



# REGISTRAR HANDBOOK

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Auburn University at Montgomery



## COMPLIANCE TEAM HANDBOOK

*This handbook was developed to help each administrator understand and operate within the guidelines, policies, and procedures of this department and the Department of Athletics. Questions can be directed to the Registrar, Director of Athletics, and Assistant Director of Athletics for Compliance. This handbook will not duplicate information and forms readily available in other formats. Staff are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets. Each employee is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual, Gulf South Conference, University publications, and the Student-Athlete Handbook. Procedures highlighted in **orange** represent a change since the June 2017 edition.*

## REGISTRAR

### CALENDAR

Meet with Academic College Representatives		One time per semester
Eligibility Certification Committee – Continue to certify eligibility/declare ineligibility		Weekly/On-going
Athletics Appeals (Registrar)		As needed
Intercollegiate Athletics Committee		Two times per semester
Process Athletic Add/Drop forms		As needed
Regional Rules Meetings		Yearly
Progress Toward Degree Review/Updates		Start 6 <sup>th</sup> day of class each semester; then on-going to end of term
Update practice clearance		Prior to start of semester; then ongoing
Monitor Full time status/12 Hour Report		Daily
Update change of status/eligibility for following academic term		End of term/Prior to term
Make new folders for new student-athletes		As needed
Archive folders for previous student-athletes		As needed

## COMPLIANCE ASSISTANT

### HOW TO ACCESS COMPLIANCE ASSISTANT

1. Go to [www.ncaa.org](http://www.ncaa.org)
2. Click on My Apps.
3. Log in using your username & Password.
4. Select the “Compliance Assistant” link.

### HOW TO VIEW A STUDENT-ATHLETE’S ACCOUNT

1. Click on “Student-Athlete” in the Account Links menu on the left side of the screen.
2. Select the Student-Athletes name from the list or search by sport.
3. To search by sport, select the “Search” icon on the right side.
4. Select your sport from the drop down box and click “Search”.
5. Once the list of names comes up by sport, simply select the specific student-athlete by name.

**\*\* Remember to click SAVE before leaving each page!!**

## BANNER

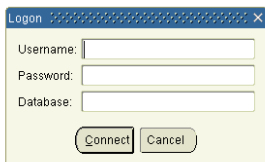
### FLAGGING ATHLETES IN BANNER

Primary Responsibility of: Associate Registrar

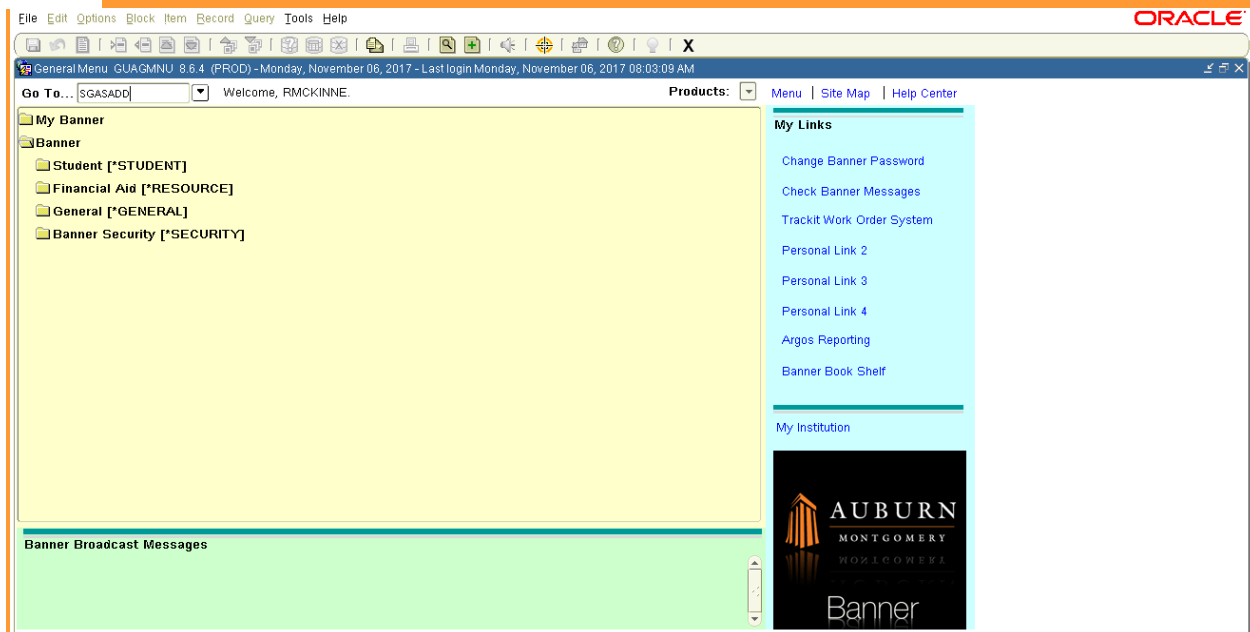
Also cross-trained if primary person is unavailable: Registrar

Once an athlete is identified you will record them in Banner as follows.

1. The Associate Registrar will log in to Banner.

A small dialog box titled "Lgoin" with a close button (X). It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

2. Once logged in, the Associate Registrar will type in SGASADD next to "Go To..." and hit enter.



3. The Associate Registrar will enter the Student Cohort Code and Student Attribute Code for all new student-athletes then click the floppy disc icon to save all entered information. Click on the arrow to go back to the previous screen and to enter a different student ID number.

File Edit Options Block Item Record Query Tools Help

Additional Student Information SGASADD 8.3 (PROD)

ID: S00225785 Friesen, Hayden N. Term: 201801

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**Student Cohort**

From Term: 201601 Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
ATHL16	Student Athlete 2015-2016	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

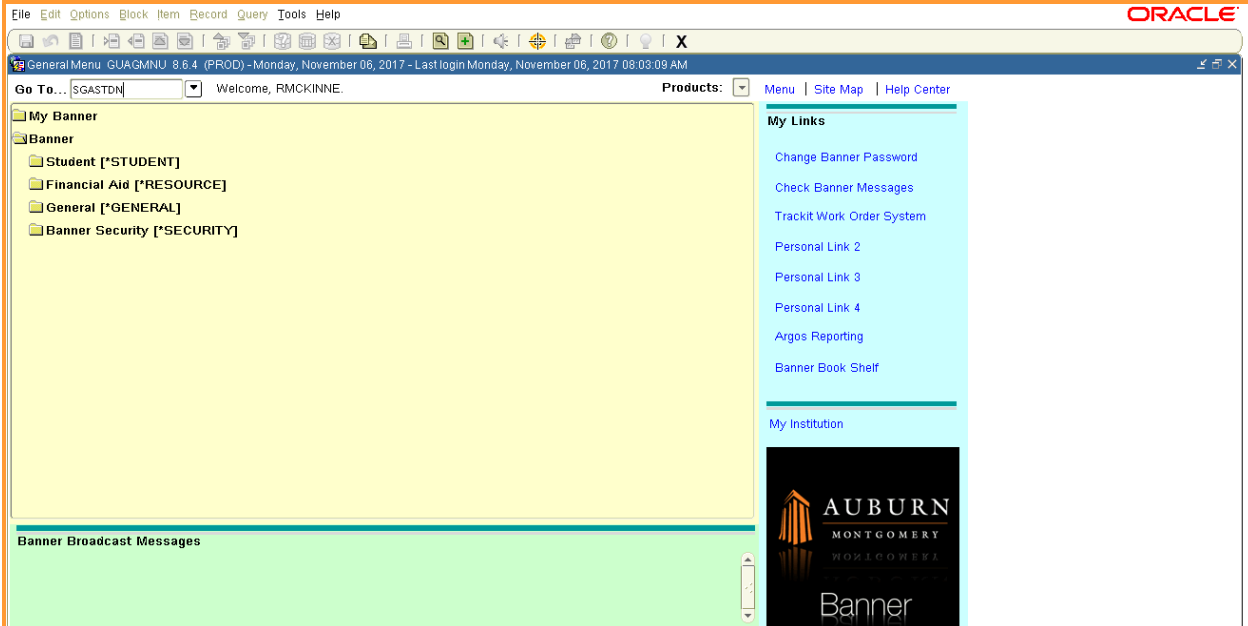
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**Student Attribute**

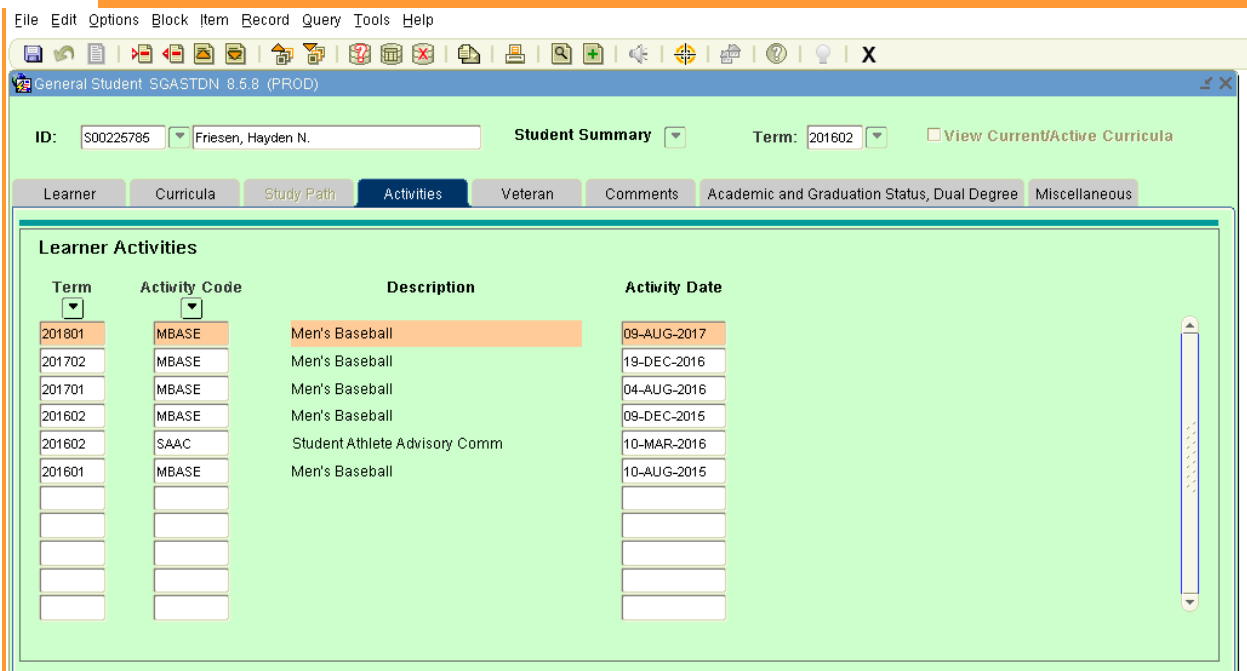
From Term: 201601 Maintenance To Term: 999999

Attribute Code	Description
ATHL	Athlete

4. After completing SGASADD, type in SGASTDN next to “Go To...” and hit enter.



5. The Associate Registrar will select the “Activities” tab and enter the current Term and Activity Code then click on the floppy disc icon to save all entered information. Click on the arrow to go back to the previous screen and to enter a different student ID number.



## ENTERING TRANSFER ATHLETE INFORMATION IN COMPLIANCE ASSISTANT

Primary Responsibility of: Associate Registrar

Also cross-trained if primary person is unavailable: Holly Benson in Registrar's Office and Andree Houston in Athletics.

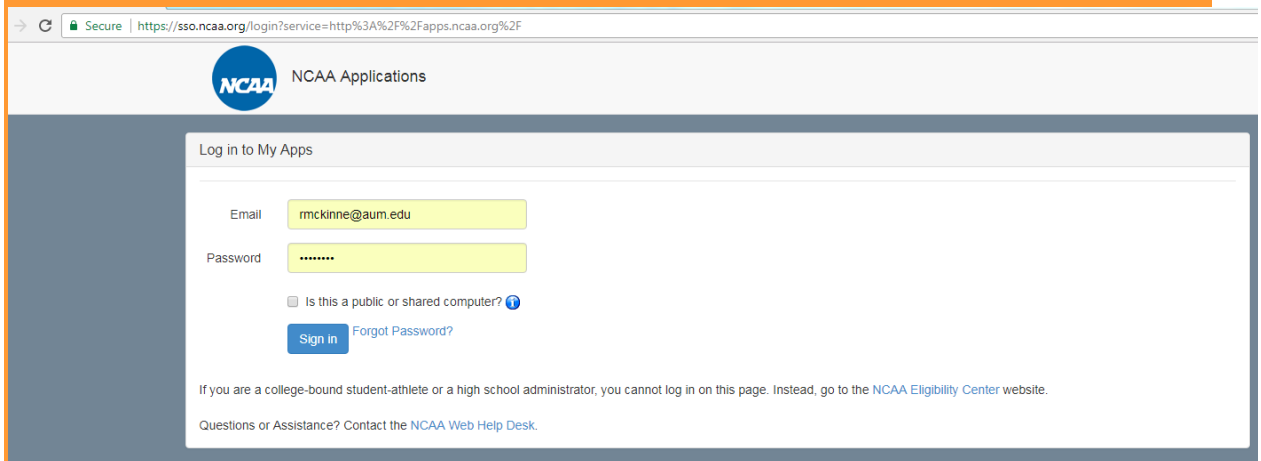
Once the rosters are provided to the Registrar's Office, the Associate Registrar will log into Compliance Assistant and enter certain transfer information on transfer athletes.

1. Log onto [www.ncaa.org](http://www.ncaa.org).
2. Click My Apps and enter your email address and password.
3. Click on Compliance Assistant.
4. Click on Student-Athletes.
5. Click Search near the top right.
6. Enter the name of the first new transfer athlete. When the student comes up, click on the link with his/her name to open the student's record.
7. Click the Transfer tab, then the Previous College Attendance tab.
8. Click Add School, then search for Prior Enrollment.
9. Enter the dates of attendance for each of the schools, entering the From Term and To Term.
10. Enter full-time terms in attendance. (This and most of the rest of the information you will get from the shared spreadsheet set up by Andree Houston).
11. Check the box if the student is a two-year college graduate. If so, enter the date of graduation.
12. Enter the number of Transferable Credit Hours, along with Transfer English, Math, Science, and Physical Education Activity Credit hours.
13. Enter the transferable GPA and Hours earned in the Previous Regular Full-Time Term.
14. Click Save.
15. Repeat for each new transfer athlete.

## ELIGIBILITY CERTIFICATION

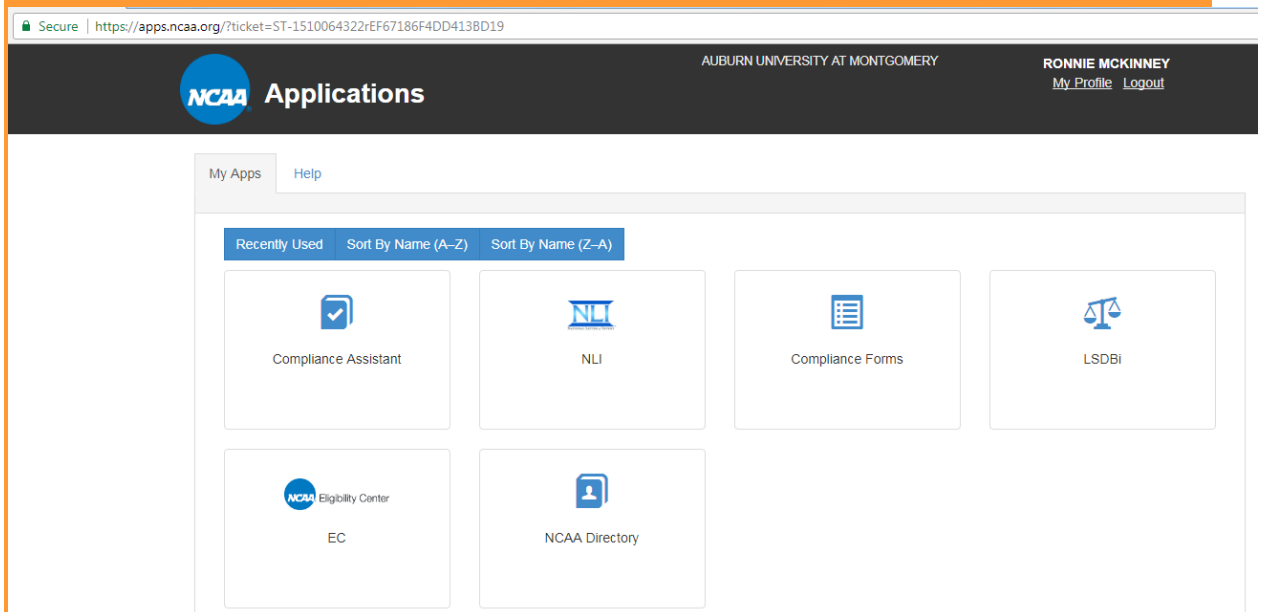
### REGISTRAR'S OFFICE

1. Go to [www.ncaa.org](http://www.ncaa.org) and select “My Apps” from the top menu.
2. Enter your email address and password.



The screenshot shows the NCAA Applications login page. The browser address bar displays a secure connection to <https://sso.ncaa.org/login?service=http%3A%2F%2Fapps.ncaa.org%2F>. The page header includes the NCAA logo and the text "NCAA Applications". The main content area is titled "Log in to My Apps" and contains a login form with fields for "Email" (containing "rmckinne@aum.edu") and "Password" (masked with dots). Below the password field is a checkbox labeled "Is this a public or shared computer?" with a help icon. There are "Sign in" and "Forgot Password?" buttons. A note at the bottom states: "If you are a college-bound student-athlete or a high school administrator, you cannot log in on this page. Instead, go to the [NCAA Eligibility Center website](#). Questions or Assistance? Contact the [NCAA Web Help Desk](#)."

3. Choose “Compliance Assistant” from the list of links.



The screenshot shows the NCAA Applications dashboard after login. The browser address bar displays <https://apps.ncaa.org/?ticket=ST-1510064322rEF67186F4DD413BD19>. The header includes the NCAA logo, "Applications", and the user's name "RONNIE MCKINNEY" with links for "My Profile" and "Logout". The main content area has tabs for "My Apps" and "Help". Below the tabs are three sorting options: "Recently Used", "Sort By Name (A-Z)", and "Sort By Name (Z-A)". The dashboard displays six application tiles: "Compliance Assistant" (with a checkmark icon), "NLI" (with an NLI logo), "Compliance Forms" (with a document icon), "LSDBI" (with a scales icon), "EC" (with the NCAA logo and "Eligibility Center" text), and "NCAA Directory" (with a person icon).

4. Click on the “Student-Athlete” link from the menu on the left side of the screen.



Secure | https://web1.ncaa.org/compliance/exec/main?action=frame

**Compliance Assistant**

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup  
Student-Athletes  
Reporting  
Recruiting  
Recruiting Calendar  
Athletics Personnel  
Playing Seasons  
Tools  
Close CA  
Logout

**2017-18 User Enhancements Document**  
Please review the [enhancement document](#) for updates made to CA for the upcoming academic year.

**REVENUE DISTRIBUTION CALCULATION ASSISTANCE**  
Please review these helpful resources intended to assist users when entering athletics aid and submitting accurate revenue distribution equivalencies into the financial reporting system (FRS).  
Click [here](#) for the CA video related to revenue distribution calculations.  
Click [here](#) for the CA slide presentation used in the video related to revenue distribution calculations.  
Click [here](#) for the CA How-To document related to revenue distribution calculations.  
Click [here](#) for the financial reporting system to find additional helpful resources related to revenue distribution.

**2016-17 ENHANCEMENT DOCUMENTS**  
Please review the [enhancement document](#), [aid type chart](#), [new fields question and answer document](#) and [APP data collection chart](#) for updates made to CA for the upcoming academic year.  
These documents and more can be found on the CA web page. Click [here](#) for the CA Web page.

**Calendar**

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/07/2017 - 11/11/2017

11/07/2017  
ALL - DEAD  
MBB - DEAD  
WBB - DEAD  
Class

11/08/2017  
ALL - DEAD  
MBB - DEAD  
MBB - EVALUATION  
WBB - DEAD  
WBB - EVALUATION  
Class

11/09/2017  
MBB - EVALUATION  
WBB - EVALUATION  
Class

11/10/2017  
MBB - EVALUATION  
WBB - EVALUATION  
MBB - SIAC/GSC Challenge at Orangeburg, SC  
WVB - West Alabama at Livingston, AL  
Class

11/11/2017  
MBB - EVALUATION

- This page contains all student-athletes who have been entered in Compliance Assistant (CA) for that academic year. The default view is the "List" tab. If you are looking for a specific athlete or team, select the "Search" icon on the right side of the screen.

Secure | https://web1.ncaa.org/compliance/exec/main?action=frame

**Compliance Assistant**

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup  
Student-Athletes

Student-Athletes

LIST Detail Guardian Sports Financial Aid Initial Transfer General Deg. Progress Waivers Forms Academic Portal

New Student

Found: 179 1-25 26-50 51-75 76-100 101-125 126-150 151-175 176-179 View All List

Search [ ] Check All Email Email List Ctrl Work List

Name	Student ID	NCAA ID	Sports	Email	Work List
Alborghetti, Fabiana	500343053	1601397607	WSO	fabalborghetti@um.edu	<input type="checkbox"/>
Arriaga Puente, Alexis	500324956	1510331439	MSO	arriaga@um.edu	<input type="checkbox"/>
Atkinson, William	500337999	1510315962	MSO	william@um.edu	<input type="checkbox"/>
Atwell, Ronald	500217286	1607475687	MCC	ratwell@um.edu	<input type="checkbox"/>
Avilez, Evelina	500344027	1412971637	WBB	avilez@um.edu	<input type="checkbox"/>
Bannister, Timothy	500165367	1310502524	MBA	tbannister@um.edu	<input type="checkbox"/>
Baugh, Sara	500319747	1509300312	WCC	sbaugh@um.edu	<input type="checkbox"/>
Baynes, Brandon	500237626	1409659461	MBA	bbaynes@um.edu	<input type="checkbox"/>

- You can search for an athlete by: Name, Gender, Sport, NCAA ID

**Search Criteria**

Last Name:

First Name:

Gender: Male ☐ Female ☐

Recruited: Yes ☐ No ☐

Sport:

Student ID:

NCAA ID:

SSN:

Initial Enrollment Here:

Temp. Cert. Expires within:

Residence Requirement:

Aid Problem: ☐

Initial/Transfer Problems: ☐ Transfer Requirement ☐ Academic Certification  
☐ International Form ☐ Amateurism Certification

General Eligibility Problems: ☐ Fulltime Enrollment ☐ Student-Athlete Statement  
☐ Drug-testing consent

Degree Progress Problems: ☐ Good Academic Standing ☐ Academically Ineligible  
☐ Ineligible Due to Violation ☐ Designation of Degree  
☐ Six Hour ☐ GPA Rule ☐ 40/60/80  
☐ Credit Hour

Transferred Here: ☐

Transferred Away: ☐

- Click on the name of the student-athlete that you need to access.

**NCAA Compliance Assistant**

YEAR: 2017-18

ACCOUNT LINKS: Map, Administration, Setup

Student-Athletes

Found: 35 1-25 26-35 View All Next

Search Check All Email Email List Ctr Work List

Name	Student ID	NCAA ID	Sports	Email	Work List
Bannister, Timothy	500185367	1310502524	MBA	<a href="mailto:tbannist@sum.edu">tbannist@sum.edu</a>	<input type="checkbox"/>
Baynes, Brandon	500237626	1409659461	MBA	<a href="mailto:baynes@sum.edu">baynes@sum.edu</a>	<input type="checkbox"/>
Brandt, Jonathan	500343782	1702737226	MBA	<a href="mailto:jbrandt@sum.edu">jbrandt@sum.edu</a>	<input type="checkbox"/>
Brock, Jonathan	500296291	1405708709	MBA	<a href="mailto:jbrock@sum.edu">jbrock@sum.edu</a>	<input type="checkbox"/>
Burkett, Kenneth	500292379	1708659224	MBA	<a href="mailto:kburkett@sum.edu">kburkett@sum.edu</a>	<input type="checkbox"/>
Burkett, Ryan	500224914	1707656788	MBA	<a href="mailto:rburket1@sum.edu">rburket1@sum.edu</a>	<input type="checkbox"/>
Caldwell, Daniel	500345061	1701715842	MBA	<a href="mailto:dcaldwel@sum.edu">dcaldwel@sum.edu</a>	<input type="checkbox"/>

- After selecting a student-athlete, the default view is the "Detail" tab. To verify full-time enrollment, click on the "General" tab.

Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup

Hayden Friesen  
S00225785  
Sports MBA

Showing 14 of 35

Eligibility Center

NCAA ID: 1608A77073 Search

Student Name: Hayden Friesen

School Name:

Birth Date:

- If the student-athlete is enrolled in at least 12 hours, check the box entitled “Enrolled Full Time.”

Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup  
Student-Athletes  
Reporting  
Recruiting  
Recruiting Calendar  
Athletics Personnel  
Playing Seasons  
Tools  
Close CA  
Logout

Hayden Friesen  
S00225785  
Sports MBA

Showing 14 of 35

Enrolled Full Time ☒

Forms Completed ☒ Student-athlete statement ☒ Drug-testing consent Update Form Status and Save

Number of semesters/quarters used 4

Certification Dates  
Practice 08/22/2017 Competition 09/14/2017 Medical Exam/History 08/17/2017

Eligibility by term  
Baseball Yes No No

Comment 1  
Comment 2

Notes

Save

- To verify academic information that has been imported from Banner, click on the “Deg. Progress” tab.

Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup

Hayden Friesen  
S00225785  
Sports MBA

Showing 14 of 35

Eligibility Center

NCAA ID: 1608A77073 Search

Student Name: Hayden Friesen

School Name:

Birth Date:

- The “Deg. Progress” tab shows the academic history of the student-athlete. Verify all academic information, select Yes or No for “Good Academic Standing,” enter “Date Degree Declared,” and “Cumulative GPA.”

Hayden Friesen  
S00225785  
Sports: MBA

Showing 14 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deg. Progress Waivers Forms Academic Portal

New Student Delete Student

Save

Title	Hours Attempted	Hours Earned	Remedial Hours	Degree Applicable Hours	GPA	Cumulative GPA
Advanced Placement						
Part-Time Hours Earned Before Initial Full-Time Enrollment		6		6		
CLEP credit by exam						
Summer School Before Initial Full-Time Enrollment						

Academic Year	Fall							Spring							Summer							Total Deg App Hours
	Att	Earn	Rem	Deg App	GPA	CUM GPA	FT	Att	Earn	Rem	Deg App	GPA	CUM GPA	FT	Att	Earn	Rem	Deg App	GPA	CUM GPA		
2015-16	12	12	0	12	3.5	3.66	✓	13	13	0	13	4	3.8	✓	0	0	0	0	0	0	0	25
2016-17	15	15	0	15	3.46	3.65	✓	16	16	0	16	3.37	3.61	✓	0	0	0	0	0	0	0	31
																						56

Add Year

Good Academic Standing Yes Class Year Junior

Designated Degree Program 13 - Education (includes physical education and coaching)

Date Degree Declared 06/16/2017 Date BA/BS received

Degree Years Ineligible due to violation

Academic Year	GPA Rule	Minimum Grade-Point Average Requirements	Hayden Friesen's Cumulative GPA	Transfer Hours
2017-18		2.0	3.57	0.0

Save

12. For transfer student-athletes, click on the “Transfer” tab to input academic information from previous institutions.

Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS  
Main  
Administration  
Setup  
Student/Athletes  
Recruiting  
Recruiting Calendar  
Athletics Personnel  
Playing Seasons

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deg. Progress Waivers Forms Academic Portal

New Student Delete Student

Save

Eligibility Center

NCAA ID 1409848123 Search

Student Name Alexander Graulich

School Name HARRIS COUNTY HIGH SCHOOL

Birth Date 02/14/1997

Student ID S00343511 SSN

Name Alexander Graulich

Address 1 363 New Haven Blvd

Address 2

City Montgomery

13. Under the “transfer” tab, choose the “Type of transfer student” and click on the “Previous College Attendance” icon.

**NCAA Compliance Assistant**

YEAR: 2017-18

ACCOUNT LINKS

- Main
- Administration
- Setup
- Student/Athlete
- Reporting
- Recruitment
- Recruitment Calendar
- Athletics Personnel
- Playing Seasons
- Tools
- Close SA
- Logout

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deq. Progress Waivers Forms Academic Portal

New Student Delete Student

Type of transfer student: 2-4 Save Delete Previous College Attendance

Permission granted by previous institution to contact student-athlete: Yes

Residence Requirement Needed: No

Year in residence From: To:

Residence requirement exception or waiver granted:

Eligible For: ☒ Practice ☒ Competition

Eligible for Financial Aid: ☒ Athletics ☒ Institutional ☒ Need-based

Total Transfer credits: 58.0

Total 2-Year credits transferable toward degree: 56.0

Two year transfer GPA for transferable credit: 3.57

Satisfies applicable transfer rules: Yes

Mid-year Transfer: No

DII Academic Certification: Final Qualifier

Previous College Attendance Report

Notes

Save Delete Previous College Attendance

14. To add transfer information, click “Add School.”

**NCAA Compliance Assistant**

YEAR: 2017-18

ACCOUNT LINKS

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deq. Progress Waivers Forms Academic Portal

New Student Delete Student

Enrollments: Chattahoochee Valley Community College

Name: Chattahoochee Valley Community Co Save Delete Sports Initial/Transfer Add School

Dates of Attendance: From Term: Fall Year: 2016 To Term: Spring Year: 2017

15. Type the name of the school in the box that is labeled “Name” and click “Search.”

**NCAA Compliance Assistant**

YEAR: 2017-18

ACCOUNT LINKS

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deq. Progress Waivers Forms Academic Portal

New Student Delete Student

Name: Search Cancel New School

16. Click on the Link that appears that says the name of the school.

**NCAA Compliance Assistant**

YEAR: 2017-18

ACCOUNT LINKS

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial Transfer General Deq. Progress Waivers Forms Academic Portal

New Student Delete Student

Name: Central Alabama Search Cancel New School

Name	Type	City	State
Central Alabama Community College	TWO YEAR	Alexander City	AL

17. Input full-time terms of enrollment, whether transfer graduated from a two-year college (if applicable), college graduation date (if applicable), transferable credit hours, hours of transferable English, hours of transferable Math, hours of transferable Science, PE credit hours, transferable GPA, and the number of hours earned in their last full-time term. Then click “Save.”

**NCAA**  
Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS

- Main
- Administration
- Setup
- Student-Athletes
- Reporting
- Recruiting
- Recruiting Calendar
- Athletics Personnel
- Playing Seasons
- Tools
- Close CA
- Logout

Student-Athletes

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial **Transfer** General Des. Progress Waivers Forms Academic Portal

New Student Delete Student

Enrollments: Chattahoochee Valley Community College

Name: Chattahoochee Valley Community Co Save Delete Sports Initial/Transfer Add School

Dates of Attendance: From Term: Fall Year: 2016 To Term: Spring Year: 2017

Full-Time Terms in Attendance: 4.0

Years received aid: 0.0

Two-year college graduate: ☒

Graduation Date: 05/08/2017

Hours Taken: 61.0

Earned Credit Hours: 61.0 Earned English Hours: 6.0 Earned Math Hours: 3.0 Earned Science Hours: 8.0

Physical Education Activity Earned Hours: 4.0

Transferable Credit Hours: 58.0 Trans. English Hours: 6.0 Trans. Math Hours: 3.0 Trans. Science Hours: 8.0

Transferable Physical Education Activity Credit Hours: 2.0

Physical Education degree program or a Degree Program in Education that requires physical education activity courses: ☐

Transferable and Apply to Degree: 56.0

Transferable GPA: 3.65

Total Transfer Summer Hours: 0.0

Hours Earned in the Previous Regular Full-Time Term: 13.0

Save Delete Sports Initial/Transfer Add School

New Student Delete Student

18. Once all transfer information has been saved, answer the statement “Satisfies applicable transfer rules” by selecting either “Yes” or “No.”

**NCAA**  
Compliance Assistant

SELECTION  
YEAR: 2017-18

ACCOUNT LINKS

- Main
- Administration
- Setup
- Student-Athletes
- Reporting
- Recruiting
- Recruiting Calendar
- Athletics Personnel
- Playing Seasons
- Tools
- Close CA
- Logout

Alexander Graulich  
S00343511  
Sports: MBA

Showing 16 of 35

List Detail Guardian Sports Financial Aid Initial **Transfer** General Des. Progress Waivers Forms Academic Portal

New Student Delete Student

Type of transfer student: 2-4 Save Delete Previous College Attendance

Permission granted by previous institution to contact student-athlete: Yes

Residence Requirement Needed: No

Year in residence: From To

Residence requirement exception or waiver granted:

Eligible For: ☒ Practice ☒ Competition

Eligible for Financial Aid: ☒ Athletics ☒ Institutional ☒ Need-based

Total Transfer credits: 58.0

Total 2-Year credits transferable toward degree: 56.0

Two year transfer GPA for transferable credit: 3.57

Satisfies applicable transfer rules: Yes

Mid-year Transfer: No

DII Academic Certification: Final Qualifier

Previous College Attendance Report

Notes:

Save Delete Previous College Attendance

## PROGRESS TOWARD DEGREE (PTD) PROCESS

The Office of the Registrar determines satisfactory Progress Toward Degree and good academic standing for student-athletes.

To do this, the Registrar's Office will populate the Progress Toward Degree form following the institution's registration cancellation date. The following information is populated:

- In the header: Name, College, Major, Minor, Concentration, Student ID, Sport, Term/Yr., and Date created.
- In the academic section: Courses and Credit Hours



Auburn University at Montgomery

## Progress Toward Degree (PTD)

**NAME:** Friesen, Hayden  
**COLLEGE:** College of Education  
**MAJOR:** Kinesiology  
**MINOR:**

**S#:** S00225785  
**SPORT:** Men's Baseball  
**DATE:**

*Is this minor required or optional for major listed?* **REQUIRED** **OPTIONAL**

**TERM:** Fall 2017

**CONCENTRATION:** Exercise Science-(Non-Cert)

**Major/ Required Minor** must be designated by a student-athlete for the purpose of progress toward degree certification by the last day for 100% refund as established by the institution. Date listed on the academic calendar is: 1/18/2017

**\*\*Optional Minor** must be designated by a student-athlete for the purpose of progress toward degree certification prior to the start of the academic semester. Date listed on the academic calendar is: 1/8/2017

### ADVISING NOTES:

		DEGREE APPLICABLE					
COURSE	CREDIT HOURS	YES	NO	Optional Minor**	Min. Grade	Remedial - Pre-Req.	Repeated
BIOL-1020	3						
BIOL-1021	1						
CHEM-1100	3						
CHEM-1101	1						
PHED-4003	3						
SOCI-2000	3						

The above student-athlete has completed \_\_\_\_\_ credit hours, out of \_\_\_\_\_ toward the degree program specified above, exclusive of hours currently enrolled. I certify that the courses listed above will apply toward the degree in the major/minor field(s) unless otherwise noted and that the degree requirement data above is correct.

Signed: \_\_\_\_\_  
Associate Dean/Academic Representative Signature Date

I certify that the major/minor listed above is correct and I am currently enrolled in the courses listed above. If any changes are made in my registration, major, and/or minor, I will notify my Head Coach. Any changes to the aforementioned information will necessitate the completion of another Progress Toward Degree Form and may affect my athletic eligibility. By signing below, I understand my current eligibility status under NCAA, conference, and institutional rules, and have had the opportunity to ask questions regarding my eligibility status.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Student-Athlete's Signature Date Head Coach/Designee's Signature Date

For Eligibility Certification Committee Use Only:

Degree Applicable Summary	HOURS	Initial	Date
Enrolled Degree Applicable Hours			
Passed Degree Applicable Hours			

A Progress Toward Degree meeting takes place to discuss and disseminate the Progress Toward Degree forms to each Academic College Representative. A deadline for submission is provided to all Academic College Representatives.

Each Academic College Representative completes their designated area on the Progress Toward Degree form. In the academic section, the Academic College Representative indicates for each course listed:



- Check Degree Applicable, YES / NO
- Check Optional Minor, if yes
- Indicate Minimum Grade Required for acceptable degree credit
- Check Remedial / Pre-Requisite, if yes
- Check Repeated Course, if yes

Below the academic section, the Academic College Representative notates the number of credit hours completed towards the degree and the total number of credits required for the major. The Academic College Representative signs and dates the Progress Toward Degree form.

The Progress Toward Degree form and a copy of the student-athlete's plan of study are submitted to the Registrar's Office. The Registrar's Office will upload the Progress Toward Degree form by sport to the Compliance Team shared folder.

The Progress Toward Degree forms are review by the Eligibility Certification Committee and returned to the Academic College Representative for any points of clarification. Any updated Progress Toward Degree forms will be uploaded and notated as corrected version in the Compliance Team share folder.

The Registrar's Office will compute total degree applicable hours enrolled based on the Progress Toward Degree form provided. Following the posting of final grades for the academic semester, the Registrar's Office will review and list final grades on the Progress Toward Degree form and begin the preliminary review of athletic eligibility at the end of each semester.

The Eligibility Certification Committee will meet to audit final grades, academic standing, update Progress Toward Degree forms and Certification of Eligibility Worksheets. Once a Progress Toward Degree form is finalized, it will be maintained in the student-athlete folders within the Registrar's Office.

## ADD/DROP PROCESS

At the start of each semester, an eligibility certification registration hold is placed on each student-athlete coded in BANNER. In order for a student-athlete to drop or add a course after the start of the academic year the student-athletes will have to complete the Eligibility Certification Class Add/Drop Form to make any changes to their schedule. This document will be processed and uploaded to the student record in Xtender. The Registrar will report eligibility status changes to the Eligibility Certification Committee.



### Eligibility Certification Class Add / Drop Form

NAME: Hayden Foster SSN: 500325105  
COLLEGE: Charlotte SPORT: Baseball  
MAJOR: Exercise Science DATE: 8/17/17

Before adding / dropping a course, a student-athlete MUST OBTAIN APPROVAL from the appropriate officers (Faculty Athletics Representative, Head Coach, Academic Advisor, Athletic Compliance, and Registrar), signifying they have been informed of their status concerning their path to graduation and eligibility if opting to drop a course.

ACTION ITEM	SEM	YR	CRN	Hours	Code/4	Title
<input type="checkbox"/> ADD / <input checked="" type="checkbox"/> DROP	FA	2017	0141	1	PHED 4004	Phys. Ex. lab
<input type="checkbox"/> ADD / <input type="checkbox"/> DROP						
<input type="checkbox"/> ADD / <input type="checkbox"/> DROP						
<input type="checkbox"/> ADD / <input type="checkbox"/> DROP						

By signing below, I state that I am aware that dropping the course listed above may impact path to graduation and eligibility to participate and/or compete.

Hayden Foster 8/17/17 Marty Leland 8/21/17  
Student Signature Date Faculty Athletics Representative Date

#### • Faculty Athletics Representative and Academic Advisor Required Signature •

The student has been informed of the impact dropping this course has on their eligibility.

John Albo 8/16/17  
Faculty Athletics Representative Date

The student has been informed of the impact dropping this course has on their path to graduation.

Melissa Card 8/16/17  
Academic Advisor Date

#### • Advisor College Representative •

##### ADVISOR STATUS

ADDED COURSES ONLY			RECORDS APPROPRIATE				
COURSE	CREDIT HOURS	YR	SEM	Updated Status	Max Grade Reached	Enrolling	Repeating Course

#### • Athletic Compliance and Registrar Required Signature •

# of this student-athlete's currently enrolled: 15  
# of hrs enrolled in other class-add/drop: 14  
Eligible to participate/compete? YES ☐ NO ☒

Add/Drop Date: 8/22/2017  
Head Registrar: YES ☒ NO ☐

Hayden Foster 8/22/2017  
Student Signature Date

Remarks: To reduce science lab load

Yvonne P. Henshaw 8/17/17  
Athletic Compliance Date

Remarks:

This form is to be completed by the student-athlete and the Faculty Athletics Representative, Academic Advisor, and Athletic Compliance and Registrar. It is to be signed by the student-athlete and the Faculty Athletics Representative, Academic Advisor, and Athletic Compliance and Registrar. It is to be signed by the student-athlete and the Faculty Athletics Representative, Academic Advisor, and Athletic Compliance and Registrar.

Student-athlete shall no longer be considered enrolled in a minimum full-time program of studies after dropping a course that places the student below full-time status. Student-athlete adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head (or designated representative) and submitted to the Registrar's Office.

The student must submit the Eligibility Certification Class Add / Drop form to the Registrar's Office to be processed. The Office of the Registrar uploads the form to the student's record in Xtender.

## ACCESSING THE ELIGIBILITY CHECKLIST REPORT


1. Go to [www.ncaa.org](http://www.ncaa.org)
2. Select "My Apps"
3. Choose "Compliance Assistant" from the list of options
4. From the menu on the left side, select "Reports"
5. Choose "Standard Reports"
6. Choose "Eligibility Checklist Report"
7. Select the correct academic year
8. Select the sport
9. Select the pdf format

## ARGOS

### **Running an "ARGOS" Report for Compliance Assistant Import**

1. Select the Argos Icon on your desktop
2. Login using the appropriate username and password

Sign In



User

Forget this user

rmckinne

Password

.....

Do not save Username and Password

Server: AUM Production ( 199.80.11.29 )

Tip: To access in-product help press the F1 key

Version 5.4.1.1986

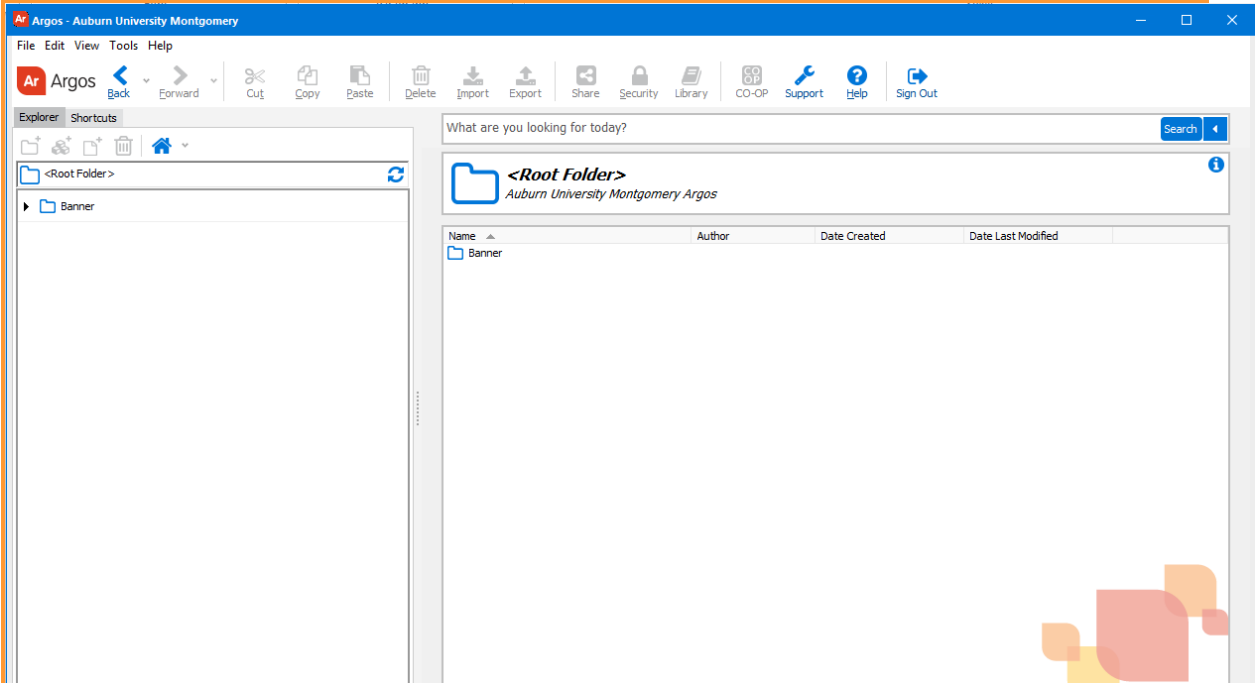
Sign In

Cancel

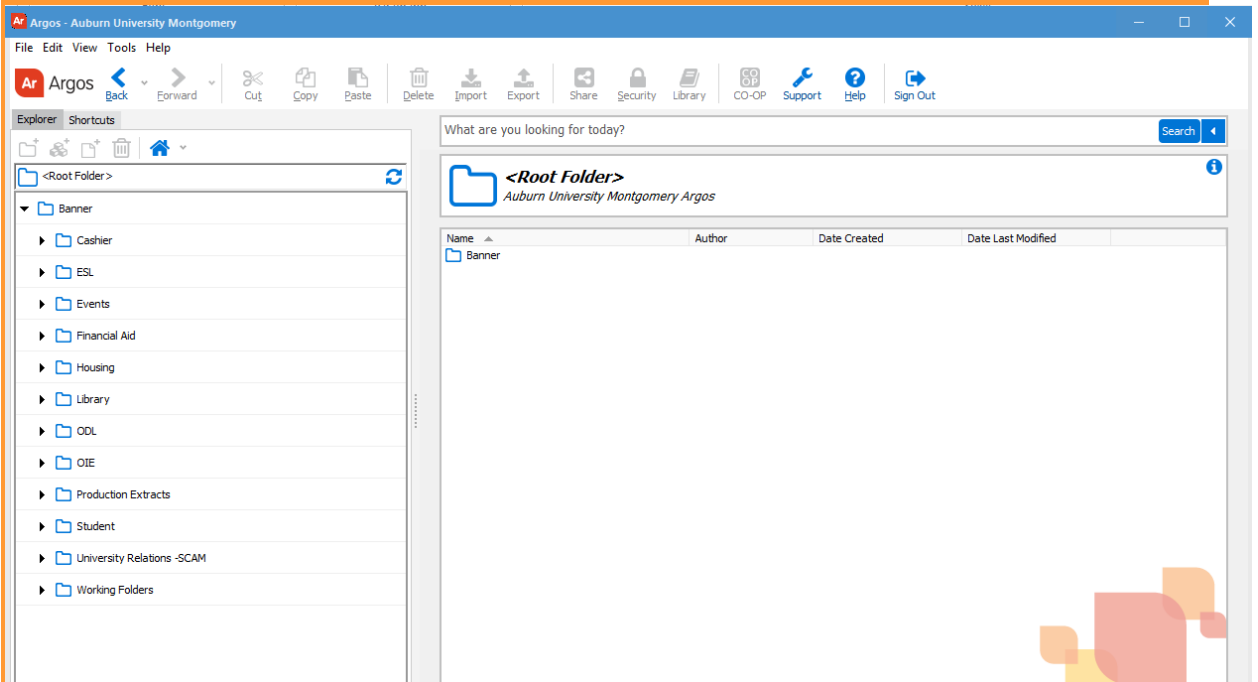
Help

20

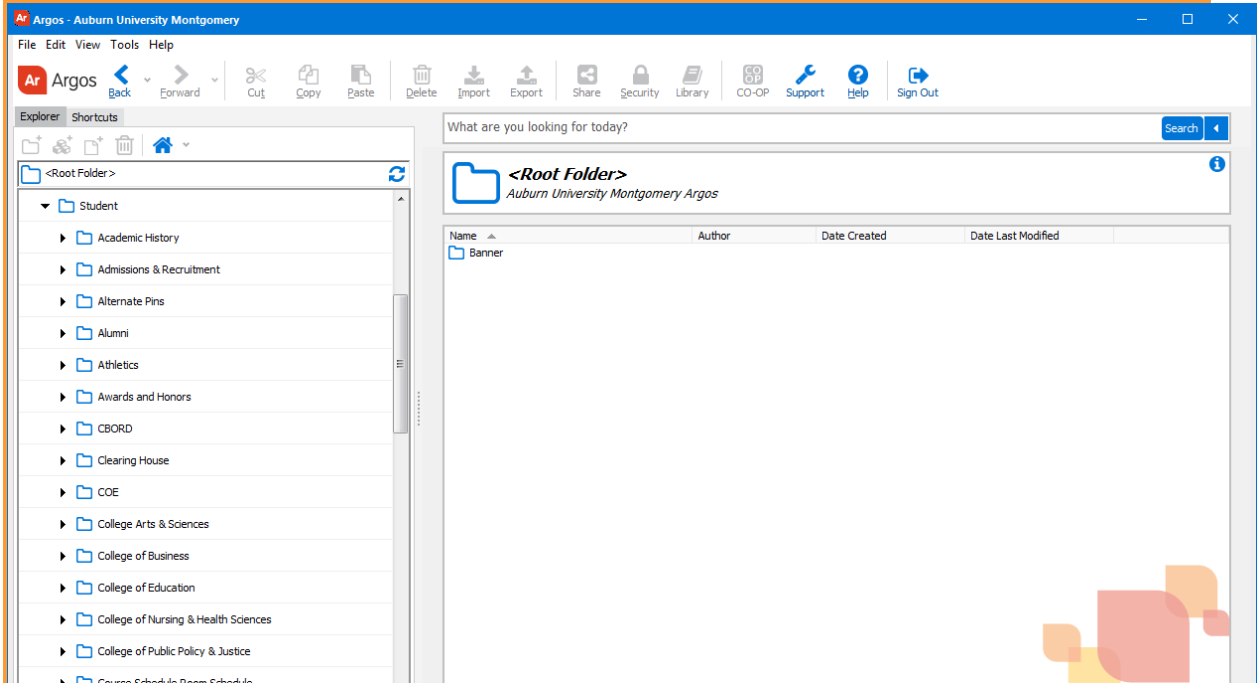
### 3. Open the “Banner” Folder



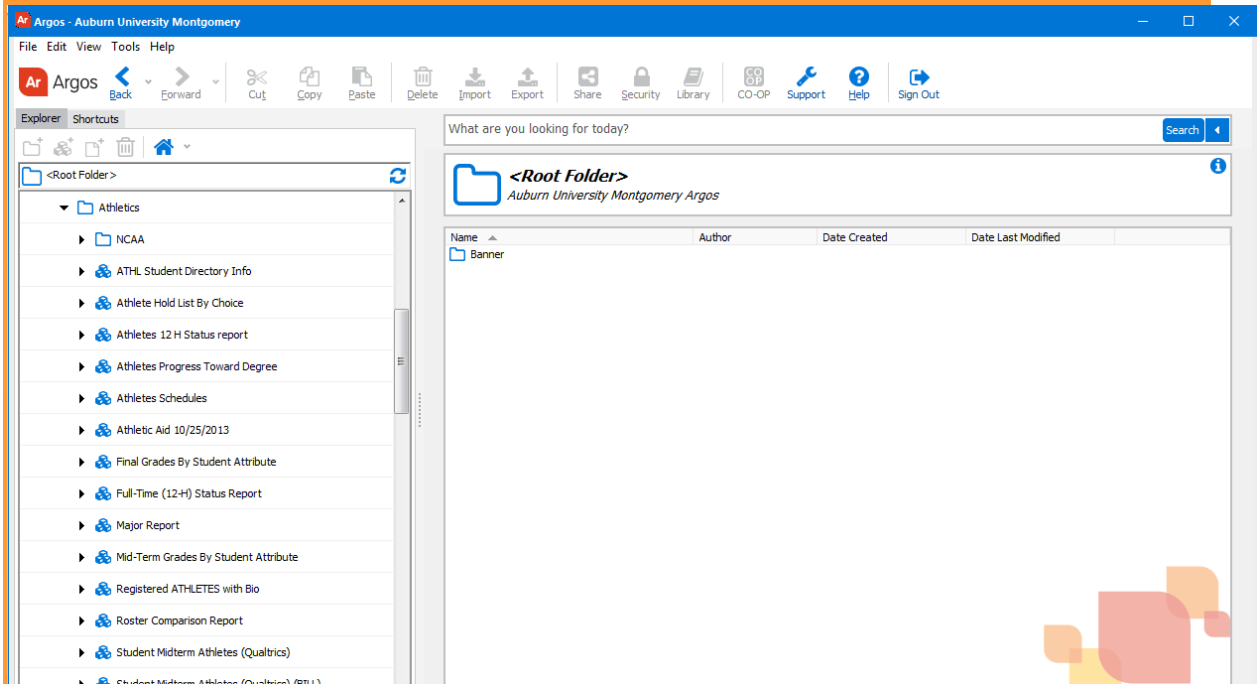
### 4. Open the “Student” Folder



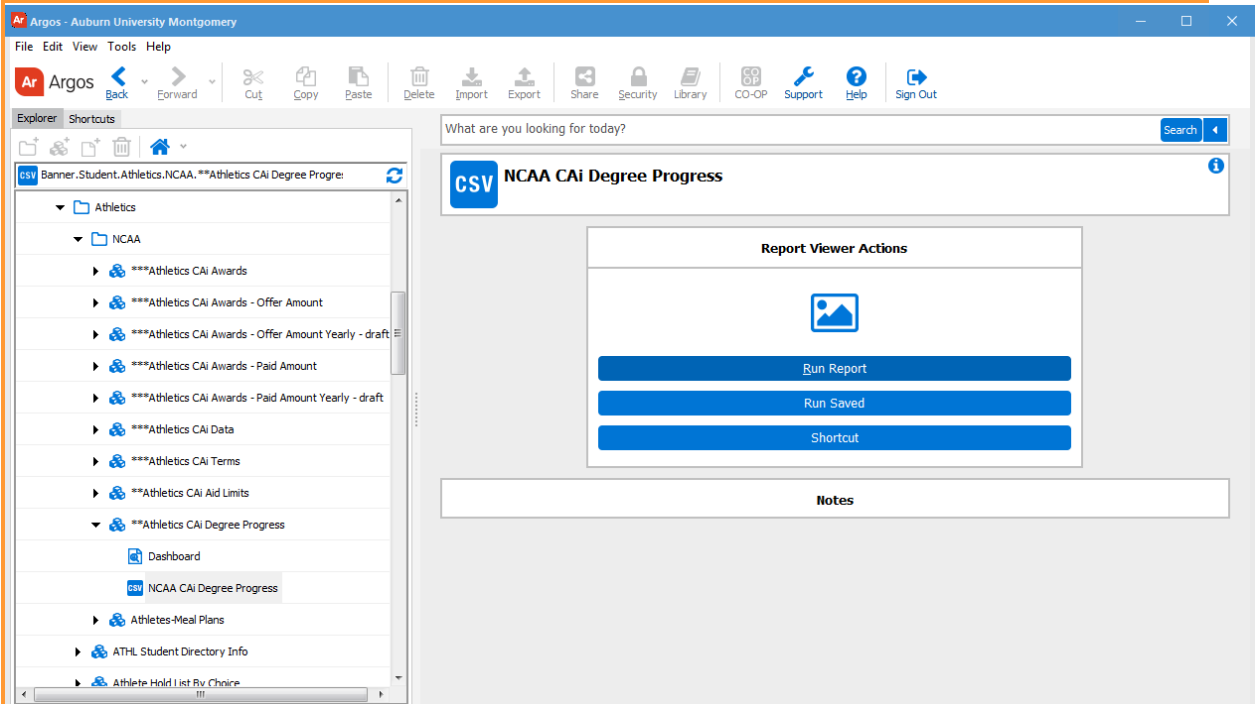
## 5. Open the “Athletics” Folder



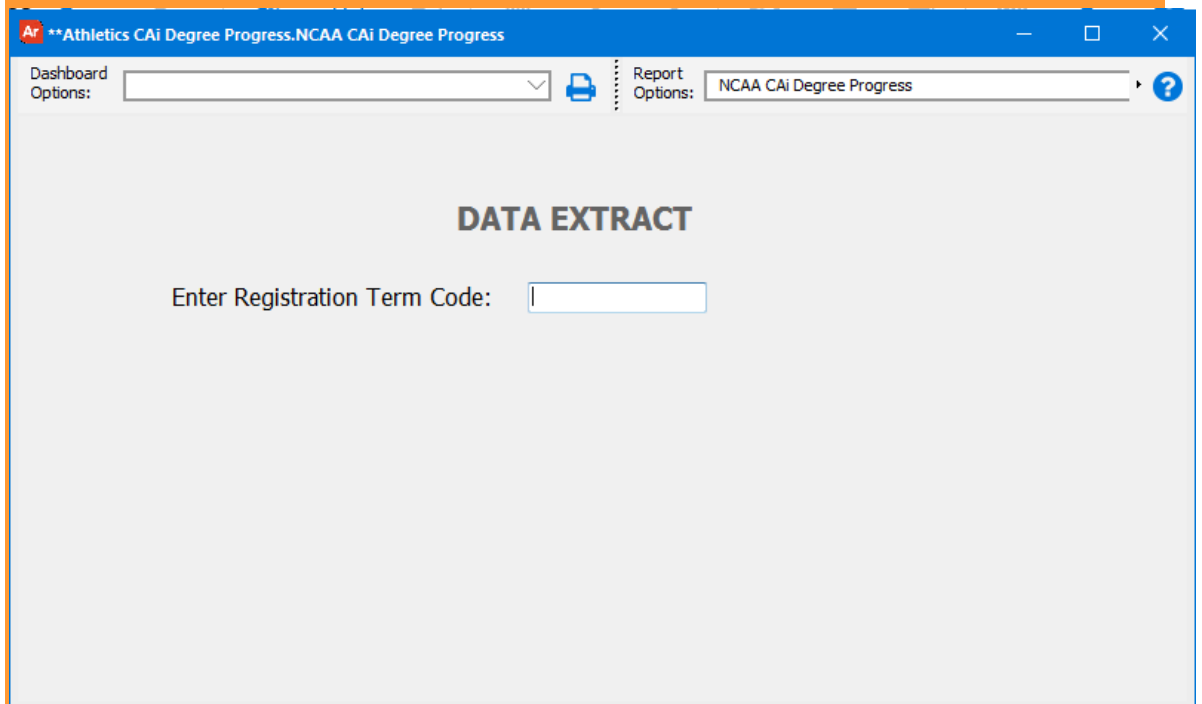
## 6. Select the report you want to run (Athletics CAi Degree Progress or Athletics CAi Terms)



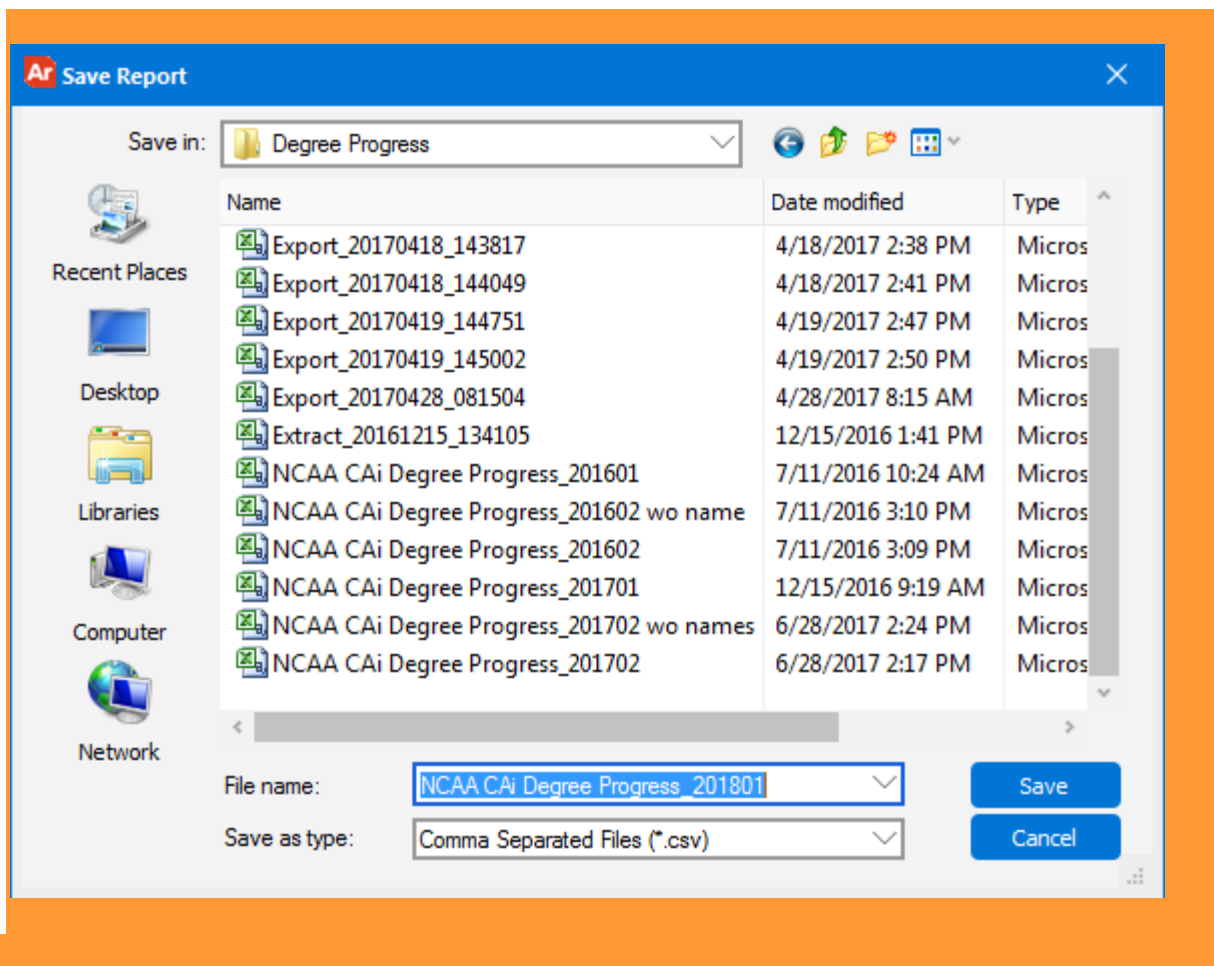
7. Select “Run Report”



8. Enter the term code  
(ex: 201801 = Fall 2017 or 201802 = Spring 2018)



9. Name and Save the report





10. View and/or Edit the report

	A	B	C	D	E	F	G	H	I	J	
1	LAST_NAME	FIRST_NAME	academic	classDescr	degreeDe	goodAcad	saCumula	overallCu	schoolSid	totalDegr	de
2	Albritton	Joshua	2017	Senior		Y	3.09	3.09	S00172412	115	
3	Angulo	Sarah	2017	Senior		Y	2.92	2.92	S00172392	114	
4	Arriaga Pu	Alexis	2017	Freshman		Y	3.12	3.12	S00324958	24	
5	Arroyo	Douglas	2017	Senior		Y	3.24	3.36	S00209556	97	
6	Atwell	Ronald	2017	Junior		Y	2.83	2.83	S00217266	81	
7	Baker	Jameson	2017	Sophomore		Y	2.5	2.65	S00210964	53	
8	Bannister	Timothy	2017	Junior		Y	2.91	3	S00185367	68	
9	Bassow	Leah	2017	Senior		Y	3.77	3.77	S00222435	125	
10	Baugh	Sara	2017	Sophomore		Y	3.56	3.63	S00319747	36	
11	Bennefiel	Brandon	2017	Sophomore		Y	3.18	2.87	S00278603	51	
12	Bergengre	Jacob	2017	Freshman		Y	2.84	2.84	S00334292	19	
13	Boan	Jackson	2017	Junior		Y	3.21	3.1	S00297813	82	
14	Bobo	Jaycie	2017	Senior		Y	3.83	3.84	S00184662	89	
15	Booth	Caroline	2017	Senior		Y	3.07	3.12	S00209781	93.004	
16	Bozesan	Nino	2017	Senior		Y	3.91	3.91	S00216949	115.006	
17	Brock	Johnathar	2017	Sophomore		Y	2.33	2.33	S00295291	53	
18	Brunelle	Cedarian	2017	Sophomore		Y	2.64	2.64	S00254782	50	
19	Bryan	Sydnee	2017	Sophomore		Y	3.07	3.07	S00201368	42	
20	Bryant	Michael	2017	Sophomore		Y	2.82	2.82	S00334463	29	

