



Practice



Strength and conditioning



Supplemental workouts



Film review

#### Did you know?

These activities do not count toward a team or student-athlete's countable athletically related activities limit.



Academic meetings



Injury treatment/prevention



Prospective student-athlete host duties



Team fundraising



Community engagement



Compliance meetings



Study hall



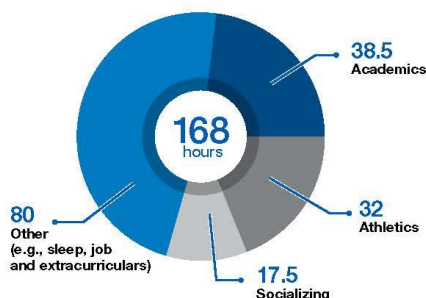
Social activities



Professional development

### Time spent on activities per week

*\*Median figures, collected from the 2015 NCAA GOALS study.*

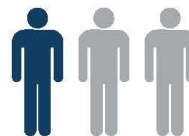


## 2/3

Two-thirds of Division II student-athletes said they spend as much or more time on athletics during the offseason as during their competitive season.

*\*Based on the 2015 NCAA GOALS study.*

1 in every 8.3 Division II student-athletes will participate in a NCAA championship during their college experience.



One-third of Division II student-athletes work during the academic year for about nine hours per week on average.

*\*Based on the 2015 NCAA GOALS study.*



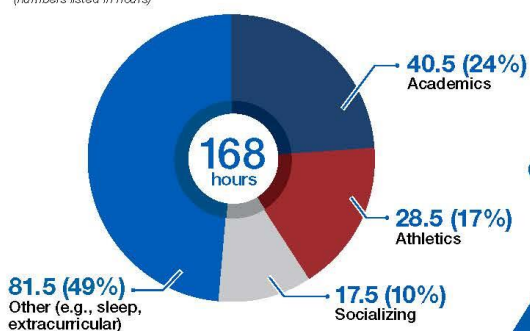
# Time Management

## What Division III student-athletes should expect.

Time management is a key component of any college student's success. From classes to competition, and everything in between, the student-athlete's schedule is busy. Know what awaits when you step foot on campus.

### Division III student-athlete's time each week

(numbers listed in hours)



### Did you know?

Division III student-athletes note their athletics experience did **not** hinder their academic and co-curricular pursuits. In fact, it had a positive effect on their collegiate experience. (approximate percentages)



- 25%** Study abroad
- 45%** Work at least 8.5 hours per week
- 60%** Want to attend graduate school
- 67%** Involved in an internship/externship



Division III student-athletes report spending one (1) day a week away from campus.

\*Median amount; based on 2015 NCAA GOALS study.



Half of Division III student-athletes said they spend as much or more time on athletics during the offseason as during their competitive season.

\*Based on the 2015 NCAA GOALS study.

### The Division III experience includes:



Academics



Internship/  
externship



Work



Graduate  
school



Competition



Practice



Strength and  
conditioning



Film review



Injury  
treatment and  
prevention



Team  
fundraising



Compliance  
meetings



Teamwork



Time  
management



Leadership

## INITIAL ELIGIBILITY

Initial-eligibility standards help ensure you are prepared to succeed in college. The eligibility process also protects the fairness and integrity of college sports by ensuring student-athletes are amateurs.

If you want to practice, compete and receive an athletics scholarship during your first year at a Division I or II school, the NCAA Eligibility Center must certify you as eligible. Eligibility for Division III is determined on campus. Throughout the process, NCAA Eligibility Center staff members partner with students and their families, as well as high school administrators and coaches, to guide you on your journey.

### REMEMBER



As a college-bound student-athlete, you are responsible for your eligibility — that means planning ahead, taking high school classes seriously and protecting your amateur status. It can be a difficult first step, but the benefits of being a student-athlete are worth the effort.





# HIGH SCHOOL TIMELINE

## 9<sup>TH</sup> GRADE



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

## 10<sup>TH</sup> GRADE

REGISTER



- 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](http://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.

## 11<sup>TH</sup> GRADE



- Check with your counselor to make sure you are on track to complete the required number of NCAA-approved 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.

## 12<sup>TH</sup> 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](http://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.

# STUDENT REGISTRATION


If you want to play NCAA sports at a Division I or II school, you need to register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org). Plan to register before your sophomore year of high school. The information below is intended to help guide you through the registration process.

To get started, choose from our two account types:

**1. Profile Page:** If you plan to compete at a Division III school or currently are not sure in which division you want to compete, create a Profile Page. If at any time you wish to pursue a Division I or II path, you'll be able to transition to a Certification Account. (You cannot move from a Certification Account to a Profile Page.)

**2. Certification Account:** You must be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. Before you can make official visits or sign a Division I or Division II National Letter of Intent, you must have a complete Certification Account (including payment or fee waiver).

For Certification Accounts, please allow between 30 to 45 minutes to register completely. If you need to exit and come back at a later time, you can save and exit once your account is created.

 Reference the "Help" section (located in the top task bar) at any time to answer your questions as you work through registration.

## Have eligibility or registration questions?

If you have questions about your eligibility or the registration process not addressed within this guide, reach out to us! We're here to guide you through your journey. Here's some additional sources of information that may help:

- Search our frequently asked questions at [ncaa.org/studentfaq](http://ncaa.org/studentfaq).
- *Domestic students:* Call us toll free at 877-262-1492.
- *International students:* Use our **International Contact Form** ([ncaa.org/contactinternational](http://ncaa.org/contactinternational)) to submit questions.

### Important Information for My NCAA Eligibility Center Account



Date I registered: \_\_\_\_\_

My NCAA ID#: \_\_\_\_\_

My email address: \_\_\_\_\_

My high school(s) attended: \_\_\_\_\_

Date my six-semester transcript was sent: \_\_\_\_\_

Date my test score was sent: \_\_\_\_\_

Date my final transcript (with proof of graduation) was sent: \_\_\_\_\_

## ELIGIBILITY CENTER REGISTRATION ESSENTIALS

Below are some items you should have with you as you create an account at [eligibilitycenter.org](http://eligibilitycenter.org):

### ☐ **VALID EMAIL FOR STUDENT**

To register, you need a valid email address that you check regularly and will have access to *after* high school. The NCAA Eligibility Center uses email to update you about your account throughout the process. *Please note:* If you have a sibling who has previously registered, you will need to use a different email address than the one in your sibling's account.

### ☐ **BASIC STUDENT PERSONAL INFORMATION**

This includes information such as your name, gender, date of birth, primary and secondary contact information and address.

### ☐ **BASIC STUDENT EDUCATION HISTORY**

We will ask you to provide details about all secondary and high schools and additional programs you have attended in the United States and internationally. Be sure to include all schools, regardless of whether you received grades or credits. If you attended ninth grade at a junior high school located in the same school system in which you later attended high school, do not list the ninth-grade school.

### ☐ **STUDENT SPORTS PARTICIPATION HISTORY**

Select the sport(s) you plan to participate in at an NCAA school. For Certification Accounts, we will ask

you to provide details for any expenses or awards you received, any teams you have practiced or played with or certain events in which you participated outside of the traditional high school season. We also ask about any individuals who have advised you or marketed your skills in a particular sport. This information helps the **NCAA Eligibility Center** certify your amateur status when requested by you or an NCAA school.

### ☐ **PAYMENT (CERTIFICATION ACCOUNTS ONLY)**

Your Certification Account is complete only after your registration fee is paid (or upon submission of a fee waiver, if you are eligible). You may pay online by debit, credit card or e-check. The registration fee for students in the United States, U.S. territories (includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands) and Canada is \$90. The fee for all other international students is \$150. Profile Pages do not have a fee.

*All fees are nonrefundable once you have successfully registered. If you completed a duplicate registration and paid your registration fee twice, you may be eligible for a refund of the duplicate registration fee. To receive a refund, you will need to complete and submit an NCAA refund form.*

## Fee Waiver

If you received a waiver of the ACT or SAT fee (*not* the same as a U.S. state voucher), you are eligible for a waiver of the certification account registration fee. After you complete your registration, ask an authorized official from your current high school to submit your fee waiver documentation online.

*Please note:* You must be a U.S. citizen or a foreign national taking the SAT in the United States or its territories. Students from countries other than the United States or its territories are not eligible for a fee waiver.

### ACT

In order to be eligible for an ACT fee waiver, you must meet one of these indicators of economic need:

- Your family receives low-income public assistance.
- Your family income is at or below the Bureau of Labor Statistics Low Standards Budget.
- You are a ward of the state.
- You live in a foster home.
- You are homeless.
- You participate in free or reduced-price lunch program at school.
- You participate in a federally funded TRIO Program such as Upward Bound.

### SAT

In order to be eligible for an SAT fee waiver, you must meet one of these indicators of economic need:

- You are enrolled in a program for the economically disadvantaged such as AVID or TRIO.
- Your family's annual income falls within the levels listed by the U.S. Department of Agriculture (USDA) for free or reduced-price lunches.
- Your family receives public assistance.
- Your family lives in federally subsidized public housing.
- You live in a foster home.

### Home School Students

If you are a home school student in the United States or U.S. territories who cannot afford to pay the test fees, you must provide proof of eligibility to your local high school or agency administrator. Only a school or agency administrator can provide you with the fee waiver card for the appropriate test.



## TEST SCORES

Every time you register for the SAT or ACT, use the NCAA Eligibility Center code **9999** to send your scores directly to us from the testing agency.

*Please note:*

- Tests scores on transcripts can NOT be used in your academic certification.
- The NCAA Eligibility Center does not accept SAT subject test scores.

### ACT

An ACT sum score is calculated by adding your English, math, reading and science subscores.

### SAT

A combined SAT score is calculated by adding your critical reading and math subscores.

### Sliding Scales

On our sliding scale, you can see your SAT or ACT score and the GPA that is required for that score.

- For the Division I sliding scale, **see page 20.**
- For the Division II sliding scale, **see page 24.**

*Did you take the SAT more than once?* You may take the SAT or ACT an unlimited number of times before you enroll full time in college. If you take either test more than once, the best subscore from different tests are used to give you the best possible score. We will use your highest SAT and/or ACT score in your academic certification to provide you the best result possible.

### Puerto Rico

If you plan to enroll in a Division II school in Puerto Rico, you may use a minimum combined score on the Prueba de Aptitud Académica verbal and math reasoning sections of 730 to satisfy the test-score requirement. For more information, visit [ncaa.org/student-athletes/future/puerto-rico](http://ncaa.org/student-athletes/future/puerto-rico).

### Testing Dates

The NCAA Eligibility Center accepts national SAT and ACT exams, and state-administered ACT exams. Domestic testing dates apply to the U.S., U.S. territories, Puerto Rico and Canada. All others are under the international dates.

	
<b>NATIONAL TESTING DATES</b>	
Aug. 24, 2019	Sept. 14, 2019
Oct. 5, 2019	Oct. 26, 2019
Nov. 2, 2019	Dec. 14, 2019
Dec. 7, 2019	Feb. 8, 2020
March 14, 2020	April 4, 2020
May 2, 2020	June 13, 2020
June 6, 2020	July 18, 2020
<b>INTERNATIONAL TESTING DATES</b>	
Oct. 5, 2019	Sept. 13-14, 2019
Dec. 7, 2019	Oct. 11-12, 2019
March 7, 2020	Dec. 13-14, 2019
May 2, 2020	Feb. 7-8, 2020
	April 3-4, 2020
	June 12-13, 2020



## TRANSCRIPTS

After completing four semesters of high school, ask your school counselor to upload an official transcript to your NCAA Eligibility Center account. If you have attended more than one high school or took courses from more than one program, the NCAA Eligibility Center needs an official transcript from *all* high school(s) or program(s) you attended. You also will need to ask your school counselor to send your final transcript with proof of graduation once you have completed high school. *Please note:* The NCAA Eligibility Center does not accept grades from one high school or program transcribed on another high school's transcript.

High schools have the capability to upload transcripts directly to a student's account for free from the High School Portal. As with other electronic transcript providers, this process is much quicker than using the U.S. Postal Service or any overnight delivery method. Students should contact their school counselor to ask for their transcript to be uploaded or sent electronically through one of the approved e-transcript providers listed below:

- National Transcript Center.
- Parchment.
- Scrip-Safe/Credentials.
- Scribbles Software.
- USMO ET.
- XAP.
- Naviance.
- State of Georgia: DIRECT.

### REMEMBER

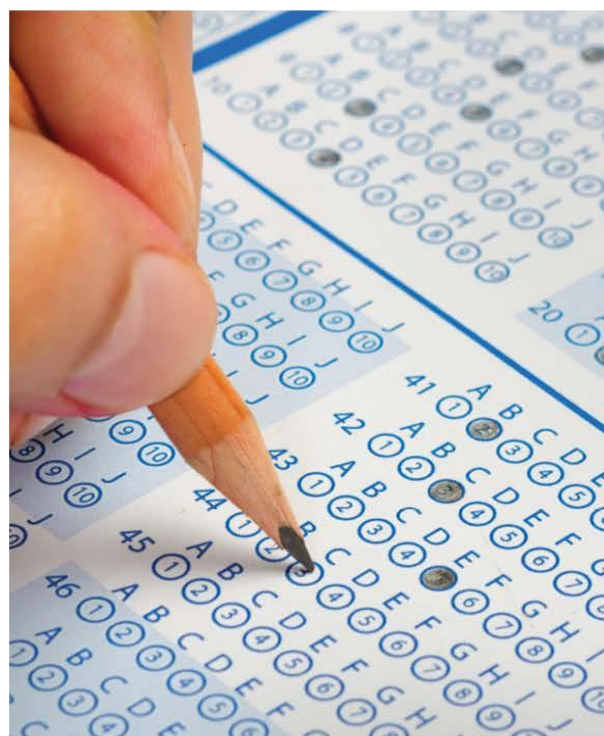


If you have attended more than one high school or took courses from more than one program, the NCAA Eligibility Center needs an official transcript from **ALL** high schools or programs.

In order to send a transcript by U.S. mail or through an overnight or express delivery service, please use the appropriate address on page 1.

- *International students:* For information on proper submission procedures for transcripts and academic records, **see page 29** or visit [ncaa.org/international](http://ncaa.org/international).

**Note:** Some approved programs that have a list of NCAA-approved courses are not credit-awarding institutions and, therefore, do not produce official transcripts. If you attend an approved program that does not award credit, a grade report from the program should be submitted.



## EQUIVALENCY TESTS/DIPLOMAS

A state high school equivalency test (e.g., General Educational Development) may be accepted as proof of graduation under certain conditions, but it will not satisfy requirements for core courses, GPA or ACT/SAT scores. The equivalency test may be accepted as proof of graduation if taken after the graduation date of your class and before

full-time enrollment into any college or university. You will need to mail an official copy of the applicable certificate along with your state high school equivalency test scores to the NCAA Eligibility Center. You can contact your state education agency to request the certificate and test scores to be sent to the NCAA Eligibility Center.



# WHAT IS A CORE COURSE?

NCAA schools require college-bound student-athletes to build a foundation of high school courses (core courses) to prepare them for the academic expectations in college.

For a high school class to be an NCAA-approved core course, it *must* meet these conditions:

1. Be a four-year college preparatory course in one of these subject areas:
  - English.
  - Math (Algebra I or higher).
  - Natural/physical science.
  - Social science.
  - Foreign language.
  - Comparative religion or philosophy.
2. Be taught at or above your high school's regular academic level.
3. Receive credit toward high school graduation and appear on an official transcript with course title, grade and credit awarded.

Approved courses are added to your school's list of NCAA-approved classes. Make sure you are taking courses on the approved list; ask your counselor if you need help.

## What is Not a Core Course

Not all high school classes are NCAA-approved core courses. Some examples of courses that are not NCAA-approved core courses include:

- Courses in non-core areas, such as driver education, typing, art, music, physical education or welding.
- Courses that prepare students for the world of work or life, or for a two-year college or technical school, such as personal finance, consumer education or tech prep.
- Courses taught below grade level, at a slower pace or with less rigor or depth, such as basic, essential, fundamental or foundational courses.
- Credit-by-exam courses.

## Core-Course Credits

You can earn credit for a core course only once. If you take a course that repeats the content of another core course, you earn credit for only one of these courses and the higher grade counts toward your core-course GPA. For more information on core-course credits, visit [ncaa.org/student-athletes/future/core-courses](http://ncaa.org/student-athletes/future/core-courses).

## Courses Taken Before High School

If you take a high school class such as Algebra I or Spanish I in eighth grade, the class may count toward your 16 core courses if it appears on your high school's list of NCAA-approved courses and is shown on your high school transcript with grade and credit.

## Courses Taken After High School

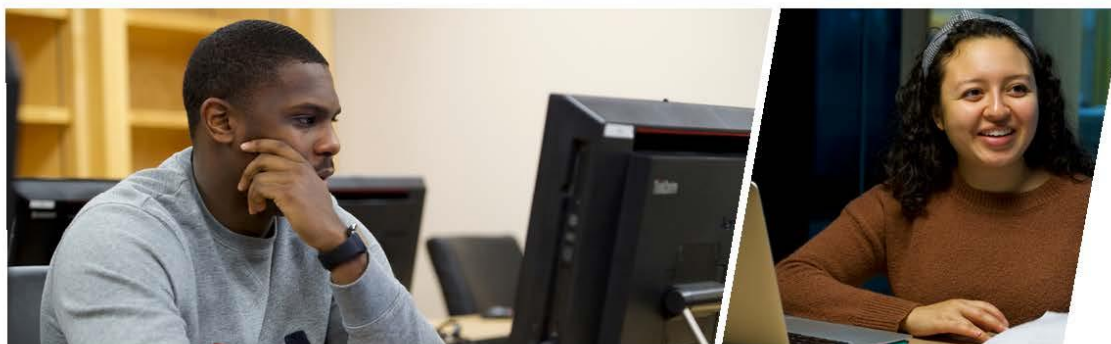
For information about courses taken after high school, see **page 20** for Division I or **page 23** for Division II.

## College Courses, Dual-Enrollment Courses and Dual-Credit Courses

College courses may be used to satisfy NCAA core-course requirements if the courses are awarded a grade and credit by the high school for any student and meet all other requirements for core courses. College courses must be placed on the student's high school transcript with clarification of college completion.

## REMEMBER

Find your high school's list of NCAA-approved courses at [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist).



# NONTRADITIONAL AND ONLINE COURSES

Nontraditional courses are taught online or through distance learning, credit recovery, independent study, individualized instruction or correspondence methods.

Generally, for a nontraditional course to count as an NCAA-approved core course, it must meet *all* of the following requirements:

- The course must appear on the school's list of NCAA-approved courses.
- A student in the course must have regular instructor-led interaction for the purpose of instruction, evaluation and assistance for the duration of the course. This may include, for example, exchanging emails between the student and teacher, online chats, phone calls, feedback on assignments and the opportunity for the teacher to engage the student in individual instruction.
- The course must have a defined time period for completion. For example, it should be clear whether the course is meant to be taken for an entire semester or a more condensed time period.
- The course should be clearly identified as nontraditional on the student's official high school transcript.



A nontraditional course may not be approved for any of the following reasons:

- Does not have teacher-based instruction.
- Does not require regular and ongoing instructor-led interaction between the student and teacher.
- Does not require students to complete the entire course.
- Does not prepare students for four-year college class work.
- Does not have official student grade records.
- Does not meet NCAA core-course requirements.

When viewing the program's course list, you will find information about any nontraditional programs or courses in the "Additional Information" box as seen below.

## REMEMBER



Log in to your NCAA Eligibility Center account frequently to update your school information if you take courses from additional academic programs.

To find out if a nontraditional program or course is approved, go to [eligibilitycenter.org/courselist](https://eligibilitycenter.org/courselist) to search the school or program's list of NCAA-approved courses.

### Additional Information

**Coursework from this school/program meets NCAA nontraditional core-course legislation.**

## GRADE-POINT AVERAGE

The NCAA Eligibility Center calculates your core-course grade-point average based on the grades you earn in NCAA-approved core courses. Only your best grades from the required number of NCAA core courses will be used.

Your GPA is calculated on a 4.000 scale. Numeric grades such as 92 or 87 are changed to letter grades such as A or B. The NCAA Eligibility Center does not use plus or minus grades when calculating your GPA. Weighted honors or

advanced placement courses may improve your core-course GPA but your high school must notify the NCAA Eligibility Center that it weighs grades in these classes.

In "Pass/Fail" grading situations, the NCAA Eligibility Center will assign your high school's lowest passing grade for a course in which you received a "Pass" grade. For most high schools, the lowest passing grade is a D, so the NCAA Eligibility Center generally assigns a D as a passing grade.

### Calculating Your Quality Points

In order to determine your quality points earned for each course, multiply the quality points for the grade by the amount of credit earned.

#### Examples:

- An A grade (4 points) for a trimester course (0.34 units):  
 $4 \text{ points} \times 0.34 \text{ units} = 1.36 \text{ total quality points}$
- An A grade (4 points) for a semester course (0.50 units):  
 $4 \text{ points} \times 0.50 \text{ units} = 2.00 \text{ total quality points}$
- An A grade (4 points) for a full-year course (1.00 units):  
 $4 \text{ points} \times 1.00 \text{ units} = 4.00 \text{ quality points}$

The worksheets on **pages 21** and **25** will help you to determine your core-course GPA.

### QUALITY POINTS

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

### UNITS OF CREDIT

1 quarter unit = 0.25 units  
1 trimester unit = 0.34 units  
1 semester unit = 0.50 units  
1 year = 1 unit



As I reflect back on my career as a student-athlete, I would not have changed any of it for the world. Through the victories and many struggles, these past five years have taught me more about life than anything ever could. My university has not only helped me become a better student, tennis player and human being, but it has also opened doors for me I never thought possible.

**Sam Perelman**

Men's Tennis, Old Dominion University





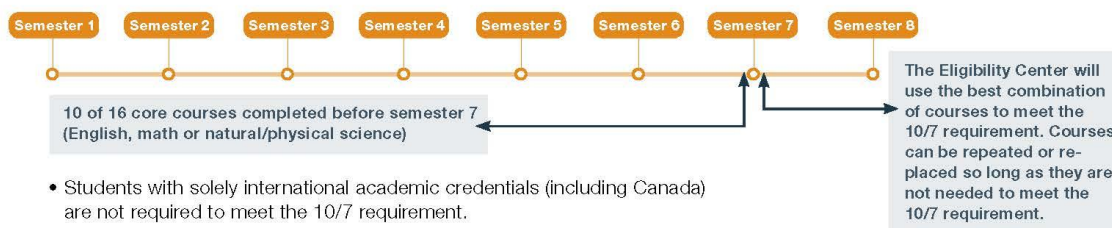
# DIVISION I ACADEMIC STANDARDS

Division I schools require college-bound student-athletes to meet academic standards for NCAA-approved core courses, core-course GPA and test scores. To be eligible to practice, compete and receive an athletics scholarship in your first full-time year at a Division I school, you must graduate from high school and meet *all* of the following requirements:

1. Complete a total of 16 core courses in the following areas:



2. Complete 10 of your 16 core courses, including seven in English, math or natural/physical science, before the start of your seventh semester. Once you begin your seventh semester, you must have more than 10 core courses completed to be able to repeat or replace any of the 10 courses used to meet the 10/7 requirement.



3. Complete the 16 NCAA-approved core courses in eight academic semesters or four consecutive academic years from the start of ninth grade. If you graduate from high school early, you still must meet core-course requirements.
4. Earn an SAT combined score or ACT sum score that matches your core-course GPA (minimum 2.300) on the Division I full qualifier sliding scale. Review the sliding scale on **page 20** to ensure your score meets Division I requirements.

## How to plan your high school courses to meet the 16 core-course requirement:

4 X 4 = 16

9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE
(1) English (1) Math (1) Science (1) Social Science and/or additional	(1) English (1) Math (1) Science (1) Social Science and/or additional	(1) English (1) Math (1) Science (1) Social Science and/or additional	(1) English (1) Math (1) Science (1) Social Science and/or additional
<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>

## Academic Certification Decisions

An academic certification will be conducted to determine if you meet the Division I academic standards. Academic certifications are required for all college-bound student-athletes planning to compete at a Division I school. (An amateurism certification is also required; **see page 27**.) The following items are required in order to complete your academic certification:

- A final official transcript with proof of graduation.
- Official transcripts from all high schools attended.
- Test scores.
- No open academic tasks in your Eligibility Center Certification Account (**see page 11**).
- Be on a Division I school's institutional request list.

Being placed on a school's institutional request list notifies the NCAA Eligibility Center to complete an academic evaluation for you after all of your appropriate documents have been submitted.

If you are being recruited by a Division I school, below are the most common decisions you may receive once a certification has been completed.



### EARLY ACADEMIC QUALIFIER

If you meet specific criteria after six semesters of high school, you may be deemed an early academic qualifier for Division I and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment. To be an early academic qualifier, you will need:

- A minimum ACT sum score of 75 or SAT combined score (math and critical reading) of 980.
- A core-course GPA of 3.000 or higher in a minimum of 14 core courses in the following areas:
  - Three years of English.
  - Two years of math.
  - Two years of science.
  - Two additional years of English, math or natural/physical science.
  - Five additional core courses in any area.

A final high school transcript must be submitted to the NCAA Eligibility Center after high school graduation for all early academic qualifiers.



### QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment at an NCAA Division I school.



### ACADEMIC REDSHIRT

You may receive an athletics scholarship during your first year of full-time enrollment and may practice during your first regular academic term but may NOT compete during your first year of enrollment. You must pass either eight quarter or nine semester hours to practice in the next term.



### NONQUALIFIER

You will not be able to practice, compete or receive an athletics scholarship during your first year of enrollment at a Division I school.

## What if I Don't Graduate on Time?

In Division I, if you do not graduate on time (in four years/eight semesters), the NCAA Eligibility Center will still use your grades and coursework for the first four years/eight semesters for your certification. You will still need to provide proof of graduation (once you graduate) and you may not use any coursework taken after your high school graduation toward your certification.

## What if I Don't Meet the Division I Standards?

If you have not met all of the Division I academic standards, you may not compete in your first year at a Division I college. However, if you qualify as an academic redshirt, you may practice during your first term in college and receive an athletics scholarship for the entire year.

To qualify as an academic redshirt, you must graduate high school and meet all of the following academic standards:

- Complete 16 core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA (minimum 2.000) on the Division I sliding scale (**see page 20**).

## Courses Taken After High School

For Division I, only courses completed in your first eight semesters will qualify as core courses. If you graduate from high school on time (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) before full-time collegiate enrollment. You may complete the core course at a location other than the high school from which you graduated as long as the course is taken prior to full-time enrollment at any college or university. A college course taken after high school graduation may be

used toward your initial eligibility and awarded 0.5 units from your college transcript (unless awarded one full unit on your home high school transcript).

An additional core-course unit taken after on-time high school graduation cannot replace a course used to meet the core-course progression (10/7) requirement, but an additional core course after on-time graduation may replace one of the remaining six core-course units necessary to meet core-course requirements.

## Sliding Scale for Division I

Division I uses a sliding scale to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. Find more information about test scores on [page 13](#) or visit [ncaa.org/test-scores](http://ncaa.org/test-scores).

DIVISION I FULL QUALIFIER SLIDING SCALE			DIVISION I FULL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*	Core GPA	SAT*	ACT Sum*
3.550	400	37	2.750	810	59
3.525	410	38	2.725	820	60
3.500	430	39	2.700	830	61
3.475	440	40	2.675	840	61
3.450	460	41	2.650	850	62
3.425	470	41	2.625	860	63
3.400	490	42	2.600	860	64
3.375	500	42	2.575	870	65
3.350	520	43	2.550	880	66
3.325	530	44	2.525	890	67
3.300	550	44	2.500	900	68
3.275	560	45	2.475	910	69
3.250	580	46	2.450	920	70
3.225	590	46	2.425	930	70
3.200	600	47	2.400	940	71
3.175	620	47	2.375	950	72
3.150	630	48	2.350	960	73
3.125	650	49	2.325	970	74
3.100	660	49	2.300	980	75
3.075	680	50	2.299	990	76
3.050	690	50	2.275	990	76
3.025	710	51	2.250	1000	77
3.000	720	52	2.225	1010	78
2.975	730	52	2.200	1020	79
2.950	740	53	2.175	1030	80
2.925	750	53	2.150	1040	81
2.900	750	54	2.125	1050	82
2.875	760	55	2.100	1060	83
2.850	770	56	2.075	1070	84
2.825	780	56	2.050	1080	85
2.800	790	57	2.025	1090	86
2.775	800	58	2.000	1100	86

ACADEMIC REDSHIRT

\*Full sliding scale research between the new SAT and ACT is ongoing.

## 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 academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken or plan to take.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

ENGLISH (4 YEARS REQUIRED)					
10/7	COURSE TITLE	CREDIT	X	GRADE	= QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
✓	Example: English 9	.50		A	(.5 x 4) = 2
TOTAL ENGLISH UNITS					TOTAL QUALITY POINTS

MATHEMATICS (3 YEARS REQUIRED)					
10/7	COURSE TITLE	CREDIT	X	GRADE	= QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
✓	Example: Algebra I	1.0		B	(1.0 x 3) = 3
TOTAL MATHEMATICS UNITS					TOTAL QUALITY POINTS

NATURAL/PHYSICAL SCIENCE (2 YEARS REQUIRED)					
10/7	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)					
10/7	COURSE TITLE	CREDIT	X	GRADE	= QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL ADDITIONAL UNITS					TOTAL QUALITY POINTS

SOCIAL SCIENCE (2 YEARS REQUIRED)					
10/7	COURSE TITLE	CREDIT	X	GRADE	= QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL SOCIAL SCIENCE UNITS					TOTAL QUALITY POINTS

ADDITIONAL ACADEMIC COURSES (4 YEARS REQUIRED)					
10/7	COURSE TITLE	CREDIT	X	GRADE	= QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL ADDITIONAL ACADEMIC UNITS					TOTAL QUALITY POINTS

TOTAL QUALITY POINTS FROM EACH SUBJECT AREA / TOTAL CREDITS = CORE-COURSE GPA			/		=	
		Quality Points	/	Credits	=	Core-Course GPA

Sixteen core courses are required for your core-course GPA. Ten core courses must be completed before the seventh semester; seven of the 10 must be a combination of English, math or natural or physical science.



# DIVISION II ACADEMIC STANDARDS

Division II schools require college-bound student-athletes to meet academic standards for NCAA-approved core courses, core-course GPA and test scores.

To be eligible to practice, compete and receive an athletics scholarship in your first full-time year at a Division II school, you must graduate from high school and meet *all* of the following requirements:



1. Complete 16 core courses in the following areas:

ENGLISH	MATH (Algebra I or higher)	NATURAL/ PHYSICAL SCIENCE (Including one year of lab, if offered)	ADDITIONAL (English, math or natural/physical science)	SOCIAL SCIENCE	ADDITIONAL COURSES (Any area listed to the left, foreign language or comparative religion/philosophy)
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn an SAT combined score or ACT sum score that matches your core-course GPA (minimum 2.200) on the Division II full-qualifier sliding scale (see page 24).



## Academic Certification Decisions

An academic certification will be conducted to determine if you meet the Division II academic standards. Academic certifications are required for all college-bound student-athletes planning to compete at a Division II school. (An amateurism certification is also required; [see page 27](#).) The following items are required in order to complete your academic certification:

- A final official transcript with proof of graduation.
- No open academic tasks.
- Official transcripts from *all* high schools attended.
- Be on a Division II school's institutional request list.
- Test scores.

Being placed on a school's institutional request list notifies the NCAA Eligibility Center to complete an academic evaluation for you once all of your appropriate documents have been submitted.

If you are being recruited by a Division II school, below are the most common decisions you may receive once a certification has been completed.

### EARLY ACADEMIC QUALIFIER

If you meet specific criteria listed below after six semesters, you may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment. To be an early academic qualifier, you will need:

- A minimum ACT sum score of 68 or a minimum SAT combined score (math and critical reading) of 900.
- A core-course GPA of 2.5 or higher in a minimum of 14 core courses in the following areas:
  - Three years of English.
  - Three years of math.
  - Two years of natural or physical science.
  - Six additional core courses in any area.

A final high school transcript must be submitted to the NCAA Eligibility Center after high school graduation for all early academic qualifiers.

### QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment at an NCAA Division II school.

### PARTIAL QUALIFIER

You may receive an athletics scholarship during your first year of full-time enrollment and may practice during your first year of enrollment at a Division II school, but may NOT compete.

### NONQUALIFIER

You will not be able to practice, compete or receive an athletics scholarship during your first year of full-time enrollment at a Division II school.

## What if I Don't Meet the Division II Standards?

If you enroll full time at a Division II school and you have not met all Division II academic standards, you may not compete in your first year. However, if you meet the standards to be a partial qualifier, you may practice and receive an athletics scholarship in your first year at college. To be a partial qualifier, you must graduate high school and meet *all* of the following standards:

- Complete 16 core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA (minimum 2.000) on the Division II partial-qualifier sliding scale ([see page 24](#)).

## Core-Course Timeline

If you plan to attend a Division II school, you must complete 16 NCAA core courses after starting grade nine and before your first full-time college enrollment.

## Courses Taken After High School

For Division II, you may use an unlimited number of core courses completed after graduation (summer or academic year) before full-time collegiate enrollment. You may complete the core course(s) at a location other than the high school from which you graduated. A college course taken after high school graduation can be used toward your initial eligibility and will be awarded 0.5 units (unless awarded one full unit by your home high school). It must appear on your home high school transcript with grade and credit.

## Sliding Scale for Division II

Division II uses a sliding scale to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. Find more information about test scores on **page 13** or visit [ncaa.org/test-scores](http://ncaa.org/test-scores).

DIVISION II FULL QUALIFIER SLIDING SCALE			DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*	Core GPA	SAT*	ACT Sum*
3.300 & above	400	37	3.050 & above	400	37
3.275	410	38	3.025	410	38
3.250	430	39	3.000	430	39
3.225	440	40	2.975	440	40
3.200	460	41	2.950	460	41
3.175	470	41	2.925	470	41
3.150	490	42	2.900	490	42
3.125	500	42	2.875	500	42
3.100	520	43	2.850	520	43
3.075	530	44	2.825	530	44
3.050	550	44	2.800	550	44
3.025	560	45	2.775	560	45
3.000	580	46	2.750	580	46
2.975	590	46	2.725	590	46
2.950	600	47	2.700	600	47
2.925	620	47	2.675	620	47
2.900	630	48	2.650	630	48
2.875	650	49	2.625	650	49
2.850	660	49	2.600	660	49
2.825	680	50	2.575	680	50
2.800	690	50	2.550	690	50
2.775	710	51	2.525	710	51
2.750	720	52	2.500	720	52
2.725	730	52	2.475	730	52
2.700	740	53	2.450	740	53
2.675	750	53	2.425	750	53
2.650	750	54	2.400	750	54
2.625	760	55	2.375	760	55
2.600	770	56	2.350	770	56
2.575	780	56	2.325	780	56
2.550	790	57	2.300	790	57
2.525	800	58	2.275	800	58
2.500	810	59	2.250	810	59
2.475	820	60	2.225	820	60
2.450	830	61	2.200	830	61
2.425	840	61	2.175	840	61
2.400	850	62	2.150	850	62
2.375	860	63	2.125	860	63
2.350	860	64	2.100	860	64
2.325	870	65	2.075	870	65
2.300	880	66	2.050	880	66
2.275	890	67	2.025	890	67
2.250	900	68	2.000	900	68 & above
2.225	910	69			
2.200	920	70 & above			

\*Full sliding scale research between the new SAT and ACT is ongoing.



## 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 academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken or plan to take.

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	.50		A		(.5 x 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 I	1.0		B		(1.0 x 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 YEARS IN ENGLISH, MATHEMATICS OR NATURAL/PHYSICAL SCIENCE (3 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 (4 YEARS REQUIRED)					
COURSE TITLE	CREDIT	X	GRADE	=	QUALITY POINTS (MULTIPLY CREDIT BY GRADE)
TOTAL ADDITIONAL ACADEMIC UNITS					TOTAL QUALITY POINTS

TOTAL QUALITY POINTS FROM EACH SUBJECT AREA / TOTAL CREDITS = CORE-COURSE GPA		/		=	
QUALITY POINTS		/	CREDITS	=	CORE-COURSE GPA



## DIVISION III INFORMATION

Division III institutions provide an integrated environment focusing on academic success while offering a competitive athletics environment. Division III rules minimize potential conflicts between athletics and academics and focus on regional in-season and conference play to maximize academic, co-curricular and extracurricular opportunities.

While Division III schools do not offer athletics scholarships, 80% of Division III student-athletes receive some form of merit or need-based financial aid.

If you are planning to attend a Division III school, you can create a free Profile Page at [eligibilitycenter.org](http://eligibilitycenter.org) to learn more about college sports. Division III schools set their own admissions and eligibility standards. You can visit [ncaa.org/d3](http://ncaa.org/d3) or contact the Division III school you are planning to attend to learn more.



# AMATEURISM

When you register for a Certification Account with the NCAA Eligibility Center, you will be asked a series of questions about your sports participation to determine your amateur status. In some instances, the NCAA Eligibility Center staff may need to gather additional information to evaluate your amateur status.

## Issues Reviewed as Part of the Amateurism Certification Process

- Delaying your full-time collegiate enrollment to participate in organized competition.
- Playing with professionals.
- Signing a contract with a professional team.
- Participating in tryouts or practices with a professional team.
- Receiving payment or preferential treatment/benefits for playing sports.
- Receiving prize money.
- Receiving benefits from an agent or prospective agent.
- Involvement with a recruiting service.

## Requesting Final Amateurism Certification

College-bound student-athletes enrolling for the first time at a Division I or II school must receive a final amateurism certification before being eligible to compete. (This includes transfers from junior colleges, NAIA, international or Division III schools.) Students must request their final amateurism certification through their Eligibility Center account; the Eligibility Center staff cannot begin your amateurism certification without your request. *Please note:* You can request your final amateurism certification even if other tasks are still open in your account. When you can request your final amateurism certification depends on when you are starting at a Division I or II school:

**Fall enrollment:** If you are enrolling at a Division I or II school for the fall semester, you may request a final amateurism decision from the NCAA Eligibility Center on or after April 1 before your enrollment at an NCAA school.

**Winter/Spring enrollment:** If you are enrolling at a Division I or II school for the spring semester, you may request a final amateurism decision on or after Oct. 1 before your enrollment at an NCAA school.

## Delayed Enrollment

After you graduate high school, you have a certain amount of time — called a “grace period” — to enroll full time at any two-year or four-year college or university. If you do not enroll at the first opportunity after your grace period and continue to compete in organized competition, you will use one season of NCAA eligibility for each calendar year during which you continue to compete. You also may be required to serve an academic year in residence at your NCAA institution before you can compete. For more information on delayed enrollment, please review the chart on [page 28](#).

M&W TENNIS		MEN'S ICE HOCKEY		M&W SKIING		ALL OTHER SPORTS	
DI	DII	DI	DII	DI	DII	DI	DII
Grace Period*	Grace Period*	Grace Period*	Grace Period*	Grace Period*	Grace Period*	Grace Period*	Grace Period*
<b>6</b>	<b>12</b>	<b>21<sup>ST</sup></b>	<b>3</b>	<b>21<sup>ST</sup></b>	<b>3</b>	<b>12</b>	<b>12</b>
MONTHS	MONTHS	BIRTHDAY	YEARS	BIRTHDAY	YEARS**	MONTHS	MONTHS

\*A college-bound student-athlete's grace period is the period between their expected date of high school graduation and initial full-time collegiate enrollment.

\*\*Competition must be sanctioned by the U.S. Ski and Snowboard Association or its international counterparts.

## Frequently Asked Amateurism Questions

### What is Organized Participation?

Participation is considered organized if ANY of the following exist:

- Official score is kept.
- Standings or statistics are maintained.
- Official timer or game officials are used.
- Admission is charged.
- Teams are regularly formed or team rosters are predetermined.
- Team uniforms are used.
- An individual or team is privately or commercially sponsored.
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.
- **Division I:** The competition is scheduled and publicized in advance.
- **Division II:** The competition is scheduled in advance.

### Who is an Agent?

An agent is an individual who directly or indirectly represents you by marketing your athletics ability or reputation, or attempts to benefit from guiding you to a particular NCAA school or from your expected earnings as a professional athlete.

### What is a Professional Team?

A professional team is one that declares itself as professional, or provides any player *more* than their actual and necessary expenses. Actual and necessary expenses are defined as:

- Meals and lodging directly tied to competition or practice directly related to the competition.
- Transportation expenses, such as to and from practice, training or competition.
- Apparel, equipment and supplies related to competition, or practice directly related to competition.
- Coaching and instruction, or the use of facilities and entry fees.
- Health or medical insurance, medical treatment and physical therapy directly associated with an individual's participation on a team or in an event.
- Other reasonable expenses such as laundry money.

Additional information on amateurism and recruiting/scouting services is available at [ncaa.org/student-athletes/future/amateurism](http://ncaa.org/student-athletes/future/amateurism).

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

Before initial full-time enrollment at a college or university, may a college-bound student-athlete ...	Permissible in Division I?	Permissible in Division II?
Delay enrollment (grace period)?*	<b>Tennis (men and women):</b> Yes, six months. <b>Men's ice hockey and skiing (men and women):</b> Yes, until 21st birthday. <b>All other sports:</b> Yes, 12 months.	<b>Tennis (men and women):</b> Yes, 12 months. <b>Men's ice hockey and skiing (men and women):</b> Yes, three years.** <b>All other sports:</b> Yes, 12 months.
Use a recruiting or scouting service?	<b>Yes.</b> The fee the service charges cannot be based on receipt or the amount of an athletics scholarship.	<b>Yes.</b> The fee the service charges cannot be based on receipt or the amount of an athletics scholarship.
Receive funding from an outside source?	<b>Yes</b> , if the funding is less than or equal to the student-athlete's actual and necessary expenses related to competition and practice directly associated with competition. Training expenses may only be provided by the U.S. Olympic Committee (USOC), appropriate national governing body (or international equivalent organization for international students) or a governmental entity.	<b>Yes.</b>
Receive prize money?	<b>Tennis:</b> Yes, if it does not exceed \$10,000 per calendar year and comes from the sponsor of the event. Once the \$10,000 limit is reached, additional prize money may not exceed actual and necessary expenses for each subsequent event in the calendar year. <b>All other sports:</b> Yes, if it does not exceed actual and necessary expenses for a calendar year and comes from the sponsor of the event.	<b>Precollegiate enrollment - Yes.</b>  <b>Precollegiate enrollment - Yes.</b>
Enter into an agreement (verbal or written) with an agent?	<b>Baseball and men's ice hockey:</b> Yes, provided it is prior to collegiate enrollment AND the individual has already been drafted. The agent may then negotiate with the professional team, provided the individual is not awarded any benefits, pays the going rate for the representation and the agreement is discontinued before enrolling in college. <b>All other sports:</b> No.	<b>No.</b>
Receive benefits from an agent?	<b>No.</b>	<b>No.</b>
Try out with a professional team?	<b>Men's ice hockey and skiing:</b> Yes. May receive actual and necessary expenses for one tryout (up to 48 hours) from each professional team. Self-financed tryouts may exceed 48 hours. <b>All other sports:</b> Yes. May not exceed actual and necessary expenses.	<b>Precollegiate enrollment - Yes.</b>  <b>Precollegiate enrollment - Yes.</b>
Be selected in a professional draft?	<b>Yes.</b> Please contact the NCAA or your school's compliance office before entering an opt-in draft.	<b>Yes.</b> Please contact the NCAA or your school's compliance office before entering an opt-in draft.

\*A college-bound student-athlete's grace period is the period between their expected date of high school graduation and initial full-time collegiate enrollment.

\*\*Competition must be sanctioned by the U.S. Ski and Snowboard Association or its international counterparts.





## INTERNATIONAL STUDENTS

An international student is one who has taken coursework outside the United States (not including DoDDS or American schools abroad) from school years nine and up. As an international student, you must submit the following information:

- Transcripts for years nine and up in the native language.
- Proof of graduation in the native language, which may include certificates, diplomas and/or final leaving exams.
- Certified line-by-line English translations of these documents if they are issued in a language other than English.

For specific details about the documents you must submit, please refer to the current **Guide to International Academic Standards for Athletics Eligibility** or visit the International Student-Athletes page at [ncaa.org/international](http://ncaa.org/international).

In certain situations, the NCAA Eligibility Center may request additional documentation to clarify that your academic information is complete, valid and accurate. The task list within your Eligibility Center account is used to communicate these requests, so be sure to check your email frequently for task notifications.

- For information on how to submit documentation, please visit [ncaa.org/international](http://ncaa.org/international).
- All documents submitted to the NCAA Eligibility Center become the property of the NCAA Eligibility Center and cannot be returned. This includes any mailed original documents.

In addition to your academic credentials, students also must submit all SAT or ACT scores. Your scores must be sent electronically to the NCAA Eligibility Center by the testing agency. When registering for the SAT or ACT, use code 9999 to ensure your test scores are sent directly to your Eligibility Center account.

Failure to include any of these items will delay the review of your records, so be sure to understand the documents required for the country in which you attended school by reviewing the current **Guide to International Academic Standards for Athletics Eligibility**, available for download at [ncaapublications.com](http://ncaapublications.com), or visit your country's specific information page at [ncaa.org/student-athletes/future/africa](http://ncaa.org/student-athletes/future/africa).

**Need help?** For specific questions that you can't find the answer to in our other resources, use our **International Contact Form**, found at [ncaa.org/contactinternational](http://ncaa.org/contactinternational).



Being a student-athlete has been a truly enriching experience. I have learned discipline, time management and commitment, among other skills, that I utilize in every aspect of my life. On an emotional level, I have made friends from diverse backgrounds and forged friendships with my teammates that will last a lifetime. As an international student, I have been fortunate to gain different perspectives from every experience that college sports has to offer.

**Vedika Anand**

Women's Tennis, Wagner College



# HOME SCHOOL STUDENTS

Learning at home is not necessarily the same as being home schooled. Because of recent growth in online and virtual education, a student may be able to learn at home through an online school with online teachers, which would not be considered a parent-directed tutor.

Courses evaluated as home school courses are those in which a parent or parent-directed tutor:

- Plans and delivers actual instructional activities such as lectures, discussions, tutorials, feedback or assistance.
- Determines the student's comprehension of the material by grading and evaluating student performance and achievement on assignments and assessments and providing appropriate re-teaching and feedback.

- Determines the overall grade the student achieved in the course.
- Places the grade on a transcript or grade report or reports the grade to an approved home school umbrella program.

## How to Register

If you are a home school student and want to play NCAA sports at a Division I or II school, you need to register with the NCAA Eligibility Center and meet the same standards as all other students.

Once you have completed your registration, visit [ncaa.org/student-athlete/future/home-school-students](https://ncaa.org/student-athlete/future/home-school-students) and download the Home School Students section for a toolkit. This resource provides you with all of the necessary home school resources.



# EDUCATION-IMPACTING DISABILITIES

For academic eligibility purposes, the NCAA defines an education-impacting disability as a current impairment that has a substantial educational impact on a student's academic performance and requires accommodation.

Some of the most common EIDs include:

- Learning disabilities.
- Attention-deficit/hyperactivity disorder.
- Mental health disorders.
- Medical conditions.
- Deaf or hard of hearing.
- Autism spectrum disorder.

If you have a documented EID, you must meet the same initial-eligibility standards as other students but may be provided certain accommodations to help meet those standards. For instance, if you have a documented EID, you may be allowed to take classes designed for students with EIDs if the classes appear on your school's list of NCAA-approved courses.

## Submitting Your EID Documentation

If you are a student with a documented EID, you only need to alert the NCAA Eligibility Center about your disability if you plan to enroll full time at a Division I or II school and would like to take additional core courses after you graduate high school.

If your EID documentation is approved by the NCAA Eligibility Center and you plan to attend a **Division I** school:

- You may take up to three additional core courses after graduating high school but before enrolling full time at a Division I school — as long as you graduate from high school in eight consecutive semesters after starting ninth grade.

If your EID documentation is approved by the NCAA Eligibility Center and you plan to attend a **Division II** school:

- You may take an unlimited number of core courses after starting ninth grade but before enrolling full time at a Division II school.

Information submitted to the NCAA about your EID is **not** released to colleges unless the student-athlete makes a specific written request.

To document your EID with the NCAA Eligibility Center, you must submit the following materials:

1. A complete NCAA EID cover sheet.
2. Your NCAA identification number, high school graduation year, permanent address and phone number.

3. Current, signed documentation of your diagnosis (including test data) and/or recommendations from the treating professional (e.g., medical doctor, clinical psychologist or other qualified individual).
4. Current copy of your Individualized Education Program (IEP) or Section 504 Plan. If your high school did not provide an IEP or 504 Plan, the high school must submit documentation describing the available accommodations or an explanation of why accommodations were not provided.
5. A signed Buckley Statement form allowing certain individuals to review your EID information and speak on your behalf to the NCAA. A parent or guardian who would like to discuss your EID request with the NCAA must be listed on the Buckley Statement.

The cover sheet and Buckley Statement can be found at [ncaa.org/student-athletes/future/education-impacting-disabilities](http://ncaa.org/student-athletes/future/education-impacting-disabilities).

## Where to Send Your EID Documents

**NCAA Eligibility Center  
EID Services  
P.O. Box 7110  
Indianapolis, IN 46207-7110**

**Fax:** 317-968-5100  
**Email:** [ec-processing@ncaa.org](mailto:ec-processing@ncaa.org)

If approved, you will be notified in writing and provided with additional information about available accommodations.

## SAT/ACT Exam with Accommodations

If you have a documented EID, you may also request to take an SAT or ACT exam with accommodations to satisfy test-score requirements by:

- Registering for accommodations using the directions provided by the SAT or ACT.
- Following procedures governed by SAT or ACT. 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 an SAT or ACT exam with accommodations, 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 an SAT or ACT exam with accommodations.



# IMPORTANT RECRUITING TERMS

**Celebratory standardized signing form** (a form used by Division III institutions): This form is a standard NCAA-provided, nonbinding athletics celebratory signing form after a college-bound student-athlete has been accepted for enrollment at a Division III school.

**Contact:** A contact happens any time a college coach says more than "Hello" during a face-to-face meeting with you or your parents off the college's campus.

**Contact period:** During a contact period, a college coach may have face-to-face contact with you or your parents, watch you compete, visit your high school and call or write to you or your parents.

**Dead period:** A college coach may not have any face-to-face contact with you or your parents on or off the college campus at any time during a dead period. The coach may call or write you or your parents during this time.

**Evaluation:** An evaluation happens when a college coach observes you practicing or competing.

**Evaluation period:** During an evaluation period, a college coach may watch you compete, visit your high school and call or write to you or your parents. However, a college coach may not have face-to-face contact with you or your parents off the college's campus during an evaluation period.

**Financial aid (scholarship):** Any money you receive from a college or another source, such as outside loans or grants. Financial aid may be based on athletics ability, financial need or academic achievement.

**Five-year clock:** If you play at a Division I school, you have five calendar years in which to play four seasons of competition. Your five-year clock starts when you enroll as a full-time student at any college. Thereafter, your clock continues, even if you spend an academic year in residence as a result of transferring, decide to redshirt, do not attend school or attend school part time during your college career.

**Full-time student:** Each school determines what full-time status means. Typically, you are a full-time student if you are enrolled for at least 12 credit hours in a term, but some schools define a full-time student as someone who takes fewer than 12 credit hours in a term.

**International student:** An international student is any student who is enrolled in a secondary school outside the United States, U.S. territories or Canada (except Quebec).

**Institutional request list:** An institutional request list (IRL) is a list of college-bound student-athletes who an NCAA Division I and/or II school is interested in recruiting. The action of adding a college-bound student-athlete to the IRL informs the NCAA Eligibility Center of the school's interest in having an academic and amateurism certification decision for the student-athlete.

**Official commitment:** When you officially commit to attend a Division I or II college, you sign a **National Letter of Intent**, agreeing to attend that school for one academic year.

**Official visit:** During an official visit, the college can pay for transportation to and from the college for you (and up to two family members in Division I Basketball and FBS Football), lodging and meals (Division I allows for up to three meals per day) for you and up to four family members, as well as reasonable entertainment expenses, including five tickets to a Division I or Division II home sports event. Before a Division I or II college may invite you on an official visit, you will have to provide the college with a copy of your high school transcript and register for a Certification Account with the **NCAA Eligibility Center**. In Division I, it is not permissible to make an official visit during a recruiting shutdown period or a dead period.

**Quiet period:** During this time, a college coach may not have any in-person contact with you or your parents off the college's campus. A 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 call or write to you or your parents during this time.

**Recruited:** If a college coach contacts you off campus, pays your expenses to visit the campus, or (in Divisions I and II) issues you a National Letter of Intent or a written offer of financial aid, you are considered recruited.

**Recruiting calendar:** NCAA member schools limit recruiting to certain periods during the year. Recruiting calendars promote the well-being of college-bound student-athletes and ensure fairness among schools by defining certain periods during the year in which recruiting may or may not occur in a particular sport.

**Recruiting shutdown:** A recruiting shutdown is a period of time when no forms of recruiting (e.g., contacts, evaluations, official or unofficial visits, correspondence, or making or receiving telephone calls) are permissible.

**Season of competition:** Generally, NCAA rules say any competition in a season — regardless of the amount of time — counts as having played one season in that sport. If you play any time during a season, regardless of how long you played, it counts as having played for an entire season in that sport. A season starts when you spend one second in competition on the field, court, gym or track. In Division III, you also use a season if you practice at any time after the first contest.

**Ten-semester/15-quarter clock:** If you play at a Division II or III school, you have the first 10 semesters or 15 quarters in which you are enrolled as a full-time student to complete your four seasons of competition. You use a semester or quarter any time you attend class as a full-time student or are enrolled part time and compete for the school. You do not use a term if you only attend part time with no competition or are not enrolled for a term.

**Two-year college:** Any school from which students can earn an Associate of Arts, Associate of Science or Associate of Applied Science within two years. Some people call these schools community or junior colleges.

**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 Division I home athletics contest or five complimentary admissions to a Division II home athletics contest. You may make as many unofficial visits as you like after the first permissible date in each sport. The only time you cannot talk with a coach during an unofficial visit is during a dead period. In Division I, it is not permissible to make an official visit during a recruiting shutdown period or a dead period. In Division III, you may receive one on-campus meal as well as admission to a home athletics event for you and those accompanying you.

**Verbal commitment:** A verbal commitment happens when you verbally agree to play sports for a college before you sign or are eligible to sign a National Letter of Intent. The commitment is not binding on you or the school.

**Walk-on:** Someone who is not typically recruited by a school to participate in sports and does not receive a scholarship from the school, but who becomes a member of one of the school's athletics teams.

# RECRUITING CALENDARS

NCAA member schools limit recruiting to certain periods during the year. Recruiting calendars promote the well-being of college-bound student-athletes and ensure fairness among schools by defining certain periods during the year in which recruiting may or may not occur in a particular sport. For additional sport-specific recruiting calendars, visit [ncaa.org/student-athletes/resources/recruiting-calendars](http://ncaa.org/student-athletes/resources/recruiting-calendars). For Divisions II and III recruiting calendars, see page 36.

## Men's Basketball, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence June 15 between your sophomore and junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach at any time.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning June 15 between your sophomore and junior year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning the first day of your junior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense beginning August 1 of your sophomore year in high school.
<b>Official Visit</b>	A college may pay for you and two family members to visit the college beginning August 1 of your junior year in high school. Up to five official visits can be taken between August 1 of your junior year and the completion of your junior year. An additional five official visits may be taken between the day following completion of your junior year and Oct. 15 following completion of high school.

## Women's Basketball, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence September 1 of your junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach at any time.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning September 1 of your junior year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning March 1 of your junior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense at any time.
<b>Official Visit</b>	A college may pay for you and two family members to visit the college beginning the Thursday following the final game of the Women's Final Four during your junior year in high school.



**When I think of my experience as a Division I student-athlete, words that come to mind are discipline and reward. The discipline required for success in my academic work and on the playing field has given me a solid base for continued personal growth. I am exceedingly grateful for my experience as a student-athlete and the skills it has developed within me that will lead me to excel in all future endeavors.**

**Caroline Lee** | Women's Soccer, Southeastern Louisiana University



## Football, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence September 1 of your junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach at any time.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning July 1 between your sophomore and junior years in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning July 7 between your junior and senior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense at any time.
<b>Official Visit</b>	A college may pay for you and two family members to visit the college beginning April 1 of your junior year in high school.

## Men's Ice Hockey, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence January 1 of your sophomore year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach beginning January 1 of your sophomore year in high school.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning January 1 of your sophomore year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning August 1 of your junior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense beginning January 1 of your sophomore year in high school.
<b>Official Visit</b>	A college may pay for you to visit the college beginning August 1 of your junior year in high school.

## Lacrosse and Softball, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence September 1 of your junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach beginning September 1 of your junior year in high school.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning September 1 of your junior year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning September 1 of your junior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense beginning September 1 of your junior year in high school.
<b>Official Visit</b>	A college may pay for you to visit the college beginning September 1 of your junior year in high school.



## Baseball, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence September 1 of your junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach at any time.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning September 1 of your junior year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning July 1 between your junior and senior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense beginning September 1 of your junior year in high school.
<b>Official Visit</b>	A college may pay for you to visit the college beginning September 1 of your junior year in high school.

## All Other Sports, Division I

Recruiting Method	
<b>Recruiting Materials and Electronic Correspondence (e.g., recruiting letters, social media messages, text messages)</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time. A coach may begin sending you recruiting materials and electronic correspondence June 15 between your sophomore and junior year in high school.
<b>Phone Calls to a Coach</b>	You or your family may call a coach beginning June 15 between your sophomore and junior year in high school.
<b>Phone Calls from a Coach</b>	A coach may call you or your family beginning June 15 between your sophomore and junior year in high school.
<b>Off-campus Contact</b>	A college coach may have contact with you or your family off the college's campus beginning August 1 of your junior year in high school.
<b>Unofficial Visit</b>	You and your family may visit a college at your own expense beginning August 1 of your junior year in high school.
<b>Official Visit</b>	A college may pay for you to visit the college beginning August 1 of your junior year in high school.





## Divisions II and III

RECRUITING METHOD	DIVISION II	DIVISION III
<b>Recruiting materials</b>	You may receive brochures for camps, questionnaires, NCAA materials and nonathletics recruiting publications at any time.  A coach may begin sending you printed recruiting materials June 15 between your sophomore and junior years in high school.	You may receive printed materials any time.
<b>Telephone calls</b>	No limit on number of calls by college coach beginning June 15 between your sophomore and junior years. 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.
<b>Off-campus contact</b>	A college coach may have contact with you or your parents/legal guardians off the college's campus beginning June 15 between your sophomore and junior years. No limit on number of contacts off campus.	A college coach may have contact with you or your relatives or guardians off the college's campus after your sophomore year. No limit on number of contacts off campus.
<b>Unofficial visit</b>	You may make an unlimited number of unofficial visits any time, except during a dead period.	You may make an unlimited number of unofficial visits any time.
<b>Official visit</b>	A college may pay for you to visit the college beginning June 15 between your sophomore and junior years.  Between June 15 before your junior year and the end of your senior year in high school, you may make only one official visit per college and up to a maximum of five official visits to Division I colleges. There is no limit to official visits to Division II colleges.	A college may pay for you to visit the college beginning January 1 of your junior year in high school.  Between June 15 before your junior year and the end of your senior year in high school, you may make only one official visit per college and up to a maximum of five official visits to Division I colleges. There is no limit to official visits to Division III colleges.



## QUESTIONS TO ASK

While you are on a campus visit, consider asking questions about these topics to learn more about the school, athletics program and life on campus. You also can get suggestions of questions to ask coaches and administrators at [ncaa.org/student-athletes/future/choosing-college](http://ncaa.org/student-athletes/future/choosing-college).

- Academic resources.
- Scholarship renewals.
- Financial aid and cost of attendance.
- Admissions requirements.
- Study abroad/internships.
- Athletic training and medical expenses.
- Degree programs and graduation rates.
- Team time demands.
- On-campus housing.
- Coaching philosophy and style.
- Injuries and rehabilitation.
- Graduation rates.
- Schedule planning and time management.
- Playing time.

### REMEMBER



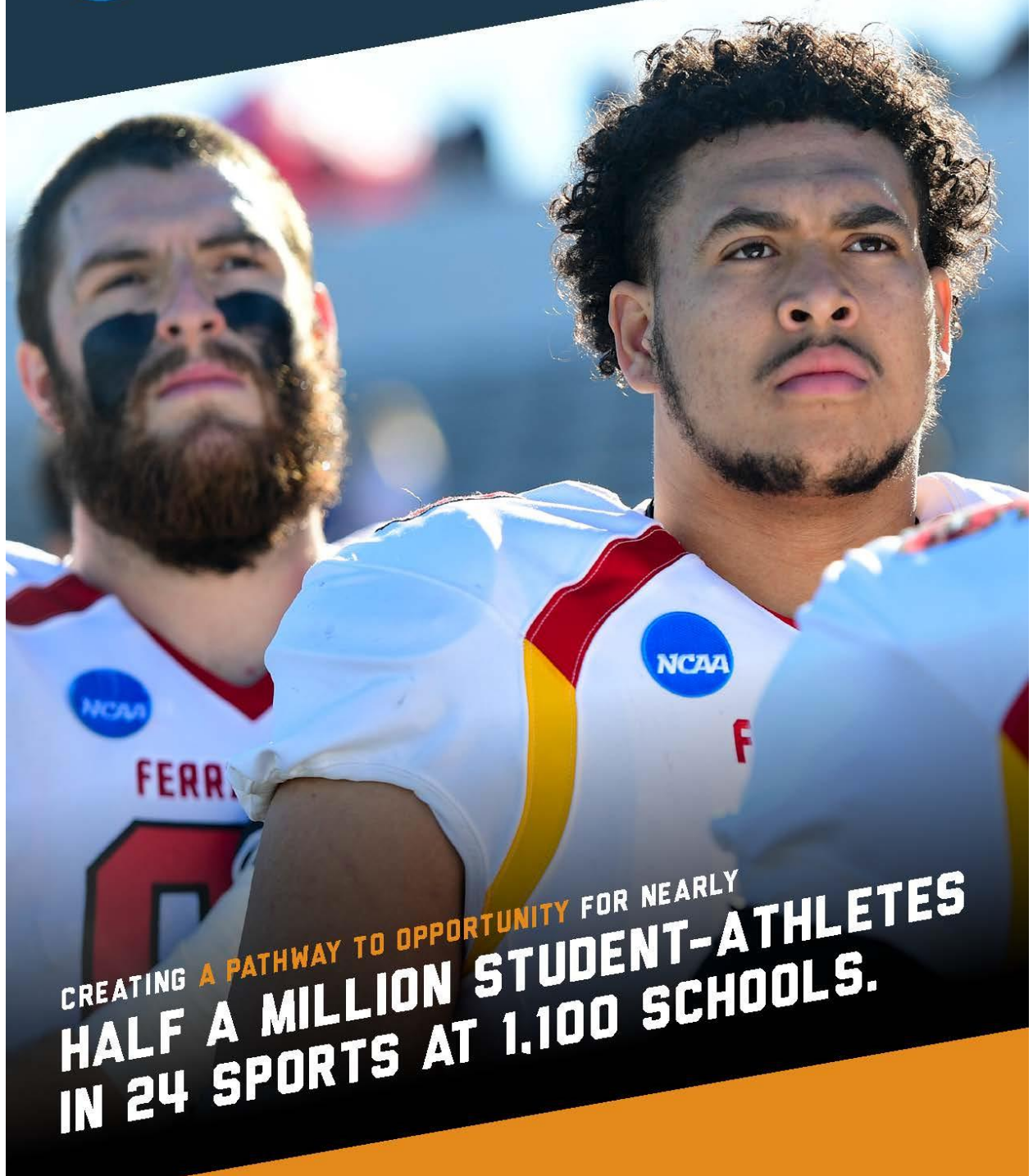
In addition to receiving your academic and amateurism certification from the NCAA Eligibility Center, you also must apply and be accepted to your DI or DII college before you can compete on campus.

A composite image featuring a close-up of a smiling Black woman with braids on the left, and a soccer game in progress on the right. Two players are competing for a yellow soccer ball on a green field. One player is in a white jersey, and the other is in a blue and black jersey with the number 25.

# PLAY COLLEGE SPORTS

Want to play college sports?  
Learn what it takes to reach the top of your game at  
[ncaa.org/playcollegesports](https://ncaa.org/playcollegesports)





CREATING A PATHWAY TO OPPORTUNITY FOR NEARLY  
**HALF A MILLION STUDENT-ATHLETES**  
**IN 24 SPORTS AT 1,100 SCHOOLS.**

**WANT TO PLAY  
COLLEGE SPORTS?**

**YOU MUST  
KNOW YOUR CORE  
COURSE GPA.**



**CoreCourseGPA.com**

***Addressing Recruiting and  
Eligibility...at its Core.***

Plainview-Old Bethpage John F. Kennedy High School has teamed up with CoreCourseGPA.com to provide custom online software to all student-athletes to assist in tracking their progress toward meeting NCAA initial eligibility requirements.

CoreCourseGPA.com calculates core course GPA for both the Division I and II, provides corresponding minimum SAT / ACT scores, and a detailed report of Core course credits earned and needed.

All student-athletes are encouraged to activate a FREE membership to begin tracking their Core course GPA and learn more about important recruiting topics. The sooner, the better – every Semester counts!

**ACTIVATE YOUR FREE  
MEMBERSHIP**

- Step 1:** Go to [www.CoreCourseGPA.com](http://www.CoreCourseGPA.com)  
**Step 2:** Click “free New Member Account”  
**Step 3:** Enter School ID and School Code  
**Step 4:** Complete Registration Form

**School ID:** 334532  
**School Code:** 741592188

We are pleased to inform you that John F. Kennedy High School is making CoreCourseGPA.com a web-based software program, available to all Plainview-Old Bethpage John F. Kennedy High School student-athletes and their parents / guardians **free of charge**.



**If your child aspires of competing athletically as a freshman at an NCAA Division 1 or Division II school, they must meet NCAA Initial-Eligibility minimum standards,** including minimum core course GPA and SAT/ACT test score requirements. CoreCourseGPA.com is an innovative tool that allows you to easily track your son or daughter's progress towards meeting these requirements, beginning as soon as the first semester of their freshman year.

To **activate your child's CoreCourseGPA.com membership, follow these simple steps:**

1. Go to [www.CoreCourseGPA.com](http://www.CoreCourseGPA.com)
2. Click on **"New Free Member Account"** in the upper left corner and enter the School ID and School Code:  
**Students/Parents:**  
School ID: 334532  
School Code: 741592188
3. Click (**"Continue"**).
4. **Fill in the appropriate fields** in the **Create New Student Account** form.  
\*\*Remember to write down the new Member Name and Password you have created\*\*
5. Click **"Submit"**  
Congratulations! You have successfully created your CoreCourseGPA.com member account

To **login to your member account and begin using the CoreCourseGPA.com software, follow these simple steps:**

1. Go to [www.CoreCourseGPA.com](http://www.CoreCourseGPA.com)
2. Enter your Member Name and Password in the Member Login box in the upper right corner.
3. \*\*Use the Member Name and Password you created during the account activation process\*\*
4. Click **"Login."**
5. Begin using your CoreCourseGPA.com account!

CoreCourseGPA.com incorporates the NCAA recognized core courses for John F. Kennedy High School into the online course entry forms, calculates BOTH Division I and Division II core course GPA, automatically factors weighted grades into calculations and tracks course requirements for BOTH Division I and Division II. Your son or daughter's core course information is saved for the duration of their high school career.

John F. Kennedy High School is proud to make this innovative software available to you free of charge. We believe CoreCourseGPA.com will be a very useful academic tool for you and your student-athlete.

CoreCourseGPA.com also provides you access to free recruiting webinars through FreeRecruitingWebinar.org, a nonprofit program. A schedule of webinars may be accessed on the FreeRecruitingWebinar.org website. Attending a webinar is highly recommended to learn more about the facts and rules of recruiting. The recruiting process starts in the freshman year. Make sure you are prepared.

**IT IS IMPORTANT TO NOTE THAT YOUR USE OF CORECOURSEGPA.COM IS NOT A SUBSTITUTE FOR REGISTERING WITH THE NCAA ELIGIBILITY CENTER AFTER THE COMPLETION OF SIX HIGH SCHOOL SEMESTERS.**

## VII INFORMATION ABOUT THE MILITARY

### **APPLICATION PROCESS FOR MILITARY ACADEMIES**

See your Counselor during early spring of your junior year to discuss criteria for eligibility and steps to follow. Starting early is essential to obtaining an appointment to an academy.

In the spring of your junior year, apply for a nomination from one or more government officials. You must obtain this nomination to compete for admission to all service academies except the U.S. Coast Guard Academy. For nomination forms and procedures, check the website of each academy.

Take the SAT or ACT and have official copies of your scores sent to the specific academy.

Take the qualifying Medical Exam.

Take the Physical Aptitude Test which assesses strength, agility, flexibility, and endurance. It is recommended that you train for this test prior to taking it.

### **ADDRESSES FOR MILITARY ACADEMIES**

#### **United States Military Academy – West Point**

USMA West Point, NY 10996-1796  
Director, Candidate Guidance (Code 304)

#### **United States Naval Academy**

Annapolis, MD 21402-5018

#### **United States Air Force Academy**

Admissions Office, HQ USAFA/RRS  
USAF Academy  
Colorado Springs, CO 80840-5651

#### **United States Coast Guard Academy**

Application for Appointment as Cadet, U.S. Coast Guard ) (CG-4151)  
Director of Admissions, United States Coast Guard Academy  
New London, CT 06320

(No congressional nominations required – based solely on national competition)

#### **United States Merchant Marine Academy at Kings Point**

Admission Office, United States Merchant Marine Academy  
Kings Point, NY 11024

## **THE ARMED SERVICES**

Military life has changed a great deal since the Department of Defense announced the all-volunteer force. By Congressional legislation passed in 1971, the military staffing budget has been greatly increased to raise military pay and to provide more benefits to service personnel. The Defense Department also has established Project Volunteer, a program to end reliance on the draft by improving the conditions of military life. Housing allowances have been raised, off-base military housing and health care facilities are being improved, and scholarships have been increased.

### **Selective Service Registration**

Proclamation 4771 of the Military Selective Service Act, dated July 21, 1980, states that all males who are citizens of the United States, must register within 30 days of the 18<sup>th</sup> birth date.

You can register at any U.S. Post Office simply by filling out a Selective Service Registration form. Personal identification – such as a driver's license or birth certificate is required.

If you have questions, call **708-6788-6888** or write: Selective Service National Headquarters, Registration Information Bureau, Washington, DC 20435.

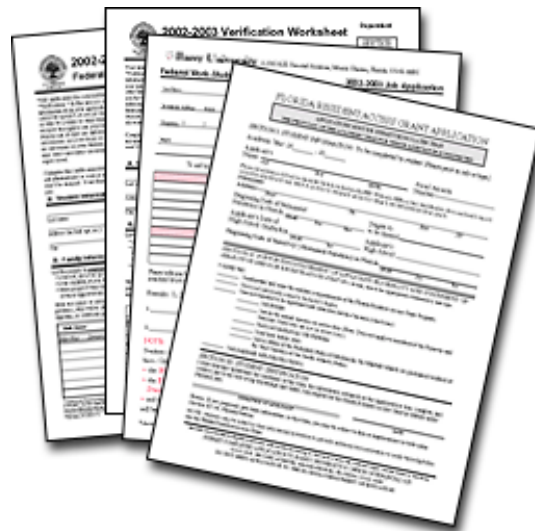
### **Joining the Armed Services**

If you are interested in joining any of the military branches, you are strongly encouraged to inform your counselor. The Guidance Department can arrange a meeting in school to meet with a recruiter. We will only do so with a parent's approval, and your parent will be invited to attend.



# VIII

## SAMPLES & WORKSHEETS



### Sample Email to A College Representative

- Email should be appropriate (i.e. [TJSmith@gmail.com](mailto:TJSmith@gmail.com))
- Subject should include name of student and topic (i.e. Thomas Smith. Note of Thanks)

Dear (Insert name of college admissions representative)

My name is Thomas Smith and I am a senior at Talent Unlimited High School, in Manhattan. I wanted to drop you a quick note to let you know how much I enjoyed my campus visit. The visit provided me with a better understanding of what (insert name of college) has to offer. I especially enjoyed (input something specific about your visit, (i.e. the real-time stock market data featured in the finance building, the biochemistry lab in XYZ-building, etc.)). I look forward to working together throughout my application process.

OR

Dear (Insert name of college admissions representative)

My name is Thomas Smith and I am a senior at Talent Unlimited High School, in Manhattan. I wanted to thank you for taking the time to meet with me during my visit to your campus. I enjoyed speaking with you and hearing more about (insert name of college). I especially enjoyed learning about (insert something specific you learned from the conversation).

Thank you for all your assistance in the college process.

Sincerely,

Name

u/d 1/19