

# Transfer Alliance Program (TAP/Honors) Newsletter

**March 2019**

To: TAP Students and Faculty

From: TAP Director: Professor Laura Scott, Sociology Department

TAP Counselors: Dr. Michael Gold, TAP Counseling Coordinator

## **I. HONORS PROGRAM OFFICE ACA 1414 - OFFICE HOURS**

TAP/Honors has its own office space located in Administration and Career Advancement Bldg. (ACA 1414). Please come visit us during our posted office hours or anytime the “OPEN” sign is on the door.

**Michael Gold, TAP Counselor:** Mondays 10:30-12:30 and Wednesdays 1:30-3:30

**Yih-Mei Hu, TAP Director:** Mondays 2:30-3:30 and Tuesdays 11:00-1:00

## **II. APPLICATIONS to PRIVATE/INDEPENDENT COLLEGES**

Many private/independent colleges and universities are still open for Fall 2019 and accept the

**Common Application.** Go to [commonapp.org](http://commonapp.org) for a listing of participating colleges/universities. Deadlines vary, but most are February-April 2019 for Fall 2019 transfer.

## **III. UCLA STOMP CONFERENCE BUS TRIP- FRIDAY MARCH 15, 2019**

Some elements of the Student Transfer Outreach Program (STOMP) conference include:

- Admissions presentations
- Financial aid and scholarships
- Admissions representatives from all 9 UC campuses
- Transfer Student Resource Fair
- UCLA tour

**To reserve a seat on the bus sign up in advance in the career/ transfer center or call (818)947-2646.**

## **IV. CHAPMAN UNIVERSITY- PRE-LAW SUMMER PROGRAM – Applications Due 4/12**

Chapman University Dale E. Fowler School of Law is excited to announce the Pre-Law Undergraduate Scholars (PLUS) Program will commence on June 18<sup>th</sup>-July 18<sup>th</sup>. The five-week program establishes a supportive learning community that encourages college students to reach for success and develops professional and academic skills to prepare for graduation and beyond. Applications are due April 12, 2019. Contact [lawplus@chapman.edu](mailto:lawplus@chapman.edu)

**Or Allison Takeda, (714) 628-2515 or [takeda@chapman.edu](mailto:takeda@chapman.edu)**

## **V. TRANSFER/SCHOLARSHIP SEASON IS HERE – BE PREPARED!**

Many scholarship opportunities are available in spring for students transferring Fall 2019. Now is the time to ask professors for **letters of recommendation** to include with your transfer/scholarship applications. Letters of recommendation from professors most familiar with your academic abilities and potential for university-level work carry the most weight. As a secondary reference, an employer who knows your particular skills/talents can be a great person to ask for a letter of recommendation especially if you are working in a field related to your educational/career goals. See attached [Steps to Asking for a Letter of Recommendation](#) for a guide in how to get started. It is helpful if your reference knows a few things about you. You may want to provide them with bullet points or a brief bio about yourself and your goals so they have an idea of what to include in their letter. Make sure to give professors/employers lots of advanced notice and all the details they need including the names of the organization/school, addresses, and particulars of each scholarship. You may even provide pre-addressed and stamped envelopes to make their task easier.

## **VI. LAVC FOUNDATION SCHOLARSHIPS- DEADLINE - FRIDAY, MARCH 22**

The LA Valley College Foundation administers the scholarships available for students through a variety of funding sources. This year scholarship applications are being accepted only online. Each scholarship has its own criteria and/or requirements. Several TAP/Honors scholarships are available this spring for TAP/Honors Certified students who are planning to transfer for Fall 2019. Below you can see the list of all LAVC FOUNDATION SCHOLARSHIPS for 2019 and the TAP/Honors Scholarships at the bottom of the list. In addition, here is the link for LAVC's Scholarship [https://lvc.scholarships.ngwebsolutions.com/ScholarX\\_ScholarshipSearch.aspx?remid=295327#A295327](https://lvc.scholarships.ngwebsolutions.com/ScholarX_ScholarshipSearch.aspx?remid=295327#A295327)

The online scholarship application is available here:

[https://lvc.scholarships.ngwebsolutions.com/CMXAdmin/Cmx\\_Content.aspx?cpId=1138](https://lvc.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=1138)

To search for these and other scholarships go to the LAVC Foundation Office, see your Dept. Chair, go to the library, check online [www.fastweb.com](http://www.fastweb.com) or [www.fnaid.org](http://www.fnaid.org) or go to UCLA Scholarship Resource Center online (see above).

**SEE LIST OF SCHOLARSHIPS AT LAVC BELOW**

## **VII. UCLA Scholarship Resource Center Available for Scholarship Research**

<http://scholarshipcenter.ucla.edu/>

UCLA SRC is available to all students to assist them in their research of privately funded scholarship resources. The website has a link to the top free scholarship databases all students can access. More in-depth services are only available once students have been accepted to UCLA. Deadlines for Fall 2019 scholarships are due between Now and April 2018 depending on the funding source.

**Other scholarship search resources online:**

[www.scholarshipexperts.com](http://www.scholarshipexperts.com)

[www.schoolsoup.com](http://www.schoolsoup.com)

**See attached for Career/Transfer Center Calendar  
for March 2019**

**And**

**Steps in Asking for a Letter of Recommendation**

**and**

**List of LAVC Foundation Scholarships**



# CAREER/TRANSFER CENTER

Hours: M-TH: 9AM-7PM  
FRI: 9AM-2PM

Location: Student Services Annex

Phone: (818) 947-2646

March 2019

MON	TUE	WED	THU	FRI
<p>Please call or stop by the Career/Transfer Center to make an appointment with a representative and/or to reserve your spot for a workshop.</p> <p>If you need accommodations due to a disability to participate in these events, please contact the Career/Transfer Center at 818-947-2646 at least 5 business days in advance. All events will be held at Career/Transfer Center unless otherwise indicated.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Career/Transfer Events Sponsored by:</p> </div>				<p>1</p> <div style="background-color: #e0b0ff; padding: 10px; text-align: center;"> <p><b>FAFSA</b> Priority Deadline March 2nd</p> </div>
<p>4</p> <p><b>CCCP-UCLA Representative</b> 9:00am-5:00pm</p> <p><b>AB 705 Workshop</b> 12:30pm-1:30pm</p>	<p>5</p> <p><b>CSUN Peer Mentor</b> 9:00am-1:00pm</p> <p><b>Job Shadow Orientation</b> 1:30pm-3:00pm</p>	<p><b>HBCU</b> 6</p> <p><b>HBCU Workshop</b> 10:00am-11:00am</p> <p><b>HBCU College Fair</b> 10:00am-1:00pm</p> <p><b>HBCU Workshop</b> 12:00pm-1:00pm</p> <p><b>Undecided Major Workshop</b> 3:30pm-5:00pm</p>	<p>7</p> <p><b>CCCP-UCLA Representative</b> 9:00am-2:00pm</p> <p><b>What's Next Workshop</b> 3:30pm-5:00pm</p>	<p>8</p> <div style="background-color: #ffff00; padding: 10px; text-align: center;"> <p><b>Attend a Job Shadow Orientation to learn more about your career!</b></p> </div>
<p>11</p> <p><b>CCCP-UCLA Representative</b> 9:00am-5:00pm</p> <p><b>UCSB Representative</b> 1:00pm-4:00pm</p>	<p>12</p> <p><b>CSUN Peer Mentor</b> 9:00am-1:00pm</p> <p><b>CSUN Build Poder</b> 10:00am-2:00pm</p> <p><b>CSUN Representative Workshop</b> 12:00pm-7:00pm 1:30pm-3:00pm</p> <p><b>Pepperdine University Representative</b> 5:00pm - 7:00pm</p>	<p>13</p> <p><b>Job Shadow Orientation</b> 4:30pm-6:00pm</p> <p><b>CCCP-UCLA Representative</b> 3:00pm-6:00pm</p>	<p>14</p> <p><b>Undecided Major Workshop</b> 12:00pm-1:30pm</p> <p><b>CSU Bakersfield Admissions Onsite Day Representative</b> 10:00am-12:00pm and 1:00pm-2:00pm</p> <p><b>CSU Bakersfield Application Workshop</b> 12:00pm-1:00pm</p>	<p><b>Bus Trip</b> 7:30am-4:30pm</p>
<p>18</p> <p><b>CCCP-UCLA Representative</b> 9:00am-5:00pm</p>	<p>19</p> <p><b>CSUN Peer Mentor</b> 9:00am-1:00pm</p> <p><b>Resume Workshop</b> 5:30pm-7:00pm</p> <p><b>Cal State LA Rep Visit</b> 10:30am-1:00pm</p> <p><b>Cal State LA "What's Next" Presentation</b> 1:00pm-2:00pm</p>	<p>20</p> <p><b>UCLA Representative</b> 8:00 AM-3:00 PM</p> <p><b>CSUN International Representative</b> 10:00am-2:30pm</p> <p><b>AB705 Workshop</b> 12:30pm-1:30pm</p> <p><b>UC Transfer Admissions Workshop</b> 1:30pm-3:00pm</p> <p><b>CCCP-UCLA Representative</b> 4:00pm-7:00pm</p>	<p>21</p> <p><b>What's Next Workshop</b> 12:00pm-1:30pm</p> <p><b>CCCP-UCLA Representative</b> 9:00am-5:00pm</p>	<p>22</p> <div style="background-color: #d0e0ff; padding: 10px; text-align: center;"> <p>If you applied to transfer remember to check your UC/CSU portals for upcoming deadlines or events.</p> </div>
<p>25</p> <p><b>CCCP-UCLA Representative</b> 9:00am-5:00pm</p> <p><b>Undecided Major Workshop</b> 5:30pm-7:00pm</p> <p><b>Azusa Pacific University Representative</b> 10:00am-12:00pm</p>	<p>26</p> <p><b>CSUN Peer Mentor</b> 9:00am-1:00pm</p> <p><b>CSUN Build Poder</b> 10:00am-2:00pm</p>	<p>27</p> <p><b>CSUN Representative</b> 9:00am-3:00pm</p> <p><b>CCCP-UCLA Representative</b> 4:00pm-7:00pm</p>	<p><b>Spring Break</b></p> <p>Follow us on:   Facebook   Twitter   Instagram</p>	

## Steps in Asking for a Letter of Recommendation

1. Approach potential recommenders first as advisors
  - a. Get to know them & let them get to know you (during office hours)
  - b. Discuss your larger interests and goals
  - c. Ask for advice about projects, courses, graduate school etc...
2. Request a recommendation letter from a professor who knows you well
  - a. Someone who will be able to discuss in detail what distinguishes you
  - b. Someone who knows you well enough to write a *strong* letter of recommendation
3. Ask (preferably in person) well in advance of the deadline
  - a. Two to four weeks may be adequate
  - b. It is helpful to consult with the recommender to see how much time is needed
4. Schedule an appointment with recommender
  - a. Discuss college and/or scholarship selection criteria
  - b. Discuss the official description of the criteria that the recommender's letter should address
  - c. Discuss **Recommendation Letter Packet** : Recommendation Letter Request Form, Student Background Information Form, Personal Statement, Transcript
  - d. Discuss extenuating circumstances, family or other responsibilities
  - e. Suggest what you would like the recommender to emphasize
  - f. Point out Recommendation letter **Deadline**
5. Write "Thank You" note to recommender

### **Prepare Recommendation Letter Packet – For Professor**

- Recommendation Letter Request Form
- Student Background Information Form
- College Application/Scholarship Application/Description
- Instructions for recommender & Deadline
- Personal Statement
- Transcript (unofficial is okay)



**Recommendation Letter Request Form**

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Recommendation Deadline: \_\_\_\_\_

College or Scholarship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website address: \_\_\_\_\_

When were you a student in my class?

Course(s): \_\_\_\_\_

Term(s): \_\_\_\_\_

Any selection criteria I should know about? \_\_\_\_\_

\_\_\_\_\_

Any specific things about yourself that you would like me to emphasize: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Forms/Stationary – The letter should be:

Addressed to: \_\_\_\_\_

Printed on form which is attached

Printed on school stationary

Delivery of letter:

Returned to you in a sealed envelope

Sent directly to the organization

Submitted electronically at: \_\_\_\_\_

Other (explain): \_\_\_\_\_

## Student Background Information Form

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EDUCATION

High School/GED: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

Academic honors or awards: \_\_\_\_\_

Participation in Special Programs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### WORK EXPERIENCE

**Employer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Date started and ended: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Date started and ended: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

\_\_\_\_\_

## EXTRACURRICULAR ACTIVITIES

**Sports:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Clubs:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Hobbies or Talents:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Hobbies or Talents:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Leadership Positions:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Leadership Positions:** \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Community and/or Volunteer** experience \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_

**Community and/or Volunteer** experience \_\_\_\_\_

Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Describe your participation: \_\_\_\_\_

Achievements you are proud of: \_\_\_\_\_



## HELPFUL INFORMATION

1. Why have you selected the instructor or counselor to write you a letter of recommendation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Provide at least one anecdote about a positive encounter you have had with your instructor or counselor, either inside or outside the classroom \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Why do you want to attend this particular school or why are you applying to this scholarship? \_\_\_\_\_  
\_\_\_\_\_
4. What do you plan to major or study in college and what career field interests you? \_\_\_\_\_  
\_\_\_\_\_
5. Have you had any difficulties you have had to overcome? How has it affected your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What do you think you are good at doing? Describe why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What three adjectives would you use to describe you? Explain why these three fit you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How do you meet the criteria of the School that you are applying to or the Scholarship that you are applying for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_