

NCAA Eligibility Center High School Portal Instructions



Overview

- General navigation.
- Viewing and updating your list of NCAA courses.
- Searching student details.
- Fee waiver reports.
- Submitting fee waiver approval requests.
- Questions?

www.eligibilitycenter.org



WELCOME!



**NCAA COLLEGE-BOUND
STUDENT-ATHLETES**

ENTER HERE

HIGH SCHOOL ADMINISTRATORS

ENTER HERE

Click here to
enter the
High School
Portal.

Click [here](#) to view the technical requirements for the website.

High School Portal



Eligibility
Center

High School Portal

Home

Login

Resources

List of NCAA Courses

Welcome to the NCAA Eligibility Center High School Portal

Thank you for working with us to help ensure your student-athletes will face in college. You play an integral role in the initial-eligibility certification process for your college-bound student-athletes, and your role in your high school and the Eligibility Center is very important.

We recognize that your time is valuable, and appreciate your willingness to help. It is very important because the initial-eligibility certification process is most successful when responsibility is shared among students, families, high schools, colleges/universities and the Eligibility Center.

Once you have logged in to the system, you will be able to do the following:

- Submit core course changes (new titles, old titles, title changes) for your school;
- Update your school's Eligibility Center contact information;
- Run reports on students from your high school who have registered with the Eligibility Center;
- Submit fee waiver verification for eligible students.

Please [Click here](#) to login as a High School.

Please [Click here](#) to login as a District.

Please [Click here](#) to subscribe to the Eligibility Center Newsletter

Before logging in, you can browse the Resources page or look at your school's list.

Log in here...
If you are not receiving the newsletter, click the link to sign up now!

Log In Page



High School login:

I have a PIN and need to log in.

For high schools, please enter your 6-digit CEEB/ACT code and your 5-digit Personal Identification Number (PIN) below.

District contacts:

If your district has a unified list of NCAA courses, please return to the home page and log in as a district. If you don't know whether your district has a unified list, please call the Eligibility Center at 877/622-2321.

CEEB/ACT Code:

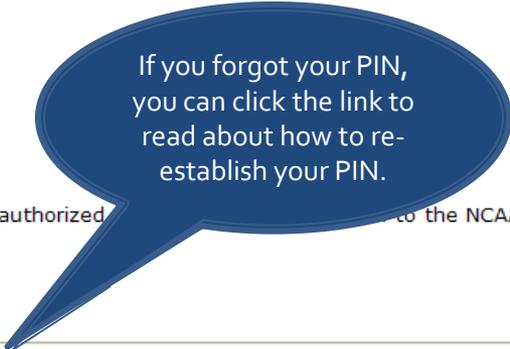
PIN:

First Name:

Last Name:

I verify that I am the individual named above and I am authorized to log in to the NCAA Eligibility Center on behalf of my high school.

Login

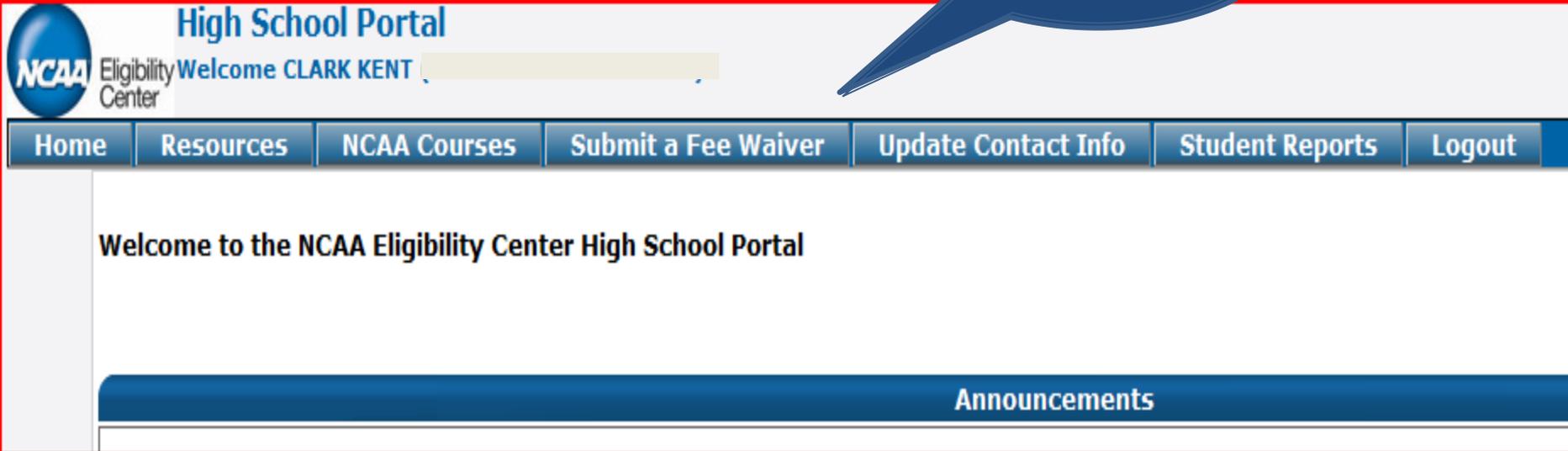


I have forgotten my high school's PIN and need a new one. Please click [here](#) to request a new PIN.

Please allow at least two business days for processing, provided you have followed the required steps. Then try to log in with your new PIN.

Navigation Bar

Use this navigation bar to select the function you would like to perform.



The screenshot shows the top section of the NCAA Eligibility Center High School Portal. It features a navigation bar with several menu items and a welcome message.

NCAA Eligibility Center **High School Portal** Welcome CLARK KENT

[Home](#) [Resources](#) [NCAA Courses](#) [Submit a Fee Waiver](#) [Update Contact Info](#) [Student Reports](#) [Logout](#)

Welcome to the NCAA Eligibility Center High School Portal

Announcements

Resources Page

Simply click on any of the topics for information.

**High School Portal**
Welcome CLARK KENT

- Home
- Resources
- NCAA Courses
- Submit a Fee Waiver
- Update Contact Info
- Student Reports
- Logout

How and When to Update Your List

- How to Update Your List
- When to Update Your List
- Changing Course Titles
- Removing Courses No Longer Taught

Core-Course Information

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- What is NOT a Core Course?
- Check on the Status of a Course
- Credit Recovery
- Courses Taken in the Eighth Grade
- College Courses/Dual Enrollment
- English as a Second Language
- Extended Sequence Courses
- Duplicate Courses
- Deadline for Taking Courses
- Credit by Examination
- When Courses are Audited

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- Where to Send Transcripts
- E-Transcripts
- Multiple High School Transcripts
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- Alpha Grading Scales
- Numeric Grading Scales
- Weighted Grades
- Pass/Fail Grades
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ACT and SAT Information

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- Look Up Registered Students
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- Correcting Errors in Student Information
- Students with Education-Impacting Disabilities
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- General Rules

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- Financial Aid
- National Letter of Intent
- Which Colleges Sponsor Which Sports
- Probability of Playing Past High School

Contact Information

- General Contact Information

Other Links

- Guide for the College-Bound Student-Athlete
- Quick Reference Sheet for Eligibility Rules
- Transcript Release Form
- Guide to International Academic Standards for

Course Module: List of NCAA Courses

List of NCAA Courses



High School Portal

Welcome CLARK KENT

Home Resources **NCAA Courses** Submit - Reports Logout

High School's NCAA Courses

My High School's NCAA Courses

Submit NCAA Course Changes

High School Code

High School Name

Address

Phone

Fax

Primary Contact

Once you are logged in, clicking on "NCAA Courses" will bring up the option to look at your list or to submit changes to your list.

This field is important. Remember that you should update your list annually when your curriculum is developed for the upcoming academic year. This will help keep you ahead of the game.

This high school last updated its list (modified one or more NCAA courses) on 10-Feb-10.

If the field above is blank, that means this high school has not submitted any NCAA courses since November 21, 2007.

Legal Disclaimer: The list of NCAA courses, and courses contained within, are maintained as a guide for prospective student-athletes seeking NCAA initial-eligibility. The list of approved courses does not, nor is intended to, signify accreditation, certification, approval or endorsement of any high school or specific courses by the NCAA or NCAA Eligibility Center and is subject to change at any time and without notice. Core course information included on this Web site is provided for guidance purposes only and should not be solely relied on as an indication of NCAA initial-eligibility. Certification of a prospective student-athlete is case-specific, and the Eligibility Center has the authority to determine in its sole discretion whether the prospective student-athlete has met all criteria.

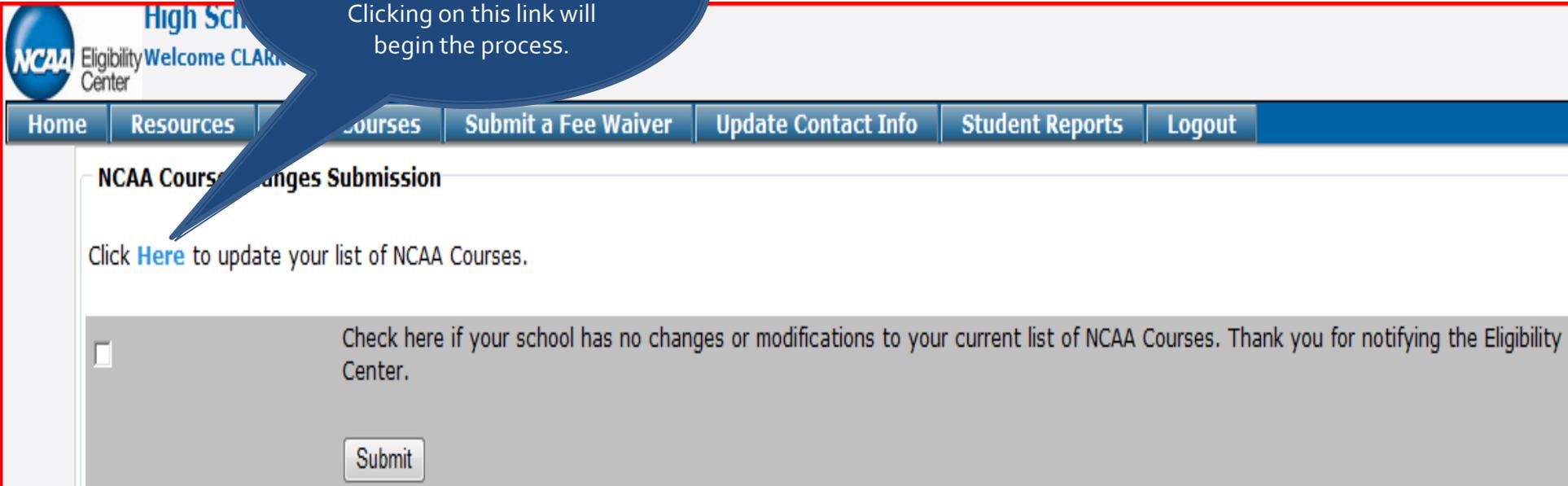
High School Core Course Information

Select Course Category

- English Social Science Mathematics Natural/Physical Science
 Additional Core Courses Denied Courses
 Show All Subject Areas

Update List of NCAA Courses

If you wish to submit changes to your list, this is the first page you will see. Clicking on this link will begin the process.



NCAA Eligibility Center High School Welcome CLARK

Home Resources Courses Submit a Fee Waiver Update Contact Info Student Reports Logout

NCAA Course Changes Submission

Click [Here](#) to update your list of NCAA Courses.

Check here if your school has no changes or modifications to your current list of NCAA Courses. Thank you for notifying the Eligibility Center.

Submit

Update List of NCAA Courses

To add new courses to a particular subject, click on this button. Each subject area needs to be entered separately. You can type the course title in the supplied field. More than one course to add? Click on the "Add" button as many times as you need.

This is the field in which you type your new course title. Once you are done in this course area, move on to the next course area. If you are done with all course changes, go to the bottom of the page to submit your changes.

Add New Standard English Titles/Courses

New Standard English Title 1:
New Standard English Title 2:

ADVANCED COMPOSITION

You can leave fields empty. Blank fields will not be processed

MYTHOLOGY

You can leave fields empty. Blank fields will not be processed

[Click Here to Add New Standard English Titles](#)

[Click Here for Instructions](#)

[Go To Bottom](#)

[Go To Top](#)

Add New Titles/Courses. You can leave text boxes empty, if you don't have to add any more courses.

Social Science (Standard Courses)

No Change Required	Change	Archive	Title	Changed Title
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	AROUND THE WORLD IN 90 DAYS	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	CRIMINAL LAW	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	ECONOMICS (COMP ECON)	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	GLOBAL STUDIES	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	GLOBAL STUDIES BLOCK	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	GLOBAL STUDIES/EASTERN HEMISPHERE	

Update List of NCAA Courses

What if you need to add a lab to a previously approved science course?

Physical Science (Standard Courses)						
No Change Required	Change	Archive		Lab	Changed Title	Lab
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	APPL	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	APPLIED PHYSICS	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BIOLOGY	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BIOLOGY BLOCK	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BIOLOGY/AP	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CHEMISTRY	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CHEMISTRY BLOCK	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CHEMISTRY/AP	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ECOLOGY	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	GEOSCIENCE	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PHYSICAL SCIENCE	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PHYSICAL SCIENCE BLOCK	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PHYSICS	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PHYSICS/AP	<input checked="" type="checkbox"/>		
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SCIENCE 9	<input type="checkbox"/>	SCIENCE 9	<input checked="" type="checkbox"/>

Step One: Click on the Change button...

Step Two: Type the same title in the Change box...

Step Three: click the Lab box.

Update List of NCAA Courses

If you have courses specifically designed for students with disabilities, use the module shown on this slide.

Type the course name in the supplied field.

You must also select the equivalent course title from your current list.

Social Science (Disability Courses)					
No Change Required	Change				
Title	Change Title				
Add New Disability Social Science Titles/Courses					
New Disability Social Science Title 1:	<table border="1"> <thead> <tr> <th>Course Title</th> <th>Equivalent Title*</th> </tr> </thead> <tbody> <tr> <td>US HISTORY RR <small>You can leave fields empty. Blank fields will not be processed</small></td> <td> <ul style="list-style-type: none"> AROUND THE WORLD IN 90 DAYS CRIMINAL LAW ECONOMICS (COMP ECON) GLOBAL STUDIES GLOBAL STUDIES BLOCK GLOBAL STUDIES/EASTERN HEMISPHERE GOVERNMENT GOVERNMENT/AP PSYCHOLOGY PSYCHOLOGY/AP SOCIOLOGY US HISTORY 1763-1880 US HISTORY 1898-1940 US HISTORY 1940-PRESENT US HISTORY BLOCK US HISTORY/AP US HISTORY/ENGLISH WORLD HISTORY 1 WORLD HISTORY 2 </td> </tr> </tbody> </table>	Course Title	Equivalent Title*	US HISTORY RR <small>You can leave fields empty. Blank fields will not be processed</small>	<ul style="list-style-type: none"> AROUND THE WORLD IN 90 DAYS CRIMINAL LAW ECONOMICS (COMP ECON) GLOBAL STUDIES GLOBAL STUDIES BLOCK GLOBAL STUDIES/EASTERN HEMISPHERE GOVERNMENT GOVERNMENT/AP PSYCHOLOGY PSYCHOLOGY/AP SOCIOLOGY US HISTORY 1763-1880 US HISTORY 1898-1940 US HISTORY 1940-PRESENT US HISTORY BLOCK US HISTORY/AP US HISTORY/ENGLISH WORLD HISTORY 1 WORLD HISTORY 2
Course Title	Equivalent Title*				
US HISTORY RR <small>You can leave fields empty. Blank fields will not be processed</small>	<ul style="list-style-type: none"> AROUND THE WORLD IN 90 DAYS CRIMINAL LAW ECONOMICS (COMP ECON) GLOBAL STUDIES GLOBAL STUDIES BLOCK GLOBAL STUDIES/EASTERN HEMISPHERE GOVERNMENT GOVERNMENT/AP PSYCHOLOGY PSYCHOLOGY/AP SOCIOLOGY US HISTORY 1763-1880 US HISTORY 1898-1940 US HISTORY 1940-PRESENT US HISTORY BLOCK US HISTORY/AP US HISTORY/ENGLISH WORLD HISTORY 1 WORLD HISTORY 2 				
<input type="button" value="Click Here to Add New Disability Social Science Titles"/>					
<small>Add New Titles/Courses. You can leave text boxes empty, if you don't have to add any more courses.</small>					
Mathematics (Disability Courses)					
No Change Required	Change				
Archive	Title				
Add New Disability Math Titles/Courses					
<input type="button" value="Click Here to Add New Disability Math Titles"/>					
<small>Add New Titles/Courses. You can leave text boxes empty, if you don't have to add any more courses.</small>					

Remember, courses for students with disabilities must be qualitatively and quantitatively the same as courses in the mainstream.

They must also be open exclusively for students with disabilities, and must contain the same content for all students in the course.

Update List of NCAA Courses

Once you are done making all your changes, go to the bottom of the screen where you will see this message. Click on Submit.

Physical Science (Disability Courses)			
No Change Required	Change	Archive	Lab
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

[Click Here to Add New Disability Natural/Physical Science Titles/Courses](#) [Click Here for Instructions](#) [Go To Bottom](#) [Go To Top](#)

Add New Titles/Courses. You can leave text boxes empty, if you don't have to add any more courses.

Additional Core Courses (Disability Courses)			
No Change Required	Change	Archive	Title
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Changed Title

[Click Here to Add New Disability Additional Academic Titles/Courses](#) [Click Here for Instructions](#) [Go To Bottom](#) [Go To Top](#)

Add New Titles/Courses. You can leave text boxes empty, if you don't have to add any more courses.

If you have made all the required changes to your NCAA Courses then only click on "Submit All NCAA Course Changes" button below.

[Submit All NCAA Course Changes](#)

If you do not submit your changes, they will not be saved or entered into our system.

Update List of NCAA Courses

After submitting your changes, you will see this review screen, which shows you the changes you have made. If you need to make additional changes, you can go back to make more. When you are done, print or save this page for your records. Then click Submit at the bottom of the page.

PRINT

Go back to Update NCAA Course Changes

Title
ENGLISH 10
ENGLISH 10 BLOCK

Changed Title
AMERICAN LITERATURE

Action
Change
Delete

Title
AROUND THE WORLD IN 90 DAYS
PSYCHOLOGY
CIVICS

Changed Title
ANCIENT HISTORY

Action
Change
Delete
Add

Math (Standard Courses)

Title
GEOMETRY BLOCK
ALGEBRA 2/TRIGONOMETRY

Changed Title

Action
Delete
Add

Natural/Physical Science (Standard Courses)

Title
BIOLOGY BLOCK
PHYSICAL SCIENCE BLOCK
ORGANIC CHEMISTRY

Changed Title

Lab

Action
Delete
Delete
Add

Disability Courses

Social Science (Disability Courses)

Title
US HISTORY RR

Equivalent Title
US HISTORY 1763-1880

Action
Add

Go back to Update NCAA Course Changes

If you have reviewed all the changes to your NCAA Courses then click the Submit button below.

Submit All NCAA Course Changes

Make sure you click Submit. If you do not, your changes will not be saved or entered into our system.

Update List of NCAA Courses

This authorization page needs to be completed in order for your changes to be saved and submitted.

High School Portal

Eligibility Center Welcome LOIS LAN)

Resources NCAA Courses Submit a Fee Waiver Update Contact Info Student Reports Logout

NCAA Course Changes Submission Authorization

You are not finished. Your changes have not been saved. If you exit now, you will lose all your changes. Please authorize your submission by filling below form and then clicking on "Submit" button.

Authorization Statements

Please enter your name(s), read the statements, and check boxes below to authorize your submission.

Person Submitting this Form

First Name:

Last Name:

- By checking this box, I, attest to the fact that I have read and understood the enclosed NCAA definitions of a core course and that all courses submitted meet NCAA core course standards. I am the person identified above and have been authorized by the Principal (or school district official) to supply this curriculum data to the Eligibility Center. I further attest to its accuracy and truthfulness according to NCAA defined standards.

Principal having authorized the contents of this submission

First Name:

Last Name:

- By checking this box and entering the Principal's name above (or school district official, if this is a district-wide submission), I attest that the Principal (or school district official) has reviewed and approved the information contained within this core course submission. I also attest to the fact that the Principal (or school district official) has authorized me to submit these updates to our core course list.

Submit

Pressing above button more than once will result in multiple submission reports and will delay the processing of your request.

Do not forget to submit!

Student Reports Module: Searching Student Details

Student Reports



High School Portal

Welcome CLARK KENT

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Search Student Details

Fee Waiver Report

Welcome to the NCAA Eligibility Center High School Portal

Announcements

There are no posted announcements at this time.

Please [Click here](#) to subscribe to the Eligibility Center Newsletter

This allows you to either search students who have registered from your high school or to look at the status of fee waivers you have submitted.

Student Reports

Search Registered Students from my High School

You may search registered students individually or by graduation year. Simply input your search criteria and select one or more graduation years to perform this search.

Fields marked with "*" are required fields.

This student search function will display students reported having attended your high school. Although they may not be currently enrolled at your school, please note that an official transcript is required from all high schools a student has attended.

To select multiple Graduation Years, you must hold the Control key (Ctrl) for each selected item after the first one.

Select the year (or years) you wish to search. The year is defined as the student's self-selected graduation year.

If you wish to see only the students who are currently attending your school, click this box before clicking "Go Search."

Select currently enrolled students only

Click Here

Graduation Year:*

2006
2007
2008
2009
2010
2011
2012
2013
2014

NCAA ID:

First Name:

City:

Country:

Sort By:

Date of Birth:

Remember: all registered students that attended your high school need you to send a transcript to the NCAA Eligibility Center. This is true whether they are currently enrolled in your school or if they were in attendance and transferred out.

Go Search

Student Reports Module: Fee Waiver Report

Fee Waiver Report

Click here to run the fee waiver report for your school.

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[Search Student Details](#)

[Fee Waiver Report](#)

Welcome to the NCAA Eligibility Center High School Portal

Announcements

There are no posted announcements at this time.

Please [Click here](#) to subscribe to the Eligibility Center Newsletter

Fee Waiver Report

 **High School Portal**
Welcome LOIS LANE |

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Fee Waiver Report Form

Time Period: Last 12 months ▾

First Name:

Last Name:

NCAA ID:

Date of Birth (mm/dd/yyyy): 

This is the fee waiver report module. Simply select a time frame if you want to search all students, or you can also search by an individual student if you like.

Fee Waiver Report

The fee waiver report will display the status of the fee waivers you have already submitted. It takes two to three business days to process fee waivers. Check back periodically to see if the fee waiver has been processed.

NCAA Eligibility Center High School Portal Welcome LOIS LANE ()

Home Resources NCAA Courses Submit a Fee Waiver Update Contact Info Student Reports Logout

Fee Waiver Report

Fee Waiver Report

Export to Excel Export as PDF Back

NCAA ID	Last Name	First Name	Date Of Birth	Student received ACT Fee Waiver?	Student received SAT Fee Waiver?	Fee Waiver Request Date	Fee Waiver Status
Student names will appear in this field.					Yes	31-Mar-10	Fee Waiver Pending
				Yes		31-Mar-10	Fee Waiver Pending
				Yes		31-Mar-10	Fee Waiver Pending

Submitting A Fee Waiver Module

Submitting A Fee Waiver

Search Students from my High School for Fee Waiver

You may search registered students individually or by graduation year. Simply input your search criteria and graduation years to perform this search.

This search function will display the names of all students who reported having attended your high school.

To select multiple Graduation Years, you need to hold down the control key (Ctrl) for each selected item after the first one.

Graduation Year:

2007
2008
2009
2010

NCAA ID:

First Name:

City:

Country:

All

Sort By:

Last Name

Date of Birth:

Last Name:

State:

All

Go Search

It is best to make sure a student is registered before submitting a fee waiver. You can search for students by graduation year, NCAA ID, name, DOB, city, state or country. If you are unable to find a student searching by name, or DOB, please try by graduation year., as it will pull all students associated with your high school for that graduation year.

Then click "Go Search."

Submitting A Fee Waiver



High School Portal

Eligibility Center Welcome C R (NCAA EC DISTRICT TEMPLATE)

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Fee Waiver request - NCAA EC DISTRICT TEMPLATE

The fee waiver request must be submitted by an authorized high school official. The student you are verifying must have previously completed an Eligibility Center web registration and the request must be valid.
If you don't see the student's name, click if student has completed Eligibility Center web registration and has applied for Fee Waiver.
Please complete the following information:

[Back](#)

Student Information

NCAA ID	First Name	Last Name	Date of Birth	City
<input checked="" type="radio"/> 1010292286	TEST	ACCOUNT	06-Oct-92	Orlando

High School Official's Information

A student is only eligible for a waiver of the Eligibility Center fee if they meet fee waiver requirements (not a state voucher) for the [ACT](#) or [SAT](#).

I verify that the student named above has previously received a waiver of the ACT SAT Test fee. (Check the appropriate box)

Fields marked with "*" are required fields.

First Name:*
Last Name:*
Title:*
Phone:*

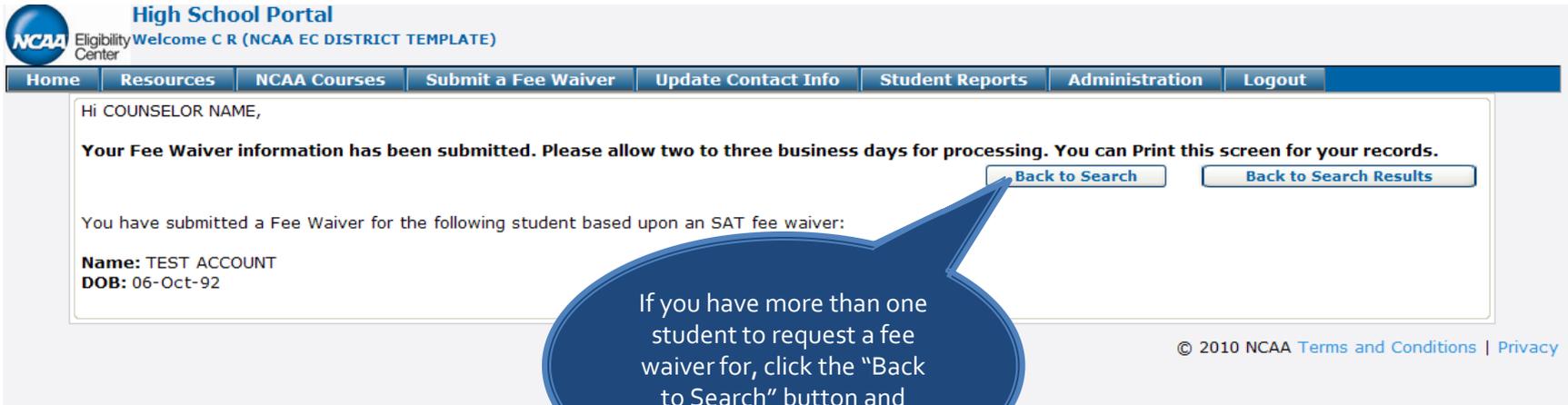
By selecting "Submit Fee Waiver for Student" below, I attest that all of the above information is true and correct.

Select the student.

Check the verification box and the appropriate box for ACT or SAT. Then, fill in your name, title and phone number.

Once the request is complete for this student, click the "Submit Fee Waiver for Student" button.

Submitting A Fee Waiver



NCAA Eligibility Center **High School Portal** Welcome C R (NCAA EC DISTRICT TEMPLATE)

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Hi COUNSELOR NAME,

Your Fee Waiver information has been submitted. Please allow two to three business days for processing. You can Print this screen for your records.

[Back to Search](#) [Back to Search Results](#)

You have submitted a Fee Waiver for the following student based upon an SAT fee waiver:

Name: TEST ACCOUNT
DOB: 06-Oct-92

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If you have more than one student to request a fee waiver for, click the "Back to Search" button and begin the process again.

You will need to make a separate request for EACH student.

Questions?

- If you have questions, please call the toll-free high school line at 877/622-2321.