

**FALL 2010 TAP CERTIFICATION CYCLE  
ADMINISTRATIVE PROCEDURES AND FAQs**

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**NEW POLICY – EFFECTIVE FOR FALL 2010 TRANSFER APPLICANTS**

Due to the continuous increase in transfer applications to UCLA and because the majority of applicants apply to a select number of majors, the following change in TAP admissions has been approved by the College of Letters and Science:

TAP certified students will be reviewed for alternate majors only if they meet both of the following provisions.

A. The alternate major may **NOT** be one of the following 10 selective majors:

- Pre-Business Economics
- Communication Studies
- Pre-Economics
- Pre-Economics/International Area Studies
- English
- Pre-Global Studies
- Pre-History
- Pre-Political Science
- Pre-Psychology
- Pre-Sociology

B. The alternate major must have been listed on the original UC Application. Requests to add or change the alternate major after submission of the application will not be considered. This applies to all alternate majors at UCLA.

**Note:** The TAP policy on review of alternate majors is still restricted to those in the UCLA College (Letters and Science). Majors in the Henry Samueli School of Engineering and Applied Science (HSSEAS), the School of Arts and Architecture (SOAA), the School of Nursing, and the School of Theater, Film and Television (TFT) are not acceptable for alternate major review.

**What DOES IT MEAN to TAP-certify a student?**

When you certify a student, you are verifying **only** that the student will have **completed the requirements of your College's Honors/Scholars Program**—nothing more.

- Was the Honors/Scholars coursework begun no later than Fall 2009?
- Will a minimum of 15 Honors/Scholars units be completed by the end of Spring 2010?
- Will the GPA requirement be met?
- Will other requirements for the Program be completed by the end of Spring 2010, e.g. community service/civic engagement activity, attendance at enrichment events, regular contact with Honors/Scholars Counselor, etc.?

Exceptions may be granted at the discretion of the Program Director/Coordinator with an explanation in the comments section of the form.

**WHAT TO DO... if a student to be certified is not reflected on the College's TAP/Non TAP Report?**

This situation occurs when a student attends more than one institution and is based on the SCHOOL OF LAST ATTENDANCE as self-reported by the student.

To obtain the UID, send Mary Ries an e-mail with the student's full name and last 4 digits of the SSN (or DOB). She will look up the student in the database, determine the UID and send it to the requester. (Remember to enter the UID on the student's form and on the certification list.) A list of these students is maintained and supplied to Kate Jakway Kelly, so that she can update the COLLEGE OF RECORD for each student.

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**TAP CERTIFICATION LIST**

1. An Excel template is provided via e-mail:
  - a. ENTER the College name in yellow cell;
  - b. In the first column, ENTER the student name as “last, first middle”; and
  - c. In the second column, ENTER the 9-digit UID with no dashes or spaces as the cells have been designed to format the numbers.
2. Submit the list via e-mail to Mary once you have sent the forms.

**TAP CERTIFICATION FORMS – before sending the packet of forms, ask these questions:**

- Have the forms been signed and dated by the student, Program Director/Coordinator and Program Counselor? (3 signatures are required.)
- Have the UIDs been entered correctly? – not the SSN or application ID
- Have multiple page forms been stapled together? – not paper clipped
- Are the forms in alphabetical order?
- Have copies been made for the Program’s reference?

By ensuring these items have been completed, it speeds up the processing time of forms.

- Finally, is the package of forms being sent by a trackable delivery method – USPS Priority Mail, FedEx, UPS, etc?

**WHERE TO ... send the forms?**

Mary Ries, Administrative Coordinator  
UCLA Division of Undergraduate Education  
Transfer Alliance Program  
2340 Murphy Hall  
Los Angeles, CA 90095-7211

**WHAT TO DO... if a student wants to submit a form after the deadline – Friday, March 12?**

If a form must be submitted late, send Mary Ries an e-mail indicating that a late form has been mailed. She will let you know by return e-mail once the form has been received and processed. While forms can be submitted through April 2 (date received, not postmark date), it is suggested that the College Honors/Scholars Program Office set their own deadline to ensure that all forms are submitted on time.

**ADMISSIONS DECISIONS FOR TRANSFER STUDENTS...**

are made in April and available to students online around the 3<sup>rd</sup> week of April. At the Spring TAP Council Meeting, the Undergraduate Admissions staff will provide an update regarding applicants, admits, and target numbers.

**“PREPARATION FOR THE MAJOR” CHECKLIST**

As specified in the *UCLA Transfer Admission Guide*, “**Preparation for the major cannot be stressed enough.**” UCLA gives strong preference to students ready for upper division coursework in their major.

*The most highly selective majors are:*

- Business Economics – all 7 prep courses are required** (micro and macroeconomics, two semesters of calculus with analytic geometry, financial and managerial accounting, and one course in English – critical reading and writing).
- Economics – all 5 prep are required** (micro and macroeconomics, two semesters of calculus with analytic geometry and one course in English – critical reading and writing).
- Economics/International Area Studies – all 4 prep courses are required** (micro and macroeconomics, two semesters of calculus with analytic geometry). Two years of foreign language are *strongly recommended*.
- Life Sciences** (including Psychobiology) – **all 7 prep courses are required** (one year each of biology with lab for the major, chemistry with lab for the major, and calculus; one semester of organic chemistry).  
A second course in organic chemistry and one year of calculus-based physics are *strongly recommended*.
- Political Science – a minimum of 3 prep courses are required.** (Intro to political theory, international relations/world politics, intro to American government/politics, intro to comparative politics, or politics and strategy.) Students are also required to complete a course in statistics. All statistics courses used towards meeting the requirement for this major must be approved courses. Check the articulation agreements on [www.assist.org](http://www.assist.org) to see if your college offers an approved statistics course.
- Psychology – all 5 prep courses are required** (one course each in introductory psychology, biology, introductory physics or introductory chemistry, and introductory philosophy; one quantitative reasoning course in statistics, finite mathematics, calculus, computer science theory, or programming in C++).
- Sociology – all 3 prep courses are required** (introduction to sociology, one course in statistics, and one course in finite mathematics or calculus).