DRAMA TICKET REQUEST PROCESS FOR ACADEMIC COUNSELORS CREATED DECEMBER 2018

When a student-athlete submits adrama ticket request form, academic counselors will receive an email notification	
Academic Counselors must attach a copy of the course syllabus and digitally sign (see Figure 1.1).	Figure 1.1 Drama Ticket Request Form TO BE COMPLETED BY ASPSA COUNSELOR/STAFF AND COMPLIANCE: Counselor/Staff Member Name: Approve ticket request: Yes No Comments:
Drama ticket requests are sent to the Assistant Director of Compliance – Financial Aid via Teamworks.	By signing below, you have verified the student-athlete's course enrollment listed above, reviewed the attached documentation and the student-athlete is an athletic book scholarship recipient (see book list). ASPSA Staff Signature: Date:
Once the Assistant Director of Compliance – Financial Aid has approved and digitally sign requested forms, ASPSA Office Manager will collate the approvals into one document.	ASPSA Office Manager will distribute
ASPSA Office Manager will send requests to Playmakers and Carolina Performing Arts for ordering.	Playmaker tickets to Academic Counselors for student-athlete pick up. For Carolina Performing Arts, ASPSA Office Manager will notify Academic Counselors when student-athlete tickets are ready for pick up at box office.

Understand the following:

- When a student-athlete drops or withdraws from a course requiring or recommending a play, they must return any unused tickets to academic counselor or will be charged.
- Once student-athletes receive their tickets they can exchange up to 24 hours prior to the show requested. This is for Playmakers and Carolina Performing Arts.