

Hartnell College Prerequisite Clearance Form

(Allow up to 2 working days upon filing in A&R/STAAR* to register)

Last Name: _____ First Name: _____ M.I.: _____

SSN or ID: _____ Phone #: _____ Semester: _____ Date: _____

Course(s): _____ / _____ / _____
(List courses above that you are wishing to enroll in for this semester.)

Documentation (unofficial or official transcripts) must be attached with each request below.

I have met the above prerequisite at another College/University with a "C" grade or better.

Course #: _____ @ College: _____ = Course # _____ @ Hartnell

Course #: _____ @ College: _____ = Course # _____ @ Hartnell

I have met the above prerequisite in high school with a "C" grade or better.

Course #: _____ @ H.S.: _____ = Course # _____ @ Hartnell

Course #: _____ @ H.S.: _____ = Course # _____ @ Hartnell

I have an Associate Degree or more advanced degree from: _____
I have completed at least ENG-1A and MAT-121; and I am cleared from Orientation.

I have met the above prerequisite completing assessment and placement at another CA community college within 2 years.

Math Course #: _____ English Course #: _____
CA Community College _____ Date Taken: _____

I have completed the placement assessment; based on Multiple Measures with a counselor, my placement for Math is _____

I have completed the placement assessment; based on Multiple Measures with a counselor, my placement for English or ESL is _____

I would like to be cleared from taking the STAAR* Placement Assessment and understand that I will be placed in English-253 or ESL-125 and MATH-201. I may at a later time choose to take the Assessment for a higher placement. **(Counselor approval NOT required for this Clearance option)**

Counseling 21 – Orientation Clearance

I passed the Counseling 21 Challenge Exam with a 70% or greater. I have completed an orientation course at another College/University.

I declare that the information I have provided above is true and correct, and that the document attached is my academic record.
I further understand that Hartnell will evaluate it, and that it will become part of my Hartnell academic record.

Student's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Received by A&R/STAAR*: _____ Posted by: _____ Date: _____

DIRECTIONS

1. Student makes an appointment to meet with a counselor for advisement and to begin the process of submitting a *Prerequisite Clearance Form*.
2. Together, the counselor and student review transcripts/assessment test information, and the counselor determines a course equivalency, or using multiple measure criteria, the counselor indicates this on the form.
3. Student and counselor both sign the *Prerequisite Clearance Form*.
4. Unofficial transcripts, official transcripts or assessment scores are then attached to this form.
 - A. If the clearance form is for any reasons on the front except placement scores from another college, the form is taken to the Admissions & Records Office for clearance.
 - B. If the clearance form is using placement scores, the form is taken to the STAAR* Assessment Office for clearance.
 - C. If the clearance form is for Counseling 21 Orientation Clearance, the form is also taken to the Admissions & Records Office for clearance.

All Prerequisite Clearance forms require up to 2 working days to process. Students will be able to register by ASAP* within 2 working days of submission if "Early Bird" registration is being used, or if during In-Person registration this form must accompany the student's registration (blue) card or add slip for a manual override.

Please note that Official College/University or High School transcripts must be on file in the Admissions & Records Office for official graduation evaluation or official transfer credit evaluations. Some programs such as AHT, and Nursing also require official transcripts. Unofficial transcripts will be accepted only for purposes of Prerequisite Clearance.

NOTE: An instructor's signature on an add card does NOT waive the student from meeting the stated prerequisite(s) from the course.