



# Regional Rules

# Welcome to the World of Compliance: Eligibility Center

*Presented by:*  
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Outreach and  
Strategic Partnerships



Regional Rules

# What is the Eligibility Center?

The Eligibility Center is the component of the NCAA within Regulatory Affairs responsible for reviewing and processing academic and amateurism certifications for college-bound student-athletes.

- 200,000 EC accounts annually.
- 100,000 certification accounts.
- 8,000 international students.
- 21,000 membership calls.
- 1,100 member schools and universities.
- 32,000 high schools, with 29,200+ cleared.



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# Who is the Eligibility Center?

The Eligibility Center is comprised of two units: Internal Affairs and External Operations. Between these two departments, there are six core departments:

- Core Processing.
- High School Review.
- Operations and Analytics.
- Academic and Amateurism Review.
- Customer Service.
- Outreach and Strategic Partnerships.



# Membership Portal

The screenshot displays the NCAA Eligibility Center Member Institution Portal. The top navigation bar includes links for Home, IRL, Reports, Resources, and Contact Us. A dropdown menu under Resources lists Resource Links, View/Update Contacts, Request Certification, and Upload Documents. The main content area is divided into three columns: New Website Resources, Academic Certification - Domestic, and Initial-Eligibility Waivers. The right sidebar contains Contact Info, How To's, and Other Resources.

**Eligibility Center Member Institution Portal**

Home IRL Reports Resources Contact Us

Welcome to EC Member Institution Portal

Please [Click here](#) to subscribe to our newsletter

**Resource Links**

- View/Update Contacts
- Request Certification
- Upload Documents

**Eligibility Center**

**New Website Resources**

- Regional Rules Eligibility Center Presentation - Compliance, 2018
- Regional Rules Eligibility Center Presentation - Domestic, 2018
- Regional Rules Eligibility Center Presentation - International, 2018

**Academic Certification - Domestic**

- Academic Certification Request Program
- Division I Two-Year Transfer Student-Athlete Document Submission Process and Waiver
- Divisions I and II Worksheets
- Early Academic Qualifier Transcript Submission Process
- Education-Impacting Disability (EID) Information

**Initial-Eligibility Waivers**

- Best Practices
- Directive
- Division I Data Tool - Predicted GPA
- Division II Data Tool - Predicted GPA
- Educational Ladder Form
- Advisement Process Plan Instructions
- Division I IEW Committee Policies and Procedures
- Division II IEW Subcommittee Policies and Procedures
- Division I Obvious Waiver Sliding-Scale Index
- Division II Obvious Waiver Sliding-Scale Index
- Automatic Waivers Overview
- Division I Partial Approvals FAQ

**Contact Info**

- NCAA Eligibility Center
- How to Update Profile

**How To's**

- How to Use the Portal
- How to Submit a Request
- Request Final Review
- Activate/Deactivate Account
- How to Track Progress

**Other Resources**

- How Academic Qualifiers Work
- Health and Safety
- Recruiting Information
- Resources for Coaches

# Membership Portal

- IRL activation.
- Search student details.
- Monitor student tasks.
- Access student documents for academics and amateurism.
- Run reports.



# Eligibility Center Resources

## Educational Resources

- Guide for Compliance Administrator.
- Guide to International Academic Standards.

## “How-to” Resources

- Initial-Eligibility Waiver Best Practices.
- Requesting Urgent Certifications.
- Academic Records Submission FAQs.

## Forms

- Matriculation Letter.
- Academic Inconsistency Form.
- Final Certification Disclaimer.

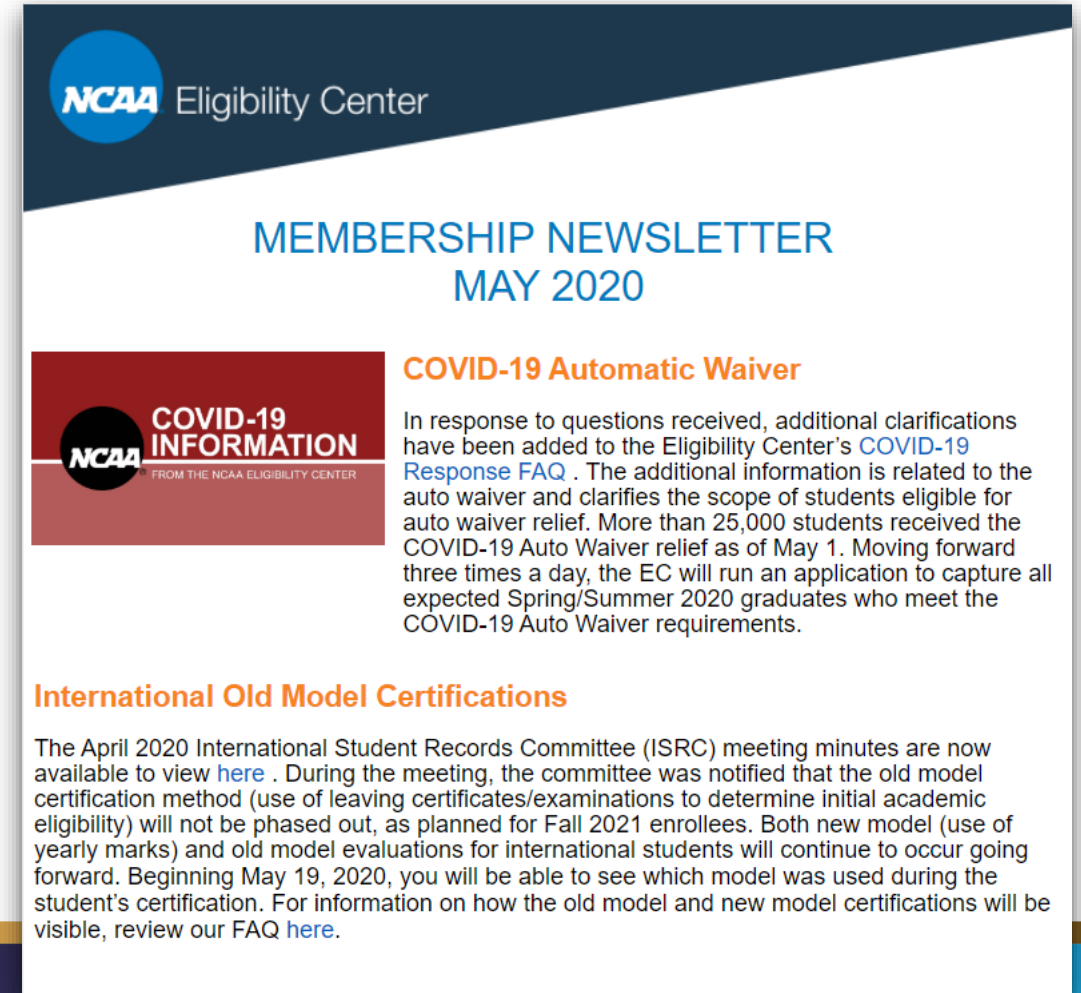


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# Eligibility Center Newsletter

- Membership Newsletter.
  - Monthly.
  - Direct to your inbox!
  - Important reminders.
  - Updates, latest news.





# Core Processing Academics

- Preliminary evaluations and final evaluations.
  - Both are completed year-round based on IRL cycles.
- Accounts with the following designations are eligible for urgent reviews:
  - Ready to process – P (Preliminary).
  - Ready to process – A (Academic).
  - Ready to process – F (Final).



# Core Processing Amateurism

- Preliminary amateurism reviews.
- Prospective student-athletes must request final amateurism to receive a final certification.
  - Fall enrollees: April 1.
  - Winter/spring enrollees: October 1.
- Enrollment Period should reflect the PSA's first time enrolling at a Division I or II institution.
- Urgent request program available.



# High School Review

- Evaluate high schools and nontraditional programs for use in NCAA academic certifications.
- Review core-course submissions.
- Complete individualized course review when applicable.
- Stay up-to-date and educated regarding secondary education trends.



# Academic and Amateurism Review

- Process initial-eligibility waivers and oversees automatic waivers.
- Conduct PSA Review process (validity review of academic credentials).
- Handle amateurism reviews that require a higher level of membership collaboration and decision inquiries.



# Customer Service

- Provide guidance regarding initial-eligibility rules and policies and procedures.
- Answer questions on domestic and international accounts.
- Assist with account analysis regarding status, timeline, etc.
- Proactive outreach when potential issues are identified in an account.



# Outreach and Strategic Partnerships

- Update and create initial-eligibility resources for NCAA schools, PSAs, coaches, high schools, etc.
- Work with the international community to educate about NCAA eligibility.
- Outreach and education to high schools, districts, NCAA schools, PSAs and their families.





# Best Practices

- Keep institutional request lists updated.
- Encourage PSAs to register early and provide complete and accurate information.
- Monitor Membership Portal for process changes/updates.
- Sign up for, read and share the newsletter.
- Track open issues/action required with “Reports” feature.
- Encourage early submission of academic documentation.
- When preparing an IEW, focus on mitigation for deficiency.



# Questions?

Contact the NCAA Eligibility Center:

- Membership line: 877-544-2950 - 8:30 a.m. to 5:30 p.m. Eastern time, Monday through Friday.
- [ec-processing@ncaa.org](mailto:ec-processing@ncaa.org) – document submission only.
- [ecinfo@ncaa.org](mailto:ecinfo@ncaa.org) – account inquiries (membership only).

You can also follow us on social media!

- Twitter - [@ncaaec](https://twitter.com/ncaaec)
- Instagram - [@playcollegesports](https://www.instagram.com/playcollegesports)



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