

VISION STATEMENT

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

MISSION STATEMENT

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to

ACADEMIC FREEDOM

(Board Policy 4030)

Introduction

Hartnell Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the cla

HARTNELL COLLEGE FOUNDATION

The Hartnell College Foundation is a nonprofit, tax-deductible corporation organized by community-spirited citizens in 1979 to support and benefit the Hartnell Community College District. The Foundation Board of Directors consists of up to 35 volunteers from business, industry, and community service. The Board is assisted by over 250 volunteers serving on various committees.

Mission Statement

The mission of the Hartnell College Foundation is to cultivate resources to champion student success

Vision

Our vision is to inspire philanthropy and partnerships that transform the lives of our students and strengthen our communities.

The Hartnell College Foundation was incorporated in December 1979. During the early years, the Foundation focused its efforts primarily on scholarships. In recent years, the Foundation has grown to include a comprehensive fundraising campaign for scholarships, equipment, program support, and endowments. The Foundation's purpose is to raise funds to support and benefit the Hartnell Community College District. A broad base of community support has been created that provides the

Open Enrollment

It is the policy of the Hartnell Community College District that, unless health, safety, or limited facilities is a factor in the conduct of a course, every course, or class, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the required prerequisites for such course, course section, or class.

Class Scheduling

Day Classes

Day classes are offered from 7:00 am to 4:30 pm.

Evening Classes

Evening classes are specifically planned to reflect a full range of academic and vocational programs offered by Hartnell College. The only difference between day and evening classes is the time frame. Academic standards, contact hours, and requirements for student performance are the same for both evening and day classes. Evening classes are scheduled between the hours of 4:30 pm and 10:00 pm.

Weekend Classes

Some class offerings are scheduled on Saturdays and/or Sundays.

Compressed Classes

Hartnell offers courses in a compressed format that may include a comprehensive summer session, a winter intersession, and late-start courses offered throughout the year. All courses offered have the same level of quality and number of contact hours as those same courses offered on a semester-length basis. Compressed courses give students more flexibility in pursuing their educational goals while balancing work and family responsibilities.

Off-Campus Instruction

Each semester Hartnell College conducts classes at its campuses and centers as well as in Greenfield, Soledad, Gonzales, and various other locations throughout the District. Apart from student services offered at all campuses, a counselor is available on site at Soledad High School once a week to help with education plans and enrollment issues. All classes are listed by location on the college website.

Online Education

Hartnell College offers courses online through the following links: [Online Education](#)

Parking on Main Campus/Alisal Campus

PARKING PERMITS ARE REQUIRED TO PARK ON CAMPUS. ALL PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. PARKING PERMITS ARE SOLD WITH NO GUARANTEE OF SPACE AVAILABILITY.

Parking on campus is a privilege extended by the Board of Trustees to those who have college-related business. Drivers of vehicles on college property shall comply with the rules and regulations of the college. Parking privileges can be withdrawn for violations of parking regulations. Regulations are published on the Hartnell website at <https://www.hartnell.edu/about/safety/parking.html>
For questions or assistance contact Campus Safety at (831) 755-6888.

Parking Permits are available for sale online through your PAWS account two weeks prior to the start of each semester and sales end approximately 2 months after each semester.

No permits are required for the King City Education Center or Soledad Education Center and Castroville.

Daily Parking Permits are available online or from the daily parking permit machines (No coins only dollars and credit cards) in various locations throughout the campus parking lots and garage. These permits are valid only on the day the permit is purchased. All-day parking cost is \$2.00.

Parking permits must be displayed in plain view in the appropriate location according to Parking Regulations or a citation will be issued. There are no exceptions. Should you receive a citation, follow the written instructions on the back of the citation. Restricted parking citation (a citation for Visa, MasterCard, American Express, Discover, or Discover 2-Card) (08-190093160937)-2.

CASHIER HOURS

Main Campus

Monday – Thursday: 8:30 am to 4:30 pm
Friday – 9:00 am to 1:00 pm

Alisal Campus

Monday – Thursday: 9:30 am to 5:30pm
Friday – 9:00 am to 1:00 pm

King City Education Center

Monday – Thursday: 8:30am – 4:30 pm
Friday 9:00 am – 1:00 pm

Soledad Education Center

Hours will vary.

Cost of Parking Permits:

\$40 per semester
\$20 per semester for Financial Aid Students

College Store

Operated by Follett Higher Education Group, Hartnell College Bookstore is a student's single point of contact for all their course materials needs. The bookstore offers flexible pricing options through new, used, rental, and digital textbooks as well as an assortment of general and reference books, emblematic clothing, gifts and school supplies. Additionally, the bookstore offers textbook buy back on titles with current market value. A valid student ID is required to sell books.

The bookstore's regular hours of operation are:

Fall and Spring semesters

Monday – Thursday: 9:00am -3:00 pm

Friday: 9:00 am – 1:00 pm

Summer session

Monday – Thursday: 9:00 am – 3:00 pm

Friday – Closed

Please visit the bookstore's website for special hours, announcements, and online ordering:

<https://www.bkstr.com/hartnellcstore/home/en>

Limited supplies are available at the Alisal Campus, King City Education Center and Soledad Education Center.

Visitors to the College

Parents, the general public, and other interested persons are invited to visit the campus. Visitors should stop by the Welcome Kiosk, for information and directions.

No one is permitted to attend classes unless s/he is a registered student. Exceptions to this rule may be made only in unusual circumstances and only when such visit will not disturb the instructional program. A special Visitor's Permit is required in such instances.

Permission to enter upon the property of the District, either stated or implied in other policies or practices, is subject to immediate revocation by the Governing Board or by the Superintendent-President of the College.

Communications

No telephone messages for students will be accepted by the College. Mail or faxes should not be addressed to students in care of the College. No delivery of any nature will be accepted for students.

Public Safety

The Department of Public Safety/ Emergency Management is located in Building E that is located on Homestead Avenue. Campus safety personnel are located at the Welcome Kiosk at the roundabout on the main campus. Campus Safety assists with reporting on-campus crimes and emergencies, parking, locating lost articles, escorts etc.. Campus Safety is available 24 hours a day, 7 days a week and can be contacted by calling (831) 755-6888 or in a non-emergency inquiry at

Library & Learning Resource Center

Hours of operation

Fall and Spring semesters

Monday – Thursday: 8:00 am – 9:00 pm

Friday: 8:00 am – 4:00 pm

Saturday: 10:00 am – 2:00 pm

Summer session

Monday & Tuesday: 8:00 am – 8:00 pm

Wednesday & Thursday: 8:00 am - 6:00 pm

Friday: 8:00 am – 4:00 pm

The library is closed during semester breaks.

The main campus Library and Learning Resource Center opened in June 2006. Located in Building A at the corner of Homestead and Central Avenues, the library is conveniently adjacent to the college parking garage. The 68,000 square foot facility offers students, faculty, staff, and community members a variety of library and technology services, and access to collections in multiple formats. The two-floor facility features over 200 computers, networked, multifunctional devices for printing, copying, scanning, and faxing, collaborative group study rooms for students, space for quiet individual study a Center for Innovation and Learning for faculty and staff, meeting rooms, and other instructional room.

The library staff members provide assistance with the reserve collection of textbooks, check out and return of books and other materials, and basic support to computer users. Reference librarians assist students and other library patrons with their information needs in person, on the phone, or via email and chat, teach credit information literacy courses online, provide course-related library orientations and tours, and offer one-on-one research consultations face-to-face or virtually. The library's collections support the college's curriculum and contain more than 60,000 books, 150,000 electronic books, and 100 periodical subscriptions.

From the library's web page, patrons may use OneSearch to access the library's collection that includes print and electronic books, full-text periodicals, journal and newspaper articles, videos, and reference works. The library's online presence also includes a Canvas page with links to the most popular resources, self-paced library workshops, research guides to resources for various disciplines, and an online chat service with FAQs.

The library building was designed to provide access to all students. Accessibility features include computers with assistive technologies and software applications, wheelchair accessible public service desks, self-check stations, group study rooms, study carrels, and study tables.

Contact library staff at circ@hartnell.edu or (831) 755-6872 for questions about your account, including registration blocks or returning library materials.

Contact the librarians at reference@hartnell.edu, (831) 759-6078, text (831) 290-6804, or use the chat box for research help.

Learn research skills with the [Library Workshop](#) Canvas modules.

Our online resources are available to all Hartnell students and employees 24/7.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

In the pursuit of academic studies and other college-sponsored activities that promote intellectual growth and personal development, all students should be free of unlawful discrimination by any member of the academic community.

Hartnell College ensures that its programs and activities, including employment, are available to all qualified persons without regard to race or ethnicity, color, religion, sex, gender identity or expression, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, ancestry, national origin, or veteran status.

If a student feels s/he has suffered unlawful discrimination, harassment, or retaliation by an instructor, an administrator, or a member of the classified staff, s/he may obtain written instructions for the filing of a complaint or grievance from the Office of the Vice President of Student Affairs and (831) 755-6822. The complaint must be initiated within one year of occurrence.

College policies regarding discrimination, harassment, and retaliation are in compliance with applicable federal and state laws, including the California Education Code. The college's nondiscrimination policies and procedures may be found on the college's website at BP 3410 Nondiscrimination and AP 3410 Nondiscrimination.

En el seguimiento de estudios académicos y otros colegios que patrocinan actividades que promueven el desarrollo intelectual y personal, todos los estudiantes deberán de ser libres de discriminación ilegal por parte de cualquier miembro de la comunidad académica.

El colegio Hartnell asegura que sus programas y actividades, incluyendo empleo, están disponibles a todas las personas calificados sin tomar en cuenta su raza, color, religión, sexo, orientación sexual, edad, incapacitado, estado civil, ascendencia, origen nacional o estado veterano.

Si el estudiante siente que ha sufrido una discriminación, acoso o represalia de alguien maestro, administrador, empleado de oficina, Puede obtener una forma en la oficina del Vice-Presidente (831) 755-6822 de ayuda estudiantil para presentar su queja. La queja se necesita precintar dentro del año en el que ocurrió el incidente.

Las pólizas BP 3410 and AP 3410 de colegio acerca de discriminación, acoso y represalia están de acuerdo con las leyes federales y estatales con los códigos de educación del estado de California.

SEXUAL HARASSMENT POLICY

It is the policy of the Governing Board of the Hartnell Community College District to provide an educational and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code Section 212.5 and otherwise prohibited by state and federal law.

It is unlawful and a violation of this policy for anyone who is authorized to recommend or make personnel or educational decisions affecting an employee or student or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the District's sexual harassment/discrimination complaint procedures.

It is a violation of this policy to retaliate against a sexual harassment complainant or witness. The initiation of a complaint or participation as a witness in a sexual harassment investigation shall not affect the complainant's or witness's future business dealings with the District; his or her employment, compensation, or work assignments; his or her grades, class

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