
**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5120 TRANSFER CENTER

The 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 and emphasis will be placed toward enhancing the transfer of students from economically disadvantaged families and students from traditionally underrepresented minorities.

The Superintendent/President 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.

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

Adopted: 7/14/15
Reviewed: 10/13/20

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5120 TRANSFER CENTER

The District has a Transfer Center Plan that complies with the requirements of Title 5. Districts shall identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.

Plan components include, but are not limited to:

- Activities and Services of the University Transfer Center
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major
- Specific efforts to improve diversity
- Early Outreach Activities

The Board of Trustees will adopt a new university transfer center plan each four years to enhance transfer services college-wide and to increase student transfers. The University Transfer Center Advisory Board, composed of college staff and faculty, as well as four-year university personnel, will participate in the development of the plan. University Transfer Center staff will use the University Transfer Center plan to guide annual goal development, action planning, and evaluation of progress. The plan will incorporate successful transfer practices learned from other colleges, as well as respond to initiatives and guidelines of the Chancellor's Office.

The University Transfer Center will identify, contact, encourage, and provide transfer support services to students, especially those who are underrepresented, in order to increase the number of students who transfer. The District provides students with appropriate, comprehensive, and equitable services on the campus in Santa Maria, the Lompoc Valley Center and online. Attention is taken to ensure that needs are met whether students are just out of high school or in a specialized population such as

veterans, foster youth, low income educationally disadvantaged or students with disabilities (Student Equity Plan).

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

Approved: 6/16/15

Reviewed: 6/9/20