HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5120 Transfer Services

References: Education Code Sections 66720-66744; Title 5 Section 51027

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
  In conjunction with the Counseling Department, Transfer Center staff provide potential transfer students with programs and services that support the exploration and planning for transfer.

  The Transfer Center uses intentional outreach to ensure that programming is provided to disproportionately impacted populations as identified by the College's Student Equity Plan and goals. The Transfer Center staff work with baccalaureate-level universities to develop and coordinate collaborative transfer programs such Transfer 101 workshops, TAGs, transfer application workshops, university outreach, Transfer Day/College Night programs, and cross-enrollment activities. They additionally support students by monitoring the progress of potential transfer students, and by providing timely support in their transfer research and the submission of university applications. The staff develops a calendar of Transfer Services activities, provides a library of transfer materials for student and counselor research, and coordinates transfer workshops and university tours.

- Facilities
  The Transfer Center is centrally located on campus where it is readily accessible and identifiable to students, faculty, and staff. Transfer services (including workshops and university representative visits) are made broadly available to students and are hosted at all campuses and education centers, as well as virtually.

- Staffing
  The Transfer Center is staffed by professional staff who oversee the Transfer Center's activities and provide workshops and classroom presentations to students that are planning to or considering transfer. They additionally help organize campus visits, schedule visits from campus representatives, and work with specific cohorts and learning communities. Counselors are essential members of the Transfer team, and incorporate transfer discussions, exploration, and planning within their counseling and teaching roles. The Transfer Center utilizes student staff, interns, and peer mentors to expand the reach of programing and services.

- An advisory committee
  The Transfer Center Coordinator convenes a Transfer Services Advisory Committee to support the planning, implementation, review, and ongoing improvement of Transfer Services. Membership is representative of campus departments and services and includes, as appropriate, counselors, articulation, categorical and other student support programs involved in transfer, students, and representatives from baccalaureate institutions. This structure is consistent with Title 5 requirements for representative campus membership and participation by baccalaureate institution personnel as available.

  The Committee meets regularly to review transfer services and outcomes, including service utilization, participation in transfer activities and programming, transfer application and admission data, and other relevant information. The Committee also reviews planned activities and priorities and provides feedback regarding services, partnerships, and strategies to improve transfer support and outcomes, with particular attention to students historically and currently underrepresented in the transfer process.

- Evaluation and reporting
  Transfer Services participates in ongoing institutional evaluation and planning to assess the effectiveness of the College's transfer efforts and progress toward the goals and targets established in the Transfer Center Plan. Evaluation may include institutional research, service utilization and participation data, transfer application, admission, and outcome data, student feedback, and other relevant measures. Title 5 requires ongoing internal evaluation of both transfer efforts and achievement of the Transfer Center Plan. Evaluation findings are used to inform program planning, continuous improvement, resource allocation, and updates to the Transfer Center Plan. Transfer Services participates in established College planning and program review processes, including the development and assessment of measurable activities and objectives.

  The Transfer Center Coordinator is responsible for coordinating the maintenance and periodic review of the Transfer Center Plan in consultation with the Transfer Services Advisory Committee, appropriate College constituencies, and baccalaureate institution personnel as available.

  Transfer Services completes required state reporting regarding the implementation and operation of the Transfer Center, including progress toward established goals and targets and the use of resources supporting transfer activities.

- Developing transfer partnerships
  The Transfer Center creates, maintains, and strengthens relationships with baccalaureate level institutions. Along with the Articulation Officer and faculty from individual academic disciplines, the Transfer Center plays a role in the development of transfer agreements, 2+2 pathways, articulation agreements, and other types of partnerships with baccalaureate institutions. Collaborations are achieved through liaising

with both academic and non-academic departments at these institutions, and engaging in cohort-based programming with local universities. The cohort- based programming relates to major pathways, career pathways, affinity groups, and university preference. Collaborations include cross-institution appointments and resource sharing, field trips, and program mapping.

Approved by the Superintendent/President: xx/xx/2026

See Board Policy 5120