

**TRANSFER PORTAL VERSION 5.0**

**AVAILABLE AUGUST 1, 2022**

## NOTIFICATION OF TRANSFER – UPDATED QUESTION

What date did the student request notification of transfer (Division I / Division II) or permission to contact (Division III)?

(Please include any transfer exception that applies to this student in the transfer tracer exception section)

mm/dd/yyyy

**SELECT DATE ON POP-UP CALENDAR**

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10
Clear						

**REPLACES THIS QUESTION**

Did the student meet the notification of transfer deadline?  
(Only applies to DI and DII sports to determine eligibility for the one-time transfer exception)

## TRANSFER TRACER – GENERAL INFORMATION SECTION

**COMPLIANCE ADMINISTRATORS WILL NO LONGER ENTER THE STUDENT'S REASON FOR TRANSFER IN THE TRACER. THIS QUESTION IS REMOVED FROM THE GENERAL INFORMATION SECTION.**

Reason for Transfer:

Comments

## TRANSFER TRACER – ELIGIBILITY SECTION

### UPDATED AND ADDITIONAL QUESTION FOR DIVISION I FOOTBALL (FBS/FCS)

Did the student-athlete earn nine credits and the APR eligibility point during the most recent fall term?

**NEW QUESTION**

Has the student previously used the one-time, 9 hour exception to compete in the first four games of a football season?

Yes No In Progress Not Applicable

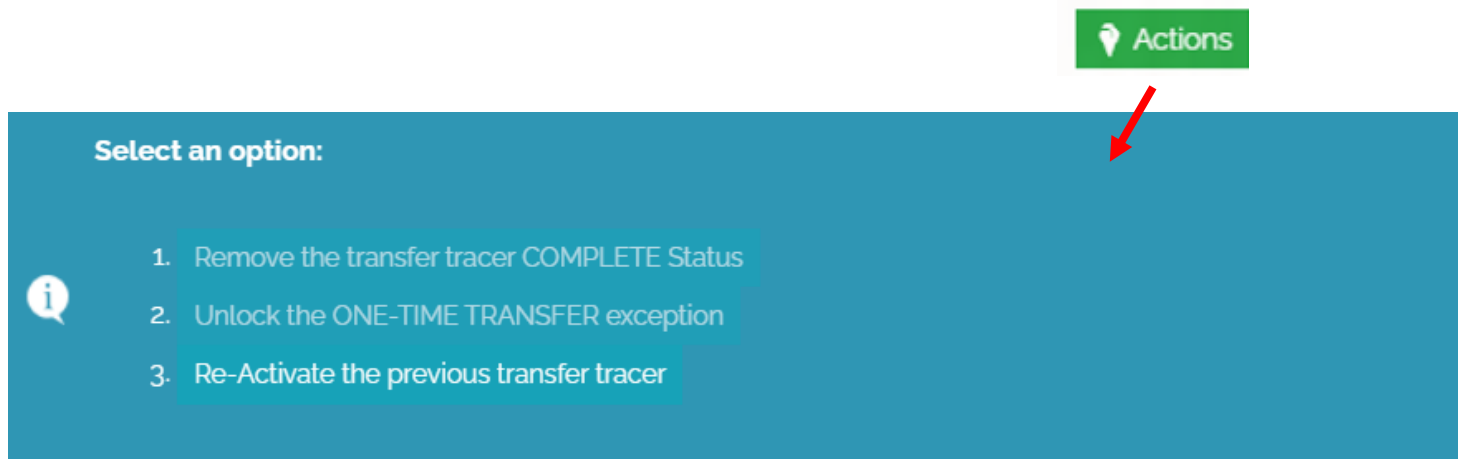
**UPDATED SELECTION**

Yes No In Progress Not Applicable

# REACTIVATED TRANSFER TRACER

TRACER REACTIVATION IS AN OPTION IF A STUDENT IS ENTERED AGAIN IN THE TRANSFER PORTAL AFTER BEING WITHDRAWN.

- THE STEP TO REACTIVATE THE TRACER CAN ONLY OCCUR BY OPENING THE STUDENT'S NEW ACTIVE RECORD.
- THIS OPTION IS LOCATED BY CLICKING THE ACTIONS BUTTON.
- UPDATES TO THE TRACER CAN OCCUR AFTER THE REACTIVATION OF THE TRACER.



REACTIVATED DATE AND TIME SHOWN ON THE TRANSFER TRACER



Tracer Reactivated: 11/22/2022 10:48 AM

THE TRACER WILL NEED UPDATED WITH ANY NEW INFORMATION ONCE THE STUDENT HAS ENTERED THE TRANSFER PORTAL AGAIN. IT IS IMPORTANT TO CHECK THE TRACER TO ENSURE THE STUDENT'S INFORMATION HAS BEEN REACTIVATED.

PLEASE NOTE, THIS REACTIVATION IS FOR THE TRACER ONLY, YOU STILL HAVE TO ENTER THE STUDENT-ATHLETE'S NOTIFICATION OF TRANSFER AND THEN YOU CAN REACTIVATE THE PREVIOUS TRANSFER TRACER ASSOCIATED WITH THE STUDENT-ATHLETE.

# SEXUAL VIOLENCE POLICY CONTACT

## SEXUAL VIOLENCE POLICY CONTACT ADDED TO INSTITUTIONAL CONTACTS.

- YOU WILL NEED TO ADD THE SEXUAL VIOLENCE POLICY CONTACT TO THE NCAA MEMBERSHIP DIRECTORY STARTING AUGUST 1 FOR THE CONTACT TO SHOW IN THE TRANSFER PORTAL. THE TRANSFER PORTAL CONTACT AND THE SENIOR COMPLIANCE ADMINISTRATOR WILL STILL BE SHOWN IN THE INSTITUTIONAL CONTACTS.
- REMINDER: PLEASE KEEP YOUR NCAA MEMBERSHIP DIRECTORY UPDATED SINCE THE CONTACTS WILL ONLY SHOW IN THE TRANSFER PORTAL IF IDENTIFIED IN THE NCAA MEMBERSHIP DIRECTORY.

PLEASE NOTE, THERE ARE NO NEW QUESTIONS IN THE TRANSFER TRACER RELATED TO THE SEXUAL VIOLENCE POLICY OR DISCLOSURE. YOU CAN REFER TO THE NCAA BOARD OF GOVERNORS POLICY ON CAMPUS SEXUAL VIOLENCE FAQ LOCATED ON NCAA.ORG FOR YOUR QUESTIONS.




### Victory College Contacts

#### Transfer Portal Contact

**Paul Portal**

Email: [pportal@victory.edu](mailto:pportal@victory.edu)  
Phone: 555-555-5554

[Email Paul](#)   [Email Paul to complete tracer](#)



#### Senior Compliance Administrator

**Bee N. Compliance**

Email: [bncompliance@victory.edu](mailto:bncompliance@victory.edu)  
Phone: 555-555-5555

[Email Bee](#)   [Email Bee to complete tracer](#)

#### Sexual Violence Policy Contact

**Tim Transfer**

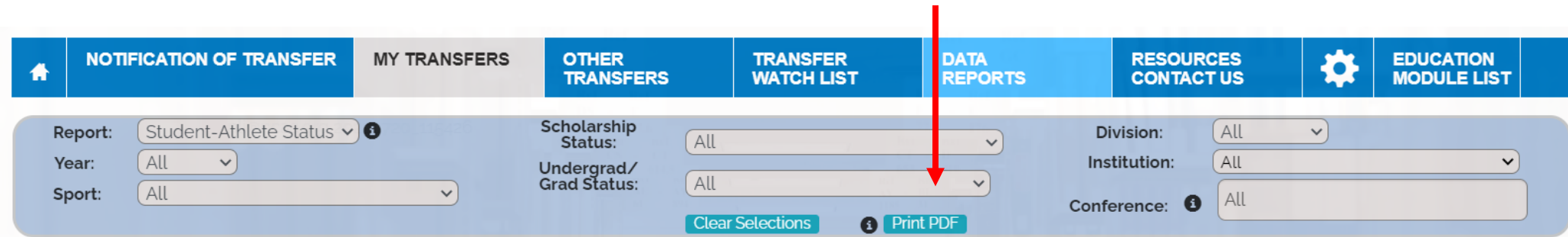
Email: [ttransfer@victory.edu](mailto:ttransfer@victory.edu)  
Phone: 555-555-5556

[Email Tim](#)

# DATA REPORTS – PRINT OPTION

THE PRINT PDF BUTTON APPEARS ONCE SELECTING A REPORT.

- TO ENSURE ALL DATA IS VISIBLE IN THE PDF, YOUR SCALE MAY NEED ADJUSTED IN THE PRINT PREVIEW SINCE THIS IS COMPUTER SPECIFIC.



The screenshot shows a navigation bar with the following tabs: HOME, NOTIFICATION OF TRANSFER, MY TRANSFERS, OTHER TRANSFERS, TRANSFER WATCH LIST, DATA REPORTS, RESOURCES CONTACT US, and a settings gear icon followed by EDUCATION MODULE LIST. The DATA REPORTS tab is selected. Below the navigation bar is a filter section with the following fields:

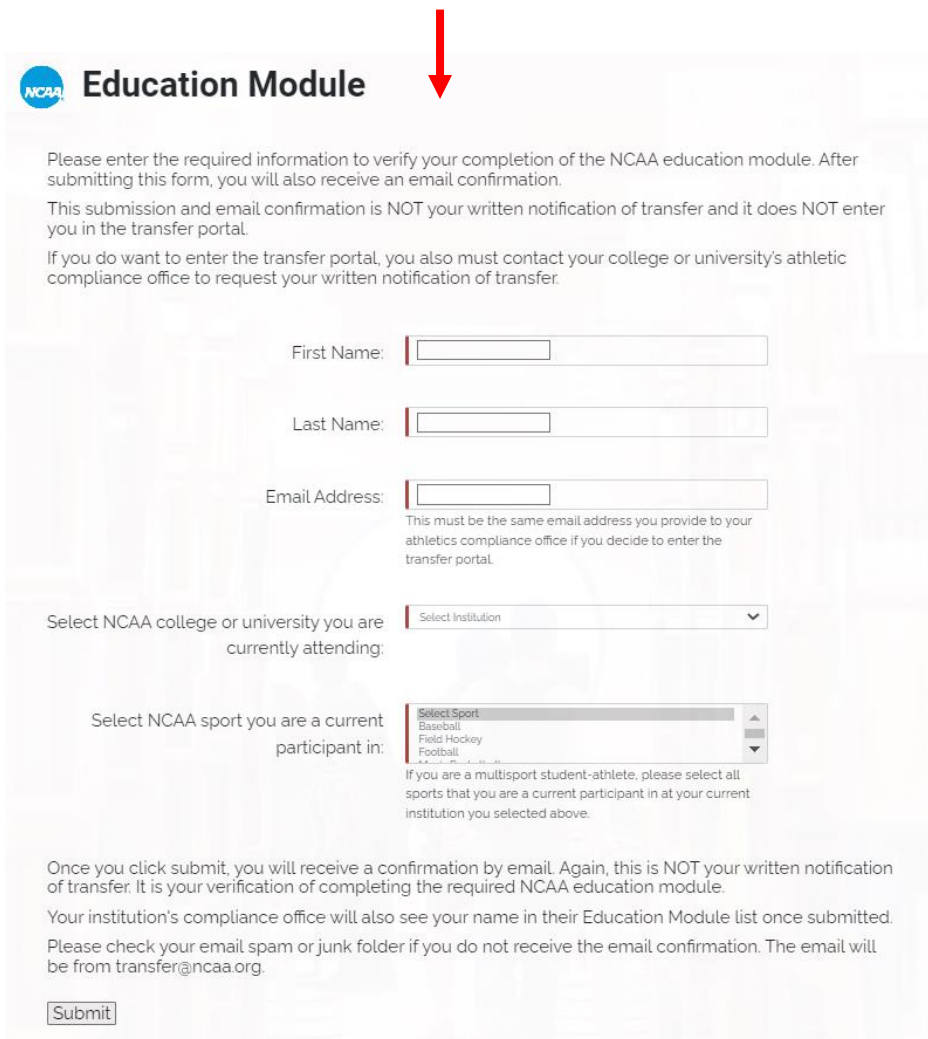
- Report: Student-Athlete Status (dropdown menu with an info icon)
- Year: All (dropdown menu)
- Sport: All (dropdown menu)
- Scholarship Status: All (dropdown menu)
- Undergrad/Grad Status: All (dropdown menu)
- Division: All (dropdown menu)
- Institution: All (dropdown menu)
- Conference: All (text input field with an info icon)

At the bottom of the filter section are two buttons: "Clear Selections" and "Print PDF". A red arrow points from the top of the "Print PDF" button to the "Undergrad/Grad Status" dropdown menu.

# EDUCATION MODULE WORKFLOW – DIVISION I AND II SPORTS

**WORKFLOW VERIFICATION ADDED TO CHECK STUDENT-ATHLETE COMPLETION OF REQUIRED EDUCATION.**

- **STUDENT-ATHLETE CLICKS A LINK AT THE END OF THE ONLINE EDUCATION MODULE ON NCAA.ORG AND COMPLETES THE FORM TO CONFIRM COMPLETION OF THE EDUCATION MODULE.**



**NCAA Education Module**

Please enter the required information to verify your completion of the NCAA education module. After submitting this form, you will also receive an email confirmation.

This submission and email confirmation is NOT your written notification of transfer and it does NOT enter you in the transfer portal.

If you do want to enter the transfer portal, you also must contact your college or university's athletic compliance office to request your written notification of transfer.

First Name:

Last Name:

Email Address:   
This must be the same email address you provide to your athletics compliance office if you decide to enter the transfer portal.

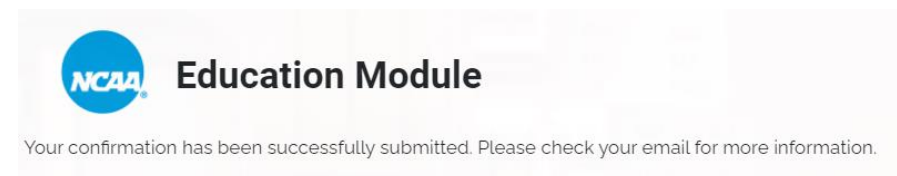
Select NCAA college or university you are currently attending:

Select NCAA sport you are a current participant in:   
If you are a multisport student-athlete, please select all sports that you are a current participant in at your current institution you selected above.

Once you click submit, you will receive a confirmation by email. Again, this is NOT your written notification of transfer. It is your verification of completing the required NCAA education module.

Your institution's compliance office will also see your name in their Education Module list once submitted.

Please check your email spam or junk folder if you do not receive the email confirmation. The email will be from transfer@ncaa.org.



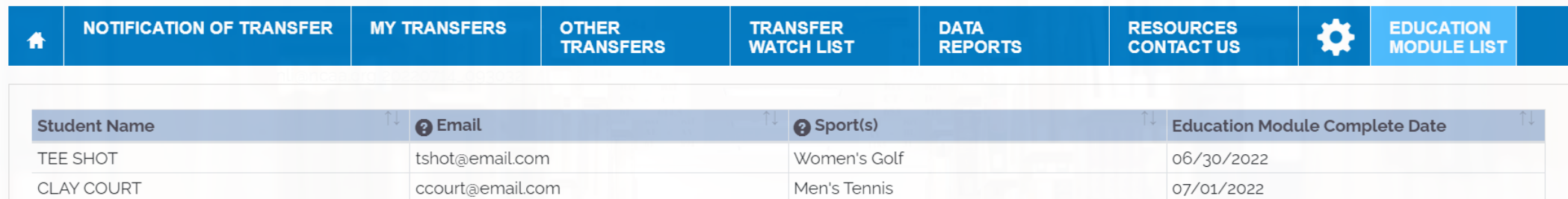
**SUCCESSFUL  
SUBMISSION**

**=**

**STUDENT-ATHLETE EMAIL NOTIFICATION  
AND  
TRANSFER PORTAL WORKFLOW**

# EDUCATION MODULE WORKFLOW – DIVISION I AND II SPORTS

**A NEW TAB WILL SHOW IN THE TRANSFER PORTAL FOR EDIT USERS ONLY**



The screenshot shows the Transfer Portal navigation bar with the following tabs: Home, Notification of Transfer, My Transfers, Other Transfers, Transfer Watch List, Data Reports, Resources Contact Us, and Education Module List. A red arrow points down to the Education Module List tab. Below the navigation bar is a table titled 'Education Module List' with the following columns: Student Name, Email, Sport(s), and Education Module Complete Date. A red arrow points up to the table. The table contains two rows of data:

Student Name	Email	Sport(s)	Education Module Complete Date
TEE SHOT	tshot@email.com	Women's Golf	06/30/2022
CLAY COURT	ccourt@email.com	Men's Tennis	07/01/2022

**STUDENT-ATHLETES WHO COMPLETED THE EDUCATION MODULE WILL SHOW IN THE EDUCATION MODULE LIST. ONLY YOUR INSTITUTION'S STUDENT-ATHLETES WILL APPEAR IN YOUR LIST.**

- **A STUDENT-ATHLETE IN THE EDUCATION MODULE LIST DOES NOT MEAN THE STUDENT-ATHLETE REQUESTED NOTIFICATION OF TRANSFER. THIS SIMPLY MEANS THE STUDENT-ATHLETE COMPLETED THE REQUIRED EDUCATION.**
- **INSTITUTIONS MAY HAVE PREVIOUSLY REQUIRED STUDENT-ATHLETES TO UPLOAD THE PRINTED CERTIFICATE INTO AN INSTITUTIONAL WORKFLOW. ALTHOUGH THE PRINTED CERTIFICATE WILL NO LONGER BE AVAILABLE STARTING AUGUST 1, THE STUDENT-ATHLETE DOES RECEIVE AN EMAIL CONFIRMATION THAT INSTITUTIONS COULD HAVE THE STUDENT-ATHLETE UPLOAD AS AN ADDITIONAL STEP IF DESIRED.**

**UPDATED TRANSFER PORTAL RESOURCES  
AVAILABLE AUGUST 1, 2022**