



COURSE PLACEMENT FORM

Complete the student information part of this form. Meet with a Counselor and submit to the Admissions & Records Office (or Student Services counter at any campus center) or email to admissions@hartnell.edu. You **MUST provide all** information requested. **Documentation is required for Concurrent and Dual enrollment students.** Incomplete forms will result in non-consideration. Allow 2 working days for processing. See reverse for more information. **If you are opting to take pre-transfer level coursework, you must submit this form with a Master Registration Card to be enrolled in the course.**

STUDENT INFORMATION (REQUIRED)		
Full Legal Name:	Hartnell ID:	
Phone:	Email:	Major/Educational Goal:

Option 1: HIGH SCHOOL INFORMATION			
High School Name:	City/State:	Cumulative GPA at completion of 12 th grade, or 11 th grade for current HS seniors:	
Highest English Course Completed:	English Grade Earned:	Highest Math Course Completed:	Math Grade Earned:

Option 2: GED/HiSET INFORMATION			
<input type="checkbox"/> GED <input type="checkbox"/> HiSET	GED/HiSET Cumulative Score:	GED/HiSET GPA Conversion:	

Option 3: PLACEMENT BASED ON MULTIPLE MEASURES
Check one of the following: <input type="checkbox"/> MM Interview with Counselor and/or Guided Self Placement <input type="checkbox"/> M-6 Math Academy, Summer Bridge with follow up assessment (attach score report)

Option 4: OPT-IN TO PRE-TRANSFER (Must be submitted with Master Registration Card to Admissions)
Note: ALL students have access to transfer-level English & Math. Some academic programs require pre-transfer math but you have the option to meet the math requirement with a transfer-level course. Beginning in a transfer-level course will shorten your time to graduation or university transfer. Support services are available at no-cost to all students.
<input type="checkbox"/> (M-7) I have been counseled on the course sequence and I am opting to enroll in lower course than qualified for. I understand I have the right to access transfer-level English and math if I so choose.
I am choosing to enroll in pre-transfer level coursework for the following reason(s)-check all that apply: <input type="checkbox"/> My major does not require transfer-level math/English <input type="checkbox"/> I have not taken a math class in ____ years. <input type="checkbox"/> It was recommended by my learning specialist <input type="checkbox"/> Scheduling issues prevent me from taking a transfer-level course.
<input type="checkbox"/> I declare that the information I have provided is true and correct and any attached documentation is my academic record.

Student Signature: _____ **Date:** _____

HARTNELL COUNSELOR COURSE RECOMMENDATIONS (Cannot be processed if incomplete)			
Please mark over the N/A box if not making a new course placement in Math, ESL or English section.			
NEW Math Course Placement: <input type="checkbox"/> N/A			
<input type="checkbox"/> MAT-126	<input type="checkbox"/> MAT-10		
<input type="checkbox"/> MAT-12	<input type="checkbox"/> MAT-16	<input type="checkbox"/> MAT-24	<input type="checkbox"/> MAT-27
<input type="checkbox"/> MAT-123	<input type="checkbox"/> MAT-123 with MAT-223; Co-Requisite		
<input type="checkbox"/> MAT-13	<input type="checkbox"/> MAT-13 with MAT-213 Co-requisite <input type="checkbox"/> Required <input type="checkbox"/> Recommended		
<input type="checkbox"/> MAT-25	<input type="checkbox"/> MAT-25 with MAT-225; Co-requisite: <input type="checkbox"/> Required <input type="checkbox"/> Recommended		
NEW ESL Course Placement: <input type="checkbox"/> N/A ESL Course:			
NEW English Course Placement: <input type="checkbox"/> N/A	<input type="checkbox"/> ENG-101	<input type="checkbox"/> ENG-1A	Counselor Signature:
<input type="checkbox"/> ENG 1AX (recommended)	<input type="checkbox"/> ENG 1AX (required)		Date:
PLACEMENT OFFICE USE ONLY			
ENTERED: <input type="checkbox"/> HST <input type="checkbox"/> MM <input type="checkbox"/> CL	Placement Office Staff Signature:		Date:
INCOMPLETE: _____			

COURSE PLACEMENT FORM Instructions & Additional Information

In order for Hartnell College to consider placement requests, students **must** follow the procedure outlined below:

1. Complete the student information part of the form. Complete **one** of the four options (HS info, GED/HiSET, MM or CAASPP/EAP etc.). Missing information will result in a non-consideration of your request. It is your responsibility to ensure that we receive **ALL** documentation.

- If requesting a clearance based on high school G.P.A or coursework, you may be asked to provide a copy of your transcript as supporting documentation and/or you cannot answer questions about your educational history. GPAs are overall cumulative GPA at grade 11 or 12 depending on whether students have completed 12th grade. Course listed must have been passed with a grade of C or better in either that course, or a higher course (unless otherwise specified).
- If requesting a clearance based on CAASPP/EAP/SBAC; CSU EPT/ELM; SAT or ACT you must attach test results from the Educational Testing Services (<https://www.ets.org>) or ACT (<http://www.actstudent.org/scores/send/costs.html>) or SAT (<https://sat.collegeboard.org/scores/send-sat-scores>). The report must clearly note your full name, test taken, year completed and score.

2. Take this form over to the Counseling Department (B-119), or Student Services counter at Alisal or King City Campuses and ask to speak to a Counselor. Upon meeting with a Counselor, they will review your form and will make a determination regarding your course placement.

3. Upon approval from the Counselor, you must submit the completed form and documentation to the Admissions & Records or Student Services counter at any campus center. Please note, processing requests may take up to 2 working day. Requests are granted electronically and placed onto your academic record. You can check if your request has been approved by logging into "PAWS for Students" and clicking Course Placements.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

If you are a Distance Ed (online) student, you may email this form and supporting documentation to the Counseling Department at counseling@hartnell.edu. A Counselor will review your request and make a determination regarding your course placement and will submit your form and documentation to the Placement Office. Please note that processing requests may take up to 2 working day. Requests are granted electronically and placed onto your academic record. You can check if your request has been approved by logging into "PAWS for Students" and clicking "Test Summary".

EXEMPTION CRITERIA – CAASPP/EAP/SBAC; CSU EPT/ELM; SAT; ACT

Test	English Score	Math Score
CAASPP/EAP (SBAC)	"Standard Exceeded" or "4"	"Standard Exceeded" or "4"
SAT	New* SAT 550+/Old* SAT 500+	New* SAT 570+/Old* SAT 550+
ACT	22+	23+
CSU EPT/ELM	147+	50+
OR completion of an **approved, year-long, senior level English/Math course with a C or better AND one of the following:		
Test	English Score	Math Score
CAASPP/EAP (SBAC)	"Standard Met" or "3"	"Standard Met" or "3"
SAT	New* SAT 510-540/Old* SAT 460-490	New* SAT 520-560/Old* SAT 490-540
ACT	19-21	20-22
*New SAT scores are for tests taken from March 2016 to the present. Old SAT scores are for tests taken prior to March 2016.		
**APPROVED HIGH SCHOOL SENIOR LEVEL ENGLISH AND MATH COURSE INFORMATION:		
Students "Conditionally Ready" for college-level coursework must complete one year of one of the courses listed below with a grade of "C" or better. Students must meet with a counselor and submit high school transcripts along with test score reports for evaluation for placement into college-level English and/or math courses.		
Approved English Courses: Expository Reading and Writing Course (ERWC) AP Literature/Composition Weighted Honors English IB English	Approved Math Courses: Trigonometry Math Analysis Pre-Calculus <u>or</u> Calculus AP Calculus AB <u>or</u> BC AP Physics <u>or</u> AP Statistics	