



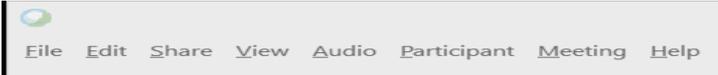
Division III November Webinar

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

- NCAA Single-Source Sign-On (SSO) Administrator – Assigning Access to the Transfer Portal.
 - 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.
 - Compliance administrator enters the student in the transfer portal to designate if the student-athlete has permission to contact or if contact has restrictions.
 - 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.
 - Student must have an NCAA ID for the compliance administrator to enter the student in the Transfer Portal.
 - 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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Transfer Tracer

Tracer Information - (Victory College) ?

General Information | Eligibility | Participation | Exceptions | Comments | Complete

Reason for Transfer: [Dropdown]

Comments

Did the student-athlete only attend a summer term or participate in preseason practice prior to initial full-time enrollment?

Yes No

Comments

Initial Full-Time Enrollment:

Any institution: [Select Term] [Select Year]

This institution: [Select Term] [Select Year]

Full-time Terms Completed: [Dropdown]

Did the student-athlete previously transfer from another collegiate institution?

Yes No

NLI Status: No NLI on file

Save General Information

Did the student-athlete previously transfer from another collegiate institution?

Yes No

Did the student-athlete use the one-time transfer exception?

Yes No

Was another transfer exception used?

Yes No

Comments

Previous Institutions

Institution	Type
Please add at least one previous institution	

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.

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Transfer Tracer

General Information **Eligibility** Participation Exceptions Comments Complete

Eligibility Center Academic Certification:

Div I	Div I Waiver	Div II	Div II Waiver
Final Qualifier	Early Academic Qualifier	Final Qualifier	Early Academic Qualifier

Eligibility Center Amateurism Certification:

Division I	Division II	Sport
Final: Certified	Final: Certified	Men's Basketball

Is the student-athlete currently in good academic standing? Yes No
Comments:

Is the student-athlete meeting all progress-toward-degree requirements? Yes No In Progress
Comments:

Would the student-athlete be academically eligible if he or she remains at the institution? Yes No In Progress
Comments:

Is the student-athlete's athletics aid renewed for the following academic year? Yes No To be determined
Comments:

Are there any eligibility issues not shown in the transfer tracer that require the institution's compliance office to be contacted? Yes No

Graduate Student

Has the student-athlete graduated from the current institution? Yes No
Comments:

Expected graduation date if student has not graduated?

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

The screenshot displays the 'Participation' tab of the Transfer Tracer system. At the top, there are navigation tabs: 'General Information', 'Eligibility', 'Participation' (selected), 'Exceptions', 'Comments', and 'Complete'. Below these, a question asks: 'Has the student-athlete participated in intercollegiate athletics (practiced and/or competed) beyond a 14 consecutive-day tryout period?' with 'Yes' and 'No' radio buttons. A 'Comments' text area is below that. The main section is titled 'Sports Participation' and contains an 'Add Participation' button. Below this is a table with columns: 'Type', 'Institution', 'Sport', 'Term(s)', 'Academic Year', 'Practice?', 'Season Used?', 'Hardship Waiver?', and 'Received Athletic Aid?'. An 'Add Participation' modal window is open, showing dropdown menus for 'Participation Type', 'Sport', 'Term(s)', and 'Academic Year', and checkboxes for 'Practice?', 'Season Used?', 'Hardship Waiver?', and 'Received Athletic Aid?'. A 'Save Participation' button is located at the bottom right of the table area.

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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Transfer Tracer

General Information Eligibility Participation **Exceptions** Comments Complete

Has the student-athlete been disqualified or suspended from the institution (as opposed to one of the institution's teams) for disciplinary reasons (as opposed to academic reasons)?
Yes No Unsure
Comments

Has the student-athlete's sport been discontinued (or publicly announced it will be dropped)?
Yes No
Comments

Has the student-athlete's academic program been discontinued?
Yes No
Comments

ⓘ Does the institution object to granting the one-time transfer exception?
Yes No Yes with Restrictions
Once comments are entered, they cannot be changed after saving.

Does the student-athlete meet the two-year non-participation exception?
Yes No
Comments

Do any other four-year transfer exceptions apply?
Yes No
Comments

Save Exceptions

The student does not have visibility of the transfer portal. Institutional decisions related to the student's transfer eligibility must be communicated directly to the student.

***** CAUTION *****
Clicking Acknowledge will lock this exception. You cannot undo this action after acknowledging.

⚠ If you are not ready to answer the one-time transfer exception, please click CANCEL. Cancelling will not answer or lock the exception.

Please contact transfer@ncaa.org if needed.

Acknowledge CANCEL

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

General Information Eligibility Participation Exceptions **Comments** Complete

Please add any additional information not included in the transfer tracer questions.

Save Comments

COMMENTS

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.

General Information Eligibility Participation Exceptions Comments **Complete**

Once you have answered all the questions in the transfer tracer and have determined that the information is final with no additional updates, you should proceed by clicking the Complete Transfer Tracer. Once you identify the tracer as complete, the information is saved and cannot be changed.

Complete Transfer Tracer

Are you sure the transfer tracer is complete?

Once you identify the tracer as complete, the information is saved and cannot be changed.

Cancel or Continue with Complete

Complete Cancel

Complete

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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.

Other Transfers -- Includes other institution's transfers

▼ Select the specific "year" or "all" to begin search

NCAA ID: First Name: Last Name: Student Record Status:

Institution: Conference: Division:

? Year: Other: R A

Select

All

2019-20

2018-19

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Transfer Portal Resources

	PERMISSION TO CONTACT	MY TRANSFERS	OTHER TRANSFERS	TRANSFER WATCH LIST	RESOURCES CONTACT US
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- [DIVISION III - Transfer Portal User Guide](#)
- [DIVISION III - What is the Transfer Portal?](#)
- [DIVISION III - Version 2.0 Permission to Contact](#)
- [DIVISION III - Coach - Transfer Portal](#)

[ALL DIVISIONS - Get Started! How to add the Transfer Portal to My Apps](#)

[ALL DIVISIONS - Version 2.0 Transfer List](#)

[ALL DIVISIONS - Version 2.0 Transfer Tracer](#)

[ALL DIVISIONS - Version 2.0 Transfer Portal Academic Year Roll-Over](#)

[ALL DIVISIONS - Transfer Portal Year Q & A](#)

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QUESTIONS

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