



**AAMU OFFICE OF COMPLIANCE & LEGAL AFFAIRS FOR ATHLETICS
TRANSFER STUDENT RECRUITMENT PROCESS CHECKLIST**

Student Athlete Name: _____ Expected Enrollment Date: _____

Sport: _____ Responsible Coach: _____

Type of Transfer (circle): 2-4 4-4 4-2-4 other _____

Initial Eligibility status (Circle): Qualifier Non-qualifier

Name of All Schools Attended: _____

STEP	COMPLETION DATE	INITIAL (REQUIRED)
(1) Discuss with PSA current major and major(s) student interested in pursuing at Alabama A&M University. Note: This is the time to explain to students the NCAA eligibility requirements and encourage them to give you options for majors.		
(2) Obtain all official transcript(s) and applicable course catalogs from 2-year and/or 4-year institutions previously attended by PSA.		
(3) Provide official transcript/catalogs to Compliance Staff and any initial eligibility information (i.e. qualifier or non-qualifier; recruited athlete v. non-recruited athlete) known about PSA. Prospective PSA major must be provided at this time.		
(4) Compliance staff provides PSA transcript(s)/catalogs to Academic Enhancement staff for transcript evaluation. Note: Transcript evaluation process is a two-part process.		
(5) Academic Enhancement staff takes transcript/catalogs to Admissions to determine number of hours the University will accept for admissions purposes from PSA. Note: Must be completed FIRST.		



<p>(6) After Admissions evaluation complete, Academic Enhancement staff takes the courses accepted by Admissions to the Department's selected by the PSA to determine number of hours to be accepted for the major.</p>		
<p>(7) Academic Enhancement provides Compliance Staff with a report of the number of total hours that will be accepted by the University and total hours that will be accepted by the School/Department. Note: Coach notification of evaluation progress is a courtesy that should be done throughout the process.</p>		
<p>(8) Compliance Staff evaluate transcript to determine what compliance rules apply (e.g. residency requirements, progress toward degree requirement, etc.)</p>		
<p>(9) Compliance staff inform Coach how to advise PSA regarding his/her eligibility if (s)he selects A&M.</p>		