

CLARK ATLANTA UNIVERSITY

TAG Agreement: Staff Process

- ❑ Student makes an appointment with the transfer counselor (learning communities meet with respective counselor) who analyzes their transcripts to ensure they have met the minimum requirements to enter into a TAG with CAU. Student and LMC counselor sign the TAG agreement

- ❑ Student then returns the signed TAG to the LMC Transfer Center Coordinator. The coordinator will mail (U.S mail and/or email) the student contract and unofficial transcripts to the CAU Transfer Coordinator no later than January 30th for fall admission and September 1st for spring admission.

- ❑ Upon approval by CAU, the Transfer Coordinator, will complete an unofficial credit evaluation, sign the agreement and return copies (US mail and/or email) to the Transfer Center Coordinator.

- ❑ The LMC Transfer Coordinator will notify the student and maintain a copy on file in the Transfer Center.

- ❑ Student will submit the complete standard CAU application including all official transcripts and dean's certification via U.S. mail to the CAU Transfer Coordinator no later than April 1st for fall admission and October 1st for spring admission. (The application fee will be waived.)

- ❑ CAU notifies student of their acceptance and further instructions on scholarships and housing applications.

Clark Atlanta University

ATTN: Transfer Coordinator: Mr. Marcus Kendrick Jr.

223 James P. Brawley Drive SW, Atlanta, GA 30314

404.880.6342

mkendrick@cau.edu

Los Medanos College

ATTN: Transfer Coordinator: Ade Origunwa

2700 East Leland Rd, Pittsburg, CA 94565

925.473.7443

aorigunwa@losmedanos.edu