
Student Services

1 **AP 5120 TRANSFER CENTER**

2 **References:**

3 Education Code, Sections 66720-66744;
4 Title 5, Section 51027

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

8 Plan components include, but are not limited to:

- 9 • Services to be provided to students;
10 • Facilities;
11 • Staffing;
12 • An advisory committee;
13 • Evaluation and reporting; and
14 • Transfer path requirements for each articulated baccalaureate major.

15 The Transfer Center Plan is updated every two years by the Transfer Center Director(s)
16 in consultation with the Transfer Center Advisory Committee, reviewed by the Dean of
17 Counseling Services and the Vice President of Student Services, and submitted to the
18 Board of Trustees. The Plan is reviewed semi-annually for completion of activities to meet
19 its goals and objectives.

20 The Dean of Counseling Services and the Transfer Center Director(s) implement
21 procedures that focus upon assisting on-going efforts to strengthen the transfer function,
22 coordination of outreach efforts, and of special programs for the improvement of
23 educational opportunity among underrepresented students.

24 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Reviewed: February 20, 2019; April 7, 2025