March 2020
To:      TAP Students and Faculty
From:  TAP Director:  Dr. Yih-Mei Hu, Music Dept.
       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:  Wednesdays 2:00-4:00 and Thursdays 12:00-2:00

II.  TAP HONORS CONTRACTS — REMINDER
    Contracts for full-term Spring 2020 classes are due by Friday, March 13. Short term contracts are due by the end of Week 1. Please contact Dr. Hu with any questions (huy@lavc.edu).

III. 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.

IV.  UCLA STOMP CONFERENCE BUS TRIP- FRIDAY MARCH , 2020
    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.

V.  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.

VI.  LAVC FOUNDATION SCHOLARSHIPS- DEADLINE - MARCH 27
    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.

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).

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 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

VIII. ACCESS LMU VISIT DAY Friday, March 6, 2020 9:30a.m. – 2:30 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

See attached for March 2020 Career/Transfer Center Calendar and Steps in Asking for a Letter of Recommendation and Transfer Program Fliers
# Career/Transfer Center

**February 2020**

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<tr>
<td>UCLA CCCP Representative 9:00AM - 4:00PM</td>
<td>UCLA CCCP Representative 12:30PM - 4:30PM</td>
<td>UCLA CCCP Representative 9:00AM - 3:00PM</td>
<td>UCLA CCCP Representative 9:00AM - 2:30PM</td>
<td>Don’t forget to complete your FAFSA/CA Dream Act application by March 2nd!</td>
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<td>CSUN Build Poder 10:00AM - 11:30AM</td>
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<td>Build Poder Application Workshop 11:30AM - 1:00PM</td>
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<td><strong>PRESIDENTS’ DAY</strong></td>
<td>CSUN Peer Mentor 9:00AM - 3:00PM</td>
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<td>UCLA CCCP Representative 9:00AM - 7:00PM</td>
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<td>Build Poder Application Workshop 11:30AM - 1:00PM</td>
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<td>CSUN Peer Mentor 9:00AM - 3:00PM</td>
<td>UCLA CCCP Representative 9:00AM - 7:00PM</td>
<td>UCLA CCCP Representative 9:00AM - 2:30PM</td>
<td>UC Santa Barbara University Tour 8:00AM - 5:00PM</td>
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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. LACCD encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the Career/Transfer Center at 818-947-2646 or lavc-careertransfercenter@laccd.edu as soon as possible, but no later than ten (10) business days prior to the event.
UCLA CENTER FOR COMMUNITY COLLEGE PARTNERSHIPS

CCCPSCHOLARS PROGRAM 2020-2021

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
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 culminating
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/ (CCC 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
CCCPScholars 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
UC DAY!

March 24, 2020
10:00am - 1:00pm
Outside of Student Services

UCSB  
UCR  
UCSD  
UCI  
UCLA

Talk to UC Representatives
Get information on admission requirements
Ask your UC questions

Free raffle, food, and giveaways!

Visit the Career/Transfer Center located in the Student Services Annex building or call (818) 947-2646 for questions!

LACCD encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the Counseling Department at 818-947-2474 as soon as possible, but no later than ten (10) business days prior to the event.
UC San Diego

APPLY ONLINE AT
admissions.ucsd.edu/transferacademy

Deadline: Friday, March 6, 2020

TRITON SUMMER TRANSFER ACADEMY

JULY 31 – AUGUST 2, 2020

FREE opportunity exclusively for prospective transfer students attending a California Community College.

• Meet with UC San Diego Admissions Officers for pre-admissions advising.
• Explore cutting-edge research facilities & connect with faculty, staff and current UC San Diego transfer students.
• Experience UC San Diego’s convenient on-campus housing.
• Get your questions answered by Financial Aid counselors.
Los Angeles Valley College

Spring 2020 University Visits

UC Santa Barbara
** FREE lunch provided by ASU
February 28
8:00am- 5:00pm

CSU Fullerton & UC Irvine
** FREE lunch provided by ASU
March 20
7:00am-4:30pm

UCLA Stomp Conference
FREE lunch provided
April 3
7:30am-3:30pm

CSU Northridge
** FREE lunch provided by ASU
April 24
7:45am-3:00pm

**To qualify you must have paid your ASU fee. Lunches are limited. RSVP now!

Dates & times subject to change

Visit the Career/Transfer Center located in the Student Services Annex building or call (818) 947-2646 to sign up!

LACCD encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the Counseling Department at 818-947-2474 as soon as possible, but no later than ten (10) business days prior to the event.
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: _______________
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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?