

Student Affairs

The Student Affairs division offers many services and support programs that will ensure 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 currently online. For more information and/or to schedule a counseling appointment, contact the Counseling Appointment Office located in B-129 call (831) 755-6820 or visit <https://www.hartnell.edu/students/programs/counseling-appointments.html>.

Student Services

Student Equity and Achievement Program (SEAP)

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 placement, 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.

Hartnell College provides:

- Efficient admissions process
- College orientation outlining the college's programs, services and policies
- Financial Aid
- Course placement
- Counseling/advisement
- Academic Support (Tutoring)
- Student Support Programs (cohorts)
- Appropriate academic and career-technical courses
- Quality instruction
- Attention to each student's educational progress

Student follows:

- Declare an educational goal (have an Education Plan)
- Attend classes
- Work diligently to complete assignments and courses
- Meet with counselors to discuss choices and update educational plans
- Seek out support services and programs
- Strive to make progress toward educational goals

Equitable 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, English and/or English as a Second Language (ESL) class is very important to save you time and money. This 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.

STUDENT AFFAIRS

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, or English as Second Language (ESL) 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.

How do I determine which English, English as a Second Language (ESL) and/or Math class I need to take?

New Students

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

1. If you have High School information (grade point average, math course history), use the [Online Placement Tool](#) to find your placement based on your major and educational goal. You will need your PAWS log-in to save your placement.
2. Schedule an appointment by **calling the Placement Office at (831) 759-6054**. During this time, we will walk you through the self-guided placement process and help you determine the best English, Math or ESL courses based on your educational goals, and educational history.
3. Make an Appointment with a Counselor by calling **(831) 755-6820**. Counselors can also be accessed by utilizing our Express (drop-in) service online <https://www.hartnell.edu/students/programs/counseling/virtual-front-desk.htm> . 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, ESL, or Math sequence. Continuing students may use the [Online Placement Tool](#) (<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 contact **the Placement Office at (831) 759-6054 for assistance.**

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 online at <https://www.hartnell.edu/students/programs/counseling/virtual-front-desk.html>. **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 2020, placement exams for English as a Second Language (ESL) courses will no longer be used. You can access the ESL Online Placement Tool (<https://www.hartnell.edu/students/admissions/registration/placement.html>) to determine your placement. If you have questions please call **(831) 759-6054** or stop by B-106A in the Student Services Building (Building B).

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 courses 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?

Students with disabilities are encouraged to meet with a DSPS counselor, by appointment, and online to develop an education plan and to enroll in classes at Hartnell College. New students with disabilities who plan to enroll at Hartnell, are encouraged to participate in the Pre-Panther Pledge program, to start working with DSPS before Pledge program, to start working with DSPS before graduating from high school. Working with DSPS while still in high school, provides students the opportunity to complete registration with the department, and to develop an individualized plan, to support a successful transition to college starting with the first semester. Students with disabilities can seek out DSPS accommodations and services at any point. 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.

Students with disabilities will engage in the interactive process with a DSPS counselor to be eligible for accommodations and services, including classroom, testing (exam and quiz) and program accommodations. DSPSP accommodations are determined on a case-by-case basis. Eligibility for accommodations and services occurs by students obtaining a current accommodation letter each semester.

Students with disabilities can seek out DSPS services by contacting DSPS using one of four methods.

1. Appointment Self Scheduler, from the DSPS homepage at <https://www.hartnell.edu/studetns/programs/dsps/registration.html>;
2. Appointment Request form, using the online Google forms, available from the DSPS homepage at <https://www.hartnell.edu/students/programs/dsps/registration.html>;
3. Emailing DSPS at dsps@hartnell.edu;
4. Calling DSPS at (831) 755-6760

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 Education Center (831) 386-7100

Soledad Education Center (831) 759-6051

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.

STUDENT AFFAIRS

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. 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 or visit <https://www.hartnell.edu/studetns/programs/transfer/index.html> 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 (831) 755-6806 or access our virtual services on the Financial Aid Office website at: <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 at: <http://www.fafsa.ed.gov> or the CA Dream Act 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 or HiSET.

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. Awards range from \$650 to \$6,495.

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:

<https://www.hartnell.edu/promise>

California Dream Act

The California Dream Act of 2011 provides state financial aid to CA students who meet the requirements for in-state 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: Access award now available for Cal Grant A eligible students.
- 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

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.

STUDENT AFFAIRS

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 2020-2021 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. During their lifetime as a Hartnell, students are limited to a maximum of 3 appeals for disqualification.

**Please see our 2021-2022 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.