

Student Affairs

The Student Affairs division offers many services and support programs that will insure student success. We develop services that complement instructional programs and provide educational and cultural resources to students, faculty, administrative staff, and the community.

Our goal is simple: to recruit, retain, and graduate students. We believe that education should be accessible to all and is a sound investment for each student and our community.

As a team of well-trained and dedicated professionals, we share a common goal to facilitate student success by providing exceptional support services tailored to meet the needs of the individual student. Because of our vision and determination, Student Affairs is a leader for student success within the Hartnell Community College District.

Counseling Services

Professional counseling services are available to all students and prospective students of Hartnell College. Counselors assist students with exploring career, educational and personal goals and planning a program of studies to fulfill the educational/course requirements to meet these goals. University transfer, vocational study, basic skills development, professional enrichment, and personal enrichment are all included in academic counseling services. All students meet with a counselor to develop 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 to maintain enrollment priority and register for courses.

Classes are also taught by counselors to assist the student with orientation to the college, career exploration, development of skills for academic success and more. These classes are listed in the catalog under the heading Counseling. Specialized counseling is also provided through the DSPS, EOPS/CARE CalWORKS, Veterans and Transfer Center, and Career Center Programs.

Day and evening counseling services are available by appointment and on a walk-in basis. For more information and/or to schedule a counseling appointment, contact the Counseling Appointment Office located in B-129 or call (831) 755-6820.

Student Development Services

Student Success and Support Program (SSSP)

The Student Success and Support Program (SSSP) is a process designed to promote student success. It ensures fair and consistent assessment, course placement, and access to campus resources. SSSP provides the opportunity for students to pursue their educational objectives.

The primary purpose of the SSSP is to enhance student success. The SSSP agreement acknowledges responsibility of both the college and the student to attain this objective. All students will participate in some form of the SSSP. For the college, the SSSP agreement includes providing an admissions process, orientation to college, student services, pre-enrollment assessment, counseling and advisement on course selection, a curriculum or program of courses, follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

For the student, the agreement includes a general identification of an educational goal at the point of enrollment and declaration of a specific educational objective after reaching 15 college units.

Students agree to be responsible for consistent class attendance, to complete assigned coursework, and to maintain constructive progress toward their educational goals. Students agree to participate in orientation, assessment, counseling and other follow-up services as designated by the college to help them reach their educational goal.

“Partnership Agreement”

for success between
Hartnell College and each student

Hartnell College agrees to provide:

- Efficient admissions process
- College orientation outlining the college's programs, services and policies
- Course placement
- Counseling/advisement
- Appropriate academic and career-technical courses
- Quality instruction
- Attention to each student's educational Progress

Student agrees to:

- Declare an educational goal
- Attend classes
- Work diligently to complete assignments and courses
- Meet with counselors to discuss choices and update educational plans
- Seek out support services as needed
- Strive to make progress toward educational goals

Placement

Important Placement Information

Starting students on a successful pathway to complete a Hartnell certificate of achievement or associate's degree, and facilitating the transfer of those students interested in pursuing a bachelor's degree are priorities at Hartnell.

Every student, regardless of past school experiences, has the opportunity to begin in transfer-level coursework because we believe students who choose Hartnell are up to the challenge. We have extensive support systems in place to aid all students when developing an educational plan, applying for financial aid, and choosing among classes each semester. Individualized support is available to help you meet your goals as you navigate through challenging coursework. The students who succeed at Hartnell make use of these, and many other, support programs. Seek out the support and aid best suited to your needs. We are here to help.

Taking the right Math and English class is very important to save you time and money. This is one of the most important first steps to ensure you are successful in your college career and meet your goals. We want to make sure that you are confident in your course placement.

In addition to using High School data for placement, students may use the following measures for course placement:

- Previous College coursework in English and/or Math
- GED/HiSET Scores
- Advanced Placement (AP) Exam scores
- SAT/ACT scores, and SBAC/CAASSP exam scores
- Foreign transcripts may be considered if they have been evaluated by an approved agency

For additional guidance, please call the Hartnell College Placement at **(831) 759-6054**.

Frequently Asked Questions

Do I need to take an assessment test?

No. Hartnell College no longer uses assessment testing for placement for English and Math courses. Hartnell College has adjusted its placement rules for incoming students to make them immediately eligible to enroll in transfer-level math and English courses, in line with the requirements of Assembly Bill 705 (AB 705), which took effect on Jan. 1, 2018. In addition to high school coursework and grade point average, the college will use multiple measures to place students into transfer-level English and Math coursework.

As of Summer & Fall 2019, only students who plan to enroll in English as a Second Language (ESL) courses will still be required to take an assessment exam for placement into the appropriate ESL course. If you would like to schedule an ESL Placement Assessment, please call **(831) 759-6054** or stop by B106a in the Student Services Building (Building B). Testing is available at the King City Center and Alisal Campus.

How do I determine which English and/or Math class I need to take?

New Students

Students who are new to Hartnell, have three options to obtain their English & Math Placement:

- 1.
2. If you have High School information (grade point average, math course history), use the [Online Placement Tool](https://www.hartnell.edu/students/admissions/registration/placement.html) to find your placement based on your major and educational goal. You will need your PAWS log-in to save your placement.
3. Schedule an appointment to attend a Placement Workshop by **calling the Placement Office at (831) 759-6054**. During this workshop, a Counselor will walk you through the self-guided placement process and help you determine the best English and Math courses based on your educational goals, and educational history.
4. Make an Appointment with a Counselor by calling **(831) 755-6820**. Counselors can also be accessed by utilizing our Express (drop-in) service. Please call ahead to verify availability.

Continuing & Returning Students

Students who are currently enrolled at Hartnell College have the right to access the new placement rules, even if they have already begun an English or Math sequence. Continuing students may use the [Online Placement Tool](https://www.hartnell.edu/students/admissions/registration/placement.html) (<https://www.hartnell.edu/students/admissions/registration/placement.html>), if they have High School course history and grade point average information available.

If high school information is not available, please schedule an appointment to attend a Placement Workshop by **calling the Placement Office at (831) 759-6054**. During this workshop, a Counselor will walk you through the self-guided placement process and help you determine the best English and Math courses based on your educational goals, and educational history.

Concurrent Enrollment Students

Students who are currently enrolled as high school students and planning to enroll at Hartnell College outside of their regular school day are considered Concurrent Enrollment students. Concurrent Enrollment students will need to meet with a counselor to determine their course placement. Counselors are available at Express Counseling (no appointment needed); General Counseling by appointment may at (831) 755-6820; or via Placement Workshop. **High school transcripts (unofficial) are required. Please plan accordingly.**

To schedule an appointment to attend a Placement Workshop, please **call the Placement Office at (831) 759-6054**. During this workshop, a Counselor will walk you through the self-guided placement process and help you determine the best English and Math courses based on your educational goals, and educational history. **High school transcripts (unofficial) are required. Please plan accordingly.**

Dual Enrollment Students

Students who are currently enrolled as high school students and planning to enroll in Hartnell College coursework being delivered at the High School as a part of their regular school day, are considered Dual Enrollment Students. Dual Enrollment Students will need to meet with a counselor to determine their course placement. This process is facilitated by the Dual Enrollment Coordinator at your school site or District.

I am interested in English as a Second Language Courses.

As of Summer & Fall 2019, only students who plan to enroll in English as a Second Language (ESL) courses will still be required to take an assessment exam for placement into the appropriate ESL course. If you would like to schedule an ESL Placement Assessment, please call **(831) 759-6054** or stop by B106a in the Student Services Building (Building B). Testing is available at the King City Center and Alisal Campus.

Who should enroll in English as a Second Language Courses?

English as a Second Language courses at Hartnell are designed for students who have immigrated to the US and want more support with reading and writing in college. Students can also choose courses that help them with vocabulary, pronunciation, and listening/speaking. These course range from intermediate to advanced levels and are taught by trained ESL college instructors. Often students take an ESL course at the same time that they are taking other college courses. An ESL course can support students and help them be successful in their other college courses. The ESL department also has a laboratory where students can come to practice a wide variety of skills and get one-on-one help from tutors.

What services are available for students with disabilities?

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

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Students with disabilities are encouraged to meet with a DSPS counselor to develop an education plan and to enroll in classes at Hartnell College. A DSPS counselor enriches the educational experience of students with disabilities by addressing the individual needs of each student's strengths, weaknesses, as well as disability accommodations and services into the educational planning process.

What if I don't know how to use a computer?

No computer skills are required and the Placement Office Staff is available to help you in using a computer to access the Online Placement Tool, if needed.

When I complete the placement process what is the next step?

The next step is to meet with a counselor to develop an educational plan.

To make a counseling appointment:

Main Campus (831) 755-6820

Alisal Campus (831) 759-6093

King City Center (831) 386-7100

Online appointments are also available!

Make an appointment online:

<https://www.hartnell.edu/students/programs/counseling/counseling-appointments.html>

Do you need additional guidance?

Please call the Hartnell College Placement at **(831) 759-6054**.

Orientation

All new students are required to complete the Hartnell College online orientation. The orientation is an important tool to ensuring students have critical information on college policies and procedures, financial aid, counseling, academic programs, student support services, tutorial services, associated students, athletics, and much more. The orientation is in English, Spanish, and ADA format for visually and hearing impaired students. The orientation takes approximately one hour for students to complete in its entirety. However, please note: students can complete the orientation based on a schedule that is convenient since the orientation bookmarks student progress.

Students who require an orientation in person can contact the Counseling Office at (831) 755-6820 to schedule an in person orientation. This is an option for students who truly need to have this information delivered in person.

If you need to develop a comprehensive set of skills geared towards college success, please consider registering in a COU-1 Student Success Seminar course. These courses prepare students for college success by teaching them critical study skills, time management, developing an educational goal and student educational plan (SEP), steps for preparing for transfer, career planning, and much more.

Academic Planning

All first-time Hartnell College students must meet with a Hartnell College counselor, unless determined to be exempt. (See Exemptions from Counseling Services) The primary goal of this meeting is to assist students with appropriate course selection. Although many students will see a counselor during their orientation, further questions and a more in-depth advising can take place during an individual advisement session.

Counselors are knowledgeable about educational choices. The aspirations and interests of the student are primary considerations before a career choice is pursued. Counselors' thoughtful suggestions make educational planning easier. Hartnell counselors are available to assist students in the areas of career, academic, and personal counseling.

All students are required to meet with a counselor and develop a comprehensive educational plan unless they meet the following:

- 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

Follow-Up

Once a community member becomes a Hartnell College student and is enrolled in classes, Hartnell College's partnership continues.

Because academic success is a partnership, students must commit to seeing a counselor every semester to update or change their academic plan. An academic counselor is the expert in assisting students in developing and reviewing their educational plan. Students still undecided on an academic goal or major are referred to appropriate career and life planning courses.

Hartnell College is continually researching and evaluating its Student Success and Equity Plan to assure that students are receiving the best services to assist them in achieving their educational goals.

Transfer Planning

This section is designed to help students to plan an educational program at Hartnell College that will prepare them to transfer to the University of California, California State University, or a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a Hartnell counselor, and use the resources of the Transfer and Career Center to plan an academic program that will assure a smooth transition to the transfer institution of their choice. In addition to completing transfer requirements, students may also earn units toward an Associate in Arts or Associate in Science degree at Hartnell. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

Transfer and Career Center

The Transfer and Career Center provides information and offers workshops on choosing a college, transfer admission requirements, completing admission applications, writing the application essay, and financial aid. Transfer and Career Center staff can provide details about special Transfer Admission Agreements that Hartnell has developed with a number of four-year institutions that can guarantee students transfer admission.

Students with a clear transfer objective are more likely to meet transfer requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter Hartnell College may follow a general transfer pattern of courses while availing themselves of Transfer and Career Center resources in making transfer plans.

Once they have chosen a major and the institution to which they plan to transfer, students should consult a Hartnell College counselor to discuss Major Preparation. Transfer and Career Center staff and Hartnell counselors can assist students in planning for transfer.

University representatives often visit the campus to meet with students interested in transferring to their institutions. It is wise for the student to consult the catalog of the institution to which they plan to transfer to become familiar with specific transfer and admission requirements. Many college and university catalogs are available for reference in the Transfer and Career Center, and students may write directly to the Admissions Office or visit the institution's website to obtain an Information Bulletin that outlines requirements for admission as a transfer student.

The Transfer and Career Center also offers comprehensive career advising, information, and individualized assessment. Available services include individual and group career planning and assistance with career exploration, college and training information, labor market information, and vocational assessment. Students may choose to pursue career planning by taking a career development class, attending a workshop, or completing a self-guided career planning packet at the Career and Transfer Center. Assessments that measure an individual's interest, aptitudes, personality traits, and work values are available on a drop-in basis.

Staff are available to assist students with a variety of career related services and activities. Students have online access to labor market and educational information resources.

For more information, call the Career Center at (831) 759-6007.

Transfer of Credit

Students expecting to transfer to a four-year college or university can usually complete their freshman and sophomore years at Hartnell. Students must normally complete 60 transferable semester units to be classified as juniors upon entering a four-year college or university.

Students enrolled in a transfer program can complete their general education and most of their lower division requirements before transferring. High school subject deficiencies may be made up at Hartnell in order to meet university admission requirements. In some instances, students may qualify for transfer to the college of their choice by maintaining an acceptable grade point average in a minimum of 60.0 units of appropriate transfer courses.

Requirements for Transfer Students

A student can transfer from Hartnell College to a four-year college or university as a junior without loss of time or credits by completing the following:

1. Lower Division Preparation for the Major. These courses, which should be completed before transferring, provide the necessary background and preparation in order for the student to transfer into their major as a junior. Check with a Hartnell Counselors regarding Major Preparation Recommendations for your particular program and institution selection.
2. General Education Requirements (Sometimes called "Breadth Requirements"). These are the courses required to obtain a bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education. High unit majors such as

engineering and the sciences will generally follow a different set of requirements, and students should meet with a counselor for clarification and to ensure accuracy.

3. Electives. When courses for the major and general education requirements have been completed, enough elective courses must be taken in order to bring the total of all course work to a minimum of 60.0 transferable units.

The Transfer and Career Center and Counseling Department sponsors Transfer Day/College Night each Fall. Call (831) 759-6007 to schedule an appointment with the transfer counselor.

Student Financial Aid

The purpose of Financial Aid is to assist eligible students in meeting educational costs while attending school. The primary responsibility for meeting college costs rests with the student and his/her family. However, we recognize that many students are not able to pay the full costs of a college education. For this reason, Hartnell College offers programs that provide assistance for students with documented financial need. Financial need is the difference between the costs of attendance and the resources available to the student. It is important for students to have sufficient funds available to begin their first two weeks of college even if they have already been offered a financial aid award.

Students are encouraged to call or visit the Financial Aid Office (FAO) which is located in Building B, or call (831) 755-6806. Our website is: <https://www.hartnell.edu/students/fa/index.html>

How to Apply for Financial Aid

1. Apply for admission to the College.
2. Complete a free application for Federal Student Aid (FAFSA) electronically via the web at: <http://www.fafsa.ed.gov> For CA Dream Act please apply electronically via the web at: <https://dream.csac.ca.gov>
3. If required, additional documents must be completed and submitted to the FAO prior to the processing of Financial Aid funds. Contact the Hartnell College FAO regarding the Financial Aid processing procedures and applicable deadlines.
4. A new application (FAFSA /CA Dream Act) must be filed every academic year for the upcoming fall, spring and summer terms. Eligible students will be offered a financial aid package containing a combination of grants, and/or work-study.

Financial Aid Programs

Financial aid consists of programs that are funded and regulated by federal and state governments. The programs consist of two different types of aid: Gift Aid and Self-help.

Grants (Gift Aid)

A grant is money a student does not have to repay. Students with bachelor's degrees are not eligible for grants. For federal grants, students must possess a high school diploma or GED.

Federal Pell Grant

This grant provides federal money for students with financial need. The federal government uses the family information from your FAFSA to determine who is eligible and how much each student is eligible to receive. For the 2019-2020 year awards will range from \$623-\$6,195.

STUDENT AFFAIRS

Federal Supplemental Education Opportunity Grant (FSEOG)

This program is designed to assist students with exceptional need by supplementing other financial aid sources. You must be enrolled in at least 6 units and have an Expected Family Contribution of 0 to qualify. Award amounts will range from \$100 to \$200 per year for qualified students.

CA Promise Grant

The CA Promise Grant is a financial assistance program to offset enrollment fees; the Financial Aid Office determines student eligibility based on state guidelines and authorizes the Cashier's Office to use CA Promise Grant funds to waive the fee charges. The CA Promise Grant is available to California residents only. Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are now eligible to participate in the CA Promise Grant.

Loss of CA Promise Grant changes:

Once you've qualified for the CA Promise Grant, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the grant.

Academic – Sustain a GPA of 2.0 or higher

- If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (fall and spring semesters are primary terms at Hartnell College) you may lose your fee waiver eligibility

Progress – Complete more than 50% of your coursework

- If the cumulative number of courses you successfully complete falls below 50% in two (2) consecutive primary terms (fall and spring semesters are primary terms at Hartnell College) you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards

- Any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

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 (Course Completion) 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 will lose eligibility for the fee waiver at your next registration opportunity.

You may apply for the CA Promise Grant Loss Appeal if you meet extenuating circumstances which are verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. Please consult with the financial aid office for more information about the appeal process.

Salinas Valley Promise

You are eligible for the Salinas Valley Promise if you are a graduate of a high school or adult school within the Hartnell Community College District, entering college for the first time.

To get started:

- Enroll as a full time student (12 units or more)
- Submit the FAFSA or CA Dream Act Application
- Select dates for a three-day leadership institute as part of the Promise Program.

Visit the following link for more information:

www.hartnell.edu/salinas-valley-promise

California Dream Act

The California Dream Act of 2011 provides state financial aid to CA students who meet the requirements for instate tuition under Assembly Bill 540. Visit the following website for information and application www.caldreamact.org

Cal Grants (A, B, and C)

The State of California, through the Student Aid Commission, offers and administers several grant programs for undergraduate students. These include Cal Grant, A, B, and C. A student can receive only one type of Cal Grant.

- Cal Grant A: To be used at a four-year university.
- Cal Grant B: First year students attending two or four year institutions.
- Cal Grant C: Students enrolled in a vocational two-year program.

Student Success Completion Grant

A student can get up to \$4,000 per year to help the student enroll in more classes to stay on track to graduate and obtain their degree faster.

SELF-HELP (Monies earned or borrowed)

Self-Help is money either earned through institutional work or monies borrowed that must be repaid.

Federal Work-Study (FWS)

The award is based on need and hours worked under the Federal Work-Study Program. Students cannot exceed 20 hours per week and must maintain Satisfactory Academic Progress each semester (SAP). A FWS award is not guarantee of employment.

Federal Loans

Beginning with the 2019-2020 Academic year, Hartnell College will begin to participate in the Federal Direct Loan Program. The Federal Direct Loan program are loans issued through the U.S. Department of Education. These loans offer low interest rates that help the students pay for college costs.

Subsidized Loan

For dependent and independent students with demonstrated financial need, no interest is charged while in school at least half time. Please visit <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized> for more information.

Unsubsidized Loan

For dependent and independent students. Not based on financial need; interest is charged during all periods. Please visit <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized> for more information.

Satisfactory Academic Progress (SAP)

**Please see our revised 2019-2020 SAP Policy via the following link:*

<https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html>

Qualitative Standard

All students must have a Cumulative Grade Point Average (GPA) of 2.0 or better.

Quantitative Standard

Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.

NOTE: Attempted units are defined as any units you remain enrolled in after the add/drop period each semester and appears on your transcript.

Units "earned" or "completed" with satisfactory progress are those courses in which a grade of "A," "B," "C," "D," or "P" is received.

The number of units you complete with a grade of "I," "W," "MW," "F," "NC," "NP," or "RD" and units for audited classes or credit by exam classes will not count toward your minimum satisfactory academic requirement of 67% of units completed.

Maximum Units/Time Frame Allowed

Students must also complete their educational objective (graduation, transfer, and certificate in a timely manner) by the time they have attempted 90 units. This includes **ALL** units attempted at Hartnell College. A student can only receive financial assistance for a maximum of 150% of the published length of the program. All units attempted regardless if required for the major or taken for personal enrichment will count toward the 150% allowable total.

NOTE: Courses in which a student receives a "W" are also included in the 150% allowable total. Completion of 60 units is standard for many of programs at Hartnell College. Thus, 90 units is the maximum for which a student can receive financial assistance (60 units X 150% = 90 units). The 90-unit maximum includes one change of academic program.

The maximum units time frame includes units attempted at Hartnell College during all periods of enrollment in which the student did or did not receive financial aid. The maximum units time frame also includes evaluated units from prior colleges that meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college.

If the student's total units equal or exceed the maximum units time frame of 150% (equivalent to 90 attempted units for an AA/AS or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting an Excessive Units Worksheet along with a Financial Aid Appeal petition

SAP Appeal

Students who have been placed on disqualification status and who have extenuating circumstances may request an Appeal of their Financial Aid status. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.

A Financial Aid Appeal Committee will review and make a decision on each student's appeal request. Only one FA Appeal may be submitted each academic year and up to three SAP appeals for the educational duration of the student's career at Hartnell College.

**Please see our revised 2019-2020 SAP Policy via the following link:*

<https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html>

Scholarships

Scholarships are available for new, continuing, and transfer students who show academic interest, financial need, scholastic achievement, a desire to succeed, and community or campus involvement. Students do not have to be US Citizens or Permanent Residents to Apply for Hartnell Scholarships Most scholarships are funded through generous contributions to the Hartnell College Foundation by community groups, businesses, foundations, and individuals who value education and want to make a difference in the lives of our students. A single application places the student in consideration for various scholarships. Most scholarships can be applied for online through our Scholarship Office website at <https://www.hartnell.edu/students/scholarships/index.html>

How to Apply for Scholarships

1. Complete an online Hartnell College Scholarships Application.
2. Write a one-page personal statement that includes the applicant's personal and academic goals, as well as financial need and special circumstances.
3. Submit a letter of recommendation from an individual who is familiar with the applicant's academic progress and goals, such as a teacher, counselor, or advisor.

Applicants are responsible for carefully reading the scholarship material and providing the required documentation. The scholarship application deadline is clearly indicated on the application and brochure, flyers, and the Hartnell College website. No applications will be accepted after the posted deadline.

Applications will be reviewed by various committees during the spring for awards to be given out in the fall. Scholarship checks will be mailed to recipients at the beginning of the semester after verification of enrollment and eligibility criteria and receipt of a thank-you letter written by the recipient to the donor of the scholarship.



Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) is designed to recruit, retain, graduate, and/or transfer educationally disadvantaged, low income, and underrepresented students who have chosen to continue their education. Students receive assistance with their admission, registration, financial aid, book purchases, curriculum planning, academic and personal counseling, and other support services from counselors, administrative staff, and a team of well-trained peer advisors.

A candidate for EOPS is defined as an individual who has the potential to perform satisfactorily at the college level but who has not been able to realize that potential because of economic, social, or educational reasons. The following criteria are used to determine for eligibility in the EOPS program:

1. Successfully filed a financial aid application (FAFSA -- Free Application for Federal Student Aid)
2. Enrolled in at least 12 units
3. Verification of family or individual yearly income based on BOGW B income criteria
4. Determined as educationally disadvantaged by the EOPS Program
5. Under 70 units

Students interested in being considered for EOPS should visit the EOPS website, office or call (831) 755-6860.



Cooperative Agencies Resources for Education (CARE)

As a supplemental component of EOPS, CARE provides educational support services designed for the academically under-prepared, low income and single parent population. Grants and allowances for educationally related expenses (such as meals on campus, parking permits, bus passes, and textbooks) may be awarded as a means of improving retention, persistence, graduation and transfer rates of these individuals. Students participating in CARE may choose certificate, license, associate degree or transfer program options. Nearly half of all CARE students seek to transfer to four-year institutions; almost 40 percent choose associate degree objectives.



Hartnell College's CalWORKs Program serves CalWORKs Cash Aid (formerly AFDC) recipients who enroll at Hartnell College. The program offers five student centered services:

Counseling/Case Management which includes design of an education, study, and employment plan:

- Personal and confidential counseling;
- Selection of courses for rapid employment with a goal of long-term advancement in a chosen field;
- Linkage to campus and community resources;
- Coordination with Department of Social Services and employment development.

Career and Job Programs and Services, which provide five areas of service:

- Vocational assessment for career decision-making;
- Priority Registration
- Local and state labor market information for informed decision making;
- Access to the Job Bank;
- Subsidized training through the CalWORKs work-study program, not sanctioned against CalWORKs Cash Aid benefits;
- College credit for on-the-job training through Cooperative Work Experience.

Education, which provides general employment skills and occupational training:

- Prepare people for jobs in the local labor market;
- Provide intensive, short-term training for higher wage jobs;
- Offer flexible entrance and exit schedules.

Financial Aid, which includes grants and employment, and may cover the following educational expenses:

- Tuition and fees;
- Books and supplies;
- Living expenses;
- Transportation;
- Personal items.

Coordination with EOPS/CARE Programs, providing additional services for single parents who receive CalWORKs Cash Aid and have children up to age 14.

The CalWORKs Program is located in the, EOPS/CARE Center, which is open from 8 am to 5 pm, Monday through Fridays. To schedule an appointment to meet with a CalWORKs designated counselor, call (831) 755-6860



HEP is funded by the US Department of Education, Secondary Education – Office of Migrant Education. HEP is designed to assist migrant and seasonal farm workers and their immediate family members to obtain a High School Equivalency (HSE) and either an Associate Degree, Vocational/Technical Certificate, improve employment, military service, or apprenticeship, Certificate of Skills Acquisition, or a Certificate of Achievement.

The services include:

- HSE Curriculum delivered through cohorts
- Supplemental academic support/tutoring
- Curriculum that is regularly reviewed and adjusted by HEP Advisory Committee
- Academic advising and enrollment assistance for entry into an Institution of Higher Education
- Career/Workplace Readiness

Contact HEP: (831) 770-7070 or visit

<https://www.hartnell.edu/students/programs/hep/>

Job Bank

The Job Bank, located in the Transfer Center/Career Center, provides information for part-time, full-time, temporary, on-campus, federal, state, and summer work. The range of positions varies from unskilled part-time work to highly skilled technical positions.

Any student interested in seeking employment is encouraged to use the Job Bank frequently.

California Mini-Corps Program

Hartnell College is one of 20 colleges and universities which house a California Mini-Corps Program. This program provides training, experience, and support services to college students who are interested in becoming bilingual teachers. The students gain teaching experience by working at a school site in Monterey County under the guidance and supervision of a Master Teacher and the Mini-Corps Coordinator. This is a federally funded program which provides direct categorical services to migrant students. Staff development is provided to prepare tutors to work with students in grades kinder through high school.

Students enrolling in the program must be full time, have a 2.0 or above GPA, have bilingual skills, and have knowledge of or come from a migrant family background.

The California Mini-Corps Program is located in building A, office # 147. Interested students can email Lorena Silva at lsilva@bcoe.org or phone (831) 755-6927 for applications or further information.

Veterans' Services

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.).

The Veterans Affairs office acts as liaison to the Veterans Administration and assists veterans and their dependents in reaching their educational goals. Below are the current programs available to eligible veterans, service persons and dependents seeking assistance for education. Active duty personnel are reimbursed only for actual tuition and fees.

Montgomery Bill (Chapter 30)

To be eligible, students must have begun service July 1, 1985, or after, served two or three years of continuous active duty, have a high school diploma or equivalent, contributed \$100 per month for the first 12 months of service and have an honorable separation.

VA Vocational Rehabilitation Program (Chapter 31)

To be eligible, a veteran must have a 20 percent or more service-connected disability.

Veterans Educational Assistance Program (VEAP) (Chapter 32)

A contributory program for veterans who enlisted after Dec. 31, 1976, through June 30, 1985.

Post-9/11 G.I. Bill (Chapter 33)

To be eligible, a student must have served at least 90 aggregate days on active duty after Sept. 10, 2001, and still be on active duty, honorably discharged, retired or released from active duty for further service in a reserve component. A student may also be eligible if he/she was honorably discharged from active duty for a service-connected disability and served 30 continuous days after Sept. 10, 2001.

Dependents G.I. Bill (Chapter 35)

To be eligible, a student must be the child or spouse of a veteran who died while on active duty or who has a service connected disability rated at 100 percent total and permanent.

STUDENT AFFAIRS

Disabled Veterans' Dependents College Fee Waiver

Students may qualify to receive a waiver of state college tuition and registration fees administered by the California Department of Veterans Affairs (CDVA):

1. The spouse, child or unremarried widow of a veteran who is totally service-connected disabled (100 percent) or died of a service-related death may qualify. The veteran must have served during a qualifying war period and be honorably discharged. This program does not have an income limit. The student may also receive federal education benefits (Chapter 35) concurrently.
2. The child of a veteran who has a service-connected disability (zero percent or greater) or died of a service-related death may also qualify for a waiver of fees. Students are required to meet the annual income limit which includes the student's reportable income and the value of support provided by the parents, which cannot exceed \$12,209 annually.
3. Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard, who in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

Selected Reserve Education Assistance Program (Chapter 1606)

To be eligible, a reservist must have enlisted or reenlisted for six or more years in the Selected Reserves after July 1, 1985, have a GED or high school diploma, and have completed the IADT and 180 days of service in the reserves.

Initial applicants must provide county-recorded copies of all DD 214s showing the character of separation. Chapter 30 applicants who have old G.I. Bill eligibility must also provide county-recorded documents of marriage and birth certificates for all dependent children. Applicants should allow at least two months for the VA to process an initial claim and are advised to be prepared for financial emergencies.

Reserve Educational Assistance Program (Chapter 1607)

To be eligible, members of the Reserve components must be called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after Sept. 11, 2001, either eligible for education benefits or eligible for increased benefits.

Academic Requirements

All VA recipients are required to maintain satisfactory progress toward their educational objective and a minimum grade point average of 2.0 (C) for each period of enrollment. A separate Veterans' Bulletin outlining standards of progress and attendance is available to all veterans. It is essential that all recipients are thoroughly familiar with these federally mandated standards.

Evaluation is required to allow credit for prior training, including college, military and correspondence school. Military evaluations may be obtained free for those who have entered service since Oct. 1, 1981.

All students must have an approved Student Education Plan (SEP) prepared by a counselor no later than the end of the first period of enrollment. Entering students who have earned 24 or more units will not be certified for VA assistance until the course requirement list is prepared. All transcripts and military evaluations must be on file prior to this counseling. VA policy prohibits payment for any course not required for graduation in the student's stated objective.

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 C-138.

Department of Supportive Programs and Services (DSP&S)

DSP&S offers comprehensive support services and accommodations to meet students' disability related academic needs. Students with documented disabilities may receive services such as:

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

Additionally, DSP&S offers instruction or courses designed to address the needs of students with disabilities:

- Learning Skills Courses
- Adaptive PE

Students with verified disabilities desiring any of these services or instructional programs should contact DSP&S and make an appointment with a counselor by calling the DSP&S Office at (831) 755-6760. Students may also contact DSP&S through the Hartnell College website:

<https://www.hartnell.edu/students/programs/dsps/>

For more information, visit the DSP&S Office in B-107 or call (831) 755-6760.

International Student Services

Hartnell College offers special services to students from other countries who have entered the U.S. on F-1 or other study visas. The International Student Center and the Admissions & Records Office assists these students with the admission process, including documentation for the visa application; registration, academic and personal counseling; immigration matters; personal adjustment to college life; transfer; and career advising.

For specific information or to make an appointment, call or stop by the Admissions & Records Office, (831) 755-6711. More information about the International Student Program is online at www.hartnell.edu

American Indian Services

Each year, the Bureau of Indian Affairs (BIA) provides grants to help eligible Native American students meet their college costs. To be eligible for the BIA educational grant, students must meet all of the following criteria:

1. Be at least one-fourth American Indian, Eskimo, or Aleut as certified by a tribal group served by the BIA.
2. Be enrolled or plan to enroll at an accredited College. (Hartnell is accredited.)
3. Must have a completed FAFSA on file prior to requesting that the American Indian Program Office complete a BIA form.
4. Be enrolled in 12 units or more per semester.

For more information you can reach The Bureau of Indian Affairs at (800) 332-9186 or you can visit the following websites:

www.bia.gov

www.bie.edu

www.finaid.org/otheraid/natamind.phtml

Further questions can be addressed to the Financial Aid Office located in Building B (Student Services Building) or call (831) 755-6806.

TRIO/Student Support Services Program

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

The TRIO program offers a Guided Pathway over 2-3 years for students and provides opportunities for academic development, including a first-year student cohort program and continued monitoring and encouragement during the subsequent years of the student's full-time attendance at Hartnell College. The students are assigned a TRIO counselor to assist them with the development of an educational Guided Pathway to achieve their goals.

The TRIO staff endeavor to motivate the TRIO students towards the successful first year transition and the completion of their postsecondary education, whether graduation and/or transfer. The goal of the TRIO Program is to assist our students to make transitions from one level of higher education to the next. The TRIO program assists students to overcome barriers to succeed within higher education.

The services that are offered to TRIO students include Guided Pathway counseling and guidance: tutoring; peer advising; freshmen year experience; Freshmen Summer Transition (STP) Program; study center; calculator and textbook lending library; visits to 4-year universities; financial literacy workshops, cultural and campus activities; and FAFSA and Scholarship Application assistance.

To meet TRIO Eligibility Guidelines, TRIO students must:

- Be a citizen or legal resident of the United States and
- Be at full-time student (12 units), working toward an AA degree at Hartnell College and planning to transfer to a university and
- Have completed less than 40 degree applicable units and
- 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 and/or an appointment, call, email, or stop by the TRIO Student Office located in D-114, (831) 759-6013.

Director: Manuel Bersamin
email: mbersami@hartnell.edu;

Counselor: Norma Nichols
email: nnichols@hartnell.edu

Counselor: Joel Torres
email: jtorres@hartnell.edu

For more information, visit us online at:
<https://www.hartnell.edu/students/programs/trio/>

TRIO, Upward Bound Program

TRIO, Upward Bound provides fundamental support and motivation to participants in their efforts to successfully complete high school and obtain a college education. The program serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. TRIO, Upward Bound students participate in a variety of academic year and summer program activities at Hartnell College designed to help them reach their full academic and personal potential. In order to increase the rates at which participants enroll in and graduate from institutions of post-secondary education, our Upward Bound programs provide instruction in math, laboratory science, composition, literature, and foreign language in addition to the above services.

Services

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Exposure to academic programs and cultural events
- Tutorial services
- Mentoring programs
- Information on post-secondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance and placement exams



Apply today at:

<https://hartnell.mylacai.com/apply.php>

Or scan QR code below

STUDENT AFFAIRS

Eligibility

TRIO, Upward Bound offers free services to students who meet the following criteria:

- Be a citizen or legal resident of the United States
- Low-Income and/or 1st generation College Bound Student Ages 11-18
- G.P.A 2.5 or above
- Attend Alisal High School, Everett Alvarez High School or North Salinas High School

For more information and/or an appointment, call (831) 759-6086 or email ub@hartnell.edu.

Director: Cesar Velazquez, cvelazquez@hartnell.edu

Please visit us online at: <http://www.hartnell.edu/trio-ub>

Mathematics Engineering Science Achievement (MESA)

MESA is an academic support program for **educationally** disadvantaged students who are seeking a Bachelor's degree in a Science Technology Engineering or Mathematics (STEM) field.

What Does MESA Offer?

- MESA Student Centers in S-104 and S-105 where students can study in a supportive environment;
- Computer equipment and space for study groups in the Student Center SMI Room S-107;
- Tutoring for individuals and groups in transfer level math and science courses;
- Academic Excellence Workshops that accompany targeted STEM classes;
- Academic, career, and personal counseling;
- Assistance with internships and financial aid;
- Field trips to universities, industries, and research centers; and
- Calculator and textbook loan program.

If you are interested in joining the program and would like to pick up an application, drop by S-106, and learn more about the program. Applications are available online at the beginning of the spring and fall semesters.

MESA students must

- be a STEM major (astronomy, biology for transfer, biology, chemistry for transfer, chemistry, computer science and information systems, earth science, engineering, geology for transfer, mathematics for transfer or physics for transfer);
- intend to transfer to a four-year college;
- sign an enrollment application; and
- prepare a comprehensive education plan.

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

- First-generation college student
- Attended federally designated high school
- Under 24 years old and living independently

Financial Criteria:

- Eligible for EOPS
- Board of Governors Fee Waiver
- GAIN Participants
- Receiving Financial Aid
- Work-Study Eligible
- TRIO Programs Participants

Academy for College Excellence (ACE)

The ACE Program is a cohort based program for first time college students or older adults experiencing transition. Students gain skills that will help them be successful when taking courses, choosing their career and managing school, work and their personal lives.

The first two weeks are spent in the Foundation Course where students learn about themselves and how to work with other students in their cohort. After the Foundation Course is over, students then take one semester of courses with their cohort. AB540/Undocumented students are welcome and encouraged to participate in ACE.

ACE Program Services

- Assistance with completing the steps to success and registering for classes
- Educational planning
- Tutoring and support
- Supportive faculty
- Fieldtrips

For more information call (831) 755-6723 or email Director of Special Programs Bronwyn Moreno: bmoreno@hartnell.edu

Services for AB540/Undocumented Students (Dreamers)

Hartnell College is committed to supporting all students regardless of their residency status. We provide specialized services for Dreamer students through the Center for Achievement and Student Advancement (Mi CASA).

Mi CASA Services for Dreamers:

- A safe space for Dreamers (Mi CASA in D-383)
- Assistance with AB540 Affidavit and Deferred Action for Childhood Arrivals (DACA)
- Educational planning and counseling
- Scholarship and financial aid assistance
- Peer mentoring and social activities
- Referrals to other campus services through the Dreamer Ally network
- Advocacy and support

Mi CASA is located at Hartnell College Main Campus D-383. For more information call (831) 755-6723 or email Director of Special Programs Bronwyn Moreno: bmoreno@hartnell.edu

Mentoring Programs for Women & Men

Hartnell College offers two formal mentoring and life skills programs: Women's Educational Leadership Initiative (WELI) and Men's Institute for Leadership and Education (MILE) Program.

Both programs offer scholarships, mentoring, and leadership training to help men and women succeed academically and personally. Students meet with trained, professional mentors who can offer advice and connections in specific life areas.

Participation requirements:

To qualify for WELI or MILE, of Hartnell, students must apply in Spring of each year. Dreamer (AB540/Undocumented) students are welcomed. Students may self-identify. Student applications will be selected based upon academic achievement in context of adversity, financial need, and leadership potential. Other eligibility requirements may apply.

For more information call (831) 755-6723 or email- Director of Special Programs, Bronwyn Moreno: bmoreno@hartnell.edu

Cultural Programs

Hartnell College provides support for a wide range of cultural programs. A variety of performing arts activities are presented throughout the year.



Come to FKCE when you

- take care of a relative's child.
- think you'd like to care for a child in the "system."
- need to complete mandated state foster care education.
- care for another's child and want to improve your parenting skills.

Hartnell College Foster & Kinship Care Education cares about you. We know caregivers such as you understand that parenting another's child is more than just caring. Whether you are taking on the responsibility of caring for a relative's child or a child in the court system, we understand that there is much you want and need to know. We offer a variety of no-cost trainings and classes to meet your needs. Hartnell FKCE supports the difference you make in the lives of children. We will connect you with more people, more information, and more resources that will help you make a difference.

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.



The Guardian Scholars Program (GSP), located in N-30, is committed to helping current and former foster youth students complete their educational goals, such as earning an Associate Degree or Certificate or transferring to a four-year university, by providing comprehensive support services. The GSP provides support by giving referrals (including academic support referrals), academic and personal counseling, career guidance, access to grants, scholarships, and incentives, network building, speaking opportunities, school supplies and textbook assistance, educational and life skills workshops, campus services, and other support services.

Questions may be asked in person or by calling Savannah Lewis (831) 755-6944 or emailing slewis@hartnell.edu

Student Insurance

When a student experiences an accident or injury on campus or during a college-sponsored event, an accident/injury report as well as essential insurance information is required to determine the level of assistance available. Students are to contact Campus Security upon injury. An officer will respond and obtain medical assistance as well as gather other essential insurance information.

Any questions regarding student injuries or accidents on campus should be directed to the Student Affairs Office at (831) 755-6822. It is mandatory that international students have health and accident insurance. International student insurance applications may be obtained from the Admissions & Records Office.

Student Life

The goal of the Office of Student Life is to engage students in meaningful activities that will strengthen their understanding of college life by participating in programs and services that will support their educational and life-long learning.

Associated Students of Hartnell College

The purpose of Student Senate is to provide an influential voice with quality representation in the shared governance process as well as valuable services that will help students achieve academic excellence.

Programs and Services

The Office of Student Life and offers students an array of programs designed to support their academic, social and emotional well-being.

- Inter-Club Council
- Book Voucher
- Student and Multi-Cultural Activities
- Student Ambassadors
- Week of Welcome (WOW)
- Conflict Resolution Center

Student Clubs

Supported by the ASHC, student organizations and clubs provide an opportunity for students to share common interests and new experiences beyond the classroom. These include honor societies, service and religious organizations, ethnic/multicultural groups, and departmental and special interest groups.

The Office of Student Life is located in the Student Center, C-140 or call (831) 755-6734.