

## Beck, Marianne

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SENT: Friday, July 27, 2018 10:35 AM

Santa Clara University TAA Submission Process

As a reminder, the TAA is an agreement between the specific Community College, a student from that college, and Santa Clara University, stipulating that if certain courses and academic subjects are met, with a required minimum GPA, and the student is in good standing with the current institution, then admission to SCU for the following fall is guaranteed.

### Stipulations:

(1) TAA's are only for the **College of Arts and Sciences** (excluding the Econ major), and only for the fall term.

(2) As stated on the TAA form, at least 2/3 of the required **subject areas** must be completed at the time of submission. For example, English, Math, and Science are required, thus, two of those three areas must be complete at the time the TAA is submitted.

The third subject area can be in progress at the time of submission. TAA's submitted with only one -or none- of the required subjects completed will be rejected.

(3) Transcripts (unofficial are fine) must be submitted with the signed TAA. However, **official transcripts are needed** to complete the Common application.

(4) **Feb 1** is the priority submission date from the CC's to our office (me); applicants can still wait until April 15 to apply, but they will not receive an admission decision until we have a completed application. *So they should be encouraged to apply by Feb as well.*

### Submission Procedure:

(1) The student submits a signed TAA form with all college transcripts to your designated counselor.

(2) Your designated counselor reviews the transcripts to ensure all TAA stipulations are met, signs the TAA and sends (electronically is preferred) the TAA and transcripts to SCU (me).

Fell free to send complete TAA submissions in batches or individually. IF transcripts are sent encrypted I will need access to view them.

(3) I review the TAA and transcripts and either approve or deny the TAA, communicating the decision back to your designated counselor as promptly as possible.

(4) Students must still apply to the university via the Common Application, by the April 15 deadline. However, as stated previously, they should be encouraged to apply sooner for a quicker response.

(5) The student should email me directly ([ahowellwilliams@scu.edu](mailto:ahowellwilliams@scu.edu)) **only after they have submitted** the Common Application, SCU Writing Supplement, and app fee, indicating that they have done so and that they are a TAA applicant. \*\*\*This is new this year\*\*\*

This is a necessary step as our fall review period is a rolling process, and this will clue me in to the fact that I should be looking for this student's application.

Lastly, at SCU, transfers are eligible for need-based aid only. So submission of **the FAFSA is required for such consideration.**

Your campus' TAA is attached. Please let me know if you have any questions.

Thank you, and best wishes!

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