

Admissions & Records

The Admissions Office is an essential component of Student Affairs. The Admissions & Records Office is responsible for the admission and registration processes and for the accuracy and maintenance of student records.

Main Campus Hours

9. establishing and maintaining active California bank accounts.
10. being the petitioner for a divorce in California.
11. documentation of employment (check stub, letter from employer).

Students who are members of the armed forces of the United

Students Associated with the Armed Forces

Concurrent/Dual Enrollment BP 5010 Admission of K-12 Students (Concurrent Enrollment)

During the first two weeks of a regular semester and the first two weeks of a summer term or intersession, the faculty member will retain the right to determine whether the student's progress, participation and maturity are sufficient to continue or be dropped from the class.

The parent or guardian must complete a College Concurrent Enrollment Form requiring the signatures of the parent, school principal, Hartnell College Counselor, and District Administrator(s).

The completed Concurrent Enrollment packet must be received prior to or at the time of registration. Registration for Concurrent Enrollment students is on a first-come first-serve basis. For specific dates, please consult the current class schedule. The Concurrent Enrollment packet can be found on the website at www.hartnell.edu search Admission and Record

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. Students in grades K-8 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 level (academic camps for young students, children's theater, etc.)

Additional information on College and Career Access Programs (CCAP) dual enrollment information and enrollment procedures as well as additional support and guidance for high school students please contact the Office of College Readiness at 755-6772.

Procedures for High School Students

Students whose age or class level is equal to grades 9-12 may enroll at Hartnell College as either a special part-time student, a full-time student, or a special summer session student for advanced scholastic, vocational, or physical education courses in accordance with the following procedures. All admitted students must complete the College's Course Placement requirements if enrolling in an English/ENGM or Math course. Course prerequisites must be met prior to registering.

Concurrent Enrollment students may enroll in up to 11.0 units in the Fall and Spring Semester, and up to 6.0 units in the Summer Semester.

Special Part-Time Students & Special Summer Session Students

1. Those enrolled in a public or private high school who must meet each of the following criteria:
 - A. Written parental or guardian consent
 - B. Written school principal or designee recommendation and consent
 - C. Skill level assessment through Hartnell College course placement process, if applicable
 - D. Written approval of a Hartnell College counselor
2. Those whose age or class level is equal to grades 9-12 and not enrolled in school must meet each of the following criteria:
 - A. Written parental or guardian consent
 - B. Verification of non-enrollment in high school from school principal or designee
 - C. Skill level assessment through Hartnell College course placement if applicable
 - D. Written approval of Hartnell College Vice President of Student Affairs
 - E. Written approval of Hartnell College Superintendent/President

Special Full-Time Students

1. Those enrolled in a public or private high school must meet each of the following criteria:
 - A. Written parental or guardian consent
 - B. Written school principal or designee recommendation and consent
 - C. Written approval of the governing board of the high school district in which the student is enrolled
 - D. Skill level assessment through Hartnell College course placement process if applicable
 - E. Written approval of Hartnell College Vice President of Student Affairs
2. Those whose age or class level is equal to grades 9-12 and is not enrolled in school must meet each of the following criteria:
 - A. Written parental or guardian consent
 - B. Verification of non-enrollment in high school from school principal or designee
 - C. Skill level assessment through Hartnell College course placement process, if applicable
 - D. Written approval of the Vice President of Student Affairs
 - E. Written approval of Hartnell College Superintendent/President

Note: In addition, concurrent enrollment students completing college courses will receive credit on their Hartnell College transcripts. A copy of the Hartnell College transcript is NOT automatically sent to the students' schools. Students must

request official transcript 7w 11..0007 .48 14.76a58 130 0 9 36790

- a notarized financial statement and bank statement from the sponsor verifying financial solvency. The estimated expense for a full academic year is \$26,000.

The complete application packet must be on file in the International Student's Office in the Admissions & Records Office by:

April 7, 2023 – Summer 2023 Session
April 28, 2023 – Fall 2023 Semester
November 3, 2023 – Spring 2024 Semester

Transferring F-1 Students to Hartnell

An international student who is accepted by another collegiate institution with F-1 Student Status must attend that institution and successfully complete 120 units with a "C" average or better before being considered for admission to Hartnell College.

The complete application packet including a copy of the student's I-20 and transfer form must be on file by:

April 28, 2023 – Summer 2023 Session
July 21, 2023 – Fall 2023 Semester
December 8, 2023 – Spring 2024 Semester

Hartnell College international students must attend this institution and successfully complete 12.0 units with a "C" average or better before being released and transferred to another U.S. collegiate institution.

Hartnell College international students are responsible for any pending financial obligations with the Cashier's Office prior to submitting the transfer request form to Admissions personnel.

English Placement

All international students will be required to take a diagnostic placement of English proficiency upon their arrival at Hartnell College. Based on the results of this placement and the evaluation of other approved measures of English proficiency allowed under AB 705, students will be counseled and may be advised to enroll in as many as 9.0 units of English consisting of grammar, composition, conversation, and/or vocabulary/spelling.

F-1 Visa Requirement

International students must enroll in a minimum of 12.0 units by the end of each fall and spring semester. Failure to comply will result in dismissal.

Maximum Enrollment

An international student is expected to complete a program in the most expeditious manner possible, generally in four or five semesters. The maximum enrollment permitted is 6 semesters.

Health Insurance

All Hartnell College international students and their accompanying dependents are required to have health insurance coverage.

Students must show proof of health insurance coverage by the end of the first week of each fall and spring semester.

Tuition & Fees

International students shall pay non-resident tuition set by the Board of Trustees. Tuition and fees are subject to change. Refer to the semester class schedule for current fees. Full payment is due by the printed due dates.

Academic Dismissal

An international student who drops below full-time enrollment (12.0 units) or fails to provide proof of health insurance is subject to expulsion from Hartnell College.

Educational Plan

All international students must meet with a counselor to create an educational plan before enrolling in their second semester. An educational plan is a plan of coursework needed to meet the student's goal. Once the educational plan has been completed, no changes will be allowed without prior approval from the international student designee. A copy of the educational plan must be on file with the International Student's Office in the Admissions & Records Office prior to registering for classes their second semester.

Housing

Hartnell College does not have residential facilities on campus. The international student designee will assist students in securing accommodations, but the College is not responsible for arranging housing.

Guest Students

Hartnell College international students accepted by another collegiate institution must enroll in a minimum of 12.0 units concurrently. A minimum of 9.0 units must be taken at Hartnell College. International students must be in good academic standing at the time of enrollment. A minimum of 2.0 units must be taken at Hartnell College. International students must be in good academic standing at the time of enrollment. A minimum of 2.0 units must be taken at Hartnell College.

Grades K-8*

Students in grades K-8 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.)

Hartnell College Board Policy 5010.

For admission, students must meet each of the following criteria:

- A. Written parental or guardian consent
- B. Written school principal or designee recommendation and consent
- C. Skill level assessment through Hartnell College placement assessment, if applicable.
- D. Written approval of a Hartnell College Counselor.
- E. Written approval from the Vice-President of Student Affairs

Note: By giving consent, parents of concurrently enrolled students agree and understand that the College is an adult learning environment and students are expected to behave accordingly. Additionally, they understand that classes will be taught at the college level and the curriculum and college procedures will not be modified nor will other accommodations be made.

Confidentiality Statement

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.

Transfer and External Exam Credit:

Acceptance of Credit from Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at Hartnell College.

Colleges and Universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. Hartnell College accepts courses from institutions accredited by the following regional agencies:

MSA	Middle States Association (of Colleges and Schools)
HLC	Higher Learning Commission
NEASC rCIHE	New England Association of Schools and Colleges - Commission on Institutions of Higher Education
NWCCU	Northwest Commission of Colleges and Universities (formerly NASC - Northwest Association of Schools and Colleges)
SACS	Southern Association of Colleges and Schools
WASC ACCJC	Western Association of Schools and Colleges - Accrediting Commission for Community and Junior Colleges
WASC CACS	Western Association of Schools and Colleges - Accrediting Commission for Senior Colleges and Universities

Hartnell College recognizes those institutions that are either fully accredited or have been granted provisional accreditation by one of the following agencies: MSA, HLC, NEASC rCIHE, NWCCU, SACS, WASC ACCJC, WASC CACS.

Upper Division Units

Hartnell College will accept coursework completed at the upper division level at a regionally accredited college or university under the following conditions:

1. The course must be deemed comparable to a Hartnell College' course by the appropriate instructor, discipline area's dean, and a "Course Substitution" form with the appropriate signatures will be submitted to Admissions and Records.
2. Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite
3. Courses will be accepted for subject credit only; units will not be awarded.
4. Maximum subject credit for 12 upper division units will be allowed
5. Courses will not be used to certify CSU GE or IGETC requirements
6. The upper-division course work and units will not be included on the student's transcript

Note: Hartnell currently accepts upper division units; and, Title 5 does not limit the acceptance of upper division units. The Chancellor's Office clearly supports the practice and many CCC now accept upper division units to fulfill program, and GE subject requirements. The relevant Title 5 section is Section 55063.

Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by Hartnell's evaluators. Some courses may also require approval by the appropriate discipline area dean and faculty. Courses may be used to fulfill Hartnell College prerequisite, program, general education and elective unit requirements, after the foreign transcript evaluated in English is submitted for evaluation. Hartnell College will not determine course transferability to other colleges and universities. Courses will not be

In addition, elective credit may be granted to actively enrolled students submitting a military transcript for lower division/baccalaureate level courses completed at schools in the Armed Services of the United States and in accordance with recommendations by the American Council on Education (ACE). The number of units awarded is those recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

Please note the Community College of the Air Force is accredited by the Southern Association of Colleges and Schools and credit will be granted accordingly. Additional credits for prior learning may be awarded based on specific types of military service. See Administrative Procedure 4235 for requirements and procedures.

Transfer General Education Pass along Certification

CSU GE Certification:

“Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called “pass along certification”. Courses taken at CSU campuses, participating private colleges and universities*, and other California Community Colleges will be certified in the subject areas (CSUGE AREA A - F) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in a California Community College Certification Pattern. Courses deemed equivalent would be certified in the areas (CSUGE AREA A - F) in which the equivalent courses have been approved.

*Participating private colleges and universities include: Fashion Institute of Design & Merchandising, Humphreys College, Marymount College, and San Joaquin Valley College.

IGETC Certification:

“Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the University of California and/or the California State University. Certification is important because without it students will be held to the general education requirements specific to the UC campus to which the student transfers. Courses from other colleges and universities may be considered for certification.

Credit for External Exams

Advanced Placement (AP) standardized exams are designed to measure how well a student has mastered the content and skills of a course. A student must score three or higher on the AP exams to earn college credit.

¹Students are granted units and credit for the Hartnell College Associate degree for College Entrance Examination Board Placement Tests with scores of 3, 4, or 5. AP credit can also be used to meet CSU GE and IGETC

²AP exams may be used in either regardless of where the certifying CCC is located.

³Students who pass AP Environmental Science ear

International Baccalaureate (IB)

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earn college credit. The CSU requires a passing score of at least 50 on the CLEP exam. Each campus in the CSU system determines how it will apply external examinations toward credit in the major. Students may earn units for College Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credits can be used to meet the Hartnell College AA GE pattern. An acceptable CLEP score is equivalent to semester units as indicated below. Maximum units that may be granted via CLEP are 30. CLEP exams may also be used for lower division general education areas on the CSU GE but NOT IG4

Credit for Prior Learning

Under the provision of AB 1786, students may apply for credits for prior learning based on specific work experiences, training, or expertise that is evaluated as meeting the objectives of a college course. See Administrative Procedure 4235 for requirements and procedures.

Transfer Transcripts

Students who wish to transfer previous coursework from an accredited institution must meet with a Counselor at which time a major will be discussed. The following process for a review of transfer coursework must be followed.

- A. When a student requests an appointment with a Counselor for review of transfer credit, a pre-evaluation appointment will be scheduled in which the student must provide official transcripts. Official transcripts can be mailed in an unopened sealed envelope or already be on file in Admissions & Records.
The Counselor will complete a course-to-course evaluation form. Once the evaluation is completed, the Counselor will send it to the Admissions & Records Office for review and processing by the College Evaluators.
- B. Before the student leaves (approximately 4-5 weeks later) a follow up appointment will be set up with the same Counselor to prepare a comprehensive educational plan.
- C. The evaluators will then review the evaluation documentation received and update the student's academic record with course-to-course equivalencies made whenever appropriate. This will be done within 3-4 weeks of receiving the completed documentation.

The student may consult the Accredited Institutions of Post-Secondary Education list at the Admissions & Records Office. Credit may also be allowed for college-level USAFI courses and for formal courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

Students who have completed college- or university-level courses outside the United States and are requesting credit must have those transcripts evaluated by a Foreign Credit Evaluation service. A list of these Evaluation Services is available in the Admissions & Records Office or on the web by scanning the QR code:

Official transcripts should be mailed directly from the college or university to Hartnell College ATTN: Admissions & Records, 411 Central Ave., Salinas, CA, 93901. Transcripts may be hand-delivered to Admissions & Records Office and will be accepted as official if the envelope seal

4. grant credit for military schools in accordance with the recommendations provided in the current edition of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the Commission on Accreditation of Service Experiences of the American Council on Education.
5. grant credit in accordance with the United States Army Service Member's Opportunity College Associate Degree Programs Handbook (SOCAD).

Non-Traditional Credit

Registration

Students are responsible for officially enrolling in classes. Students may not attend any class unless they are properly registered in that class. Registration is completed online in the PAWS Portal. See the Schedule of Classes for the appropriate semester for dates, times, and instructions for registration. Students must be officially enrolled prior to the census date. Students are responsible for officially dropping classes by the posted deadlines even if the student never attended the class. Please refer to the Admissions & Records website for drop deadlines.

Upon completion of the application for admission, specific registration instructions are emailed to the student. Students will be notified via their Hartnell gmail account approximately 2 weeks prior to the beginning of the registration period.

Dual Enrollment Non-CCAP students are eligible to register after continuing and new and returning students. The completed Dual Enrollment packet must be submitted prior to or at the time of registration. Registration for Dual Enrollment students is on a first-come, first-serve basis. For specific dates, please consult the current class schedule.

Students may register using PAWS Self-Serve at www.hartnell.edu (except K-8 students). Students who miss their registration appointment time may register any day until the day before the semester begins or for short-courses up until the day the course begins.

Assignment of registration dates is determined based upon the following requirements:

Priority	Groups	Requirements
	<u>Legally Mandated:</u>	
1	x Active Military and Veterans	
	x CalWorks	
	x Students with Disabilities Programs and Services (DSPS)	
	x Foster Youth and Former Foster Youth (exempt of academic Standards and exceeding 100 Units)	
	x Extended Opportunity Programs and Services (EOPS)	
	x Homeless Students	

Online Services

PAWS for Students and PAWS Self-Serve

PAWS for Students and PAWS Self-Serve are online services, available to all Hartnell students. Students can access their student information online, from

Schedule of Classes

Prior to the beginning of each semester, the college publishes a Schedule of Classes indicating courses to be offered, their prerequisites, the time the classes meet, the instructors, and the room assignments. Registration information and other important instructions are also included in the publication. Students can use PAWS for Students Schedule of Classes to see active enrollments in classes. Any change such as room changes, instructor changes, and time changes to course sections are updated immediately in PAWS.

Enrollment in Courses

During the registration process, students will be checked to ensure that assessments and course prerequisites have been met. While the college will make every effort to assist students in planning their programs of study, the final responsibility for the selection of proper classes rests with the student. Students must attend the first class meeting of each course or they may be dropped and will be charged for all enrollment fees associated with the section.

Wait Lists

Hartnell College offers automated waitlists. All registration rules still apply when using waitlists. Students will be able to place themselves on a waitlist for closed classes. During the open registration time period as seats become available the automated system will register the students from the waitlist. Students are registered in the order that they appear on the waitlist. An email will be sent to the students Hartnell student gmail account to notify them of registration and fees due for payment. The student must pay their balance by the drop/due dates established each semester or they will be dropped from ALL semester enrolled classes. As students are enrolled, students remaining on the waitlist will move up toward the top of the list. Students can only be waitlisted on one section of a course at any one time. Waitlists will close for all students on the last day of registration and the option to have your name placed on a waitlist will no longer be available.

Students who are still on waitlists when classes begin must attend the first day to obtain an add code and complete the registration process by the deadline.

Schedule Changes

Students have the opportunity to add and drop classes during a specified period at the beginning of each semester according to the number of weeks of the semester or session. The Admissions & Records Office publishes these dates each term in the current class schedule and on their website.

Mandatory Fees

Enrollment Fees

Each student (except K-12 Concurrent Enrollment students) shall be charged an enrollment fee for enrolling in credit courses as required and set by law.

K-12 Concurrent Enrollment students have all enrollment fees waived.

ALL California residents will be charged \$46 fee per unit of enrollment per term. Please note that enrollment fees are determined by the California Legislature for all community colleges and are subject to change at any time. Financial Aid is available to those who qualify. See the Financial Aid section for more information. These fees must be paid by the published dates in each class schedule. Fees not paid will result in being dropped from classes for non-payment.

Non-Resident Tuition

Non-resident tuition is charged to all students who are not residents of California. This includes residents of other states and foreign students. Non-Resident Tuition for academic year has been set at per unit. The tuition is subject to change annually per Board of Trustee approval. Enrollment fees, as indicated previously, are also required for all non-resident and foreign students for a total of \$338 per unit of enrollment basis. These fees must be paid by the published dates in each class schedule. See Impound of Student Records for more information.

To determine whether or not you are a non-resident, refer to the

Student Activities Fee

The Student Activities Fee is a student fee (currently \$10 per semester) and is charged to all students at all Hartnell College locations. This fee funds activities and services for Hartnell College students. Part of this fee supports the Associated Students of Hartnell College student clubs, and governance activities. Other services/benefits for ID card holders are: ASHC scholarships, book voucher program, educational workshops, recognition awards, cultural workshops and events, merchant discounts, Monterey-Salinas Transit Free Fare Zone, free access to Hartnell home sporting events, and free access to Hartnell's Western Stage Regular Season.

The ID card is the official identification used for many of the services at Hartnell College such as: Hartnell's Library, and Admissions & Records and Financial Aid Offices. The Student Activities Fee should accompany the registration payment --10. ur 3 Tts 3ll10.ra331003 Tc -5.0532 Tw -15.36.9pa[(iTd thng)-6 ti(ary,)-nelent

PREREQUISITES, COREQUISITES & ADVISORIES

PREREQUISITES

Prerequisite indicates students have knowledge or skill preparation