

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

Monday – Thursday 8:00 am – 6:00 pm
 Friday 8:00 am – 1:00 pm
 (Subject to change during Shelter in Place Orders)

Hours during student vacation periods may vary and will be posted at the entrance.

Alisal, Castroville, King City and Soledad Education Center’s hours vary and will be posted on the Website and at each center.

Mailing Address
 Hartnell College
 Attention: Admissions & Records
 411 Central Avenue
 Salinas, CA 93901

Applying to the College

Application for Admission

Online applications for admission are available in both English and Spanish. The link for the online application can be found on the Hartnell College website: www.hartnell.edu. New and returning students should submit applications early in the registration cycle to have the best opportunity to get courses. Students who have not attended, been absent from Hartnell for two or more primary semesters (Fall & Spring) must reapply admission before registering. Concurrent Enrollment Students attending Hartnell must submit an Application for Admission each semester upon semester that they attend upon until they graduate graduation from high school, at which time a new Application for Admission is required to be submitted to update enrollment status to First Time College Student.

Admissions Requirements

Criteria

In addition to the residency requirements, outlined in the next section, applicants will or may be admitted to the College as follows:

1. Any person over the age of 18 and possessing a high school diploma or its equivalent.
2. Other persons who are over the age 18 and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s

rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

3. Persons who are apprentices as defined in Labor Code Section 3077.

Residence Requirements

Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a “resident” or “non-resident” of the State of California. The right of a student to attend any public community college in California as a resident requires that they

1. be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty of another visa type that does not preclude establishing domicile in the United States and meeting certain requirements.
2. be at least 19 years of age and have lived in California one year and one day prior to the residency determination date. (Note: A student who has not been a resident of California for more than one year and who is the dependent child for income tax purposes of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification and must submit documentation with application.)
3. have parents or a guardian who has resided in California for one year and one day, if the student is younger than 18 years of age.
4. present evidence showing the student’s (or the student’s parents’ if student is under 19) intent to make California his/her permanent home.
5. manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.
6. manifest residency intent if the student is under 19 years of age, by both students and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within No. 5 and No. 6 above, the student is required to provide evidence of intent to make California his/her permanent home. Objective manifestations of this intent include but are not limited to:

1. payment of California state income tax as a resident.
2. registering to vote and voting in California.
3. licensing from California for professional practice.
4. showing California as the home address on a federal income tax return.
5. ownership of residential property or continuous occupancy of rented or leased property in California.
6. possessing California motor vehicle license plates.
7. possessing California driver’s license or California ID.
8. maintaining a permanent military address or home of record in California while in the armed services.

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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 States domiciled or stationed in California on active duty are entitled to resident classification for purposes of determining the amount of tuition fees for the duration of their attendance at a community college as long as they remain on active duty.

A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States domiciled or stationed in California on active duty is entitled to resident classification for the purposes of determining the amount of tuition and fees. There is no limitation on the length of resident classification as long as the dependent remains continuously enrolled at that community college.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year.

Students with visas will be evaluated for residency based on the type of visa, visa issue date, length of stay in California, and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California will be classified as a non-resident student. Non-resident fees will be applied.

Definition: “Manifested the intent” means having supportive documentation indicating the intention of making California one’s legal state of residence. **Students may be asked to submit this documentation to verify California residency. For further information, contact the Admissions & Records Office at (831) 755-6711.**

Per section 54026, California Administrative Code, Title 5, the burden is on the student to clearly demonstrate both physical presence and intent to establish California residency.

California Residency Status Change

A student previously classified as a non-resident may be reclassified. A residence determination date is the day immediately preceding the opening day of instruction for any primary semester (fall/Spring) or summer session during which the student proposes to attend.

A student may request reclassification by completing a Residency Questionnaire available in the Admissions & Records Office. The request for reclassification must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the

residency determination date. In no cases, however, may a student receive a non-resident tuition refund after the date of first census.

Written documentation, evidence of both physical presence and intent will be required of the student in support of the reclassification.

A student shall be considered financially independent for the purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by their parent(s) in the calendar year prior to the year the reclassification application is made.
- Has not lived and will not live for more than six weeks in the home of their parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

The Admissions & Records Office will make a determination based on the evidence and notify the student no later than 14 days after the receipt of the request for reclassification.

Non-Residents

A non-resident student is one who has not had a legal residency in California for more than one year immediately preceding the beginning of the semester. Non-resident students are required to pay non-resident tuition in addition to enrollment fees. Unless the student qualifies for the exemptions listed below.

California Nonresident Tuition Exemptions Exemption from Nonresident Tuition (AB540, AB 2000, & AB68)

Any student, other than one with a United States Citizenship and Immigration Services **nonimmigrant** visa status, who meets all of the following requirements, shall be exempt from paying nonresident tuition.

The student must have:

Eligibility Requirements:

1. The student must have: attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more **or** attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years

2. The student must have: graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam). or completed an associate degree from a California Community College. or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.
 3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California.
 4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status or will file an application as soon as the student is eligible to do so
- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
 - Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in the process is strictly confidential unless disclosures are required under law. Documentation to support the nonresident affidavit may be required if conflicting information is provided.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but are not classified as California residents.

Veterans Access, Choice, and Accountability Act (38.U.S.C. 3679(c))

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230) In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 (“VACA Act”), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill® -Active Duty (MGIB-AD) and Post-9/11 GI Bill® education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents (“covered individuals”) tuition and fees in excess of

the in-state rate for resident students for terms beginning after July 1, 2015. A “covered individual” is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill® benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.
4. The new category includes individuals eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities® (Chapter 31) education benefits program.
5. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.

Eligibility Determination of Military Status

As it relates to verifying student eligibility for “covered individual” status and qualification for Montgomery GI Bill-Active Duty® or Post-9/11 GI Bill® education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code), districts will need to rely on actual evidence and not a self-certification that the student meets the above criteria. Students eligible for VA education benefits are provided a “Certificate of Eligibility” (COE) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a “DD 214”, may also be of assistance in confirming “covered individual” status at it will show the effective date of the veteran’s discharge from active service. Students are required to submit the Certificate of Eligibility and DD 214 to the Admissions and Records office for verification and reclassification of residency status. Students who obtain VACA residency classification are not eligible for the California College Promise Grant.

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Students Associated with the Armed Forces

Students who are members of the armed forces of the United States and their dependents stationed in this state on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition. There is no requirement for the military person to establish residence; however, the student must be on active duty on the residence determination date. If a nonresident student who is a member of the military becomes separated from the military, he or she would be required to provide evidence of intent to establish California residence for a minimum of one year prior to the residence determination date. Effective Jan. 1, 1996, Assembly Bill 723 was added to the California Education Code to allow a member of the armed forces who was stationed in California on active duty for more than one year prior to being discharged from the service, to claim resident classification for up to one year if he or she lives in California after being discharged. After the one-year exception, the student would have to prove California residence had been established.

Air Force ROTC (AFROTC) Instruction for Students at Hartnell College

Hartnell College has an agreement with the University of California, Berkeley, which hosts Air Force ROTC Detachment 085, to make Air Force ROTC available to qualified students at Hartnell College who desire to earn appointments as commissioned officers in the United States Air Force. This agreement applies only to Air Force ROTC courses, education, and training. Air Force ROTC is offered through the Aerospace Studies department at U.C. Berkeley. Students may enroll in and attend one course per semester at the U.C. Berkeley campus at a cost equal to that at Hartnell College. Topics covered in AFROTC courses include Basic Military knowledge (1-credit), Military History (1-credit), Leadership Training (3-credits), and U.S. National Security Affairs and Preparation for Active Duty (3-credits). Additional components of the ROTC program include 3 hours per week of fitness activities, 2 hours per week of Leadership Lab, and a 4-week Summer Field Training. Upon completion of the program and granting of 4-year degree, students will commission as Second Lieutenants in the United States Air Force. To be eligible for AFROTC, applicants should be a full-time student, plan on transferring to a B.S. or B.A. degree-granting program, and meet additional fitness, GPA, testing, and other requirements. Qualified students may also compete for Air Force ROTC scholarships. Interested students should visit the department website <http://airforcerotc.berkeley.edu>, call (510)642-3572, or e-mail afrotc@military.berkeley.edu.

Credit for Prior Learning AB 1786

Credit for Prior Learning may be available to current or former members of the Armed Forces. See a counselor to review this opportunity and apply for consideration.

AB 2210

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

This exemption applies to the following:

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq.
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces.
- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan.
- Refugee students admitted to the United States under Section 1157 of Title 8 of the United States code.

Incorrect Residency Classification

A student incorrectly classified as a California resident is subject to reclassification as a nonresident and payment of nonresident tuition. If incorrect classification results from false or misleading statements, a student may be excluded from class or classes upon notification.

Reclassification

Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding year will be considered at the time the student requests reclassification. Students who were previously classified as nonresidents must contact the Admissions and Records office to submit a residency reclassification petition and provide supporting documentation for consideration to be classified as a resident.

Information regarding requirements for reclassification is available in the Admissions and Records office.

Limitation of Residency Rules

The student is cautioned that this summary of rules regarding residency determination is by no means a complete explanation of their meaning or content. The student should also note that changes may have been made in the statutes and regulations between the time this statement is published and the beginning of the academic year. Further information regarding residency is available in the Admissions and Records office.

International Students

F-1 Visa Status

It is the policy of Hartnell College to provide international student advice to assist international students with admission, enrollment, matriculation and other supportive services. Hartnell College recognizes that a program for international students makes a significant contribution to the education of its students and to the promotion of international understanding in the District and throughout the world.

Admission

An international student designee is available to assist with the school admission procedures and the required documentation for the student F-1 visa. Admission and I-20 requirements include:

1. completed International Student Application form.
2. original high school/college transcript(s), including an English translation and explanation of the grading system.
3. original score from the Test of English as a Foreign Language (TOEFL). Hartnell requires a score of 460 or higher on the paper-based test, 140 or higher on the computer-based test, or 48 or higher on the Internet-based test.

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

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

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

The completed Concurrent Enrollment packet must be submitted 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 our website at www.hartnell.edu search Admission and Record Forms.

- 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 age level (academic camps for young students, children's theater, etc.)

For additional information on College and Career Access Pathways (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 a (831) 755-6772.

Procedures for High School Students

A student whose age or class level is equal to grades 9-12 may attend Hartnell College as either a special part-time student, a special 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 Session.

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 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 transcripts in writing to the Admissions & Records Office.

- 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 12.0 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.

Distance Learning

International students may take online courses; however, a minimum of 9.0 units must be taken at a Hartnell College campus in a regular classroom setting in order to earn a Hartnell degree or certificate.

Employment

After one semester of successful study, international students may be permitted to work part-time on campus if there is an urgent financial need. Off-campus employment is subject to the rules of the Immigration and Naturalization Service.

Student Responsibility

International students must be familiar with the Immigration and Naturalization Service regulations as well as Hartnell College's regulations on student conduct and enrollment and comply with those regulations. For more information, call (831) 755-6711 to schedule an appointment, or visit our website by scanning the QR code:



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-CIHE	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-ACACS	Western Association of Schools and Colleges- Accrediting Commission for Senior Colleges and Universities

Hartnell College recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education <https://ope.ed.gov/dapip/#/home>.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course equivalency or course substitution process.

Course equivalency may be determined by any of the following methods:

1. Direct articulation between Hartnell and the sending institution
2. Indirect articulation between Hartnell and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID)
3. Indirect articulation between Hartnell and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org). For example, if a course under review is not approved for C-ID and Hartnell does not have direct articulation with the California Community College a CSU that maintains articulation with both Hartnell and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-co-requisites are sufficiently aligned with Hartnell courses. This review will be conducted by the counseling and/or evaluations staff. Some courses will also require review by the college Articulation Officer, appropriate faculty content experts and the appropriate dean.

Course substitutions may be approved by any of the following methods:

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at Hartnell regardless of whether or not Hartnell has an equivalent course.
2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Hartnell.
3. Courses completed at private colleges and universities that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Hartnell.
4. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC) will be applied to the parallel associate degree general education category at Hartnell.

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 used to certify CSU GE or IGETC requirements

To have foreign coursework evaluated, students need to contact one of the approved evaluation agencies listed below and request a detailed comprehensive equivalency report that includes –for each course—a course name in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned. Actual determination of Hartnell College credit for classes taken in another country will begin during an individual appointment with a Hartnell College counselor after you arrive on the Hartnell College campus and present your transcripts together with a valid outside foreign transcripts evaluated copy.

Academic Evaluation Services

Phone: (813) 374-2020
 Email: info@aes-edu.org
 Web site: <http://aes-edu.org/website/home/index.cfm>

Educational Credential Evaluators, Inc.

Phone: (414) 289-3412
 E-mail: EVAL@ece.org
 Web site: www.ece.org

Educational Records Evaluation Service

Phone: (916) 565-7475
 E-mail: EDU@eres.com
 Web site: www.eres.com

International Education Research Foundation, Inc. Credentials Evaluation Service

Phone: (310) 258-9451
 E-mail: info@ierf.org
 Web site: www.ierf.org

World Education Services Application for Evaluation of Foreign Educational Credentials

Phone: (800) 414-0142
 E-mail: sf@wes.org
 Web site: www.wes.org

There may be other foreign evaluation services available; Hartnell College will accept evaluations from agencies holding current membership in Association of Credential Evaluation Services (NACES). For a listing of members, please go to: <https://www.naces.org/members>

Military Service Credit through Credit for Prior Learning

Four semester units of elective credit will be granted to any actively enrolled student with an approved DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. An approved DD214 may also be used to fulfill the California State University 3 unit Area E General Education Breadth requirement.

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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 through a process called “**pass along certification**”. Courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 7) 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 on a California Community College IGETC Certification Pattern. Courses deemed equivalent would be certified in the subject areas in which the equivalent CCC courses have been approved.

Credit for External Examinations

For all Credit for External Examinations:

- Units granted will not count toward the residence requirements of Hartnell College.
- Students must have the official score reports sent to the Hartnell College Admissions and Records Office to receive credit.
- Credit by exam is noted and listed first on a student’s transcript.
- Units and subject credit granted at Hartnell College do NOT reflect units or subject credit granted by a transfer institution except as listed below for general education purposes. Use of credit varies at each transfer institution and by major.

Advanced Placement Exams (CEEB)

Hartnell College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the college’s sequence of courses.

Students enrolled at Hartnell College will receive credit for Advanced Placement Examinations, after official scores are sent to the college. The College will confirm the credit granted after receiving the official scores and a Request for Evaluation form is submitted. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with a Hartnell College Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

Refer to the following AP chart for information on specific course credit awarded and general education areas cleared to meet Hartnell College’ general education requirements as well as the transfer general education areas cleared for CSU-GE and/or IGETC certification. Some universities will not award credit for an AP exam for a course that is part of a major area of study or concentration or will require a higher score than a 3.

Credit for External Exams

Advanced Placement (AP) standardized exams are designed to measure how well a student has mastered the content and skills of AP courses. A student must score three or higher on the AP exams to earn college credit. **Each campus in the CSU system determines how it will apply external examinations toward credit in the major.** For the most up to date CSU information, visit : <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

Elective units awarded may be applied to UC graduation requirements for specific subjects and/or for general education/breadth requirements, as determined by each campus. There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. For the most up to date UC information, visit: <https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/>

Subject Exam	Minimum Score	Hartnell College AA degree Credit Award			CSU		IGETC for UC and CSU		
		Hartnell Equivalent	Hartnell Units Awarded	Associate Area	CSU GE Area ²	CSU GE Units Awarded ¹	IGETC Area ³	IGETC Units Awarded	
College Board Advanced Placement (AP) Tests									
AP Art – Art History	3	ART 1A or 1B	3.0	Humanities	C1 or C2	3.0	3A or 3B	3.0	
AP Art - Studio -Art 2D Design	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
P Art - Studio- Art 3D Design	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
AP Art - Studio Art- Drawing	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
AP Biology	3	BIO 10 + 2 Elective	6.0	Nat. Sci.	B2 & B3	4.0	5B & 5C	4.0	
AP Chemistry	3	CHM 1A + 1 Elective	6.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	4.0	
AP Chinese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0	
AP Comparative Gov't & Policies	3	3.0-GE	3.0	Soc. & Beh.	D8	3.0	4	3.0	
AP Computer Science A ⁴	3	CSS 2A	4.0	Lang. & Rat.	n/a		n/a	0.0	
AP Computer Science AB ⁴	3	CSS 2A + 2 Elective	6.0	Lang. & Rat.	n/a		n/a	0.0	
AP Computer Science Principles	3	None-Elective Only	3.0	n/a	B4	3.0	n/a	0.0	
AP Economics - Microeconomics	3	ECO 5	3.0	Soc. & Beh.	D2	3.0	4	3.0	
AP Economics - Macroeconomics	3	ECO 1	3.0	Soc. & Beh.	D2	3.0	4	3.0	
AP English - Lang. & Composition	3	ENG 1A + 3 Elective	6.0	Lang. & Rat.	A2	3.0	1A	3.0	
AP English - Lit. & Composition	3	ENG 1A & ENG 1B	6.0	Lang. & Rat. & Humanities	A2 & C2	6.0	1A or 3B	3.0	
AP Environmental Science ³	3	BIO 48 + BIO 48L	4.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	3.0	
AP French - French Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0	
AP German Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0	
AP US Government & Politics.	3	POL 1	3.0	Soc. & Beh.	D8 + US 2	3.0	4 + US 2	3.0	

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AP History - European History	3	HIS 4A + 3 Electives	6.0	Soc. & Beh.	C2 or D6	3.0	3B or 4 ²	3.0
AP History - United States History	3	HIS 17A + 3 Electives	6.0	Soc. & Beh.	(C2 or D6) + US 1	3.0	3B or 4 and US 1 ²	3.0
AP History - World History	3	HIS 5A + 3 Electives	6.0	Soc. & Beh.	C2 or D6	3.0	3B or 4 ²	3.0
AP Human Geography	3	3.0 GE	3.0	Soc. & Beh.	D5	3.0	4	3.0
AP Italian Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0
AP Japanese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0
AP Latin - Latin	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0
AP Latin Literature or Latin: Vergil							3B and 6A	3.0
AP Math Statistics	3	MAT 13	4.0	Lang. & Rat.	B4	3.0	2	3.0
AP Math (Calculus AB) ⁴	3	MAT 3A	4.0	Lang. & Rat.	B4	3.0	2	3.0
AP Math (Calculus BC) ⁴	3	MAT 3A	4.0	Lang. & Rat.	B4	3.0	2	3.0
AP Math (Calculus BC/AB) Subscore ⁴	3	3-GE	3.0	Lang. & Rat.	B4	3.0	2	3.0
AP Physics 1 ⁵	3	PHY 2A	4.0	Nat. Sci	B1 & B3	4.0	5A & 5C	4.0
AP Physics 2 ⁵	3	PHY 2A	4.0	Nat. Sci	B1 & B3	4.0	5A & 5C	4.0
AP Physics C ⁵ (Mechanics)	3	PHY 4A	4.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	3.0
AP Physics C ⁵ (Electricity & Magnetism)	3	4-GE	4.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	3.0
AP Psychology	3	PSY 2	3.0	Soc. & Beh.	D9	3.0	4	3.0
AP Seminar	3	None-Elective Only	3.0	n/a	n/a	0	n/a	0.0
AP Spanish - Spanish Language and Culture	3	SPA 1, 1S or 1X + 1 Elective	6.0	Lang. & Rat. or Humanities	C2	3.0	3B and 6A	3.0
AP Spanish - Spanish Literature and Culture	3	3- GE + 3 Electives	6.0	Humanities	C2	3.0	3B and 6A	3.0

¹Students are granted units and subject credit for the Hartnell College Associate degree for College Entrance Examination Board (CEEB) Advanced 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 area regardless of where the certifying CCC's discipline is located.

³Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009, or later, those credits may only apply to B1+B3.

⁴If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

⁵If a student passes more than one AP exam in physics, only one examination may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

International Baccalaureate (IB)

The International Baccalaureate (IB) exam assesses student work and measures students' academic, intercultural and basic skills. Each campus in the CSU & UC system determines how it will apply external examinations toward credit in the major.

Students may earn units for International Baccalaureate (IB) exams with scores of 5, 6, or 7, on Higher Level (HL) exams. IB credit can be used to meet the Hartnell College AA GE pattern. An acceptable IB score is equivalent to units as listed below. IB exams may also be used for lower division general education areas on the CSU GE and the IGETC.

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

Subject Exam	Minimum Score	Hartnell College AA degree Credit Award			CSU		IGETC for UC and CSU		
		Hartnell Equivalent	Hartnell Units Awarded	Associate Area	CSU GE Area ²	CSU Units Awarded ¹	IGETC Area ³	IGETC Units Awarded	
International Baccalaureate (IB)									
IB Biology HL	5		3.0 GE	Nat. Sci.	B2	3.0 GE + 3 Electives	5B (no lab)	3.0	
IB Chemistry	5		3.0 GE	Nat. Sci.	B1	3.0 GE + 3 Electives	5A (no lab)	3.0	
IB Economics	5		3.0 GE	Soc. & Beh.	D2	3.0 GE + 3 Electives	4	3.0	
IB Geography	5		3.0 GE	Nat Sci. or Soc. & Beh.	D5	3.0 GE + 3 Electives	4	3.0	
IB History (any region) HL	5		3.0 GE	Soc. & Beh.	C2 or D6	3.0 GE + 3 Electives	3 or 4*	3.0	
IB Language A Literature (any language) HL <i>(If in English IGETC only gives Area 3 not LOTE)</i>	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	C2	3.0 GE + 3 Electives	3B & 6A	3.0	
IB Language A Language and Literature (any language) HL <i>(If in English IGETC only gives Area 3 not LOTE)</i>	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	C2	3.0 GE + 3 Electives	3B & 6A	3.0	
IB Language B (any language) HL	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	n/a	6.0 Electives	6A	3.0	
IB Mathematics HL	5		3.0 GE	Lang. & Rat.	B4	3.0 GE + 3 Electives	2A	3.0	
IB Physics HL	5		3.0 GE	Nat. Sci.	B1	3.0 GE + 3 Electives	5A (no lab)	3.0	
IB Psychology HL	5		3.0 GE	Soc. & Beh.	D9	3.0 GE	4	3.0	
IB Theatre HL	4-AA or CSU; 5-IGETC		3.0 GE	Humanities	C1	3.0 GE + 3 Electives	3A	3.0	

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>.

The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at: http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_3.xlsx

ADMISSIONS

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 IGETC**.

College Level Examination Program (CLEP)										
Subject Exam	Minimum Score	Hartnell Equivalent	Hartnell Units Awarded	Associate Area		CSU GE Area ²	CSU Units Awarded ¹		IGETC Area ³	IGETC Units Awarded
CLEP American Literature	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Analyzing and Interpreting Lit.	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Biology	50		3.0 GE	Nat. Sci.		B2	3.0 GE		n/a	n/a
CLEP Calculus	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Chemistry	50		3.0 GE	Nat. Sci.		B1	3.0 GE		n/a	n/a
CLEP College Algebra	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP College Algebra-Trigonometry	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Financial Accounting	50		3.0 Electives	Lang. & Rat.		n/a	3.0 Electives		n/a	n/a
CLEP French ⁶ Level I	50		5.0 GE	Humanities		n/a	6.0 Electives		n/a	n/a
CLEP French ⁶ Level II	59		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP German ⁶ Level I	50		5.0 GE	Humanities		n/a	6.0 Electives		n/a	n/a
CLEP German ⁶ Level II	60		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP History, United States I	50		3.0 GE	Soc. & Beh.		D6 + US 1	3.0 GE		n/a	n/a
CLEP History, United States II	50		3.0 GE	Soc. & Beh.		D6 + US 1	3.0 GE		n/a	n/a
CLEP Human Growth and Develop.	50		3.0 GE	Soc. & Beh.		E	3.0 GE		n/a	n/a
CLEP Humanities	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Info Systems and Computer Applications	50		3.0 Electives	Lang. & Rat.		n/a	3.0 Electives		n/a	n/a
CLEP Intro Business Law	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Intro Psychology	50		3.0 GE	Soc. & Beh.		D9	3.0 GE		n/a	n/a
CLEP Intro Sociology	50		3.0 GE	Soc. & Beh.		D0	3.0 GE		n/a	n/a
CLEP Natural Sciences	50		3.0 GE	Nat. Sci.		B1 or B2	3.0 GE		n/a	n/a
CLEP Pre-Calculus	50		3.0 GE	Lang & Rat.		B4	3.0 GE		n/a	n/a
CLEP Principles of Accounting	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP of Macroeconomics	50		3.0 GE	Soc. & Beh.		D2	3.0 GE		n/a	n/a
CLEP Principles of Management	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Principles of Marketing	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Principles of Microeconomics	50		3.0 GE	Soc. & Beh.		n/a	3.0 Electives		n/a	n/a
CLEP Spanish ⁶ Level I	50		5.0 GE	Humanities		n/a	3.0 Electives		n/a	n/a
CLEP Spanish ⁶ Level II	63		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP Trigonometry	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Western Civilization I	50		3.0 GE	Soc. & Beh.		C2 or D6	3.0 GE		n/a	n/a
CLEP Western Civilization II	50		3.0 GE	Soc. & Beh.		D6	3.0 GE		n/a	n/a

Note: The Term Elective(s) means units.

1. These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
2. Areas of California State University- General Education (CSU-GE) Breadth (A1 through E)
3. Areas of Intersegmental General Education Transfer Curriculum (IGETC) (1 through 6)
4. If a student passes more than one AP exam in Calculus or computer science, only one examination may be applied to CSU baccalaureate.
5. If a student passes more than on AP exam in physics, through FA 2015 six units may be applied to the CSU baccalaureate, and four of those units may be applied to certification for CSU-GE-Breadth.
6. If a student passes more than one CLEP test in the same language (other than English), and then only one examination may be applied to the baccalaureate (e.g., two exams in French). For each test in a language other than English, a passing score of 50 is considered Level I and the higher score listed for each test is considered Level II and earns additional credits as noted.

Upon student submitting official AP Score Report to Admissions and Records, college credit will be credited to the student's record. For more information, please see a counselor.

UC CLEP Policies: The University of California currently does not accept CLEP Examinations. CLEP cannot be used on IGETC. However, the CSU has a system-wide policy for CLEP exams and awarding transfer credit for admission based on these exams. The CSU policy for CLEP can be found at http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_2.xlsx

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 on the college envelope has not been broken.

All transcripts submitted become the permanent property of Hartnell College and copies of these transcripts cannot be forwarded elsewhere or released to the student. College personnel with the need to know will have access to official transcripts. These transfer transcripts can be used by authorized Hartnell College personnel only. The evaluation will include all degree-applicable coursework. Transfer coursework that has been evaluated and approved by Hartnell College becomes a permanent part of the student's overall academic record and cannot be removed.

Transfer Transcripts for Prerequisites

Students transferring from other colleges or universities and enrolling in courses with prerequisites must document the successful completion of the prerequisites with a signed Prerequisite Clearance form by a Hartnell College counselor and a copy of the other college university transcript prior to registration.

Impound of Student Records

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive degrees or certificates, have transfer credit evaluated, have GE Certifications forwarded, enrollment verifications, and/or receive other services related to student records.

Once the student has cleared the obligation with the College, the impoundment of records will be removed. Additional holds may be placed for academic or disciplinary reasons which will result in the student's inability to register for subsequent classes/semesters.

Service Member's Opportunity College

Hartnell College subscribes to the Service Member's Opportunity College (SOC) program of the American Association of Community and Junior Colleges. Upon meeting with the Veterans Counselor, the student may submit military educational records and official college transcripts and request formal evaluation by the Admissions Office. As an SOC college, Hartnell College will:

1. accept for transfer credit all lower-division work taken by a student at a regionally accredited institution.
2. accept for credit courses completed by military personnel in accordance with the USAFI catalog.
3. grant credit under the Advanced Placement Program of the College Entrance Examination Board (CEEB) and the College Level Examination Program (CLEP).

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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

(Military Courses, MOS, DANTES, etc.)

Credit for military school experience and MOS will be limited to a maximum of 30 units commensurate with graduation requirements and course offerings. Students wishing to use military credit may request an evaluation of their military credit by meeting with the Veterans Counselor. It is the student's responsibility to (1) request official transcripts be mailed directly to the Admissions Office (2) submit a copy of his/her DD214.

The following websites may be used to request transcripts from the military branches:

The Army/ (AARTS): <https://jst.doded.mil/smart/welcome.do>

The Sailor/Marine/ACE Registry Transcript (SMART):
<http://www.nps.edu/Academics/Schools/GSEAS/Departments/EC/Handbook/smartinfo.html>

The Comm. College of the Air Force (CCAF):
<http://www.au.af.mil/au/barnes/ccaf/index.asp>

The Coast Guard Institute:
<http://www.uscg.mil/hr/cgi/>

The maximum number of units awarded for non-traditional credit is 30.0 units.

Enrollment Priorities BP & AP 5055

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. Students now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Hartnell Community College District. BP & AP 5055

Priorities groups and registration dates are determined by the completion of the two Core Services (Orientation, and Student Education Plan), the number of units completed at Hartnell Community College District, and maintaining good academic standing.

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
1	<p>Legally Mandated:</p> <ul style="list-style-type: none"> Active Military and Veterans CalWorks Students with Disabilities Programs and Services (DSPS) Foster Youth and Former Foster Youth (exempt of academic Standards and exceeding 100 Units) Extended Opportunity Programs and Services (EOPS) Homeless Students 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
2	<p>District approved groups per AP 5055:</p> <ul style="list-style-type: none"> Student Athletes, DSPS Note Takers TRIO HEP SI Leaders Dual Enrollment (transitioning from high school to a First-Time College Student) 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
3	<p>Continuing & First Time Students, who have completed a Student Educational Plan. Priority in this category is based on completed at Hartnell units in the following order:</p> <ul style="list-style-type: none"> 32.0 – 60.9 units 15.0 – 31.9 units 61.0 – 99.99 units 0.3 – 14.9 units 0.00 – 29 units 	<ul style="list-style-type: none"> Fully Matriculated Good Academic Standing Does not exceed 100 units of HCC degree applicable units
4	<p>Continuing students, New first-time students, Returning students and Transfer students who have not completed:</p> <ul style="list-style-type: none"> Orientation, and Student Educational Plan, or exceed 100 HCC degree applicable units. Not in Good Academic Standing. 	
5	<p>Concurrent Enrollment (K-12)</p>	

Required Definitions:

Fully Matriculated – A student who completes Orientation, Placement, and a Student Educational Plan.

Good Academic Standing – A student who is not on academic or progress probation for two consecutive terms.

Academic Probation – after attempting 12 units, student’s cumulative GPA falls below 2.0

Progress Probation – after attempting 12 units, student does not complete more than 50% of the units attempted.

SEP (Student Educational Plan) – The plan outlines suggested courses for students based on degree, certificate, or transfer plans.

100 Degree Applicable Units – Based on units earned at HCC. Excludes units earned for basic skills and ESL.

ADMISSIONS

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 home, office, or on campus by visiting the college website at www.hartnell.edu and clicking on PAWS for Students or PAWS Self-Serve. Follow the prompts to:

- View the Schedule of Classes
- Register/Add/ Drop Classes
- Obtain and print a copy of your unofficial transcript
- Obtain and print out placement results
- Obtain and print a copy of your current class schedule
- Update your home address and phone number
- Check your financial aid status
- Pay for your classes

Steps to Enroll at Hartnell College

STEP 1: APPLY NOW

Complete and submit the **Hartnell College Application for Admissions** online at www.CCCApply.org. Then apply for financial aid via the Free Application for Federal Student Aid (**FAFSA**) at www.fafsa.ed.gov or complete the **CA Dream Act** application at <https://dream.csac.ca.gov/> to determine your financial aid eligibility.

STEP 2: PASSWORD RESET & DUO-2 STEP

To set-up your student dashboard via DUO visit www.hartnell.edu/duo/ website.

Please use your Hartnell Student Email when resetting your password.

You will have access to the following:

- PAWS Self-Serve*
- Hartnell Student Email
- Canvas (Online Instruction)

*PAWS Self-Serve is where you'll be able to access registration, class schedules, financial aid information, and much more.

If you experience difficulty accessing your DUO account, please email ithelp@hartnell.edu.

STEP 3: ORIENTATION

An informed student is a successful student, the state of California requires that all first-time college students complete an Orientation before they can register for classes. Unless you qualify for an *Orientation Exemption. **Complete the New Student Orientation online by logging into PAWS and selecting the Orientation for New Student link.**

**Please see a Hartnell College Counselor for an Orientation Exemption*

STEP 4: PLACEMENT

Hartnell College uses multiple measures to place students into the appropriate English, Math and ESL coursework. We have **The Hartnell College Placement for Success Tool** that will help you determine what English, Math and ESL courses you should take. To use the tool, you will need the following information:

- **PAWS login Information** (see Step 2)
- **High School GPA** (range)
- **High School math courses** (final grades)
- **intended major** (program of study)

We want to make sure that you are confident in your course placement. If you need additional guidance, or do not have your high school information needed to use the tool, please call the **Hartnell College Placement Office at (831) 759-6054 to sign up for Placement for Success Workshop.**

STEP 5: COUNSELING

All students **MUST** schedule an appointment to meet with a counselor to discuss their academic goals and to develop a comprehensive **education plan** (a plan that outlines courses a student must take to complete their educational goal) by the 15 degree applicable unit mark. **Call the Counseling Office at (831) 755-6820** or visit <https://www.hartnell.edu/students/programs/counseling/counseling-appointments.html> to schedule an appointment.

STEP 6: REGISTER

Register for classes online using **PAWS for Students or PAWS Self-Serve**. Concurrent enrollment less than 9th grade must register in person. Please consult the website for dates and times.

STEP 7: PAY FEES

Pay all registration fees by the payment fee deadline to avoid being dropped from your classes. See the **payment deadline schedule** online: <https://www.hartnell.edu/students/admissions/fees-refunds/> Fees can be paid through the PAWS Self-Serve portal.

STEP 8: CATCARD

Visit the Office of Student Life in Building C to obtain or update your CatCard. You must bring proof of payment of your Student Services/Activity Fee.

Placement Requirements

Before you can register for classes, you must apply to admissions. Then you must meet equitable placement requirements as stated in the Schedule of Classes. To find out more about placement requirements or to make an appointment, call the Placement Office at (831) 759-6054.

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 Residency Requirements in the Admissions section of this catalog. Further information concerning tuition and special circumstances for determining California residency is available at the Admissions & Records Office.

Instructional Materials Fees

Students are required to pay materials fees for instructional or other materials for some credit and non-credit courses if those materials are of continuing value to the student outside the classroom and if such materials are not solely or exclusively available from the district.

In certain cases, a course materials fee is charged. This fee covers materials that are required for health and safety reasons or material provided in lieu of other generally available but more expensive materials which would otherwise be required. Classes for which a materials fee is charged are specifically designated in the printed schedule of classes. A master list of approved course materials fees is maintained in the appropriate discipline's administrative office.

ADMISSIONS

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 your registration payment and is paid at the time enrollment fees are paid. The Student Activity fee will be refunded ONLY if the student withdraws from Hartnell College (see refund policy for deadlines) and/or requests a refund prior to the issuance of the student ID card. Students may also apply for a Student Activities Fee Waiver prior to registering for classes and/or prior to paying their fees. A Student Activities Fee Waiver form is available at the Office of Student Life and at the Cashier's Office.

AB-1504 Student Representation Fee

Supports lobbying efforts by students for their rights. *As of January 1, 2020, any student registered for classes will be charged a \$2 student representation fee in compliance with AB1504. This is a mandatory fee. To appeal, submit the fee waiver form.

Computer Printing Fees

Hartnell College charges students a fee for printing in selected areas. Please refer to the procedures in each lab.

Optional Fees

Student Parking

A student may purchase a parking permit for \$40 each fall/spring/summer term. Financial Aid students pay \$20 per term. A student who does not wish to purchase a term parking permit may purchase a daily parking permit for \$2 daily rate. Look for the daily parking permit machines in various parking lot locations.

The District reserves the right to change parking fees based on Hartnell College Board Policy 2255.

Money Matters

Hartnell College participates in the Chancellor's Office COTOPs program which is a collection process for any unpaid outstanding balance on your student account. Unpaid balances are reported once a year to the Franchise Tax Board and will affect any eligibility for State Tax Refunds.

Refund of Fees

Enrollment Fees

A refund or reversal of all fees shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es). We begin processing refunds the week following the last day of the add/drop period. Refunds take approximately 2 to 4 weeks to process.

Full Semester Courses (16 weeks)

- A 100% refund is given upon withdrawal during the 10% point of the semester.
- No refund or credit is given after withdrawal beyond the second week of the semester, even if registration occurred after the first week of school.

Refunds will not be processed for amounts under \$10 or you may use the credit to pay other fees or apply to the following term.

Summer and Short-Term Courses

The refund/reversal for short-term classes is based on the length of the class and the number of days per week the class meets.

- A 100% refund is given upon withdrawal by the 10% point.
- No refund is given after the 10% point.

Refunds will not be processed for amounts under \$10 or you may use the credit to pay other fees or apply to the following term.

Example:

100%Refund if Withdrawal

Session is completed by

4-week	2 nd day of session
6-week	3 rd day of session
8-week	4 th day of session

Note: Classes meeting fewer weeks or fewer days per week will have shorter withdrawal periods based on their 10% point.

PREREQUISITES, COREQUISITES & ADVISORIES

PREREQUISITES

Prerequisite indicates students have knowledge or skill preparation considered necessary for success in a course. Prerequisite requirements must be met in order to register for some college courses. A college course prerequisite is defined to mean "a condition of enrollment that a student must meet in order to register in a course or program." (CCR T.5 55200) It is the student's responsibility to be certain that s/he has met the necessary prerequisite(s) for any course enrolled. The student will be dropped from any class where it is verified that the required prerequisite has not been successfully completed. *Prerequisites will be validated after final grades have been posted.*

See a counselor for assistance to clear any prerequisite requirement.

COURSE PREREQUISITE POLICY BP 4260

The college REQUIRES all such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisite, co-requisite, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedure shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

PREREQUISITE CLEARANCE FORM

If students have taken courses and have met the prerequisite at another college, completed Advanced Placement (AP) exams, are exempt from CSU CAASPP/EAP or completed a placement assessment at another CA college (within 2 years), they should see a Hartnell College Counselor prior to registration to complete a Prerequisite Clearance form following the procedures below:

- Take this form to the Counseling Department (B-119) and ask to speak to a Counselor. Upon meeting with a Counselor, the Counselor and student will review transcripts, test scores, assessment information, and/or other multiple measures and will make a determination regarding the course equivalency.
- Upon approval from the Counselor, submit the completed form along with your documentation to the Admissions & Records Department (B-121).
 - If the prerequisite clearance is documenting other college coursework, completed Advanced Placement (AP) exams, or are exempt from CSU CAASPP/ EAP test the completed form is submitted to the Admissions & Records Office for clearance.
 - If the prerequisite clearance form is documenting other CA college assessment placement scores, the completed form is submitted to the Assessment Office.
 - If you are eligible for an Exemption for Orientation, submit the Exemption form to the Admissions & Record Office for exemption to admissions@hartnell.edu

- All prerequisite Clearance forms require three working days to process. 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 by email only if the clearance has been denied. You can check if you have been approved for an Orientation Exemption by clicking on Test Summary.
- Please note that official college/university of high school transcripts must be on file in the Admissions & Records Office for official graduation evaluation or official transfer credit evaluations. Some programs such as Nursing may require official transcripts. Unofficial transcripts will be accepted only for purposes of Prerequisite Clearance. All transcripts submitted become the permanent property of Hartnell College. Transfer coursework that has been evaluated and approved by Hartnell College become a permanent part of the student's overall Hartnell academic record and cannot be removed.

NOTE: An Express Add Code does NOT waive the student from meeting the stated prerequisite(s) from the course.

PREREQUISITE CHALLENGE PROCESS

A student may challenge any prerequisite by completing a Prerequisite Challenge Petition available in the Admissions & Records Office or the Counseling Department. A prerequisite challenge requires written documentation, explanation of alternative course work, and/or background or abilities which adequately prepare the student for the course. Prerequisites may be challenged for one or more of the following reasons:

- Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District approved processes
- Challenging the prerequisite on the grounds that it has not been made reasonably available
- The prerequisite is discriminatory or applied in a discriminatory manner
- Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite

Student Instructions

- Step 1 Pickup Prerequisite Challenge Form in the Admissions and Records Office or the Counseling Department.
- Step 2 Complete and sign the form. Attach all required documents to the challenge form.
- Step 3 Request a full time faculty member(s) from appropriate discipline(s) to evaluate documentation for approval.
- Step 4 Upon faculty recommendation, submit the challenge form to the Division Dean for final approval.
- Step 5 Upon Dean's recommendation, submit the challenge form to Admissions and Records for processing and completing registration. During the add period, it is the student's responsibility to show proof of an add code to complete registration.
- Step 6 Pay appropriate fees for the course.

DEFINITIONS

PREREQUISITE: "Prerequisite" means a condition of enrollment that a student must meet in order to register in a course or educational program. (CCR T.5 §55201)

COREQUISITE: "Corequisite" means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. (CCR T.5 §55201)

ADVISORY: "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. (CCR T.5 §55201)