



OFFICIAL VISIT PROCEDURE

PRIOR TO THE VISIT

1. The coach confirms date(s) of official visit with prospect. Coach completes and signs the “**Official Visit Approval Form**” and submits it to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator **at least 5 business days prior** to the prospect initiating transportation.

For approval, the form **MUST** also include:

1. A copy of the prospect’s unofficial high school or junior college transcript;
2. Unofficial test scores; and
3. The prospect must be registered with the NCAA Clearinghouse and be placed on the Institution’s Request List (IRL) list with the NCAA Initial Eligibility Center
 - The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator must have a Social Security Number to activate the student-athlete on the IRL.

The “Official Visit Approval Form” will not be processed and approved unless all information is complete.

2. The “**Official Visit Approval Form**” requires the approval for the official visit by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.
3. Once approved, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will provide notification of approval to the coach, Department of Athletics Secretary and Academic / Athletic Coordinator via an e-mail, phone call or via the coaches’ mailbox. **Coaches should not assume that an official visit has been approved.** If a coach has not received notification from the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator, the coach should touch base to confirm the official visit was approved.
4. The Academic / Athletic Coordinator will complete an academic evaluation and forward a copy of the evaluation to the coach and the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.
5. The Department of Athletics Secretary will send out a written notification to the prospective student-athlete inviting them to campus for an official visit with the Department of Athletics.
6. The student-athlete host for the official visit is required to sign the “**Student-Athlete Host Instruction Form.**” The coach **or** the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator can administer this form to the student-athlete host. The form must be turned in prior to the student-athlete host receiving entertainment funds and meal vouchers for the official visit.
7. Student-Athlete Hosts can pick up the entertainment funds and meal vouchers from the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator. **The student-athlete host must make the proper arrangements to have an overnight guest with the Office of Residence Life – No exceptions.**



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FOLLOWING THE VISIT

1. Following the official visit, the Coach must complete the “**Official Visit Record Form.**” This form is intended to provide a detailed summary of the prospect’s official visit. This form should be submitted to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator **no later than one week after** the prospect leaves campus. Please be specific and detailed when completing the “Official Visit Record Form.”
2. The student-athlete host must return all unused entertainment money and receipts for used entertainment money to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.
3. This form must be reviewed and approved by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator before any expense reports and reimbursements will be processed by the Business Office.

CANCELLED OR RESCHEDULED OFFICIAL VISIT

1. If a scheduled or approved official visit is cancelled and / or rescheduled, the recruiting coach must notify the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator in writing within five (5) days of the originally scheduled visit.