

# ADMINISTRATIVE REGULATION 5120

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

## TRANSFER CENTER

The District has a transfer center plan for each college that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer rate of applications of underrepresented students among transfer students.

The Transfer Center services may include the following:

- Transfer advising, counseling and assistance via center staff as well as personal contact with representatives from four-year colleges and universities. Such assistance may include one-on-one appointments, group workshops, college fairs, email, online information, and other formats.
- A resource library of college and university catalogs and guidebooks.
- Cultural, diversity, academic, and student development workshops and events.
- Computer stations with Internet access for college search and application.
- Financial aid and scholarship information.

The Transfer Center Plan components include, but are not limited to:

- Serving the transfer needs of a diverse student population
- Identifying and supporting student groups who historically display disproportionately low rates of transfer.
- Multicultural and transfer services to be provided to students.
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major.

The Transfer Center plans are maintained and updated annually by the college Transfer Center Coordinator with assistance from the Transfer Center staff. The Transfer Center Plan is incorporated into the college education master plan.

### *References:*

*California Code of Regulations, Title 5, Section 51027;*  
*Education Code Sections 66720-66744*  
*Accreditation Standard II.C.5*

Adopted: 02-22-10

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