April 2020
To: TAP Students and Faculty
From: TAP Director: Dr. Yih-Mei Hu, Music Dept.
TAP Counselors: Dr. Michael Gold, TAP Counseling Coordinator

I. APPLICATIONS TO PRIVATE/INDEPENDENT COLLEGES
Many private/independent colleges and universities are still open for Fall 2020 and accept the Common Application. Go to commonapp.org for a listing of participating colleges/universities. Deadlines vary, but most are February-April 2020 for Fall 2020 transfer.

II. TRANSFER/SCHOLARSHIP SEASON IS HERE – BE PREPARED!
Many scholarship opportunities are available in spring for students transferring Fall 2020. 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.

III. LAVC FOUNDATION SCHOLARSHIPS- DEADLINE EXTENDED
The LA Valley College Foundation administers the scholarships available for students. You may now apply for scholarships online with the LAVC Foundation. Just copy and paste this link http://www.lavcfoundation.org/scholarships.php or click on the link. The LAVC Foundation will award about 140 scholarships this year. Each scholarship ranges from $250 to as much as $1,200. Students will be asked to establish an application account, and answer a series of questions about themselves and their academics. The information provided will be filtered to the scholarships for which they qualify. You no longer have to fill out multiple applications. Instead, just by answering comprehensive questions, it will automatically consider you for scholarships for which you qualify.

While applying for scholarships is easier than ever, students should still carefully follow directions from setting up an application account, to uploading their transcripts, to providing fee waiver receipts, and securing instructors’ letter of recommendation.

All the scholarships awarded by the Foundation come from the private sector and the generosity of those who support the Foundation. Students to apply now before the deadline, April 30th. For questions regarding the application process, please call the LAVC Foundation at (818) 947-2619.
To search for these and other scholarship funds, 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 above).

IV. UCLA SCHOLARSHIP RESOURCE CENTER AVAILABLE FOR 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 2020 scholarships are due between Now and April 2020 depending on the funding source.

Other scholarship search resources online:
www.scholarshipexperts.com
www.schoolsoup.com

V. UCLA CARE EXTENDERS

The Care Extender Program provides opportunities for volunteers to experience Health Care, from a clinical perspective, through patient contact and volunteer involvement. Care Extenders gain first-hand experience on the role of healthcare providers by volunteering in various departments throughout the medical centers. Care Extenders are trained to assist Medical Center staff, who, in turn, are able to share their personal experiences with their volunteers.

Spring 2020 Orientation and Application

The Winter 2020 orientation is currently now open. If you are interested in joining our program please check back later this rotation. If you are interested in getting email reminders about upcoming orientations/application cycles, please click here to add your email to the Care Extender emailing list. Please note this is not a link to reserve a spot for orientations, only to sign up on the CE emailing list.

VI. CCCP SUMMER 2020 PROGRAMS

Program(s) available for students applying to transfer for Fall 2021 and beyond.

In its commitment to social justice and diversity, UCLA CCCP works to increase transfer rates and success of underserved community college populations by holistically equipping students with skills and knowledge of available transfer pathways to empower them to become self-advocates and leaders in their communities.

Program Benefits:

- Current UCLA Student Peer Mentorship
- Quarterly Saturday Academies (Fall, Winter and Spring)
- Coaching and Assistance on the UC Application and Personal Insight Question
- Major and Career Exploration
- Networking Opportunities & much more

How to apply:

- Review requirements and select a summer program
  (Complete List of Programs: Summer Program Options)
- Complete Transfer Admission Planner
  (CCCP will verify completion before continuing to review your application)
- Complete CCCP Online Application online application including appropriate short answer essays
Students must be residents of California or the US (including AB 540/undocumented students). International students who hold a current US Visa (F1 or other visa) are not eligible. For more information and any questions including but not limited to: assistance with completing the application, requirements, questions about which program to apply for, please contact Jewel Bourne, LAVC Program Coordinator via email (Due to safer at home guidelines) at jbourne@college.ucla.edu (available for Zoom & phone appointments).

VII. LAVC CAREER TRANSFER CENTER GOES ONLINE!
The Career transfer center is available online if you need assistance transferring or university updates. Link: http://lavc.edu/transfer/index.aspx

With the current COVID-19 crisis, UCs, CSUs, and private universities have temporarily relaxed their admission standards. To learn more about these changes please click the link below:
UC: http://lavc.edu/transfer/requirements.aspx#COVID19_Updates_UC%20System
CSU: http://lavc.edu/transfer/Transferring-to-a-CSU.aspx#COVID19_Updates_CSU
Private Colleges/Universities: http://lavc.edu/transfer/Transferring-to-a-Private-University.aspx#COVID%2019%20Updates_Private

Click the link for April 2020 Career/Transfer Center Calendar Link: https://www.lavc.edu/transfer/index.aspx and Steps in Asking for a Letter of Recommendation and Transfer Program Fliers
Program Information

The goal of the program is to motivate, inform and prepare students to transfer from a California community college to selective Top Tier Research institutions such as UCLA. Students in the program have access to our summer and year-long academic preparatory transfer programs which guide students through the community college experience, the application and admissions process, research and pre-graduate opportunities, and career exploration. CCCP Scholars have a higher rate of admission to selective institutions and are eligible for special scholarships. The program is grounded on academic excellence, social justice, critical race theory and educational equity.

Program Requirements

1) One-year commitment
2) Attend one of the required summer programs (participants are awarded a scholarship to cover cost of program)
3) Attend three Saturday Academies and the Culmination during the academic year which are held at UCLA

Fall: 10/24/20  Winter: 1/23/21  Spring: 4/17/21  Culmination: 6/19/21
4) Make contact with a peer mentor once a month (October through May, eight 30-minute contacts)
5) Maintain enrollment at a California Community College
6) Research and apply for at least one Scholarship
7) Maintain and update contact information (address, current community college, telephone and e-mail address)
8) Report academic and transfer progress each semester enrolled at a community college through UC TAP updates
9) Complete pre and post transfer survey. Pre transfer survey during the summer program and post transfer survey during culmination
10) If admitted and enrolled at UCLA, must make a 20 hour per year commitment of volunteer work with CCCP

*Failure to meet any of the requirements may terminate participation with the CCCP Scholars Program

How to Apply

1) Review requirements and select a summer program
2) Complete UC Transfer Admission Planner at https://uctap.universityofcalifornia.edu/ (CCCP will verify completion before continuing to review your application)
3) Complete online application at www.cccp.ucla.edu, including appropriate short answer essays
4) Submit electronic recommendation form, if required

Students must be residents of California or the US (including AB 540/undocumented students); International students who hold a current US Visa (F1 or other visa) are not eligible.

NOTE FOR RETURNING SCHOLARS:
If you are a current or former CCCP Scholar, you must RESUBMIT a new application and update the UC Transfer Admission Planner (the recommendation form is waived). Additionally, you will need to attend SITE LITE if you are not applying to or selected for another summer program.

Returning scholars will be selected if they have completed their previous CCCP Scholars agreement successfully.

Target Participants

CCCP Scholars are students who may:
- be the first in their family to go to college
- come from low-income backgrounds
- may be non-traditional students who have faced challenges in their academic career
- come from underserved communities
- have recently graduated from high school and plan to enroll in a community college in the fall OR students currently attending community college who have not yet completed a transfer curriculum at the time of application
- show potential for transfer success
<table>
<thead>
<tr>
<th>PROGRAM/DATES/DEADLINES</th>
<th>DESCRIPTION</th>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (SITE+) Dates: June 29 — July 30 Deadline: March 15</td>
<td>Six-week commuter program; students complete a UCLA summer sessions course, and receive individual advising on the UC application and personal insight questions. Introduction to research, university writing and support programs. Students must participate in activities on Tues. and Thurs. from 2PM-6PM, and Orientation on Monday, June 15, 2020.</td>
<td>GPA: 3.0+  UNITS: 30+ Transferable Units  • English Composition completed  • Complete transferable Math by Spring 2021  • Additional fourth essay  • Transferring Fall 2021</td>
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<td>PARENTING STUDENT SUMMER TRANSFER EXPERIENCE (PS SITE) Dates: June 14 — June 16 Deadline: May 1</td>
<td>Three-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to Parenting students.</td>
<td>Open to students who have completed at least 1 semester or have 12 units of transferrable course work.  • Priority for ELAC, LAPC, LAVC &amp; PCC students</td>
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<td>STEM SUMMER TRANSFER EXPERIENCE (STEM SITE) Dates: July 12 — July 16 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to STEM research, university writing and support programs. Focus on STEM resources.</td>
<td>GPA: 3.0+  UNITS: 30+ Transferable Units  • English Composition completed  • Complete Calculus 1 by Spring 2021  • Additional fourth essay  • Transferring Fall 2021</td>
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<td>UNDOCU SUMMER TRANSFER EXPERIENCE (UNDOCUSITE) Dates: July 12 — July 16 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to Undocumented students.</td>
<td>Open to high school seniors planning to enroll at a community college in Fall 2020 AND continuing community college students.</td>
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<td>SUMMER INTENSIVE TRANSFER EXPERIENCE (CLASSIC SITE) Dates: July 26 — July 30 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the educational pipeline through graduate school.</td>
<td>GPA: 3.0+  UNITS: 30+ Transferable Units  • English Composition completed  • Complete transferable Math by Spring 2021  • Transferring Fall 2021</td>
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<td>MEN OF COLOR SUMMER TRANSFER EXPERIENCE (MOC SITE) Dates: July 26 — July 30 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to Men of Color.</td>
<td>GPA: 3.0+  UNITS: 30+ Transferable Units  • English Composition completed  • Complete transferable Math by Spring 2021  • Transferring Fall 2021</td>
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<td>NATIVE &amp; PACIFIC ISLANDER SUMMER TRANSFER EXPERIENCE (NPI SITE) Dates: August 9 — August 13 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to Native American and Pacific Islander students.</td>
<td>Open to high school seniors planning to enroll at a community college in Fall 2020 AND continuing community college students.  • Additional fourth essay</td>
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<tr>
<td>SUMMER TRANSFER PROGRAM (STP) Dates: August 9 — August 13 Deadline: May 1</td>
<td>Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to African American/Black students.</td>
<td>Open to high school seniors planning to enroll at a community college in Fall 2020 AND continuing community college students.  • Additional fourth essay</td>
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<tr>
<td>ELAC SUMMER TRANSFER EXPERIENCE PLUS (ELAC SITE PLUS) Dates: August 9 — August 18 Deadline: May 1</td>
<td>Students participating in ELAC SITE Plus will enroll and complete a 3-unit ELAC course (History 82) during summer session 2 at ELAC with the last 10 days of instruction taking place at UCLA. Course dates: July 13th – August 18th – UCLA residential program Aug 9th - Aug 18. In addition, participants will receive individual advising on the UC application and personal insight questions, introduction to research, university writing, support programs, and transfer success workshops.</td>
<td>GPA: 3.0+  UNITS: 30+ Transferable Units  • English Composition completed  • Complete transferable Math by Spring 2021  • Only open to ELAC students  • Transferring Fall 2021</td>
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<td>FOSTER YOUTH SUMMER TRANSFER EXPERIENCE (FY SITE) Date: August 15 Deadline: June 1</td>
<td>One-day, all-day; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to current and former foster youth.</td>
<td>Open to students planning to enroll at a community college in Fall 2020 AND continuing community college students.  • Additional fourth essay</td>
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<tr>
<td>SUMMER INTENSIVE TRANSFER EXPERIENCE LITE (SITE LITE) Dates: Session 1 – August 15 Session 2 – August 22 Deadline: June 1</td>
<td>One-day, all-day; introduction to the CCCP Scholars Program, transfer requirements, campus tour, career and graduate school information, the educational pipeline, social justice and tips for success at the community college. Introduction to research, university writing and support programs.</td>
<td>Open to high school seniors planning to enroll at a community college in Fall 2020 AND continuing community college students.</td>
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<td>FORMERLY INCARCERATED SYSTEM-IMPACTED SUMMER TRANSFER EXPERIENCE (FI-SI SITE) Date: August 22 Deadline: June 1</td>
<td>One-day, all-day; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and resources available to Formerly Incarcerated and System-Impacted students.</td>
<td>Open to students planning to enroll at a community college in Fall 2020 AND continuing community college students.  • Additional fourth essay</td>
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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?