



ADMINISTRATIVE **PROCEDURE**

5120

DESERT COMMUNITY COLLEGE DISTRICT

TRANSFER CENTER

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

Transfer Center Components

- **Services to be provided to students**
 - Counseling and advising services will be provided to students in such a way as to assist students with exploring potential majors and careers and providing information about the application and transfer process to a four-year college or university.
 - Services and activities will include a college catalog and reference library, on-line access to transfer information websites, transfer information workshops, access to outreach counselors from four-year institutions, and information dissemination activities.
- **Facilities**
 - The College will provide ample space to house the Transfer Center in close proximity to the Counseling Center and the Career and Workforce Solutions Center to ensure a seamless and integrated relationship between the three service areas.
- **Staffing**
 - The Center will be staffed, at a minimum, by a 50% coordinator or counselor and a 50% classified support staff person.
- **Advisory Committee**
 - The Transfer Center Advisory Committee will meet, at minimum, once per semester and consist of appropriate faculty advisors from COD, outreach staff from partner four-year institutions, students, and community members.
- **Evaluation and Reporting**
 - The Transfer Center Counselor, working collaboratively with the appropriate COD faculty and administrator(s), will be responsible for developing the Transfer Plan and completing the Transfer Center Annual Report to the California Community College Chancellors' Office.

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

Approved by College Council: November 16, 2005
Executive Cabinet Review/Approval: April 4, 2017
College Planning Council Review/Approval, 1st Reading: April 7, 2017
College Planning Council Review/Approval, 2nd Reading: April 28, 2017
Board Meeting/Information Item: May 19, 2017
Next Review: May 2022

Administrator: VP Student Success