

# 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 African-American, Chicano/Latino, American Indian, disabled, low-income and other students who are historically and currently underrepresented in the transfer process.

### 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, with faculty, and with 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 student to the point of transfer;
- support the progress of transfer student 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;
- assist students in the transfer process, including the timely completion and submittal of necessary forms and applications.

### B. Facilities

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

### C. Staffing

The Transfer Specialist will have primary responsibility for coordinating the activities of the transfer center; to serve as liaison to articulation, to student services, and to instructional programs on campus, and to work with baccalaureate institution personnel.

D. Transfer Advisory Council

An advisory council shall be established to plan the development, implementation and ongoing operations of the transfer center. Membership to the council will be sought from all campus departments and programs.

The Mt. San Antonio College Catalog contains the most recent information regarding the Advising Center. This document is updated annually for currency and correctness.

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