

STEP BY STEP CHECKLIST

Ninth and Tenth Grades

1. Start planning now! Meet with your high school guidance counselor regarding course selection in order to:
 - ✓ Meet high school graduation requirements and NCAA initial-eligibility requirements.
 - ✓ Take classes that match your high school's list of approved core courses.
2. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.

Eleventh Grade

1. Continue to take courses that meet high school graduation requirements and meet NCAA initial-eligibility requirements. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.
2. Register to take the ACT and/or SAT test.
 - ✓ When registering for the ACT/SAT, students must select the Eligibility Center as one of the recipients of their test score. [Code: 9999]
 - ✓ Take the writing component of the ACT and/or SAT. Though this is not counted by the NCAA, many universities require the writing portion for admission purposes.
 - ✓ Test scores must be reported to the Eligibility Center directly from the testing agency. Test scores will not be accepted if reported on a high school transcript.
3. At the end of your junior year, if not before, register with the NCAA Eligibility Center and complete the amateurism certification questionnaire (www.eligibilitycenter.org)
 - ✓ Registration fee: \$75 for domestic students and \$130 for international students.
 - ✓ A fee waiver is available for students who received a waiver of the ACT/SAT fee. Your high school guidance counselor must request the fee waiver online through the Eligibility Center.
4. After you register with the Eligibility Center, the high school must send an official transcript to the Eligibility Center.
 - ✓ The Eligibility Center must have a transcript with at least six semesters represented to do a preliminary certification.
 - ✓ Transcripts may be sent by regular mail, overnight delivery, or through an electronic transcript service. Transcripts cannot be faxed or emailed.
 - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.
5. Review transcript carefully before sending it to the Eligibility Center. Compare courses on transcript to courses approved by the NCAA. The list of approved core courses is available on the Eligibility Center website at www.eligibilitycenter.org.
 - ✓ Are the course titles correct? [**Note:** If the course title on the transcript does not match what is on the high school's list of approved core courses, the course will not count as a core course.]
 - ✓ Are the grades correct?
 - ✓ Are the units of credit correct?

Twelfth Grade

1. Take the SAT and/or ACT again, if necessary.
2. Continue to take college-prep courses. Check the courses you have taken to make sure they match your high school's list of approved core courses (www.eligibilitycenter.org).
3. Review your amateurism questionnaire responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
4. After high school graduation, ask your high school counselor to send your final transcript to the Eligibility Center.
 - ✓ Transcript must show proof of graduation.
 - ✓ Transcripts cannot be faxed.
 - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.

*****Students will not receive final certification by the Eligibility Center until the Eligibility Center receives the student's test scores, final copy of the high school transcript and payment.*****