



AP 5120 Transfer Center

References:

Education Code Sections 66720-66744;
Title 5 Section 51027

1. The District shall develop, maintain, and review, not less than every three years, a transfer center plan that complies with all applicable legal requirements. The plan, which the District shall make available to students, shall describe activities and services provided by the transfer center, identify appropriate target student populations, be designed to increase the transfer applications of underrepresented students among transfer students, and establish target increases in the number of applicants to baccalaureate institutions.
2. Plan components shall include, but shall not be limited to, the following matters:
 - a. Services to be provided to students including, but not limited to, those:
 - i. To identify, contact, and provide transfer support services, which shall be developed and implemented in cooperation with student services departments and with faculty, to targeted student populations, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students.
 - ii. To ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
 - iii. To ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
 - iv. To monitor the progress of transfer students to the point of transfer, in accordance with specifically delineated monitoring activities.
 - v. To support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.

- vi. To assist students in the transition process, including timely completion and submittal of necessary forms and applications.
 - vii. To develop and implement a schedule of services for transfer students, in cooperation with baccalaureate institution personnel as available, to be provided by baccalaureate institution staff.
 - viii. To provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.
- b. Facilities - The District's plan with respect to facilities shall include, at a minimum, a physical space at a particular location on the Valencia campus from which the transfer center will operate that adequately supports transfer center activities and which is readily identifiable and accessible to students, faculty, and staff.
 - c. Staffing - The District's plan with respect to staffing shall include, at a minimum, clerical support for the transfer center and assign a Counselor to oversee the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.
 - d. An advisory committee - The District's plan with respect to an advisory committee shall include, at a minimum, establishing a transfer advisory committee with voting membership that is representative of campus departments and services and include (a) all Counselors who have been assigned specific responsibility for transfer-related activities within the Counseling Department, (b) a classified representative from the Transfer Center or from any other area of the campus, (c) the Dean of the Counseling Department, (d) at least one counselor who has been assigned specific responsibility within the Counseling Department for working with a special student population, (e) the Chief Student Services Officer, (f) the Articulation Officer, (g) two students appointed by the President of the Associated Student Government, (h) two full-time instructional faculty appointed by the President of the Academic Senate to two-year terms, preferably those teaching within disciplines in which transfer-focused students are primarily enrolled, (i) one part-time instructional faculty appointed by the President of the Academic Senate to a two-year term, whenever possible, (j) a representative from Institutional Research, Planning, and Institutional Effectiveness, and (k) baccalaureate college and university personnel, as available. The transfer advisory committee will be chaired by the Dean of the Counseling Department, who shall have overall responsibility for the committee's operations, will meet no less than twice per academic year, and will be responsible for review of, and updates to, the transfer center plan, as well as ongoing evaluation of the effectiveness of transfer services and achievement of targets identified within the plan. The transfer advisory committee shall adopt written operating procedures. Transfer Center Advisory

Committee Meetings will be open to guests who are current employees of the district. Guests will be non-voting, but are welcome to participate in all other committee activities.

- e. Evaluation and reporting - The District's plan with respect to evaluation and reporting shall include, at a minimum, a plan of institutional research for ongoing internal evaluation of the effectiveness of the District's transfer efforts, and the achievement of its transfer center plan.
- f. Transfer general education path requirements for each baccalaureate major articulated to the UC or CSU systems (i.e., to update, maintain, and provide students a copy of current CalGETC course requirements).

Reviewed by CPC: 04/22/2025

Next Review Date: Spring 2031