

**UCLA TRANSFER ALLIANCE PROGRAM
PLANNING THE SITE REVIEW VISIT
GUIDELINES**

UCLA CONTACT:

Mary Ries	Phone..... (310) 206-1225
UCLA Division of Undergraduate Education	Fax..... (310) 206-4611
2340 Murphy Hall	E-mail..... mries@college.ucla.edu
Los Angeles, CA 90095-7211	

DATES – As the Review Team will spend a full day at your college, please suggest a list of dates (as many as possible) between December and April from which to schedule the Site-Review Visit.

LOCATION – In order to conduct all the interviews during the Site-Review Visit without losing time to travel from location to location, please reserve one room on the scheduled date that will comfortably accommodate the Review Team (approximately 10 members) as well as the incoming faculty, students and staff.

PARTICIPANTS – The Review Team requests meetings with the following individuals or a designated representative:

- College President – A must; no designated representative will do.
- College Academic Vice President
- Honors/Scholars Program Director
- Honors/Scholars Program Counselor(s)
- Honors/Scholars Program Advisory Board members
- Honors/Scholars Program faculty
- Honors/Scholars Program students
- Representatives from the Transfer Center and any other program serves underrepresented students, such as EOPS, Puente, etc.

SCHEDULE – Below is a sample Site-Review Visit schedule. Those times in bold are unchangeable, but you may use flexibility in scheduling the remaining meetings.

Sample Site-Review Visit Schedule

7:30 a.m. – 8:00 a.m.	Review Team Pre-Meeting
8:00 a.m. – 9:00 a.m.	Meeting with Honors/Scholars Director
9:00 a.m. – 9:30 a.m.	Meeting with the Academic Vice President
9:30 a.m. – 10:30 a.m.	Meeting with Honors/Scholars Counselor(s)
10:30 a.m. – 11:30 a.m.	Meeting with Honors/Scholars faculty
11:30 a.m. – 12:30 p.m.	Meeting with representatives from the Transfer Center, EOPS, and any other program serving underrepresented students
12:30 p.m. – 2:00 p.m.	Lunch with current Honors/Scholars students – at least 1 hour
2:00 p.m. – 2:30 p.m.	Meeting with Honors/Scholars Advisory Board members
2:30 p.m. – 3:00 p.m.	Meeting with College President
3:00 p.m. – 3:30 p.m.	Review Team Wrap-up (review team only)