



Concurrent Enrollment

Steps to Enroll for students who are enrolled in Grades 9-12

Per HC Board Policy 5010, any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student or full-time student for advanced scholastic or vocational courses. Note: PE Course Sections are limited to only 10% for Concurrent Enrollment Students due to SB338. Register early to ensure a spot!

STEP 1 Complete and submit a Hartnell College Application for Admission online at www.hartnell.edu/node/1187 every semester until you graduate from high school. *We highly recommend you complete the online application at least 1-2 weeks before concurrent enrollment registration is available. The online application at the very minimum must be completed at least one working day before you can register including during the late add period. Applications are processed and received within 1 working day after completion. You cannot proceed further until this step has been completed.*

STEP 2 Make an appointment and complete the Hartnell STAAR* Assessment

The STAAR* Assessment is mandatory if you are enrolling in 6.0 or more units or any English (including ESL) or Math course, unless exempt. Test Prep Workshops are also available! Call the Assessment Office at (831) 759-6054 to schedule your appointment at least 2 weeks in advance! The Assessment is given in Building B-110 and will take anywhere from 1 ½ - 2 ½ hours. You must bring these three items with you to the Assessment:

1.) Your Social Security Number or HC Student ID# **2.)** a picture ID (a current high school ID is ok) **3.)** a pen or pencil.

NOTE: Due to Hartnell College's student privacy policy (see current Hartnell College Catalog), parents may not pick up their child's assessment results, unless the student signs a permission note, which includes the student's name and Social Security Number.

STEP 3 Read and Complete the Concurrent Enrollment Form & K-12 Minor Student Statement of Understanding

Meet with your current school principal and/or counselor and complete the Concurrent Enrollment form (**All course information must be completed-HARTNELL will NOT accept blank Concurrent forms and you will be redirected back to your high school**). Your current high school principal and/or high school counselor will determine which classes' you need to enroll in, and the equivalent courses that are available at Hartnell.

This form must be signed by all those listed below BEFORE you will be allowed to register:

1. Student signature.
2. Parent or guardian signature.
3. School principal or his/her designee (often this is a high school counselor) signature.
4. A Hartnell College Counselor signature. Hartnell Counselors are available on a walk in basis (express counseling) throughout the day and evenings. Please call (831) 755-6820 for available times. Let the staff know that you need a Concurrent Enrollment Form approved. Appointments are not required.

STEP 4 Submit both completed documents to the Admissions & Records Office to be admitted to the College and set up for registration

We highly recommend that **all** required forms in the Concurrent Enrollment packet be submitted at least 1-2 weeks before Concurrent Enrollment registration opens for K-12 students for full semester courses. For short-term courses, registration is open one week before the course start date. We will continue to accept concurrent enrollment forms on a first-come; first-serve basis through the add/drop period. **Please bring a picture ID (a current high school ID is ok) to obtain your User ID and initial password to log into PAWS for Students to register.**

STEP 5 Register for Classes - Registration for Concurrent Enrollment Students is published in the current Schedule of Classes which is available online at www.hartnell.edu. Concurrent Students enrolled in 9 – 12 grades may register by using: **PAWS FOR STUDENTS** at www.hartnell.edu (**the system is available 6:00am – 10:00pm**). *Students can obtain assistance in registering in the lobby area of Building B (Student Services Building) throughout the registration time period.*

Students who wait to register for classes once the semester has begun (add/drop period) **OR** if a class is closed (full) the student must attend the first class meeting in the course in which they wish to register **AND** obtain an add code from the instructor. Add code Registration must be completed by the add/drop deadline and can only be completed in person at Admissions & Records Office. Be sure to bring the Add Code Authorization form showing the course/section info and the 4-digit add code. **No registration or add/drop for courses will be accepted after the add/drop period has ended.**

STEP 6 Pay your Fees

Enrollment Fees for Concurrent Enrollment Students are waived. **However, the \$10.00 Hartnell Student Activities Fee MUST be paid by the conclusion of the Add/Drop period or a Business Office hold will be placed on the student record.** Payment can be made at the Cashier's window. Be sure to have the student's HC ID # with you. *Concurrent students are required to pay for their own books and supplies required for classes.*

STEP 7 Pick up your CAT CARD (HC Student ID Card)

Visit the Office of Associated Students of Hartnell College in Building C to obtain or update your CatCard. Bring a copy of proof of payment of the \$10.00 Hartnell Student Activities Fee.

Rev. 10-13-15 A&R:md



CONCURRENT ENROLLMENT

Submit prior to registration to Hartnell College's Admissions & Records Office

Admissions & Records

Please print using ink

Fall 20_____ Spring 20_____ Summer 20_____

SSN: _____ - _____ - _____

Student's Name: _____

Telephone # _____

Current Grade Level: _____

Date of Birth: _____

Current Age: _____

Current School Name: _____

The student is recommended for the following courses:

(The maximum units that can be taken for a Fall or Spring semester is 9.0; for Summer semester the maximum is 6.0 units)

This section must be approved & completed by the high school before registration will be processed. **Do Not Leave Blank**

Section #
Example: 2001

Course Name & #
English 101

Principal's or Designee's Initials
(each course **must** be initialed for approval)

THE FOLLOWING SIGNATURES ARE ALL NECESSARY FOR REGISTRATION

(Please see the reverse for the specific guidelines)

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Hartnell College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal. I certify that I understand that by enrolling in courses at Hartnell College that the coursework will become part of my overall academic college record which includes my overall GPA. I further understand that my grades (including "W" grades) may affect future Financial Aid. I understand that it is my responsibility to register for the courses that are recommended by my high school principal/counselor as shown above. Failure to enroll in recommended courses may result in coursework that may not be accepted at the high school.

Student's Signature

Date

I approve of my child taking the above listed course(s) at Hartnell College. I understand that there are privacy restrictions on my child's records and I will be unable to obtain information or transcripts without their written consent. I understand that my child is required to adhere to the academic standards, rules, and regulations of the College. I understand that no extra supervision is provided for minors before, during or after class. I understand that my child may be required to participate on field trips as part of the requirements of the course.

Student's Parent/Guardian Signature

Date

I am pleased to recommend the above-named student for enrollment in Hartnell College courses. I believe they are academically prepared for the scholastically advanced course(s) listed above. This student has availed themselves of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a),(b).

K-12 Principal's or Designee's Signature (Initials or rubber stamps **NOT** acceptable)

Date

Hartnell College Counselor's Signature

Date

(The approval signature below is required for student's in grades K-8 only)

Associate Vice President for Students Affairs or Designee's Signature

Date



K – 12 Minor Students Statement of Understanding

Semester/Year: _____ Date: _____

Student's Name: _____ Student ID #/SSN: _____

It is imperative that parents and their minor children understand that, as a Hartnell student, they are entering a college environment which carries with it certain possible situations, which cannot always be anticipated. The atmosphere of classes reflects a diverse adult student population.

The list below is not meant to create undue concern for parents or the minor students, but only to serve as an advisory so that the minor will have a positive educational experience here at Hartnell College.

RIGHTS OF ACCESS: Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age. In accordance with this regulation, a student's college record (including their Hartnell transcript) will be released to the parents only with the written consent of the minor student.

POSSIBLE SITUATIONS:

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| <ul style="list-style-type: none">• All college coursework and grades earned become a permanent part of the student's official college academic history and transcript.• Poor grades can affect their academic future in such areas as admission to college/universities, eligibility for financial aid, etc.• Students must adhere to Hartnell College's Student Code of Conduct. All disciplinary incidents become a part of the student's personal history.• Students are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, etc.• Attendance is required. No one will call if the minor student misses class. It is important for students to adhere to Hartnell College's Attendance Policy. | <ul style="list-style-type: none">• Parents are not allowed to be present in the classroom unless they are registered students for that class.• Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a child while he/she waits to be picked up.• Courses may include frank discussion of sensitive topics, and audio-visual presentations may be graphic in the content and/or language.• Group work, field trips, and/or class presentations may be expected in the class. If required, these activities and assignments will not be modified to accommodate minors.• Students may be exposed to adult language outside of the classroom.• Students may have access to brochures such as pregnancy, HIV, sexual harassment, alcohol and drug use. Condoms in vending machines are also available in some male and female restrooms on campus. |
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I certify that I have read the "K-12 Minor Students Statement of Understanding" and release him/her to attend Hartnell College as a College student for the semester listed above.

Parent/Guardian Signature

Date

HARTNELL COLLEGE

CONCURRENT ENROLLMENT POLICY & GUIDELINES

New Concurrent Enrollment Policy:

1. Students whose age or class level is equal to grades 9-12 may attend Hartnell College as either a special part-time student, a special full-time student or a special summer session student for advanced scholastic, or vocational courses in accordance with the following procedures. Concurrent Enrollment Students may **NOT** enroll in 200 & 300 level courses, or any basic skills/pre-collegiate courses.
2. Students enrolled in K-8 districts are not eligible to attend any credit or non-credit course at Hartnell College, except for those courses specifically designed for students at that grade and age level (academic camps for young students, children's theater, etc.)
3. All admitted students must meet STAAR* requirements if enrolling in 6.0 or more units and/or an Math, English, or ESL course or any course with an English or Math prerequisite.

Course prerequisites must be met prior to registering.

Student Responsibilities:

1. You must register for approved classes listed on the front of your concurrent enrollment form only. Registering for non-approved classes may result in coursework not been accepted at your high school.
2. Concurrent students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
3. You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog.
4. You are responsible for paying all fees which is charged each semester enrolled at Hartnell College.
5. You are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, etc.
6. Attendance is required. No one will call if you miss class. It is important for students to adhere to Hartnell College's Attendance Policy.
7. You are required to request that your official Hartnell College transcript to be sent to your current school as needed. This is not an automatic process.
8. The student is responsible for purchasing any books or supplies that are required for each course.

Parent or Guardian Information:

1. Concurrent students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
2. Please note: Your child will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of the official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
4. Parents are not allowed to be present in the classroom unless they are registered for that class.
5. Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a child while he/she waits to be picked up.

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Students must make the request for transcripts/grades in writing to the Admissions & Records Office at Hartnell College. You may also download the Transcript Request form from the Hartnell Website at the following web page address: <http://www.hartnell.edu/admissions/transcripts.html>