



HARTNELL COLLEGE

411 Central Ave. ♦ Salinas, CA 93901 ♦ Phone: 831-755-6711 ♦ Fax: 831-759-6014

REQUEST FOR PREREQUISITE CLEARANCE BASED ON OTHER COLLEGE COURSEWORK OR AP TEST RESULTS

Instructions: Complete the student information part of this form, meet with a Counselor, and submit the completed form to Admissions & Records in B-121. You may also fax the completed form to (831) 759-6014. You **MUST** provide all the information requested. Missing information will result in automatic denial of your clearance request. See the back of this form for the procedures and additional information.

- Completed College Coursework or AP: Transcript or AP score report must be attached to this clearance form.

STUDENT INFORMATION (MUST PROVIDE)

Name:		Hartnell ID (or Soc. Sec. Num.):	
Date of Birth:	Phone:	Email: _____@student.hartnell.edu	

OTHER COLLEGE INFORMATION (WHERE COURSEWORK WAS COMPLETED) (Note: transcript and course descriptions must be attached)

☐ Exempt from Orientation

☐ Student has an AA/AS or higher degree

Other College Course is Equivalent to:	Other College Course # (Ex. ENG-1A)	Other College Name:	Semester/Quarter & Year	Grade Received	Course You Plan to Enroll In (Ex. ENG-1B)
ENG-					
MAT-					

ADVANCED PLACEMENT TEST (Note: AP report must be attached)

Clearance Requested:	AP Test Completed (Check one)	Year Taken	Minimum Score of 3 required	Course Placement
English	<input type="checkbox"/> AP English: Language & Composition (ENG-1A + 3 Elective) <input type="checkbox"/> AP English: Literature & Composition (ENG-1A + ENG-1B) (CSU Only)			
Math	<input type="checkbox"/> AP Math: Statistics (MAT-13) <input type="checkbox"/> AP Math: Calculus AB or Calculus BC (MAT-3A)			

I declare that the information I have provided above is true and correct, and that the document attached is my academic record. I further understand that Hartnell will evaluate it, and that it will become part of my Hartnell academic record.

Signature/Date

OFFICE USE ONLY

Counselor Signature/Date:	Posted by Initials/Date:
Received by A&R Initials/Date:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

REQUEST FOR PLACEMENT PREREQUISITE CLEARANCE BASED ON COMPLETED COLLEGE COURSE WORK OR ADVANCED PLACEMENT (AP) TEST

Clearance Information/Instructions

In order for Hartnell College to consider prerequisite clearance requests, students **must** submit all of the following information:

1. **Complete the student information part of this form.** Any missing information will result in non-consideration of your request. You will not be informed if any information is missing. It is your responsibility to ensure that we receive **ALL** documentation.
 - If requesting a **clearance based on relevant completed COLLEGE coursework**, you must attach an unofficial or official college transcript clearly noting the college/university where the course was taken, semester/quarter taken, and grade received.
 - If you have an Associate Degree or higher degree, you may attach a copy of your college/university transcript. You will be exempted from College Orientation. You will also be cleared for any course that has ENG-1A as a prerequisite and MAT-123 as a prerequisite.
 - High school coursework will not be used for prerequisite clearances unless the course prerequisite clearly states that high school credit can be used.
 - If requesting a **clearance based on an Advanced Placement (AP) Test**, you must attach an AP Score Report from the College Board (<https://apscore.collegeboard.org>). The report must clearly note the test taken, year completed, and score received. Only scores of 3, 4, or 5 are considered. High school transcripts cannot be used to satisfy this documentation requirement. For prerequisite clearances a copy of an original AP score report can be used; however, for college credit of your AP courses and to be added to your Hartnell College transcript, you must submit an official score report from the College Board website.
2. Counselors are available during Express or counseling appointments at Student Services Building, Counseling Department (B-119). Counselors will review your form and documents and will make a determination regarding the course equivalency.
3. Upon approval from the Counselor, submit the completed form along with your documentation to the Admissions & Records Department (B-121). Please note that processing requests may take up to 1 working day. Clearances are granted electronically and placed onto your academic record. You may review our decision by login in to the PAWS for Students and register for the section in which you have been cleared. You will only be contacted through your @student.hartnell.edu email address only if the clearance has been denied. You can check if you have been approved for an Orientation Exemption by clicking on Course Placements.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

1. If you are a Distance Ed (online) student, you may fax or scan and email to hartnellcounseling.edu this form along with the supporting documentation to the Counseling Department at 831-770-6138. A Counselor will review your form and documentation and will make a determination regarding the course equivalency.
2. Upon approval from the Counselor, the counselor will submit the completed form along with your documentation to the Admissions & Records Department (B-121). Please note that processing requests may take up to 1 working day. Clearances are granted electronically and placed onto your academic record. You may review our decision by login in to the PAWS for Students and register for the section in which you have been cleared. You will only be contacted through your @student.hartnell.edu email address only if the clearance has been denied. You can check if you have been approved for an Orientation Exemption by clicking on Course Placements.