

STUDENT SERVICE**AP 5120 TRANSFER CENTER****References:**

Education Code Sections 66720-66744;
Title 5 Section 51027

The District has a Transfer Center Plan which is developed and reflected in our program review process (PRP) and reviewed annually in compliance with the requirements of Title 5. The Plan identifies appropriate target student populations and is designed to increase the transfer applications of all students including historically underserved or 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 pathways and strategies to improve university application acceptance

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 small groups settings
- A large variety of transfer topic workshops
- Application assistance for the UC TAG, UC general application and the CSU application
- College fairs in the fall and spring semesters
- Individual appointments with university representatives
- Advocacy for students who were denied university acceptance
- Processing cross-enrollment documents to enable Palomar students to take 1 class with SDSU, CSUSM or UCSD prior to transfer at a reduced cost
- Fieldtrips to local universities

Also refer to the Palomar College Catalog and Schedule of Classes

Offices of Primary Responsibility: Student Services

Date Approved: 11/20/07; Revised: 9/19/17; Revised: 10/22/21

(Replaces current Palomar College Procedure 418.2 and all previous versions of AP 5120.)