

Chapter 5 - Student Services

AP 5120 Transfer Center

Reference:

Title 5 Section 51027

The Board of Trustees recognizes transfer as one of the primary missions of the California community colleges, and as such, places priority emphasis on the preparation and transfer of underrepresented students, including but not limited to, Black/African American, Hispanic/Latinx, American Indian, economically disadvantaged, and diverse ability backgrounds.

A. Required Services

The College will prepare and maintain a Transfer Center Plan which shall delineate services to be provided to students. Those services shall include, but are not limited to:

- identify, contact, and provide transfer support services to targeted student populations identified in the Transfer Center Plan;
- ensure the provision of academic planning for transfer, the development and use of transfer admission agreements, and the development and use of course-to-course and major articulation agreements. These activities shall be provided in cooperation with student services, faculty, and baccalaureate institutions personnel as available;
- ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling and advising services;
- monitor the progress of transfer students to the point of transfer;
- support the progress of transfer students through referral to such services as tutoring, financial assistance, counseling, and Other instructional and student services on campus, as appropriate;
- assist students in the transfer process, including the timely completion and submittal of necessary forms and applications.

B. Facilities

Maintain a digital resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

C. Staffing

The Transfer Specialists, under the direction of the Director, Transfer Center will have primary responsibility for coordinating the activities of the Transfer Center, to serve as liaison to articulation, student services, and instructional programs on campus, and work with baccalaureate institution personnel.

D. Transfer Advisory Work Group

An advisory work group shall be established to plan the development, implementation, and ongoing operations of the Transfer Center. Membership to the work group will be sought from campus departments and programs.

The Mt. San Antonio College Catalog contains the most recent information regarding the Transfer Center, which is updated annually.

Reviewed: May 14, 2013

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