



411 Central Ave San Marcos CA 93901 Phone: 831-556-7111 Fax: 831-759-6014

Instructions: Complete this form in its entirety, then meet with a Counselor, and submit the completed form to the Admission & Records Office at the Main Campus, the Alisal Campus, or at the South County Education Center. You may also fax the completed form to (831) 770-6138.

In order for Hartnell College to consider an exemption from orientation & counseling/advising and educational plan request, students submit all of the following information:

1. Any missing information will result in non-consideration of your request. You will not be informed if any information is missing.
  2. Take this form over to the Counseling Department at the Main Campus, the Alisal Campus, or at the South County Education Center and ask to speak to a Counselor. Upon meeting with a Counselor, they will review your form and will make a determination regarding your request for exemption.
  3. Upon approval from the Counselor, submit the completed form to the Admission & Records Office at the Main Campus, the Alisal Campus, or at the South County Education Center.. Your approved exemption will be processed immediately and posted in our registration system. You will be able to register online using PAWS for Students.
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1. If you are a Distance Ed (online) student, you may fax or scan and email to [hartnellcounseling.edu](mailto:hartnellcounseling.edu) this form along with the supporting documentation to the Counseling Department at 831-770-6138. A Counselor will review your form and will make a determination regarding the course equivalency.
  2. Upon approval from the Counselor, the form will be submitted to the Admissions & Records Department for processing. Your approved exemption will be processed immediately and posted in our registration system. You will be able to register online using PAWS for Students.