Course Status
and Pending Course Upload
Function Tutorial

NCAA Eligibility Center
High School Review / Core-Course Review

Overview

This tutorial presumes you have submitted courses through the NCAA Eligibility Center's online submission process.

The slides outline two new functions:

▶ How to check the status of your submitted courses; and

▶ How to upload documents for courses that have been placed on hold pending additional documentation.

Important Note:

You MUST use this upload function to send information regarding pending courses to the NCAA Eligibility Center.

Documents via fax, email or mail will no longer be accepted.

The next few slides show you what to do once you have submitted your courses through the online submission system.

First, you must log in to the High School Portal using your high school code and PIN. Once you have logged in, you may view the status of courses you submitted by clicking on "Status of Updates."

High School Portal

NCAA Eligibility Center Welcome INDIANA JONES (NCAA EC DISTRICT T___)

| Home | Resources | NCAA Courses | Subm___ ee Waiver | Update Contact Info | Student Reports |

My High School's NCAA ___urses

Submit Updates to M__ School's List

Welcome to the N___ ___tal

Status of Updates

Submit Pending Course Documents

Announcements

There are no posted announcements at this time.

This status page will show all the courses you have submitted in the last 90 days, and the status of those courses. In this case, you will see that the courses submitted are currently "Pending Review." Review of courses initially submitted for consideration usually takes 24-72 hours.

Core Course Submissions Status

Please see below for the submission status of the last 90 days for you high school or district. For courses that have been review... ...ay view the decisions t... High School's NCAA Courses under the NCAA Course Tab.

Core Course Submissions

Submission Date	Change Requested	Course Category	Title	Change Title	Disability Course	Review Status
09/19/2012	Add Course	English	VAMPIRE LIT		No	Pending Review
09/19/2012	Add Course	Social Science	ABNORMAL PSYCH		No	Pending Review
09/19/2012	Add Course	Math	ARITHMETIC FOR EVERYDAY USE		No	Pending Review
09/19/2012	Add Course	N/P Science	SURVEY/ROBOTICS		No	Pending Review
09/19/2012	Add Course	Additional	AMERICAN SIGN LANGUAGE I		No	Pending Review

This is what you will see once decisions have been made on the courses. The status of the courses has changed from "Pending Review" to "Reviewed".

Core Course Submissions Status

Please see below for the submission status of the last 90 days for you high school or district. For courses that have been reviewed, you [...] w the decisions b[...] High School's NCAA Courses under the NCAA Course Tab.

Core Course Submissions

Submission Date	Change Requested	Course Category	Title	Change Title	Disability Course	Review Status
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09/19/2012	Add Course	Math	ARITHMETIC FOR EVERYDAY USE		No	Reviewed
09/19/2012	Add Course	N/P Science	SURVEY/ROBOTICS		No	Reviewed
09/19/2012	Add Course	Additional	AMERICAN SIGN LANGUAGE I		No	Reviewed

To see what specific decisions have been made, look back to your List of NCAA Courses by clicking on "My High School's NCAA Courses."

| e | Resources | NCAA Courses | bmit a Fee Waiver | Update Contact Info | Student Reports | Administration | Logout |

My High School's NCAA Courses
Submit Updates to My School's List
Status of Updates
Submit Pending Course Documents

Core Course Submissions

Core Course Su

Please see below ...0 days for you high school or district. For courses that have been reviewed, you may view the deci... High School's NCAA Courses under the NCAA Course Tab.

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09/19/2012	Add Course	N/P Science	SURVEY/ROBOTICS		No	Reviewed
09/19/2012	Add Course	Additional	AMERICAN SIGN LANGUAGE I		No	Reviewed

Here you can see that the Abnormal Psych class that was submitted has been approved. You can also see the date it was submitted and reviewed.

Approved Courses

Social Science

Title		Submission Date	Decision Date
ABNORMAL PSYCH		09/19/2012	09/19/2012
AFRICAN / AMERICAN STUDY			
AMERICAN GOVERNMENT / CIVICS			
AP EUROPEAN HISTORY			
AP GOVT/ POLITICS : COMPARATIVE			

If the course(s) you submitted does not appear on your approved list, it may be on hold pending additional information, or may have been denied for not meeting NCAA core-course legislation. Let's check the denied list.

High School Core Course Information
Select Course Category

○ Show All Approved Courses

○ English ○ Social Science ○ Mathematics ○ Natural/Physical Science ○ Additional Core Courses

○ Show All Denied Courses

○ English ○ Social Science ○ Mathematics ○ Natural/Physical Science ○ Additional Core Courses

As you can see, the Vampire Lit course has been placed on hold, pending additional information, which is what the RC8 code means. If you hover your cursor over the reason code, it will show the rationale.

Denied Courses	
English	
Title	**Denied Reason Code**
CONTEMP LIT/COMP REP (RC11 6-11)	RC11
= WORLD LIT / COMP - REP (RC11 6-11)	RC11
=ACESS AMER LIT/COMP (RC7 6-11)	RC7
=ACESS BRIT LIT/COMP (RC 7 6-11)	
=ACESS LIT/COMP 10 (RC 11 6-11)	
=ACESS LIT/COMP 9 (RC 11 6-11)	
BASIC READING/WRITING (RC11 6-11)	RC11
COLLEGE ENGLISH COMP II (RC8 6-11)	RC8
GHSGT LANGUAGE ARTS (RC17 6-11)	RC17
HISTORY OF ENGLISH LANGUAGE (RC8 6-11)	RC8
JOURNALISM 2-4 (RC12 6-11)	RC12
LIT / COMP 9 REP (RC11 6-11)	RC11
VAMPIRE LIT	RC8

The next step for these courses on hold (RC8) is to upload course documents for review. You MUST upload documents through the High School Portal. The NCAA Eligibility Center will no longer accept faxed, emailed or mailed documents for core-course review.

The next slides show how the upload process works.

When you are ready to begin the upload process, click on "Submit Pending Course Documents."

High School Portal

Welcome INDIANA JONES (NCAA EC DISTR... MPLATE)

| Home | Resources | NCAA Courses | Su... t a Fee Waiver | Update Contact Info | Student Reports |

My High School's NCAA ...ourses
Submit Updates to My ...chool's List
Status of Updates
Submit Pending Course Documents

Welcome to the N...

...tal

Announcements

Here is the Vampire Lit course that has been placed on hold. Click on the link to attach the required documents.

Denied Courses					
English					
Title ⇕	**Submission Date** ⇕	**Decision Date** ⇕	**Denied Reason C**	**ability rse** ⇕	**Upload** ⇕
CONTEMP LIT/COMP REP (RC11 6-11)			RC11		N/A
= WORLD LIT / COMP - REP (RC11 6-11)			RC11		N/A
=ACESS AMER LIT/COMP (RC7 6-11)			RC7		N/A
=ACESS BRIT LIT/COMP (RC 7 6-11)					N/A
=ACESS LIT/COMP 10 (RC 11 6-11)					N/A
=ACESS LIT/COMP 9 (RC 11 6-11)				Ye	N/A
BASIC READING/WRITING (RC11 6-11)			RC11	No	N/A
COLLEGE ENGLISH COMP II (RC8 6-11)			RC8	No	Expired
GHSGT LANGUAGE ARTS (RC17 6-11)			RC17	No	N/A
HISTORY OF ENGLISH LANGUAGE (RC8 6-11)			RC8	No	Expired
JOURNALISM 2-4 (RC12 6-11)			RC12	No	N/A
LIT / COMP 9 REP (RC11 6-11)			RC11	No	N/A
VAMPIRE LIT	09/19/2012	09/19/2012	RC8	No	Attach

NCAA Eligibility Center
High School Review / Core-Course Review

As the instructions indicate, the NCAA Eligibility Center requires a course description, a course outline and a flow chart of courses in the relevant subject area (helpful for all subjects, but required for math). Also note that only PDF documents can be uploaded.

There is only one (1) opportunity to submit additional information for each pending course. All courses on hold are designed with code: RC8.

Please upload the following information for this course:

1. **Course Curriculum/Outline:** This is NOT a request for your state/district standards. This should detail week-by-week or unit-by-unit activities of what is taught in the course (s) and the specific assignment/assessments for the course(s), books and textbooks used. (Required for ALL courses)
2. **Course Description:** Course description directly from your high school's most recent catalog (or when the course was last taught). (Required for ALL courses)
3. **Flow Chart:** Pertaining to all courses within the subject area. (Required for Math courses, but highly recommended for all courses)

Selected Course Title: VAMPIRE LIT

You will not be able to submit documents for this course until you have confirmed that you have uploaded the requested information by checking the boxes below

- Only PDF files can be uploaded.
- Maximum of 5 files, not exceeding 5 MB each, can be uploaded.

[_____] [Browse...]

Please confirm that you have uploaded the following.

Course Curriculum/Outline	☐
Course Description	☐
Flow Chart (required for Math courses)	☐

☐ Please check the box if this course is related to a Prospective Student-Athlete

Please enter the Prospective Student-Athlete's name and NCAA ID here

[Disabled]

[Submit]   [Cancel]

Note that if this course is directly related to the initial-eligibility certification for a specific student-athlete, you can check the box and input the student's information.

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1. **Course Curriculum/Outline:** This is NOT a request for your state/district standa... ...ld detail week-by-week or unit-by-unit activities of what is taught in the course (s) and the specific assignment/assessments for the course(s), books and textbo... ...equired for ALL courses)
2. **Course Description:** Course description directly from your high school's most req... ...or when the course was last taught). (Required for ALL courses)
3. **Flow Chart:** Pertaining to all courses within the subject area. (Required for Math... ...it highly recommended for all courses)

Selected Course Title: VAMPIRE LIT

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- Maximum of 5 files, not exceeding 5 MB each, can be uploaded.

[   ] [Browse...]

Please confirm that you have uploaded the following.

Course Curriculum/Outline	☐
Course Description	☐
Flow Chart (required for Math courses)	☐

☐ Please check the box if this course is related to a Prospective Student-Athlete

Please enter the Prospective Student-Athlete's name and NCAA ID here

[Disabled   ]

[Submit]   [Cancel]

Use the "Browse" button to locate the relevant documents in your computer files.

There is only one (1) opportunity to submit additional information fo... ...e. All courses on hold are designed with code: RC8.

Please upload the following information for this course:

1. **Course Curriculum/Outline:** This is NOT a request for you... ...tandards. This should detail week-by-week or unit-by-unit activities of what is tau... for the course(s), books and textbooks used. (Required for A...
2. **Course Description:** Course description directly from your ... ...most recent catalog (or when the course was last taught). (Required for ALL courses)
3. **Flow Chart:** Pertaining to all courses within the subject are... ... for Math courses, but highly recommended for all courses)

Selected Course Title: VAMPIRE LIT

You will not be able to submit documents for this course until yo... ...confirmed that you have uploaded the requested information by checking the boxes below

- Only PDF files can be uploaded.
- Maximum of 5 files, not exceeding 5 MB each, can be upl... ...ed.

	Browse...

Upload File Name	Action
C:\Users\lroesler\Documents\Vampire lit description.pdf	Delete
C:\Users\lroesler\Documents\Vampire lit outline.pdf	Delete

Please confirm that you have uploaded the following.

Course Curriculum/Outline	☐
Course Description	☐
Flow Chart (required for Math courses)	☐

☐ Please check the box if this course is...
Please enter the Prospective Student-Athlete's...

Disabled

| Submit | | Cancel |

In this case, the course description and course outline for the course have been attached…

There is only one (1) opportunity to submit additional i[...] designed with code: RC8.

Please upload the following information for this course:

1. **Course Curriculum/Outline:** This is NOT a requ[...]ek-by-week or unit-by-unit acti[...] for the course(s), books and textbooks used. (R[...]
2. **Course Description:** Course description directly[...] course was last taught). (Requir[...]
3. **Flow Chart:** Pertaining to all courses within the [...]nended for all courses)

Selected Course Title: VAMPIRE LIT

You will not be able to submit documents for this course until[...]irmed that you have uploaded the requested information by checking

- Only PDF files can be uploaded.
- Maximum of 5 files, not exceeding 5 MB each, can b[...]

[ ] owse...

Upload File Name	Action
C:\Users\lroesler\Documents\Vampire lit description.pdf	Delete
C:\Users\lroesler\Documents\Vampire lit outline.pdf	Delete

Please confirm that you have uploaded the following.

Course Curriculum/Outline	☑
Course Description	☑
Flow Chart (required for Math courses)	☐

[ ] P[...] a Prospective Student-Athlete
Plea[...]e and NCAA ID here
Disab[...]

Submit   Cancel

Check to confirm that you are attaching the outline and description…

…and now you can submit our documents.

Once you submit documents, the portal closes and you cannot go back in to submit additional information. So, please do not hit the "Submit" key until you have attached <u>all</u> required documents.

The last step in the process is to verify the individuals authorized to submit the courses for your school or district.

NCAA Course Changes Sub

Selected Course Title: VAMPIRE LIT
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: Indiana

Last Name: Jones

☑ 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: Han

Last Name: Solo

☑ 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.

Success! Your documents have been submitted for Vampire Literature. If you need to submit information for another RC8 pending course, re-enter the NCAA Courses area to submit documentation for the other course(s).

High School Portal

NCAA Eligibility Center Welcome INDIANA JONES (NCAA DISTRICT TEMPLATE)

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

Thank you for submitting additional information for evaluation. Your submission has been successfully uploaded.

Please log into your account to check the status of your submission. This information can be found under the NCAA Courses – Submission Status menu option.

NCAA Eligibility Center
High School Review / Core-Course Review

Remember the Submission Status page? (Hint: look under the NCAA Courses tab.) Here, you will see the Vampire Lit course is now "Pending Review". Once the review of your uploaded documents is complete, the status will change to "Reviewed" at which time you can look to your List of NCAA Courses to see the decision.

Core Course Submissions

Submission Date	Change Requested	Course Category	Title	Change Title	Disability Course	Review Status
09/19/2012	Add Course	English	VAMPIRE LIT		No	Reviewed
09/19/2012	Add Course	Social Science	ABNORMAL PSYCH		No	Reviewed
09/19/2012	Add Course	Math	ARITHMETIC FOR EVERYDAY USE		No	Reviewed
09/19/2012	Add Course	N/P Science	SURVEY/ROBOTICS		No	Reviewed
09/19/2012	Add Course	Additional	AMERICAN SIGN LANGUAGE I			Reviewed

Additional Information Submitted for Pending Courses

Submission Date	Course Category	Title	Disability Course	Review Status
09/19/2012	English	VAMPIRE LIT	No	Pending Review