Administrative Procedures

Chapter 5, Student Services

AP 5120 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.

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 plan is available for review in the Transfer Center. The plan is reviewed annually and updated as needed by the Transfer Center Director.

The Transfer Center is located at the Rancho campus and provides information and resources to help students continue their education after Chaffey College. The center maintains a library of college catalogs and reference materials, provides access to the Internet and specialized software programs for college research and applications, hostscollege representatives for individual appointments with students, sponsors transfer- related workshops, and schedules campus visits and college fairs. Selected services are also available at the Chino and Fontana campuses.

All services are free and available to any Chaffey student.

References: Education Code Sections 66720-66744;

Title 5 Section 51027

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