Dear campus community,

As we enter the 96th year of Hartnell College I welcome you to our community of learning excellence on behalf of the Hartnell College Board of Trustees, faculty, staff, and administration. At Hartnell College we are growing leaders through opportunity, engagement, and achievement. We are proud to provide the people of our District with the opportunity to pursue a wide array of educational programs and services that meet their education and career goals. Our academic programs prepare students for transfer to a four-year institution and our career and technical education programs prepare them to enter a variety of occupations in the workforce of today and tomorrow. Engagement is central to the student experience at Hartnell College. Students engage in personal enrichment activities, artistic and cultural events, student clubs/organizations, academic support services, athletic programs, student internships, and student leadership activities. Long standing higher education research has demonstrated that students who are engaged in the campus community experience greater academic success. The achievement of education and career goals is realized through individual perseverance, support of outstanding faculty, staff, and administration, and the support of our stakeholders and partners. There are so many exciting and stimulating activities, events, and programs that occur on a daily basis that is impossible to list them briefly in this message. However, I want to inform you that we have several exciting facilities projects recently completed or on the horizon:

- We recently opened a PE/Athletics Field House facility in the center of our athletics fields. This facility contains meeting rooms, a concession stand, restrooms, changing rooms, and a satellite sports medicine room.
- We recently opened the Technical Training Building at the Alisal Campus that is the home to our diesel technology program, automotive technology program, and our sustainable design and construction program.
- Currently under construction is a new STEM Center Building. This 54,000 sf facility includes state of the art classrooms, laboratories, learning spaces, and a new planetarium. This STEM Center Building supports our continued vision of providing world class learning opportunities for students in science, technology, engineering, and math (STEM). We anticipate the building will be occupied over the summer in time for fall 2016 classes.

The central focus of Hartnell College is student learning and we strive to create a stimulating learning environment. With a spirit of innovation and creativity, the faculty and staff constantly engage in activities designed to enhance the learning environment and to provide for the ever-changing needs of the students and the communities we serve. At Hartnell College you will find instructional excellence coupled with comprehensive and accessible learning support services.

Hartnell College is appreciated and admired by the communities it serves for its high quality academics, excellent facilities, forward thinking faculty and staff, outstanding support systems and effective management of resources. Hartnell College has a history of success and a future of unlimited possibilities as we grow leaders through opportunity, engagement, and achievement. We look forward to adding you to our list of success stories.

See you on our campuses…

Willard Clark Lewallen, Ph.D.
Superintendent/President
wlewallen@hartnell.edu
Hartnell College offers hundreds of credit classes in dozens of disciplines. Summer semester courses begin on June 20 unless otherwise indicated. It’s easy to enroll! Visit hartnell.edu, click on ENROLL NOW.

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**OPEN ENROLLMENT**
It is the policy of Hartnell Community College District that, unless health, safety, or limited facilities is a factor in the conduct of a course, every course, course section, or class, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the required prerequisites for such course, course section, or class.

<table>
<thead>
<tr>
<th>HARTNELL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES</th>
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<tbody>
<tr>
<td>Eric Padilla-Chavez</td>
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<td>President</td>
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<td>Patricia Donohue</td>
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<td>Vice President</td>
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<tr>
<td>Candi DePauw</td>
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<td>David Gomez Serena</td>
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<td>Hector Moya</td>
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<td>Student Trustee</td>
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<td>Dr. Willard Lewallen</td>
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<tr>
<td>Superintendent/President</td>
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**ACCREDITATION**
Hartnell College is accredited by the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949 (415) 506-0234), The California Board of Registered Nursing, the California Board of Vocational Nursing and Psychiatric Technicians, the National Academy of Early Childhood Programs, the Commission on Accreditation for Respiratory Care, Monterey County Emergency Medical Services Agency, and the California Community Colleges Board of Governors. It has the approval of the State Department of Education to train veterans under Public Law 874 and Public Law 550. It also has the approval of the U.S. Immigration and Naturalization Service to educate foreign students.

**VISION STATEMENT**
Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

**MISSION STATEMENT**
Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
Student Full Semester Calendar
Summer 2016 Semester
June 20 – July 29, 2016

March 14*
Continuing and First Time Students in good standing and who are fully matriculated participating in the following programs: Veterans, Active Military, Foster Youth, EOPS, DSPS, Cal-Works – PAWS on-line registration only.

March 15*
Continuing and First Time Students in good standing and who are fully matriculated participating in the following programs: Student Athletes, TRIO Students, DSPS Note Takers – PAWS on-line registration only

March 16 - 22*
Continuing and First Time Students in good standing and who are fully matriculated – PAWS on-line registration only

March 23*
Continuing, New First-Time, Returning, and Transfer Students who have not completed: Assessment, Orientation, and Student Ed Plan OR students not in good academic standing OR exceeding 100HCC degree applicable units.

April 14**
Deadline to pay enrollment fees for students who registered for Summer 2016 between March 14 – April 14.

May 12**
Deadline to pay enrollment fees for students who registered for Summer 2016 between April 15 – May 12.

June 9**
Deadline to pay enrollment fees for students who registered for Summer 2016 between May 13 – June 9.

June 13*
Concurrent Enrollment (enrolled in 9-12 grades) Registration may be completed by using PAWS registration, provided that your approved Concurrent Enrollment Petition is on file in Admissions by June 9, 2016. Otherwise, in-person registration may still be completed. Registration will be processed on a first-come; first-serve basis. K – 8 concurrent students must register using in-person registration for Children’s Theater and Academic Camps.

June 13 - 16
LATE REGISTRATION – Open to all students until Thursday June 16th by PAWS on-line or In-Person
Registration Hours: 8:00am-6:00pm Monday-Thursday, 8:00am-5:00pm Friday
Cashier’s Hours: 8:30am – 5:30pm Monday – Thursday, 8:30am – 4:30pm Friday

June 16, 2016
Last day to register for ALL students

June 20, 2016 **SUMMER 2016 SEMESTER CLASSES BEGIN**

June 20 - 22
SCHEDULE CHANGES (ADD & DROP PERIOD) – THREE DAYS
Registration Hours: 8:00am – 6:30pm Monday – Wednesday
Cashier’s Hours: 8:30am – 6:00pm Monday – Wednesday

June 22
Last day to ADD a full semester Summer class (an Add Code must be used)

June 22
Last day to DROP a full summer session course to be eligible for a refund = 10% of course meetings – See Refund Policy Note

June 27
Last Day to DROP a full summer session course with “No Grade of Record”

June 27
Last Day to petition for an Audit

June 27
Last day to petition for Pass/No Pass grade option

July 4
Independence Day- College Closed – No Classes

July 7
Last day to petition for Fall 2016 Graduation without a late fee.

July 19
Last day to DROP a full semester course with a “W” grade

July 29
Summer 2016 Session Ends

*Students who miss their priority registration date can register any day after through June 16, 2016 using PAWS or In-Person registration.

** All students are required to pay their enrollment fees and any outstanding balances by the deadline or you will be dropped from all Summer 2016 classes.
If you add classes after your initial registration, you must check your account balance and pay any additional fees before the next payment deadline or will be dropped from all your Summer 2016 classes, even those you registered for earlier. Please see page 58 for important Payment Deadline Dates.
ADMISSIONS & ENROLLMENT INFORMATION

WHO MAY ATTEND

Admission is open to anyone who is:

• 18 years old or older, or
• A high school graduate or equivalent GED test or the California High School Proficiency Exam or
• Students currently enrolled in grades K-12 with a completed Concurrent Enrollment Petition*

HOW TO APPLY

New, New Transfer, and Returning Students: Applications are being accepted through the first week of school; registration appointment date and time will be issued at the time of submission of a Hartnell Application for Admission. The earlier your Application for Admission is submitted, the earlier your priority registration appointment will be. Classes fill quickly so apply early. Admissions Applications will be available online through CCCApply. Please follow this link http://www.hartnell.edu/application-admission-0 to apply online.

NOTE: California state law allows you to submit your application and residency information electronically without a manual signature. Your completion of the CCCApply on-line application will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described by Ed Code Section 54300.

RESIDENCY:

For purposes of establishing tuition fees, students are identified as either residents or non-residents. The full residency policy can be found in the current college catalog.

• Residents: those who have lived in California as legal residents for at least one year prior to the first day of a new semester and who can demonstrate intent to remain a California resident. Non-citizens who meet residency requirements and who desire to enroll as a California resident may be required to provide documentation from the Immigration and Naturalization Service.

• Non-residents: those who do not meet the California resident requirements are considered non-resident students and will be required to pay non-residency tuition fees.

Nonresident Tuition Exemption

In 2001 the California legislature passed a law (AB540) that exempts certain categories of students from paying nonresident tuition. To be eligible you must have completed at least three years of high school and have graduated (or earned a high school equivalency) while living and attending school in California. Submit the form to the Admissions Office for review. If you feel you are eligible for this special exemption, submit the California Nonresident Tuition Exemption request form to the Admissions & Records Office for review. The form is available in this schedule or it can be picked up in the Admissions Office.

HOW & WHEN TO REGISTER

Continuing and First-Time Students in good standing and who are fully matriculated participating in campus programs: March 14 – June 16, 2016: using PAWS on-line registration. Students will be notified of their priority registration date early March 2016.

Continuing and First-Time Students in good standing and who are fully matriculated: March 16 – June 16, 2016: using PAWS on-line registration. Registration appointments are automatically assigned to continuing students, based on the students standing, matriculation status and units accumulated at Hartnell as of the end of the Fall 2015 semester. Students will be notified of their priority registration date early March 2016.

All students (except Concurrent K-12 students): March 24 – June 16, 2016: using PAWS on-line registration. Applications for Admission received before March 23rd, will receive a priority registration date of March 24. Note: the on-line application may take up to one working day to process.

Concurrent Students: June 13 – June 16, 2016: using PAWS on-line registration. Applications for Admission and approved Concurrent Enrollment Petitions must be on file with Admissions and Records before June 9, 2016. Note: the on-line application may take up to one working day to process.

CONCURRENT ENROLLMENT STUDENTS:

Those students whose age or class equals 9 – 12 may attend Hartnell College as a special part-time student. Concurrent Enrollment packets are available for pick up from the Admissions Office, from the web at http://live-hartnell.gotpantheon.com/registration-steps or from your local high school counseling department. Concurrent Enrollment students must submit an Application for Admission each semester until high school graduation. Concurrent Enrollment students must submit an approved form that is signed by the student’s parent as well as their school principal or counselor. Concurrent Enrollment students may enroll for up to 9.0 units for fall and spring semesters; and 6.0 units for summer.

Students enrolled in K – 8 grade are not eligible to attend any credit or non-credit course, except for those courses specifically designed for students at that grade and age level (Academic camps for young students and children’s theater.) K-8 Concurrent students must register In-Person in the Admissions & Records Office at our Main Campus, Alisal Campus, or the King City Education Center from June 13 - 16, 2016. Registration will be completed on a first-come; first-serve basis.

High School Students in Grades 9 – 12 may register using PAWS on-line registration beginning June 13 - 16, 2016 provided that an Application for Admissions and approved Concurrent Enrollment form is on file with Admissions & Records before June 9, 2016. Otherwise, in-person registration may still be completed on a first-come; first-serve basis in the Admissions & Records Office at our Main Campus, Alisal Campus, or the King City Education Center.

Important Note: By giving consent, parents of concurrently enrolled students agree they understand that the college is an adult learning environment and students are expected to behave accordingly. Additionally, they understand that classes will be taught at the college level and the curriculum and college procedures will not be modified nor will other accommodations be made.

Late Registration Hours:

June 13 - 16, 2016
Monday -Thursday 8:00am – 6:00pm, Friday 8:00am – 5:00pm
PAWS is available till midnight.
HOW TO READ THIS SCHEDULE
HOW TO READ THIS SCHEDULE

Course Number     Course Title

MAT-3A, ANALYTIC GEOMETRY AND CALCULUS I (G)
Prerequisite: MAT-24 and MAT-25 with a grade of "C" or better or placement by Hartnell’s assessment.
Lec 4 Hrs
The first course in a three-course series. A study of limits, differentiation, differentials, integration, and applications of differentiation and integration. This course is primarily for students majoring in mathematics, physics, chemistry, biology, computer science, and engineering. [CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[Course-Identification (C-ID) 210]

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
<th>Bldg/ Units</th>
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<tr>
<td>1175</td>
<td>MTWTh</td>
<td>06:00AM-10:50AM</td>
<td>STAFF</td>
<td>E315</td>
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G = Letter Grade
P = Credit/No Credit only
G/P = Letter Grade or Credit/No Credit option
NG = No Grade
Advisory - if any
Prerequisite - if any

BUILDING AND ROOM LEGEND

A (LRC) Learning Resource Center (LRC)
B (CALL) Student Services
C (HCC) Student Center
D (CAB) CAB- Classroom Administration
E (CAB) CAB- Classroom Administration
F (PE) Weightroom
G (AUX) Auxiliary Gym
H (GYM) Main Gym
J (VAF) Visual Arts
K (PAF) Performing Arts / Western Stage
L Maintenance, Operations & Receiving
M (CDC) Child Development Center
N (MER) Merrill Hall

Building North
Building South

KC (KCC) King City Education Center
Off Campus Locations:
ALBA Off Campus (AGR)
CHOMP Monterey Peninsula Hospital
CHU Chualar
GHS Greenfield High School
GON Gonzales High School
INT Internet / Distance Education
MEE Mee Memorial Hospital
OFF Off Campus- In District
OUT Off Campus- Out of District
SOHS Soledad High School
SOL Soledad
SVMH Salinas Valley Memorial Hospital

OFF CAMPUS LOCATIONS AND ADDRESSES

ALBA (for ABT classes listed as OFF)
1700 Old Stage Road
Salinas

Alisal Campus
1752 East Alisal Street
Salinas

Eden Valley Care Center
612 Main Street
Soledad

Gonzales High School
501 5th Street
Gonzales

Greenfield High School
2025 El Camino Real
Greenfield

Pacific Coast Care
720 E. Romie Lane
Salinas

King City Education Center
117 North Second Street
King City

Salinas Valley Memorial Hospital
450 E. Romie Lane
Salinas

King City High School
720 Broadway Street
King City

Millennium Charter High School
940 N. Main Street
Salinas

Natividad Medical Center
1441 Constitution Boulevard
Salinas

Watsonville Hospital
75 Nielson Street
Watsonville

ALTERNATIVE TRANSPORTATION

The Alternative Transportation Committee of Hartnell College encourages students, faculty, and staff to carpool, ride MST, bike, or walk to the Main Campus. Please watch for our on-campus activities throughout the semester (Clean Air Month; Bike to Work Week and other Alternative Transportation events).

TRANSIT BUS PASS: Monterey-Salinas Transit (MST) bus passes may be purchased monthly at the Cashier’s Office. MST is improving service to the campus. MST’s Line 20 Monterey-Salinas and the South County Express bus Line 23 Salinas-King City stop right at Hartnell College’s “front door.”

BICYCLING: Salinas has 70 miles of bikeways. There are many convenient bicycle racks near campus buildings. Cycling and walking offer excellent exercise.

RIDESHARING: Commute Alternatives offers a free carpool matching service. Hartnell currently offers eight carpool parking spaces on the ground level of the parking structure. Stop by the cashier’s office in Building B and complete a Carpool Parking Application to receive a FREE Carpool parking permit.

EMERGENCY GUARANTEED RIDE HOME The Emergency Guaranteed Ride Home program provides free taxi rides to those who register and use alternative transportation modes at least 1 day a week and have an emergency situation that day. For information and to sign up, call 422-POOL.

For much more information visit us on the web at: http://www.hartnell.edu/alttrans/
Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system used for transfer courses that is independent of the actual course numbers assigned. Each C-ID number identifies a lower-division, transferable course commonly articulated between the California community colleges and CSU, and independent colleges/universities. The C-ID number conveys that any course at another college bearing the same C-ID number will be accepted by that institution. In other words, the C-ID designation can be used to identify comparable courses at different institutions. Students should check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations and to confirm how each course will be accepted at a particular four-year institution. Counselors can always help them interpret or explain this information.

Each campus retains its own course number prefix and numbers. An example of the C-ID numbering system is Hartnell College’s English 1A (C-ID ENGL 100). The number 1A is Hartnell College’s number; C-ID ENGL 100 is the designation that is used to number the equivalent articulated course numbers assigned. Each C-ID number identifies a lower-division, transferable course commonly articulated between the California institutional system.

### C-ID Courses at Hartnell

<table>
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<tr>
<th>Code</th>
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<tr>
<td>ABT-52</td>
<td>Sales and Service in Agribusiness</td>
<td>C-ID AG AB 112</td>
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<td>ABT-57</td>
<td>Agriculture Computer Applications</td>
<td>C-ID AG AB 108</td>
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<td>ABT-90</td>
<td>Soil Science</td>
<td>C-ID AG PS 128L</td>
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<td>Plant Science</td>
<td>C-ID AG PS 106L</td>
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<td>Introduction to Administration of Justice</td>
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<td>ADJ-2</td>
<td>Community Relations and the Justice System</td>
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<td>ADJ-3</td>
<td>Concepts of Criminal Law</td>
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<td>ADJ-4</td>
<td>Criminal Evidence</td>
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<td>Criminal Court Process</td>
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<td>ADJ-8</td>
<td>Criminal Investigation</td>
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<td>ADJ-10</td>
<td>Juvenile Procedures</td>
<td>C-ID AJ 220</td>
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<td>ADJ-50</td>
<td>Introduction to Corrections</td>
<td>C-ID AJ 200</td>
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<td>ADJ-51</td>
<td>Control and Supervision in Corrections</td>
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<td>BIO-2 +</td>
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<td>COM-3</td>
<td>Survey of Human Communication</td>
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<td>COM-8</td>
<td>Interpersonal Communication</td>
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<td>COM-9</td>
<td>Oral Interpretation of Literature</td>
<td>C-ID COMM 170</td>
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<td>COM-35</td>
<td>Intercultural Communications</td>
<td>C-ID COMM 150</td>
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<td>CSS-1</td>
<td>Introduction to Computer Science &amp;</td>
<td>C-ID COMP 112</td>
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<td>CSS-1</td>
<td>Programming Fundamentals</td>
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<td>CSS-3</td>
<td>Computer Architecture and Assembly</td>
<td>C-ID COMP 142</td>
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<tr>
<td>CSS-44</td>
<td>Computer Science &amp; Information Systems</td>
<td>C-ID ITIS 120</td>
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<td>ECE-1</td>
<td>Principles and Practices of Teaching</td>
<td>C-ID ECE 120</td>
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<td>ECE-2</td>
<td>Child, Family and Community Relations</td>
<td>C-ID CDEV 110</td>
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<td>ECE-4</td>
<td>Introduction to Curriculum</td>
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<td>ECE-10</td>
<td>Observation and Assessment</td>
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<td>ECE-12A</td>
<td>Preschool Theory and Practice</td>
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<td>Nutrition in the Child Care Setting</td>
<td>C-ID ECE 220</td>
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<td>C-ID ECON 202</td>
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<td>Principles of Microeconomics</td>
<td>C-ID ECON 201</td>
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<td>Multicultural Perspective of Education</td>
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<td>Introduction to Engineering</td>
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<td>Materials Science and Engineering</td>
<td>C-ID ENGR 1408</td>
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<td>EGN-6L</td>
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<td>Introduction to Programming Concepts and</td>
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<td>ENG-46B</td>
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## GENERAL EDUCATION REQUIREMENTS

**Student’s Name:**

**Last**   **First**   **MI**   **ID Number**

### Language and Rationality: (9 units minimum)

<table>
<thead>
<tr>
<th>A. WRITTEN COMPOSITION: (3 UNITS)</th>
<th>Completion of <strong>English 1A</strong> or <strong>English 1A–Multicultural Perspective</strong>, with a grade of ‘C’ or better fulfills the Written Expression requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. COMMUNICATION AND ANALYTICAL THINKING: (6 UNITS)</td>
<td>Completion of any Math course shown below (B1) with a grade of ‘C’ or better fulfills the Math Competency requirement. In addition, choose course(s) from either category below to complete the remaining 6.0 unit requirement.</td>
</tr>
<tr>
<td>1. Mathematics 2, 3A, 3B, 3C, 4, 5, 10, 12, 13, 16, 24, 25, 123 (or 123L4)</td>
<td><strong>NOTE</strong>: A maximum of 5 units of Math 123, Intermediate Algebra, may be applied towards the Associate Degree Requirements.</td>
</tr>
<tr>
<td>2. American Sign Language 1, 2, 3; Business 1A, 43; Communication (formerly Speech) 1, 3, 5, 6, 8, 20, 35; Computer Sciences &amp; Information Systems 1, 2A, 2B, 3, 4, 31, 44, 123; Counseling 1, 23, 27; English 1B, 1B–Multicultural Perspective, 2; Library Instruction 2, 5, 6, 7 Philosophy 15; Spanish 1, 1S, 1X, 2, 2S, 2X, 3S, 4, 4S</td>
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### Natural Science: (3 units minimum)

- Agriculture Business Technology 90, 92; Anthropology 1; Astronomy 1, 1L; Biology 1, 2, 3, 5, 6, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48, 48L; Chemistry 1A, 1B, 12A, 12B, 22, 23, 60; Geography 1, 2, 6, 25; Meteorology 1; Oceanography 1; Physics 2A, 2B, 4A, 4B, 4C, 10, 32

### Social/Behavioral Science: (3 units minimum)

- Administration of Justice 1, 51; AgriBusTech 53; Alcohol & Other Drugs 1; Anthropology 1, 2, 3, 10, 15, 20; Business 32; Communication (formerly Speech) 35; Economics 1, 5, 10; Ethnic Studies 1, 2, 3, 4, 5, 6, 12, 25; Family and Consumer Studies 14; Geography 1, 2, 10; Health Education 2, 7; History 4A, 4B, 5A, 5B, 6, 8A, 8B, 10, 17A, 17B, 40, 46A, 46B, 47, 49A, 49B, 51, 55; Philosophy 2, 10, 15; Political Science 1, 2, 3, 5, 6; Psychology 2, 6, 8, 10, 12, 14, 15, 22, 25, 33, 41, 42; Sociology 1, 5, 15, 20, 41, 42

### Humanities: (3 units minimum)

- American Sign Language 1, 2, 3 (formerly Counseling 80, 81, 83); Anthropology 2, 3, 20; Art 1A, 1B, 3, 10, 12A, 15A, 15B, 70, 72, 80; English 1B, 17, 22, 24, 26, 31, 32, 33, 41, 44A, 44B, 46A, 46B, 47A, 47B, 50, 51; Ethnic Studies 6, 12, 25; History 40, 47, 51; Music 1A, 2, 5, 6, 7, 8, 20, 21, 23, 21, 23.1, 23.2, 23.3, 23.4, 23.5, 24, 25, 26, 29.1, 29.2, 29.3, 29.4, 29.5, 34.1, 34.2, 34.3, 34.4, 46, 47, 48, 49; Philosophy 2, 10; Photography 1, 2, 4; Spanish 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S; Theater Arts 1, 3, 18, 20, 21, 23, 24, 25, 26, 29, 40, 122, 142, 172, 182

### Ethnic Groups in the United States: (3 units minimum)

- Alcohol & Other Drugs 4; Anthropology 10, 15; Communication (formerly Speech) 35; Early Childhood Education 53; Education 1; English 1A–Multicultural Perspective**, 1B–Multicultural Perspective, 26; Ethnic Studies 1, 2, 3, 4, 5, 6, 12, 25; Health Ed 6; History 10, 40, 46A, 46B, 49A, 49B; Music 5, 6, 7, 8; Sociology 15, 20, 42

**NOTE**: **Only** students in the Nursing (RN) degree program can use ENG 1A-Multicultural Perspective for the Ethnic Groups requirement. For this program, the course will fulfill both this requirement and the ENG 1A Written Expression competency requirement.

*LEGEND / C=Completed; OC=Other College/Exam Completed; IP=In Progress; N=Needed*

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**CHOSEN MAJOR PROGRAM:**

Please see Hartnell College 2015-16 catalog for Major Program options.
HARTNELL COLLEGE
2015-2016 REQUIREMENTS FOR
ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES

2015-2016 ASSOCIATE DEGREE REQUIREMENTS

A. Students are eligible for graduation upon the satisfactory completion of a minimum of sixty (60) semester degree-applicable units (courses numbered 1-199) of course work.

B. Students must complete the General Education requirements as outlined on the 2015-2016 General Education Requirements list of courses. A minimum of 21 semester units must be completed within the five general education areas:

1. Language and Rationality (9 units)
   A. Written Expression (3 units)
   B. Communication & Analytical Thinking (6 units)

2. Natural Sciences (3 units)

3. Social and Behavioral Sciences (3 units)

4. Humanities (3 units)

5. Ethnic Groups in the United States (3 units)

C. To receive an Associates degree, the students must meet the residency requirement by either:
   Completing 45 units at Hartnell College; or,
   During the semester of graduation, complete at least 12 units at Hartnell College

D. Complete all general education and major program course work required for the degree. A major program will consist of at least 18 semester units within a discipline or a declared interdisciplinary major program as identified by the college catalog.

E. A ‘C’ grade or better is required in each degree-applicable course.

F. It is the student’s responsibility to file a Petition for Graduation by the deadline date. The initial deadline date is the semester before he/she plans to complete the requirements. (Graduation deadline dates are posted throughout the campus.)

G. Associate Degrees are conferred at the end of each term; however, graduation ceremonies occur at the end of each academic year (Spring).

DEFINITION OF ASSOCIATE DEGREES:
Hartnell College students who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their careers immediately after graduating, or, with careful educational planning and course selection, by those who plan to transfer to a university.

Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, and similar areas.

Associate of Science (AS) degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.

Associate Degrees for Transfer (AA-T or AS-T) California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. For further information, see degree requirements in the catalog.

CATALOG RIGHTS- Provided that continuous enrollment is maintained, students may elect the declared degree or certificate requirements in effect at 1) the time of entrance to Hartnell College, or 2) any catalog year thereafter. Continuous enrollment is defined as attendance at Hartnell College during both Fall and Spring semesters. Any transcripted academic record symbol (A through F, CR, NC, P, NP, I, RD, W) shall constitute enrollment.

DOUBLE DEGREE- Although students may not receive two associate degrees simultaneously, they may concurrently complete the requirements for a second degree. An AA or AS Degree is earned by completion of all Competency Requirements, General Education, and course work required for both majors. A single diploma is issued with both degrees listed. The General Studies with Emphasis degrees may not be included as part of the Double Degree.

ADDITIONAL ASSOCIATE DEGREE- Having received an Associate, Baccalaureate or higher, a student may qualify for an Associate Degree in other fields (with the exception of an A.A. Degree in General Studies with Emphasis) provided a minimum of 12 units in residence are completed after the previous degree was awarded.

Students are encouraged during their first semester of enrollment to make an appointment with a counselor to discuss their educational and career plans as they relate to this advisory sheet. (831) 755-6820
MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit with a GPA of at least 2.0

2. Complete a minimum of 30 semester units of college courses with a grade of “C” or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level equivalent to courses that meet general education requirements. The 30 semester units must include courses that satisfy CSU GE Areas A1, Oral Communication; A2, Written Communication; A3, Critical Thinking; and B4, Mathematics / Quantitative Reasoning.

Completion of the CSU GE Certification Pattern will satisfy the course requirements for the minimum admissions requirements listed above. Although not required for admission to the CSU, students are encouraged to complete the CSU GE Certification Pattern prior to transfer. For impacted or competitive CSU campuses and majors there may be additional requirements such as completion of specific major courses, completion of certain general education courses by certain semesters, and/or higher grade point averages (see a counselor for advice).

**DIRECTIONS:** (1) Circle courses completed and enter units completed in “C” column. (2) Enter units completed at other colleges or enter name of AP Exam in the “OC” column (see reverse side for list of AP Exams approved to clear specific CSU GE AREAS). (3) Underline courses in progress and enter units in progress in “IP” column; and, (4) Enter units needed in “N” column.

**LEGEND:**
- OC=Other College/Exam Completed; C=Completed; IP=In Progress; N=Needed

### AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING (9 units minimum)
Select one course from each area. All courses must be completed with a “C” or better.

**A1 - Oral Communication** (3 units): Communications 1, 3, 5, 20

**A2 - Written Communication** (3 units): English 1A, 1B

**A3 - Critical Thinking** (3 units): English 2; Communications 20; Philosophy 15

### AREA B: Scientific Inquiry and Quantitative Reasoning (9 units minimum)
Select one course from each group. One laboratory science required (Labs underlined). Course in B4 must be completed with a grade of “C” or better.

**B1 - Physical Science** (3 units required): Agriculture Business Tech 90; Astronomy 1; Chemistry 1A, 1B, 12A, 12B, 22, 23, 60; Geography 1; Geology 1, 2, 6, 25; Meteorology 1; Oceanography 1; Physics 2A, 2B, 4A, 4B, 4C, 10, 32

**B2 - Life Science** (3 units required): Agriculture Business Tech 92; Anthropology 1; Biology 1, 2, 3, 5, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48; Psychology 10

**B3 - Laboratory Activity**:
- Agriculture Business Tech 90, 92: Astronomy 1L
- Biology 1, 2, 3, 5, 6L, 10, 11, 20, 27, 30, 47, 48L
- Chemistry 1A, 1B, 12A, 12B, 22, 23, 60
- Geology 1, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48L
- Physics 2A, 2B, 4A, 4B, 4C, 10, 32

**B4 - Mathematical Concepts, Quantitative Reasoning & Applications** (3 units required): Mathematics 2, 3A, 3B, 3C, 4, 5, 10, 12, 13, 16, 24, 25

### AREA C: ARTS AND HUMANITIES (9 units minimum)
Select at least one course from Area C1 and one course from Area C2

**C1 – Arts** (3 units required): Art 1A, 1B, 10; English 50, 51; Music 1A, 1B, 2, 5, 6, 7, 8, 50A, 50B, 52A, 52B; Photography 1; Theater Arts 1, 3

**C2 – Humanities** (3 units required): American Sign Language 2, 3; English 1B, 17, 22, 24, 26, 31, 32, 33, 41, 44A, 44B, 46A, 46B, 47A, 47B; Ethnic Studies 12, 25; History 5A, 5B, 6, 40, 47; 55; Philosophy 2, 10; Spanish 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S
HARTNELL COLLEGE
2015-2016 INTERSEGMENTAL GENERAL EDUCATION (IGETC)
FOR UC & CSU TRANSFER STUDENTS

Name:  
SS#  
Major:  

**DIRECTIONS:**  (1) Circle courses completed and enter units completed in “C” column. (2) Enter units completed at other colleges or enter name of AP Exam in the “OC” column (see reverse side for list of AP Exams approved to clear specific IGETC GE AREAS. (3) Underline courses in progress and enter units in progress in “IP” column; and, (4) Enter units needed in “N” column.

All courses must be completed with a “C” or better to receive IGETC certification.

*LEGEND:*  OC=Other College/Exam Completed; C=Completed; IP=In Progress; N=Needed

<table>
<thead>
<tr>
<th>AREA 1:   ENGLISH COMMUNICATION</th>
<th>AP EXAMS OR OTHER COLLEGE COURSES</th>
<th>C*</th>
<th>IP*</th>
<th>N*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU- 3 courses (9 units minimum) required, one from each Group A and B and C</td>
<td>**2, **3A, 3B, 3C, 4, 5, 10, 12, 13, 16, 25</td>
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<tr>
<td>UC- 2 courses required (6 units minimum) one from each Group A and B</td>
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<tr>
<td>Group 1A: English Composition: English 1A</td>
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<td>1A</td>
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<tr>
<td>Group 1B: Critical Thinking-English Composition: English 2</td>
<td></td>
<td>1B</td>
<td></td>
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<tr>
<td>Group 1C: Oral Communication <em>(CSU requirement only):</em> Communication 1, 3, 20</td>
<td></td>
<td>1C</td>
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</tbody>
</table>

| AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING. *(3 units min.)* | 2 |
| Math **2, **3A, 3B, 3C, 4, 5, 10, 12, 13, 16, 25 |

| AREA 3: ARTS & HUMANITIES Select at least 3 courses, with at least one course from Group 3A and one course from Group 3B *(9 units minimum).* | 3A |
| Group 3A: Arts: Art 1A, 1B, 10; Eng 51; Mus 1A, 1B, 2, 5, 6, 8, 50A, 50B, 52A, 52B; Pho 1; Th Arts 1, 3 |
| Group 3B: Humanities: Eng 1B, 17, 22, 24, 26, 41, 44A, 44B, 46A, 46B, 47A, 47B, 50; Eth S 12, 25; His 4A, 4B, 5A, 5B, 6, 10, 17A, 17B, 40, 47, 49A, 49B, 51; Mus 7; Phil 2, 10; Span 3; **3S, 4, **4S |

| AREA 4: SOCIAL & BEHAVIORAL SCIENCES Select at least three courses from at least two disciplines *(9 units minimum).* | 4 |
| Adj 1, 3, 51; Ant 2, 3, 10, 15, 20; Com 8, 35; Ece 2; Eco 1, 5; Eth S 1, 2, 3, 4, 5, 6; Fcs 14; Geog 2, 10; Hed 7; His 5A, 5B, 6, 40, 46A, 46B; Pol 1, 2, 3, 5, 6; Psy 2, 6, 12, 14, 15, 22, 25, 36, 42; Soc 1, 5, 41, 42 |

| AREA 5: PHYSICAL & BIOLOGICAL SCIENCES Select at least two courses, one from Group 5A & one from Group 5B, at least one course must include a laboratory. Labs are underlined *(7 units minimum).* | 5A: |
| Group 5A: Physical Science: Agric Bus Tech 90; Anthro 1; Astro 1, 1L; Chem 1A, 1B, 12A, 12B, **22; Geog 1; Geol 1; **2, 6, 25; Met 1; Ocn 1; Phys **2A, **2B, **4A, **4B, **4C, **10 |
| Group 5B: Biological Sciences: Agric Bus Tech 92; Biol 1, 2, 3, 5, 6, 6L, **10, 11, 12, 18, 20, **27, 30, 42, 47, 48, 48L; Psy 10 |
| Group 5C: Laboratory: Agric Bus Tech 90, 92; Astro 1L; Biol 1, 2, 3, 5, 6L, **10, 11, 20, **27, 30, 47, 48L; Chem 1A, 1B, 12A, 12B, **22; Geol 1; 6; Phys **2A, **2B, **4A, **4B, **4C, **10 |

Students are encouraged to make an appointment with a counselor to discuss their educational and career plans as they relate to this advisory sheet. (831) 755-6820

This advising sheet is approved for the Fall 2015 semester through Summer 2016 and is subject to change.

Turn over for additional CSU and UC specific requirements.
6. LOTE

**AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE) (UC requirement only).** Requirement may be satisfied by any of the options listed below or by completing one of the following: American Sign Language 1, 2, 3; Spanish 1, **1S, **1X, 2, 2S, 2X, 3, 3S, 4, 4S. OR (1) completion of 2 years of the same foreign language in high school with a grade of “C” or better; or (2) a score of 3 or higher on an AP exam in language other than English; or (3) an appropriate score on an SAT II subject test in a language other than English; or (4) a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or (5) satisfactory completion, with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

Completed in high school __ Completed by exam ___ Satisfied by school at foreign country____

Appropriate documentation must be on file in Admissions and Records.

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**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (CSU Requirement only).** Not part of IGETC; may be completed prior to transfer. Choose one course from Group A and one course from Group B. (Students planning on transfer to a CSU are encouraged to complete these two courses prior to transfer as part of their lower division courses.)

**Group A (US 2 and US 3):** Ethnic Studies 5 or Political Science 1 or Political Science 5***

**Group B (US 1):** History 17A or History 17B or History 40***

Please NOTE: Courses although may be listed in two areas can be counted in one area only.

** Indicates number of transfer units may be limited by UC or CSU or both. Consult with a counselor for additional information.

***Courses used to meet the U.S. His. and Amer. Ideals CSU grad requirement may also be used for AREA 3 and/or 4 to meet IGETC requirements (effective Fall 08).

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Students earning an AA/S degree from Hartnell College must complete an Ethnic Groups in the United States course. The courses that meet this requirement are highlighted/BOLD in AREAS 3 and 4.

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**IGETC CERTIFICATION:** “Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the University of California or California State University. Certification is important because without it students will be held to the general education requirements specific to the UC or CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification through a process called “pass along certification”: 1) courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 6) approved by the institution where the courses were taken, and 2) courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in Hartnell College’ IGETC Certification Pattern. The following Advanced Placement (AP) Examinations may also be included in the IGETC Certification.

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**EXTERNAL EXAMINATIONS APPROVED TO CLEAR SPECIFIC IGETC AREAS:** Advanced Placement (AP), International Baccalaureate (IB) See the current Hartnell College catalog pages on External Examinations that indicate equivalent general education area or elective units that could apply with appropriate scores. (Examinations may also be included in the IGETC Certification. (See a counselor for complete list of exams and unit limitations.)

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**IGETC EXCEPTIONS:** (see: www.universityofcalifornia.edu/educators/counselors/admininfo/transfer/advising/igetc.html)

IGETC is **not accepted** for Engineering majors, for the following: Berkeley - College of Environmental Design, Chemistry, Natural Resources, and the Haas School of Business; Davis - all bachelor of science majors; Los Angeles – School of Applied Science; Riverside – College of Natural and Agricultural Sciences; San Diego – Eleanor Roosevelt College and Revelle College; Santa Cruz – Physical and Biological Sciences.

IGETC is **not recommended** for the following: Merced – School of Natural Sciences; Santa Barbara - Biological Sciences, Chemistry, Computer Science, Physics, and Geology.

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**IGETC UNITS CERTIFIED**

Area 1_____ Area 2_____ Area 3_____ Area 4_____ Area 5_____ = Total units_____  

For UC: Area 6 Language Other Than English (LOTE) Completed Yes ☐ No ☐

**IGETC COMPLETED:** California State University- Yes ☐ No ☐ Partial ☐ (minus 2 maximum)

University of California- Yes ☐ No ☐ Partial ☐ (minus 2 maximum)

Prepared by
Hartnell College Records Evaluator,________________________________________ Date __________
Students are encouraged to make an appointment with a counselor to discuss their educational and career plans, as they relate to this advisory sheet.

### AREA D: SOCIAL SCIENCES (9 units minimum. Select courses from at least two different disciplines.)

| D1- Anthropology & Archeology: Anthro 1, 2, 3, 10, 15, 20; Sociology 42 |
| D2- Economics: Business 32; Economics 1, 5 |
| D3- Ethnic Studies: Education 1; Ethnic Studies 1, 2, 3, 4, 5, 6 25; History 46A, 46B; Political Science 5; Psychology 36; Sociology 20 |
| D4- Gender Studies: Ethnic Studies 6; Health Ed 7; Psychology 36, 42 |
| D5- Geography: Geography 1, 2, 10; History 4A |
| D6- History: His 4A, 4B, 5A, 5B, 6, 10, 17A, 17B, 46A, 46B, 47, 49A, 49B, 51, 55 |
| D7- Interdisciplinary Social or Behavioral Science: Communication 8, 35; Early Childhood Education 2; Education 1; Physical Ed Theory 5; Psychology 36, 42 |
| D8- Political Science, Government, & Legal Institutions: Administration of Justice 3; Ethnic Studies 5; Political Science 1, 2, 3, 5, 6 |
| D9- Psychology: Psychology 2, 6, 8, 12, 14, 15, 22, 25, 33, 41 |
| D0- Sociology and Criminology: Administration of Justice 1, 51; Psychology 6; Sociology 1, 5, 20, 41, 42 |

### AREA E: LIFELONG UNDERSTANDING & SELF-DEVELOPMENT (3 units minimum).

Biology 42; Counseling 1, 23, 27; FCS 14, 23; Geology 25; Health Ed 2, 6, 7; Physical Ed Theory 1, 4; Psychology 14, 15, 25, 33, 36, 41, 42; Sociology 5, 41

### US HISTORY, CONSTITUTION, & AMERICAN IDEALS (CSU Graduation Requirement)

- **Two courses are needed to meet requirement:**
  - US 1: Choose one course: HIS17A or HIS17B or HIS 40, AND
  - US 2 and US 3: Choose one course: ETH 5 or POL 1 or POL 5

**NOTE:** Courses used to meet this requirement may also be used to satisfy requirements as courses listed in CSU-GE Breadth Areas C2 or D3 or D5.

- At the option of the receiving CSU campus, units certified in the area in ( ).

Please NOTE: Courses although may be listed in two areas can be counted in one area only.

Students earning an AA/S degree must complete an Ethnic Groups in the United States course. The courses that meet this requirement are highlighted/BOLD in the lists above.

**CSU GE CERTIFICATION:** “Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called “pass along certification”: 1) courses taken at CSU campuses, participating private colleges and universities, and other California Community Colleges will be certified in the subject areas (AREA A - E) approved by the institution where the courses were taken, 2) courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in Hartnell College’ CSU GE Certification Pattern. Courses deemed equivalent would be certified in the areas (AREA A - E) in which the equivalent Hartnell College’ courses have been approved.

It is the student’s responsibility to request certification. Submit form requesting certification to Admissions and Records office.

**EXTERNAL EXAMINATIONS APPROVED TO CLEAR SPECIFIC CSU GE AREAS:** Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). See the current Hartnell College catalog pages on External Examinations that indicate equivalent general education area or elective units that could apply with appropriate scores. (Examinations may also be included in the CSU GE Certification).

**Students are encouraged to make an appointment with a counselor to discuss their educational and career plans, as they relate to this advisory sheet.** (831) 755-6820
ADJ-1. INTRO TO ADMINISTRATION OF JUSTICE (G)
Lec 3 Hrs
Provides an overview of the American criminal justice system and the various subsystems. Focuses on the roles and role expectations of criminal justice agencies in their interrelationships in society and emphasizes the concepts of criminal law and its effect on policing, crime causation, the Constitution and its effect on law enforcement, punishment and rehabilitation. Also discusses ethics, education and training for professionalism in the social system.

[CSU; UC; CSU-GE; AREA DO, IGETC AREA 4] [C-ID AJ 110]

2500 ONLINE L. Bertomen INT 3.00
Section 2500 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at lbertomen@hartnell.edu for further information.

ADJ-3. CONCEPTS OF CRIMINAL LAW (G/P)
Lec 3 Hrs
An introduction to the legal system, the differences between civil and criminal law, the sources of law, and the court system. The course focus will be classifying, defining, and identifying crimes. Also explores defenses to crimes, and parties to crimes.

[CSU; UC; CSU-GE; AREA D8; IGETC, AREA 4] [C-ID AJ 120]

2503 ONLINE L. Storm INT 3.00
Section 2503 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at lstorm@hartnell.edu for further information.

ADJ-11. LAW ENFORCEMENT REPORT WRITING (G/P)
Lec 3 Hrs
An introductory course emphasizing the practical aspects of organizing and preparing law enforcement written reports.

[CSU]

2505 MT 11:00AM-01:50PM M. Parker A113 3.00
ONLINE M. Parker INT
Section 2505 is offered as a hybrid. Some of the teacher-student contact hours will be conducted at a distance. If you have any questions, please contact the instructor via email at mparker@hartnell.edu for further information. Students can login for the Distance Ed portion starting Monday, June 20, at myetudes.org/portal and follow instructions.

ADJ-36. LEGAL RESEARCH AND WRITING (G/P)
Lec 3 Hrs
This course provides an overview of the fundamentals of legal research and writing. Topics include online legal research, law library references such as Shepard's Citations, West Digest system and key numbers, American Law Reports, legal periodicals, and annotated state and federal statutes. The course also focuses on the development of written communication skills essential to any law-related correspondence, memorandum, pleadings, motions, and discovery documents.

[CSU]

2507 ONLINE J. Lewis INT 3.00
Section 2507 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at jlewis@hartnell.edu for further information.
ANT-2. INTRO TO CULTURAL ANTHROPOLOGY (G)
Advisory: Eligibility for ENG 1A.
Lec 3 Hrs
A survey of the range of cultural phenomena including language, patterns of subsistence, economic organization, marriage and the family, kinship, political organization, religion, the arts, and culture change. Examples taken from a wide range of foraging, tribal, and complex state societies are employed to illustrate the methodology, concepts, and theories of anthropological science. It is intended for both beginning anthropology majors and general education students. Students taking this course must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at Hartnell College Library/LRC.

ANTHROPOLOGY

ANT-1. INTRO TO BIOLOGICAL ANTHROPOLOGY (G)
Advisory: Eligibility for ENG 1A.
Lec 3 Hrs
An introductory survey in biological or physical anthropology. The course provides an overview of the basic data, methodology and theories of the principal subdivision of the field--population genetics, primatology, paleoanthropology, and human variability and adaption--to understand the process of human evolution. It is designed to fit the needs and interests of both beginning anthropology majors and general education students. Students taking this course must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at Hartnell College Library/LRC.

[CSU; UC; CSU-GE, AREA B2, DI; IGETC, AREA 5]

ANT-20. CULTURES OF MEXICO (G)
Lec 3 Hrs
A survey of the origin and development of the cultures of Mesoamerica (Central and Southern Mexico, Guatemala, Belize, El Salvador and parts of Honduras and Nicaragua) and the Chichimec and Greater Chichimec areas (Northern Mexico and the Southwest U.S.A.), also known as "Oasis America." The course will encompass prehistoric and historic periods, beginning with the first settlers to the present indigenous communities.

[CSU; UC; CSU-GE, AREA B1; IGETC, AREA 5]

ART

ART-15A. CERAMICS A (G)
Lec 2 Hrs; Lab 4 Hrs
An introductory study of clay and ceramic materials and their use in the creation of art objects by slab and coil methods; introduction to the potter's clay, clay tools, and optional materials (aprons, sponges, towels, etc.)

ART-15B. CERAMICS B (G)
Prerequisite: Art 15A with a grade of "C" or better.
Lec 2 Hrs; Lab 4 Hrs
Further study of clay and ceramic materials and their use in the creation of art objects by slab and coil methods, the potter's wheel and the use and mixing of glazes and firing methods. Students will provide clay, clay tools, and optional materials (aprons, sponges, towels, etc.)

ART-72. INTRODUCTION TO DIGITAL ARTS (G)
Lec 2 Hrs; Lab 3 Hrs
An introduction to the fundamentals of digital arts, including history, social impact, career options and industry trends. Students will apply visual and aural aesthetic design principles in the hands-on exploration of the digital art tools of typography, graphics, digital imaging, animation, full motion video, and digital media interface design. Students will analyze the essential topics of interactivity, media development process, and the applications and future directions of the digital arts.

ADVISORY FOR WEB-BASED AND HYBRID COURSES
Students taking web-based and hybrid courses must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College Library/LRC.
ART-100. CERAMICS: EUROPEAN FOLK TRADITIONS (G)
Lec 2 Hrs; Lab 4 Hrs
A study of ceramic three-dimensional forms and skill building production methods with emphasis on the European folk tradition. Students may only take four of the following courses: ART-15A, ART-15B, ART-100, ART-101, ART-102, ART-103, ART-150, ART-219, and ART-220. Each course is not repeatable. Students will be charged a lab fee of $40 to cover clay, glaze and other items.

2522 MTWTh 11:00AM-03:20PM P. Murakami J102 3.00
2527 MTWTh 04:30PM-08:50PM P. Murakami J102 3.00

BIOLOGY

BIO-5. HUMAN ANATOMY (G)
Prerequisite: ENG-1A with a grade of "C" or better.
Advisory: Completion of any college-level biology course, with a grade of "C" or better, is strongly recommended before attempting BIO-5.
Lec 3 Hrs; Lab 3 Hrs
A survey of the structure of the human body including the integumentary, skeletal, muscular, digestive, nervous, lymphatic, cardiovascular, endocrine, respiratory, urinary, and reproductive systems. The course is designed primarily for physical education/kinesiology and nursing majors but will benefit any student interested in the form and function of the human body.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

[C-ID BIOL 110B]

1150 MTWTh 10:30AM-12:35PM K. Kiest N1 4.00
MTWTh 08:00AM-10:05AM K. Kiest N4
1151 MTWTh 10:30AM-12:35PM K. Kiest N1 4.00
MTWTh 01:00PM-03:05PM K. Kiest N4

BIO-6. INTRODUCTORY PHYSIOLOGY (G)
Prerequisite: BIO-1 or BIO-5 and CHM-1A or CHM-22 or CHM-60 or completion of any college-level chemistry course. All prerequisites must be completed with a grade of "C" or better.
Lec 3 Hrs
An introduction to the study of the structure and function of human systems with an emphasis on the contribution of cellular and tissue structure and function to homeostasis. Recommended for health-related certificate programs, registered nursing, biology, physical education, pre-med, pre-dental, and pre-veterinary majors.

[CSU; UC; CSU-GE, AREA B2; IGETC, AREA 5]

[C-ID BIOL 120B with BIO 6]

1153 MTWTh 06:00PM-08:50PM STAFF N1 3.00

BIO-6L. PHYSIOLOGY LABORATORY (G)
Prerequisite: Take BIO-6
Corequisite: BIO-6
Lab 6 Hrs
An introduction to the laboratory study of the structure and function of human systems with an emphasis on the collection and analysis of chemical and physical data which relate to the concept of homeostasis in the human body. Recommended for health-related certificate programs, physical education, biology, pre-med, pre-dental, and pre-veterinary majors.

[CSU; UC; CSU-GE, AREA B3; IGETC, AREA 5]

[C-ID BIOL 120B with BIO 6]

1154 MTWTh 09:10AM-12:00PM STAFF N29 2.00
MTWTh 01:00PM-04:05PM STAFF N29

BIO-10. GENERAL BIOLOGY (G)
Lec 3 Hrs; Lab 3 Hrs
An introduction to the principles of general biology with emphasis on diversity, morphology, cellular and organismal physiology, heredity, evolution, and ecology of living organisms. This is a general education course intended for students not majoring in biology.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-11. INTRODUCTORY HUMAN ANATOMY AND PHYSIOLOGY (G)
Lec 3 Hrs; Lab 3 Hrs
An introduction to the biology of the human being. The structure and function of the organ systems of the human body, and their contributions to homeostasis will be emphasized in lecture and laboratory.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-42. HUMAN BIOLOGY (G)
Lec 3 Hrs
Introduction to human biology, including biochemistry, cytology, histology, organ systems, and genetics. Behaviors related to health and diseases are presented, as well as advances in biotechnology and the impact of humans on the environment. Will benefit non-major as well as students interested in health careers.

[CSU; UC; CSU-GE, AREA B2, E; IGETC, AREA 5]

1159 ONLINE STAFF INT 3.00
Section 1159 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at @hartnell.edu for further information.
1160 MTWTh 08:00AM-10:05AM STAFF N22 3.00
BUS-1A. FINANCIAL ACCOUNTING (G/P)
Advisory: Completion of BUS-152, and BUS-32. Eligibility for ENG-1A; and, MAT-123.
Lec 3.50 Hrs; Lab 1.50 Hrs
This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.
[CSU; UC][C-ID ACCT 110]
2532 MTWTh 03:30PM-07:15PM D. Torres D361 4.00

BUS-18. LEGAL ENVIRONMENT OF BUSINESS (G/P)
Lec 4 Hrs
Provides the student with a comprehensive understanding of the law and its relationship to business. An introduction to the sources of the law, the legal system, the court system, antitrust law, administrative agencies, and business ethics. Content includes business torts and crimes, contracts, agency, employment discriminations, business organization formats, the legal aspects of partnerships and corporations, securities regulations, and domestic and international governmental relations.
[CSU; UC][C-ID BUS 120]
2534 ONLINE L. Storm INT 4.00
Section 2534 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at lstorm@hartnell.edu for further information.

BUS-32. INTRODUCTION TO BUSINESS (G/P)
Lec 3 Hrs
A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the securities market; and therefore affect a business' ability to achieve its organizational goals.
[CSU; UC; CSU-GE, AREA D2][C-ID BUS 110]
2530 ONLINE C. Hobson INT 3.00
Section 2530 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at chobson@hartnell.edu for further information.

BUS-43. BUSINESS INFORMATION SYSTEMS AND INFORMATION LITERACY (G/P)
Prerequisite: Eligibility for ENG-1A
Lec 3 Hrs; Lab 3 Hrs
Examination of business information systems and their role in business. Focus on business information systems, database management systems, networking, e-commerce, ethics and security, information processing cycle, and associated hardware and software. Skill development in the use of business application software and the use of technology tools for research. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Not open to students who have completed CSS 43 with a grade of C or better.
[CSU; UC] [C-ID BUS 140]
2533 ONLINE C. O’Donnell INT 4.00
Section 2533 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at odonnell@hartnell.edu for further information.

BUS-129. PRACTICAL CUSTOMER SERVICE SKILLS(G/P)
Lec 2 Hrs
Introduction to customer service skills and their applications as required in the workplace.
5083 MTTh 11:00AM-12:50PM M. Kimm D385 2.00

BUSINESS COURSES OFFERED IN THE LAB

BUS-100. INTRO TO BASIC COMPUTER APPLICATIONS(G/P)
Lab 6 Hrs
Provides introductory computer application skills instruction in a lab environment. Designed to develop and improve computer skills in one-half unit modules in word processing, spreadsheet, and presentation software. Students will consult with an instructor regarding the scheduling of their hours and the computer application skills they wish to acquire and/or improve.
5080 To be arranged J. Campos E211 .50
Section 5080 is offered as a self-paced course. Students must complete a minimum of 24 hours.

BUS-140A. KEYBOARDING SPEED AND ACCURACY(G/P)
Advisory: BUS-110 and/or BUS-110A.
Emphasizes speed and accuracy improvement on straight-copy material. Students may enroll at any time during the first half of the semester. Students will progress at an individual pace.
5081 To be arranged J. Campos E211 .50
Section 5081 is offered as a self-paced course. Students must complete a minimum of 24 hours.
BUS-140B. KEYBOARDING SPEED AND ACCURACY (G/P)

Prerequisite: BUS-140A with a grade of "C" or better.

Lab 1.50 Hrs
Continuation in the development of keyboarding skills focusing on speed and accuracy improvement on straight-copy material. Students may enroll at any time during the first half of the semester. Student will progress at an individual pace.

5082 To be arranged J. Campos E211 .50
Section 5082 is offered as a self-paced course. Students must complete a minimum of 24 hours.

BUS-200. COMPUTER BASICS (P)
Lab 6 Hrs
Provides introductory, entry-level computer skills instruction in a lab environment. Designed to develop and improve computer skills in one-half unit modules in computer concepts, terminology and Windows; Internet and Email basics; file and disk management basics; and keyboarding basics. Students will consult with an instructor regarding the scheduling of their hours and the computer skills they wish to acquire and/or improve.

5084 To be arranged J. Campos E211 .50
Section 5084 is offered as a self-paced course. Students must complete a minimum of 24 hours.

CHEMISTRY

CHM-22. THE SCIENCE OF CHEMISTRY (G)

Prerequisite: MAT-121 Elementary Algebra with a grade of "C" or better.
Advisory: Eligibility for ENG-1A
Lec 3 Hrs; Lab 3 Hrs
A survey of the fundamental concepts of chemistry: measurement; classification of matter, atomic structure, the periodic table, chemical bonding, nomenclature, chemical equations and stoichiometry, gas laws, solutions, reactions in aqueous solution, acid and bases, oxidation-reduction, nuclear chemistry. Designed for students with no prior background in chemistry.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 101]

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COM-1. INTRODUCTION TO PUBLIC SPEAKING (G)

Prerequisite: Eligibility for ENG-1A
Lec 3 Hrs
Covers theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including extemporaneous, impromptu, informative and persuasive speeches. Creating visual aids using emerging technologies will be required. Not open to students who have completed SPE-1A with a grade of "C" or better.
[CSU; UC; CSU-GE, AREA A1; IGETC, AREA 1]
[C-ID COMM 110]

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COM-3. SURVEY OF HUMAN COMMUNICATION (G)

Prerequisite: Eligibility for ENG-1A
Lec 3 Hrs
This introductory communication course focuses on the basic foundations of interpersonal communication, small group communication and public speaking. Students will be introduced to the breadth of the communication discipline. Additionally, students will examine and practice human communication principles and theories, at a basic level, to develop critical thinking and communication competencies in a variety of contexts. The student will be responsible for creating and presenting three public speeches, including extemporaneous or impromptu, informative and persuasive. Not open to students having completed SPE 3 with a "C" or better.
[CSU; UC CSU-GE, AREA A1; IGETC, AREA 1]

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ADVISORY FOR WEB-BASED AND HYBRID COURSES
Students taking web-based and hybrid courses must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College Library/LRC.

Please visit the Hartnell PAWS page on our home webpage for the most current list of courses: www.hartnell.edu
CSS-1. INTRO TO COMPUTER SCIENCE & PROGRAMMING FUNDAMENTALS (G/P)

Prerequisite: Eligibility for MAT-123.

Lec 3 Hrs; Lab 3 Hrs

Introduces the fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. Hands-on experiences with a full-range of computer science topics, demonstrate practical use of computers, and the scope and substance of the Computer Science Discipline. The course also offers an introduction to the historical and social context of computing and an overview of computer science as a discipline. Appropriate for liberal arts majors and students preparing for Computer Science and Information Systems course sequences. (This course is equivalent to the Association of Computing Machinery CS101r Programming Fundamentals course. The first course in a three course programming sequence.) Not open to students who have completed CIS-5.

[CSU; UC] [C-ID COMP 112] [C-ID ITIS 130]

7117 MTWTh 05:00PM-09:11AM A. Stoykov AC-C205 4.00
Section 7117 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

COU-1. STUDENT SUCCESS SEMINAR (G/P)

Advisory: Recommended for all first time college students

Lec 3 Hrs

Introduction to the college experience for first year students through the exploration and application of psychological, social, physical principles and life management skills that impact lifelong learning, well being and success. Students will examine wellness and lifestyle choices, effective learning strategies, career exploration, educational and transfer planning and apply creative and critical thinking techniques.

[CSU; UC, CSU-GE, AREA E]

5530 MTWTh 08:00AM-10:50AM B. Foley E215 3.00
5531 MTWTh 11:00AM-01:50PM M. Quintero E219 3.00

COU-23. STUDENT SKILLS FOR SUCCESS: CAREER DEVELOPMENT (G/P)

Lec 3 Hrs

Designed to assist students create and implement a plan for optimal career and personal development. Students will create a personal and career profile by assessing interests, aptitudes, skills, values, personality, and life and personal circumstances; as well as develop educational options and pathways that occur during a typical life span.

[CSU; CSU-GE, AREA E]

5535 MTWTh 08:00AM-10:50AM F. Payne E213 3.00
6001 MTWTh 05:00PM-07:50PM G. Lopez KCC211 3.00
Section 6001 is offered at King City Education Center, 117 N. Second St., King City.

ECON-1. PRINCIPLES OF MACROECONOMICS (G)

Prerequisite: MAT-123 with a grade of "C" or better.

Advisory: Eligibility for ENG-1A

Lec 3 Hrs

Introduces national income, employment, inflation, economic growth, government economic policy, banking and the Federal Reserve System and international economics.

[CSU; UC; CSU-GE, AREA D2; IGETC, AREA 4] [C-ID ECON 202]

2540 MTTTh 08:00AM-10:50AM M. Kimm J208 3.00

ECON-5. PRINCIPLES OF MICROECONOMICS (G)

Prerequisite: MAT-123 with a grade of "C" or better.

Advisory: Eligibility for ENG-1A

Lec 3 Hrs

Examines the workings of the marketplace, the economics of the consumer, the business firm, the distribution of income, and the allocation of resources.

[CSU; UC; CSU-GE, AREA D2; IGETC, AREA 4] [C-ID ECON 201]

2541 ONLINE C. Esparza INT 3.00
Section 2541 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at cesparza-luna@hartnell.edu for further information.

EMERGENCY MEDICAL TECHNOLOGY

EMT-53. EMERGENCY MEDICAL TECHNICIAN (G)

Prerequisite: HES-120 or American Heart Association “BLS for the Health Care Provider” CPR card

Lec 5 Hrs; Lab 6 Hrs

The EMT course follows the state-mandated curriculum. The classroom setting and clinical rotations provide opportunities to gain proficiency in the theoretical knowledge and in the application of basic life support skills required to function as an EMT. Upon completion of course requirements, students will be issued a Course Completion Certificate that is required for EMT certification through the California Emergency Medical Services Agency.

[CSU]

4603 MTWTh 09:00AM-12:05PM T. Villanueva B208 7.00
4603 MTWTh 01:00PM-04:50PM T. Villanueva B208 7.00
Section 4603 meets 7 weeks, 6/20/16-8/4/16, and will not meet on 7/4/16.

ADVISORY FOR WEB-BASED AND HYBRID COURSES

Students taking web-based and hybrid courses must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College Library/LRC.

Please visit the Hartnell PAWS page on our home webpage for the most current list of courses: www.hartnell.edu
### ENG-1A. COLLEGE COMPOSITION AND READING (G)

**Prerequisite:** A qualifying grade (C or better) in English 101 or in ESL 101 at Hartnell College or an equivalent course and grade from another college. Students can also place in English 1A through a qualifying score on the STAAR test.

**Lec 3 Hrs**

Introduction to composition with emphasis on writing of exposition, and reading of selected works from a variety of academic and cultural contexts, and writing from research. Students will write a minimum of 6,500 words in graded assignments.

**[CSU; UC; CSU-GE AREA A2, IGETC, AREA 1]**

Students will write a total of 6,000 words.

**5042 ONLINE**  
J. McGuire  
INT  3.00

Section 5042 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at rmendoza@hartnell.edu for further information.

**5040 MTTh 06:00PM-08:50PM**  
M. Garcia  
B203  3.00

**5037 MTTh 08:00AM-10:50AM**  
L. Ritscher  
B204A  3.00

**5039 MTTh 11:00AM-1:50PM**  
G. Mora  
B204A  3.00

**5036 MTTh 03:00PM-05:50PM**  
STAFF  
D379  3.00

**5038 MTTh 11:00AM-1:50PM**  
S. Freestone  
E329  3.00

**6003 MTTh 06:00PM-08:50PM**  
P. Yun  
KCC210B  3.00

Section 6003 is offered at King City Education Center, 117 N. Second St., King City.

### ENG-1B. COLLEGE LITERATURE AND COMPOSITION (G)

**Prerequisite:** ENG-1A with a grade of "C" or better.

**Lec 3 Hrs**

And introductory literature course with and emphasis in both literacy composition and critical thinking. The course provides instruction and practice in critical thinking and forming literature based arguments through the close study of the major genres of literature: poetry, fiction, drama, and the novel. Students receive instruction in analytical and argumentative writing by studying literature, criticism, and identification of sound and fallacious reasoning in assessments of literature and literary criticism. Students will write a total of 6,000 words.

**[CSU; UC; CSU-GE AREA A2, C2; IGETC, AREA 3]**

**[C-ID ENGL 120]**

**5044 ONLINE**  
R. Mendoza-  
INT  3.00

Section 5044 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at rmendoza@hartnell.edu for further information.

**5043 MTTh 08:00AM-10:50AM**  
R. Waddy  
E329  3.00

### ENG-2. CRITICAL THINKING AND WRITING (G)

**Prerequisite:** ENG-1A with a grade of "C" or better.

**Lec 3 Hrs**

Students will use critical reading, thinking, and writing skills beyond the level achieved in ENG-1A to develop argumentative essays in conjunction with predominantly nonfiction prose and discussion of readings. Students will write a total of 6,000 words comprised of short essays, a research paper, and homework assignments.

**[CSU; UC; CSU-GE, AREA A3, IGETC, AREA 1]**

**[C-ID ENGL 105]**

**5047 ONLINE**  
M. Teutsch  
INT  3.00

Section 5047 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at mteutsch@hartnell.edu for further information.

**5045 MTTh 08:00AM-10:50AM**  
J. Farson  
D379  3.00

**5055 MTTh 06:00PM-08:50PM**  
J. Park  
D379  3.00

**5046 MTTh 12:00PM-02:50PM**  
J. Farson  
D381  3.00

**6004 MTTh 02:00AM-04:50PM**  
P. Yun  
KCC210A  3.00

Section 6004 is offered at King City Education Center, 117 N. Second St., King City.

### ENG-50. INTRO TO FILM: HISTORY UP TO THE 1960'S (G)

**Advisory:** Eligibility for ENG-101 or ESL-101

**Lec 3 Hrs**

This course introduces the history and close analysis of film and early television texts from 1849-1960. The course examines the broad questions of form and content, aesthetics and meaning, and history and culture within the context of film, cinematic, and television media. Students will explore the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, acting styles, visual design, editing, sound, genre, ideology and critical analysis. Not open to the students who have completed ENG-50 with a "C" or better.

**[CSU; UC; CSU-GE, AREA C.1; IGETC, AREA 3]**

**4534 MTTh 03:00PM-05:50PM**  
M. Glazier  
K146  3.00

### ENG-101. INTERMEDIATE COMPOSITION AND READING (G)

**Prerequisite:** ENG-253 or ESL-265 with a grade of "C" or better or placement by Hartnell's assessment.

**Lec 3 Hrs**

Development of reading writing skills including critical analysis of texts with emphasis on sentence, paragraph, and essay elements. Students will write a minimum of 6,000 words in graded assignments.

**6002 MTTh 06:00PM-08:50PM**  
C. Houston  
KCC210A  3.00

Section 6002 is offered at King City Education Center, 117 N. Second St., King City.

**6009 MTTh 01:00PM-03:50PM**  
A. Arias  
SOHS  3.00

Section 6009 is offered at Soledad High School, 425 Gabilian Dr., Room 304, Soledad

**5034 MTTh 02:00PM-04:50PM**  
S. Fujimoto  
D285  3.00

**5056 MTTh 11:00AM-01:50PM**  
L. Ritscher  
D285  3.00

**5030 MTTh 08:00AM-10:50AM**  
S. Lanka  
D377  3.00

**5033 MTTh 11:00AM-01:50PM**  
S. Lanka  
D377  3.00

**5032 MTTh 11:00AM-01:50PM**  
U. Palmeno  
D379  3.00

**5031 MTTh 03:00PM-05:50PM**  
J. Huddleston  
D381  3.00

**5035 MTTh 06:00PM-08:50PM**  
J. Huddleston  
D381  3.00
HARTNELL COLLEGE – SUMMER 2016

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<td>Development of and reading writing skills with emphasis on elements of the sentence, paragraph, and the short essay.</td>
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<td>P. Yun</td>
<td>KCC108A</td>
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<td>Section 6005 is offered at King City Education Center, 117 N. Second St., King City.</td>
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ENGLISH AS A SECOND LANGUAGE

| ESL-237A |       |                 |            |       |       |
|          | Lec   | 3 Hrs           |            |       |       |
|          |       | A high-beginning level, grammar-based speaking and listening course. Students develop listening and speaking skills in a variety of communicative activities focusing on verbs plus infinitives, questions, and note-taking strategies. | | | |
| 5071    | MTTh  | 06:00PM-08:50PM | STAFF      | E311  | 3.00  |

| ESL-258  |       |                 |            |       |       |
|          | Lec   | 4 Hrs           |            |       |       |
|          |       | Develops the vocabulary and critical reading abilities of high-intermediate to low-advanced students, using contemporary and literary texts that emphasize critical reading skills. Formerly ESL-158. Not open to students who have completed ESL-158 with a grade of "C" or better. | | | |
| 5070    | MTWTh | 08:00AM-10:50AM | STAFF      | D285  | 4.00  |

ENGLISH AS A SECOND LANGUAGE OFFERED IN THE LAB

| ESL-290A |       |                 |            |       |       |
|          | Lab   | 3 Hrs           |            |       |       |
|          |       | This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercise. Topics include simple present, present continuous, future, simple past tenses, imperatives, parts of speech, possessive forms, and count/non-count nouns. | | | |
| 5072    | MTWTh | To be arranged  | STAFF      | D359  | 1.00  |

ESL-290B. ENGLISH IN THE LAB B

| ESL-290B |       |                 |            |       |       |
|          | Lab   | 3 Hrs           |            |       |       |
|          |       | This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Topics include past tense sequences, the past continuous tense, gerunds and infinitives, comparatives and superlatives, definite and indefinite articles, an introduction to the present perfect tense and subjunctive clauses. | | | |
| 5073    | MTWTh | To be arranged  | STAFF      | D359  | 1.00  |

ESL-290C. ENGLISH IN THE LAB C

| ESL-290C |       |                 |            |       |       |
|          | Lab   | 3 Hrs           |            |       |       |
|          |       | This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include the past continuous tense, the present perfect and present perfect continuous tenses, modals of advice, ability, request, possibility, preference, permission and necessity, and future time clauses. | | | |
| 5074    | MTWTh | To be arranged  | STAFF      | D359  | 1.00  |

ESL-290D. ENGLISH IN THE LAB D

| ESL-290D |       |                 |            |       |       |
|          | Lab   | 3 Hrs           |            |       |       |
|          |       | This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include the passive voice, the conditional, past perfect, reported imperatives and statements, and adjective clauses. | | | |
| 5075    | MTWTh | To be arranged  | STAFF      | D359  | 1.00  |

ETHNIC STUDIES

| ETH-1   |       |                 |            |       |       |
|         |       | A historical and interdisciplinary approach to the study of ethnic and racial groups in the United States. African Americans, Asian Americans, Mexican/Latino Americans, and Native American experiences are examined. | | | |
| 2545    | MTTh  | 11:00AM-01:50PM | N. Oliva   | E313  | 3.00  |

| ETH-3   |       |                 |            |       |       |
|         |       | A multi-disciplinary approach designed to acquaint students with Chicano history and problems in contemporary society. The course considers social institutions in shaping the experiences of Chicanos. Topics include colonization, politics, family, education, culture and religion, health and Chicano activism. | | | |
| 2547    | MTTh  | 08:00AM-10:50AM | N. Oliva   | E313  | 3.00  |
FAMILY AND CONSUMER STUDIES

FCS-23. NUTRITION (G/P)  
Advisory: Eligibility for ENG-1A; Completion of CHM-60 (or CHM-22 or one year of high school chemistry), BIO-6 and MAT-201 are recommended.  
Lec 3 Hrs  
Basic nutrition principles are presented, with an emphasis on nutrition needs throughout the life cycle. An in-depth description of the body's essential nutrients, including the relationship of medical nutrition therapy to a variety of diseases. Also addressed are food safety practices and the challenges of global nutrition. Required for nursing and Family and Consumer Studies majors.  
[CSU; UC; CSU-GE, AREA E] [C-ID NUTR 110]  
3957 MTT 6:00PM-8:50AM E. Brisson E309 3.00  
6223 MTT 09:00AM-11:50AM E. Brisson SOHS 3.00  
Section 6223 is offered at Soledad High School, 425 Gabilan Dr., Room 301, Soledad.

HEALTH SERVICES

HES-120. CPR FOR HEALTH CARE PROVIDERS (P)  
Lec 0.50 Hrs  
Provides the student with knowledge required of the health care professional to perform basic life support in any setting. Upon successful completion, students will acquire Basic Life Support for Health Care Providers certification. A fee will be required for the CPR card.  
4600 S 09:00AM-05:50PM D. Bonsper B204A .50  
4601 S 09:00AM-05:50PM D. Bonsper B204A .50  
4602 S 09:00AM-05:50PM D. Bonsper B204A .50  
4604 S 09:00AM-05:50PM D. Bonsper B204A .50

HISTORY

HIS-10. HISTORY OF CALIFORNIA (G)  
Lec 3 Hrs  
The history of California from the Indigenous period to the present focusing on the experiences of Peoples of Color including the Indigenous People of California, Chicanos/Latinos, African Americans, Asian Americans and Pacific Islanders. Local history considered in depth.  
[CSU; UC; CSU-GE, AREA D6, IGETC AREA 3]  
2559 ONLINE A. Riley INT 3.00  
Section 2559 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at ariley@hartnell.edu for further information.

HIS-17A. UNITED STATES HISTORY A (G)  
Lec 3 Hrs  
A survey of United States history from the Indigenous period through Reconstruction, including the development of the major political, social, and economic institutions and ideals in the entire area which is now the United States, with a special emphasis on the roles of major ethnic and social groups.  
[CSU; UC; CSU-GE, AREA D6, IGETC AREA 3] [C-ID HIST 130]  
2552 ONLINE S. Pacheco INT 3.00  
Section 2552 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at spacheco@hartnell.edu for further information.

HEALTH EDUCATION

HED-2. INDIVIDUAL HEALTH & WELLNESS (G)  
Lec 3 Hrs  
The exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. Topics include mental health, stress, drugs, alcohol, smoking, exercise, nutrition, chronic and infectious diseases, sexuality, and consumer health.  
[CSU; UC; CSU-GE, AREA E] [C-ID PHS 100]  
3801 MT 08:00AM-10:50AM A. Watt F136 3.00  
3800 ONLINE D. Castro INT 3.00  
Section 3800 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at dcastro@hartnell.edu for further information.  
3802 ONLINE D. Castro INT 3.00  
Section 3802 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at dcastro@hartnell.edu for further information.

HED-6. MULTICULTURAL HEALTH BELIEFS (G)  
Lec 3 Hrs  
Designed to help the student develop an awareness of the cultural aspects of health beliefs and the influence of culture on health beliefs and behaviors. Special attention will be given to exploring how ethnicity, culture of origin, and socio-economic status influence health and quality of life, particularly among Latinos(as), African-Americans, Asian-Americans, Native-Americans, and European-Americans in the United States.  
[CSU; UC; CSU-GE, AREA E]  
3803 ONLINE C. Zepeda INT 3.00  
Section 3803 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at czepeda@hartnell.edu for further information.

ADVISORY FOR WEB-BASED AND HYBRID COURSES

Students taking web-based and hybrid courses must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College Library/LRC.
HARTNELL COLLEGE – SUMMER 2016

<table>
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<tr>
<td>HIS-17B. UNITED STATES HISTORY B</td>
<td>(G/P)</td>
<td>Lec 3 Hrs</td>
<td>Historical survey of the United States from the end of the Civil War to the present.</td>
<td>[CSU; UC; CSU-GE, AREA D6, IGETC AREA 3]</td>
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<td>Section 2556 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at <a href="mailto:adejesus@hartnell.edu">adejesus@hartnell.edu</a> for further information.</td>
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<td>Section 2557 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at <a href="mailto:ariley@hartnell.edu">ariley@hartnell.edu</a> for further information.</td>
<td>2555 MTTh</td>
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<td>S. Pacheco</td>
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INSTRUCTIONAL AIDE

INS-250. TUTOR TRAINING (P)

Lec 1 Hr

Provides an introduction to the theories and methods of effective tutoring, including interviewing, identification of learning problems, the study and development of effective communication techniques, and the use of learning theories and methods of effective individualized and group instruction. Opportunities will be provided for evaluation of and experience in tutoring situations. The course is offered on an open entry/open exit basis; it is designed to introduce students to tutoring and supplemental instruction best practices in one-half unit modules. Students will consult with an instructor regarding the scheduling of their hours. Students may enroll in this course again if needed to complete both content areas.

5066 To be arranged F. Henderson A214 .50

INS-301. SUPERVISED TUTORING (G)

Lab 0 Hrs

Provides tutoring support services and offers opportunities for study skills assessment and development, individual and group instruction under peer tutors, and other assistance to help students fulfill their course requirements for a variety of college courses. Counselor or instructor referral required.

5067 To be arranged F. Henderson A214 .00
5068 To be arranged J. Campos E211 .00

INTERDISCIPLINARY STUDIES

IDS-2. BORONDA STUDY PROGRAM – LIFE AND CULTURE (P)

Prerequisite: Completion of IDS 1 with a grade of C or better.
Advisory: Selection by the Boronda Scholarship Committee.
Lec 3 Hrs

A survey of the history, culture and civilization of the host country with emphasis on art, music, and literature.

[CSU]

2590 To be arranged STAFF TBAFASS 3.00

LIBRARY INSTRUCTION

LIB-7. INFORMATION COMPETENCY IN THE ARTS AND HUMANITIES (G/P)

Lec 1 Hr

An introduction to the information competency skills required to locate, evaluate, and cite materials in the arts and humanities.

5065 ONLINE M. Mayfield INT 1.00

Section 5065 is offered as a web-based course. Students can login starting Monday, June 19, at myetudes.org/portal and follow instructions. Contact instructor via email at mmayfield@hartnell.edu for further information.

MATHEMATICS

MAT-3A. ANALYTIC GEOMETRY AND CALCULUS I (G)

Prerequisite: MAT-24 and MAT-25 with a grade of "C" or better or placement by Hartnell's assessment.
Lec 4 Hrs

The first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math Majors.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2] [C-ID MATH 210]

1175 MTWTh 08:00AM-10:50AM STAFF E315 4.00

MAT-13. ELEMENTARY STATISTICS (G)

Prerequisite: MAT-123 with a grade of "C" or better or placement by Hartnell's assessment.
Advisory: Access to a graphic calculator similar to Ti-84 made by Texas Instrument.
Lec 5 Hrs

A study of the measures of central tendency, dispersion and position, graphical presentation, sampling, frequency distributions, discrete and continuous probability distributions, expected values, sampling distribution, Central Limit Theorem, sample variability, statistical inferences, confidence intervals, hypothesis testing, t-tests, Chi-Square tests, analysis of variance (ANOVA), linear correlation and regression analysis, decision making using predictive models, and non-parametric tests. This course is primarily for students in business, social sciences, biological sciences, education and humanities. Use of technology, including graphing calculators or computers will be extensively integrated as a tool in the description and analysis of data.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2] [C-ID MATH 110]

1176 MTWTh 12:00PM-03:35PM STAFF D261 5.00
1177 MTWTh 01:30PM-05:05PM STAFF N22 5.00
1178 MTWTh 05:30PM-09:05PM M. Weber D279 5.00
1179 ONLINE G. Perkins INT 5.00

Section 1179 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at gperkins@hartnell.edu for further information.

6010 MTWTh 09:00AM-12:35PM Y. Chu SOHS 5.00

Section 6010 is offered at Soledad High School, 425 Gabilan Dr., Room 306, Soledad
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<td>J.PEREZ</td>
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Section 9120: Students must be part of the CSIT in 3 cohort.

6008 MTTh 02:00PM-04:50PM STAFF KCC210B 3.00
Section 6008 is offered at King City Education Center, 117 N. Second St., King City.

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Section 7883 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.
MAT-121L1. ELEMENTARY ALGEBRA LEVEL 1 (G)
**Prerequisite:** MAT-201 or MAT-201L3 or BUS-151 with a grade of "C" or better.
**Lab** 3.75 Hrs
The first course in a four-course sequence that is equivalent to MAT 121. A study of the arithmetic of real numbers, algebraic expressions and equations, and their applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

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Section 7900 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-121L2. ELEMENTARY ALGEBRA LEVEL 2 (G)
**Prerequisite:** MAT-121L1 with a grade of "C" or better.
**Lab** 3.75 Hrs
The second course in a four-course sequence that is equivalent to MAT 121. A study of linear equations and inequalities in one variable, linear equations in two variables, and applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

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Section 7901 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-121L3. ELEMENTARY ALGEBRA LEVEL 3 (G)
**Prerequisite:** MAT-121L2 with a grade of "C" or better.
**Lab** 3.75 Hrs
The third course in a four-course sequence that is equivalent to MAT 121. A study of exponents, polynomials, factoring, and applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

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Section 7902 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-121L4. ELEMENTARY ALGEBRA LEVEL 4 (G)
**Prerequisite:** MAT-121L3 with a grade of "C" or better.
**Lab** 3.75 Hrs
The fourth course in a four-course sequence that is equivalent to MAT 121. A study of rational expressions, roots and radicals, and applications. The final examination covers the content from all levels (121L1-121L4). Not open to students who have completed MAT-121 with a grade of "C" or better.

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Section 7903 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-123L1. INTERMEDIATE ALGEBRA LEVEL 1 (G)
**Prerequisite:** MAT-121 with a grade of "C" or better or MAT-121L4 with a grade of "C" or better.
**Lab** 3 Hrs
The first course in a four-course sequence that is equivalent to MAT 123. Review of elementary algebra plus more advanced topics in graphing, systems of equations and inequalities, and applications. Not open to students who have completed Math 123 with a grade of "C" or better.

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Section 7904 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-123L2. INTERMEDIATE ALGEBRA LEVEL 2 (G)
**Prerequisite:** MAT-123L1 with a grade of "C" or better.
**Lab** 3 Hrs
The second course in a four-course sequence that is equivalent to MAT 123. A study of relations and functions, variation, polynomials and factoring, and solving equations by factoring. Not open to students who have completed Math 123 with a grade of "C" or better.

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Section 7905 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.
MAT-123L3. INTERMEDIATE ALGEBRA LEVEL 3  (G)
Prerequisite: MAT-123L2 with a grade of "C" or better.
Lab 4.50 Hrs
The third course in a four-course sequence that is equivalent to MAT 123. Study of rational expressions and equations, radicals and radical equations, rational exponents, complex numbers, quadratic equations in one and two variables, and applications. Not open to students who have completed Math 123 with a grade of "C" or better.
1306 MTTh 09:00AM-10:50AM L. Contreras E219 1.50
1321 MTTh 06:00PM-07:50PM STAFF E219 1.50
7906 MTTh 03:00PM-04:50PM STAFF AC-C110 1.50
Section 7906 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-123L4. INTERMEDIATE ALGEBRA LEVEL 4  (G)
Prerequisite: MAT-123L3 with a grade of "C" or better.
Lab 4.50 Hrs
The last course in a four-course sequence that is equivalent to MAT 123. Study of exponential and logarithmic functions, conic sections, nonlinear systems of equations and inequalities, sequences, series, and applications. Final examination will include topics from all levels (L1-L4) of the course. Not open to students who have completed Math 123 with a grade of "C" or better.
1307 MTTh 09:00AM-10:50AM L. Contreras E219 1.50
1322 MTTh 06:00PM-07:50PM STAFF E219 1.50
7907 MTTh 03:00PM-04:50PM STAFF AC-C110 1.50
Section 7907 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-200L. ARITHMETIC OF WHOLE NUMBERS  (G)
Lab 3 Hrs
Designed for students who need review of, and practice with, basic arithmetic operations. The topics include addition, subtraction, multiplication, division, prime factors, common multiples, exponents for whole numbers, and the order of operations. Not open to students who have completed MAT-200 with a grade of "C" or better.
1308 MTTh 09:00AM-10:50AM L. Contreras E219 1.00
1323 MTTh 06:00PM-07:50PM STAFF E219 1.00
7908 MTTh 03:00PM-04:50PM STAFF AC-C110 1.00
Section 7908 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-201L1. PRE-ALGEBRA LEVEL I  (G)
Lab 3 Hrs
The first course in a three-course sequence that's equivalent to MAT 201. The arithmetic of integers, the arithmetic of fractions, exponents, the order of operations, perimeter, area, and volume. This course is designed for students who do not meet the entrance requirements for MAT 121. Not open to students who have completed MAT 201, MAT 201L2, or MAT 201L3 with a grade of "C" or better.
1309 MTTh 09:00AM-10:50AM L. Contreras E219 1.00
1324 MTTh 06:00PM-07:50PM STAFF E219 1.00
7909 MTTh 03:00PM-04:50PM STAFF AC-C110 1.00
Section 7909 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-201L2. PRE-ALGEBRA LEVEL 2  (G)
Prerequisite: Completion of Math 201L1 with a grade of C or better.
Lab 3 Hrs
The second course in a three-course sequence that is equivalent to MAT 201. The solution of one-step and two-step equations, and the arithmetic of decimals. This course is designed for those students who do not meet the entrance requirements for Math 121. Not open to students who have completed MAT 201.
1310 MTTh 09:00AM-10:50AM L. Contreras E219 1.00
1325 MTTh 06:00PM-07:50PM STAFF E219 1.00
7910 MTTh 03:00PM-04:50PM STAFF AC-C110 1.00
Section 7910 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MAT-201L3. PRE-ALGEBRA LEVEL 3  (G)
Prerequisite: Completion of Math 201L2 with a grade of C or better.
Lab 3 Hrs
The third course in a three-course sequence that is equivalent to MAT 201. The arithmetic of ratio and proportion problems, percent problems, and unit conversions. This course is designed for those students who do not meet the entrance requirements for MAT 121. Not open to students who have completed MAT 201.
1311 MTTh 09:00AM-10:50AM L. Contreras E219 1.00
1326 MTTh 06:00PM-07:50PM STAFF E219 1.00
7911 MTTh 03:00PM-04:50PM STAFF AC-C110 1.00
Section 7911 is offered at Alisal Campus, 1752 E. Alisal St., Salinas.

MUSIC

MUS-2. MUSIC FUNDAMENTALS  (G)
Lec 3 Hrs
An introduction to the notation and primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation and aural identification of musical phenomena is expected.
[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]
2560 MTTh 08:00AM-10:50AM A. Olsen K118 3.00

MUS-5. ETHNIC MUSICS IN THE UNITED STATES  (G)
Lec 3 Hrs
Introduction to selected ethnic musics that flourish in the United States including: Hispanic/Latino, Chicano/Mexican- American, Black African-American, Native American, Asian- American, Pacific Islander, and European traditions. The course focuses on the relation of musical genres and movements to the history of the United States and to the society and culture of the country.
[CSU; UC CSU-GE, AREA C1; IGETC, AREA 3]
2564 MTTh 08:00AM-10:50AM W. Faulkner K125 3.00
2563 MTTh 06:00PM-08:50PM C. Chitwood K125 3.00
6012 MTW 01:00PM-03:50PM P. Collins KCC109 3.00
Section 6012 is offered at King City Education Center, 117 N. Second St., King City
NURSING-VOCATIONAL

NVN-119A. VOCATIONAL NURSING: THEORY I (G)
Prerequisite: Take NVN-119B Admission to the Vocational Nursing Program.
Corequisite: NVN-119B
Lec 3 Hrs
Application of the nursing process for the study of vocational nursing. The focus is on fundamental concepts.
4610 MTW 08:00AM-10:15AM STAFF B204B 3.00

NVN-119B. VOCATIONAL NURSING: CLINICAL KNOWLEDGE PRACTICE I (G/P)
Prerequisite: Admission into the Vocational Nursing Program. Students must meet the Essential Capabilities and Functional Requirements.
Lab 12 Hrs
Application of the nursing process for the practice of fundamental vocational nursing skills.
4612 MTWThF 08:00AM-04:50PM STAFF B215 4.00
4613 MTWThF 08:00AM-04:50PM STAFF B215 4.00

NVN-130A. BASIC PHARMACOLOGY A (G)
Prerequisite: Admission into the Vocational Nursing program
Lec 1 Hr
Application of the nursing process for the study of pharmacology for vocational nurses. Emphasis is on calculations required for medication administration and on variables that influence drug therapy.
4611 Th 08:00AM-10:15AM STAFF B204B 1.00

PHOTOGRAPHY

PHO-1 INTRODUCTION TO PHOTOGRAPHY (G/P)
Lec 3 Hrs
Introduces students to the technical knowledge, skill sets, and creative applications of all photographic media. A survey of the historic development of photography is included. Students will provide their own cameras.
[CSU; UC; CSU-GE AREA C1; IGETC AREA 3]
2597 MTTH 06:00PM-8:50PM P. Sullivan J208 3.00

PHYSICAL EDUCATION

PEAC-36. YOGA (G/P)
Lec 0.75 Hrs; Lab 0.75 Hrs
Practice and philosophy of Yoga through yoga poses. Yoga exercises linked to movement, mind, and breath to bring about a feeling of balance, relaxation, and harmony. Students must supply their own Yoga mat. Formerly PE-1.235. Not open to student who have completed PE-1.235.
[CSU; UC]
3901 TTh 04:00PM-05:50PM J. Pedroza GYM 1.00
3903 MW 07:30AM-09:30AM A. Smith AUX 1.00

PEAC-38. ADVANCED BASEBALL (G)
Advisory: High school varsity baseball experience or previous collegiate baseball experience is highly recommended.
Lec 0.75 Hrs; Lab 0.75 Hrs
Instruction and practice in offensive and defensive fundamentals with emphasis on strategies and techniques of baseball.
[CSU; UC]
3911 MW 02:00PM-04:10PM T. Babin BBFD 1.00

PEAC-47. STRENGTH CONDITIONING LAB (G)
Lec 0.75 Hrs; Lab 2.25 Hrs
A progressive weight training and conditioning course involving the use of weight machines, free weights and cardiovascular equipment to develop muscular strength, endurance and general fitness. Formerly PE-1.200. Not open to students who have completed PE-1.200.
[CSU; UC]
3904 MTWTh 01:30PM-03:30PM M. Collins F138 1.50
Section 3904 meets 6 weeks, 7/5/16-8/15/16.

PEAC-58. BEGINNING TENNIS (G)
Lec 0.75 Hrs; Lab 0.75 Hrs
Develops basic skills necessary to play tennis. Emphasis is placed on the fundamental techniques, rules, scoring, history, and tennis etiquette. Students will supply their own tennis racquet and two cans of tennis balls.
[CSU; UC]
3905 S 08:00AM-12:15PM M. Toney TNCT 1.00
### PEAC-59. INTERMEDIATE TENNIS (G)
**Advisory:** The student should have previous playing experience in high school or a United States Tennis Association (USTA) skill rating of 3.0 or higher according to the National Tennis Rating Program (NTSP) or completed PEAC-58, Beginning Tennis, with a grade of "C" or higher prior to enrolling in Intermediate Tennis.

**Lec** 0.75 Hrs; **Lab** 0.75 Hrs

Develops intermediate techniques necessary to play tennis. Emphasis on intermediate techniques, tennis terminology, scoring and rules of the game. Students will supply their own tennis racquet and two cans of tennis balls.

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<td>M. Toney</td>
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### PEAC-64. BEGINNING GOLF (P)

**Lec** 0.75 Hrs; **Lab** 2.25 Hrs

Course provides instruction in the fundamental skills and techniques of golf including, stance, grip, basic rules, and course etiquette. Formerly PE-1.150. Not open to students who have completed PE-1.150 with a grade of "C" or better.

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### PEAC-67. AEROBICS II (G/P)

**Lec** 0.75 Hrs; **Lab** 0.75 Hrs

Cardiovascular exercise designed to gradually increase duration and intensity of aerobic exercise, incorporating strength, endurance, and flexibility. Formerly PE-1.138. Not open to students who have taken PE-1.138.

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<td>A. Berlanga</td>
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<tr>
<td>3908</td>
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<td>05:15PM-06:45PM</td>
<td>T. Windham</td>
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### PEAC-68. SWIM FITNESS (G)

**Lec** 0.75 Hrs; **Lab** 0.75 Hrs

Intermediate swimming techniques practiced while improving endurance and cardiovascular fitness. Formerly PE-1.134. Not open for credit to students who have completed PE-1.134 with a grade of "C" or better.

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**SWIM FITNESS HOURS:** Monday - Thursday: 11 am - 1 pm Monday, Wednesday, Thursday: 5:30 - 7:30 pm

### PEAC-69. INTRODUCTION TO WEIGHT TRAINING (G/P)

**Lec** 0.75 Hrs; **Lab** .75 Hrs

A progressive weight training program to increase flexibility, strength, endurance and skills. Course will begin with a health screening and baseline or functional capacity fitness assessment. Formerly PE-1.131. Students may only take four of the following courses: PEAC-43, PEAC-46, PEAC-47, PEAC-49, PEAC-50 or PEAC-69.

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<tr>
<td>3900</td>
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<td>D. Teresa</td>
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**FITNESS CENTER HOURS** Monday - Thursday: 6 am - 1 pm & 5 pm - 8 pm

### PEAD-84. ADAPTIVE CIRCUIT ENDURANCE TRAINING (G)

**Lec** 0.75 Hrs; **Lab** .75 Hrs

Designed for the physically challenged students to enhance their strength and cardiovascular endurance by using progressive resistance machines to develop muscle strength, endurance flexibility, and heart health. This class is offered on an open/entry, open/exit basis. Students should complete an application in the DSP&S Office for verification of eligibility for this class.

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<td>S. Seymour</td>
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<tr>
<td>3981</td>
<td>MTTh</td>
<td>07:30AM-08:55AM</td>
<td>T. Carpenter</td>
<td>F138</td>
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<tr>
<td>3982</td>
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<td>09:00AM-10:30AM</td>
<td>T. Carpenter</td>
<td>F138</td>
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### PEIN-32. PRE-SEASON SPORT CONDITIONING (G)

**Lec** 0.75 Hrs; **Lab** 0.75 Hrs

This course is designed for the student who wishes to compete at the intercollegiate level. Course content will emphasize pre-season conditioning for one of the following sports: baseball, track, cross country, soccer, softball, and volleyball. It is an intensive training program based upon improving basic skills, speed, flexibility, agility, reaction time, coordinated movement and cardiovascular endurance. Students should have previous organized athletic experience. Students will enroll in the appropriate conditioning class that corresponds to their sport participation. May be taken up to 4 times.

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<td>C. Zepeda</td>
<td>TRCK</td>
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<td>3952</td>
<td>TWTh</td>
<td>04:00PM-05:15PM</td>
<td>M. Collins</td>
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<td>D. Ortega</td>
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<td>3955</td>
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<td>J. Pedroza</td>
<td>GYM</td>
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<td>3953</td>
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<td>02:00PM-03:10PM</td>
<td>A. Guerrero</td>
<td>SRFD</td>
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### PEIN-40. NONTRADITIONAL SEASON, BASKETBALL (G)

**Lec** 0.75 Hrs; **Lab** 0.75 Hrs

Designed for the student who wishes to compete at the intercollegiate level and gives experienced basketball players an opportunity to improve skills, fitness levels, and tactical understanding of basketball. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of Basketball. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaws 3.17.1. May be taken up to 4 times for credit.

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<td>S. Terry</td>
<td>GYM</td>
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motion, satellite and planetary motion, heat, light, sound, waves, phenomena in physics including falling bodies, Newton's laws of
An overview of some of the more important and interesting

[CSU; UC; CSU-GE, AREA D8; IGETC, AREA 4]

science will be presented from a variety of viewpoints.
and civil liberties and civil rights. Contemporary issues in political
elections, federalism, public opinion, the media, interest groups,
institutions of the federal government, political parties and
basic concepts from political philosophy, constitutional law,

[CSU; UC CSU-GE, AREA B1, B3; IGETC AREA 5]

better.
completed Physics 2A, 2B, 4A, 4B, or 4C with a grade of "C" or
open to students who are concurrently enrolled in or who have
of principles rather than a detailed mathematical treatment. Not
magnetism. Emphasis is on developing a practical understanding

POLITICAL SCIENCE

POL-1. AMERICAN POLITICAL INSTITUTIONS (G)
Lec 3 Hrs
Introduction to the U.S. Constitution, American political
institutions, and California state government. Topics include
basic concepts from political philosophy, constitutional law,
institutions of the federal government, political parties and
elections, federalism, public opinion, the media, interest groups,
and civil liberties and civil rights. Contemporary issues in political
science will be presented from a variety of viewpoints.

[CSU; UC; CSU-GE, AREA D8; IGETC, AREA 4]
[C-ID POLS 110]

9111 MTTh 12:00PM-02:50PM M. Escover AC-C107 3.00
Students must be part of the CSin3 cohort Section 9111 is offered at Alisal
Campus, 1752 E. Alisal St., Salinas
2577 MTTh 06:00PM-08:50PM P. Munoz-Meador D275 3.00
2575 MTTh 08:00AM-10:50AM L. Adams E319 3.00
2576 MTTh 11:00AM-01:50PM L. Adams E319 3.00
2578 ONLINE M. Escover INT 3.00
Section 2578 is offered as a web-based course. Students can login starting
Monday, June 20, at myetudes.org/portal and follow instructions. Contact
instructor via email at mescover@hartnell.edu for further information.

PSYCHOLOGY

PSY-2. GENERAL PSYCHOLOGY (G)
Advisory: Eligibility for ENG-1A
Lec 3 Hrs
Introduction to the fundamental principles and concepts of human
behavior and mental processes. Topics include psychology as a
science, biological bases of behavior, lifespan development,
perception, conditioning and learning, memory, cognition,
motivation and emotion, personality, psychological disorders,
methods of therapy, and social and applied psychology.
Recommended for college and university transfer students. Not
open to students who have completed PSY-1A with a grade of
"C" or better.

[CSU; UC; CSU-GE, AREA D9; IGETC, AREA 4]
[C-ID PSY 110]

2581 MTTh 08:00AM-10:50AM L. Price D275 3.00
2582 MTTh 11:00AM-01:50PM L. Price D275 3.00
2583 MTTh 06:00PM-08:50PM L. Lee D267 3.00
2580 ONLINE M. Pratt INT 3.00
Section 2580 is offered as a web-based course. Students can login starting
Monday, June 20, at myetudes.org/portal and follow instructions. Contact
instructor via email at mpratt@hartnell.edu for further information.

PSY-15. HUMAN SEXUALITY (G)
Lec 3 Hrs
A current and comprehensive introduction to the topic of human
sexuality from the psychological, biological, sociocultural, and
historical perspectives. Laboratory and survey research, findings
from clinical experience, and historical sources will be analyzed.
Topics to be discussed include (but are not limited to) sexual
anatomy, sexual beliefs, values and expression, and concerns
related to human sexuality. The various methods of
contraception and safer sex practices will be evaluated. Current
sex norms and aspects of interpersonal and individual sexual
adjustment will be explored.

[CSU; UC; CSU-GE, AREA D9; E; IGETC AREA 4]
[C-ID PSY 130]

2584 MTTh 02:00PM-04:50PM L. Lee D267 3.00

SOCIIOLOGY

SOC-1. INTRODUCTION TO SOCIOLOGY (G)
Lec 3 Hrs
Sociology is the scientific study of the relationship between the
individual and society. Sociological concepts, theoretical
approaches, and methods are examined. Topics include the
analysis and explanation of social structure, group dynamics,
socialization, inequality, social stratification, globalization, social
change, demography and urbanization. Course objectives
include the ability to make sociology relevant and applicable to
students’ everyday lives.

[CSU; UC; CSU-GE, AREA D0; IGETC, AREA 4]
[C-ID SOCI 110]

2587 ONLINE M. White INT 3.00
Section 2587 is offered as a web-based course. Students can login starting
Monday, June 20, at myetudes.org/portal and follow instructions. Contact
instructor via email at mwhite@hartnell.edu for further information.

2586 MTTh 11:00AM-01:50PM H. Jimenez E309 3.00
SOC-5. INTRODUCTION TO SOCIAL PROBLEMS  
(G) 
Advisory: Eligibility for ENG-1A SOC-1 
Lec 3 Hrs 
This course is a sociological analysis of social problems in the United States. It analyzes how sociologists’ understand, identify, and address social problems. Social problems include racism, sexism, poverty, crime immigration, health, aging, family, education, the environment to urbanization. Examination and evaluation of sociological perspectives are applicable to improve student's understand of social problems. 
[CSU; UC; CSU-GE, AREA C2, IGETC AREA 6] 
[C-ID SOC 115] 
2589 ONLINE M.White INT 3.00 
Section 2589 is offered as a web-based course. Students can login starting Monday, June 20, at myetudes.org/portal and follow instructions. Contact instructor via email at @hartnell.edu for further information.

SPANISH

SPA-1. ELEMENTARY SPANISH  
(G/P) 
Lec 5 Hrs 
Fundamentals of Spanish with emphasis on the development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the life, people, and cultures of the Spanish speaking world. Course designed for students with no prior background in Spanish. Not open to students who have completed SPA-1 or SPA-1X with a grade of "C" or better. 
[CSU; UC; CSU-GE; AREA D0, E; IGETC, AREA 4] 
[C-ID SPAN 100] 
5060 MTWTh 08:00AM-11:35AM STAFF J108 5.00

SPA-1S. ELEMENTARY SPANISH FOR SPANISH SPEAKERS  
(G/P) 
Lec 5 Hrs 
A parallel Spanish 1 course for Spanish speakers, conducted totally in Spanish with emphasis on grammar and writing. An oral command of the Spanish language required. Not open to students who have completed SPA-1 or SPA-1X with a grade of "C" or better. 
[CSU; UC; CSU-GE; AREA C2, IGETC, AREA 6] 
[C-ID SPAN 110] 
5063 MTWTh 12:00PM-03:35PM STAFF J108 5.00

SPA-2. ELEMENTARY SPANISH  
(G/P) 
Prerequisite: SPA-1X or SPA-1S or SPA-1 or two years of high school Spanish with a grade of "C" or higher, or two year of high school Spanish or demonstration of language proficiency to level. 
Lec 5 Hrs 
Continuation of SPA-1 with further development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the cultures of the Spanish speaking world. Not open to students who have completed SPA-2S or SPA-2X with a grade of "C" or better. 
[CSU; UC; CSU-GE, AREA C2, IGETC AREA 6] 
[C-ID SPAN 110] 
5064 MTWTh 08:00AM-11:35AM STAFF D381 5.00

SPA-2S. ELEMENTARY SPANISH FOR SPANISH SPEAKERS  
(G/P) 
Prerequisite: SPA-1S or SPA-1X or SPA-1, or demonstration of language proficiency to level. All prerequisites must be completed with a grade of "C" or better. 
Lec 5 Hrs 
A parallel Spanish 2 and Spanish 2X course designed for Spanish speakers. This course is conducted totally in Spanish with emphasis on reading, writing, and grammar. Not open to students who have completed Spanish 2 or Spanish 2X with a grade of "C" or better. 
[CSU; UC; CSU-GE, AREA C2, IGETC AREA 6] 
[C-ID SPAN 110] 
5064 MTWTh 08:00AM-11:35AM STAFF D381 5.00

THEATRE ARTS

THA-91A. NEW WORKS PROJECT CONCEPT AND DEVELOPMENT  
(P) 
Lab 1.5-12 Hrs 
Focuses on adaptation of original ideas and/or existing novels, poetry, journals, memoirs, and other non-dramatic texts into theatrical form, and will culminate in a preliminary timeline for its development. 
[CSU; UC] 
9019 TBA TWS STAFF TBA 3.00 
Section 9019 meets for 6 weeks 6/21/16-7/30/16.

THEATRE ARTS AND CINEMA

TAC-20. INTRO TO ENSEMBLE PLAY PRODUCTION  
(P) 
Prerequisite: Audition 
Lec 1 Hr; Lab 6 Hrs 
An introduction, for the actor, to the production of the ensemble play in production, with attention to script analysis, design elements, rehearsal and performance techniques; culminating in participation in the ensemble itself in a fully realized theatrical production. Not open to students who have completed THA-20 with a grade of "C" or better. 
[CSU; UC] 
[C-ID THTR 191] 
2596 TThFS Su 06:00PM-08:50PM M. Glazier K116 3.00 
Section 9007 meets for 10 weeks 5/31/16-8/7/16, and is linked to projects & productions and is open by auditions only. Call for information (831)-755-6987 before enrolling.

TAC-21. INTRO TO MODERN PLAY PRODUCTION  
(G/P) 
Prerequisite: Audition 
Lec 1 Hr; Lab 6 Hrs 
An introduction, for the actor, to the production of the modern play with attention to script analysis, design elements, rehearsal and performance techniques; culminating in participation in the performance itself in a fully realized theatrical production. Not open to students who have completed THA-21 with a grade of "C" or better. 
[CSU; UC] 
[C-ID THTR 191] 
9003 TBA TWS STAFF K116 3.00 
Section 9003 meets for 4 weeks 7/8/16-8/7/16, and is linked to projects & productions and is open by auditions only. Call for information (831)-755-6987 before enrolling.

Please visit the Hartnell PAWS page on our home webpage for the most current list of courses: www.hartnell.edu
TAC-22. INTRODUCTION TO MUSIC THEATER  (G/P)

Prerequisite: Audition
Lec 1 Hr; Lab 6 Hrs
An introduction to the production of the musical play with attention to directorial concept, script analysis, design elements, and performance techniques; culminating in participation in performance of a fully realized musical theatre production. Not open to students who have completed THA-23 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 191]
9002  TBA  TWS STAFF  K104  3.00
Section 9002 meets for 6 weeks 5/28/16-7/17/16. Section 9002 is linked to projects & productions and is open by auditions only. Call for information (831)-755-6987 before enrolling.

TAC-25. INTRO TO REVIVAL PLAY PRODUCTION  (G/P)

Lec 1 Hr; Lab 6 Hrs
An introduction to the production of the revival play with attention to directorial concept, script analysis, design elements, rehearsal and performance techniques, and the ensemble itself; culminating in participation in a fully realized theatrical production. Not open to students who have completed THA-25 with a grade of "C" or better.

[CSU; UC]
9001 TWHFS  TBA  TWS STAFF  K116  3.00
Section 9001 meets 4 weeks, 5/20/16-6/19/16. Section 9001 is linked to projects & productions and is open by auditions only. Call for information (831)-755-6987 before enrolling.

TAC-26. STAGE SCENIC CONSTRUCTION  (G/P)

Lec 1 Hr; Lab 6 Hrs
Designed to teach the basic skills, concepts, and methods of beginning and intermediate scenic construction execution for the stage, providing practical experience in the application of production responsibilities in stage scenic construction. Covers the theater plant, theater personnel, scene construction, and scene painting. Students will work on a series of projects which will culminate in finished scenery for fully realized play, musical or a series of the two. Not open to students who have completed THA-26 with a grade of "C" or better.

[CSU; UC]
9004 TBA  TWS STAFF  K117  3.00
Section 9004 meets 4 weeks, 5/23/16-6/19/16.

TAC-29. STAGE LIGHTING AND SOUND  (G/P)

Lec 1 Hr; Lab 6 Hrs
Designed to teach the basic skills, concepts, and methods of beginning and intermediate lighting, sound and rigging execution for the stage, with emphasis on equipment, control, color, and their relationship to design. Students will work on a series of projects which will culminate in finished lighting, as well as sound, and/or rigging requirements for a play, musical or series of the two. The relationships between the lighting and sound designers, master electrician, and lighting and sound crew and technical director will be discussed. Not open to students who have completed THA-29 with a grade of "C" or better.

[CSU; UC]
9006 TBA  TWS STAFF  K104  3.00
Section 9006 meets for 4 weeks 7/18/16-8/13/16.
ADMISSIONS & ENROLLMENT INFORMATION

Student Status

First Time Student at any College – You are a new student if you have never enrolled in classes at any college, or if you are currently a K-12 student you are a Concurrent Student.

First Time Transfer Student – You are a new student if you have attended another college, but have NEVER been enrolled at Hartnell College.

Returning Former Student – You are a returning student if you have attended Hartnell College, but not in the past year.

Returning Transfer Student – You are a returning transfer if you have previously been enrolled at Hartnell College, and are now returning after attending another college.

Continuing Student – Any student (excluding K-12) who was enrolled at Hartnell College in the Fall 2015 semester.

Nonresident Tuition Exemption

In 2001 the California legislature passed a law (AB540) that exempts certain categories of students from paying nonresident tuition. In 2012, AB1899 was enacted into law exempting holders of T and U visas from paying nonresident tuition. Also in 2014, AB 2000 was enacted amending Education Code section the school attendance requirement of AB540. To see the new criteria and to complete the new AB540 and AB2000 Nonresident Tuition Exemption form found in the schedule of classes or online in the Admissions & Records webpage.

Check out PAWS, the online service available to all students in the Hartnell College District. You can now access your student information online, from your home, office, or on campus, by visiting the college web site at www.hartnell.edu and clicking on PAWS for Students. Follow the prompts for viewing the following information.

- View the Schedule of Classes for the current semester
- Register/Add/Drop Classes
- Pay your tuition and fees
- Obtain and print grades from previous semesters
- Obtain and print a copy of your unofficial transcript
- Obtain and print your STAAR* Assessment results
- Obtain and print a copy of your current class schedule
- Update your home address, phone number and email address
- Purchase your textbooks

Remember!

If you enroll in a class and decide not to attend, you MUST drop the class using PAWS on-line registration. The instructor’s signature is NOT required to drop.

If you do not drop a class, you will be charged for it, and you could receive an “F” grade that will remain on your permanent transcript.

Dropping is NOT an automatic process!

It is your responsibility to keep your academic record accurate.

Withdrawing from School

If you find that you need to withdraw from Hartnell during the Summer 2016 semester, we highly encourage you to see a Hartnell College Counselor prior to making your decision. Withdrawing from school may impact your academic record. We highly recommend that you stop by the Financial Aid Office if you have any questions regarding withdrawing from school if you received any financial aid during the semester.

You may withdraw from all your classes as long as you do not have a “hold” on your academic record. You may withdraw by using PAWS for Students online registration system or in-person at the Admissions & Records Office.

Cashier’s Hours

January 20-22
Monday –Thursday 8:30am-4:30pm
Friday 9:00am-1:00pm
Your registration priority group and registration date are determined by the completion of the 3 Core Services (Assessment, Orientation, and Student Education Plan), the number of units completed and in-progress at Hartnell Community College District, and maintaining good academic standing.

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. Students now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Hartnell Community College District.

<table>
<thead>
<tr>
<th>Priority Group</th>
<th>DESCRIPTION</th>
<th>Student Success &amp; Support Program (SSSP) CORE SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only units completed at Hartnell through Fall 2015 are used in determining priority registration.</td>
<td>ASSESSMENT</td>
</tr>
<tr>
<td>Priority Group: 01</td>
<td>Continuing &amp; First Time Students in good standing and who are fully matriculated participating in the following programs will receive first priority: Foster Youth (including former foster youth students), Veterans including active duty, EOPS, DSPS, and CalWorks.</td>
<td>✓</td>
</tr>
<tr>
<td>March 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Group: 02</td>
<td>Continuing &amp; First Time Students in good standing and who are fully matriculated participating in the following programs will receive second priority: Student Athletes, TRIO Program, and DSPS Note Takers.</td>
<td>✓</td>
</tr>
<tr>
<td>March 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Group: 03</td>
<td>Continuing &amp; First Time Students in good standing and who are fully matriculated will receive third priority:</td>
<td></td>
</tr>
<tr>
<td>March 16 - 22</td>
<td>March 16 - Continuing students who have completed 32.0-60.9 units</td>
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<td></td>
<td>March 17 - Continuing students who have completed 15.0-31.9 units</td>
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<td></td>
<td>March 18 - Continuing students who have completed 61.0-99.9 units</td>
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<td></td>
<td>March 21 - Continuing students who have completed 0.0-14.9 units</td>
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<td></td>
<td>March 22 – Continuing students who have completed 0.0-29 units; and</td>
<td></td>
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<tr>
<td></td>
<td>First Time students who have completed all of the CORE Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Priority Group: 04</td>
<td>Continuing, new first-time, returning, and transfer students who have not completed: Assessment, Orientation, and Student Ed Plans OR students not in good academic standing OR exceeding 100 HCC degree applicable units.</td>
<td></td>
</tr>
<tr>
<td>March 23</td>
<td>Students must submit an online Application for Admission between February 1st and March 22nd to be eligible to register beginning on March 23. Applications received on or after March 23rd will be eligible to register 24 hours after submitting an Application for Admission.</td>
<td>3 core services have not been completed</td>
</tr>
<tr>
<td>Priority Group: 05</td>
<td>Concurrent Enrollment (K-12) Students</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>Concurrent students must submit an online Hartnell Application for Admission and approved Concurrent Enrollment form before Thursday June 9, 2016 to be eligible to register online beginning on June 13.</td>
<td>3 core services have not been completed</td>
</tr>
</tbody>
</table>

The priority date shown above is the first day that a student is eligible to register based on their student type. Students may continue to register any day after their priority registration date until the last day to register which is Thursday, June 16, 2016 at 11:59pm.

CLASSES BEGIN Monday June 20, 2016

*Continuing Students who began attendance before FALL 2014 are not subject to newly mandated requirements.

**Fully Matriculated – must have completed Orientation, Assessment, and have an Ed-Plan on file before registration priorities are assigned.
Priority Registration Changes: Effective Fall 2014

The California Community Colleges Board of Governors has approved a new Title V regulation that requires Hartnell College and all other California community colleges to implement changes in priority registration by Fall of 2014. The changes will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation, assessment and developed a comprehensive educational plan as well as continuing students who have completed all of the following:

- orientation
- assessment
- developed a comprehensive educational plan
- are in good academic standing and
- have not exceeded 100 degree applicable units (excluding 200 level courses and ESL courses) will have an earlier priority registration date than students who do not meet these criteria.

If you have questions, please contact the Admissions & Records Office.

Loss of Priority Registration:
Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after;

a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.

b. Have earned one hundred (100) or more degree-applicable units in the District; however, 200 level courses and ESL courses do not count toward the 100 units.

Appealing Loss of Registration Priority:
If a student loses priority registration based on exceeding the 100-unit limit, or being placed on academic or progress probation for any extenuating circumstances (verifiable accident, illness or other circumstances beyond the control of the student), the student may appeal to have priority registration reinstated. The Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal form which includes the appeal criteria and the process can be found on the College’s website at www.hartnell.edu/admissions-and-records-forms

BOGW Fee Waiver Changes Effective Fall 2016

Once you've qualified for the BOGW Fee Waiver, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the fee waiver.

Loss of BOGW Fee Waiver:
Students with the exception of foster youth or former foster youth, will lose their BOGW Fee Waiver at the first available registration after;

a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.

b. Have earned one hundred (100) or more degree-applicable units in the District; however, 200 level courses, ESL courses and high unit majors do not count toward the 100 units.

You will be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

If you have questions, please contact the Financial Aid Office.

Appealing Loss of BOGW Fee Waiver:
If a student loses their fee waiver based on being placed on academic or progress probation for any extenuating circumstances (verifiable accident, illness or other circumstances beyond the control of the student), the student may appeal to have their BOGW Fee Waiver reinstated. The Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal form which includes the appeal criteria and the process can be found on the College’s website at www.hartnell.edu/financial-aid

NOTE: The loss of BOGW Few Waiver criteria is NOT the same as the federal Satisfactory Academic Progress (SAP) process and the SAP appeal process is different from the Loss of BOGW Fee Waiver process.
STEP 1: ENROLL NOW

a) Complete and submit an Application for Admission.
   Apply on-line at www.hartnell.edu. Applications are available in English and Spanish. Please allow 1 working day before you register. Or download the PDF Application and submit to the Admissions and Records Office by mail, fax, or in person.
   *If applicable, complete the California Nonresident Tuition Exemption Request. (AB540 & AB 2000 Tuition Exemption Request)

b) Apply for Financial Aid. Apply on line at https://fafsa.ed.gov/ or complete the Board of Governors Fee Waiver (BOGW) application and submit to the Financial Aid Office. For any questions call the Financial Aid office at (831) 755-6806.

STEP 2: ORIENTATION

Orientation is required if enrolling in 6.0 or more units unless you qualify for an Orientation Exemption. Please see a Hartnell Counselor for an Orientation Exemption. Start the Hartnell Online Orientation at the Hartnell College P.A.W.S. for students website. Log-in to your account by entering your “username” and “password”. Then click on “Orientation for New Students”. You will have the option to complete the orientation in English, Spanish or American with Disabilities (ADA) format.

If you need more comprehensive preparation for academic success consider registering for a Counseling 1-Student Success Seminar Course. These courses assist students in college success and are UC/CSU accepted.

STEP 3: ASSESSMENT

Make an appointment and complete the STAAR* Assessment. Assessment is required if enrolling in 6.0 or more units or and English (including ESL) or Math course unless exempt. Call (831) 759-6054 for an appointment at least two weeks before registering.

The assessment test is very important in determining your course sequences. Be sure to prepare for the assessment test. Student guides and sample questions are available at:
or
http://www.aims.edu/student/testing/studyguides/colalg.pdf

STEP 4: COUNSELING: Develop an Educational Plan

All students must meet with a Counselor or attend a counseling workshop to discuss their academic goals and to develop an educational plan. All students are required to have a comprehensive educational plan (a plan that outlines courses the student must take to complete their educational goal) by the 15 degree applicable unit mark. Completing the educational plan is mandatory for students in order to maintain their enrollment priority and register for courses. A student may be exempted from Counseling and having an educational plan (see exemption criteria). Students may schedule a counseling appointment in three different ways. Students may call the Counseling Department at (831) 755-6820; schedule an appointment online at: http://www.hartnell.edu/online-counseling-appointments; or visit the Counseling Department in person in the Student Services building, First Floor, Office 129.

For a schedule of counseling workshops visit:
http://www.hartnell.edu/counseling-workshops-and-events

STEP 5: REGISTER

Register early, classes fill quickly
Register online using PAWS for students at www.hartnell.edu.
Please consult the schedule of classes for dates and times.
Concurrent enrollment students in grades less than 9th grade must register in-person.
Please consult the schedule of classes for dates and times.

STEP 6: PAY FEES
Pay all registration fees by the due dates to avoid being dropped for non-payment. Please see the payment deadline schedule.

STEP 7: HARTNELL COLLEGE CATCARD
Visit the Student Life Office to obtain or update your CatCard. Present receipt of payment to the ASHC office located in the Student Center C-140.

STAY ON TRACK
Follow up with your counselor to make sure you’re on track to achieve your academic goals. Check into any student support programs you might be eligible for (EOPS/ CARE/ CALWORKS, TRIO, Veterans, Foster & Kinship Care, MESA, ACE, and others) to make sure you’re getting all the support you need.
AB 540 and AB 2000
California Nonresident Tuition Exemption
For Eligible California High School Graduates

GENERAL INFORMATION
Any student, other than one with a United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California)1.

Requirements:
• The student must have:
  ➢ attended a high school (public or private) in California for three or more years, or
  ➢ attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.2
  AND
  ➢ The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, HiSET, TASC, or the California High School Proficiency exam) and
  ➢ The student must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

• Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.3

• Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

• The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
• Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

• Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.
• The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.4
• AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

1 This exemption to the requirement to pay the nonresident tuition fee is often referred to “AB 540” after the Assembly Bill which enacted the exemption. (Ed. Code, § 68130.5.)
2 In 2014, Assembly Bill 2000 was enacted amending Education Code section 68130.5 to allow this additional flexibility in meeting the requirements for the exemption.
3 In 2012, Assembly Bill 1899 was enacted into law exempting holders of T and U visas from paying nonresident tuition. (Ed. Code, § 68122.)

PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION
California Community Colleges: Complete the form entitled California Nonresident Tuition Exemption Request. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) campuses each have their own nonresident tuition exemption application and affidavit forms. Requests are not to be submitted until you have been admitted to a UC campus and have filed both a Statement of Intent to Register and also a Statement of Legal Residence. For campus-specific instructions regarding documentation and deadline dates, contact the campus personnel knowledgeable about AB 540 and AB 2000 classifications: http://undoc.universityofcalifornia.edu/campus-support.html

California State University: Complete the form on California Nonresident Tuition Exemption Request. Contact the Office of Admission and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.
California Nonresident Tuition Exemption Request
For Eligible California High School Graduates

Note: This form is accepted by all California Community Colleges and all campuses in the California State University system; some University of California campuses will allow use of this form, but most require applicants to complete a campus-specific form to apply for AB 540 status.

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on required documentation, additional procedures and applicable deadlines.

ELIGIBILITY:
I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university) HARTNELL COLLEGE and I declare the following:

Check YES or NO boxes:
☐ Yes ☐ No I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

☐ Yes ☐ No I have either:
• attended high school in California for three or more years, or
• attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years.

Specify the most recent three years of elementary, middle, and/or high schools you attended in California:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Dates: From – Month/Year</th>
<th>To – Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>California</td>
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<td>California</td>
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<td>California</td>
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</tr>
</tbody>
</table>

Documentation of applicable school attendance and high school graduation (or its equivalent) is required by the University of California, The California State University and some California Community Colleges. Follow campus instructions. (Hartnell does require high school/elementary/middle school transcripts)

Check the box that applies to you – check only one box:
☐ I am a nonimmigrant alien as defined by federal law and have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U). OR
☐ I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, Deferred Action for Childhood Arrivals (DACA) grantees, or aliens without lawful immigration status, among others, should check this box.] OR
☐ I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).] Do not check this box if you have been granted T or U visa status (check first box above).

AFFIDAVIT:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records) Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code) Email Address (Optional)
Phone Number (Optional)
Signature Date

RETURN THIS COMPLETED FORM TO THE HC ADMISSIONS OFFICE WITH YOUR HIGH SCHOOL/ELEMENTARY/MIDDLE SCHOOL TRANSCRIPTS

CO: A&R: Rev. 7/15
PETITION FOR DELAY OF PAYMENT OF ENROLLMENT/ TUITION FEES FOR OUT-OF-STATE STUDENTS
Summer 2016

Last Name __________________________ First Name __________________________ Middle Initial __________________________

Current Address (Number and Street) __________________________ Hartnell Student ID # __________________________

City, State, Zip Code __________________________ Area Code Telephone Number __________________________

E-mail address __________________________

STUDENT STATEMENT: I would like to request a delay of my enrollment/tuition fee payment. I understand that I **must** apply for financial aid for the 2015-2016 year. However, in the event that I am NOT eligible for Financial Aid, I am responsible for paying the full balance of my enrollment/tuition fees by a **June 9, 2016**. If I am PELL eligible, my PELL disbursement will be applied directly to my account balance; and I am responsible for any remaining balance to be paid in full by **July 6, 2016**.

CONDITIONS: I understand that I may request one Petition for Delay of Payment per semester. If I do not fulfill the obligation of this Petition to Delay Payment I will **NOT** be eligible to request future Petitions of Delayed Payments. There are no time extensions allowed on this request.

I further understand that if I **DO NOT** pay the full balance by the **July 6, 2016**, that I will have a “Business Office” hold placed on my student account which will prevent me from obtaining my official transcript, final grades, registering for future semesters, using the College Library, etc.

I have read and fully understand the terms and conditions as outlined above.

Student's Signature __________________________ Date __________________________

Students may be their fees by any of the following ways:

1. Cash/VISA/Mastercard payments may be made to the Cashier’s Office in-person

2. VISA/Mastercard payments may be made by using PAWS for Students at www.hartnell.edu

FINANCIAL AID OFFICE ONLY:

Student’s Current Balance owed $:_________________________ as of ____________________ FAFSA received on: ____________________

Students Projected Title IV Eligibility: $___________ Students Projected Remaining Balance Owed: $___________ as of ____________

File status:___________ Date:_____________ SAP Status:___________ Date:_____________

Notes:
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

FA Lead Approval & Date: __________________________

Updated 4/9/15 jbt
Instructions and **DEADLINES:**

1. All Out-of-State Students must submit a FAFSA for the 2015-2016 year **at least 3 weeks prior** to submitting their Petition for Delay of Payment Form to the Financial Aid Department.

2. Student must submit the Petition for Delay of Payment of Enrollment Fees form to the Financial Aid Department prior to the **Summer 2016 Registration Payment Deadline that applies to the student’s registration period.** Please see **Student Fee Collection Policy.**

3. Any and all documents that are requested from the Financial Aid Office must be submitted no later than **June 27, 2016** to ensure that there is sufficient time to process the student’s financial aid file.

4. Upon review of the student’s financial aid file, the financial aid staff will determine the amount of the award the student is eligible for and record it on the Out-of-State Tuition Assistance Request form; or if not eligible for financial aid, it will be noted on the request form also by **June 27, 2016.**

5. The Financial Aid Department will then update the student’s account to reflect the authorization of this request.

6. The student will be notified by email the status of their eligibility by **June 27, 2016.** It is the student’s responsibility to follow-up with the financial aid office regarding the status of their request.

7. It is the student’s responsibility to pay the following:

   a. If PELL eligible, the student’s financial aid award will be applied to their balance. The student must pay the remaining balance by **July 6, 2016.**

   b. If the student is not eligible for financial aid, the student must pay half of their outstanding balance by **June 9, 2016**
This is an application to have your ENROLLMENT FEES WAIVED. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) or the California Dream Application (for eligible AB 540 students) immediately. The FAFSA is available at www.fafsa.gov and the Dream Application is available at https://dream.csac.ca.gov. Contact the Financial Aid Office for more information.

IMPLEMENTATION OF Assembly Bill 1899: Victims of Trafficking, Domestic Violence and other Serious Crimes

AB 1899, charted in September of 2012, provides for a non-resident enrollment fee exemption for "Victims of trafficking, domestic violence and other serious crimes". In addition, the legislation allows these students to apply for and, if eligible, receive financial aid from programs administered by public postsecondary institutions or the state of California. Finally, the legislation provides that enrollment fees shall be waived for these students who apply for and are eligible to receive Board of Governor enrollment fee waivers.

This FEE WAIVER application is for California residents, eligible AB 540 students, and eligible AB 1899 students, as determined by the Admissions or Registrar’s Office. If you have not had your California residency or eligibility status determined by the Admissions or the Registrar, please see one of those offices to obtain the valid determination. Fee waiver eligibility cannot be determined until your status has been verified.

Has the Admissions or Registrar’s Office determined that you are a California resident? □Yes □No
If no, has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption as an AB 540 student? □Yes □No
If no, has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption granted as a result of you residing in the United States with a "T" or "U" visa (immigration status under Section 1101(a)(15)(T)(i) or (ii), or Section1101 (a)(15)(U)(i) or (ii), of Title 8 of the United States Code)? □Yes □No

PLEASE USE BLUE OR BLACK INK PENS ONLY

Name: _______________________________ Student ID # _______________________
Last First Middle Initial

Email (if available): __________________________ Telephone Number: (______) __________________

Home Address: __________________________ Date of Birth: _______/_____/_________
Street City Zip Code

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), or legal same sex marriage, you will be treated as an independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, or legal same sex marriage, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer “Yes” if you or your parent are separated from a Registered Domestic Partner but have NOT FILED a Notice of Termination of Domestic Partnership with the California Secretary of State’s Office.) □Yes □No

If you answered “Yes” to the question above, treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner’s income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status □Single □Married □Divorced □Separated □Widowed □Registered Domestic Partnership

DEPENDENCY STATUS

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer “Yes” to ANY of the questions 1-10 below, you will be considered an INDEPENDENT student. If you answer “No” to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1992? □Yes □No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer “Yes” if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) □Yes □No
3. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? □Yes □No
4. Do you have children who will receive more than half of their support from you between July 1, 2015 - June 30, 2016, or other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you, now and through June 30, 2016? □Yes □No
5. At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court? □Yes □No
6. Are you or were you an emancipated minor as determined by a court in your state of legal residence? □Yes □No
7. Are you or were you in legal guardianship as determined by a court in your state of legal residence? □Yes □No
8. At any time on or after July 1, 2014, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? □Yes □No

California Community Colleges 2015-16 Board of Governors Fee Waiver Application
Financial Aid Office • 411 Central Ave. • Salinas, CA 93901
9. At any time on or after July 1, 2014, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?  
☐ Yes  ☐ No

10. At any time on or after July 1, 2014, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?  
☐ Yes  ☐ No

- If you answered "Yes" to any of the questions 1 - 10, you are considered an INDEPENDENT student for enrollment fee purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.
- If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2014 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  
☐ Will Not File  ☐ Yes  ☐ No

12. Do you live with one or both of your parent(s) and/or his/her RDP?  
☐ Yes  ☐ No

- If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.

- If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information.

13. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:  
☐ TANF/CalWORKs?  ☐ Yes  ☐ No
☐ SSI/SSP (Supplemental Security Income/State Supplemental Program)?  ☐ Yes  ☐ No
☐ General Assistance?  ☐ Yes  ☐ No

14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  
☐ Yes  ☐ No

If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Submit application and documentation to the financial aid office.

METHOD B ENROLLMENT FEE WAIVER

15. DEPENDENT STUDENT: How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2016.) __________

16. INDEPENDENT STUDENT: How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2016.) __________

17. 2014 Income Information

<table>
<thead>
<tr>
<th>Dependent Student: Parent(s)/ RDP Income Only</th>
<th>Independent Student: Student &amp; Spouse’s/ RDP Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Adjusted Gross Income (If 2014 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).</td>
<td>$ __________________</td>
</tr>
<tr>
<td>b. All other income (Include ALL money received in 2014 that is not included in line (a) above (such as disability, child support, military living allowance, Workman’s Compensation, untaxed pensions).</td>
<td>$ __________________</td>
</tr>
<tr>
<td>TOTAL Income for 2014 (Sum of a + b)</td>
<td>$ __________________</td>
</tr>
</tbody>
</table>

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. Submit application and documentation to the financial aid office.

If you do not qualify using Method A or Method B, you should file a FAFSA (for U.S. citizens or eligible non-citizens) or the California Dream Application (for undocumented AB 540 students). The FAFSA is available at www.fafsa.gov and the Dream Application is available at https://dream.csac.ca.gov. Contact the Financial Aid Office for more information.

SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  
Submit certification.  
☐ Yes  ☐ No

19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
Submit certification.  
☐ Yes  ☐ No

20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
Submit documentation from the Department of Veterans Affairs.  
☐ Yes  ☐ No

21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
Submit documentation from the CA Victim Compensation and Government Claims Board.  
☐ Yes  ☐ No

22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
Submit documentation from the public agency employer of record.  
☐ Yes  ☐ No

- If you answered "Yes" to any of the questions 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Submit application and documentation to the financial aid office. Contact the Financial Aid Office if you have questions.
CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2014 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA or the California Dream Application, additional financial assistance may be available in the form of Cal Grants, Pell and other grants, work study and other aid.
- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).
- Financial aid program information and application assistance is available in the college financial aid office.

Applicant's Signature ______________________ Date ____________________

Parent Signature (Dependent Students Only) ______________________ Date ____________________

CALIFORNIA INFORMATION PRIVACY ACT

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor’s Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY

- BOGFW-A
- TANF/CalWORKs
- GA
- SSI/SSP
- BOGFW-B
- BOGFW-C
- Special Classification
  - Veteran
  - Medal of Honor
  - Dep. of deceased law enforcement/fire personnel
- National Guard Dependent
- 9/11 Dependent

RDP
- Student
- Parent
- Student is not eligible

Comments: __________________________________________________________

Certified by: ______________________ Date: ______________________
# Board of Governors Fee Waiver Program

**BOGFW-B**

**2015-2016 Income Standards***

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2014 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,505</td>
</tr>
<tr>
<td>2</td>
<td>$23,595</td>
</tr>
<tr>
<td>3</td>
<td>$29,685</td>
</tr>
<tr>
<td>4</td>
<td>$35,775</td>
</tr>
<tr>
<td>5</td>
<td>$41,865</td>
</tr>
<tr>
<td>6</td>
<td>$47,955</td>
</tr>
<tr>
<td>7</td>
<td>$54,045</td>
</tr>
<tr>
<td>8</td>
<td>$60,135</td>
</tr>
<tr>
<td>Each Additional Family Member</td>
<td>$6,090</td>
</tr>
</tbody>
</table>

*These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or student’s family must have a total income in the prior year (in this case, 2014) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.

The U.S. Department of Health and Human Services published the 2014 Poverty Guidelines in January 2014 (additional information will be posted after the guidelines are published).

These income standards are for the 2015-2016 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2015.

[http://aspe.hhs.gov/POVERTY/14poverty.cfm](http://aspe.hhs.gov/POVERTY/14poverty.cfm)
Do Not Mail this Worksheet

The California Dream Act Application is the financial aid application for AB 540 eligible students. Complete this worksheet before starting the online or paper Application to make sure you have all of the information you will need to complete and submit the Application. Full application instructions and the Application can be found at www.caldreamact.org. Be sure to complete the correct year’s application. For example, complete the 2015–16 if you plan to attend college in the fall 2015 or the spring 2016.

The California Dream Act Application can only be completed by students who meet the following AB 540 requirements:

1. Attended a California high school for at least three years OR graduated early from a California high school with the equivalent of at least three years of credits*, AND Graduated or will graduate from a California high school or passed the California High School Proficiency Examination (CHSPE), or obtained a Certificate of General Education Development (GED), AND

2. Will register or enroll in an accredited and qualifying California college or university, AND

3. If applicable, complete(d) an affidavit to legalize immigration status as soon as you are eligible, AND

4. Do not hold a valid non-immigrant visa (F, J, H, L, A, B, C, D, E, etc.)

* If you graduated early from high school under this provision, you must also have attended CA schools (elementary and secondary) for a cumulative total of three or more years.

If you meet these requirements, use this worksheet as a guide on how to answer the questions when you fill out the Dream Act Application. The Dream Act Application is online at www.caldreamact.org. The California Student Aid Commission processes the Dream Act Application. Any financial aid received can only be used at eligible California institutions. Assembly Bill (AB) 540 was passed in 2001 to allow non-resident students in California to pay resident fees at California’s public colleges and universities. In October 2011, AB 131 was signed into law and allows students eligible for AB 540 to also apply for state financial aid like the University of California Grants, State University Grants and Board of Governors fee waivers, and Cal Grants. Students must verify with their college the financial aid filing requirements at that college. The Dream Act Application is not an application for federal financial aid. Students eligible to file the FAFSA must do so online at www.fafsa.gov. Students should not complete both applications.

Applying by the Deadlines
Submit your Dream Act Application as early as possible. For the 2015-16 school year, the State Cal Grant program has a March 2, 2015* filing deadline. A school certified non-SSN GPA verification form is available at www.caldreamact.org and is also required for the Cal Grant program. Many colleges and universities also use March 2 as a priority deadline, but you must check with your college to determine its application deadlines and filing requirements. You may also need to complete additional forms. Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid. If you are filing close to one of these deadlines, we recommend you file online at www.caldreamact.org. This is the fastest and easiest way to apply for aid.

Using Your Tax Return
If you (or your parents) will file a 2014 income tax return with the Internal Revenue Service (IRS), we recommend that you complete it before filling out the Dream Act Application. If you have not completed your return yet, you can still submit your Dream Act Application now using estimated tax information and then correct that information after you file your return. Do not miss any of your colleges’ deadlines. If you or your parents will file an income tax return, you will need the tax returns and/or W-2 forms to complete the Application.

Filling out the Dream Application
If you or your family have unusual circumstances that might affect your financial situation, such as loss of employment, complete this form and the Application to the extent you can. Then, submit it as instructed and consult with the financial aid office at the college you plan to attend.

After you complete this worksheet, go online to www.caldreamact.org and complete the Dream Act Application. Do not mail this worksheet. After your Application has been processed, you will be able to see your responses by viewing your California Student Air Report. If you would like to make changes to your Application, login to www.caldreamact.org and retrieve your Application. *State applications with deadlines that fall on a Saturday, Sunday or holiday will be accepted on the next business day.
SECTION 1 - STUDENT INFORMATION

Do not mail this worksheet. Use it only to collect information before completing the Application online at www.caldreamact.org. You can add up to ten colleges on the online Application. The colleges you list will receive your information within 7 - 10 days. The California Dream Act Application is only for colleges located in California.

Student’s Last Name    First Name    Middle Initial

Your full name (exactly as it appears on school records). If your name has a suffix, such as Jr. or III, include a space between your last name and suffix.

Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
Enter your SSN if you have one. If you do not have an SSN, enter your ITIN, if you have one. If you have both, enter your SSN. If you have neither, leave blank.

Student Citizenship Status (Check one of the following)

☐ I am a U.S. citizen (U.S. national) U.S. Citizens must file the FAFSA
☐ I am not a citizen or eligible noncitizen.
☐ I am an eligible noncitizen. (Read Below)

You are an eligible noncitizen if you are:
(1) A permanent U.S. resident with a Permanent Resident Card (I-551)
(2) A conditional permanent resident with a Conditional Green Card (I-551C)
(3) The holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Paroled” (I-94 confirms that you were paroled for a minimum of one year and status has not expired), “T-Visa holder” (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant”
(4) The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.” You are also considered an eligible noncitizen if you a person who is considered a Battered Immigrant-Qualified Alien. Eligible noncitizens as described above should file the federal FAFSA application at www.fafsa.gov.

Alien Registration Number (If you have one)

Student Marital Status (Check one of the following)

☐ Single☐ I am separated☐ I am married/remarried☐ I am divorced or widowed

Males age 18 to 25 must register with the Selective Service System to receive state financial aid. If you are not registered, you can do so by checking the "Register me" box on the online Application or printing the Selective Service System form which can be found by clicking on the Dream Act Information & Resources link.

Some financial aid is offered based on the level of schooling your parents completed.

Highest school completed by Parent 1:
Middle school/Jr. high☐ High school☐ College or beyond☐ Other/unknown

Highest school completed by Parent 2:
Middle school/Jr. high☐ High school☐ College or beyond☐ Other/unknown

Section 2 STUDENT DEPENDENCY STATUS (Check any that apply to you)

☐ I was born before January 1, 1992☐ I am married☐ In 2015-16, I will be working on a master’s or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD), graduate certificate

☐ I am serving on active duty in the U.S. Armed Forces☐ I am a veteran of the U.S. Armed Forces☐ I have children and I provide more than half of their support

☐ Both of my parents are deceased☐ I was in foster care at any time since turning age 13☐ I have dependents (other than children or my spouse) who live with me and I provide more than half of their support

☐ I was a dependent or ward of the court at any time since turning age 13☐ I am currently or I was an emancipated minor☐ I am currently or I was in a legal guardianship☐ I am homeless or I am at risk of being homeless

For Help — www.caldreamact.org or 888-224-7268
Section 3 - PARENT INFORMATION

Who is considered a parent? “Parent” refers to a biological or adoptive parent. Grandparents, foster parents, legal guardians, siblings, and uncles or aunts are not considered parents on this form unless they have legally adopted you. In case of divorce or separation, give information about the parent you lived with most in the last 12 months. If you did not live with one parent more than the other, give information about the parent who provided you the most financial support during the last 12 months or during the most recent year you received support. If your divorced or widowed parent has remarried, also provide information about your stepparent.

Parent 1 (father, mother, or stepparent)

Parent 1’s Social Security Number or Individual Tax-payer Identification Number (ITIN), if they have one
Parent 1’s name
Parent 1’s date of birth

☐ Check here if Parent 1 is a dislocated worker

Parent 2 (father, mother, or stepparent)

Parent 2 Social Security Number or Parent 2’s Individual Tax-payer Identification Number (ITIN), if they have one
Parent 2’s name
Parent 2’s date of birth

☐ Check here if Parent 2 is a dislocated worker

Did your parents file or will they file a 2014 income tax return?

☐ My parents have already completed a tax return
   If your parents will file a 2014 income tax return, they will need their tax returns and/or W-2 forms to complete the Dream Act Application.

☐ My parents will file, but have not yet completed a tax return

☐ My parents are not going to file an income tax return
   If your parents will not be filing an income tax return, they will enter the total the wages they have earned from working during 2014.

What was your parents’ adjusted gross income for 2014?
Skip this question if your parents did not file taxes. Adjusted gross income is on IRS Form 1040—Line 37; 1040A—line 21; or 1040EZ—line 4.

Questions 92 and 93 ask about earnings (wages, salaries, tips, etc.) in 2014. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms, or on IRS Form 1040—lines 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); on 1040A—line 7; or 1040EZ—line 1. If any individual earning item is negative, do not include that item in your calculation.

How much did Parent 1 earn from working in 2014?

$ ____________________________

How much did Parent 2 earn from working in 2014?

$ ____________________________

Parents Asset Questions:

- As of the date you complete the Dream Act Application, what is your parents’ total current balance of cash, savings and checking accounts?

$ ____________________________

- As of the date you complete the Dream Act Application, what is the net worth of your parents’ investments, including real estate? Don’t include the home in which your parents live. Net worth means current value minus debt owed.

$ ____________________________

- As of the date you complete the Dream Act Application, what is the net worth of your parents’ current businesses and/or investment farms? Don’t include farms or family businesses with 100 or fewer full-time or full-time equivalent employees.

$ ____________________________

In 2013 or 2014, did anyone in your parents’ household receive: (Check all that apply.)

☐ Supplemental Security Income (SSI)  ☐ CalWORKs
☐ Cal Fresh  ☐ Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
☐ Free or Reduced Price School Lunch

Note: Outside of California, Cal Fresh is known as Food Stamps and CalWorks is known as Temporary Assistance for Needy Families (TANF)

Did your parents have any of the following items in 2014? (Check all that apply)

Once online, you may be asked to report amounts paid or received by your parents.

Additional Financial Information

☐ American Opportunity tax credit or Lifetime Learning tax credits
☐ Child support paid
☐ Taxable earnings from work-study, assistantships or fellowships
☐ Taxable grant and scholarship aid reported to the IRS
☐ Combat pay or special combat pay
☐ Cooperative education program earnings

Untaxed Income

☐ Payments to tax-deferred pension and savings plans
☐ Child support received
☐ IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
☐ Tax exempt interest income
☐ Untaxed portions of IRA distributions

☐ Untaxed portions of pension distributions
☐ Housing, food and other living allowances paid to members of the military, clergy and others
☐ Veterans noneducation benefits
☐ Other untaxed income not reported, such as workers’ compensation or disability
Section 4 - STUDENT INFORMATION

Did you or will you file a 2014 income tax return?
- \(\bigcirc\) I have already completed a tax return
- \(\bigcirc\) If you will file a 2014 income tax return, you will need your tax returns and/or W-2 forms to complete the Dream Act Application.
- \(\bigcirc\) I will file, but have not yet completed a tax return
- \(\bigcirc\) I am not going to file an income tax return

If you will not be filing an income tax return, enter your the total wages you have earned from working during 2014.

What was your (and spouse's) adjusted gross income for 2014?
Skip this question if you or your spouse did not file taxes. Adjusted gross income is on IRS Form 1040—Line 37; 1040A—line 21; or 1040EZ—line 4.

Did you or will you file a 2014 income tax return?
- \(\bigcirc\) I have already completed a tax return
- \(\bigcirc\) If you will file a 2014 income tax return, you will need your tax returns and/or W-2 forms to complete the Dream Act Application.
- \(\bigcirc\) I will file, but have not yet completed a tax return
- \(\bigcirc\) I am not going to file an income tax return

The following questions ask about earnings (wages, salaries, tips, etc.) in 2014. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms, or on the IRS Form 1040—Line 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); 1040A—line 7; or 1040EZ—line 1.

How much did you earn from working in 2014?
- \(\bigcirc\) Check here if you are a dislocated worker

How much did your spouse earn from working in 2014?
- \(\bigcirc\) Check here if your spouse is a dislocated worker

Student Asset Questions:
- As of the date you complete the Dream Application, what is the current total balance of your cash, savings and checking accounts?
- As of the date you complete the Dream Application, what is the net worth of your investments, including real estate? Don’t include the home in which you live. Net worth means current value minus debt owed.
- As of the date you complete the Dream Application, what is the net worth of your current businesses and/or investment farms? Don’t include farms or family businesses with 100 or fewer full-time or full-time equivalent employees.

In 2013 or 2014, did anyone in your household receive: (Check all that apply)
- \(\bigcirc\) Supplemental Security Income (SSI)
- \(\bigcirc\) CalFresh
- \(\bigcirc\) CalWorks
- \(\bigcirc\) Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- \(\bigcirc\) Free or Reduced Price School Lunch

Note: Outside of California, Cal Fresh is known as Food Stamps and CalWorks is known as Temporary Assistance for Needy Families (TANF)

Did you (and/or your spouse) have any of the following items in 2014? Check all that apply.
Once online, you may be asked to report amounts you (and/or your spouse) have paid or received.

Additional Financial Information
- \(\bigcirc\) American Opportunity or Lifetime Learning Tax Credits
- \(\bigcirc\) Child support paid
- \(\bigcirc\) Taxable earnings from work-study, assistantships or fellowships
- \(\bigcirc\) Taxable grant and scholarship aid reported to the IRS
- \(\bigcirc\) Combat pay or special combat pay
- \(\bigcirc\) Cooperative education program earnings

Untaxed Income
- \(\bigcirc\) Payments to tax-deferred pension and savings plans
- \(\bigcirc\) Child support received
- \(\bigcirc\) IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- \(\bigcirc\) Tax exempt interest income
- \(\bigcirc\) Untaxed portions of IRA distributions
- \(\bigcirc\) Untaxed portions of pension distributions
- \(\bigcirc\) Housing, food and other living allowances paid to members of the military, clergy and others
- \(\bigcirc\) Veterans noneducation benefits
- \(\bigcirc\) Other untaxed income not reported, such as workers’ compensation or disability

Complete Dream Act Application instructions can be found at www.caldreamact.org by clicking on the Dream Act Information & Resources link.

NOTES:

Do not mail this Worksheet. Go to www.caldreamact.org to complete and submit your application. You can also talk with your college’s financial aid office about other types of student aid that may be available. Financial aid determined from the Dream Act Application is only for use at California colleges.

For Help — www.caldreamact.org or 888-224-7268
What is Orientation?
Orientation is designed specifically to help students succeed in college. Orientation provides important information on Hartnell policies, procedures, academic requirements, educational costs, student support services, college success techniques and strategies, and other important topics. Upon the completion of Orientation, students will have knowledge of general education, college policies, university transfer requirements, and certificate and degree requirements.

How long is Orientation?
The Online Orientation takes approximately 1 hour to complete. Student Ambassadors will be available to assist you in registering for classes either online or by phone. Please Note: The online orientation bookmarks your progress in the event you need to start and stop due to your schedule.

Who should complete Orientation?
All new Hartnell College students should enroll and complete Orientation preferably before or during their first semester.

Who has to complete Orientation?
All new students are required to take Orientation EXCEPT:
• student who are taking course(s) for personal interest (Not pursuing a degree or certificate)
• student who are taking course(s) for advancement in current job/career (updating job skills)
• student who are taking courses to maintain a certificate or license

I think I am exempt from having to take Orientation. What do I do?
See a Counselor and work with the Counselor to complete a Prerequisite Clearance form. When you meet with the Counselor, be sure to bring any relevant documentation with you like unofficial or official transcripts.

Should I see a Counselor?
Yes! All students must schedule an appointment with a Counselor for educational planning; course selection; career development; major selection; individual counseling; personal development; connecting to other services; and referral programs on and off campus unless exempt, see counseling exemption criteria (page 108). To schedule an appointment with a Counselor, call (831) 755-6820.

There are two ways to complete the Orientation requirement:
1. Complete the online version of Orientation. Online Orientation can be found at the Hartnell College P.A.W.S. for students website. Log-in to your account by entering your “username” and “password”. Then click on “Orientation for New Students”. You will have the option to complete the orientation in English, Spanish or American with Disabilities (ADA) format.
   OR

2. If you absolutely need an in-person orientation please call (831) 755-6820 to meet with a Counselor.

Orientation will provide you with the following tools and information:

- REGISTRATION INFORMATION
  Web, In-Person Registration, and Add/Drop Processes

- FINANCIAL AID ASSISTANCE
  EOP&S, Financial Aid, Scholarships, CalWORKS, and Work Study

- LEARNING RESOURCES
  Reading, Writing, Math, Library and Computer Labs

- COUNSELING SERVICES
  DPS&S, Athletic/Academic Programs, CalWORKS, Veteran Affairs, and Career Center/Transfer Center

- STUDENT RIGHTS AND RESPONSIBILITIES
  Attendance Policy, Balancing Work and School, Grade Point Average, Academic Renewal/Probation, Student Support Services, Student Rights, Responsibilities, & Student Conduct

- SELECTING A MAJOR OR EDUCATIONAL GOAL
  General Counseling, Career Planning & Development Courses

- GRADUATION AND TRANSFER KNOWLEDGE
  General Education, Certificate and A.A. Degree Requirements, California State University, University of California, Private Colleges, and Guaranteed Transfer Admission Information.

- COLLEGE STUDY SKILLS, TIME MANAGEMENT, STUDENT NETWORKING OPPORTUNITIES.
HARTNELL COLLEGE – SUMMER 2016
ASSESSMENT

STAAR*—Success Through Assessment, Advisement/Orientation and Registration

ASSESSMENT
It is Mandatory for all new Hartnell College students to take the STAAR* assessment, unless determined to be exempt (see Exemptions from Assessment). The purpose of the STARR* Placement Assessment is to help students enter English and mathematics curriculum at an appropriate level, aid counselors in giving students academic advice, reduce frustrations and academic difficulties, and increase chances of success.

The STAAR* assessment lasts 2-2 1/2 hours and includes a multiple-choice reading assessment and an appropriate mathematics assessment. Your scores on these assessments will help identify abilities and are used for advisory placement and course selection. With this profile of current skills and information about previous educational and work experiences, counselors can recommend courses to enhance academic achievement.

The STAAR* assessment is administered throughout the year at convenient times. There is no charge for the assessment, although a reservation is required. For appointments, questions, and/or concerns regarding assessment, please call the STAAR* Assessment Center, (831) 759-6054. Information about the STAAR* assessment is also available online at http://www.hartnell.edu/staar-assessment.

English as a Second Language
English as Second Language is offered to students whose primary language is not English. An ESL STAAR* placement assessment is required for those students wanting to take ESL classes. The results help counselors determine advisory placement in ESL classes, other courses, or related learning laboratory courses.

Disabled Students
STAAR* placement assessments for Disabled Students are available for students with documented visual, physical, or other learning disabilities. Page magnifiers, readers, and extended testing times are some of the accommodations available. If a student is seeking alternative testing procedures, please contact the DSP&S office, B 107, (831) 755-6760.

Reading, English, and Mathematics Courses
Students who want to enroll in reading, English, or mathematics courses are required to complete the STAAR* assessment before registering for these classes, unless the appropriate prerequisite class has been completed.

Prerequisites or recommended skill levels must be completed with a “C” or better. (They are listed with the course descriptions in this College Catalog and in each semester’s Schedule of Classes.) Courses that are used as prerequisites to allow enrollment in higher-level courses must be completed within five (5) years.

EXEMPTION from Assessment Services
Hartnell College students may be exempt from participation in STAAR* Placement Assessment if they:
- students who have earned an AA/AS degree or more advanced degree;
- students who have completed both English 253 and Math 201 at Hartnell College or equivalent or higher courses with a grade of C or better at another college or university;
- students who provided Assessment scores from another California Community College within the last two years and have presented a copy of these scores to a Hartnell College Counselor for review and documentation;
- students who can provide scores to a Hartnell College Counselor from the Advanced Placement Examination from the College Entrance Examination Board (CEEB), Educational Testing Service, with a score of 3 or above in the areas of English – Language & Composition, Math (Calculus AP);
- Plan to enroll in fewer than six (6) units that do not include English or mathematics courses and/or courses requiring English or mathematics prerequisites and their academic goal is personal development.

You can pick up a Prerequisite Clearance form from your counselor. Submit the Prerequisite Clearance form, signed by a Hartnell counselor to the Records Evaluator in the Office of Admissions and Records (room B 121). Copies of transcripts/diplomas must be attached to the Prerequisite Clearance form.

Exempted students may participate in student success services (formally matriculation) if they so choose.
What is assessment?
Assessment is the placement of all new students into the correct levels of English and math. Hartnell uses an electronic placement assessment called Accuplacer. This electronic placement assessment uses the latest technology to help students place into the correct levels of English and math.

Who has to take the placement assessment?
All new and returning students are required to take the placement assessment EXCEPT:
- students who have earned an AA/AS degree or more advanced degree;
- students who have completed both English 253 and Math 201 at Hartnell College or equivalent or higher courses with a grade of C or better at another college or university;
- students who provided Assessment scores from another California Community College within the last two years and have presented a copy of these scores to a Hartnell College Counselor for review and documentation;
- students who can provide scores to a Hartnell College Counselor from the Advanced Placement Examination from the College Entrance Examination Board (CEEB), Educational Testing Service, with a score of 3 or above in the areas of English – Language & Composition, Math (Calculus AP).
- Plan to enroll in fewer than six (6) units that do not include English or mathematics courses and/or courses requiring English or mathematics prerequisites and their academic goal is personal development.

I think I meet one of the exemptions from the placement assessment.
What do I do?
See a Counselor and work with the Counselor to complete a Pre-Requisite Clearance form. When you meet with the Counselor, be sure to bring copies of all transcripts and any other important documents.

Where and when can I take the placement assessment?
The placement assessment is given in the STAAR Assessment Center currently located in B110. The STAAR* Assessment is generally offered Monday through Friday and some Saturdays. The placement assessment is by appointment only. To make a STAAR* Appointment, call (831) 759-6054 or (831) 755-6820.

What services are available for students with disabilities?
The placement assessment is not a timed assessment and is accessible to most students with disabilities. Additionally, students with disabilities may arrange for modified placement assessment by calling the Department of Supportive Program and Services (DSP&S) at (831) 755-6760.

Can I take the placement assessment more than once?
Students may take the placement assessment a second time under the following conditions:
- at least fourteen days have passed since the first test (to allow for extra preparation and study)
- the student has talked with the Assessment Center staff or a Counselor about how to better prepare for the placement assessment
- and has received sample questions and study materials.

Is there a fee to take the placement assessment?
There is no charge to take the placement assessment.

How long is my placement assessment valid?
Hartnell College recognizes your placement scores for a period of two years. Remember continued use of math and language skills may improve over time. If your scores are over two years old, you must take the test again.

How can I prepare for the placement assessment?
The materials and sample questions are available to you free of charge on our website at: http://www.hartnell.edu/staar-assessment
- Be sure to come to Assessment Center well rested.
- Be sure to eat properly before taking the placement assessment.
- No food or drink is allowed in the Assessment Center.

What if I don't know how to use a computer?
No computer skills are required and the Assessment Center staff is available to help you in using the computer mouse, if needed.

When I complete the placement assessment what is the next step?
The next step is to enroll in and complete Orientation to College.

HARTNELL COLLEGE ASSESSMENT CALENDAR*
IS AVAILABLE ON OUR WEBSITE AT
http://www.hartnell.edu/staar-assessment

CALL FOR AN APPOINTMENT
(831) 759-6054 OR (831) 755-6820

*In addition, the monthly schedule is available in the Counseling Department Office.
The Assessment Calendar is subject to change and will be posted immediately.

Before you can make an appointment for the STAAR* Assessment, we must have the following on file:

1. An Application for Admission
   a. You may complete the Application for Admission online at http://www.hartnell.edu/application-admission-0
      (This may take 1 working day to process)
   b. You may also complete the paper Application for Admission that is in this schedule of classes.

On the day of your Assessment
- Arrive at least 15 minutes before your scheduled appointment time.
- Have your picture ID ready to show at your appointment.

NOTE: Accuplacer Assessment takes approximately 2 – 2 ½ hours.

For information on assessment at our other sites:
King City Education Center (831) 386-7100
Alisal Campus (831) 759-6093.
The mission of the Hartnell College Counseling Department is to assist you by providing quality academic counseling, career counseling, and personal guidance so that you have all the information you need to pursue and achieve your academic, career, and personal goals. We strive to provide you with a quality experience with a Counselor to engage in dialogue about your plan and goals for your future.

All students must schedule an appointment to meet with a counselor to discuss their academic goals and to develop an educational plan. Call (831) 755-6820 to schedule an appointment. All students are required to have a comprehensive educational plan (a plan that outlines courses the student must take to complete their educational goal) by the 15 degree applicable unit mark. Completing the educational plan is mandatory for students in order to maintain their enrollment priority and register for courses. A student may be exempted from Counseling and having an educational plan (see exemption criteria).

Students may be exempted from Counseling/Advising if:

- Have an Associate or higher degree from a regionally accredited college/university and are clear on courses necessary to complete their designated educational goal;
- Are taking courses for personal interest (Not pursuing a degree or certificate)
- Enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.
- Are a K-12 grade concurrently enrolled student

**Frequently Asked Questions (FAQ’s)**

**What is Counseling/Advising?**

Counseling and Advising is the process of working with a professional academic Counselor to outline your goals and educational plan. A Counselor can assist you with identifying a major and expose you to different universities that offer your major. Counselors can also direct you to tools online and workshops that can assist you in determining your career interests that will better assist you in identifying your college major.

**Do I need to see a Counselor?**

All students must schedule an appointment to meet with a counselor to discuss their academic goals and to develop an educational plan. All students are required to have a comprehensive educational plan (a plan that outlines courses the student must take to complete their educational goal) by the 15 degree applicable unit mark. Completing the educational plan is mandatory for students in order to maintain their enrollment priority and register for courses.

Students may be exempted from meeting with a Counselor if they:

- Have an Associate or higher degree from a regionally accredited college/university and are clear on courses necessary to complete their designated educational goal;
- Are taking courses for personal interest (Not pursuing a degree or certificate)
- Enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.
- Are a K-12 grade concurrently enrolled student

**How do I make an appointment to see a Counselor?**

Students should call (831) 755-6820 to schedule an appointment. Remember, meeting with a Counselor and developing a comprehensive educational plan is mandatory unless you meet the exemption criteria above. Your educational goal completion and success is the mission of the Hartnell College Counseling Department.

**Prerequisites/Advisories**

Prerequisites co-requisites, or advisories are designated to assist students in selection of course levels for their maximum success.

**Important:** To ensure proper placement, prerequisites for all classes will be checked at the time of registration. If you have taken a prerequisite course at an institution other than Hartnell, you MUST meet with a Hartnell Counselor to have a Prerequisite Clearance form completed. You will need to provide either an official or unofficial copy of your transcript. After approval, you will need to have the Prerequisite Clearance form submitted to Admissions & Records prior to registering.

It is highly recommended that you send official transcripts directly to Admissions & Records so that they are on file and can be obtained by any Hartnell College personnel. Official transcripts may be hand carried to Admissions & Records as long as the envelope seal on the college envelope has not been broken.

If you wish to challenge a prerequisite, you must provide written documentation explaining the alternative course work, background or abilities that has adequately prepared you for the course. Prerequisite Challenge forms are available in the Admissions and Records Office and require a signature of a discipline faculty member and the Dean of the area in which the course in taught that you are requesting the challenge. If approved, you will need to bring the approved form to Admissions & Records prior to registering. For more information on the full Prerequisite Policy, please see the current college catalog.
Academic Probation

At Hartnell College, a student's academic performance is measured by two main factors. The first is grade point average (GPA); the second is by comparing the number of course units completed compared to the number of course units attempted. A student who does not maintain at least a 2.0 GPA and complete at least 50% of their attempted coursework will be placed on academic and/or progress probation.

A student becomes subject to academic probation when he/she has enrolled in 12 or more semester units, even if the student later withdraws from any or all of these units. At the point the student becomes subject to the probation rules, all previous units attempted will be considered in determining the student's academic status.

Progress Probation

Placement on Progress Probation
A student shall be placed on progress probation when the number of units for which entries of “W” or Withdraw, “I” or Incomplete, “NP” or No Pass, and “NC” or No Credit are recorded and reaches or exceeds fifty-percent (50%) of all units attempted.

Removal from Progress Probation
A student on progress probation shall be removed from probation when the percentage of units in this category meets or exceeds completion of fifty-percent (50%) of attempted units.

Academic Probation

Placement on Academic Probation
A student shall be placed on academic probation when the student's cumulative GPA falls below 2.0 in all graded units.

Removal from Academic Probation
A student shall be removed from academic probation when the student's cumulative GPA becomes 2.0 or better.

Students on Level 1 Academic/Progress Probation (A1/P1) must clear their probation hold before registration by successfully completing the Hartnell College online Student Success (Probation) workshop. The probation hold will be removed within 24 hours of completion of the workshop during normal business hours.

Students on Level 2 Academic/Progress Probation (A2/P2) are required to complete an online College Success Tutorial workshop. This workshop will provide students with critical strategies for classroom success.

Students on Level 1 and 2 Academic/Progress Probation are strongly encouraged to meet with an Academic Counselor if there are any questions about the process or steps necessary for removal from probation.

Academic Counseling Services

In addition to the online Student Success (Probation) and online College Success Tutorial workshops, Academic Counselors are available to provide one on one counseling and guidance to students. Counseling workshops are also hosted three times a week including Saturdays. Each student on probation will be provided counseling and guidance services to ensure students are prepared with information needed to complete their educational goals. Counselors may recommend limiting course unit loads to ensure students are taking a manageable number of courses based on other personal factors e.g. number of hours of work per week. The ultimate goal is to assist students in achieving success in the courses they enroll in.

Disqualification/Dismissal

Academic/Progress Dismissal (AD/PD)
A student shall be dismissed (not including summer session), if, during each of the three consecutive semesters, the student's performance falls under one or the combination of the following two conditions:

- The student's cumulative GPA is less than 2.0
- The percentage of units in which the student has been enrolled for which entries of “W” or Withdraw, “I” or Incomplete, “NP” or No Pass, and “NC” or No Credit are recorded reaches or exceeds fifty-percent (50%) of all units attempted

Student success is our mission. If you need assistance with your coursework we have tutorial services available at all of the campuses and centers. If you need any other type of assistance please be sure to connect with a counselor, we want to assist all students in achieving their educational goals.

For additional information and access to support resources please visit the link below:

http://www.hartnell.edu/counseling-and-guidance

Early Support Program (ESP)

The Early Support Program is a collaboration between faculty, counselors, ESP staff, and Student Support Services, geared towards identifying and providing support services to students facing academic, financial, and/or personal challenges. These services are made available to all Hartnell students, encompassing all academic disciplines and campus locations.
Do you dream of an Associate Degree from Hartnell; maybe it’s a new career or promotion. Is it time to improve your language, math, reading or computer skills. Are you considering college re-entry after working at home or at a job for a few years, perhaps completing university transfer requirements or learning a second language is your goal? Hartnell’s Counseling Faculty can assist you in exploring your choices from career options to course selection and scheduling. Their job is to help you!

Counselors are Available by Appointment and for Express Counseling—Call 755-6820 for their schedules

| CallWORKS - (831) 755-6860 | EOPS/CARE - (831) 755-6860 |
| CalWORKS - (831) 755-6820 | KCC COUNSELING - (831) 386-7100 |
| DPS - (831)755-6760 | SPORTS COUNSELING - (831)755-6848 |

**FULL TIME COUNSELING FACULTY**

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**ADJUNCT COUNSELORS ARE ALSO AVAILABLE THROUGHOUT THE SEMESTER. CALL 755-6820 FOR THEIR SCHEDULES AND FOR AN APPOINTMENT**

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| Instructional Counselors |
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| Cunningham, Tracee |

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| Title V Early Support Program |
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| Estrada, Denyss |

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HARTNELL COLLEGE – SUMMER 2016

REGISTER

How to Enroll Online

On or after your registration date, log on to www.hartnell.edu and click on PAWS for Students. For first time users of PAWS registration:

LOGGING ON TO THE SYSTEM:

• Start by clicking on "What's my User ID?" from the Student Menu. You must have either your social security number or Hartnell ID number to obtain your user id.
• Now that you have your User ID, select Log In, enter the User ID provided and enter your eight digit date of birth (mmddyyyy) for your initial password. (Please note that User ID's cannot be provided over the phone by calling the Admissions.)
• You will be prompted to change your initial password and the system will ask you to create a new password. (Follow the directions on the screen to change your password. Be sure to complete the password hint!)

Once logged in, click on Register for Sections
Choose the type of registration you would like to use:

Search and Register– Use this option if you would like to add classes to your preferred list as you are searching for open sections. Example: If you choose to search for MAT-123, you will then have all of the MAT-123 sections displayed. You will then be able to choose an open section from the list.
Express Registration – Use this option if you have already searched the schedule of classes and know the exact section numbers of the classes you wish to register for. (Example: 0011 is the section # for ANT-10)
Register for previously selected sections – Use this option if you have already placed sections on your preferred list and would like to register for them now.

WHO

Anybody may register online if:

• You are a continuing student from Spring 2016 semester.
• You have submitted an application for the Summer 2016 semester.
• You are a Concurrent Enrollment student (9-12 grades) who has submitted their Approved Concurrent Enrollment form to Admissions & Records.

Note that prerequisites will be verified at the time of enrollment. See course descriptions for prerequisite information.

WHEN

• Enrollment online is available on or after your priority registration appointment time/date, up through June 16, 2016 for Summer 2016 classes. After June 16, 2016, our system may be accessed for enrollment in late start, short-term classes only, or for dropping classes, or for reviewing your grades for past semesters.
• For short-term classes, the online PAWS system is available up to the day before the class begins or up until the class closes (fills).
• PAWS online registration system can be accessed Monday - Saturday, 6:00am to 12:00am. Some Sundays are also available unless system maintenance is being conducted.

CLOSED AND CANCELLED CLASSES:

• Any class may be closed to further enrollment when it reaches the maximum size. Students are entitled to a full refund of enrollment fees for any class cancelled by Hartnell College.

WAIT LISTS & CLOSED CLASSES

• Students will be able to place themselves on a waitlist for closed classes.
• Once you have added your name to the waitlist, you can check your status on PAWS. Click on "Manage My Waitlist."
• If space becomes available in the waitlisted section, the system will automatically register the first person on the waitlist.
• An email will be sent to the student's Gmail account to notify them of registration and fees.
• Other students on the waitlist will move up and be allowed to register as space becomes available.
• You can only be waitlisted on one section of a course at any one time.

Students who are still on waitlists when classes begin must attend class the first day, obtain an add code, and complete the registration process by the deadline.

Please note: Waitlists will close for all students June 16, 2016 and the option to have your name placed on a waitlist is no longer available.

ALL REGISTRATION RULES STILL APPLY WHEN USING WAITLISTS

• Current application for admissions must be on file with the Admissions and Records.
• Students must be free of a conflicting course schedule.
• Students must meet prerequisite and co-requisite (if applicable). See a Counselor for a Prerequisite Clearance.*
• Students must not have any HOLDS on their academic record.
• Students must have an Excess Units Petition on file if enrolling in 18+ units.
• K-12 Concurrent Students must have their approved Concurrent Enrollment Petition on file with Admissions and Records.

*ELECTRONIC PREREQUISITE CHECKING

All prerequisite courses are listed after the course descriptions in the Schedule of Classes. If you met the prerequisite at another college, you must see a counselor immediately to obtain a Prerequisite Clearance Form. Unofficial or Official transcripts must be provided. Prerequisite Clearance Forms may take up to 2 working days to process once submitted to the Admissions and Records Office.

DROPS/NO SHOWS:

• Students who are not present at the first class meeting may be dropped by the instructor as a "no show". However, it is the student's responsibility to drop any class in which he/she is not planning to attend. Failure to do so may result in an "F" grade. Students may drop a class by using PAWS. An instructor's signature is NOT required to drop.
Schedule Changes (Add/Drop Period):
June 20 - 22, 2016

**ADDs:** No full semester course may be added after the published deadline June 22, 2016. The Add Code must be processed using PAWS for Students by midnight Wednesday June 22, 2016.

As of the first day of the class, regardless of whether the class is open or closed, you must get permission from the instructor by obtaining an Add Code. Instructors will only issue an Add code before or after class. **PLEASE DO NOT INTERRUPT THE INSTRUCTOR WHILE THE CLASS IS IN SESSION.** Instructors can also be contacted through their campus email. To obtain the instructors email address, please refer to the directory on [www.hartnell.edu](http://www.hartnell.edu) or through the instructor’s instructional department.

The Add Code works only with our PAWS for Students online registration system. The Add Code has an expiration date, so register immediately. All registration rules still apply for students using Add Codes. Students are ultimately responsible for successfully completing their enrollment using the Add Code on the online registration system PAWS for Students to ensure they are registered for the class.

**PLEASE DO NOT INTERRUPT THE INSTRUCTOR WHILE THE CLASS IS IN SESSION TO OBTAIN AN ADD CODE**

**How to Use Add Codes**

- The Add Codes works only with our PAWS for Students online registration system. Regardless of whether the class is open or closed, as of the first day of the class, the Add Code is required to add a class.
- The instructor will assign an Add Code to the student on an authorization form. Along with the Add Code, the authorization form will include the course name and number, section number, and Add Code expiration date.
- The Add Codes are effective starting on the first day of the class. Register immediately on PAWS, the codes have an expiration date. After the expiration date, the Add Code will no longer give you access to enroll in the class.
- The Add Code can only be used once. Once it is used, the code expires automatically.
- Add Codes can only be used on PAWS for Students at [www.hartnell.edu](http://www.hartnell.edu). Computers are available in the lobby of the CALL building and in the library. Student Ambassadors are available for PAWS registration assistance.
- All registration rules still apply when using Add Codes
  - Application for admissions must be on file with the Admissions and Records Office
  - Students must be free of a conflicting course schedule.
  - Students must meet prerequisite /co-requisite (if applicable)
  - Students must not have any HOLDS on their academic record.
  - Student must have an Excess Units Petition on file if enrolling in 18+ units.
  - K-12 Concurrent Students must have their approved Concurrent Enrollment form on file with Admissions and Records.

To ensure a smooth registration, please be sure that you have access to your PAWS account and are clear of these registration rules. If you are unable to complete your registration due to one of the registration rules, you will need to register in-person with Admissions and Records before your Add Code expires. Please bring the Add Code authorization form with you.

**ELECTRONIC PREREQUISITE CHECKING**

All prerequisite courses are listed after course descriptions in this schedule. If you met this requirement at another college, you must see a counselor immediately to obtain a Prerequisite Clearance form. Unofficial or Official transcripts must be provided. Prerequisite Clearance Forms may take up to 2 working days to process once filed in Admissions & Records.

**NOTE:** PAWS system is a faster and more convenient registration process. Payments can also be made by using PAWS for students.
HARTNELL COLLEGE – SUMMER 2016
PAY FEES

Fees and Tuition

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Required of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46.00 per unit*</td>
<td>All students*; (waived for those who qualify for BOGW)</td>
</tr>
<tr>
<td>Non-Resident/Foreign Student Tuition</td>
<td>$188.00 per unit*</td>
<td>All Non-California residents (must be paid in addition to enrollment fee)</td>
</tr>
<tr>
<td>Student Activities Fee**</td>
<td>$10.00 per semester</td>
<td>All students; unless the student applies for a Student Activities Fee Waiver from the Office of Student Life.</td>
</tr>
<tr>
<td>Student ID Replacement</td>
<td>$5.00 per card</td>
<td>All students; payable at the Cashier’s Office then show the receipt to the Office of Student Life for duplicate card.</td>
</tr>
<tr>
<td>Parking Fee***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Permits are available Online Only)</td>
<td>$40.00 per semester</td>
<td>All vehicles must park in designated student parking spaces only; this includes evenings and Saturdays.</td>
</tr>
<tr>
<td></td>
<td>$20.00 per semester for (Financial Aid Students) OR $2.00 daily permit</td>
<td></td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>$6.00 per copy</td>
<td>All students; payable at the time of written transcript request</td>
</tr>
<tr>
<td>(official)</td>
<td>(first two copies are free)</td>
<td></td>
</tr>
<tr>
<td>Transcript Request Rush Service</td>
<td>$12.00 per copy in addition to the $6.00 per copy fee</td>
<td>All students; payable at the time of written transcript request</td>
</tr>
<tr>
<td>Faxing of Transcripts</td>
<td>$12.00 per copy in addition to the $6.00 per copy fee</td>
<td>All students; payable at the time of written transcript request</td>
</tr>
<tr>
<td>Late Graduation Petition</td>
<td>$20.00</td>
<td>All students; payable at the time of submission of late graduation petition</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>$20.00 per copy</td>
<td>All students; payable at the time of written request</td>
</tr>
<tr>
<td>Record Subpoena</td>
<td>$15.00</td>
<td>All students; payable at the time of written request</td>
</tr>
</tbody>
</table>

NOTE: Fees shown are those in effect at the time of publishing and are subject to change*. Fees may be paid by cash, check, VISA or MasterCard for the exact amount.

*The District reserves the right to change enrollment and non-resident tuition fees, based on state legislation.

All fees are due by the deadline dates or you will be dropped from all of your Summer classes.

See the New Student Fee Collection Policy on the next page.

NOTE: Fees shown are those in effect at the time of publishing and are subject to change*. Fees may be paid by cash, check, VISA or MasterCard for the exact amount.

*The District reserves the right to change enrollment and non-resident tuition fees, based on state legislation.

All fees are due by the deadline dates or you will be dropped from all of your Summer classes.

STUDENT ACTIVITIES FEE**
The Student Activities Fee is a student fee charged per semester at all campuses. This fee will fund activities and services for students for the entire Hartnell College student body. Part of this fee supports the Associated Students of Hartnell College, student clubs, governance activities, and the student I.D. card. (CatCard)

Photo identification is required when you use many of the services at Hartnell College. During the semester, photo I.D. services will be available in the Office of Student Life (C-140).

For a complete list of other services/benefits please stop by Office of Student Life located in the Student Center, C-140.

PARKING FEES***
For fall and spring semesters, students must request a parking refund from the Cashier’s Office. A 100% refund will be given through the second week of the semester upon complete withdrawal from classes. The parking permit must accompany the Request for Parking Refund form. The same requirements apply to summer session; however, a 100% refund is only given through the first week of the session.

**The District reserves the right to change parking fees based on Hartnell College Board Policy 2255.

FINANCIAL Assistance
We Can Help you!

You are encouraged to call (831) 755-6806 or visit the Financial Aid Office (CALL Building), or visit the website at www.hartnell.edu/financial_aid/ for more information.

Financial Aid Programs consists of programs, which are funded and regulated by the federal and state governments. The programs consist of three different types: Grants, Work and Loans.

Grants – A Grant is money which students do not have to work for or repay. Students with bachelor’s degrees are not eligible for grants.

Federal Pell Grant – Grants may range from $1,113 - $5,775 per year. Grant awarded according to formula based on need.

Federal Supplemental Education Opportunity Grant (FSEOG) –will range from $100 to $200 per academic year depending on Federal Allocations.

Board of Governors Fee Waiver (BOGFW) – is a financial assistance program to offset enrollment fees. The Financial Aid Office determines student eligibility based on state guidelines and waives enrollment fees if eligible.

Cal Grants A, B, C, CA Dream Act – Students can only receive one type of Cal Grant. California Student Aid Commission awards this state grant.

Federal Work Study – Self Help Aid Work. Earn up to $3,000 in an academic year.

Applying for federal financial aid is free! Apply on line at www.fafsa.ed.gov

For fall and spring semesters, students must request a parking refund from the Cashier’s Office. A 100% refund will be given through the second week of the semester upon complete withdrawal from classes. The parking permit must accompany the Request for Parking Refund form. The same requirements apply to summer session; however, a 100% refund is only given through the first week of the session.

**The District reserves the right to change parking fees based on Hartnell College Board Policy 2255.

For fall and spring semesters, students must request a parking refund from the Cashier’s Office. A 100% refund will be given through the second week of the semester upon complete withdrawal from classes. The parking permit must accompany the Request for Parking Refund form. The same requirements apply to summer session; however, a 100% refund is only given through the first week of the session.

**The District reserves the right to change parking fees based on Hartnell College Board Policy 2255.
PAY FEES

Payment Deadlines

All students are required to pay their enrollment fees and any outstanding balances by the deadline or you will be dropped from all Summer 2016 classes. If you add classes after your initial registration, you must check your account balance and pay any additional fees before the next payment deadline or you will be dropped from all your Summer 2016 classes, even those you registered for earlier.

DON'T WAIT IN LINE, PAY ON-LINE!

In addition to paying your fees at the Cashiers’ Office, you can pay your fees on-line through PAWS at www.hartnell.edu. The system accepts VISA, MasterCard, American Express and Discover Cards.

<table>
<thead>
<tr>
<th>If you register/add classes between the dates shown below:</th>
<th>You MUST</th>
<th>You MUST</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submit your FAFSA application for the 2015-2016 academic year by the dates indicated below:</td>
<td>Submit BOG fee waiver <em>for Summer 2016 to Financial Aid or Student Veterans see VA Representative</em>*, or Dept. of Rehab Students*** see the Cashier by these dates:</td>
<td>You MUST pay by the deadline below for ALL your Summer classes to avoid being dropped</td>
</tr>
<tr>
<td>March 14 – April 14</td>
<td>March 18, 2016</td>
<td>Tuesday, April 12, 2016</td>
<td>Thursday, April 14, 2016</td>
</tr>
<tr>
<td>April 15 – May 12</td>
<td>April 15, 2016</td>
<td>Tuesday, May 10, 2016</td>
<td>Thursday, May 12, 2016</td>
</tr>
</tbody>
</table>

*The BOG fee waiver program waives enrollment/tuition fees for eligible California residents for the 2015 – 2016 academic year.

**If you are a Veteran (VA) Student, you must see the VA Representative by the dates indicated above to ensure you will not be dropped for non-payment for Summer 2016.

***If you are a Department of Rehabilitation Student, you must submit a voucher from the Department of Rehabilitation to Hartnell’s Cashier’s Office by the dates indicated above to ensure you will not be dropped for non-payment for Summer 2016.

Financial Assistance Available

Those requiring financial assistance should register for financial aid early! If you are a financial aid student or need financial assistance, stop by the Financial Aid Office. To ensure that your financial aid will be processed for the Summer semester fees owed, you must complete your FAFSA application for 2015-2016 or file a BOGW Fee waiver by the date noted above depending on when you registered.
MONEY FEES - Money Matters

Hartnell College participates in the Chancellors Office COTOPs program which is a collection process for any unpaid outstanding balance on your student account. Unpaid balances are reported once a year to the Franchise Tax Board and will affect any eligibility for State Tax Refunds.

Student Enrollment Fees Refund Information

For all Enrollment and Non-Resident Tuition Refunds a reversal of enrollment or tuition shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es). Note, that class(es) must be dropped by the end of the 2nd week for full semester classes. We begin processing refunds the week following the last day of the add/drop period.

Full Semester Classes (16-to 18-week Classes)

- A 100% refund is given upon withdrawal during the first two weeks of the semester.
- No refund or credit is given after withdrawal beyond the second week of the semester, even if registration occurred after the 1st week of school.
- Refunds will not be processed for amounts under $10.00, you may use the credit to pay other fees or apply to the following term.
- If no Enrollment Fee Refund Request form is submitted, credit balances may be applied or carried forward to future semesters.
- All refunds may be processed through your HigherOne account

Summer and Short-Term Classes

The refund/reversal for short-term classes is based on the length of the class and the number of days per week the class meets.

- A 100% refund is given upon withdrawal by the 10% point.
- No refund is given after the 10% point.
- Refunds will not be processed for amounts under $10.00
- If no Enrollment Fee Refund Request form is submitted, credit balances may be applied or carried forward to future semesters.
- All refunds may be processed through your HigherOne account

Example:

Course is 100% Refund if Withdrawal
Scheduled: is completed by the End of
4-week session 2nd day of session
6-week session 3rd day of session
8-week session 4th day of session

Note: Classes meeting fewer weeks or fewer days per week will have shorter withdrawal periods based on their 10% point.

Financial Aid Enrollment Fee Refunds

If subsequent to paying enrollment fees, a student becomes eligible for financial aid and receives an enrollment fee waiver (BOGFW), the student should contact the Cashier’s Office.

Non-Resident/Foreign Tuition

The refund process shall be initiated upon receipt of an Enrollment Fee Refund Request form to be submitted by the 4th week of classes to the Cashier’s Office. Class(es) must be dropped before requesting a refund. If no Enrollment Fee Refund Request form is submitted, credit balances may be applied or carried forward to future semesters.

The schedule of refunds for non-resident/foreign tuition is below.

<table>
<thead>
<tr>
<th>Fall/Spring Semesters</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before or during the first week of the session</td>
<td>100% of the original fees paid</td>
</tr>
<tr>
<td>During the second week of the session</td>
<td>75% of the original fees paid</td>
</tr>
<tr>
<td>During the third week of the session</td>
<td>50% of the original fees paid</td>
</tr>
<tr>
<td>During the fourth week of the session</td>
<td>25% of the original fees paid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Sessions</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before or during the first week of the session</td>
<td>100% of the original fees paid</td>
</tr>
<tr>
<td>During the second week of the session</td>
<td>50% of the original fees paid</td>
</tr>
<tr>
<td>During the third week of the session</td>
<td>25% of the original fees paid</td>
</tr>
</tbody>
</table>
STEP 7
HARTNELL COLLEGE – SUMMER 2016
HARTNELL COLLEGE CATCARD

The Hartnell College ID (CatCard) is the official identification card for all Hartnell College students, faculty and staff. The Hartnell College Student ID Card (which carries the student’s picture, name, student ID number, library bar code, and validation sticker) is issued to new students free of charge one time when they first attend Hartnell College. New students receive their validation sticker (if all fees have been paid) when they pick up their new card; continuing students, however, will receive validation stickers (if all fees have been paid) every subsequent semester enrolled at Hartnell College, and will be issued by the Office of Student Life or Cashier’s Office. The sticker is applied once all fees have been paid and serves as proof of enrollment each semester.

The Hartnell College Student ID Card will be replaced if the magnetic stripe on the card does not appear to be functioning properly. I.D. Cards which are lost, stolen, damaged by student, or in need of a new picture will be replaced at a cost of $5.00. All other reasons for replacement of the Hartnell College Student ID Card will be assessed on an individual basis by the Office of Student Life.

WHERE DO I GET MY STUDENT ID CARD?
Locations:  Student Center C-140     King City Education Center
          Monday-Thursday 9:00 am - 6:00 pm   Monday-Thursday 9:00 am - 4:00 pm
          Friday 8:00 am-5:00 pm                Friday 9:00 am - 1:00 pm

NOTE: Printed receipt showing student has paid for the Student Activities Fee for the semester is required.

WHAT CAN I DO WITH MY ID CARD?
Your ID Card can be used at the following locations:

  Copier/Printing Dollars  - Are required in order to use the printers, copiers.
  Library  - Also serves as your library card.
  Book Voucher  - Book assistance program from ASHC.
  Bookstore  - Can be used to purchase items in the Hartnell College Bookstore.
  Cafeteria  - Can be used to purchase food items.
  MST Free Fare Zone  - Free fare between Hartnell Campuses.
  Western Stage  - Free admission to all Western Stage productions.
  Free admission  - To home games.
  Merchant Discounts  - Local merchants may provide purchase discounts.

HOW DO I DEPOSIT MONEY ON MY STUDENT ID CARD?
Hartnell College students have the capability to deposit money via Automatic Deposit Machine (ADM) located on the main campus at the Library and Learning Resource Center and near the Business Services office in the E Building. An ADM is also located at the King City Center. Students can also make a deposit to their card using the Hartnell College’s homepage using a credit card.

ID CARD REFUNDS
A refund may be requested, prior to July 25 for the previous academic year, for balances over $10.00 at the Cashier’s window. A check will be issued within six weeks of the request.

ID CARD Funds
ID Card balances, for the prior academic year, will be forfeited after July 25. Students should spend funds on their card prior to this date to avoid loss of funds.

ID CARD LIFE
ID Cards are issued to students on their first semester at Hartnell. ID Cards for returning students are activated upon payment of the Student Services/Activity fee. All funds put on ID Cards must be used up before July 25.

High School Juniors, Seniors and AP Students are invited to use the Hartnell Library. To get a library card/Hartnell identification card, please visit the Circulation Desk within the Library.
Department of Supportive Programs and Services (DSP&S)

DSPS offers comprehensive support services and accommodations to meet students’ disability-related academic needs. Students with documented disabilities may receive services such as:

- Academic Accommodations
- Alternate Media
- Assistive Technology
- Career
- Deaf Services/Interpreting
- Disability Management and Personal Counseling
- Learning Disability Assessment

Additionally, DSPS offers instruction courses designed to address the needs of students with disabilities.

For more information stop by the DSP&S office in B 107 or telephone the DSP&S office at (831) 755-6760.

The Hartnell College CalWORKs Program serves County CalWORKs Cash Aid recipients who are enrolled at Hartnell College.

The CalWORKs program offers the following services:

- Counseling services to develop an educational plan in accordance to the student's welfare-to-work plan.
- Book vouchers
- Student Success Workshops
- Calculator lending program
- On campus CalWORKs Work Study

**Continuing students must submit a current Passport to Services every semester. You may obtain a Passport to Service from your CWES case worker.**

The CalWORKs Office is located on the first floor of building B in room 130. Office hours are Monday-Friday 8:00 a.m.-5:00 p.m. For more information call (831) 755-6860.

The Student Support Services/TRIO Program

The Student Support Services/TRIO Program is a federally funded student retention program designed to assist 160 first-generation and/or low-income and/or certified disabled students as they earn their associate degree from Hartnell College and/or transfer to a public university. The services provided by Hartnell College TRIO/Student Support Services are designed to assist our students to graduate and transfer.

**Our Primary Services Include:**
- Academic Counseling & Guidance, Tutoring, Peer Advising, First Year Experience, First Year Summer Transition (STP) Program.

**Our Secondary Services Include:**
- Study Center, Textbook Lending Library, Visits to 4-Year Universities, Personal Finance Workshops, Cultural & Campus Activities, and FAFSA and Scholarship Aid.

**To qualify for SSS/TRIO, a student must:**
- Be a citizen or legal resident of the United States
- Be at full-time student (12 units), working toward an AA degree at Hartnell College and/or planning to transfer to a university
- Have completed less than 30 degree applicable units
- Have an academic need and:
- Have financial need according to Federal financial aid criteria and/or be a first generation college student (meaning neither parent has earned a Bachelor's degree). For more information & for workshop dates please contact us by phone at (831) 759-6013.
Hartnell College is approved as an institution of higher learning for veterans and veterans’ dependents entitled to educational assistance. The Veterans Office staff provides assistance to Veterans and dependents in planning educational programs, referrals to community agencies, as well as helping students make the transition from military to student life at Hartnell. Additional services include: computers and printing for student use, Veterans Book Lending, on site tutors, and Veterans Club activities. Certification to the Veterans Administration for educational benefits and admissions enrollment in the College are separate functions. The College’s Certifying Official is located in the Veterans Office. It is important that VA beneficiaries notify both the Admissions & Records Office and the College’s Certifying Official before they enroll in classes. Additional Veterans information is located in the Admissions section of this catalog under Service Member’s Opportunity College, and non-traditional credit (military courses, MOS DANTES, etc.).

For further information, please refer to our website at www.hartnell.edu/veterans-service-center, or call (831) 755-6909. The Veterans Office is located in the Student center Building C-138.

Foster & Kinship Care Education

The California Community Colleges have established the Foster Youth Success Initiative (FYSI) to assist former foster youth in accessing and successfully completing college. FYSI Liaisons are located in the Student Support Services Departments. For more information, call (831) 770-7039.

Mathematics Engineering Science Achievement

WHAT DOES MESA OFFER?
• MESA Student Center in MER30 where students can study in a supportive environment;
• Computer equipment and space for study groups in the Student Center;
• Tutoring for individuals and groups in transfer level math and science courses;
• Academic Excellence Workshops that accompany some math and science classes;
• Academic, career, and personal counseling;
• Workshops on scholarships, internships and financial aid;
• Field trips to universities, science museums, industries, and research centers; and
• Book check-out program.

If you are interested in joining the program and would like to pick up an application, drop by MER30, and learn more about the program.

ACADEMIC REQUIREMENTS

MESA students must
• be a math, science, engineering or computer science major;
• intend to transfer to a four-year college;
• be eligible to take Math 121 (Elementary Algebra) or higher-level math;
• sign an enrollment application; and
• prepare a three-year education plan.

When applying to the Hartnell College MESA Program, students must qualify under both the Educational and Financial Criteria.

Education Criteria:
1. First-generation college student
2. Attended federally designated high school
3. Under 24 years old and living independently
4. Began with math assessment below MAT121

Financial Criteria:
• Eligible for EOPS
• Board of Governors Fee Waiver
• GAIN Participants
• Receiving Financial Aid
• Work-Study Eligible
• TRIO Programs Participants
HARTNELL COLLEGE – SUMMER 2016

Standards of Student Conduct

The documents in this section include and refer to the Hartnell Community College Governing Board policies for Students; BP 5500 Standards of Conduct, BP 5505 Student Complaints and Grievances, and BP 5230 Drug Free Campus – Students.

As an institution of higher education, Hartnell College is dedicated to providing an environment, programs, services, and instruction that helps expand the abilities, preparation, contributions, and growth of students. We take this responsibility seriously. A student enrolling at Hartnell College assumes an obligation to act in a manner compatible with the College's functions as an educational institution. These regulations apply on campus and at all College-sponsored activities or at activities sponsored by College clubs or organizations on or off campus, except where specifically limited. Students shall be subject to College discipline for any student misconduct, which occurs at any off-campus facility or college-approved or sponsored function.

Adherence to Standards

All Hartnell College students are required to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses of the institution. Violation of such rules and regulations will be subject to disciplinary action.

- Hartnell College Student Handbook
- Student Complaint Form

Other Complaint Processes

Students and members of the public who desire to file a formal complaint with the California Community College Chancellor’s Office or the Accrediting Commission for Community & Junior Colleges (AACJC) may do so by following the web links shown below:

Chancellor’s Office
- California Community Colleges Chancellor’s Office > Complaints Form

Accrediting Commission for Community & Junior Colleges
- Accrediting Commission for Community and Junior Colleges | Western Association of Schools and Colleges

Course Audit Policy

The Board authorizes a person to audit a community college course, and the district may charge that person a fee pursuant to CEC section 76370. The CEO or designee establishes procedures to course audit. Auditing fees will be charged as authorized in BP 5030 and published in the schedule of classes for each term.

GENERAL REGULATIONS

Course Audit may be allowed under the following conditions:

1. Auditors must be eligible for admission to the college as regularly enrolled students.
2. Auditors must have exhausted their eligibility to enroll in the course for credit.
3. Students enrolling for credit will have priority in all credit classes. Auditors are required to attend the first class meeting but will be permitted to register for the course only at the conclusion of the add/drop period and on a space available basis, but no later than the third week of classes for the fall/spring semesters and two weeks for summer/inter sessions.
4. Course outline of record must reflect the course is eligible for audit.
5. K-12 Concurrent Enrollment students are not permitted to audit.
6. Faculty members instructing audit-eligible courses have the right to refuse auditors.
7. Audited classes will not be posted to the student’s academic transcript.
8. No transfer from audit to credit status or the reverse will be permitted.
9. Auditors will not be charged the regular enrollment fee that is paid for credit enrollment. As established in Education Code 76370, a non-refundable audit fee will be charged and is payable by the end of the fourth week of classes for the fall/spring semesters and third week for summer/inter sessions.
10. Students enrolled in ten or more credit units will not be charged a fee for auditing three or fewer units per semester.
11. Auditors will be allowed to purchase parking permits.
12. The non-resident tuition fee will not apply to auditors.

AUDITING PROCEDURES

1. A prospective auditor will bring the “Petition to Audit” form to the instructor at the conclusion of the add/drop period.
2. If the instructor approves, s/he signs the form.
3. The auditor then secures the signature of the Area Dean.
4. The auditor returns the completed petition to Admissions & Records.
5. The auditor will be required to pay a non-refundable audit fee of $15.00 per unit, payable immediately after registering at the Cashier’s Office, and will be charged for all instructional materials.
6. The auditor will give the yellow copy of the Petition to Audit form to the instructor to indicate that the auditor has paid the audit fee.

COURSES

ADMINISTRATION OF JUSTICE – 1, 2, 3, 4, 5, 10, 11, 12, 21A, 25, 30, 33, 34, 36, 50, 51, 61
ART – 100, 101, 102, 103
BIOLOGY – 5
BUSINESS – 18, 50, 109, 150,
CONSTRUCTION – 101, 104, 128, 136, 140, 142, 144, 146, 149, 154
DRAFTING – 50, 52, 64, 70, 71, 72

MATH – 2, 12, 16, 123
MUSIC – 1A, 1B, 20, 21, 23.1, 23.2, 23.3, 23.4, 23.5, 24, 26, 29.1, 29.2, 29.3, 29.4, 29.5, 34.1, 34.2, 34.3, 34.4, 34.5, 50B, 51B, 52A
PHYSICAL EDUCATION ACTIVITY – ALL PEAC COURSES
SPANISH – 1, 1S, 1X, 2
THEATER ARTS – 4, 10, 11, 20, 21, 25, 27, 30, 31, 40, 41, 51
HARTNELL COLLEGE – SUMMER 2016

ALERT: Important Course Repeat Policy Update

The Hartnell College Course repetition policy has now changed significantly. This could have an impact on many students and it is important that you understand this change as you select your courses. Students may no longer enroll in the same course more than three times at Hartnell College. Please note that “current enrollments” in all courses will now be calculated towards this enrollment maximum. As an example, if you previously earned a “W” in Math 123, are currently enrolled in Math 123 this Spring and are now attempting to take Math123 one more time in Fall 2014, this would be considered your “third enrollment” and subject to approval from Counseling.

<table>
<thead>
<tr>
<th>Student Action:</th>
<th>What happens:</th>
<th>What’s at stake and why this is important to know:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st enrollment</td>
<td>If you withdraw (receive a “W”) or don’t pass the course, this is called your first “attempt” at the course.</td>
<td>This is your first of three attempts/enrollments. Before you decide to drop, remember that you only have two possible additional opportunities to complete this course.</td>
</tr>
<tr>
<td>in a course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd enrollment</td>
<td>This is called your “first repetition” of the same course. The system will allow you to enroll on your own.</td>
<td>Be sure you are prepared to complete the course successfully this time. This will be your last opportunity to enroll in the course without prior authorization from Counseling!</td>
</tr>
<tr>
<td>in the course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd enrollment</td>
<td>This is called your “second repetition” of the same course. You cannot enroll in the course this time without first meeting with a counselor to submit a Course Repetition Form.</td>
<td>Before being allowed to enroll in the course a third time, you may be advised by the Counselor to re-take the placement assessment to determine if you have appropriate skills to be successful in the course.</td>
</tr>
<tr>
<td>in the same</td>
<td></td>
<td></td>
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<tr>
<td>course</td>
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</tbody>
</table>

Question: So why the new stricter Course Repeat policy? This is a new requirement being imposed by the state of California. This is not a Hartnell College’s regulation but a regulation that is in place at all 112 California Community Colleges.

Question: But what if I need the course to complete my requirements to transfer and have two W’s and an F? This could prevent me from transferring! You should meet with a Counselor to discuss your situation. The Counselor may recommend that you submit a petition for special consideration to the Vice President for Student Affairs Office. Keep in mind, however, there’s no guarantee it will be approved and you may need to take the equivalent course at another community college.

Question: Will exceptions ever be made for fourth enrollment requests? In rare instances exceptions will be made, but you will have to submit a Course Repetition Appeal form. You will also need to explain why a fourth (4th) enrollment is necessary. Please talk to a Counselor first and he/she will let you know if they recommend that you complete a petition for special consideration. If the Counselor recommends an appeal, then you must complete and submit the form to the Vice President for Student Affairs Office.

Question: If my professor writes a letter on my behalf, will that help? Not really. It’s important that you consider the number of units you can successfully complete with your life responsibilities and realize that it may not always be a good idea to withdraw from a course. Dropping a course requires careful consideration -- more so now than ever before.

Question: Can I re-take a course at another community college if I’ve already attempted the course three times at Hartnell College? Yes, you can but your transcript at Hartnell College will remain unchanged. Please see a Counselor for further details.

Question: Is there a specific time frame that is used when reviewing my courses? Yes, as it relates to this new regulation, your total academic history will be used in determining your course repetition eligibility. Hartnell’s computer system for records goes back to 1983.

Question: Do you have any final advice for me? Yes, we recommend you do the following:

<table>
<thead>
<tr>
<th>Talk to your instructor-get to know him/her</th>
<th>Attend &amp; participate in all of your courses</th>
<th>Submit your homework on time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read your course syllabus</td>
<td>Ask questions in class</td>
<td>Sit in the front row</td>
</tr>
<tr>
<td>Work in study groups</td>
<td>Get a tutor – they are free</td>
<td>Manage your time</td>
</tr>
</tbody>
</table>
Attendance Policy

Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. A College student is expected to attend all of his/her class sessions. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled.

Failure to attend class can result in a lower grade or dismissal from class. Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of “F.”

The College’s attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting may be dropped and may be replaced by other students unless the student notifies the instructor in advance.
2. Any absence from class is detrimental to a student’s progress in that class; therefore, an “excused” absence is no less serious than “unexcused.” Participation in curricular and extra-curricular College activities is acknowledged to be an integral part of a student’s total educational experience. Prior approval from the instructor is necessary for this participation not to be considered an absence.
3. Any lack of attendance which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped. Absence from a full semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than twice the number of class meetings per week.
   - Absences in excess of one week (consecutive or non-consecutive) from a Summer session class, or any regular semester class from 6-17 weeks in duration, may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than the number of class meetings per week.
   - Absence in excess of 10% of the scheduled class meetings in classes from 1-5 weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than 10% of the total number of scheduled class meetings.
4. When a student is dropped due to the attendance policy, the assignment of a “W” will be based on the drop occurring before the fourteenth week for a full semester class. After the fourteenth week, no drops are allowed, and the only grades given will be A, B, C, D, F, P, and NP. It is the student’s responsibility to withdraw formally from classes by the last day to withdraw with a "W." Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of “F.”
5. If the student has been dropped due to the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
   a. the student had been doing satisfactory work,
   b. in the judgment of the instructor, the student has a reasonable chance of passing the course, and
   c. the student verifies extenuating circumstances beyond his/her control.

The student must complete a student reinstatement form with supporting documentation. Student reinstatement forms can be obtained from the Admissions & Records Office.

If the student is denied reinstatement, the student may petition the VP of Student Affairs.

Rev.02/25/11

PARKING PERMIT INFORMATION

HOURS OF OPERATION AND ENFORCEMENT

1. Parking fees will be ENFORCED from 8:00 am to 8:00 pm Monday through Friday.
   All zones, red (emergency), blue (handicapped), orange (staff parking), and green (limited) will be enforced during the above hours.
2. Parking fees will not be enforced on the weekends or during school holidays except for red zones and handicapped, which will be enforced 7 days a week.

STUDENT PARKING PASS

1. The student parking pass allows you to park in any student parking space and in any lot.
2. The student parking pass costs $40 per semester ($20 for Financial Aid Students).
3. The student parking pass must be plainly displayed on the rear view mirror or the vehicle will be ticketed.
4. Abandoned vehicles will be towed.

For Complete Parking Regulations go to www.hartnell.edu/safety and click on the link.

DAILY RATE

1. Parking is two dollars a day ($2) in all lots including the Parking Structure.
2. Parking permit vending machines located in all surface lots require quarters.
3. In all lots the $2.00 permit must be plainly displayed on the dashboard for the vehicle campus security
### HARTNELL COLLEGE – SUMMER 2016
#### TELEPHONE NUMBERS and OFFICE HOURS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Monday - Friday</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>770-7090</td>
<td>8:00am-5:00pm</td>
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<tr>
<td>Includes:</td>
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<tr>
<td>Fine Arts, Social &amp; Behavioral Science</td>
<td>755-6905</td>
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<tr>
<td>Languages, Learning Support, &amp;</td>
<td>755-6166</td>
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<tr>
<td>Resources</td>
<td>770-6146</td>
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<tr>
<td>Nursing &amp; Allied Health</td>
<td>755-6148</td>
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<tr>
<td>Math, Science, &amp; Engineering</td>
<td>755-6875</td>
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<tr>
<td>Physical &amp; Health Education</td>
<td>755-6830</td>
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<tr>
<td>Academy Learning Center</td>
<td>755-6909</td>
<td>8:00am-5:00pm</td>
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<tr>
<td>Academy for College Excellence (ACE)</td>
<td>755-6723</td>
<td>8:00am-5:00pm</td>
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<tr>
<td>Admissions &amp; Records</td>
<td>755-6711</td>
<td>8:00am-6:00pm</td>
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<tr>
<td>Alisal Campus Admissions &amp; Records</td>
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<td>Advanced Technology–Alisal Campus</td>
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<td>8:00am-7:00pm</td>
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<td>Assessment Center</td>
<td>759-6054</td>
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<td>Bookstore</td>
<td>755-6775</td>
<td>7:45am-5:00pm</td>
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<td>Cafeteria</td>
<td>759-6000</td>
<td>7:30am-8:30pm</td>
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<tr>
<td>Cashier</td>
<td>755-6998</td>
<td>8:30am-4:30pm</td>
<td>9:00am-1:00pm</td>
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<td>Counseling Office</td>
<td>755-6820</td>
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<td>Counseling Available</td>
<td>755-6815</td>
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<tr>
<td>Day Works</td>
<td>755-6860</td>
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<td>CalWORKS</td>
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<td>EOPS</td>
<td>755-6860</td>
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<td>Financial Aid Office</td>
<td>755-6806</td>
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<tr>
<td>HEP</td>
<td>770-7070</td>
<td>9:00am-7:00pm</td>
<td>9:00am-4:00pm</td>
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<tr>
<td>King City Education Center</td>
<td>386-7100</td>
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<tr>
<td>King City Education Center Cashier</td>
<td>755-6815</td>
<td>8:00am-5:00pm</td>
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<tr>
<td>Scholarship Office</td>
<td>755-6811</td>
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<tr>
<td>Library &amp; Learning Resource Center</td>
<td>755-6872</td>
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<tr>
<td>Computer &amp; Media Services</td>
<td>759-6091</td>
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<td>Reference Services</td>
<td>759-6078</td>
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<td>Student Life</td>
<td>755-6734</td>
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<tr>
<td>Student Support Services/</td>
<td>759-6013</td>
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<tr>
<td>TRIO Program</td>
<td>755-6815</td>
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<tr>
<td>Tutorial Center</td>
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<td>Campus Safety</td>
<td>755-6888</td>
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<td>Campus Safety King City</td>
<td>386-7131</td>
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<tr>
<td>Maintenance</td>
<td>755-6950</td>
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<tr>
<td>Facility Emergency Hotline</td>
<td>796-6222</td>
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<tr>
<td>Weekend and Evening Program</td>
<td>755-6721</td>
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<td><a href="http://www.hartnell.edu">www.hartnell.edu</a></td>
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</tbody>
</table>

### HARTNELL COLLEGE EMERGENCY COMMUNICATIONS INFORMATION

- Campus Safety: 755-6888
- Campus Safety King City: 386-7131
- Maintenance: 755-6950
- Facility Emergency Hotline: 796-6222
- Weekend and Evening Program: 755-6721

### OBTAIN YOUR HSE FOR FREE

**HEP** is funded by the US Department of Education Office of Migrant Education. HEP is a migrant education program designed to assist migrant and seasonal field workers to obtain their HSE (high school equivalency) and either employment, military service, apprenticeship, Certificate of Skills Acquisition, Certificate of Achievement, or Associates Degree. Childcare is available for qualified HEP students through CCAMPIS.

**CCAMPIS**: The Child Care Access Means Parents in School (CCAMPIS) Program, authorized by the Higher Education Act and administered by the U.S. Department of Education, supports the participation of low-income parents in postsecondary education through the provision of campus-based childcare services.

### High School Equivalency Program (HEP) Eligibility:

- A person and/or his/her immediate family member must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal field worker;
- Not have earned a secondary school diploma or its equivalent;
- Not currently enrolled in an elementary or secondary school;
- Be 18 years of age or over, or beyond the age of compulsory school attendance in the state in which he/she resides;
- Be determined by HEP to need the academic and supporting services and financial assistance provided by the project in order to attain the equivalent of a secondary school diploma and to gain employment or be placed in an IHE or other post-secondary education or training.

**FACEBOOK**: Hartnell College HEP  
**WEBSITE**: https://www.hartnell.edu/hep/
SUMMER 2016
REGISTRATION DATES

CONTINUING STUDENTS
(Except K–12 students)
March 14 – June 16*

NEW MATRICULATED STUDENTS
March 16 – June 16*
ALL STUDENTS
(Except K–12 students)
March 23- June 16*

CONCURRENT ENROLLMENT STUDENTS
June 13 – June 16*

LATE REGISTRATION
June 13 – June 16*

OPEN TO ALL STUDENTS
8 a.m.–6 p.m. Monday–Thursday
*Registration systems closes on Thursday, June 16 at midnight

SCHEDULE CHANGES (ADD/DROP)
AN ADD CODE IS REQUIRED
June 20 – 22
8 a.m.–6:30 p.m. Monday–Wednesday