

UCLA Transfer Alliance Program (TAP) Certification Process Guide Sheet

This is The Super Student Checklist for TAP applicants: Do each step in order

Foothill College Honors Scholars who are applying for Fall 2023 admission to UCLA are **required** to complete the UCLA TAP certification process. The entire process is online, paperless, and will require you to meet with an Honors Counselor for a 30-minute appointment. Please plan accordingly.

**The TAP certification process must be completed by
11:59 PM (Pacific) on Wednesday February 22, 2023.**

Step 1:

- Click on this [nice letter from UCLA to you](#) from the Director of the UCLA Transfer Alliance Program that is asking you to complete this TAP Certification Process with us.
- Submit that [Application Agreement](#) with UCLA authorizing UCLA to release application information to the Foothill Honors Institute. You will need your UC Application ID, which was provided to you when you completed the UC application in November 2022. The number is seven digits long and is **not** your Foothill ID number.

Step 2:

- Attend one of our Honors Institute UCLA TAP Certification workshop. You **MUST** attend one of these workshops. Contact the Honors Institute immediately (honors@fhda.edu) if the available times conflict. The times are:
 - Monday, January 30th 12-1pm (In person room 3103)
 - Tuesday, January 31st 2-3pm (Virtual see Honors Zoom Link)
 - Wednesday, February 8th, 4-5pm (Virtual see Honors Zoom Link)
 - Monday February 13th, 11-12pm (In person room 3103)
 - Thursday, February 16th, 12-1pm (Virtual see Honors Zoom Link)

Step 3:

- Schedule a 30-minute telephone or Zoom counseling [appointment](#) with one of the following Honors Counselors:
 - Anabel Arreola-Trigonis
 - Tracee Cunningham
 - Cathy Denver
 - Debra Lew
 - Lety Serna
 - Fatima Jinnah
- The appointment must occur by **Wednesday, February 22, 2023. A tight window, so do it soon!**

Step 4: Counselors Review and Certify. Do this BEFORE YOUR COUNSELING APPOINTMENT

- After scheduling your 30-minute counseling appointment, note your scheduled counseling appointment date and fill out the UCLA TAP [Certification Worksheet](#) . **See below for how to examples.**
- In order for the counselors to help, you must fill out the [Certification for TAP Request](#) for your counselor to review. Your request is reviewed by the counselor after you fill it out and upload the Worksheet. Make sure it is all complete.
- Remember to have all other transcripts ready and classes listed. We have to calculate your GPA. For example, if you have Advanced Placement (AP) or International Baccalaureate (IB) credit, you will need a copy of the score report. For college level courses not taken at Foothill or

De Anza, you will need to also provide copies of transcripts from those institutions. Please have the score report and transcripts in PDF form ready for upload.

- Be prepared also to discuss your course selections for the Spring Quarter, as UCLA will need to know these choices. Most of the Spring Honors Courses are repeated from last year, they are listed [here](#).

Step 5:

- Log-on or phone-in to your counseling appointment **on-time**. Counselors will review your personal information, coursework, and submit the TAP certification to UCLA electronically. [In case you still need to do this, make an appointment using the Appointment Request website](#) with one of the Honors Counselors listed. This is a great time to make appointments because you have to plan your Spring Quarter class selections also!

Step 6:

- If an admissions offer is made by UCLA, you will need to submit the [Honors Scholar](#) petition form in the Spring 2023 quarter. The petition window closes at the end of May.

Tips for Completing the TAP Worksheet

The worksheet is for Foothill use only and it will neither be submitted to nor be collected by UCLA. Please type in your information. Review the following tips to ensure accuracy on your worksheet.

- My last name (surname/family name) is listed FIRST and my first name (given name) is listed SECOND, separated by a comma (Example: Rodriguez, Natasha).
- My Major and Alternate Major MATCH what was declared on my UC Application. (You will not be considered for priority consideration if the majors on this form **do not** match your UC Application.)
- I did not type anything into the “For Counselor Use Only” box.
- I listed **all** the Foothill honors classes for which I received a grade C or higher.
- If I have Foothill honors classes currently in progress during the Winter 2023 term, I typed **IP** for a grade.
- If I have Foothill honors classes planned for the Spring 2023 term, I typed **PL** for a grade
- I noted my **anticipated Spring 2023** courses and any honors courses that did not fit in the box on page 1 onto page 2 (in the “Comments or Special Circumstances” section using the SAME format as on page 1 to list my courses).

Sample course listing:

Term	College	Dept	Course No	Course Title	Units	Grade
F18	Foothill	BUSI	22H	Honors Principles of Business	5	A
F18	Foothill	PHOT	8H	Honors Photography of Multicultural America	4	A+
W19	Foothill	ENGL	1AH	Honors Composition and Reading	5	A
SP19	Foothill	ENGL	1CH	Honors Argumentative Writing & Critical Thinking	5	A
SP19	Foothill	COMM	1BH	Honors Argumentation & Persuasion	5	A
F19	Foothill	COMM	1AH	Honors Public Speaking	5	A