



STUDENT-ATHLETE HANDBOOK





2016-2017 COLLEGE COUNSELOR & ASSISTANT INFORMATION

<u>Buffalo Grove High School</u> CEEB Code 140447	Kathy Fox Kelly Martin (Assistant)	718-4067 718-4059
<u>Elk Grove High School</u> CEEB Code 141778	Paul Genovese Julie Schroeder (Assistant)	718-4441 718-4442
<u>John Hersey High School</u> CEEB Code 140097	Nancy Davis Paula Volpe (Assistant)	718-4846 718-4862
<u>Prospect High School</u> CEEB Code 143062	Diane Bourn Penny Harney (Assistant)	718-5279 718-5289
<u>Rolling Meadows High School</u> CEEB Code 143736	Robert Yerkan Carol Green (Assistant)	718-5660 718-5661
<u>Wheeling High School</u> CEEB Code 144387	John Hammond Kim Austin (Assistant)	718-7045 718-7046



Dear High School Student-Athletes:

So, you want to be a college athlete. That's great! You have spent years learning your sport, now you need to learn the process of becoming a college athlete. The National College Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) have developed systems that ensure all participating colleges and universities and their student-athletes compete on a "level playing field," and that all prospective athletes are academically eligible to participate.

This handbook has valuable information about the student athlete admissions process, including:

- Checklists for what to do each academic year
- Information on NCAA and NAIA eligibility requirements
- Sample letters to college coaches and sample athletic resumes
- Questions to ask on college visits
- Rules governing the recruitment process

You are not going to be accepted by a college, offered a scholarship or recruited by the school just by reading this material. You, the student-athlete, must take an active role in the recruitment and admissions process! Even if you think you know where you'd like to go, and you think you know the rules of the recruiting game, you can't wait for your favorite school to contact you. It may never happen. You have to make sure it happens. Unless you are a highly visible superstar in a major sport, you are not visible to recruiters and you probably will not be recruited. Recruiters may want you if they knew about you, but they do not know where you are. You may never get the chance to play if you don't act now. Your counselor, parents, coach and college counselor can help you but the ultimate responsibility rests with you. The following information will help you get on your way.

Good luck!

District 214 High School College Counselors

TABLE OF CONTENTS

What Every High School Athlete Should Know About Recruiting	1
Who are the NCAA and NAIA?	2
Eligibility:	
NAIA Eligibility	2
NCAA Division I and II Academic Eligibility Requirements	3
Qualifier, Early Qualifier, Academic Redshirt & Non-qualifier Status	6
Partial Qualifier Status	7
Walk-On Athletes	8
NCAA Division III	8
How to Complete the NCAA Eligibility Worksheets	9
NCAA Initial Eligibility Worksheets	11
Education Impacting Disabilities (EID)	13
NCAA Website Guide	14
How to Contact the NCAA Eligibility Center	15
Student/Athlete’s High School Checklist	16
The Admissions and Recruitment Process:	
Checklist for Initial Contacts with College Coaches	18
Questions To Ask Your Recruiter and Coach.....	19
Questions To Ask Players At The School	20
Sample Email from High School Athlete to College Coach	21
Sample Student/Athlete Resume	22

WHAT EVERY HIGH SCHOOL ATHLETE SHOULD KNOW ABOUT RECRUITING

Take a long hard look at the numbers below. These cold, hard facts clearly show that all college-bound athletes must think beyond their sports. Careers in sports can end abruptly. Starting spots can evaporate after only one year. College athletes can have problems with eligibility. Practice schedules are hard on grades. Some players spend more than four years trying to graduate and eventually their eligibility expires. Injuries are common. So by all means, use your athletic ability to assist in the admissions process and accentuate your college experience for as long as you can play! But from the outset you will want to keep your priorities straight: college first and sports second!

- There are **37,100** high schools in the United States
- There are **7,795,658** participants in high school athletics
- **2%** of these participants are contacted by a college coach
- **5%** of these participants actually participate in college sports
- Less than **2%** of high school athletes receive athletic scholarships
- There are over **1,093,000** high school football players and **541,000** basketball players. Each year, **288** make it to the NFL and **60** to the NBA

ESTIMATED PROBABILITY OF COMPETING IN ATHLETICS BEYOND HIGH SCHOOL				
	Men's Basketball	Women's Basketball	Football	Baseball
HS Student Athletes	541,054	433,344	1,093,234	482,629
HS Senior Athletes	154,587	123,813	312,353	137,894
NCAA Athletes	18,320	16,319	71,291	33,431
NCAA Freshman	5,234	4,663	20,369	9,552
NCAA Seniors	4,071	3,626	15,842	7,429
Drafted Athletes	47	32	255	638
% HS to NCAA	3.4 %	3.8 %	6.5 %	6.9 %
% NCAA to Professional	1.2 %	0.9 %	1.6 %	8.6 %
% HS to Professional	0.03 %	0.03 %	0.08 %	0.53 %

Estimates are based on figures from the U.S. Department of Education, National Collegiate Athletic Association, and National Federation of State High School Associations.

WHO ARE THE NCAA AND NAIA?

The National Collegiate Athletic Association, or NCAA, is a governing body for more than 1,100 colleges, universities, conferences and organizations. The NCAA has created rules to govern competition and student athletic and academic eligibility for play. The NCAA schools are divided into three divisions; Division I and II members may offer athletic scholarships, while Division III schools may not.

- 346 active Division I schools
- 307 active Division II schools
- 439 active Division III schools

The National Association of Intercollegiate Athletics (NAIA) is a governing organization for more than 250 smaller college and university athletics programs dedicated to character-driven intercollegiate programs. A list of participating colleges may be found on their website, www.playnaia.org. If you are interested in smaller schools, the NAIA has several advantages. These schools offer maximum opportunity to participate in regular season contests and national championships. The NAIA recruitment process has fewer restrictions on the contact a student-athlete and coach can make, ensuring a good academic and athletic “fit”. Plus most NAIA colleges offer athletic scholarships.

NAIA ELIGIBILITY

NAIA eligibility is very clear-cut. A student must graduate from an accredited high school and meet two of the three following requirements:

- Achieve a minimum of 18 on the ACT or 860 on the SAT (critical reading and math only). The ACT must be taken on a state or national testing date. Note that scores must be achieved on a single test; the NAIA does not “Super-score”.
- Achieve a minimum cumulative high school grade point average of 2.0 on a 4.0 scale.
- Graduate in the top half of your high school class.

Students who complete their junior year of high school with at least a 3.0 cumulative GPA on a 4.0 scale OR complete the first half of senior year with a 2.5 cumulative GPA on a 4.0 scale, plus the minimum 18 ACT or 860 SAT may receive an eligibility decision prior to high school graduation. Students who want to play NAIA sports will need to be certified by the NAIA Eligibility Center. Information on the NAIA registration process is available at: www.playnaia.org.

NCAA DIVISION I AND II ACADEMIC ELIGIBILITY REQUIREMENTS

Students who want to participate in NCAA collegiate athletics must apply to the National Collegiate Athletic Association (NCAA) Eligibility Center during junior year of high school. You can do this online following the instructions on page 15. Once registered, you should carefully monitor your eligibility through the process described below. If you have any questions on the process, see your college counselor.

To be certified by the Eligibility Center to practice, compete and receive scholarships, you must:

1) Graduate from high school.

A student must successfully complete all high school graduation requirements.

2) Complete the NCAA core courses distribution requirements.

The NCAA requires a student take four years of NCAA-approved college preparatory coursework that are distributed among core academic areas. The NCAA has changed academic core course distribution requirements several times in the last decade. It is important to work with your counselor, as you progress through high school, to be sure you are on track to complete the current requirements. Division I and II core course distribution requirements are shown below:

Core Units Required for NCAA Certification

	Division I	Division II
English Core	4 years	3 years
Mathematics Core (Algebra I or higher)	3 years	2 years
Natural or Physical Science Core (Including at least 1 year or lab science)	2 years	2 years
Social Science Core	2 years	2 years
Additional English, math, or natural/physical science	1 year	3 years
Additional Core (From any area above, foreign language or comparative religion or philosophy)	4 years	4 years
TOAL CORE UNITS REQUIRED	16	16

Students interested in NCAA Division I must have ten of the 16 required core courses completed before the start of senior year. Seven of these ten required courses completed before senior year must be in English, math or natural/physical science. The NCAA Eligibility Center will not count the repeat of any of these “locked in” courses after the start of senior year, meaning if you need to retake a course, do it early in your high school career. By the end of your eighth academic semester in senior year, you must also complete the 16 NCAA-approved core courses. Students not graduating on time or repeating coursework after graduation should refer to the NCAA website for more information: <http://www.ncaapublications.com/productdownloads/CBSA17.pdf>.

- 3) **Present a minimum required grade point average in your core courses.** Students must present a minimum GPA of 2.3 on a 4.0 scale and corresponding test score on the sliding scale shown on the next page. Those wishing to compete at the Division II level before August 1, 2018, will be asked to provide at least a 2.0 GPA on a 4.0 scale. If you enroll after August 1, 2018 the grade requirements are being raised to a 2.2 GPA on a 4.0 scale with the corresponding test score the sliding scale on page 7. Only courses that are on your high school’s “List of NCAA Approved Core Courses” can be used to calculate your NCAA minimum required GPA. See how to access this list of approved courses on page 14.
- 4) **Present a minimum SAT or ACT.** Division I requires that the SAT combined score or ACT test sum scores at least match your core-course grade point average in the sliding scale index listed on the next page. Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68 at present. After August 1, 2018, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA), as shown on Page 7. The ACT sum score is obtained by adding the sub-scores from English, Mathematics, Reading and Science. The NCAA uses only the critical reading and math sections of the SAT. Neither calculation uses writing sections of the tests. Scores must be reported directly to the NCAA Eligibility Center by the testing agencies. When you register for the ACT or SAT or send scores after the test date, be sure to list the NCAA Eligibility Center Code of 9999 to be sure the scores are directly reported. The NCAA does “Super-score” the sub-scores of the ACT and SAT. For this reason, if your eligibility is borderline, you may wish to consider sending scores from multiple test dates.

Sliding Scale for Division I Beginning Aug. 1, 2016

Core GPA	SAT	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

Qualifier Status

If you meet these eligibility requirements, you will be a Division I or Division II qualifier. This means you are eligible to practice, compete, and receive an athletics scholarship during your first year of college. You will also be eligible to play four seasons of your sport if you maintain eligibility from year to year.

Early Qualifier Status

If you meet all of the following requirements in six semesters, you will be an early academic qualifier. This allows you to practice, compete and receive athletic scholarships during your first year of enrollment:

1. Minimum SAT combined score (math plus critical reading) of 900 or a minimum ACT sum score of 75 for Division I athletics. A Minimum SAT combined score of 820 or a minimum ACT sum score of 68 for Division II athletics.
2. Division I schools require a core course GPA of 3.0 or higher in a minimum of 14 core courses. These include:
 - 3 years of English
 - 2 years of math and science
 - 2 additional years of either English, Math, or Natural/Physical Science
 - 5 additional core courses in any area
3. Division II schools require a core course GPA of 2.5 or higher in the following: 3 years of English, 3 years of math, 2 years of Natural/Physical Science and 6 other core courses.
4. A final transcript sent upon graduation showing all NCAA requirements have been met.

Academic Redshirt Status

Student athletes that do not meet these requirements may earn academic redshirt status if they completed the 16 core-course requirement, graduate from high school and meet the sliding scale minimum GPA of 2.0 on a 4.0 scale and the corresponding SAT/ACT sum score on the sliding scale. Freshmen qualifying as an academic redshirt can practice and receive athletic scholarships but not compete during the first year of college.

Non - Qualifier Status

If you do not meet early qualifier, qualifier, academic red-shirt, or partial qualifier eligibility, you will be a Non-qualifier. In Division I and Division II, a Non-qualifier cannot practice, compete or receive an athletic scholarship during their first year of school. You may be able to play and receive scholarships in later years if you can earn and maintain eligibility.

2018 Division II Competition Sliding Scale

Use for Division II beginning Aug. 1, 2018

Core GPA	SAT Verbal + Math ONLY	ACT
3.300 & above	400	37
3.275	410	38
3.250	420	39
3.225	430	40
3.200	440	41
3.175	450	41
3.150	460	42
3.125	470	42
3.100	480	43
3.075	490	44
3.050	500	44
3.025	510	45
3.000	520	46
2.975	530	46
2.950	540	47
2.925	550	47
2.900	560	48
2.875	570	49
2.850	580	49
2.825	590	50
2.800	600	50
2.775	610	51
2.750	620	52
2.725	630	52
2.700	640	53
2.675	650	53
2.650	660	54
2.625	670	55
2.600	680	56
2.575	690	56
2.550	700	57
2.525	710	58
2.500	720	59
2.475	730	60
2.450	740	61
2.425	750	61
2.400	760	62
2.375	770	63
2.350	780	64
2.325	790	65
2.300	800	66
2.275	810	67
2.250	820	68
2.225	830	69
2.200	840 & above	70 & above

2018 Division II Partial Qualifier Sliding Scale

Use for Division II beginning Aug. 1, 2018

Core GPA	SAT Verbal + Math ONLY	ACT
3.050 & above	400	37
3.025	410	38
3.000	420	39
2.975	430	40
2.950	440	41
2.925	450	41
2.900	460	42
2.875	470	42
2.850	480	43
2.825	490	44
2.800	500	44
2.775	510	45
2.750	520	46
2.725	530	46
2.700	540	47
2.675	550	47
2.650	560	48
2.625	570	49
2.600	580	49
2.575	590	50
2.550	600	50
2.525	610	51
2.500	620	52
2.475	630	52
2.450	640	53
2.425	650	53
2.400	660	54
2.375	670	55
2.350	680	56
2.325	690	56
2.300	700	57
2.275	710	58
2.250	720	59
2.225	730	60
2.200	740	61
2.175	750	61
2.150	760	62
2.125	770	63
2.100	780	64
2.075	790	65
2.050	800	66
2.025	810	67
2.000	820 & above	68 & above

Partial Qualifier Status

At present, you will be classified as a Division II “partial qualifier”, if you have not met all of the requirements listed above, but graduated from high school and meet one of the following:

- Minimum SAT combined score of 820 or ACT sum score of 68, or
- Earn a 2.00 core course GPA in the NCAA 16 core courses.

If you enroll after August 1, 2018, have not met all the Division II requirements, you can be a partial qualifier if you graduate from high school and meet all of the following standards:

- Complete the 16 required core courses
- Maintain a 2.00 GPA on a 4.0 scale.
- Earn an SAT combined score or ACT sum score matching your core course GPA on the sliding scale on the Division II partial qualifier scale shown above.

A Division II “partial qualifier” is eligible to practice with a team and receive an athletic scholarship his or her first year at a Division II school, but may not compete. The student can then play four seasons in a sport, as long as eligibility is maintained.

Walk-On Athletes

A high school athlete who is not recruited by the school and has not received a scholarship but wants to play a sport in college may be given the opportunity to “walk on”. “Walking on” means that he or she becomes a non-scholarship member of the team, is allowed to try to earn a position on the team, and may be given the opportunity to earn a scholarship at some time in the future. Walking on can be an excellent opportunity for a good athlete who is serious about his or her sport, but it requires careful planning with your counselor and your coach. If you are interested in walking on, follow this advice:

With your counselor:

- Be sure you satisfy the eligibility requirements of the NCAA. Walk-on athletes are subject to the same rules and regulations as scholarship athletes.
- Do all the preliminary planning needed to identify a possible career.
- Find the colleges that provide programs in your area of interest. Develop a list of them. If you are undecided, identify schools that provide a broad range of programs.
- Discuss the list with your counselor and parents.
- Select your top three or four schools from the list.

With your high school coach:

- Discuss your ability to participate on the college level. Be open-minded during this meeting. Remember that your coach has only your best interests in mind.
- Identify any additional schools at which you may have the chance to play. Be sure they, too, satisfy your career and educational goals.
- Contact the school(s) to secure the college coach’s permission to “walk on.”
- Complete applications, being sure to follow the admission procedures specified by the college coach.

NCAA Division III

Division III is the NCAA’s largest membership division, with more than 187,000 student-athletes and 439 member schools. Division III schools focus on striking a balance between rigorous academics, competitive athletics and the opportunities to develop other interests on campus. According to the NCAA, Division III also has the highest Academic Success Rate (ASR), with just below 90% of athletes graduating. While Division III student-athletes do not receive athletic aid, 75% of all Division III athletes receive some form of institutional merit or need-based aid. NCAA Division III does not use the NCAA Eligibility Center to certify their athletes. Instead each Division III school sets their own admissions standards. Contact your Division III College for policies on admission requirements, financial aid, practice and competition.

How To Complete The NCAA Division I & II Eligibility Worksheets

The following two worksheets have been provided to assist you with monitoring your progress in meeting the NCAA initial-eligibility standards. These worksheets are for your personal use and should not be sent to the Eligibility Center. The Center will calculate your actual core course grade point average once it has received your final transcript(s). Consult with your parents, guardians, and counselor if you have questions or need help.

STEP 1 Obtain your High School's List of NCAA-Approved Core Courses (see page 14 for instructions on downloading the list from the Internet) and a copy of your unofficial high school transcript.

STEP 2 Using your transcript, write the course title of each NCAA-Approved Core Courses, amount of credit earned and grade in the spaces provided on the following worksheet. Only include courses on the list of approved core courses. Generally, you will receive the same credit from the eligibility center as you received from your high school.

STEP 3 Determine the quality points earned for each course. Multiply the number of credits earned by the quality points for each grade. Use the following grading scale to determine your quality points:

Grade	Adv. Placement	Honors	General Education
A	5.0	4.5	4.0
B	4.0	3.5	3.0
C	3.0	2.5	2.0
D	2.0	1.5	1.0
F	0.0	0.0	0.0

Example: 1 semester with an "A" in a general education class equals 2.00 quality points (.5 units x 4 quality points)

1 semester with an "A" in an honors class equals 2.25 quality points (.5 x 4.5)

1 semester with an "A" plus 1 semester with a "B" equals 3.5 quality points ((.5 units x 4 quality points) + (.5 x 3 quality points) = 3.5 quality points)

STEP 4 To calculate your estimated core-course grade point average, simply divide the total number of quality points for all core courses by the total number of core course units completed.

Examples: 45 quality points and 13 core-course units

$45/13 = 3.462$ core-course GPA

42 quality points and 14 core-course units

$42/14 = 3.000$ core-course GPA

28 quality points and 12.5 core-course units

$28/12.5 = 2.24$ core-course GPA

STEP 5 Refer to pages 3 and 4 in this booklet to determine if your core-course GPA and test scores meet the NCAA eligibility requirements.

STEP 6 To monitor your current eligibility status, use the appropriate standards for Division I or II to determine if you are projected to meet the NCAA initial-eligibility requirements for grade point average and core-course units. If you are deficient in meeting all core-course units, which is probable since you have not completed high school, plan to enroll and complete core courses in the areas where you are deficient. In the event you complete more core-course units than required, the eligibility center will select the highest grades that satisfy the initial-eligibility requirements to calculate your core-course grade point average. Please note that even if you have more core courses than required, it is still necessary to complete the required number of core-course units in each discipline.

Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

English (4 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
✓	Example: English 9	.5		A		$(.5 \times 4) = 2$
	Total English Units					Total Quality Points

Mathematics (3 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
	Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Total Natural/Physical Science Units					Total Quality Points

Additional year in English, mathematics or natural/physical science (1 year required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Total Additional Units					Total Quality Points

Social science (2 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Total Social Science Units					Total Quality Points

Additional academic courses (4 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Total Additional Academic Units					Total Quality Points
	Total Quality Points from each subject area /			/	=	
	Total Credits = Core-Course GPA					
		Quality Points	/	Credits	=	Core-Course GPA
Core-Course GPA (16 required) 10 core courses must be completed before the seventh semester and seven of the 10 must be a combination of English, math or natural or physical science for competition purposes.						

Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

English (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		$(.5 \times 4) = 2$
Total English Units					Total Quality Points

Mathematics (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Natural/Physical Science Units					Total Quality Points

Additional years in English, math or natural/physical science (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Units					Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Social Science Units					Total Quality Points

Additional academic courses (4 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Academic Units					Total Quality Points
Total Quality Points from each subject area / Total Credits = Core-Course GPA					
	Quality Points	/	Credits	=	Core-Course GPA

Education-Impacting Disabilities

The NCAA recognizes students may have an education-impacting disability (EID), such as a learning disability, Attention Deficit Hyperactivity Disorder (ADHD) or mental health disorders. While the NCAA requires students with a documented EID to meet the same initial-eligibility standards as other students, they do provide accommodations. For instance, students may be allowed to take classes designed for students with EIDs as long as the classes appear on NCAA-approved high school course list. If a student plans on attending a Division I school and their EID documentation is approved by the NCAA Eligibility Center, they may take up to three additional core courses after graduating high school and before enrolling full time at a Division I school, as long as the student graduates high school in eight consecutive semesters after starting ninth grade. If the student plans on attending a Division II school, they may take an unlimited number of core courses after starting ninth grade and before enrolling full time at a Division II school.

Students with a documented EID, need to alert the NCAA Eligibility Center about their EID if they plan on enrolling full time at a Division I school and would like to take additional core courses after high school graduation. To document an EID with the NCAA Eligibility Center, students must submit the following material:

1. A completed NCAA Eligibility Center Registration.
2. A completed NCAA EID cover sheet.
3. A NCAA identification number, high school graduation year, permanent address and phone number.
4. Current, signed documentation of the student's diagnosis (including test data) and/or recommendations from treatment professional (e.g., medical doctor, clinical psychologist or other qualified individual).
5. Current copy of an Individualized Education Program (IEP) or Section 504 Plan. If the high school did not provide an IEP or 504 Plan, documentation is required describing the available accommodations or an explanation of why accommodations were not provided.
6. A signed Buckley Statement allowing certain individuals to review the EID and speak on the student's behalf to the NCAA. A parent or guardian who would like to discuss their son's or daughter's EID request with the NCAA must be listed on the Buckley Statement.

The Cover Sheet and Buckley Statement can be found at NCAA.org/playcollegesports. Send the EID Documents NCAA Eligibility Center EID Services P.O. Box 7110 Indianapolis, IN 46207-7110 Fax: 317/968-5100 Email: ec-processing@ncaa.org If approved, students will be notified in writing and provided with additional information about available accommodations. Information about EIDs submitted to the NCAA are not released to colleges unless the student athlete makes a specific written request.

NCAA WEBSITE GUIDE

For general information on:

- Academic Eligibility for Divisions I, II, and III
- Recruiting Policies for Divisions I, II, and III
- Information on Approved Core Courses
- Information on NCAA Initial-Eligibility
- And much more!

1. Go to www.ncaaeligibilitycenter.org/
2. Click on “Enter Here” for NCAA College-Bound Student-Athletes
3. At the top of the page, select “Resources” and then “U.S. Students”
4. Click on “Guide for the College-Bound Student Athlete”

We recommend that you print out the “Guide for College Bound Athletes” for future reference.

For a list of Your High School’s Approved Core Courses:

1. Go to www.ncaaeligibilitycenter.org/
2. Click on “Enter Here” for Student Athletes
3. At the top of the page, select “Resources” and then “U.S. Students”
4. Click on “List of NCAA Courses” in right-hand page
5. Enter Your high school’s 6-digit CEEB code listed on the inside cover of this brochure and click on “Search” below
6. You may select a specific core area or “All Subject Areas”. (Courses are listed by subject area: English, Social Science, Mathematics, Natural/Physical Science, and Additional Core Courses, which includes Foreign Language, and select Social Studies courses.)

To find which schools sponsor your sport:

1. Go to www.ncaaeligibilitycenter.org
2. Click on “Enter Here” for Student Athletes.
3. Click on “Sports” at the top of the page.
4. Page forward to find the sport you play and click on the sport name.
5. Select the NCAA Division you wish to play and a list of colleges will appear.
6. Click on the school name or conference to get further information on that school.

To Apply For NCAA Academic Eligibility:

1. Go to www.eligibilitycenter.org
2. Click on “Enter Here” for Student-Athletes.
3. Click on the cell phone to begin the registration process.
4. Enter your email address and you will be emailed a verification code. Enter the verification code and click on “submit”.
5. Follow email directions to create an account and password.
6. Complete the online form. Be prepared to:
 - Create a Password.
 - Enter a valid email address which the NCAA Eligibility Center can use to communicate with you even after you complete high school.
 - Provide basic personal information, educational background and sports participation history.
 - Pay a \$75 registration fee using a debit, credit card or e-check. If you qualify for an ACT or SAT fee waiver, there is a box on the payment page for you to check that you qualify for a fee waiver. You will be prompted to have your counselor send documentation to the NCAA Eligibility Center verifying your eligibility.
 - Both student and parent (if student is less than 18 years old) must check box certifying that they have read and understood NCAA agreement.
 - Save what you have entered every time you need to leave the system. Completing these forms does take time and you do not want to lose what you have entered.

IMPORTANT! After you have submitted your form online, go to your NCAA online task list and make sure that you click the button authorizing your high school to release your transcript. This permits your school to release transcripts to the NCAA Eligibility Center electronically. You also need to complete a transcript request form in your high school College Career Center.

How To Contact The NCAA Eligibility Center

NCAA Eligibility Center
Certification Processing
P.O. Box 7136
Indianapolis, IN 46207-7136
Toll Free (877) 262-1492
www.eligibilitycenter.org

Eligibility Center Customer Service hours extend from 10 a.m. to 6 p.m., Eastern Standard Time, Monday through Friday. The phone number is (877) 262-1492.



Student Athlete's High School Checklist

Freshman Year

- _____ Work with your counselor to be sure you take required core courses.
- _____ Work on your study habits and work hard to keep your grades high!
- _____ Start thinking about your academic goals.
- _____ Participate in high school athletic teams.
- _____ Get to know all the coaches in your sport(s).
- _____ Keep a record of athletic achievements.
- _____ Work out throughout the year for off-season conditioning.
- _____ Check with coaches about participating in any non-school lesson, camp, or clinic to be sure it falls within Illinois High School Association (IHSA) rules.

Sophomore Year

- _____ Talk to your counselor to be sure you are meeting NCAA core course requirements and that your grades are one track for NCAA eligibility.
- _____ Work hard to keep your grades high!
- _____ Think about your academic and career goals.
- _____ Participate in high school athletic teams.
- _____ Talk to your coaches about your ability and ambitions.
- _____ Keep a record of athletic achievements.
- _____ Attend college visits and college fairs to develop a preliminary list of colleges that interest you.
- _____ Work out throughout the year for off-season conditioning.
- _____ Check with coaches about participating in any non-school lesson, camp, or clinic to be sure it falls within Illinois High School Association (IHSA) rules.
- _____ Be proactive and reach out to coaches at schools you are truly interested in.
- _____ Complete the online athletic recruitment forms or send an email.

Junior Year

- _____ At the beginning of junior year, complete your NCAA registration at www.eligibilitycenter.org.
- _____ Meet with your counselor to be sure you will meet the NCAA core course requirements. During registration for senior year pick up any missing courses.
- _____ **KEEP YOUR GRADES HIGH!**
- _____ Take the ACT or SAT in the spring of junior year. Be sure to list the NCAA, #9999, as one of the places to send your scores. Take the ACT a second time if needed for academic eligibility. The NCAA does super-score the SAT or ACT.
- _____ Talk with your coach about his/her role in the recruitment process. Get a realistic assessment of which college level you can play (Division I, II or III).
- _____ Create a list of possible college choices that meet your academic and career interests.
- _____ For the schools on your college list, complete any online athletic questionnaires to gain the attention of college coaches.
- _____ Be proactive. Draft an email to college coaches expressing interest and create a sports resume to send with your note. (See pages 21 & 22 for examples)
- _____ Make college visits, including a meeting with the coach. Make sure you are aware of recruiting rules regarding campus visits.
- _____ Have an official transcript sent to the NCAA at the end of junior year.
- _____ Participate in summer sports including tournaments and summer leagues, where college coaches may spot you.

Senior Year

- _____ Make sure you have met all graduation and NCAA core courses requirements.
- _____ **KEEP WORKING ON THOSE GRADES** to meet academic eligibility and graduate on time (in eight academic semesters)!
- _____ Finalize your college choices.
- _____ Send letter of interest to college coaches with resume and season schedule.
- _____ Make sure you are aware of recruiting rules regarding campus visits.
- _____ List the NCAA, #9999, as one of the places for ACT or SAT scores to be sent.
- _____ Make sure you have applications for admission, transcripts and any needed recommendations sent to colleges you are interested in. Watch for deadlines.
- _____ Complete your amateurism certification on or after April 1st.
- _____ Talk through the pros and cons of each school with your parents and coach.
- _____ Make your final decision based on a meaningful college education, excellent career preparation, and a satisfying athletic experience – **IN THAT ORDER!**
- _____ Be sure of your final choice before signing any papers.
- _____ Let college coaches know when you are no longer interested in their school.
- _____ Thank them for their time and interest in you!!!
- _____ Send your final transcript to the college of your choice and the NCAA.

High School Athlete Checklist for Initial Contacts With College Coaches

_____ Establish a tentative list of colleges that you'd like to contact early junior year. Look for colleges that fit both your academic and athletic needs. The NCAA website list of colleges offering your sport or your college counselor can assist you. Make sure that your grades and ACT/SAT scores will allow you to be eligible academically. Your high school counselor or the worksheet in this booklet can help. Ask yourself, "If my athletic career ended the first day of practice, would I still be happy at this school?"

_____ Show your list to your coach and ask for feedback on how realistic your chances are to play at each school. Ask if he/she would be willing to make/receive contacts on your behalf. If the answer is yes, provide your coach with:

- A list of the colleges you plan to contact, including each college's coach, phone number, e-mail address, and mailing address
- Copies of the documents you are sending to each college
- A copy of your current high school transcript and sports resume

_____ Send to each college coach an email or letter of introduction from you or your high school/travel team coach, along with your athletic resume. The samples of emails/letters and resumes on pages 19 and 20, are designed to serve as guides. Work with your coach to provide statistics appropriate to your sport. You can also send a skills or game tape with this initial information. Videos can be also be uploaded as a YouTube video and sent as a link to coaches.

_____ Make sure to take the ACT and/or SAT in the spring of your junior year. Most college coaches will insist on knowing your scores before considering you.

_____ Colleges will often respond by asking you or your coach to complete an athletic questionnaire on their website. If you receive a questionnaire from a random school, take the time to fill it out! You never know when an unexpected opportunity might come your way.

_____ Keep in mind that summer sports camps and tournaments provide excellent opportunities for networking with college coaches. Just be sure that you are familiar with the rules that regulate such contact. Your coaches or counselors can provide information booklets from the various athletic associations to assist you. Not knowing the rules will not be an excuse for a recruiting violation.

Questions To Ask A College Recruiter

- Identify the role of the recruiter. Is he or she the head coach, assistant coach, an alumnus, or an admission representative? (Any assurance you are given about ability to play will carry different weight depending on whom they come from.)
- Keep your education foremost in your mind by asking about academic programs that interest you. A good recruiter is as informed about programs as an admissions person is. Ask specific questions about majors and courses in your field.
- Is tutoring or counseling available? Beware of remarks like, “Don’t worry. We haven’t lost a player yet because of academics,” which could imply that your education will be allowed to suffer before your value to the team will.
- At what level does your sport compete and are scholarships available? NCAA Division I and most Division II schools offer athletic scholarships; no Division III schools offer athletic scholarships. NAIA schools can also offer athletic scholarships.
- Ask for details about athletic scholarships? Is the athletic scholarship (or grants, as they are sometimes called) for one year? Is it renewable at the coach’s discretion? If you get benched, do you start paying your own way? How many athletes were kept on scholarship after their eligibility had expired?
- What will happen if you are placed on academic probation? Do you lose part or all of your benefits?
- What is the college’s graduation rate for athletes? How long does it take someone in your sport to earn a degree from this school? Because of heavy demands on their time, some college athletes take five years to graduate and are usually ineligible to play.

Questions To Ask A Coach

- Ask the coach about his coaching style and what he expects of his players: time commitment, behavior, appearance, and expectations for training both in and out of season. What is the conditioning program like? Decide if you can work with her or him.
- What positions does the coach see you playing? How many returning players are in the same position? How many other incoming freshmen are being recruited for this position. Will I be redshirted freshmen year? Have you seen me play? If so, how do you think my skills fit your program? This will give you a sense of how much you may play.
- What does the returning roster look like? What does this mean for the upcoming season?
- What expenses does the scholarship cover (books, meals, percent of tuition covered)? Is financial aid available for summer school? If I am injured, what happens to the scholarship? For what reasons could I lose the scholarship?
- Has drug use been an issue at your school or in your athletic program?

- When does the head coach's contract end? How long does he/she intend to stay? It is better to ask than make assumptions about how long the coach will be there. If the coach were to leave would that change your impressions of the school?
- What is the role of the assistant coach(es)?
- Most importantly, ask yourself if the school would be right for you even if you weren't competing in athletics.

Questions To Ask Of Other Players At The School

- What does your typical daily schedule look like? In-season? Off-season?
- How rigorous is your travel schedule? How does the team travel?
- How many games and tournaments do you play in a season? What tournaments do you play in?
- How many classes will I miss in a season? Am I allowed to make up classes and tests missed for in-season travel?
- Approximately how many hours a night do you study? Is there a team study hall? Are there tutors that travel with the team? What assistance is available if you have academic problems?
- Do you feel the program supports your academic needs first and then your athletic needs?
- How do you like the living arrangements? Do all team players live in the same dorm? Are you required to live on campus all four years? How are roommates chosen?
- Where does most of the team come from? What states or regions?
- Are there any unique team building activities for your team? What is your conditioning program like?
- How would you describe the coaches style?
- Were changes made to any promises once you committed/enrolled? Is the program what you expected based on your recruiting experience?
- Are athletics popular on campus? Do students turn out to watch the games?

Sample Email From High School Athlete To A College Coach

Email has become the preferred method for introducing yourself to college coaches. Having talent, playing for a travel team and attending showcases does not guarantee you will get discovered. Using email and the following tips will help:

- **Personalize each email:** College coaches receive hundreds of emails each week. If you don't take the time to personalize the email to the coach, they won't respond.
- **Include the contact information for your coaches:** If they are interested, they will contact your coach.
- **Include your basic information,** there is no need to list all your awards or statistics.
- **Let them know where you will be competing** – Second to your contact information, coaches need to know where/when they can watch you in person.

Dear Coach Smith:

I would like to introduce myself. I am currently a senior at John Hersey High School in Arlington Heights, Illinois. My cumulative GPA is a 4.2 on a 5.0 scale and my ACT composite was a 24. I am interested in <Name of the University> because <Include why you are interested in their school academically>.

I also hope to continue playing volleyball at the college level. I have followed your team's season in the Chicago Tribune and have attended two games. Your program especially interests me because <include some of your research on why their athletic program is interesting to you>.

I have played high school volleyball for four years, starting as a setter for the last three. I am 5'8" and weigh 145 pounds. I have been All-Conference for the past two years and All-State this year. I was also selected for the North All Star Team this year. I have a skills and game video, which you can find on YouTube at:

<https://www.youtube.com/watch?v=ScyWogNjNvQ&feature=youtu.be>

My jersey number is #10 in the light-colored uniforms and #1 on dark uniforms. Also included is a schedule of our 2016-17 volleyball season and my travel team's tournament schedule. My coach's name is Mary Jones. Her contact information is included on the attached athletic resume. She would welcome your calls or emails.

Please let me know if there is additional information that my coach or I can provide. Thank you for your time. I look forward to hearing from you.

Sincerely,

Amy Athlete

Sample Student-Athlete Resume

AMY ATHLETE

Volleyball Information

1225 Any Street, Any Town, Any State 81234
Telephone: (500) 111-1111 or (500) 222-2222
Aathlete3456@stu.d214.org

Coach: Mary Jones
1010 Training Avenue
Any Town, Any State 12345
Telephone: (847) 123-4567
E-mail: mjones@emailprovider.net

High School: John Hersey High School
1900 East Thomas Street
Arlington Heights, Illinois 60004
(847) 718-4800

Volleyball Division: Class 4A (Highest level within the State)

Position: Setter

Jersey: #1 Dark/#10 Light

Offense Used: 5-1 Offense

Years Starting Varsity: 3 years

Awards/Honors: Best Setter (2014, 2015, 2016)
Most Valuable Player (2016)
All Conference (2015, 2016)
All State (2016)

Experience: AAU Volleyball (2015, 2016)
Coed Power Outdoor & Indoor Tournaments (2014-15)
Aspen Volleyball Camp (2015, 2016)
Any University Summer Camp (2015)

Height: 5'8"
Weight: 145 lbs.
Vertical: 23"
GPA: 4.74 on 5.0 scale

We would like to thank:

The NAIA

The NCAA

The Digest of Education Statistics

The National Federation of State High Schools Associations