

Signature Process: TAP Counselor

for the *UCLA TAP Certification Form*

for the 2012 TAP Cycle

1. The Honors Student reviews their eligibility and program requirements on the UCLA TAP Website: <http://www.ugeduction.ucla.edu/tap/>
2. Next, the Honors Student completes the entire* TAP Certification Form.
 - Form is available on the above mentioned website, left hand side of page click "TAP Admission and Certification Cycle" to find the fill-able form
 - *=Leave UCLA ID# blank, complete remainder of form as appropriate
3. NOTE: If the student has completed any units outside of the San Diego Community College District, the student must complete and print a GPA Calculation sheet:
 - Any GPA Calculation format is fine, and/or an Excel GPA Calculation worksheet is available in the Transfer Center, MV-20
4. Student submits their completed TAP Certification Form (and GPA form if applicable) to the Transfer Center, MV-20.
 - Completed forms may also be emailed to the TAP Counselor at ckalck@sdccd.edu
 - **DEADLINE to SUBMIT forms to the TAP Counselor: February 24, 2012** by the end of the day.
5. TAP Counselor will review forms for accuracy and follow-up with the student if needed. Otherwise, signed forms will be ***available for student pick-up in MV-20 in 2 business days.***
6. The Honors Student presents a picture ID to pick-up their signed TAP Certification Form
7. The Honors Student then proceeds to seek the TAP Director signature by:
 - Visiting TAP Director Dr. Alison Primoza during her Honors Office Hours: Thursdays 12-2p
 - Alternate arrangements can be made by emailing Dr. Primoza at: aprimoz@sdccd.edu