



## Making Sure You Are Eligible to Participate in College Sports



**For High-School Students  
who plan to enroll as college fresh-  
men during 2003-2004**

### Seven Points to Remember ...

1. The requirements for eligibility to participate at Division I differ from those required at Division II.
2. If you have been "home-schooled" during all of Grades 9 through 12, you do not have to register with the Clearinghouse. Your certification status will be determined through an initial-eligibility waiver. Please contact the college or university you plan to attend for more information about the waiver process.
3. NCAA academic committees are vested with the authority to grant waivers of the initial-eligibility requirements based on objective evidence that demonstrates circumstances in which a student's overall academic record warrants the waiver of the normal application of the legislation.
4. Initial-eligibility waivers must be filed by an NCAA institution on behalf of the student.
5. Correspondence and independent study courses may be used to meet the 13 core-course requirements provided the following conditions are met:
  - A. The course meets all requirements for a core course as defined on Page 3 of this guide;
  - B. The instructor and the student have access to one another during the duration of the course for purposes of teaching, evaluating and providing assistance to the student;
  - C. Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies; and
  - D. The course is acceptable for any student and is placed on the high-school transcript
6. Courses taken in the eighth grade may not be used to satisfy the core-curriculum requirements, regardless of the course content or level.
7. Students enrolling in a Division I institution generally may not use courses taken after high-school graduation to meet core-curriculum requirements. (Note: Students with NCAA-approved diagnosed disabilities may use courses taken after graduation but before full-time college enrollment.)

*Copyright 2002 by the NCAA. All rights reserved.*



---

## NCAA Clearinghouse Introduction ...

---

NCAA Clearinghouse  
P.O. Box 4044  
Iowa City, IA 52243-4044  
Fax 319/337-1556

(Transcripts and test scores MAY NOT be sent via fax.)

### *Clearinghouse Customer Service:*

Before November 1, 2002, representatives are available from 8:30 a.m. to 4:30 p.m., Central time, Monday through Friday by calling 319/337-1492.

Beginning November 1, 2002, representatives will be available from 8 a.m. to 5 p.m., Central time, Monday through Friday by calling 877/262-1492. International callers should continue to use the 319/337-1492 number after November 1.

**24-hour Voice Response System** is available to check the status of your file using a touch-tone phone by calling

319/339-3003 [beginning November 1, 2002, call 877/ 861-3003.] To access this system, you must have selected a PIN (see Step 2, Section V). International callers should continue to use the 319/339-3003 number after November 1.

**Online Web Access** (beginning summer 2002) will be available 24 hours a day to check the status of your file. To access this system, you must have selected a PIN (see Step 2, Section V). You can check the status of your application at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Go to the Prospective Student Athlete page and click on "Registered Student Login."

**E-mail Access** (beginning summer 2002). The NCAA Clearinghouse will accept questions via the Web. Questions can be submitted through the clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). You will receive a response to inquiries within two working days of receipt.

---

## Your Student Release Form ...

---

The Student Release Form (SRF) is critical. By filling it out completely and signing it, you are authorizing each of the high schools you have attended to send your transcript, including test scores, proof of graduation, and other academic information, to the NCAA Clearinghouse. You also are authorizing the clearinghouse to send this information to all colleges requesting your eligibility status. Follow the steps below to make sure the clearinghouse receives your completed Student Release Form.



**Step 1** Determine whether you are going to complete your Student Release Form (SRF) online at the NCAA Clearinghouse Website or by completing and mailing the enclosed SRF to the NCAA Clearinghouse.

**If you are going to register and complete your SRF online:**

- Have a Visa or MasterCard charge card available that can be used to pay your registration fee.
- You may not file your SRF online if you are seeking a fee waiver (see instructions for Step 2, Section VII)

- You will need to have a printer available to print a copy of your SRF and the authorization form (Copy #1 and Copy #2) that you will need to give to your high-school counselor. This authorization form allows the high school to send your transcripts and test scores to the clearinghouse. Once you have registered, you may also print a copy of your Authorization Form from the clearinghouse Web site by accessing your personal record – Prospective Student-Athletes > Registered Student Login > Transcript Releases.
- Read all instructions carefully, then go to the NCAA Clearinghouse Web site and go to the Prospective Student-Athlete section.

**If you will be completing and mailing your SRF to the clearinghouse:**

- Be sure to **clearly print or type** all information on your application.
- Be sure you have signed your form.
- Be sure you have included your registration fee.



**Step 2** Read and follow all instructions when completing your Student Release Form. Additional instructions for Web applicants have been included in applicable sections of the instructions.



### Section I. Student Information

Enter all the information requested in Section I. Be sure your Social Security number and date of birth are correct. This information is used to match your SRF with other data the clearinghouse will receive on your behalf; for example, high-school transcripts and requests from collegiate institutions seeking information regarding your eligibility status.

### Section II. High School You Currently Attend

Enter the name, address and code number of your high school in Section II. You can get the code from your high-school counselor or by accessing the clearinghouse Web site [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) > General Information > List of Approved Core Courses (formerly 48H) and using the code look-up. You should also list your expected date of high-school graduation.

### Section III. Schools You Previously Attended

If you have attended more than one school (including summer schools) during Grades 9, 10, 11 or 12, complete Section III. List in chronological order all schools you previously attended starting with the most recent. If you attended ninth grade in a junior high school located in the same school system where you later attended high school, do not list it. If you need to list more schools than the space allows, include a separate sheet of paper.

#### Special Instructions for Web Users:

*If you need to enter more than six prior high schools, you can contact the clearinghouse at 319/337-1492. Beginning November 1, 2002, contact the clearinghouse at 877/262-1492. Or, once you have registered with the clearinghouse, go to the clearinghouse Web site [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) > Prospective Student-Athletes > Registered Student Login and add the information for your additional schools on your record.*

### Section IV. Disability Information (will not apply to all students, make sure you read instructions carefully)

If you have a diagnosed learning disability or other handicapping condition, answer Question 1 in the space provided. If this does not apply to you, skip to Section V and DO NOT enter any responses in Section IV.

### Section V. Select a Personal Identification Number (PIN)

Enter four numbers of your choice in the boxes provided in Section V. Choose a PIN you can remember, and keep a copy of it in a secure place. DO NOT choose a PIN that can be easily guessed (such as your birthday or street address).

**Record your PIN for future access to your record.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

(0-9 only)

After you submit your SRF, you can check the status of your file by calling the 24-hour voice response status line or via the NCAA Clearinghouse Web site.

24-hour voice response status line – call 319/339-3003. Beginning November 1, 2002, this number will change to 877/861-3003. All calls must be from a touch-tone phone.

You will be able to find out whether any documents are missing and your certification decision, once it has been determined. **When you call, you will be asked to enter your Social Security Number and four-digit Personal Identification Number (PIN).** If you do not enter a PIN on your Student Release Form, you will not be able to access your status information by phone or Web.

If you want to change your PIN, submit your new PIN in writing (via fax or mail to the clearinghouse) along with your name, address, Social Security Number, and date of birth and signature.

#### Special Instructions for Web Users:

*You may check the status of your file by visiting the NCAA Clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). On the home page, click on Prospective Student-Athlete. On the next page, click on Registered Student Login. You must enter your SSN (or clearinghouse assigned ID) and PIN to access your records.*

*If you want to change your PIN, you can do so from the Prospective Student-Athlete Update screen. This is accessible once you have entered a valid SSN and PIN.*

### Section VI. Select an Output Option

The NCAA Clearinghouse will provide communications to you either by e-mail/Web or paper format. This would include correspondence and certification reports. E-mail/Web correspondence will require that you have a valid e-mail address listed in Section I of this form. You will need to indicate the option you choose. You are encouraged to select the e-mail/Web option. This option will enable you to receive correspondence and communications from the clearinghouse up to two weeks earlier than correspondence that must be sent by regular mail.

You may change your communication option and update your e-mail address at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net), or by requesting a change in writing. The clearinghouse address

and fax number are listed on the second page of this supplement. If requesting a change in writing, include your name, address, date of birth and Social Security Number.

---

## Section VII. Payment \$30

Your form will not be eligible for processing without correct payment or a fee waiver. You may pay by credit card or check. **Do not send cash.** If you submit your form via fax, you must pay by credit card.

You are eligible for a waiver of the initial-eligibility certification fee **only** if you have already received a fee waiver (not a state voucher) for the ACT or SAT. The fee waiver section must be completed by an authorized high-school official and include the school seal. (If you have not yet been granted a fee waiver by ACT or SAT, you are not yet eligible for a waiver of the certification fee.)

**\$30** – The fee is \$30 for all students who do not qualify for a fee waiver.

---

### Special Instructions for Web Users:

*If you elect to submit your SRF via the Web, the following conditions apply:*

- You may only pay your \$30 registration fee via Visa or MasterCard.
- You may **not** file a fee waiver via the Web. If you are eligible for a fee waiver, you must file a paper SRF and follow the instructions noted above for fee waivers. This will not prevent you, however, from accessing your file or receiving output via the Web.

---

## Section VIII. Authorization / Signatures

Read and sign the entire authorization statement. If you are under 18, your parent or guardian must also sign.

---

### Special Instructions for Web Applicants:

*Applicants filing via the Web will be asked to verify their "signature" by checking a box and certifying their identity. A similar check box and name field is also included for parents/guardians who must provide a "signature" for applicants under 18 years of age.*

---

## Step 3 Applicants filing a paper SRF must submit the completed original (white copy) of the Student Release Form to the clearinghouse.

You can send it by mail or fax. The address and fax number for the clearinghouse:

**NCAA Clearinghouse – Forms Processing**  
**P.O. Box 4043**  
**Iowa City, IA 52243-4043**  
**Fax: 319/337-1556**

*Note: If you submit your Student Release Form by fax, you must pay by credit card.*

### Special Instructions for Web Applicants:

*Follow the instructions on the clearinghouse Web site for submission of your online SRF. You will need to print a copy of your authorization (Copy #1 and Copy #2) to take to your high school. Original and additional copies of the authorization statement may also be printed from the Prospective Student Update screen.*

---

## Step 4 Applicants filing a paper SRF must give both the yellow and pink copies (or photocopies) of the Student Release Form to the guidance counselor (or appropriate official) at your current high school. If you have attended any other schools, a copy of the yellow form should be given to official(s) at these school(s).

This form authorizes each of your schools to send your transcript, including test scores, proof of graduation, and other academic information, to the NCAA Clearinghouse. Your counselor will send the yellow copy of your Student Release Form to the clearinghouse along with your transcript. Your current high school will retain the pink copy to send with your final high-school transcript after graduation.

**If you have attended more than one school during Grades 9-12**, you may need to make photocopies of the yellow portion of your Student Release Form and send it to each of your previous schools. (If you attended ninth grade in a junior high school located in the same school system where you later attended high school, DO NOT send the form to that school.) Each school you have attended must have a copy of the form in order to release your transcript directly from that school to the clearinghouse. Your current school may provide a transcript from a previous school only if it is an official copy of the original transcript from your previous school. The clearinghouse must receive transcripts by mail directly from the school, not from you or your parents. Please note that transcripts received with a student's return address on the envelope are not acceptable.

---

### Special Instructions for Web Users:

Web users should provide a printed authorization form, Copy #1 and Copy #2, to the guidance counselor (or appropriate official) at your current high school. If you have attended any other school(s) a copy of Copy #1 Authorization Form should be given to an official(s) at this school(s).

### Note: Faxed transcripts and test scores cannot be accepted.

Transcripts, to be considered official, must be mailed directly by the high-school authorities. A clear indication of the source (the high school) must be present on the envelope. Transcripts received from parents or students cannot be accepted as official transcripts.

# Tips For Monitoring Your Initial-Eligibility Progress

The following two worksheets have been provided to assist you with monitoring your progress in meeting the NCAA initial-eligibility standards. You may want to consult with your parents, guardians and guidance counselor if you have questions. [Note: These worksheets are for your personal use and should not be sent to the clearinghouse.]



## Step 1 Obtain Needed Documents

Obtain your high-school's List of NCAA-Approved Core Courses and your high-school transcript(s). You may obtain your high-school's *List of NCAA-Approved Core Courses* from the NCAA Clearinghouse's Web page at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). You also may be able to obtain this information from your high-school guidance counselor. You will need a transcript from each high school attended.

title, amount of credit earned and grade in the spaces provided. Only include courses on the high-school's list of approved core courses. Generally, you will receive the same credit at the clearinghouse as you received from your high school. Examples have been provided in the English and mathematics sections of both worksheets:

- 1 trimester unit = .33 units
- 1 semester unit = .50 units
- 1 year = 1.0 unit

## Step 2 List Courses, Grades and Credits

Using your high-school's List of NCAA-Approved Core Courses and your high-school transcript, write the course

## Step 3 Do the Math

Determine the quality points for each course. Multiply the quality points for the grade by the amount of credit earned. Use the following grading scale unless your high school has a different scale on file with the clearinghouse:

- A – 4 points
- B – 3 points
- C – 2 points
- D – 1 point

**Note:** The clearinghouse does not use plus or minus grades when calculating your core-course grade-point average. For example, grades of "B+" "B" and "B-" will be calculated as "B" and each will earn 3 quality points. The clearinghouse will provide a yearly grade by averaging grades achieved during terms within the academic year if the high school has awarded one full unit of credit for the course.



Example:

1 trimester with an "A" equals 1.32 quality points  
(.33 units x 4 quality points)

1 semester with an "A" equals 2.00 quality points  
(.50 units x 4 quality points)

1 year with an "A" equals 4.00 quality points (1.0  
unit x 4 quality points)

## Step 4 Finalize Your GPA Calculation

To calculate your estimated core-course grade-point average, simply divide the total number of quality points for all core courses by the total number of core course units completed. **[Note: This is for your personal use. The clearinghouse will calculate your actual core-course grade-point average once it has received your final transcript(s).]**

Example:

45 quality points and 13 core-course units  
 $45/13 = 3.462$  core-course GPA

39 quality points and 13 core-course units  
 $39/13 = 3.000$  core-course GPA

28 quality points and 12.5 core-course units  
 $28/12.5 = 2.24$  core-course GPA

## Step 5 Compare

To monitor your current eligibility status, use the appropriate standards for Division I or II to determine if you are projected to meet the NCAA initial-eligibility requirements for grade-point average and core-course units.

**Note:** If you are deficient in meeting 13 core-course units, which is probable if you have not completed high school, plan to enroll and complete core courses in the areas where you are deficient.

**Note:** In the event you complete more than 13 core-course units, the clearinghouse will select the highest grades that satisfy the initial-eligibility requirements to calculate your core-course grade-point average. Please note that it is still necessary to complete the required number of core-course units in each discipline (e.g., two units of math).

You may also contact the NCAA membership services staff at 317/917-6222 if you require additional assistance.

**Note:** For students first entering NCAA institutions on or after August 1, 2005, computer science courses cannot be used to meet initial-eligibility requirements.



# Division I Worksheet

Note: This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The clearinghouse will determine your official status after you graduate.

English (4 years required)				
	Course Title	Credit	Grade	Quality Points (multiply credit by grade)
<b>Example</b>	<b>English 9</b>	<b>.5</b>	<b>A</b>	<b>(.5 x 4)=2</b>
Total English Units				Total Quality Points

Mathematics (2 years required)				
	Course Title	Credit	Grade	Quality Points (multiply credit by grade)
<b>Example</b>	<b>Algebra 1</b>	<b>1.0</b>	<b>B</b>	<b>(1.0 x 3)=3</b>
Total Mathematics Units				Total Quality Points

Natural/Physical Science (2 years required)				
	Course Title	Credit	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)				
	Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Total "Additional" Units				Total Quality Points

Social Science (2 years required)				
	Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Total Social Studies Units				Total Quality Points

Additional Academic Courses (2 years required)				
	Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Total Additional Academic Units				Total Quality Points

Core-Course GPA (13 credits required)		
Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)

