

Concurrent Enrollment

HARTNELL COLLEGE Steps to Enroll for K – 12 Students

The Concurrent Enrollment Packet consists of two items:

1. High school *Concurrent Enrollment* form
2. K-12 Minor Student Statement of Understanding

NOTE: PE Course Sections are limited to only 10% for Concurrent Enrollment Students due to SB338. Register early to ensure a spot!

STEP 1 Complete and submit a Hartnell College Application for Admission online at www.hartnell.edu/admissions/jump.html immediately.

You cannot proceed further until this step has been completed. Applications are received & processed every 8 hours.

STEP 2 Review the stated Prerequisite for courses you wish to enroll in.

If you plan on enrolling in a course that has a prerequisite, you must meet with a Hartnell Counselor for a Prerequisite Clearance Form and bring a copy of your high school transcripts with you. The student is responsible for ensuring that appropriate documentation is provided. Prerequisite Clearance forms may take two working days to process so plan ahead.

STEP 3 Make an appointment and complete the Hartnell STAAR* Assessment.

Concurrent Enrollment Students wanting to enroll in an English, ESL or Math course/lab, or any course with a Math or English prerequisite must take the Hartnell placement assessment through STAAR*. Call the Hartnell College Assessment Center at (831) 759-6054 to schedule an appointment. The Assessment is given in CALL-110 and will take anywhere from 1 ½ - 2 ½ hours. **Students need to know their Social Security Number**, and must be a picture ID. (high school ID is ok)

NOTE: Due to Hartnell College's student privacy policy (see current Hartnell College Catalog), parents may not pick up their child's assessment results, unless the student signs a permission note, which includes name and social security number.

STEP 4 Complete the Concurrent Enrollment Form.

Meet with your current school principal and/or counselor and complete the Concurrent Enrollment form (**All course information must be completed-HARTNELL will NOT accept blank Concurrent forms**). Your current school principal and/or high school counselor will determine which classes you need to enroll in, and the equivalent courses that are available at Hartnell College.

This form must be signed by all those listed below BEFORE you will be allowed to register:

1. Parent or guardian.
2. School principal or his/her designee (often this is a high school counselor).
3. A Hartnell College Counselor. Hartnell counselors will be available on a drop in basis most afternoons/evenings. Call (831) 755-6820 for available times. Appointments are not required.
4. If currently in grades K-8, you will also need to meet with the Vice President of Academic Affairs (CALL-123) please call for an appointment at (831) 755-6822.

STEP 5 Submit the Approved Concurrent Enrollment Form, K-12 Minor Student Statement of Understanding, and Prerequisite Clearance Form (if applicable) to Admissions & Records for permission to register.

We highly recommend that *all* required forms be submitted as early as possible and at least two working days before Concurrent Enrollment registration begins. We will continue to accept concurrent enrollment forms on a first-come; first-serve basis through the add/drop period.

STEP 6 Register for Classes - Registration for Concurrent Enrollment Students is published in the current Schedule of Classes or on line at www.hartnell.edu. **K – 8 students must register using In-Person registration.** Concurrent Students enrolled in 9 – 12 grades may register by using:

- PAWS FOR STUDENTS at www.hartnell.edu (system is available 6:00am – 10:00pm)
- ASAP* Telephone Registration at (831) 755-6755 (system is available 6:00am – 10:00pm)
- In the A&R Office at Main Campus, Alisal Campus, or the King City Center (available 9:00am – 7:00pm)

Students who wait to register for classes once the semester has begun or if a class is closed (full) the student must attend the course in which they wish to register **AND** obtain an add code from the instructor. Add Code Registration must be completed by the add/drop deadline and can only be completed using PAWS for Students. *No registration for full semester courses will be accepted after the last day to register for a full semester course.*

STEP 7 Fees

Enrollment fees for concurrently enrolled students are waived. **However, the \$4.00 Hartnell Student Activities Fee MUST be paid EACH semester by the second week of the semester.** Concurrent students also need to pay for books and supplies for classes.

STEP 8 Student ID Card

Obtain or update your Hartnell College Student ID Card. Present your receipt of payment to the ASHC Office HCC-104

Students can obtain assistance in registering in the lobby area of the CALL building throughout the registration time period. Rev. 05/11 A&R:md