

Transfer Alliance Program

**PLANNING THE SITE REVIEW VISIT
GUIDELINES**
revised 11/12/2015

UCLA CONTACT:

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DATES – As the Review Team will spend a full day at your college, please suggest a list of dates (as many as possible) between December and April from which to schedule the Site-Review Visit.

LOCATION – In order to conduct all the interviews during the Site-Review Visit without losing time to travel from location to location, please reserve one room on the scheduled date that will comfortably accommodate the Review Team (approximately 8 members) as well as the incoming faculty, students and staff.

PARTICIPANTS – The Review Team requests meetings with the following individuals or a designated representative:

- **College President – A must; no designated representative will do.**
- College Academic Vice President
- Honors/Scholars Program Director
- Honors/Scholars Program Counselor(s)
- Honors/Scholars Program Advisory Board members
- Honors/Scholars Program faculty
- Honors/Scholars Program students
- Representatives from the Transfer Center and any other program that serves underrepresented students, such as EOPS, Puente, etc.

SCHEDULE will vary depending on the Review Team's travel logistics. After the date of the visit is determined, the start time for the day will be specified with one of the start times:

- 8:00 a.m.
- 8:30 a.m.
- 9:00 a.m.
- 9:30 a.m.

Please review the separate documents for suggested schedules.