

HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum # 107

Maintenance of Consumer Information Webpage

Purpose: Federal rules from the Higher Education Act and Higher Education Opportunity Act mandate that colleges participating in Title IV financial aid programs publish specific categories of data. The college's Consumer Information webpage is the required online disclosure hub that provides current and prospective students access to critical federal, state, and institutional data, including financial aid terms, graduation and transfer rates, campus safety statistics, and student privacy rights under the Family Educational Rights and Privacy Act (FERPA). The information provided on the webpage is to help students make informed choices about educational costs and career track, understand the rights and responsibilities regarding school policies and financial aid, and provide access to transparent institutional data regarding the campus environment and student success.

The purpose of this OM is to identify the individual areas responsible for ensuring the information posted on the Consumer Information is reviewed annually and kept current.

By January 5th of each year, individuals responsible for maintaining the consumer information webpage will review and update information as needed. Pages referenced are referring to the College Catalog.

Item	Responsible Area
General Information	
Academic Programs • Educational Programs (pg 78) • Instructional Facilities (pg 343) • Faculty (pg 337)	Vice President of Instruction
Accreditation Information	Vice President of Institutional Equity, Effectiveness, and Success/ALO
Constitution Day Information	Dean of Social and Behavioral Sciences (Political Science department)
Copyright Infringement (BP 3710 /AP 3710)	Office of the Superintendent/President
Cost of Attendance • Fees (outstanding fees and credit exceeding tuition and fees) • Student Representation Fee • Other Costs	Dean of Enrollment Services Office of Business Services
Drug-Free and Alcohol-Free Policy and Prevention Program	Vice President of Administrative Services Director of Public Safety
Family Educational Rights and Privacy Act (FERPA)	Dean of Enrollment Services

Gainful Employment Certificate Programs	Dean of Career Technical Information and Workforce Development
Net Price Calculator	Director of Financial Aid
Programs and Services Available to Students with Disabilities	Director of DSPS
Refund Policy	Office of Business Services
Campus Security (BP 3500 and AP 3500)	Vice President of Administrative Services Director of Public Safety
Standards of Student Conduct	Vice President of Student Affairs
Student Body Diversity	Vice President of Information Technology Director of Institutional Research
Technology Master Plan (Draft)	Vice President of Information Technology
Textbook Information	Vice President of Administrative Services (Follett)
Transfer of Credit Policies and Services (p17)	Dean of Enrollment Services
Voter Registration Information	Office of Student Life
Withdrawal Procedures	Dean of Enrollment Services

Financial Aid Information and Policies	
Financial Aid Dates and Deadlines	Director of Financial Aid
Financial Aid Forms	Director of Financial Aid
Financial Aid Programs	Director of Financial Aid
Free Application for Federal Student Aid (FAFSA)	Director of Financial Aid
Scholarship Information	Director of Financial Aid
Student Rights and Responsibilities • Conditions and Terms Applicable to Any Employment Provided to a Student as Part of the Student's Financial Aid • Method of Financial Assistance Disbursement	Director of Financial Aid

- Criteria for Student to Re-Establish Eligibility (Satisfactory Academic Progress) - Criteria for Continued Student Eligibility (Conditions of Awards)	
Withdrawal from Classes - Return 2 Title IV	Director of Financial Aid
National Student Loan Data System (NSLDS) HEOA Sec.489 amended HEA Sec.485B(d)94) (20 U.S.C. 1092b) Institutions that enter into an agreement with a potential student, or student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Direct Loan model disclosure form HEA 154(a) 601.30	Director of Financial Aid

Information Regarding Student Outcomes	
California Licensure Exam Pass Rates	Director of Institutional Research Vice President of Institutional Equity, Effectiveness, and Success/ALO
Enrollment, Success, Completion & Transfer (Dashboard)	Director of Institutional Research
Graduation and Retention Rates for Student Athletes	Director of Institutional Research
Students Right to Know	Director of Institutional Research

Information Regarding Health and Safety	
Campus Safety and Security - Crime Statistics - Emergency Information - Evacuation Procedures - Safety Policies	Vice President of Administrative Services Director of Public Safety
Drug and Alcohol Abuse Prevention Program	Vice President of Administrative Services Director of Public Safety

Approved: August 11, 2026