

ACS Athletics Compliance Update

Athletics – Registrar Eligibility Forms/Process – AY2018/19

Purpose

- All rosters in one centralized location – accessible by Registrar and Athletic Compliance
- Link academic, athletic and sport medicine data
- Track roster numbers from pre-season thru CCIW certification
- Streamline roster additions and deletions
 - o Minimize use of email to report changes in rosters
- Minimize use of email to report eligibility concerns
- Ensure review of student-athletes on roster by coaches and Registrar
- Accurate certification date tracking
- Report functionality allows for easy to pull rosters and form data
- Allow for simple download and upload of documents to Feith document imaging system
- Archive ability

New Eligibility Forms

Eligibility Certification

Location in Forms Library: Carroll Compliance 2018/19

Late Roster Addition

Location in Forms Library: Carroll Staff

Late Roster Deletion

Location in Forms Library: Carroll Staff

Resources

Registrar:

Hannah Sanidas | hsanidas@carrollu.edu | 262-524-7210
Kristin Schneider | kaschnei@carrollu.edu | 262-524-7209
Nancy Ferguson | nferguso@carrollu.edu | 262-524-7575
Athletic – Registrar Email | regathletic@carrollu.edu

ACS Athletics Help Desk:

https://helpdesk.acsathletics.com/hc/en-us?flash_digest=b77948e11c2151e6b350c38378fa17a2cfee2df

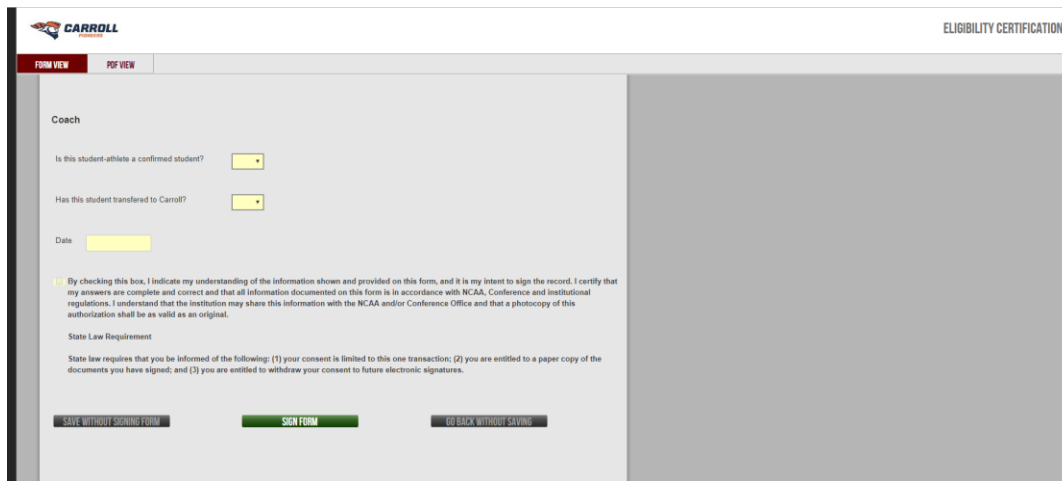
Process – Eligibility Certification

Student - Athlete

1. The student – athlete is added to your roster in ACS and is notified of forms to be completed; to include new **Eligibility Certification** form.
2. Student- athlete will complete all sections of form and submit.

Coach

3. Head Coach (Sport Administrator) will receive email that student – athlete has completed form. Completed form will be available to coach under FORMS – MY FORMS.
4. Coach will complete and submit:



Eligibility Certification

5. Registrar will receive email that coach has completed form.
6. Student-athlete eligibility will be reviewed and approved/denied
 - a. Issues/questions/concerns regarding form or certification will be made through ACS. Registrar will “not approve” form and send back with comments to necessary party for review when applicable.

Other Reviewers

7. FAR – Faculty Athletic Representative: will receive email that student-athlete has been cleared to participate and will review and sign/reject form.
8. AD – Director of Athletics: will receive email that student-athlete has been cleared to participate and will review and sign/reject form.

Each student-athlete will complete the form and each form will need all the above signatures

Important Dates

- August 1: Fall sport rosters due in ACS
- August 15: Spring sport rosters due in ACS
- September 15: Winter sport rosters due in ACS

Late Roster Additions/Removals – ****Coach will initiate this form****

After initial roster is uploaded into ACS (after the due date), additions and removals to that roster will be completed through two ACS forms initiated by the coach:

1. Late Roster Addition ****Note that this form does not replace the Eligibility Certification form**
 - a. Coach will start, complete, and sign form
 - b. Form will go to Sports Medicine for review/signature
 - c. Form will go to Eligibility Certification
 - i. Roster Addition form will not be signed and completed by Registrar until Eligibility Certification form is completed by all parties and student-athlete is clear to participate
 - ii. Issues/questions/concerns regarding form or certification will be made through ACS. Registrar will not approve form and send back with comments to necessary party for review when applicable.

CARROLL STATE UNIVERSITY LATE ROSTER ADDITION

FORM VIEW PDF VIEW

Late Roster Addition

Coaches: Please submit this form for each student-athlete that will be joining your team after the roster due date. The student-athlete may not practice or compete until approval has been granted by all necessary parties through the Eligibility Certification form.

Sport:

Student-Athlete Last Name:

Student-Athlete First Name:

ID Number:

Student-Athlete Email Address:

Is this a transfer student?


If yes, please list previous institution(s):

Coach Comments:

Coach Signature

2. Late Roster Deletion

- a. Coach will start, complete, and sign form
- b. Form will go to Sports Medicine for review/signature
- c. Form will go to Eligibility Certification
 - i. Season will be removed from CX and reported to CCIW
 - ii. If this form is completed after your **FIRST DATE OF COMPETITION**, you will be asked to provide proof that the student-athlete did not trigger a season per NCAA guidelines
- d. Form will go to AD for review and sign/reject form

LATE ROSTER DELETION

FORM VIEWPDF VIEW

Late Roster Deletion

Coaches: Please submit this form for each student-athlete that should be removed from your roster after the due date.

Sport:

Student-Athlete Name:

ID Number:

Date of deletion?

Reason?

If other, please explain:

Coach Comments:

Coach Signature

By checking this box, I indicate my understanding of the information shown and provided on this form, and it is my intent to sign the record. I certify that my answers are complete and correct and that all information documented on this form is in accordance with NCAA, Conference and institutional regulations. I understand that the institution may share this information with the NCAA and/or Conference Office and that a photocopy of this authorization shall be as valid as an original.

State Law Requirement