

Memorandum

To: OCC Faculty
From: Linda Bagatourian, Transfer Center/TOP Coordinator
Date: January 29, 2024
Re: 15-Minute Transfer Center Class Presentation

Happy spring semester! We would like to remind you to schedule your Transfer Center 15-minute Class Presentation today!

As we continue our efforts to share vital transfer information with our students, we are still finding that many are eligible to transfer but have not done so due to a lack of transfer information. The Transfer Center is here to assist in the successful completion of their academic goals.

We greatly appreciate and encourage your participation! Kindly fill out the form portion below.

To submit your request, you can email: jvalle@occ.cccd.edu, call or text us at (714) 432-5916, or by placing this memo in 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