

# Frequently Asked Registration Questions – Spring 2012

## **WHEN DOES THE SPRING 2012 SEMESTER BEGIN AND END?**

Spring 2012 begins on January 23, 2012 and ends on May 31, 2012 (18 weeks).

In addition, we have a number of short courses that are offered throughout the semester.

## **WHEN CAN I REGISTER?**

Spring Registration takes place from October 31<sup>st</sup> through January 21<sup>st</sup> and ends at noon.

ASAP\* Telephone Registration (831) 755-6755 and PAWS for Students are available 6am – midnight.

## **DO I NEED TO SUBMIT AN APPLICATION FOR ADMISSION?**

Yes, an Application is required if you have **never** attended Hartnell College before, or if you have **NOT** attended Hartnell for over 1 year; or if you are a Concurrent Enrollment Student.

## **DO I NEED A REGISTRATION APPOINTMENT?**

No, All registration is done on a first-come; first-serve basis based on your priority group.

## **HOW DO I REGISTER FOR CLASSES ?**

You may begin registering on your priority registration date or any date after. All you need to do is call the ASAP\* Telephone Registration line at (831) 755-6755, or go on line to [www.hartnell.edu](http://www.hartnell.edu) and click on PAWS for students.

Concurrent Enrollment Students (K-8) be sure to have the Concurrent Enrollment Packet completed and approved by your parents and high school principal or counselor before registering.

## **HOW MUCH DOES IT COST TO REGISTER?**

The enrollment fees are \$36.00 per unit for California residents;

Non-Resident/Foreign tuition is \$176.00 per unit + \$36.00 enrollment fees; for a total of \$212.00 per unit

There is also a \$4.00 Student Activities Fee per semester which includes an ID Picture. Enrollment fees may increase if approved by the CA legislature. Students will be notified if there is a fee increase.

## **DO I NEED TO PAY FOR MY REGISTRATION FEES IMMEDIATELY?**

Yes, Spring enrollment/tuition fees by January 5<sup>th</sup> or you will be dropped from your classes. Students who register after the deadline dates will need to pay within 24 hours or they will be dropped from all their classes.

## **WILL I GET THE CLASSES I WANT?**

The earlier you register, the better your chances of getting your first choices. A large portion of popular classes fill fast. You should have alternative sections and or different courses ready just in case.

## **HOW DO I REGISTER FOR CLASSES ONCE SCHOOL HAS BEGUN?**

You need to attend the class on the 1<sup>st</sup> day that it starts. Go directly to the class and ask the instructor for an Add Code to register.

## **IS IT POSSIBLE TO ADD A CLASS THAT IS CLOSED?**

Yes, you must attend the first class meeting to see if there is space available. If the instructor is able to take additional students, he/she will assign a 4-digit Add Code for you to register. (Add slips will no longer be accepted). You will then add the class by using PAWS for Students.

**\*PLEASE DO NOT INTERRUPT THE INSTRUCTOR WHILE THE CLASS IS IN SESSION.**

Instructors will only issue an add code before or after class. Instructors can also be contacted through their campus email or through their instructional department. Please refer to the campus directory at

[www.hartnell.edu](http://www.hartnell.edu)

### **IS THERE SPACE IN CLASSES I WANT TO TAKE?**

You can check yourself using PAWS on-line schedule of classes. The web address is: [www.hartnell.edu](http://www.hartnell.edu) and click on Search for Classes. PAWS will display for you how many seats are available in the section you are inquiring about. You may also check with a Hartnell Counselor.

### **MAY I CHANGE MY CLASS SCHEDULE?**

Yes, you may access ASAP\* or PAWS to make any schedule changes through the Saturday (at noon) before classes begin; OR once the semester begins, you must obtain a 4-digit Add Code provided by the instructor to add a class.

### **WHAT IF I CANNOT ATTEND THE FIRST CLASS MEETING?**

Instructors MAY drop students who do not attend the first class meeting unless the student notifies the instructor in advance. You may wish to notify the instructor that you cannot attend by calling the appropriate area department and leaving a message for the instructor. Please note that it is the responsibility of the student to drop the courses they do not wish to attend. **DO NOT** assume the instructor will automatically drop you.

### **DOES THE INSTRUCTOR HAVE TO SIGN MY DROP CARD?**

No, an instructor's signature is not necessary. You may drop yourself using ASAP\* telephone registration, or on-line using PAWS.

### **IS IT POSSIBLE TO AUDIT A CLASS?**

Yes, Hartnell has an Audit Policy, which does allow students to Audit certain courses. A listing of the auditable courses can be found in the schedule of classes. Auditors are required to attend the first class meeting. An Audit Petition must be approved by the instructor, appropriate Associate Vice President, and then submitted to registration. Auditors will only be permitted to register for the course at the conclusion of the late registration period and on a space available basis, but no later than Friday of the second week of classes.

### **WHAT DO I DO IF I LOSE MY CLASS SCHEDULE?**

You may print a duplicate copy of your class schedule by logging into PAWS for students; or you may obtain a duplicate copy by presenting a picture ID to Admissions & Records.

### **HOW DO I FIND OUT ABOUT FINANCIAL AID AND OR SCHOLARSHIPS?**

Stop by the Financial Aid Office located in the CALL building or call (831) 755-6806. You may also apply for Financial Aid on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Scholarship Office advertises continuously throughout the school year. Flyers are posted throughout the campus. In early Fall, scholarship books are available. The Scholarship Office is located in the Financial Aid Office. You can call (831) 755-6810 for more information.

### **HOW SOON CAN I RECEIVE FINANCIAL AID?**

The sooner you apply, the sooner the money will be made available to you.

### **DOES FINANCIAL AID COVER MY REGISTRATION? BOOKS?**

In most cases yes, however the earlier you apply, the sooner you can get your money to purchase books.

### **HOW EXPENSIVE ARE BOOKS?**

The price of textbooks varies depending on the classes you enroll in and the number of classes you are taking. The bookstore can help you locate the books you need. You can call (831) 755-6775 for more info.

**WHAT IS THE STAAR\* ASSESSMENT?**

The STAAR\* assessment is an evaluation of your basic skills in reading, writing, and mathematics—skills that are important to academic success. Understanding your abilities in these basic skill areas becomes important in helping determine the selection of appropriate courses and meeting your educational objectives.

**WHY SHOULD I PARTICIPATE IN STAAR\*?**

The STAAR\* placement assessment is designed to assist you in planning your educational goals and to help you successfully complete your Hartnell College classes. Students with visual, hearing or learning disabilities may arrange for modified testing services by contacting the Disabled Student Services Program (DSP&S) at 755-6760. Readers, page magnifiers, individual testing sessions and other services are available to students who request them.

**WHO SHOULD PARTICIPATE IN STAAR\*?**

Any New, Returning, Transfer or Concurrently Enrolled student who plans on enrolling in English/ESL or Math courses or any course with English or mathematics as a prerequisite.

**CAN I BE EXEMPT FROM THE STAAR\* ASSESSMENT?**

Students may be exempt from the STAAR\* assessment if they have the proper documentation and

- ✓ Have earned an AA/AS or more advanced degree.
- ✓ Have completed both English 253 *and* Math 201 at Hartnell College or equivalent courses at another college or university with a 'C' or higher grade.
- ✓ Have completed the basic skill assessment at another California College within the last three years. Present a copy of your assessment scores to a Hartnell College counselor for review.

Proper documentation includes copies of transcripts, diplomas and/or assessment results and attached to a Prerequisite Clearance Form. This form with attached documentation must be signed by a counselor and submitted to the Records Evaluator in Admissions and Records or to the STAAR\* Assessment Center.

**DO I NEED TO TAKE THE STAAR\* TEST IF I HAVE TAKEN IT ALREADY?**

NO, you do NOT need to re-take the STAAR\* Assessment.

**DO I NEED TO TAKE COUNSELING 21: ORIENTATION?**

Only NEW college students enrolling in 6.0 or more units are required to enroll in COU-21; although all students are certainly welcome to take the course.

**HOW DO I SEE A COUNSELOR OR SCHEDULE AN APPOINTMENT?**

Go to the Counseling Office located in the CALL building or call (831) 755-6820 and make an appointment or ask to see an Express Counselor. (Express counseling is designed for quick questions-usually 10-15 minutes or less.)

**WHEN IS THE REFUND DEADLINE?**

Classes must be dropped within the first two weeks of the semester or 10% of the class length whichever is greater to be eligible for a full refund. Remember, it is the student's responsibility to drop any courses they do not wish to keep. Do not assume instructor's will submit a drop for you. If you do NOT drop a class, you will be charged for it, and you could receive an "F" grade that will remain on your permanent record.

A full refund is given for courses cancelled by Hartnell College provided a Refund Petition is submitted to the Cashier's Office otherwise, a credit will be placed on your student account.

**WHERE DO I PAY MY REGISTRATION FEES?**

In addition to paying your fees at the Cashiers Office located in the CALL building, you can pay your fees on-line using the PAWS system or over the phone using ASAP\* Telephone Registration. Using the PAWS system is a faster and more convenient payment process.

**HOW DO I PURCHASE A PARKING PERMIT?**

Parking Permits\* are available for a fee of \$30 for Spring/Fall (\$20.00 for Financial Aid students) for student designated spaces and may be purchased at the Cashier’s Office. The permit includes use of the new parking structure. Daily parking is available, however for students who will be on campus more than one day each week; it is more economical to purchase a parking permit. \*The District reserves the right to change parking fees based on Hartnell College Board policy 2255.

**IS PARKING ENFORCED?**

Yes, be sure to park in student designated parking spaces only to avoid receiving a parking citation.

**DO YOU OFFER SERVICES FOR STUDENTS WITH DISABILITIES?**

Yes, we offer supportive services and instruction for students with physical, visual, hearing, learning, acquired brain injury, developmental, and other disabilities through the DSPS program. The DSPS program is located in the CALL building. The phone number for more information is (831) 755-6760.

**DO YOU OFFER VETERAN’S SERVICES?**

Yes, Hartnell is an approved institution of higher learning for veterans and veterans’ dependents entitled to educational assistance. The Veteran’s Office is located in the Financial Aid Office. The phone number for more information is (831) 755-6720.

**HOW CAN I GET IN TOUCH WITH A PART-TIME INSTRUCTOR?**

You may contact one of the Vice President’s offices at (831) 770-7090 or (831) 755-6960.

**WHERE CAN I LEAVE A MESSAGE FOR MY INSTRUCTOR OR COUNSELOR, ETC.?**

You may call the switchboard at (831) 755-6700, or you may leave a message in the mailroom or you may call the Dean of Distance Education, Evening & Weekend Programs in the evening including Saturdays at (831) 755-6721.

**RESOURCE NUMBERS:**

Admissions & Records	(831) 755-6711	International Office	(831) 755-6829
Alisal Campus	(831) 759-6093	King City Center	(831) 386-7100
Counseling Appointments	(831) 755-6820	Scholarship Office	(831) 755-6811
Disabled Student Services	(831) 755-6760	STAAR* Assessment	(831) 759-6054
EOPS	(831) 755-6860	Student Activities-CatCard	(831) 755-6825
Financial Aid	(831) 755-6806	Veteran Student	(831) 755-6806

Department of Advanced Technology	(831) 755-6965
Department of Behavioral Sciences	(831) 755-6795
Department of Fine Arts & Student Support	(831) 755-6731
Department of Math, Science & Engineering	(831) 755-6753
Department of Nursing	(831) 770-6146