

**FALL 2019 TAP CERTIFICATION CYCLE  
ADMINISTRATIVE PROCEDURES AND FAQs**

*Revised February 20, 2019*

---

**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, 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 14 selective majors:
- |                                       |   |
|---------------------------------------|---|
| ▪ Biology                             | ▪ Human Biology & Society (B.S.)        |
| ▪ Pre-Business Economics              | ▪ Pre-International Development Studies |
| ▪ Communication Studies               | ▪ Pre-Mathematics/Economics             |
| ▪ Pre-Economics                       | ▪ Pre-Political Science                 |
| ▪ English                             | ▪ Pre-Psychology                        |
| ▪ Pre-Global Studies                  | ▪ Pre-Sociology                         |
| ▪ Pre-Financial Actuarial Mathematics | ▪ Pre-Statistics                        |
| ▪ Human Biology & Society B.A.)       |   |
- 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 2018?
- Will a minimum of 15 transferable Honors/Scholars units be completed by the end of Spring 2019?
- Will the GPA requirement be met at the time of certification?
- Will other requirements for the Program be completed by the end of Spring 2019, e.g. community service/civic engagement activity, attendance at enrichment events, regular contact with an Honors/Scholars Counselor, etc.?

NOTE: The certification criteria (process, dates, deadlines, etc.) vary and are established by each individual community college's TAP program. The Comments section of the form is to be used at the discretion of the Program Director/Coordinator to explain and/or highlight any special circumstances and allowances

**FALL 2019 TAP CERTIFICATION CYCLE  
ADMINISTRATIVE PROCEDURES AND FAQs**

*Revised February 20, 2019*

---

**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 the TAP Administrative Coordinator via e-mail with the student's full name and last 4 digits of the SSN (or DOB) with the information being requested. S/he 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 the TAP Administrative Coordinator 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 correctly? – not the SSN
- 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?**

Jacy Bowles, 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 1?**

If a form must be submitted late, send Jacy Bowles 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.

**ADMISSIONS DECISIONS for Transfer Students...**

are released on a rolling basis at the end of April – early May. At the Spring TAP Council Meeting, the Undergraduate Admission staff will provide an update regarding applicants, admits, and target numbers.