

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL

Title: TRANSFER CENTER	Number: AP 5.13
Legal Authority: California Education Code Sections 66720-66744 Title 5, CCR, Section 51027	Related to CCLC AP 5120

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 group 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

See also Board Policy 5.13 Transfer Center.

Recommended by Participatory Governance Council: February 16, 2023 Approved by Chancellor: August 24, 2023	Page 1 of 1
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