UCLA College

Transfer Alliance Program

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 <u>both</u> of the following provisions:

A. The alternate major may **<u>NOT</u>** be one of the following **15** 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
- Pre-Statistics

B. The alternate major <u>must</u> have been listed on the <u>original UC Application and match what is written on the TAP certification form</u>. 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. Additionally, the pre-Public Affairs major is not an available alternate major option as it is in the Luskin School of Public Affairs.

PREPARATION FOR MAJOR…

Please use the *Transfer Admission Guide* – https://www.admission.ucla.edu/prospect/adm_tr/UCLA_TAG.pdf – and ASSIST – 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 within the timeframe required by the College's Honors/Scholars Program (and minimally no later than Fall 2019)?

☐ Will a minimum of 15 *transferable* Honors/Scholars units be completed within the timeframe required by the College's Honors/Scholars Program (and minimally no later than the end of Spring 2020)?

☐ Will the GPA requirement be met at the time of certification as indicated on the TAP certification form – "UC Transferable GPA – *end of Fall 2019*"?

☐ Will other requirements for the Program be completed by the end of Spring 2020, e.g. community service/civic engagement activity, attendance at enrichment events, regular contact with Honors/Scholars Counselor, etc.?

Each Honors/Scholars Program Director/Coordinator oversees the policies and procedures for their TAP certifications. A comments section is available on the certification form to allow Directors/Coordinators the opportunity to explain special circumstances.

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

This situation occurs when a student attends more than one institution. The TAP/Non TAP Report is based on the SCHOOL OF LAST ATTENDANCE as self-reported by the student. Add the student to your College's 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, e-mail tap@college.ucla.edu with the student's full name and last 4 digits of the SSN (or date of birth), along with the requested information. You will receive an e-mail response providing the information needed to complete the certification form.

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WHAT TO DO… if a student wants to submit a form after the deadline – Friday, March 6, 2020?

If a form must be submitted late, e-mail tap@college.ucla.edu indicating that a late form has been uploaded or mailed. A return e-mail will notify you 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 will be available to students online around the 3rd week of April. At the Spring TAP Council Meeting, the Undergraduate Admission staff will provide an update regarding applicants, admits, and target numbers.

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SUBMISSION of LIST and FORMS

LISTS

1. ALL the reports have been stored in the UCLA Box; the link is https://ucla.box.com/v/20F-TAP-Reports. Download your college's report and 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 includes ALL students from your college who have applied to UCLA, in the column labeled "TAP_Flag" (column P of the 20F TAP Report), enter "**yes**" or "**Y**" if you will be submitting a TAP certification form for the student; no entry is necessary for students who won't be certified.

3. ALL revised lists will be uploaded to the UCLA Box folder, https://ucla.box.com/v/CmtyCollege-lists. See UCLA BOX FOLDER – ACCESS AND MANAGEMENT section for complete details.

As described in the previous section, remember to add students you are certifying who are not on your original list.

FORMS

First, in preparation – ask these questions:
- ☐ Have the forms been <u>signed and dated</u> by the student, Program Director/Coordinator and Program Counselor? (3 signatures are <u>required</u>.)
- ☐ Have the Application IDs (located in column H of the 20F TAP Report) been entered?
- ☐ Are the forms in alphabetical order?
- ☐ Have copies been made for the College Program's reference?
- ☐ If multiple pages are being submitted for a student, are both the student's name and application ID listed on the second page?
- ☐ Scan all forms as one PDF document.

By ensuring these directions have been followed, the processing time of forms will be expedited.

Second, submitting the forms – electronically or hard copy:

By Friday, February 21, notify tap@college.ucla.edu of your submission method: <u>electronically or as hard copies</u>. **You may choose either method.** If you submit by one method, you will not submit by the other method.

Electronically

All forms will be uploaded to the UCLA Box folder, https://ucla.box.com/v/20F-CmtyColleges-FormsSubmit. See UCLA BOX FOLDER – ACCESS AND MANAGEMENT section for complete details.

Hard copy
- ☐ Have multiple page forms been stapled together? – not paper clipped
- ☐ Is the package of forms being sent by a trackable delivery method – USPS Priority Mail, FedEx, UPS, etc.?

Send the forms to

      Mary Ries, Administrative Coordinator
      UCLA Undergraduate Education
      Transfer Alliance Program
      B320 Murphy Hall
      Los Angeles, CA 90095

UCLA BOX FOLDER – ACCESS AND MANAGEMENT

By Friday, February 21, notify tap@college.ucla.edu of your submission method: electronically or as hard copies. **You may choose either method.**

1. Notify tap@college.ucla.edu, the name of the designated individual who will be uploading the list and forms.

2. Invitations will be sent to this individual to the UCLA Box folders:

   a. Lists: https://ucla.box.com/v/CmtyCollege-lists

   b. Forms: https://ucla.box.com/v/20F-CmtyColleges-FormsSubmit

3. Accept the invitations.

4. When accessing the UCLA Box folders for the first time:

   a. Click on the appropriate link above.

   b. Under the blue "Continue" box, click on the hyperlink, "Not Part of the University of California, Los Angeles?", and you will be taken to an off-campus sign-on page.

   c. Even though you've never had a password, select the option to Reset Password. You will receive an e-mail to create a new password. Follow the instructions and create a new password.

   d. After resetting your password, log off, and then log in again. You should now have access to both folders.

5. Before uploading, please use the following name conventions when titling you files:

   a. Lists: **[CollegeName]_list**

   b. Forms: **[CollegeName]_forms**

6. Please following the packet preparation as described above.