DUAL ENROLLMENT

RSJ & HARTNELL PARTNERSHIP

HARTNELL COLLEGE

THIS IS FOR NON MATH OR ENGLISH COURSES

1

Apply for Hartnell

Complete an admissions application for Hartnell at cccapply.org (You will need your social security number for this). Make sure to apply for the appropriate semester/year

2

Visit Hartnell Campus

Within a few days of applying, visit Hartnell's Admissions Office in Building B with your school ID to verify your identity. Then you will be emailed a Hartnell student ID number.

3

Review with RSJ Counselor & Admin

Complete the Dual Enrollment Packet with your chosen class from the online schedule. Review requested course with your counselor to mark if it's for high school or college credit, then have Ms. Peralta (RSJ admin) approve it.

4

Return to Hartnell Campus

Return the completed packet to the admissions office at Hartnell in Building B.

5

Set Up Account

Set up your DUO account with Hartnell. Follow the steps on this link

6

Register for your class

Register for classes using PAWS self serve and then pay the $12 student fee.

7

Request Transcript

Request official transcripts after you have completed the courses if using it for H.S. credit. You will NEED to do this once you apply to a 4 year college/university.