

ADMINISTRATIVE PROCEDURE 5120 TRANSFER CENTER

The District recognizes transfer as one of the primary missions of the California Community Colleges.

- A. Each College 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.
- B. Each College plan includes, but is not limited to:
 - 1. Services to be provided to students
 - 2. Facilities
 - 3. Staffing
 - 4. An advisory committee
 - 5. Evaluation and reporting
 - 6. Transfer path requirements for each articulated baccalaureate major (see ASSIST.org)
- C. The Transfer Center is under the supervision of the Vice President of Student Services or designated administrator.

Approved by the Chancellor: October 18, 2012