



HARTNELL COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

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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 Santa Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS

Values are the essential enduring tenets that guide Hartnell College in fulfilling our mission. They set forth what we believe and they define how we conduct ourselves. At the core of these values is the student.

Students First

We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership and success?"

Academic and Service Excellence

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

Diversity, Equity, and Inclusion

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds. Ethics and Integrity We commit to respect, civility, responsibility, and transparency in all actions and communications.

Alliances

We develop strategic relationships with the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

Ethics & Integrity

We commit to respect, civility, honesty, responsibility and transparency in all actions and communications.

Leadership and Empowerment

We commit to growing leaders through opportunity, engagement, and achievement.

Innovation

Through collaboration, we seek and create new tools, techniques, programs, and processes that improve student learning, student achievement, and institutional effectiveness.

Stewardship of Resources

We commit to effective utilization of human, physical, financial, and technological resources.

Health, Safety, and Security

We commit to providing for the health, safety, and security of all students, employees, and visitors.

HARTNELL COLLEGE FOUNDATION

The Hartnell College Foundation is

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 provide students with 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 center 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.

Distance Education

Hartnell College offers flexibility leading to student success through fully online and partially online (hybrid) classes providing student the opportunity to take courses from a distance. All distance education courses are comprised of the same content and rigor as their face-to-face counterparts.

Students taking online or hybrid courses will be given access to their course content through the Internet using the Canvas learning management system. Students must have basic computer skills that include the use of word processing software, e-mail, and the ability to upload files. Students using their own computer must have appropriate hardware, software and Internet access. Computer access is also available at the main campus library or in a lab at one of the college campuses (King City, Alisal, or main). Students completing their courses online will have online access to counseling, tutoring, library resources, and faculty; that allows for flexibility and convenience in the student's schedule.

Online Enrollment for out state students:

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Parking on Main/Alisal/King City Center 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 Security 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 Center Campus.

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 where regular permits are not valid: 30-minute zones (green), staff spaces (orange), handicapped spaces (blue) and car pool spaces. Head in parking only in all spaces

Carpool Parking requires the purchase of a student permit and an additional permit which can be obtained without additional cost

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 4:30 pm

King City Center

Monday ... Thursday: 8:30am ... 4:30 pm

Friday 9:00 am ... 1:00 pm

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: 7:45 am ... 5:00 pm

Tuesday ... Thursday: 7:45 am ... 6:00 pm

Friday: 8:00 am ... 1:00 pm

Summer session

1st Week

Monday ... Thursday: 8:00 am ... 5:00 pm

Friday ... 8:00 am -3:00 pm

2nd Week ... 6th Week

Monday ... Thursday: 8:00 am ... 3:00 pm

Friday ... Closed

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

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

Limited supplies are available at the King City Center.

Visitors to the College

Parents, the general public, and other interested persons are invited to visit the campus. Visitors should stop at the Office of Student Life located in C-140 (831) 755-6734, 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.

Campus Security

The Campus Safety/ Emergency Management Office is located in Building T near the athletic fields. There is an alternate location at the Kiosk at the roundabout on 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 and can be contacted by calling (831) 755-6888 or in a non-emergency inquiry at 831-755-7003

When an emergency occurs on campus, call Campus Security ... 755-6888 or x6888. An officer will respond to all calls including medical emergencies. Any questions regarding student injuries or accidents on campus should be directed to the student Life Coordinator Office in C-104 or phone (831) 755-6825.

Alert System

The campus safety and facilities emergency status bulletin telephone number is (831) 796-6222. From a campus line, simply dial 6222. This line will announce any known emergency situations or outages on campus.

In the event of an Emergency, Hartnell College utilizes a SMS-based emergency notification service EVERBRIDGE. In addition to a Visiplex announcement system. For information about the new mass notification go to:

<https://www.hartnell.edu/about/safety/emergency/>

Lost & Found

Found articles should be turned into Campus Security (Building T) or the mailroom located next to the Cashier's Office in Building B-115. Lost articles can be claimed in the mailroom.

Library & Learning Resource Center

Hours of operation are:

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

Hours during the sessions other than the fall and spring semesters may vary and will be posted at the entrance to the library and on the library's website at:

<http://www.hartnell.edu/library/>. The library is closed during semester breaks.

The current 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

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. 4UVEFOUT EJTUVSCFE CZ UIF BDUT PG BOPUIFS TUVEFOU IBWF SFDPVSTF UISPVHI UIF QSPDFEVSFT PG UIF 4UVEFOU \$PEF PG \$POEVDU

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

at this institution. This cohort represents only a small portion of all students enrolled and only for the tracking period.

tion of all students

Definitions: A completer is a student who attained a certificate or degree or became transfer prepared during the three year period from fall 2014 to spring 2017. A transfer-prepared student is a student who completed 60 transferable units with a GPA of 2.0 or better. A transfer student is a student who transferred to another post-secondary institution prior to attaining a degree, certificate or becoming transfer-prepared during a five semester period from spring 2015 to spring 2017.

Official Rates: Hartnell College's official SRTK completion rate for the 2014 cohort is 31.1%, compared with the statewide completion rate across

