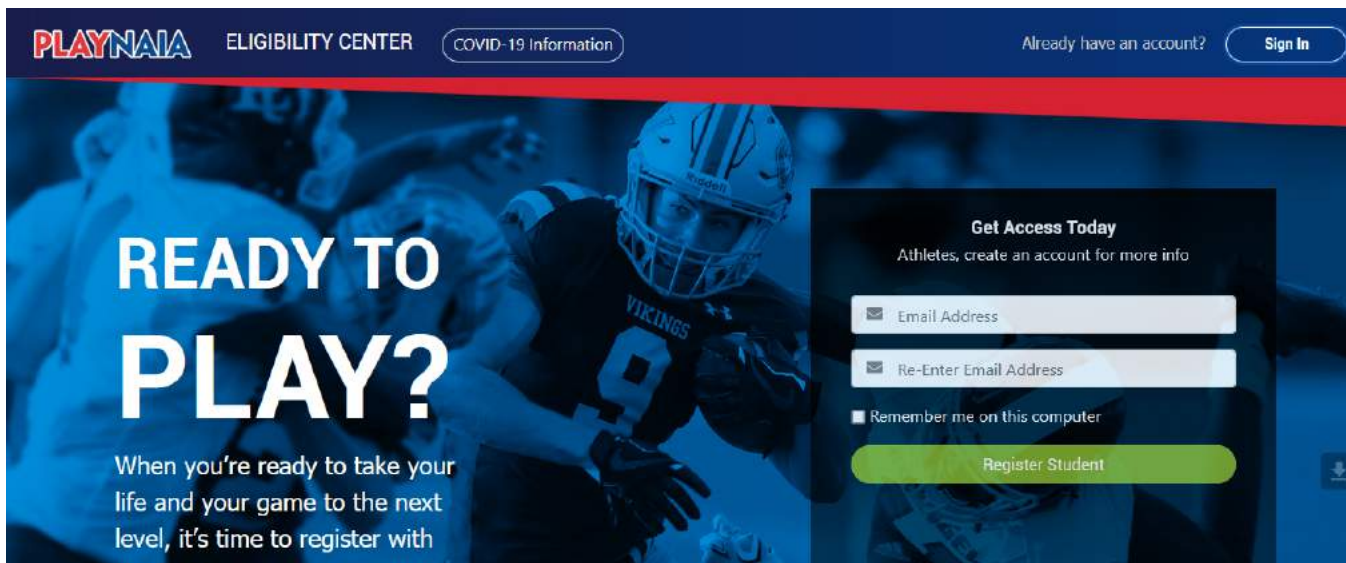


PLAYNAIA

AN OUAZ STUDENT-ATHLETE GUIDE



A Step by Step Guide

The first step to becoming an eligible student-athlete at any NAIA institution starts with the PlayNAIA Eligibility Center.

This brochure will help you through the process by answering frequently asked questions and creating clarification for the process of completing tasks.

As an OUAZ student-athlete, your coach is the first person you should go to for support and assistance through this process. However, it is important to note, that the process of completing tasks, ordering transcripts and ultimately receiving your determination is YOUR RESPONSABILITY.

For any other questions about the eligibility process please visit www.ouazcompliance.com. Remember, your NAIA determination is only HALF of the eligibility puzzle.

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My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

Current Tasks (1)

Completed Tasks (2)

Decision Details

Resources

Register to Play

Complete student registration and pay

Assigned On:

05/27/2019 10:41 PM

Assigned To:

Student-Athlete

1. REGISTER TO PLAY

Once you have signed up with the eligibility center the first step is to register to play.

This is where you will enter your information and ALL the sports you intend to participate in.

RULE OF THUMB: Always add more sports that you think you might actually participate in.

If you are a track and field athlete you need to select BOTH INDOOR AND OUTDOOR track and field.

Pay or Resend Fee Waiver Request

Your fee waiver request has expired. Please either pay via credit/debit card or request a fee waiver extension to be sent to your school.

Assigned On:

05/27/2019 10:41 PM

Assigned To:

Student-Athlete

2. PAY THE FEE

You will need to pay a fee for your records to be processed, reviewed and a determination made for your eligibility.

To use the fee waiver you need to meet one of three criteria:

1. Qualified for reduced price or free school lunches
2. Has your ACT/SAT test score waived
3. Qualify for at least \$4,500 in federal pell grants for the current academic year

If you qualify for #1 or #2 you should complete the fee waiver on your PlayNAIA profile. The NAIA will send an email to your High School to verify the criteria.

It is your responsibility as the student, and in your best interest, to follow up with your HS to make sure they have received the request from the NAIA and respond to the waiver. If your HS cannot confirm the waiver, you still want them to respond no so that your profile can move ahead and not get stuck.

If you meet #3, DO NOT COMPLETE THE FEE WAIVER ON THE PLAYNAIA WEBSITE. Instead go to OUAZcompliance.com, scroll to the bottom of the page and complete the form to request a fee waiver to be sent from the OUAZ financial aid office. The fee waiver is sent through physical mail so please give it at least a week to be processed, sent and then processed at the NAIA.

My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

Current Tasks (1) Completed Tasks (2) Decision Details Resources

Complete Your Profile
Complete student profile

Assigned On:
12/27/2020 08:32 PM

Assigned To:
Student-Athlete

3. COMPLETE YOUR PROFILE

This incomplete task will appear once you have paid the fee or your fee waiver has been confirmed.

Be sure to include the most accurate information.

If you have attended any college at any time (even through your HS) you need to include it under the college history information.

If you have been at OUAZ for one semester or more you will need to include OUAZ as part of your college history.

Approve Short List Access from OTTAWA UNIVERSITY (AZ)
A representative from OTTAWA UNIVERSITY (AZ) has added you to their short list (recruit list). Before they can view your academic details or incomplete tasks you must approve their access. Denying their request will prevent them from seeing your profile.

Assigned On:
05/27/2019 10:41 PM

Assigned To:
Student-Athlete

4. APPROVE THE SHORTLIST

The order the events for eligibility is the following:

1. Register with the PlayNAIA
2. Complete an OUAZ Check Sheet
 - a) Notify your coach that you've registered with the NAIA so they can add you to the shortlist
3. Send Official Records

Once your coach has added you to the shortlist/roster you will have an incomplete task that looks like the above. Simply click to accept the shortlist request.

This step is important because once you receive your determination your coach and the director of compliance will need to review your full determination. We can only do this once the shortlist has been approved.

My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

<u>Current Tasks (1)</u>	Completed Tasks (2)	Decision Details	Resources
Send ACT/SAT Scores You must request that your test scores be sent directly from the testing service using our code: 9876.			
Send College/University Transcript from William Carey University Upload College Transcript			

5. SEND OFFICIAL RECORDS

Be sure to check your profile daily to make sure you are taking care of all incomplete tasks.

It is YOUR responsibility to order transcripts and have them sent from institutions to the NAIA. The incomplete task may say that it is assigned to the registrar contact, but that just means that the registrar will be the one to send the file. YOU must order the transcripts.

Test scores must be sent OFFICIALLY to the NAIA using the code **9876**. In some cases students will have taken their SAT/ACT through their High School. If you don't know your login to the ACT or SAT website you will need to reach out to your HS for guidance on how to order those official test scores.

 Final InCred Evaluation A completed InCred evaluation is required.			

INTERNATIONAL STUDENTS

If you are an international student, all your international transcripts will need to go through the InCred system. This needs to be done through the InCred website.

Once InCred has evaluated your transcripts/documents they will attach that file to your PlayNAIA profile.

So if you see this incomplete task, just be sure to submit all documentation through the InCred website.

When choosing an InCred evaluation, freshman should choose the BASIC evaluation while college transfers should choose the Course-by-Course option.

My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

Current Tasks (1)	Completed Tasks (2)	Decision Details	Resources
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Awaiting Athletic Tracer Response from South Mountain Community College (Maricopa CCCD)
Complete athletic tracer for South Mountain Community College (Maricopa CCCD)

Completed On:
07/01/2021 11:47 AM

Assigned To:
Compliance Contact

6. ATHLETIC TRACERS

If you have participated at another institution before transferring to OUAZ, the NAIA will send an athletic tracer to your previous institution(s) to verify the seasons of competition.

You cannot receive your full determination until the previous institution responds to this athletic tracer. It is sent in an email to a member of the administration either of the college or the athletic department.

It is not your responsibility to complete the tracer, but it is in your best interest to follow up with the institution (politely!) to verify that they have received the email and are in the process of completing the tracer.

Reply to Questions
Fill out the questionnaire and send back to the Analyst

Assigned To:
08/17/2020 01:51 PM

Assigned To:

7. QUESTIONNAIRES

Sometimes the NAIA needs more information and will request that you complete a questionnaire.

This falls under why it is so important to check your profile regularly! The NAIA will email you a notification to complete this task and they will give you 30 days to do so.

If you do not complete the request before the deadline, PlayNAIA can place your profiles as inactive. That means that we need to restart an application for you and you will be required to complete the information again.

CANCELED APPLICATIONS

Students who register with the eligibility center but then do not engage with the process will have their applications **cancelled** on the following dates, annually.

Students whose applications have been cancelled or have previously received a decision and need a new one, will need to take steps to reapply. In order for students to reapply, the NAIA institution will need to start a new application. Once the new application has been started, students will need to login, update their information and resubmit the new application on their profile. Students may need to make an additional payment if their student type has changed since their last application was filed.

October 1

- Term for determination is the fall term of the current year,
- Registered for fall sport(s) only,
- Have not completed a task since September 1 of the current year, and
- Are not yet in line for review.

December 1

- Term for determination is the fall term of the current year and
- Are not yet in line for review.

April 1

- Term for determination is the spring or winter term of the current academic year
- Have not completed a task since March 1 of the current year, and
- Are not yet in line for review.

June 1

- Term for determination is the spring term of the current year and
- Are not yet in line for review.

RECEIVING YOUR DETERMINATION

When you have received your determination, either eligible or not-eligible, it is important that you notify your coach!

Remember, receiving your NAIA determination is only half of the process. You are still considered NOT-ELIGIBLE when you receive your NAIA determination.

The screenshot shows the PLAYNAIA ELIGIBILITY CENTER interface. At the top, there is a navigation bar with 'PLAYNAIA ELIGIBILITY CENTER' on the left and 'NAIA.org', 'Home', 'Account', and 'Directories' on the right. Below the navigation bar, a student's profile information is displayed: 'Student-Athlete Name', 'ECID#: 805180', 'DOB: 10/14/2002', 'Country: United States', 'Ready: 06/24/2021', 'Estimated Decision: Decision Complete', and 'Status: Decision Complete'. The 'Status: Decision Complete' text is circled in red. Below the profile information, there is a progress bar with four segments: 'REGISTRATION' (checked), 'PROFILE' (checked), 'DOCUMENTATION' (checked), and 'FALL 2021 ELIGIBILITY' (checked). A yellow flag icon is visible on the right side of the progress bar.

COMPLETED TASKS

As you complete tasks they will be moved into the "completed tasks" tab. This is also where you can see which documents have been attached to your profile.

PLAYNAIA ELIGIBILITY CENTER COVID-19 Information
NAIA.org | Home | Account | Directories

Student-Athlete Name ECID#: 805180 DOB: 10/14/2002 Country: United States Ready: 06/24/2021 Estimated Decision: Decision Complete Status: Decision Complete

REGISTRATION

PROFILE

DOCUMENTATION

FALL 2021 ELIGIBILITY

My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

⚠ Wait In Line
 You are currently in line to receive your eligibility decision. No further action from you is necessary at this time.

Current Tasks (0)
Completed Tasks (6)
Decision Details
Resources

Register to Play
Complete student registration and pay

Completed On:
06/01/2021 04:20 PM

Assigned To:

Complete Your Profile
Complete student profile

Completed On:
06/21/2021 09:33 AM

Assigned To:

Send High School Transcript from RICHMOND R-XVI HIGH SCHOOL
Your official high school transcript is required. If you have graduated, your final class rank upon graduation is also needed.

Completed On:
06/24/2021 12:22 PM

Assigned To:
Administrator Contact

Send ACT/SAT Scores
You must request that your test scores be sent directly from the testing service using our code: 9876.

Completed On:
06/24/2021 12:31 PM

Assigned To:

Send College/University Transcript from Missouri Western State University
Upload College Transcript

Completed On:
06/24/2021 12:31 PM

Assigned To:
Registrar CONTACT

Approve Short List Access from OTTAWA UNIVERSITY (AZ)
A representative from OTTAWA UNIVERSITY (AZ) has asked you to their short list (prelim list). Before they can view your academic details or complete tasks you must approve their access. Denying their request will prevent them from seeing your profile.

Completed On:
07/01/2021 12:54 PM

Assigned To:

STUDENT DOCUMENTS

DOCUMENT	DATE RECEIVED	DOCUMENT TYPE	DOCUMENT SOURCE	ASSOCIATED SCHOOL	GPA	CLASS RANK
2021062412...	6/24/2021	High School Transcript - Senior Year Final	Upload	HIGH SCHOOL	3.69	26

[Refresh Student Documents](#)

HELPFUL TIPS

CURRENT TASK ASSIGNED

Don't know what you need to do to get an eligibility determination? Check your Activity List to see what's still needed.

ELIGIBLE DETERMINATIONS

Below you will see an example of an ELIGIBLE determination. By clicking on the "decision details" tab you can view your full determination which includes the first semester that you could compete in, seasons of competition charged, terms of attendance charged, and all requirements met.

Be sure to print this page and keep it for your records!

If you receive a NOT-ELIGIBLE determination, be sure to communicate with your coach. Your Coach will be the one to ask the director of compliance to process an appeal if necessary.

PLAYNAIA ELIGIBILITY CENTER COVID-19 Information NAA.org Home Account Directories

Student-Athlete Name ECID#: 805180 DOB: 10/14/2002 Country: United States Ready: 06/24/2021 Estimated Decision: Decision Complete Status: Decision Complete

REGISTRATION PROFILE DOCUMENTATION FALL 2021 ELIGIBILITY

My Activity List

Welcome to your PlayNAIA dashboard! Not sure what you still need to do to get an eligibility determination? Check your Activity List below to see what's still needed.

- Wait in Line**
You are currently in line to receive your eligibility decision. No further action from you is necessary at this time.
- No Action Necessary**
No action is currently necessary.

Current Tasks (0) Completed Tasks (6) **Decision Details** Resources

[View Full Details](#)

ECID#805180

Decision Post Date: 6/24/2021

Term for Decision: Fall 2021

Football: Eligible

Seasons of Competition: 4 seasons remaining / 0 seasons used

Terms of Attendance: 10 semesters remaining / 0 semesters used [Details](#)

Freshman Requirements: Met [Details](#)

NOTICES

NOTICE	DESCRIPTION
1-Nine Institution Credit Hours	You must pass at least 9 institutional credit hours during your first term of attendance to maintain eligibility entering your second term.
2-FT Enrollment	Applicable based on full-time enrollment at an NAAIA institution listed.
3-Institution/Conference eligibility and admission requirements	Per NAAIA Bylaws Article V, Section C, Items 10 and 11, additional eligibility and/or admission requirements specific to the institution or conference at which you enroll may be required in addition to the eligibility factors listed on this decision. Verify with your institution whether additional requirements need to be met.
14-FT 10/15 TOA for 4 Seasons of Eligibility	You have 10 full-time semester or 15 quarter terms of attendance remaining to complete your 4 seasons of eligibility.

HELPFUL TIPS

CURRENT TASK ASSIGNED

Don't know what you need to do to get an eligibility determination? Check your Activity List to see what's still needed.

QUALIFYING TEST SCORES

Test scores must be sent directly from the testing service using our code: 9876. We cannot accept test scores that appear on high school transcripts.

If you need a new determination, provide your ECID# to your coach so they may start a new application for you.

Once your coach starts your new application, you will have new tasks to complete for the application.