

TRANSFER CENTER

Each college within the District has a transfer center plan that complies with the requirements of Title 5, Section 51027. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- services to be provided to students;
- facilities;
- staffing;
- an advisory committee;
- evaluation and reporting; and
- transfer path requirements for each articulated baccalaureate major.

The District incorporates the transfer of its students to four-year institutions as part of its mission. Student populations, including African-American, Chicano/Latino, American Indian, disabled, low-income, and other students historically and currently underrepresented in the transfer process are especially encouraged to transfer and are provided application and financial aid information and assistance, academic planning and information concerning transfer agreements, and campus visits to baccalaureate institutions at frequent opportunities.

Transfer Center staff are trained to provide assistance with major and career exploration, searching online for college catalogs, and to make referrals for tutoring, financial aid counseling, articulation of courses between the community colleges and the transfer institutions, etc. The Transfer Center Plan is updated and modified as needed on a regular basis by appropriate faculty and staff and the Transfer Center's Advisory Committee (Advisory Committee).

The Advisory Committee is comprised of representatives from campus departments and services to include: student services, instructional faculty, four-year institutions (UC, CSU, private), and students. The Academic Senate president shall appoint faculty members to the Advisory Committee. The Advisory Committee will review the Plan and its recommended goals, and make further recommendations for updating the Plan.

Evaluation and Reporting

- a. The Transfer Center shall work in cooperation with the Office of Institutional Research to conduct an ongoing evaluation of the effectiveness of the college's transfer efforts, and the achievement of the Transfer Center Plan.
- b. The District shall submit an annual report to the Chancellor's Office describing the college's efforts towards achieving the targets and goals of the Transfer Center.

California Education Code Sections 66730-66744
Title 5, California Code of Regulations, Section 51027