

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: TRANSFER CENTER	Number: BP 5.13
Legal Authority: California Education Code Sections 66720-66744 Title 5, CCR, Section 51027	Page: 1 of 1

~~Student transfer is a primary mission of the District. The College shall develop regulations describing the Transfer Center Plan based on the standards established by state regulations concerning required services, facilities, staffing, advisory committee activities and evaluation and reporting.~~

The San Francisco Community College District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The College Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

See Administrative Procedure 5.13

Approved by District Board of Trustees	Authenticated	Date: 02/09/00
	By Chancellor:	MM/DD/2023
Date: 6/23/94 MM/DD/2023	Revision Number:	Date: 06/23/94 MM/DD/2023

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The San Francisco Community College District has a Transfer Center and a Transfer Center Plan in compliance with Title 5 requirements. The Plan identifies appropriate student populations, include equity-focused student populations, and is designed to increase transfer applications and transfer rate of all students, including historically underserved or underrepresented students.

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

- Transfer services
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting

The Transfer Center Plan is reviewed and updated every three (3) years by the Transfer Center. The Transfer Center offers information resources, counseling, and numerous activities to assist students with transfer planning that include but are not limited to:

- Transfer specific counseling in both individual and groups settings
- Transfer preparation for students, including the equity-focused student populations, in alignment with the College’s Equity Plan
- A variety of transfer topic workshops
- Application assistance for the UC TAG, UC general application, the CSU application, and other university applications
- Transfer fairs in the fall and spring semesters
- Individual appointments with university representatives
- Advocacy for students who were denied university acceptance
- Coordination of cross-enrollment process in partnership with four-year universities
- Fieldtrips to local universities

Also see Board Policy 5.13 Transfer Center

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