

[COLLEGE NAME] – [PROGRAM NAME]

UCLA TAP SITE REVIEW VISIT

DAY, MONTH DD, 20YY

SAMPLE SCHEDULE (8:30 A.M. START TIME)

Location(s): Building & Room #

8:30 – 9:00 a.m.	Pre-Meeting (Review Team only)
9:00 – 9:30 a.m.	Meeting with Program Director
9:30 – 10:00 a.m.	Meeting with Administrative Liaison
10:00 – 10:30 a.m.	Meeting with Vice President
10:30 – 11:00 a.m.	Meeting with Program Faculty
11:00 – 11:30 a.m.	Meeting with Program Advisory Committee members
11:30 a.m. – 12:00 p.m.	Meeting with Program Counselor(s)
12:00 – 1:30 p.m.	Lunch and Meeting with Program Students
1:30 – 2:00 p.m.	Meeting with representatives from programs that serve underrepresented students – such as Transfer Center, EOPS, Puente, etc.
2:00 – 2:30 p.m.	Campus Tour
2:30 – 3:00 p.m.	Meeting with College President
3:00 – 3:30 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 –

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