

## **Administrative Procedure 5120**

## **Transfer Center**

The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

1. The Transfer Center plan is designed to increase knowledge of transfer requirements and improve transfer preparedness among current, prospective and underrepresented students. The institution's student learning outcomes are incorporated in the Center's services and programs: counseling and advisement, transfer admission guarantee programs, meetings with representatives from regionally accredited baccalaureate level institutions, orientations, transfer-related workshops, and campus tours to universities.
2. The Transfer Center serves as the focal point of transfer activities and maintains resources to facilitate the transition from the College to baccalaureate level institutions. It contains a library of transfer-related materials, computers for student use and a counseling and advisement area. In addition to the many publications that are available electronically and in hard copy format, the Center also maintains an extensive website of transfer-related resources.
3. Transfer Center staff develops, implement and direct transfer-related services, programs, and activities.
4. District personnel, university representatives and students serve on an advisory committee and meet periodically to review programs and services.
5. Annual reports and strategic plans are prepared. A report to the California Community Colleges Chancellor's Office is submitted annually. Periodic surveys are conducted with students and staff and results are evaluated for planning purposes.
6. Transfer path requirements for each articulated baccalaureate major are available on the Transfer Center website and by consulting with counselors, advisors, and university representatives.

### **References:**

Education Code Sections 66720-66744;  
Title 5 Section 51027

Board Review: December 14, 2015