

HARTNELL COLLEGE

CONCURRENT ENROLLMENT PROCEDURES

Students whose age or class level is equal to grades 9-12 may attend Hartnell College as either a special part-time student, a special full-time student or a special summer session student for advanced scholastic, or vocational courses in accordance with the following procedures. *All admitted students must meet STAAR* requirements if enrolling in a Math, English, or ESL course or any course with an English or Math prerequisite.*

Course prerequisites must be met prior to registering. If you have completed a prerequisite course in high school, you must provide official high school transcripts to the Admissions & Records Office and make an appointment to see a Hartnell Counselor for prerequisite clearance before registering. Prerequisite Clearance forms may take two working days to process, so plan ahead!

I. SPECIAL PART-TIME STUDENT

Students enrolled in a public or private high school must meet each of the following criteria:

1. Written parental or guardian consent
2. Written school principal or designee recommendation and consent
3. Skill level assessment through STAAR* if applicable (*see above*)
4. Written approval from a Hartnell College Counselor

Students whose age or class level is equal to grades 9-12 and is **NOT** enrolled in school must meet each of the following criteria:

1. Written parental or guardian consent
2. Verification of non-enrollment in high school from principal or designee and consent
3. Skill level assessment through STAAR* if applicable (*see above*)
4. Written approval from a Hartnell College Vice President for Student Services or designee

II. SPECIAL FULL-TIME STUDENT

Students enrolled in a public or private high school must meet each of the following criteria:

1. Written parental or guardian consent
2. Written school principal or designee recommendation and consent
3. Written approval of the Governing Board of the High School District in which the student is enrolled
4. Skill level assessment through STAAR* if applicable (*see above*)
5. Written approval from Hartnell College Vice President for Student Services or designee

Students whose age or class level is equal to grades 9-12 and is **NOT** enrolled in school must meet each of the following criteria:

1. Written parental or guardian consent
2. Verification of non-enrollment in high school from principal or designee and consent
3. Skill level assessment through STAAR* if applicable (*see above*)
4. Written approval from Hartnell College Vice President for Student Services or designee

III. SPECIAL SUMMER SESSION STUDENT

Students enrolled in a public or private high school must meet each of the following criteria:

1. Written parental or guardian consent
2. Written school principal or designee recommendation and consent
3. Skill level assessment through STAAR* if applicable (*see above*)
4. Written approval from a Hartnell College Counselor

GRADES K-8

Admissions of non-high school students enrolled in K-8 districts may attend Hartnell College for advanced scholastic courses only as a special part-time student. Students in this category may **NOT** enroll in physical education or vocational courses.

IV. K-8 SPECIAL PART-TIME STUDENT

Students must meet each of the following criteria:

1. Such courses are not being offered by local school districts and/or any other educational institution available to the student.
2. Written school principal or designee recommendation and consent
3. Skill level assessment through STAAR* if applicable (*see above*)
4. Written approval from Hartnell College Vice President for Student Services or designee

NOTE: In addition, Concurrent Enrollment students completing college courses will receive credit on their Hartnell College transcript. Copies of your Hartnell College transcripts/grades are **NOT** automatically sent to your K-12 school.

Students must make the request for transcripts/grades in writing to the Admissions & Records Office at Hartnell College. You may also download the Transcript Request form from the Hartnell Website at the following web page address:

<http://www.hartnell.edu/admissions/transcripts.html>

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