Division III November Webinar

NCAA Transfer Portal
Part II: The Transfer Tracer

Susan Peal

We will begin at promptly 1:30 p.m. (EST). Please MUTE your phone and/or the audio on your computer.
Webinar Instructions

• If using a computer, click on the audio link at the top of the screen. Choose audio connection and then select call using computer. Turn off the computer video and make sure the sound is off.

• If your computer audio isn’t working, please call 1-844-621-3956 and enter access code: 806 669 804. Please mute your phone.

• The PowerPoint is posted on the Division III homepage, DIII Webinars Link, on ncaa.org.

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Agenda

• August webinar recap.
• Completing the transfer tracer.
• Searching other transfers.
• Transfer Portal resources.
• Questions.

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August Webinar Recap

  - Default setting – view (no edit) access (e.g., coaches).
  - SSO administrator must change default setting to YES for edit access (e.g., compliance administrator).

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August Webinar Recap

• Permission to Contact.
  o Compliance administrator enters the student in the transfer portal to designate if the student-athlete has permission to contact or if contact has restrictions.
  o Once the student is entered, nothing else is needed to send to other NCAA member institutions.

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August Webinar Recap

• Permission to Contact.
  o Student must have an NCAA ID for the compliance administrator to enter the student in the Transfer Portal.
  o The NCAA ID cannot be created by the compliance administrator. The student must register with the NCAA Eligibility Center for a certification or profile account. There is not a fee associated with the profile account.

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HOW DO I COMPLETE THE TRANSFER TRACER

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The transfer tracer can be completed by the compliance office at anytime or if requested by another institution. Click the ACTIVE button to open the transfer tracer.

Check to ensure the student has signed the annual NCAA Student-Athlete Statement to give consent to disclose the student’s information pertaining to NCAA eligibility.

Reason for Transfer is a drop-down list. This is not visible to other institutions and is for data research purposes.

If the student is a previous transfer, a box will appear to enter previous two or four-year institutions.

NLI information populates from the NLI Portal. If an NLI was not signed, status shows as No NLI on file.

Each time the tracer information is saved, the date and time of last update will show on each screen next to the save button.
Initial eligibility information populates from the Eligibility Center Portal.

In progress is an option if academic status is not complete. If in progress is selected, an additional question populates asking for the date your institution’s term ends.

If there are any eligibility issues that should not be disclosed on the transfer tracer, there is an option to notify other institutions to contact the compliance office.

Graduate Student Section:

If the student is intending to participate as a graduate student, confirm graduation date or expected graduation date.
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Transfer Tracer

Include all known intercollegiate participation history, including that at previously attended institutions and in-progress seasons, if applicable.

If entering previous participation prior to attendance at your institution, selections include two-year college, non-NCAA institution and a drop-down list of all NCAA member institutions.

Participation by term(s) or academic year(s) will be in list order. You can add as many rows as necessary.
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The most common transfer exceptions are listed in the transfer tracer.

If the applicable transfer exception is not listed, see the last question and include what exception applies in the comment box.

If your institution does not object to granting the one-time transfer exception, but restrictions apply for specific institutions or conferences, add the restrictions to the comment box.

Once you acknowledge your one-time transfer exception decision, the action is locked. You should not answer this until you are ready since the answer cannot be changed.

An additional question about the student’s appeal opportunity will populate if you select Yes or Yes with Restrictions to determine if the student was granted the one-time transfer exception through the appeal process.
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Transfer Tracer

Any additional information not included in the transfer tracer can be added to the comments section.

COMPLETE

When you determine that all information is final in the transfer tracer, you can click the complete transfer tracer. This will save the transfer tracer.

The transfer tracer cannot be edited after it is complete.

The complete will change to a green button once completed and will be visible in green for other institutions to know the tracer is complete.
Searching Other Transfers

When clicking on the OTHER TRANSFERS tab, the below screen will appear. You must select the specific year or all years for the customized search and then proceed with additional search/filter options.
## Transfer Portal Resources

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QUESTIONS