
HARTNELL COLLEGE

APPLICATION FOR ADMISSION

RETURN TO:

HARTNELL COLLEGE
OFFICE OF ADMISSIONS AND RECORDS
156 Homestead Avenue, Salinas, CA 93901

ADMISSION POLICY

General enrollment is open to high school graduates and holders of the Certificate of Proficiency or equivalent. Any other students over the age of 18 who are capable of profiting from the instructional curriculum of the College shall also be admitted.

APPLICATION GUIDELINES

You may submit your application by mail or in person. If completing the application within three weeks of registration, you should submit it in person. **Please complete all items on the application. Incomplete applications may be returned and delay your registration.**

Your Social Security Number will be used as your personal identifier for official college records and for compiling state-required academic information reports.

TRANSCRIPTS

Students who intend to graduate from Hartnell College should arrange to have all college transcripts sent to the Hartnell College Admissions & Records Office. In-person submittals must be in a college-sealed envelope. You must complete an evaluation request form to have incoming transcripts evaluated and added to Hartnell records. Evaluation of transfer credit may take at least five weeks after all documentation is received. A minimum of 6.0 semester units must be completed at Hartnell before an official evaluation will be completed.

All transcripts submitted become part of the student's permanent file and will not be released to anyone or any other institution.

ENROLLMENT/MATRICULATION SERVICES - STAAR*

Most students are required to participate in the STAAR* (Success Through Assessment/orientation, Advisement, and Registration) Program. It is designed to match your skills and needs to the courses, programs, and services of the College. It includes an assessment of reading, writing, and math skills; an orientation to the College; and an opportunity to talk with a counselor and register for classes. Call 759-6054/6055 for information and reservations.

GRADUATION

Graduation Evaluation: Students who wish to receive an Associate Degree must petition to have college course work officially evaluated. An evaluation is a summary showing how college work completed compares with college curriculum requirements established in the catalog for the year the student entered Hartnell, provided there has been continuous enrollment (student must have been enrolled each Fall and Spring semesters to be considered continuous).

Petition for Graduation: The petition for evaluation is a form that must be completed by a student who wishes to graduate. The petition can be obtained from Admissions and Records and must be completed and returned to that office. It is recommended that students file the petition once they have completed 30 units, but no later than the deadline noted in the current class schedule.

COUNSELING AND GUIDANCE

Professional counseling and guidance services are available to all students and prospective students of Hartnell College. Counselors assist students in exploring career, educational, and personal goals and planning a program of studies to fulfill the educational/course requirements to meet those goals. University transfer, vocational study, basic skills development, professional enrichment, and personal enrichment are all included in the academic counseling services. Information on or referral to campus and community services is provided as needed. Personal counseling to assist with decision-making and personal problems affecting academic success is also an important part of the counseling services. Call 755-6820 for information.

GUARANTEED ADMISSIONS PROGRAM

Hartnell College now has a Guaranteed Admissions Program with several CSU and UC Universities. This program allows students upon graduation from high school, and the completion of 30 transferrable units to sign an agreement under the auspices of Hartnell College to any one of the participating universities. Once the student completes specific requirements, and 56 transferable units, he/she can automatically transfer with JUNIOR STANDING. For further information, call the Transfer Center at 759-6007.

*PLEASE SEPARATE AND RETAIN FOR YOUR INFORMATION
MAIL APPLICATION TO THE ADDRESS LISTED ABOVE*

STUDENT FINANCIAL AID

The purpose of financial aid is to assist eligible students in meeting educational costs while attending school. The primary responsibility for meeting college costs rest with the student and his/her family. However, we recognize that many students are not able to pay the full cost of a college education. For this reason, Hartnell College offers programs to provide assistance for students with documented financial need. Financial need is the difference between the costs of education and the resources available to a student. Call 755-6806 for information.

LEARNING SKILLS PROGRAM

Any student who feels he or she needs extra help with basic learning skills (reading, writing and mathematics) should consult with one of the instructors in the Learning Skills Program for possible placement. Telephone: 755-6866.

RESIDENCY REQUIREMENTS - California Residents

Resident student classification shall be given to students if they qualify under one of the following conditions:

1. If 19 years of age or over, have resided in California for at least one year and one day prior to the beginning of the semester and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester.
2. If 18 years of age and both the student and the student's parents or legal guardian have resided in California for a least one year and one day prior to the beginning of the semester and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester.

3. If under 18 years of age and the student's parents or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester. "Manifested the intent" means having the supportive documentation indicating the intention of making California one's legal state of residence.

YOU MAY BE ASKED TO SUBMIT THIS DOCUMENTATION TO VERIFY CALIFORNIA RESIDENCY. FOR FURTHER INFORMATION CONTACT THE ADMISSIONS AND RECORDS OFFICE AT 755-6711.

Non-Residents

Students not meeting the above requirements, including international students, will be classified as "non-residents" and are subject to non-resident tuition and enrollment fees.

Active Duty Members of Military

Non-resident active duty members of the military and their dependents are allowed to attend Hartnell College without paying non-resident tuition for one year after being assigned to duty in California, as long as the assignment to California is not for educational purposes to a state-supported institution of higher education. After this one-year period, the active duty members and their dependents will be reclassified to non-resident status unless documentation can be provided indicating the student has "manifested the intent" to become a legal California resident. For specific information, please contact the Admissions Office at 755-6711.

HARTNELL COLLEGE MAJOR CODES

Hartnell College offers lower division course work for most four-year transfer majors. Students are advised to consult catalogs of the four-year schools that they are interested in, and to discuss specific requirements with a Hartnell College counselor. The following is a list of the Hartnell College majors in which you can receive a Certificate and/or Associate Degree.

Admin. of Justice—Corrections	210510	Environmental Technology	213500
Admin. of Justice—Criminal Justice	210500	Financial Institution Operations	050400
Agriculture Business	011200	Fire Science	213300
Agriculture/Industrial Mechanics	011600	General Studies	493000
Animal Health Technology	010210	Health Education	083700
Anthropology	220200	History	220500
Apprenticeship: Electrical	095220	Human Services	210400
Art	100200	Industrial Technology	095630
Auto Collision Repair	094820	Instructional Aide	210750
Athletic Training	122210	Liberal Studies	490100
Auto Engine Machining	094800	Library Assistant	160200
Auto Mechanics (General)	094800	Mathematics	170100
Auto Shop Management	094800	Medical Laboratory Technician	120500
Diesel Mechanic	094700	Mill and Cabinet Technology	095250
Behavioral Sciences	220100	Multimedia Technology	103020
Bilingual Education	089900	Music	100400
Biology	040100	Nursing-Registered	120300
Business Office Technology	051400	Nursing-Vocational	120320
Business Administration	050600	Photography	101100
Business (General)	050100	Physical Education	083500
Chemistry	190500	Physics	190200
Chicana/Chicano Studies	220210	Primary Care	120600
Computer and Information Sciences	070100	Psychology	200100
Construction Technology	095700	Real Estate	051100
Drafting Technology	095300	Social Sciences	229900
Early Childhood Education	130510	Sociology	220800
Earth Sciences	191400	Spanish	110500
Electronics Technology	093420	Theatre Arts	100700
Engineering	090100	Transfer Studies	499900
Engineering Technology	092400	Water Technology	190100
English	150100	Welding Technology	095650