

ADMISSIONS

Transfer Transcripts

Students who wish to transfer previous coursework from an accredited institution must meet with a Counselor at which time a major will be discussed. The following process for a review of transfer coursework must be followed.

- A. When a student requests an appointment with a Counselor for review of transfer credit, a pre-evaluation appointment will be scheduled in which the student must provide official transcripts. Official transcripts can be hand carried in an unopened sealed envelope or already be on file in Admissions & Records. The Counselor will complete a course-to-course evaluation form. Once the evaluation is completed, the Counselor will send it to the Admissions & Records Office for review and processing by the College Evaluators.
- B. Before the student leaves (approximately 4-5 weeks later) a follow up appointment will be set up with the same Counselor to prepare a comprehensive educational plan.
- C. The evaluators will then review the evaluation documentation received and update the student's academic record with course-to-course equivalencies made whenever appropriate. This will be done within 3-4 weeks of receiving the completed documentation.

The student may consult the Accredited Institutions of Post Secondary Education list at the Admissions & Records Office. Credit may also be allowed for college-level USAFI courses and for formal courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

Students who have completed college- or university-level courses outside the United States and are requesting credit must have those transcripts evaluated by a Foreign Credit Evaluation service. A list of these Evaluation Services is available in the Admissions & Records Office or on the web at:

<https://www.hartnell.edu/admissions/transcripts/foreign-transcript-evaluation.html>

Official transcripts should be mailed directly from the college or university to Hartnell College ATTN: Admissions & Records, 411 Central Ave., Salinas, CA, 93901. Transcripts may be hand-delivered to Admissions & Records Office and will be accepted as official if the envelope seal on the college envelope has not been broken.

All transcripts submitted become the permanent property of Hartnell College and copies of these transcripts cannot be forwarded elsewhere or released to the student. College personnel with the need to know will have access to official transcripts. These transfer transcripts can be used by authorized Hartnell College personnel only. The evaluation will include all degree applicable coursework. Transfer coursework that has been evaluated and approved by Hartnell College become a permanent part of the student's overall academic record and cannot be removed.

Transfer Transcripts for Prerequisites

Students transferring from other colleges or universities and enrolling in courses with prerequisites must document the successful completion of the prerequisites with a signed Prerequisite Clearance form by a Hartnell College counselor and a copy of the other college university transcript prior to registration.

Impound of Student Records

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive degrees or certificates, send unofficial or official transcripts, have transfer credit evaluated, have GE Certifications forwarded, enrollment verifications, and/or receive other services related to student records.

Once the student has cleared the obligation with the College, the impoundment of records will be removed. Additional holds may be placed for academic or disciplinary reasons which will result in the student's inability to register for subsequent classes/semesters.

Service Member's Opportunity College

Hartnell College subscribes to the Service Member's Opportunity College (SOC) program of the American Association of Community and Junior Colleges. Upon meeting with the Veterans Counselor, the student may submit military educational records and official college transcripts and request formal evaluation by the Admissions Office. As an SOC college, Hartnell College will:

1. accept for transfer credit all lower-division work taken by a student at a regionally accredited institution.
2. accept for credit courses completed by military personnel in accordance with the USAFI catalog.
3. grant credit under the Advanced Placement Program of the College Entrance Examination Board (CEEB) and the College Level Examination Program (CLEP).
4. grant credit for military schools in accordance with the recommendations provided in the current edition of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the Commission on Accreditation of Service Experiences of the American Council on Education.
5. grant credit in accordance with the United States Army Service Member's Opportunity College Associate Degree Programs Handbook (SOCAD).

Non-Traditional Credit**(Military Courses, MOS, DANTES, etc.)**

Credit for military school experience and MOS will be limited to a maximum of 30 units commensurate with graduation requirements and course offerings. Students wishing to use military credit may request evaluation of their military credit by meeting with the Veterans Counselor. It is the student's responsibility to (1) request official transcripts be mailed directly to the Admissions Office (2) submit a copy of his/her DD214.

The following web sites may be used to request transcripts from the military branches:

The Army/ (AARTS): <https://jst.doded.mil/smart/welcome.do>

The Sailor/Marine/ACE Registry Transcript (SMART):
<http://www.nps.edu/Academics/Schools/GSEAS/Departments/ECE/Handbook/smartinfo.html>

The Comm. College of the Air Force (CCAF):
<http://www.au.af.mil/au/barnes/ccaf/index.asp>

The Coast Guard Institute:
<http://www.uscg.mil/hr/cgi/>

Maximum number of units awarded for non-traditional credit is 30.0 units.

Enrollment Priorities BP & AP 5055

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. BP & AP 5055

Priorities groups and registration dates are determined by the completion of the three Core Services (Placement, Orientation, and Student Education Plan), the number of units completed at Hartnell Community College District, and maintaining good academic standing.

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Registration

Upon completion of the application for admission, specific registration instructions are emailed to the student. Effective Fall 2014 and thereafter, Hartnell College has established Registration and Enrollment priority procedures in accordance with Title 5, Section 58106. Students will be notified by Hartnell Gmail approximately 2 weeks prior to the beginning of registration.

Concurrent Enrollment Students are eligible to register after continuing and new and returning students. The completed Concurrent Enrollment packet must be submitted prior to or at the time of registration. Registration for Concurrent Enrollment students is on a first-come, first-serve basis. For specific dates, please consult the current class schedule.

Students may register using PAWS online registration at www.hartnell.edu (except K-8 students). Students who miss their registration appointment time may register any day until the Thursday before the semester begins or for short-courses up until the day the course begins. Assignment of registration dates is determined based upon the following requirements:

Priority	Groups	Requirements
1	Legally Mandated: <ul style="list-style-type: none"> Active Military/Veterans CalWorks Students with Disabilities Programs and Services (DSPS) Foster Youth and Former Foster Youth (exempt of academic Standards and exceeding 100 Units) Extended Opportunity Programs and Services (EOPS) Homeless Students 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
2	District approved groups per AP 5055: <ul style="list-style-type: none"> Student Athletes, DSPS Note Takers TRIO HEP SI Leaders Dual Enrollment 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
3	Continuing & First Time Students , who have completed a Student Educational Plan (SEP). Priority in this category is based on units completed at Hartnell <ul style="list-style-type: none"> 32.0 – 60.9 units 15.0 – 31.9 units 61.0 – 99.99 units 0.3 – 14.9 units 0.00 – 29 units 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
4	Continuing students, new first-time students, returning students and transfer students who have not completed: <ul style="list-style-type: none"> Assessment, Orientation, and Student Educational Plan, or exceed 100 HCC degree applicable units. Not in Good Academic Standing. 	
5	Concurrent Enrollment (K-12)	

Required Definitions:

Fully Matriculated – A student who completes Orientation, Placement, and an Educational Plan (SEP).

Good Academic Standing – A student who is not on academic or progress probation for two consecutive terms.

Academic Probation – after attempting 12 units, student's cumulative GPA falls below 2.0

Progress Probation – after attempting 12 units, student does not complete more than 50% of the units attempted.

SEP (Student Educational Plan) – The plan outlines suggested courses for students based on degree, certificate, or transfer plans.

100 Degree Applicable Units – Based on units earned at HCC. Excludes units earned for basic skills and ESL.

Online Services

Personal Access Web Service (PAWS) and Student Ed Planner – Self Serve

PAWS, and Student Ed Planner – Self Serve are online services, are available to all Hartnell students. Students can access their student information online, from home, office, or on campus by visiting the college website at www.hartnell.edu and clicking on PAWS for Students or Student Ed Planner-Self Service. Follow the prompts to:

- View the Schedule of Classes for the current semester
- Register/Add/ Drop Classes Obtain and print your grades from previous semesters
- Obtain and print a copy of your unofficial transcript
- Obtain and print out placement results
- Obtain and print a copy of your current class schedule
- Update your home address, phone number and email address
- Check your financial aid status
- Pay for your classes

Steps to Enroll at Hartnell College

STEP 1: APPLY NOW

Complete and submit the **Hartnell College Application for Admissions** online at www.CCCApply.org. Then apply for financial aid via the Free Application for Federal Student Aid (**FAFSA**) at www.fafsa.ed.gov or complete the **CA Dream Act** application at <https://dream.csac.ca.gov/> to determine your financial aid eligibility.

STEP 2: ORIENTATION

Orientation is mandatory if you are enrolling in 6.0 or more units, unless you qualify for an *Orientation Exemption. **Complete the New Student Orientation online by logging into PAWS and selecting the Orientation for New Student link.** *Please see a Hartnell College Counselor for an Orientation Exemption

STEP 3: PLACEMENT

Hartnell College uses multiple measures to place students into the appropriate English & Math coursework. We have **The Hartnell College Placement for Success Tool** that will help you determine what English & Math courses you should take. To use the tool, you will need the following information:

- **PAWS log in Information** (see Step 2)
- **High School GPA** (range)
- **High School math courses** (final grades)
- **intended major** (program of study)

We want to make sure that you are confident in your course placement. If you need additional guidance, or do not have your high school information needed to use the tool, please call the **Hartnell College Placement Office at (831) 759-6054 to sign up for Placement for Success Workshop.**

STEP 4: COUNSELING

All students **MUST** schedule an appointment to meet with a counselor to discuss their academic goals and to develop a comprehensive **education plan** (a plan that outlines courses a student must take to complete their educational goal) by the 15 degree applicable unit mark. **Call the Counseling Office at (831) 755-6820** to schedule an appointment.

STEP 5: REGISTER

Register for classes online using **P.A.W.S for Students**. Concurrent enrollment 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 payment fee deadline to avoid being dropped from your classes. See the **payment deadline schedule** online:

<https://www.hartnell.edu/students/admissions/fees-refunds/>

STEP 7: CATCARD

Visit the Office of Student Life in Building C to obtain or update your CatCard. You must bring proof of payment of your Student Services/Activity Fee.

Placement Assessment Requirements

Before you can register for classes, you must apply to admissions. Then you must meet placement requirements as stated in the Schedule of Classes. Placement workshops are scheduled daily throughout the registration period. To find out more about placement requirements or to make an appointment, call the Placement Office at (831) 759-6054.

Schedule of Classes

Prior to the beginning of each semester, the college publishes a schedule of classes indicating courses to be offered, their prerequisites, the time the classes meet, the instructors, and the room assignments. Registration information and other important instructions are also included in the publication. Students can use PAWS for Students (Schedule of Classes) to see active enrollments in classes. Any change such as room changes, instructor changes, and time changes to course sections in the schedule of classes are updated immediately in PAWS.

Enrollment in Courses

During the registration process, students will be checked to ensure that assessments and course prerequisites have been met. While the college will make every effort to assist students in planning their programs of study, the final responsibility for the selection of proper classes rests with the student. Students must attend the first class meeting of each course or they may be dropped and will be charged for all enrollment fees associated with the section.

Wait Lists

Hartnell College offers automated waitlists. All registration rules still apply when using waitlists. Students will be able to place themselves on a waitlist for closed classes. During the open registration time period as seats become available the automated system will register the students from the waitlist. Students are registered in the order that they appear on the waitlist. An email will be sent to the students Gmail account to notify them of registration and fees due for payment. The student must pay their balance by the drop/due dates established each semester or will be dropped from ALL semester enrolled classes. As students are enrolled, students remaining on the waitlist will move up toward the top of the list. Students can only be waitlisted on one section of a course at any one time. Waitlists will close for all students on the last day of registration and the option to have your name placed on a waitlist will no longer be available.

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

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Schedule Changes

Students have the opportunity to add and drop classes during a specified period at the beginning of each semester according to the number of weeks of the semester or session. Admissions & Records Office publishes these dates each term in the current class schedule.

Mandatory Fees

Enrollment Fees

Each student (*except K-12 Concurrent Enrollment students*) shall be charged an enrollment fee for enrolling in credit courses as required and set by law.

K-12 Concurrent Enrollment students have all enrollment fees waived.

ALL California residents will be charged \$46 fee per unit of enrollment per term. Please note that enrollment fees are determined by the California Legislature for all community colleges and are subject to change at any time. Financial Aid is available to those who qualify. See the Financial Aid section for more information. These fees must be paid by the published dates in each class schedule. Fees not paid will result in being dropped from classes for non-payment.

Non-Resident Tuition

Non-resident tuition is charged to all students who are not residents of California. This includes residents of other states and foreign students. Non-Resident Tuition for 2020-2021 academic year has been set at \$286 per unit. The tuition is subject to change annually per Board approval. Enrollment fees, as indicated previously, are also required for all non-resident and foreign students for a total of \$332 per unit of enrollment basis. These fees must be paid by the published dates in each class schedule. See Impound of Student Records for more information.

To determine whether or not you are a non-resident, refer to the Admissions Residency Requirements for Admissions section of this catalog. Further information concerning tuition and special circumstances for determining California residency is available at the Admissions & Records Office.

Instructional Materials Fees

Students are required to pay materials fees for instructional or other materials for some credit and non-credit courses if those materials are of continuing value to the student outside the classroom and if such materials are not solely or exclusively available from the district.

In certain cases a course materials fee is charged. This fee covers materials that are required for health and safety reasons or material provided in lieu of other generally available but more expensive materials which would otherwise be required. Classes for which a materials fee is charged are specifically designated in the printed schedule of classes. A master list of approved course materials fees is maintained in the appropriate discipline's administrative office.

Student Activities Fee

The Student Activities Fee is a student fee (currently \$10.00 per semester) and is charged to all students at all Hartnell College locations. This fee funds activities and services for Hartnell College students. Part of this fee supports the Associated Students of Hartnell College student clubs, and governance activities. Other services/benefits for ID card holders are: ASHC scholarships, book voucher program, educational workshops, recognition awards, cultural workshops and events, merchant discounts, Monterey-Salinas Transit Free Fare Zone, free access to Hartnell home sporting events, and free access to Hartnell's Western Stage Regular Season.

The ID card is the official identification used for many of the services at Hartnell College such as: Hartnell's Library, and Admissions & Records and Financial Aid Offices.

The Student Activities Fee should accompany your registration payment and is paid at the time enrollment fees are paid. The Student Activity fee will be refunded **ONLY** if the student withdraws from Hartnell College (see refund policy for deadlines) and/or requests a refund prior to the issuance of the student ID card.

Students may also apply for a Student Activities Fee Waiver prior to registering for classes and/or prior to paying their fees. A Student Activities Fee Waiver form is available at the Office of Student Life and at the Cashier's Office.

AB-1504 Student Representation Fee

Mandatory fee that supports student representation efforts at the local and state level.

Computer Printing Fees

Hartnell College charges students a fee for printing in selected areas. Please refer to the procedures in each lab.

Optional Fees

Student Parking

A student may purchase a parking permit for \$40 each fall/spring /summer term. Financial Aid students pay \$20 Term. A student who does not wish to purchase a term parking permit may purchase a daily parking permit for \$2 daily rate. Look for the daily parking permit machines (only Dollard bills and credit cards are accepted) in various parking lot locations.

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

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.

Refund of Fees

Enrollment Fees

A refund or reversal of all fees shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es). We begin processing refunds the week following the last day of the add/drop period.

Full Semester Courses (16-18 weeks)

- 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 first week of school.

Refunds will not be processed for amounts under \$10 or you may use the credit to pay other fees or apply to the following term.

Summer and Short-Term Courses

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 or you may use the credit to pay other fees or apply to the following term.

Example:

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

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

PREREQUISITES, COREQUISITES & ADVISORIES

PREREQUISITES

Prerequisite indicates students have knowledge or skill preparation considered necessary for success in a course. Prerequisite requirements must be met in order to register for some college courses. A college course prerequisite is defined to mean “a condition of enrollment that a student must meet in order to register in a course or program.” (CCR T.5 55200) It is the student’s responsibility to be certain that s/he has met the necessary prerequisite(s) for any course enrolled. The student will be dropped from any class where it is verified that the required prerequisite has not been successfully completed. *Prerequisites will be validated after final grades have been posted.*

See a counselor for assistance to clear any prerequisite requirement.

COURSE PREREQUISITE POLICY BP 4260

The college REQUIRES all such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisite, co-requisite, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedure shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

PREREQUISITE CLEARANCE FORM

If students have taken courses and have met the prerequisite at another college, completed Advanced Placement (AP) exams, are exempt from CSU CAASPP/EAP or completed a placement assessment at another CA college (within 2 years), they should see a Hartnell College Counselor prior to registration to complete a Prerequisite Clearance form following the procedures below:

1. Take this form to the Counseling Department (B-119) and ask to speak to a Counselor. Upon meeting with a Counselor, the Counselor and student will review transcripts, test scores, assessment information, and/or other multiple measures and will make a determination regarding the course equivalency.
2. Upon approval from the Counselor, submit the completed form along with your documentation to the Admissions & Records Department (B-121).
 - If the prerequisite clearance is documenting other college coursework, completed Advanced Placement (AP) exams, or are exempt from CSU CAASPP/ EAP test the completed form is submitted to the Admissions & Records Office for clearance.
 - If the prerequisite clearance form is documenting other CA college assessment placement scores, the completed form is submitted to the Assessment Office.
 - If you are eligible for an Exemption for Orientation, submit the Exemption form to the Admissions & Record Office for exemption.

3. All prerequisite Clearance forms require three working days to process. Clearances are granted electronically and placed onto your academic record. You may review our decision by login in to the PAWS for Students and register for the section in which you have been cleared. You will only be contacted by email only if the clearance has been denied. You can check if you have been approved for an Orientation Exemption by clicking on Test Summary.
4. Please note that official college/university of high school transcripts must be on file in the Admissions & Records Office for official graduation evaluation or official transfer credit evaluations. Some programs such as Nursing may require official transcripts. Unofficial transcripts will be accepted only for purposes of Prerequisite Clearance. All transcripts submitted become the permanent property of Hartnell College. Transfer coursework that has been evaluated and approved by Hartnell College become a permanent part of the student’s overall Hartnell academic record and cannot be removed.

NOTE: *An Express Add Code does NOT waive the student from meeting the stated prerequisite(s) from the course.*

PREREQUISITE CHALLENGE PROCESS

A student may challenge any prerequisite by completing a Prerequisite Challenge Petition available in the Admissions & Records Office or the Counseling Department. A prerequisite challenge requires written documentation, explanation of alternative course work, and/or background or abilities which adequately prepare the student for the course. Prerequisites may be challenged for one or more of the following reasons:

1. Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District approved processes
2. Challenging the prerequisite on the grounds that is has not been made reasonably available
3. The prerequisite is discriminatory or applied in a discriminatory manner
4. Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite

Student Instructions

- Step 1 Pickup Prerequisite Challenge Form in the Admissions and Records Office or the Counseling Department.
- Step 2 Complete and sign the form. Attach all required documents to challenge form.
- Step 3 Request a full time faculty member(s) from appropriate discipline(s) to evaluate documentation for approval.
- Step 4 Upon faculty recommendation, submit the challenge form to the Division Dean for final approval.
- Step 5 Upon Dean’s recommendation, submit challenge form to Admissions and Records for processing and completing registration. During the add period, it is the student’s responsibility to show proof of an add code to complete registration.
- Step 6 Pay appropriate fees for the course.

DEFINITIONS

PREREQUISITE: “Prerequisite” means a condition of enrollment that a student must meet in order to register in a course or educational program. (CCR T.5 55201)

COREQUISITE: “Corequisite” means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. (CCR T.5 55201)

ADVISORY: “Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. (CCR T.5 55201)