

# TRANSFER CENTER

## Memorandum

**To:** OCC Faculty  
**From:** Linda Bagatourian, Transfer Center/TOP Coordinator  
**Date:** August 28, 2023  
**Re:** 15-Minute Transfer Center Class Presentation

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Happy fall semester! We would like to remind you the Transfer Center 15-minute Class Presentation are back! We have found that many students are eligible to transfer but have not done so due to a lack of information about the transfer process. At OCC, it is crucial to keep our students informed of changing and new policies regarding transfer admission. In a continual effort to make OCC students successful in their academic careers, we would greatly appreciate and encourage your participation.

Kindly fill out the form request below. We will do our best to accommodate to your schedule. Transfer Center staff will review, schedule, and confirm via email.

Your response should be forwarded to Janet Valle, via e-mail at [jvalle@occ.cccd.edu](mailto:jvalle@occ.cccd.edu), via phone at (714) 432-5916, or by returning this memo to the Transfer Center box in the mailroom.

Thank you.

Professor Name: \_\_\_\_\_ Extension/E-mail: \_\_\_\_\_

CRN	Class Name	Location	Preferred presentation date(s)	Preferred presentation start time(s)	# of students