

**COLLEGE NAME–PROGRAM NAME  
UCLA TAP SITE REVIEW VISIT  
DAY OF THE WEEK, MONTH DAY, YEAR**

**SCHEDULE**

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**LOCATION** ..... Building/room, directions.

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7:30 – 8:00 a.m.	Pre-meeting (Review Team only) and continental breakfast
8:00 – 9:00 a.m.	Meeting with Program Director
9:00 – 9:30 a.m.	Meeting with Administrative Liaison
9:30 – 10:00 a.m.	Meeting with Vice President
10:00 – 10:30 a.m.	Meeting with Program faculty
10:30 – 11:00 a.m.	Meeting with Program Advisory Committee members
11:00 – 11:45 a.m.	Meeting with Program Counselor(s)
12:00 – 1:30 p.m.	Lunch and Meeting with Program students
1:30 – 2:00 p.m.	Meeting with representatives from programs that serve underrepresented students – such as Transfer Center, EOPS, Puente, etc.
2:00 – 2:30 p.m.	Campus Tour
2:30 – 3:00 p.m.	Meeting with College President
3:00 – 3:30 p.m.	Post-meeting (Review Team only)

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Note: Meetings in blue cannot be scheduled at any other time.

**PARKING:**.....Location

**CONTACT INFORMATION:**

Name, title

Office phone: (nnn) nnn-nnnn

Alternate (cell) phone: (nnn) nnn-nnnn

SAMPLE