

OFFICIAL VISIT PROCEDURES

During the 2010-11 academic year, the following steps should be taken in planning an official visit.

1. Coach obtains the prospect's high school transcript(s) and ACT or SAT scores.
2. Coach makes preliminary arrangements for the prospect's official visit.
3. Coach completes the Official Visit Request Form, attaches a copy of the transcript(s) and test scores and the projected itinerary, and submits the information to the Athletics Compliance Office.
4. The Athletics Compliance Office conducts a preliminary initial eligibility evaluation of the prospect's academic credentials. One copy of this report is provided to the Director of Athletics, one copy is returned to the recruiting coach and one copy is retained by the Athletics Compliance Office.
5. The Athletics Compliance Office places prospect on the Eligibility Center IRL.
6. The Compliance Office prepares an official visit packet for the prospect. The packet includes a copy of the department's graduation rates report, APR report, a summary of NCAA Initial Eligibility requirements and the NCAA's Banned Substance list. This packet is returned to the coach.
7. Coach finalizes travel plans for the prospect.
8. Coach submits complimentary admission requests to the Compliance Office by way of the Complimentary Admission Request Form.
9. Coach instructs the designated student host to go by the Athletics Business Office to read and sign the Student Host Form and receive the host money.
10. Upon the prospect's arrival to campus, Coach provides the prospect with the official visit packet prepared by the Athletics Compliance Office
11. Prior to the prospect's departure from campus, Coach has the prospect read and sign the Official Visit Prospect's Declaration Form.
12. After the official visit, the Coach completes the Travel and Expense Reimbursement Form and submits the form along with all receipts, the Official Visit Student Host Form, the Official Visit Prospect Declaration form, the Official Visit Summary Form and a copy of the Final Itinerary to the Athletics Compliance Office for review and approval.
13. After reviewing all submitted material, the Athletics Compliance Office will approve the request and forward to the Sr. Associate Athletic Director for his review/approval. The Sr. Associate Athletic Director will then return the request to the Athletics Compliance Office for dissemination.

