

COURSE TO COURSE EVALUATION FORM



Students may complete this form with a counselor at any time after 6 units have complete, however, A&R will only process Transfer Credit Evaluations weeks 3-10 of the Fall/Spring Semester; and week 2-5 of the Summer Session.

Counseling appointment required. Complete this form with a counselor for evaluation of external college coursework and/or external exams. Official transcripts/scores must be on file at the Admissions & Records office. Please note the credit evaluation you may receive is intended for Hartnell College use only and may not be accepted by other institutions. See the back of this form for directions.

STUDENT INFORMATION

Student Name:	Hartnell ID #:
Phone:	Email:
Major:	Type of Program: CT AA/AS AAT/AST
General Education Pattern: CSUGE IGETC HC Local GE Pattern CalGETC	Catalog Year:

EXTERNAL COLLEGE COURSEWORK

External College	Course AP Exam	Term	Grade Score	Equivalent Course	Applicable GE Area Elective Credit
1.					Units
2.					Units
3.					Units
4.					Units
5.					Units
6.					Units
7.					Units
8.					Units
9.					Units
10.					Units
11.					Units
12.					Units

Documentation Provided: Assist C-ID GE Reciprocity TES Other: _____ Total: _____

Comments:

Student Signature:	Date:
Counseling Faculty Signature:	Date:

Admissions & Records Use Only

Received on: _____ By: _____ Evaluation Completed and Posted on: _____ Notified Student on: _____

Comments:

Course to Course Evaluation of External College Course Work Information

Course to Course evaluation requests are used to attain credit for external college courses including evaluation of examinations such as AP, IB and CLEP being used toward completion of an associate degrees or certificate. This form is to be used once you have **completed 6 units** at Hartnell College, to request credit evaluation for general education courses, courses with matching C-ID designation, and elective units. In order to process your transcript evaluation, you must submit an official transcript(s) and/or test scores to the Admissions and Records Office. Please note, all official evaluations are for Hartnell College degree purposes only, we cannot guarantee courses will be accepted at other institutions. It is the student's responsibility to make the proper arrangements and bring all documentation needed for the evaluation. By submission of this signed form to you understand that Hartnell will evaluate your College/University level coursework, and that it will become part of your Hartnell academic record, and that it cannot be removed once posted. Transcripts may be hand-carried in an unopened, officially sealed envelope or sent directly to Admissions & Records Office from the issuing institution.

Address: Hartnell College Admissions & Records 411 Central Avenue, Salinas CA 93901	Email Address: If sending electronically please send to the following email. Etran@hartnell.edu Please include your First Name, Last Name and ID Number
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All transcripts submitted become part of the student's permanent file and will not be released to anyone outside of Hartnell College or any other institution. Electronic Official Transcripts must be sent to Etran@hartnell.edu.

GENERAL EDUCATION

1. Course to Course Evaluation can be used for substitution of coursework required to meet any general education requirements, including the CSUGE, IGETC and CalGETC Certificates of Achievement, is at the discretion of the counseling faculty or Articulation Officer.
2. Coursework taken at other institutions may be applied towards meeting CSUGE-Breadth, IGETC and/or Local General Education.
3. Application of coursework taken at other institutions towards CSUGE-Breadth, IGETC and or CalGETC is solely at the discretion of counseling faculty or the Articulation Officer.

STUDENT DIRECTIONS

STEP 1) After you have submitted **official transcripts** to A&R (See above for more information). Please call to schedule an appointment with a counselor. If you are part of a support program, give us a call:

Athletics Phone: 831-755-6840
Department of Supportive Programs and Services Phone: 831-755-6760
(DSPS) EOPS, CARE & CalWORKs Office Phone: 831-755-6860
MiCasa - Office of Equity Programs Phone: 831-755-6723
Health Sciences Programs (LVN, RN, RCP) Phone: 831-770-6146
TRIO SSS Phone: 831-759-6013
UMOJA Phone: 831-755-6820
Veterans Service Center Phone: 831-755-6909

If you are not part of a support program, or you are unsure, please call **General Counseling** for assistance: **831-755-6820**.

STEP 2) After you successfully scheduled a **60 minute Counseling Appointment for a Pre-Evaluation**, a Counselor will review any pertinent information and supporting documentation for evaluation. At this meeting, you will also book a second a counseling appointment for a **Post Evaluation** with the same counselor.

STEP 3) The Counselor will send the Course to Course Evaluation form with supporting documentation to Admissions and Records for final review and processing.

STEP 4) Admissions & Records (A&R) Evaluators will update your academic record with approved course-to-course equivalencies. Please allow **6-8 weeks** for A&R to process your form(s). A confirmation email will be sent to you and the counselor when it has been posted. If you have more questions please contact Admissions and Records for any updates.

Phone: (831) 755-6711 | Email: evaluations@hartnell.edu

FINANCIAL AID STUDENTS: All transfer accepted courses for transfer will be used in determining financial aid eligibility. Federal regulations dictate limits on how long you may receive aid. These limits are explained in Hartnell's Satisfactory Academic Progress policy (<http://www.hartnell.edu/sap-satisfactory-academicprogress>). Your transfer units will be included in units attempted and earned. Please carefully review this policy to determine how your transfer units will impact your financial aid.

FOREIGN STUDENTS: A Credential Evaluation Service must evaluate all foreign coursework. Reports MUST include course-by-course reports with semester unit equivalencies and letter grades. Detailed course descriptions may be required for you to provide for those courses you hope to transfer, or provide a college catalog in English. For more information visit our Foreign Transcript Evaluation page at <https://www.hartnell.edu/students/admissions/transcripts/foreign-transcript-evaluation.html> or the National Association of Credential Evaluation Services at www.naces.org.

MILITARY PERSONNEL: Please attach a DD214, DD295, or AARTS transcript and copies of certificates for any coursework that is not included on the other documents. Students with AARTS transcripts should also complete the Hartnell College AARTS Supplementary Questionnaire. A SOCAD agreement will also be prepared for those students who are eligible.