

HARTNELL COLLEGE

411 Central Ave. ♦ Salinas, CA 93901 ♦ Phone: 831-759-6054 ♦ Fax: 831-770-6138



REQUEST FOR COURSE PLACEMENT

Complete the student information part of this form. Meet with a Counselor and submit to the Placement Office in B-106A (or Student Services counter at Alisal or King City Campuses) or email to placement@hartnell.edu. You **MUST** provide all information requested. Incomplete forms will result in non-consideration. Allow 1 working day for processing.
See reverse for more information.

STUDENT INFORMATION (REQUIRED)

Full Legal Name:		Hartnell ID (or Soc. Sec. Num.):
Phone:	Email:	Major/Educational Goal:

Option 1: HIGH SCHOOL/GED/HiSET INFORMATION

High School Name:		City/State:	
Highest English Course Completed:	English Grade Earned:	Highest Math Course Completed:	Math Grade Earned:
Cumulative GPA at completion of 12 th grade, or 11 th grade for current HS seniors:		<input type="checkbox"/> Self-Reported <input type="checkbox"/> Documentation Attached	
<input type="checkbox"/> GED <input type="checkbox"/> HiSET	GED/HiSET Cumulative Score:	GED/HiSET GPA Conversion:	

Option 2: CALIFORNIA COMMUNITY COLLEGE INFORMATION (WHERE ASSESSMENT WAS COMPLETED)

Note: score report with full student name must be attached.

Name of Previous College:	English Placement (previous college):	Math Placement (previous college):
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Option 3: PLACEMENT BASED ON MULTIPLE MEASURES

Check one of the following:

- ☐ MM Interview with Counselor and/or Guided Self Placement
- ☐ M-6 Math Academy, Summer Bridge with follow up assessment (attach score report)
- ☐ M-7 Student has been counseled on course sequence and is opting to enroll in course lower than qualified for

Option 4: CAASPP/EAP/SBAC; CSU EPT/ELM; SAT; ACT

Note: score report (and transcripts if applicable) with full student name must be attached.

Assessment Completed		Score Received	Test Date	Course Placement
Scores demonstrate readiness for college-level English and/or Math. See Reverse for scoring criteria.				
<input type="checkbox"/> CAASPP/EAP/SBAC	<input type="checkbox"/> CSU EPT <input type="checkbox"/> SAT <input type="checkbox"/> ACT			ENG-1A
<input type="checkbox"/> CAASPP/EAP/SBAC	<input type="checkbox"/> CSU ELM <input type="checkbox"/> SAT <input type="checkbox"/> ACT			College Level Math

I declare that the information I have provided above is true and correct and any attached documentation is my academic record. I further understand Hartnell will evaluate it to determine appropriate course placement, and it will become part of my Hartnell academic record.

Student Signature: _____ Date: _____

HARTNELL COUNSELOR COURSE RECOMMENDATIONS (Cannot be processed if incomplete)

NEW English Course:	NEW Math Course:	Counselor Signature:	Date:
PLACEMENT OFFICE USE ONLY			
ENTERED: <input type="checkbox"/> HST <input type="checkbox"/> AO <input type="checkbox"/> MM <input type="checkbox"/> CL		Placement Office Staff Signature:	Date:
INCOMPLETE: _____			

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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. Missing information will result in non-consideration of your request. It is your responsibility to ensure that we receive **ALL** documentation.

- If requesting a clearance based on completing an Assessment at another California Community College, you must attach a copy of the assessment showing the following: your full name, name of the community college, assessment scores and placement.

- 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) 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 Placement Office (B-106A) or Student Services counter at Alisal or King City campuses. Please note, processing requests may take up to 1 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 1 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.

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 or Calculus AP Calculus AB or BC AP Physics or AP Statistics