The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate 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 provided to students**
In conjunction with the Counseling Department, the Transfer Center faculty and staff provide potential transfer students with academic planning and counseling services which include the selection of courses required for university admission, general education options, and major preparation. Students are encouraged to participate in programs and services that support planning for transfer such as Transfer Admission Guarantees (TAGs), Transfer Admission Agreements (TAAs), Honors Transfer Program, cross enrollment at universities, and the utilization of course articulation information to ensure course transferability.

The Transfer Center staff work with baccalaureate-level universities to develop and coordinate collaborative transfer programs such TAGs/TAAs, AA-T/AS-T (SB1440), university outreach, Transfer Day/College Night programs, and cross-enrollment activities. They additionally provide access to computers and support students in their transfer research and the submission of university applications. The staff develops a calendar of Transfer Center activities, provides a library of transfer materials for student and counselor research, and coordinates transfer workshops and university tours.

Students are additionally assisted with their transfer plans, including timely completion and submission of university applications, financial aid and housing applications, and the identification of other available university services, programs and personnel to contact for further assistance in the transition process. These activities include the provision of workshops to assist students with on-line university applications and personal statements/essays, answer their transfer-related questions, and provide advocacy for them if they believe their denial of admission from a baccalaureate-level university has been unfair or incorrect.

**Facilities**
The Cabrillo College Transfer Center is centrally located on campus where it is readily accessible and identifiable to students, faculty, and staff. It is the focal point of all transfer activities. The Transfer Center is co-located with the related services of general counseling, career services and the articulation office. The center includes offices staffed with counselors and has office space for college representatives. Additionally, all counselors provide transfer information.

**Staffing**
The Transfer Center Coordinator is a counseling faculty member with 50% release time for the role of coordination. The primary responsibility of the Transfer Center Coordinator is to coordinate the college's transfer function.
Support staff oversee the center’s activities and provide workshops and classroom presentations to students that are planning to or considering transfer. They additionally help organize campus visits and schedule visits from campus representatives. Staff is instrumental in all aspects of the transfer process. Student workers additionally support this function.

Counselors assist and support the Transfer Center Coordinator with all aspects of the counseling and teaching activities of the Center.

Advisory Committee
The purpose of the Transfer Center Advisory Committee is to review the ongoing operations of the Transfer Center and pose questions and provide insights that can improve the services to students. The Committee provides advice and support to the Transfer Center on issues that arise on the Annual Transfer Center Report. Membership is composed of approximately 15 representatives from campus departments and services, including a student, a representative from the college’s Board of Trustees, and four-year college and university personnel.

Meetings are held twice per year, fall and spring. The agendas are developed by the Transfer Center Coordinator in collaboration with the Director of Counseling. Additional agenda items are welcomed by committee members at each meeting. Minutes are kept. The annual Transfer Center Report is submitted to the California Community College Chancellor’s Office describing the district’s Transfer Center operations.

Evaluation and Reporting
An annual Transfer Center Report describing the district’s Transfer Center operations is prepared for the Cabrillo College Administration and Governing Board. This annual Transfer Center Report is submitted to the California Community College Chancellor’s Office.

Rev 2/07; Rev. 4-13

References: Education Code Sections 66720-66744 Title 5 Section 50127

Approved by Student Services Council April 17, 2013