



## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5120 – TRANSFER CENTER

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The transfer of students to four-year institutions is a primary mission of the District. To support the transfer mission and ensure a transfer culture on campus, each college shall have a Transfer Center. Under the direction of a designated manager, a Transfer Center report will be developed describing the services and the activities of the Transfer Center. The Transfer Center report is submitted annually to the California Community Colleges Chancellor's Office. Further information regarding the report is located in the Transfer Center at each college.

Services of the Transfer Center shall include, but not be limited to the following:

- a) Transfer support services to include emphasis on serving students from historically underrepresented groups;
- b) Academic planning for transfer;
- c) Development and use of transfer agreements with four-year institutions;
- d) Maintaining up-to-date transfer information including application deadlines and transfer admission requirements;
- e) Monitor the progress of students in following their academic plans;
- f) Assist students with the use of other support services available including DSPS, financial aid, tutoring and counseling services; and
- g) Assist students with the transition process to four-year institutions.

**References:** Education Code Sections 66720-66744;  
Title 5 Section 51027

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