



**ALABAMA A&M UNIVERSITY
DEPARTMENT OF ATHLETICS
RECRUITMENT PROCESS FOR TRANSFER STUDENTS**

- (1) Coach 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.
 - a. Transfer Regulations (14.5)
 - b. Credit-hour eligibility requirements (14.4.3.1)
 - c. Progress-toward-degree requirements (14.4.3.2)
- (2) Coach obtains all official transcript(s) and applicable course catalogs from 2-year and/or 4-year institutions previously attended by PSA.
- (3) Coach 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. Coach must designate at this time major(s) the PSA is interested in pursuing.
- (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.
- (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.
- (7) Academic Enhancement provide Compliance Staff/ Coach 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.
- (8) Compliance Staff evaluate transcript to determine what compliance rules apply (e.g. residency requirements, progress toward degree requirement, etc.)
- (9) Compliance staff inform Coach how to advise PSA regarding his/her eligibility if (s)he selects A&M.

THINGS TO CONSIDER/TIPS:

- Special advisement needed for 3rd year transfers.