



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5120 Transfer Center
Code	AP 5120
Status	Active
Legal	California Education Code, Section 66720-66722.5 California Education Code, Section 66725-66725.3 California Education Code, Section 66730-66744 Title 5, Section 51027
Adopted	April 14, 2009
Last Revised	April 13, 2021

Each college in the District has a transfer center plan that complies with the requirements of Title 5, Section 51027.

The Transfer Center Plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented and underperforming students in the transfer process.

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

- 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 Plan is updated on an annual basis by each college's Transfer Center Coordinator, with administrative oversight from his/her supervisor.

Required Transfer Services:

- Identify, contact, and provide transfer support services to targeted student populations as identified in the Transfer Center Plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students.
- These activities shall be developed and implemented in cooperation with student services and with faculty.

- Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements.
- Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
- Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
- Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
- Support the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
- Support the progress of transfer students 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 transition process, including timely completion and submittal of necessary forms and applications such as California State University (CSU), University of California (UC), and the Common Application used by independent colleges and universities.
- In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.
- Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

Minimum Transfer Center Standards:

1. Facilities - Each college of the Ventura County Community College District (VCCCD) shall provide space and facilities adequate to support the transfer center and its activities.

Each college of the VCCCD shall designate a particular location on campus as the focal point of transfer functions.

This location shall be readily identifiable and accessible to students, faculty, and staff.

2. Each college of the VCCCD shall provide clerical support for the Transfer Center and assign college staff to coordinate the activities of the transfer center:

Each college of the VCCCD shall include:

Transfer Center Coordinator:

Coordinates the activities of the Transfer Center

Coordinates underrepresented student transfer efforts

Serves as liaison to articulation, to student services, and to instructional programs on campus

Collaborates with baccalaureate institution personnel

Clerical Support:

Provides clerical support for the Transfer Center

Provides direct service to students, faculty, college, and university representatives

- To coordinate underrepresented student transfer efforts
- To serve as liaison to articulation, to student services
- To instructional programs on campus
- To work with baccalaureate institution personnel

3. Advisory Committee - Each college of the VCCCD shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center.

- Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.

4. Evaluation and Reporting - Each college of the VCCCD shall include in its Transfer Center Plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its Transfer Center Plan.

- The Transfer Center Coordinator submits an annual report to the California Community College Chancellor's Office (CCCCO) describing the status of the college's efforts to implement its Transfer Center(s), achievement of Transfer Center Plan targets and goals, and expenditures supporting Transfer Center operations.

See [Board Policy 5120 Transfer Center](#).

Governance Review

2021 04.13 Board of Trustees Meeting

2021 03.15 Chancellor's Cabinet

2021 03.11 DTRW-SS