



DUAL ENROLLMENT NON-CCAP IMPORTANT MESSAGE

Dear high school student:

Congratulations on making an important decision by considering taking a college course! This is a great opportunity to get ahead, earn college credits, and learn something new while you are still in high school. It is also a big responsibility, so we want to make sure you are fully informed and feel ready to take on a college class!

Schedule of Classes

Classes will be offered both online and in-person. Some courses may be fully online or require some face-to-face contact. Online courses may be either synchronous (requiring mandatory meeting days/times) or asynchronous (no required mandatory meeting days/times). It is important to read the Comments section for your course in PAWS for specific details. Search the schedule of classes via [PAWS Self Serve](#).

Access to reliable technology will be important to your success in your college class. Free Wi-Fi internet access is available at all Hartnell College locations.

College Grades

You are taking a college class and earning college grades. This means that you will have an official academic record at Hartnell College. This record will be in place forever! Failing classes could result in losing your academic standing and may affect financial aid in the future. Take your coursework seriously and drop a course before it becomes a failing grade.

Add/Drop Deadlines

There are deadlines to add and drop classes every term. These deadlines are important to note. It is your responsibility to drop a class if you choose to not continue. If you stop showing up, it could become an F. You are able to add and drop via PAWS Self Serve.

Books

Textbooks are not provided. Some classes will use free online resources; others will require purchasing or renting your textbooks. The Hartnell College Bookstore has all of the textbooks available on their website. Plan ahead, especially in summer, you will need your books the first week of class!

We are here to help!

The College is staffed with people who want to see you be successful. Reach out if you have any questions or need help. Take advantage of all the [resources available](#) to you for FREE as a Hartnell College student.

EMAIL COMPLETED FORMS TO: admissions@hartnell.edu

SUBJECT: DUAL ENROLLMENT

Growing Leaders Opportunity. Engagement. Achievement.



HARTNELL COLLEGE

DUAL ENROLLMENT NON-CCAP

Steps to enroll in courses for high school students grades 9-12

Per HC Board Policy 5010, any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

STEP 1 Complete and submit a [Hartnell College Application for Admission online.](#)

Complete the online application at least 1-2 weeks before Dual enrollment registration is available. The online application at the very minimum must be completed at least one working day before you can register including during the late add period. Applications are processed and received within 1 working day after completion. You cannot proceed further until this step has been completed.

STEP 2 Complete DUO Setup

To set-up your student dashboard via DUO visit our password reset & DUO-2 step website. Please use your Hartnell Student Email when completing Step 1: Reset Password. Once you complete this step, you will access to the following: PAWS Self Serve*Hartnell Student Email (Gmail) 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 Complete the Course [Placement Tool](#) (only applicable for English and Math courses)

This web tool will allow you to self-pace in the appropriate English and/or math class at Hartnell College. You will need to know your high school GPA, as well as your last Math class and grade in high school. If you are not planning to enroll in English or Math or you have already completed successfully English and/or Math at Hartnell skip Step 3 and continue to Step 4.

STEP 4 Read and Complete the Dual Enrollment Non-CCAP Form & K-12 Minor Student Statement of Understanding

Meet with your current school principal and/or counselor and complete the Dual Enrollment form (**All course information must be completed- HARTNELL will NOT accept blank Dual Enrollment forms and you will be redirected back to your high school**). Your current high 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. Please be sure to check with your high school counselor to understand if and how the college credit will count on your high school transcript.

**This form must be signed by all those listed below before you can register
(Electronic signatures are accepted)**

1. Student Signature
2. Parent or guardian signature
3. School principal or high school designee (high school counselor) signature

STEP 5 Completed documents with INK SIGNATURES can be emailed by the student to the Admissions & Records Office at admissions@hartnell.edu. Completed documents that have ELECTRONIC SIGNATURES must be emailed by the high school designee to admissions@hartnell.edu.

We accept Dual enrollment Non-CCAP forms on a first-come first-serve basis through the add/drop period. Please be sure to check your [Hartnell email](#) to obtain your User ID and initial password to log into PAWS Self Serve to register. Keep a copy of the Dual enrollment Non-CCAP form for your records.

STEP 6 Register for Classes - Registration for Dual Enrollment Non-CCAP students is published in the [Course Registration website](#). Dual Enrollment Non-CCAP students enrolled in 9 – 12 grades may register by using: [PAWS Self Serve](#). Visit our [Enroll Now](#) website to watch how-to guides to help with your PAWS Self Serve account. Students can obtain registration assistance by contacting admissions@hartnell.edu throughout the registration period. Students who wait to register for classes once the semester has begun (add/drop period) **OR** if a class is closed (full) the student must contact the faculty teaching the course they wish to register **AND obtain** add authorization from the instructor. The add authorization has an expiration date, so register immediately. All registration rules still apply for students using add authorization. Students are responsible for successfully completing their enrollment using add authorization on PAWS Self Serve to ensure they are registered for the class. **No registration or add/drop for courses will be accepted after the add/drop period has ended.**

STEP 7 Pay your Fees.

Enrollment Fees for Dual Enrollment Non-CCAP students are waived, except for the \$12.00 Hartnell Student Activities Fee. **The \$12 fee MUST be paid by the conclusion of the Add/Drop period or a Business Office hold will be placed on the student record.** Payment can be made via PAWS Self Serve. *Dual Enrollment Non-CCAP students are required to pay for books and supplies required for class.*

STEP 8 Hartnell College Student Identification Card (CAT CARD)

As a Hartnell College student, you can get a Hartnell College ID called a Cat Card. For more information, visit the [Cat Card](#) website. Be sure to keep a copy of proof of payment of the \$12.00 Hartnell Student Activities Fee.



DUAL ENROLLMENT NON-CCAP

Approved forms must be submitted to Hartnell Admissions and Records prior to registration.

Submit forms in-person at any Hartnell College location or via email at admissions@hartnell.edu.

Please print using ink

Fall 20_____ Spring 20_____ Summer 20_____ Hartnell Student ID #: _____
 Student's Name: _____ Phone: _____
 Current Grade Level: _____ Date of Birth: _____ Current Age: _____
 Current School Name: _____

The student is recommended for the following courses:

(The maximum units that can be taken for a Fall/Spring semester is 11.0; for Summer semester the maximum is 6.0 units). This section must be approved & completed by the high school before registration can be processed.

Course Name Example: ENG-1A	Section # 0722	Principal's or Designee's Initials (each course must be initialed for approval)

THE FOLLOWING SIGNATURES ARE ALL REQUIRED FOR REGISTRATION

(Please see the reverse for the specific guidelines)

Student's Signature (electronic signatures are acceptable)

Date

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Hartnell College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal. I certify that I understand that by enrolling in courses at Hartnell College that the coursework will become part of my overall academic college record which includes my overall GPA. I further understand that my grades (including "W" grades) may affect future Financial Aid. I understand that it is my responsibility to register for the courses that are recommended by my high school principal/counselor as shown above. Failure to enroll in recommended courses may result in coursework that may not be accepted at the high school.

Parent/Guardian Signature (electronic signatures are acceptable)

Date

I approve of my son/daughter taking the above listed course(s) at Hartnell College. I understand that there are privacy restrictions on my child's records and I will be unable to obtain information or transcripts without their written consent. I understand that my child is required to adhere to the academic standards, rules, and regulations of the College. I understand that no extra supervision is provided for minors before, during or after class. I understand that my child may be required to participate on field trips as part of the requirements of the course.

K-12 Principal or Designee's Signature (electronic signatures are acceptable)

Date

I am pleased to recommend the above-named student for enrollment in Hartnell College courses. I believe they are academically prepared for the scholastically advanced course(s) listed above. This student has availed themselves of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a),(b). For summer session only, the School Designee's signature below guarantees no more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.



K – 12 Minor Students Statement of Understanding

Semester/Year: _____ Date: _____

Student's Name: _____ Student ID #: _____

It is imperative that parents and their minor children understand that, as a Hartnell student, they are entering a college environment which carries with it certain possible situations, which cannot always be anticipated. The atmosphere of classes reflects a diverse adult student population.

The list below is not meant to create undue concern for parents or the minor students, but only to serve as an advisory so that the minor will have a positive educational experience here at Hartnell College.

RIGHTS OF ACCESS: 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. In accordance with this regulation, a student's college record (including their Hartnell transcript) will be released to the parents only with the written consent of the minor student.

POSSIBLE SITUATIONS:

- All college coursework and grades earned become a permanent part of the student's official college academic history and transcript.
- Poor grades can affect their academic future in such areas as admission to college/universities, eligibility for financial aid, etc.
- Students must adhere to Hartnell College's Student Code of Conduct. All disciplinary incidents become a part of the student's personal history.
- Students are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, etc.
- Attendance is required. No one will call if the minor student misses class. It is important for students to adhere to Hartnell College's Attendance Policy.
- Parents are not allowed to be present in the classroom unless they are registered students for that class.
- Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a child while he/she waits to be picked up.
- Courses may include frank discussion of sensitive topics, and audio-visual presentations may be graphic in the content and/or language.
- Group work, field trips, and/or class presentations may be expected in the class. If required, these activities and assignments will not be modified to accommodate minors.
- Students may be exposed to adult language outside of the classroom.
- Students may have access to brochures such as pregnancy, HIV, sexual harassment, alcohol and drug use. Condoms in vending machines are also available in some male and female restrooms on campus.

I certify that I have read the "K-12 Minor Students Statement of Understanding" and release him/her to attend Hartnell College as a College student for the semester listed above.

Parent/Guardian Signature

Date



HARTNELL COLLEGE DUAL ENROLLMENT POLICY & GUIDELINES

Dual Enrollment Policy:

1. Any student whose age 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. Dual Enrollment Students may **NOT** enroll in 200 & 300 level courses, or any basic skills/pre-collegiate courses.
2. Students enrolled in 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.)
3. All admitted students must meet placement requirements if enrolling in a Math, English, or ESL course or any course with an English or Math prerequisite.

Course prerequisites must be met prior to registering.

Student Responsibilities:

1. You must register for approved classes listed on the front of your Dual enrollment Non-CCAP form only. Registering for non-approved classes may result in coursework not being accepted at your high school. **Keep a copy of the Dual enrollment Non-CCAP form for your records.**
2. Dual enrollment Non-CCAP students commit to completing all work on the online platform.
3. Dual enrollment Non-CCAP students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
4. You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog.
5. You are responsible for paying your \$12.00 Student Services Activity Fee which is charged each semester enrolled at Hartnell College..
6. You are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting class assignments on time, etc.
7. Attendance is required. It is important for students to adhere to Hartnell College's Attendance Policy.
8. You are required to request that your official Hartnell College transcript to be sent to your current school, as needed. This is not an automatic process.
9. You are responsible for purchasing any books or supplies that are required for each course.

Parent or Guardian Information:

1. Dual enrollment Non-CCAP students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
2. Please note: Your student will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your student to enroll in a college level course and participate in all required activities that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of the official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
4. Parents are not allowed to be present in the classroom unless they are registered students for that class.
5. Instructors cannot inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time. Instructors are not obligated to sit with a student while he/she waits to be picked up.

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