

Steps to Success as of 3/20/19

1. Admission and Financial Aid

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

2. Accounts and Orientation

Set up your student **Gmail** account <https://www.hartnell.edu/email-instructions-students> and **P.A.W.S.** student portal <https://www.hartnell.edu/faq/how-do-i-set-my-paws-account>. **Complete the New Student Orientation online by logging into P.A.W.S. and selecting the Orientation for New Students link.** The Hartnell student Orientation is mandatory if you are enrolling in 6.0 or more units, unless you qualify for an **Orientation Exemption (see a Hartnell College Counselor for an exemption)*. Download the Hartnell College app <https://www.hartnell.edu/mobile> on your mobile device to access PAWS anytime.

3. Placement

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 make sure you are successful in your college career and meet your goals. Use our **Online Placement Tool** found at <http://hartnell.edu/placement> or **call the Placement Office at (831) 759-6054** to reserve a place at an upcoming Placement Workshop. High School Transcripts are helpful for the placement process, so have them ready if possible or visit the Placement Office website for additional helpful documents.

4. Counseling

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

5. Registration

Register for classes online using **P.A.W.S. for Students**. Concurrent enrollment less than 9th grade must register in person. Please consult the schedule of classes for dates and times.

6. Payment

Pay all registration fees by the payment deadline to avoid being dropped from your classes. See the **payment deadline schedule** online: www.hartnell.edu/registration-steps

7. Student Identification

Visit the Office of Student Life in Building C to obtain or update your **Hartnell College CatCard** (Student ID Card). You must bring proof of payment of your Student Services/Activity fee.