



HARTNELL COLLEGE

411 Central Ave. ♦ Salinas, CA 93901 ♦ Phone: 831-755-6711 ♦ Fax: 831-759-6014

REQUEST FOR EXEMPTION FROM ORIENTATION & COUNSELING/ADVISING AND EDUCATIONAL PLAN

BASED ON EXEMPTION CRITERIA

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

Note: Students **MAY** be exempt from participating in the Hartnell College Orientation and Counseling/Advising & Educational Plan if they meet one of the exemption criteria listed below: Students who request an exemption of these services are still encouraged to complete Orientation and an Educational Plan.

STUDENT INFORMATION

Name (Must Provide):	Hartnell ID (Must Provide):
Student Hartnell Email (Must Provide):	Phone # (Must Provide):

ORIENTATION EXEMPTION

Exemption from Orientation (Check those that apply)

O-1 I am taking course(s) for personal interest (Not pursuing a degree or certificate)

O-2 I am taking course(s) for advancement in current job/career (updating job skills)

O-3 I am taking courses to maintain a certificate or license

COUNSELING/ADVISING & EDUCATIONAL PLAN EXEMPTION

Exemption from Counseling/Advising & Educational Plan (Check those that apply)

C-1 I am taking course(s) for personal interest (Not pursuing a degree or certificate)

C-2 I am enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards

I declare that the information I have provided above is true and correct.

Signature/Date

OFFICE USE ONLY

Decision: APPROVED / DISAPPROVED	Received by A&R Initials/Date:
Counselor Signature/Date:	Posted by Initials/Date:

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Clearance Information/Instructions

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

1. **Complete the form on the front side in its entirety.** Any missing information will result in non-consideration of your request. You will not be informed if any information is missing.
2. Take this form over to the Counseling Department at the Main Campus, the Alisal Campus, or at the South County Education Center and ask to speak to a Counselor. Upon meeting with a Counselor, they will review your form and will make a determination regarding your request for exemption.
3. Upon approval from the Counselor, submit the completed form to the Admission & Records Office at the Main Campus, the Alisal Campus, or at the South County Education Center.. Your approved exemption will be processed immediately and posted in our registration system. You will be able to register online using PAWS for Students.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

1. If you are a Distance Ed (online) student, you may fax or scan and email to hartnellcounseling.edu this form along with the supporting documentation to the Counseling Department at 831-770-6138. A Counselor will review your form and will make a determination regarding the course equivalency.
2. Upon approval from the Counselor, the form will be submitted to the Admissions & Records Department for processing. Your approved exemption will be processed immediately and posted in our registration system. You will be able to register online using PAWS for Students.