

Transfer Alliance Program (TAP/Honors) Newsletter

February 2017

To: TAP Students and Faculty

From: TAP Director: Professor Laura Scott, Sociology Department

TAP Counselors: Dr. Michael Gold, TAP Counseling Coordinator

Ms. Ann Gee, TAP Counselor

I. UCLA TRANSFERS for FALL 2017 - NEED TAP CERTIFICATION *

TAP students who have completed transfer applications for Fall 2017 must be TAP certified by one of the TAP counselors in an **appointment** during February (if not already completed). Please call Selma at (818) 947-2637 or go online Tuesday mornings to www.lavc.edu under “Counseling Appointments” to schedule a half-hour appointment to schedule a “TAP” appointment with either Dr. Gold or Ms. Gee. TAP Certification is sent separately from the UC Transfer Application which you submitted before the November 30th, 2016 deadline.

**TAP Certification is the key to being given priority consideration for admission and/or consideration for alternate majors at our Transfer Alliance partner colleges/universities. For TAP students who are not transferring to UCLA or other TAP partner campuses, support letters for their transfer applications will be sent directly to the campus(es) to which they are applying.*

II. APPLICATIONS to PRIVATE/INDEPENDENT COLLEGES/UNIVERSITIES

Many private/independent colleges and universities are still open for Fall 2017 and accept the

Common Application. Go to commonapp.org for a listing of participating colleges/universities.

Deadlines vary, but most are February-April 2017 for Fall 2017 transfer.

III. USC TRANSFERS for FALL 2017 – APPLICATIONS DUE FEB 1st

Transfer Days held on the USC campus including of presentations about admissions, financial aid, transfer credits, and academic programs. Go to www.usc.edu/admission/undergraduate/visit/transfer.html

for more information. For Marshall School of Business: call (213) 740-8885 or email

busadm@marshall.usc.edu

IV. HONORS COURSE SECTIONS –OPEN FOR SPRING 2017

Afro Am 5H	#8339
Art 101H	#1500
Chicano 8H	#8173
Comm St 105H	#1503
Econ 2H	#5060
English 101H	#1504
Env Sci 1H	#1505
French 5H	#7601
French 6H	#7603

German 4H	#5047
German 5H	#5049
Math 259H	#8089
Math 260H	#8134
Math 265H	#8072
Psych 1H	#1564
Sociology 3H	#5251
Spanish 3H	#8061

V. FEBRUARY IS FINANCIAL AID MONTH FOR 2016-2017 ACADEMIC YEAR

All students who want financial aid for the next academic year 2017-2018 should file their **Free Application for Federal Student Aid** by the priority deadline of March 2nd each year. Go to FAFSA.ED.GOV today!

VI. LAVC FOUNDATION SCHOLARSHIP APPLICATIONS NOW OPEN

[Interested in Applying for Scholarships? LAVC Foundation to Offer Scholarship Applications.](#)

The LAVC Foundation offers many scholarships for a variety of students based on their goals/field of study/personal characteristics. Special TAP/Honors scholarships are available to transferring TAP students for

Fall 2017. Applications are now open! Interested students should **visit the Foundation Office in Admin 3** to find out which applications he/she qualifies for. The submission deadline for most scholarships is March 18. Go to http://www.lavcfoundation.org/scholarship_list.php for a complete list of available scholarships.

VII. TRANSFER SCHOLARSHIP SEASON IS HERE – BE PREPARED!

Many scholarship opportunities are available in spring for students transferring Fall 2017. 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. To search for scholarships go to the LAVC Foundation Office, see your Dept. Chair, go to the library, check online www.fastweb.com or www.finaid.org or go to UCLA Scholarship Resource Center online (see below).

Click on this link for a listing of LA Valley College Scholarships available through the LAVC Foundation.

http://www.lavcfoundation.org/scholarship_list.php

VIII. 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 2017 scholarships are due between Now and April 2017 depending on the funding source.

Other scholarship search resources online:

www.scholarshipexperts.com

www.schoolsoup.com

IX. ACCESS LMU VISIT DAY Friday, March 3, 2017 10 a.m. - 3 p.m.

Check-in begins at 9 a.m. at the Hill (Malone Building, 4th floor)

Spend the day on LMU's beautiful campus at ACCESS LMU Visit Day!

This is a great opportunity for prospective transfer students to get a feel for campus life at Loyola Marymount University.

The day consists of Admission and Financial Aid Presentations, as well as a glimpse into student life from a panel of current LMU transfer students. Of course we'll also provide lunch and take you on an extensive tour of our top-rated campus. Do not miss this opportunity!

RSVP @ <https://engage.lmu.edu/register/AccessDay>

X. JOIN OUR TAP CLUB!

Want to get involved with the TAP program on another level? Join us for the TAP club this semester! Help plan events, meet and make friends with other TAP students, and participate in social activities. Leadership positions are also available. Meetings will take place Mondays 1:00-2:00pm in ACA Rm TBA.

Hope to see you there!

XI. New TAP/HONORS OFFICES Located in NEW ACA BUILDING Rm 1414

Come see us in the Honors Program suite of offices located in the brand new Administration & Career Advancement Building in the center of campus. We are joined by the Phi Theta Kappa honors program and we will each hold office hours in the new office throughout the week (see hours posted on the door). At other times, we can still be found in our usual department offices.

SEE NEXT PAGES FOR

FEBRUARY 2017 CAREER/TRANSFER CENTER CALENDAR

And

STEPS IN ASKING FOR A LETTER OF RECOMMENDATION



CAREER/TRANSFER CENTER

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

















Location: Student Services Annex

Phone: (818) 947-2646

FEBRUARY 2017

MON	TUE	WED	THU	FRI
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Welcome Back Monarchs!

 <p>Applied to CSU/UC for Fall 2017? Attend the What's Next Workshop For your next steps!</p> 	<p>1 UCLA-CCCP Representative 9:00am - 2:00pm</p>   <p>Undecided Majors Workshop 1:30pm - 3:00pm</p> 	<p>2 What's Next Workshop 2:00pm - 3:30pm</p> 	<p>3 Complete your FAFSA Application by March 2nd</p>	
<p>6 First Day of Spring Semester</p> 	<p>7 Interested in transferring to a University? Attend the Transfer101 Workshop</p> 	<p>8 UCLA-CCCP Representative 9:00am - 2:00pm</p>  	<p>9 CSUN Representative 10:00am-2:30pm</p>  <p>Undecided Majors Workshop 10:00am - 11:30am</p> 	<p>10 UCLA PEER MENTORS AVAILABLE AT THE CTC</p> 
<p>13 Not sure about Major? Attend an Undecided Workshop</p> 	<p>14 CSUN Representative 2:00pm-6:00pm</p>  <p>Pepperdine University 5:00pm-7:00pm</p> 	<p>15 Undecided Majors Workshop 12:00pm - 1:30pm</p> 	<p>16 American Jewish University 10:00am - 1:00pm</p> 	<p>17 President's Day PRESIDENTS DAY Holiday Campus Closed</p> 
<p>20 President's Day PRESIDENTS DAY Holiday Campus Closed</p> 	<p>21 What's Next Workshop 4:00pm - 5:30pm</p> 	<p>22 Undecided Majors Workshop 1:30pm - 3:00pm</p>  <p>UCLA-CCCP Representative 9:00am - 2:00pm</p>  	<p>23 Transfer 101 Workshop 12:30pm - 2:00pm</p>  <p>AB 540 Workshop 3:30pm-5:00pm</p> 	<p>24 If you applied to transfer remember to check your UC/CSU portals for upcoming deadlines or events.</p>
<p>27 CSUN Representative 10:00am-3:00pm</p>  <p>Transfer and Financial Literacy 12:00pm - 1:30pm</p> 	<p>28 Job Shadow Orientation 12:00pm-1:30pm</p> 	<p>Please call or stop by the Career/Transfer Center to make an appointment with a representative and/or 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> <p>Career/Transfer Events Sponsored by:</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)

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? _____

