

[COLLEGE NAME] – [PROGRAM NAME]
UCLA TAP SITE REVIEW VISIT
DAY, MONTH DD, 20YY

SAMPLE SCHEDULE (9:00 A.M. START TIME)

Location(s): Building & Room #

- 9:00 – 9:30 a.m. Pre-Meeting (Review Team only)
- 9:30 – 10:00 a.m. Meeting with Program Director
- 10:00 – 10:30 a.m. Meeting with Administrative Liaison
- 10:30 – 11:00 a.m. Meeting with Vice President
- 11:00 – 11:30 a.m. Meeting with Program Faculty
- 11:30 a.m. – 12:00 p.m. Meeting with Program Advisory Committee members
- 12:00 – 1:30 p.m. Lunch and Meeting with Program Students
- 1:30 – 2:00 p.m. Meeting with Program Counselor(s)
- 2:00 – 2:30 p.m. Meeting with representatives from programs that serve underrepresented students – such as Transfer Center, EOPS, Puente, etc.
- 2:30 – 3:00 p.m. Campus Tour
- 3:00 – 3:30 p.m. Meeting with College President
- 3:30 – 4:00 p.m. Post-meeting (Review Team only)

Note: Meetings in blue cannot be scheduled at any other time.

Parking: Location (permits provided and a campus map is included).

Taxi drop-off: If necessary

Contact: Name, Title
Cell – (nnn) nnn-nnnn
Office – (nnn) nnn-nnnn
E-mail –

Sample