

#### ALTERNATE MAJOR POLICY FOR TAP 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, 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 14 selective majors:
- Biology
  - Pre-Business Economics
  - Communication Studies
  - Pre-Economics
  - English
  - Pre-Global Studies
  - Pre-Financial Actuarial Mathematics
  - Human Biology & Society (B.A.)
  - Human Biology & Society (B.S.)
  - Pre-International Development Studies
  - Pre-Mathematics/Economics
  - Pre-Political Science
  - Pre-Psychology
  - Pre-Sociology
- B. The alternate major must have been listed on the original UC Application and match what is written on the TAP certification form. 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.

#### PREPARATION FOR MAJOR...

Please use the *Transfer Admission Guide* – [https://www.admission.ucla.edu/prospect/adm\\_tr/UCLA\\_TAG.pdf](https://www.admission.ucla.edu/prospect/adm_tr/UCLA_TAG.pdf) – and ASSIST – [www.assist.org/web-assist/welcome.html](http://www.assist.org/web-assist/welcome.html) – as your primary references for minimum major preparation requirements for the most selective majors. Even if the major is not impacted or selective, our admission evaluators are still looking for a majority of the major preparation to be completed by the end of the spring prior to transfer.

#### 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 2016?
- Will a minimum of 15 *transferable* Honors/Scholars units be completed by the end of Spring 2017?
- Will the GPA requirement be met at the time of certification?
- Will other requirements for the Program be completed by the end of Spring 2017, 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. Add the student to the TAP/Non TAP Report—be sure to include the student's UC Application ID number. If additional information, such as major and alternate major, is needed, contact Mary Ries via e-mail with the student's full name and last 4 digits of the SSN (or DOB) with the information being requested. She will look up the student in the database, and send the requested information.

### **TAP CERTIFICATION LIST**

1. When you receive the TAP/Non TAP Report, save a copy to your computer. Then save another copy (File>Save As...) as a working copy.
2. As you review the list of students, which reflects all students from your college who have applied to UCLA, in the column labeled "To be TAP Certified" and **highlighted yellow**, enter "yes" if you will be submitting a TAP Certification form for the student; no entry is necessary for students who won't be certified.
3. Submit the revised list via e-mail to Mary once you have sent the forms. As described in the previous section, remember to add students who you are certifying, but are not on your list.

### **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 application IDs been entered?
- 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 3, 2017?**

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 1 (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.

### **ADMISSION 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 Admission staff will provide an update regarding applicants, admits, and target numbers.