



Revised 1.2024

CALIFORNIA CODE OF REGULATIONS

These are the laws which govern the enrollment (registration), attendance accounting, the assignment of grades, and state audit procedures established for community colleges. The following policies and procedures are shown here to ensure full compliance.

REGISTRATION AND ENROLLMENT PROCEDURES

Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of and uniformly administered by appropriately authorized employees of the district. *Title 5*

Dual Enrollment

Any student whose age or class level is equal to grades 9-12 is eligible to attend, students in grades K-8 are not eligible to attend any credit or non-credit course, except for those courses specifically designed for students at that grade and age level. (academic camps, children's theater) (*Board Policy*)

Open Enrollment in Courses

Unless specifically exempted by State statute, every course section or individual course for which daily attendance is reported for State aid shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees. (*Board Policy*)

PROTECT STUDENT PRIVACY

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of a student's education record. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student who has reached the age of 18 is attending any school beyond the high school level. Therefore, we are to release any information on a student without a written consent from the student to do so.

Dual enrolled students (K-12) parents cannot be released any information about their child without the written consent of the student.

The College has adopted Board Policy 5040 regarding student records and directory information which defines directory information as:

1. Student participation in officially recognized activities and sports including weight and height and high school of graduation of members of athletic teams.
2. Degrees, awards, and scholarships received by students, including honors and Presidents or Dean's list recognition.
3. Names, addresses, phone and fax numbers of graduates and former students for publication in the College alumni directory and only with their consent.

This directory information can and will be made public unless individual students request in writing to the Vice President of Student Services that their name be removed from the directory information.

Unless authorized by the individual student are required by judicial order, the College will not provide access to student records or acknowledge student enrollment to other persons, including parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts.

Specific exceptions to this statement on accessibility of the records are spelled out in the policy. The detailed policy is not reproduced here, but is available from the Vice President of Student Services. Students (and former students) are also advised that they have a right to challenge the content of their records if they feel that such records contain inaccurate, misleading, or otherwise inappropriate information. Contact the Admissions and Records Office.

HELPFUL TIPS

- Please do NOT pass around your roster as a way of taking attendance.
- Students should never be in possession of a class roster at any time.
- Never post your grade roster.
- Do NOT let anyone enter your final grades except you.

PERSONAL IDENTIFIABLE INFORMATION (PII)

For more information on what constitutes Personal Identifiable Information (PII) see page 21.

ATTENDANCE ACCOUNTING STANDARDS

Support Documentation

The governing board of each district shall adopt procedures that will document all course enrollment, attendance and disenrollment information required by the provisions of this subchapter. Authorized procedures shall include rules for retention of support documentation, which will enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for State support. Such support documentation procedures shall provide for accurate and timely attendance and contact hour data and shall be so structured as to provide for internal controls.
(Title 5

Instructor Liability

Instructors and/or the College may be personally liable should an accident or injury occur to a student who is officially enrolled in their class. Therefore, it is extremely important that instructors verify the attendance of their classes. All students attending class must be officially enrolled. If a student's name does not appear on the PAWS class roster, they are NOT officially enrolled. To confirm the enrollment status of a student attending your class check your online

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If you do NOT have space available and are at capacity, you have the right to say "I'm sorry, but I am not accepting any adds."

All students MUST have a seat and should never be seated on the floor or standing. Please do NOT

Students frequently email you to add the course
Notifications regarding drops will be emailed to periodically throughout the semester
If you teach an online DE course, please check your emails daily.
Respond to emails within 1-2 business days whenever possible.

GOOGLE GMAIL

All official college information will only be emailed to Hartnell Gmail accounts. All registered students and contracted faculty and staff have a Gmail account. Visit our website for more information:
www.hartnell.edu/students/mail.html

PAWS Self Serve

Online Registration/Grading Services available via the Faculty module on PAWS Self Serve. To view PAWS Self Serve log on to your [MyHartnell](#) portal and click on PAWS Self Serve.

Faculty has access to PAWS Self Serve for the following info:

- Search for Classes (check up-to-the minute enrollments in your sections)
- Check your class roster
- Obtain student phone numbers and email addresses of students enrolled in your sections
- View Waitlists
- Drop students
- Enter your Final Grades
- Enter Positive Attendance Hours (if applicable)

Please check your [PAWS Self Serve](#) rosters frequently to ensure the accuracy of your students' attendance. [Need help? Here are video instructions and a user guide.](#)

PAWS Self Serve will only allow access to courses that are assigned to the faculty member. If the course you are teaching indicates "STAFF" as the instructor of record, please check with your Division Administrative Assistant.

If PAWS Self Serve assistance is required please contact the Admissions and Records office at (831) 755-6711.

Dropping Students

Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. The College has adopted the following Attendance Policy that all faculty are expected to follow including Distance Education courses. [Need help? Here are video instructions and a user guide.](#)



ATTENDANCE POLICY

Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. A College student is expected to attend all of his/her class sessions. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled.

Failure to attend class can result in a lower grade or dismissal from class. Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F."

The College's attendance policy relies on the following five basic premises:

The student must complete a student reinstatement form with supporting documentation. Student reinstatement forms can be obtained from the Admissions & Records Office.

If the student is denied reinstatement, the student may petition the Dean of Student Affairs. (*Board Policy*)

Asynchronous Courses

Unit Changes - Variable Unit Classes

The Unit Change card is required for increasing the units earned in a variable unit course. Once a student has met the requirements for earning the minimum number of units for the course, the instructor should alert the student to submit a Unit Change Card to the Admissions and Records Office. At this time, the student's units will be increased to the next unit increment. Once units have been increased, they can never be decreased. Please see the deadline for submitting a Unit Change card on the calendar.

Pass/No Pass Grading Option

Students may elect to take courses using the pass/no pass grading option. If you are not sure if your course is available for the P/NP option, look at a class schedule and it should say (G/P) next to the course name. If it says (P/NP) then the class is only for Pass/No Pass and the Grading Option Card does not need to be submitted. Students must request this option before the 30% date of the class by submitting a Pass/No Pass Grading Option card to Admissions and Records. Please see the deadline for submitting the Pass/No Pass Grading Option card on the calendar.

Multiple & Overlapping Enrollments (Conflicting Courses)

Students are restricted from registering in courses in which they have a course conflict. A Conflicting Course Petition may be submitted for no more than a 15-minute overlap (conflict). The student must provide sound justification, other than mere scheduling convenience of the need for the overlapping schedule. The Conflicting Course petition must have approval of both instructors in which the conflict occurs. The instructor whose class is the one that the student will miss must show a make-up schedule on the Conflicting Course Petition that shows how the time in which class was missed will be made up. The make-up schedule cannot say something like the student will make up 30 minutes per week. The make-up schedule must have a set time such as: Every Tuesday and Thursday from 3:45- 4:00 pm the student will meet with the same each week. *Title 5 §*

Departmental Moves

To transfer a student from one section to another after the semester has begun is permissible for most courses. Most instances of this are switching the same course from day to night or the reverse or different time. Please ask the student to go to the Admissions & Records Office to pick up a Departmental Move form. The form must be approved by both the current instructor as well as the new instructor. All of the coursework and attendance completed to date must be transferred to the new instructor within 1 week of the request being approved

Course Auditing

Course auditing for designated courses is available for continuation of study or review, once the student has taken the course for credit. For a current list of auditable courses, look at the Audit Policy page found in each semester's class schedule. Students wishing to audit must meet all of the audit criteria and will show up on your roster as an audit.

There is no class attendance or grading for students who audit. Audited courses will not be posted on academic transcripts. (*Board Policy 4070*)

Course Repeat Policy

The California Community Colleges Board of Governors has passed regulation to limit the amount of times a student can enroll in a course. Beginning Spring 2013, students will be limited to the amount of times he or she can enroll in one type of course. This will have an impact on many students because they may no longer enroll in the same course more than 3 times. (*Board Policy 4225*)

Class Rosters

Added" when granting add authorizations. (first-come; first-served). [Need help? Here are video instructions and a user guide.](#)

FACULTY DROP ROSTERS

Log on to your MyHartnell portal and click on PAWS Self Serve to see the exact drop dates for each of the sections you are teaching. There are two (2) drop periods for full semester courses: Below is an example of the timeframe that you have to drop students. Please note that short-courses will have very different and

Attended" box in the Drop Roster. .

To confirm a drop status, click on the "Drop" button on the Drop Roster option.

First Census Drop Rosters

Enrollment after the point of First Census will be calculated towards enrollment for the maximum 3 allowed to repeat a course.

IF A STUDENT HAS BEEN ATTENDING AND DOES NOT APPEAR ON YOUR ROSTER, PLEASE REFER THEM TO ADMISSIONS AND RECORDS FOR A LATE REGISTRATION PETITION. PETITIONS REQUIRE BOTH THE INSTRUCTORS AND DEPARTMENT DEAN'S APPROVAL BEFORE THE END OF THE THIRD WEEK OF THE SEMESTER

: The 1st Census drop roster is extremely important for the College to determine if financial aid students are eligible to receive allocation for that term. Students will only be receiving federal financial aid for units enrolled in at the time of 1st Census.

Accurate attendance accounting maintained by faculty is the determination we have in ensuring that

Final Drops

Final Drops are available on your MyHartnell portal by clicking on PAWS Self Serve after the 1st census and will close by 75% of the class around the end of the 3rd week in April for Spring courses and the end of the 3rd week in November for Fall courses. Students who are not dropped by the 75% drop date must be assigned a letter grade other than 'W'. *Title 5 §*

Log on to your [MyHartnell](#)

Assigning Grades

Final grades are posted to the student's record at the end of each semester. Grades must be assigned in accordance with the guidelines stated in the prior section, "Academic Record Symbols and Grade Point Average." It is hoped that the instructor, in assigning grades, would employ their best professional judgment, and maintain records that substantiate the grades assigned.

Grades are available for students to view online using PAWS for Students approximately 1 week after the semester has ended.

Grade Changes

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistakes" may include, but are not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of a mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Enrollment Services or designee. The student may file a "final grade complaint" if they have evidence that the faculty member issued their final grade because of a mistake, fraud, bad faith, or incompetence. See the Hartnell College Student Handbook for additional information.

In all cases, the instructor who first awarded the grade will be given written notice of the change. If the faculty member is not available, faith

adopt a policy consistent with the following:

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the term, whichever is less).

The physical security of all documents that comprise any part of the student record is of the utmost importance. The unauthorized removal of any information, whether it is a physical document or computerized data, is prohibited. Providing access to student education records or information about these records to unauthorized persons is contrary to the standards of confidentiality.

Any unauthorized alteration, defacement or mishandling of student education records, whether the physical document or the computerized record, is also prohibited.

_____ : Do not pass your class roster around as a way of taking attendance or allow a student to take attendance for you. Please do not send a student to the Admissions Office or anywhere with your class roster.

For more information on what constitutes Personal Identifiable Information (PII) see the **Personal Identifiable Information** website.

