College Now
DUAL CREDIT PROGRAM

MT. HOOD
COMMUNITY COLLEGE

Student Handbook
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MHCC General Information
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Home Page

MHCC Transcript Information
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Request Transcript
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Welcome to MHCC’s College Now Dual Credit Program

Welcome to Mt. Hood Community College. This handbook will answer student and parent questions about the requirements, expectations, processes and services available through the College Now Dual Credit program at MHCC.

What is College Now?
The College Now program is the result of partnerships between Mt. Hood Community College and local high schools. Eligible students earn high school and college credit for approved courses taken in the high school classroom. Students are taught by high school instructors who meet the college’s instructor requirements. The college credits earned record to an official MHCC transcript and apply to certificates and degrees at MHCC or can be transferred straight to another college or university. College Now allows students to get an early start toward their post-secondary education at no cost, saving both time and money.

Students can earn:

- **Lower Division Collegiate** credit that counts toward a Bachelor’s degree in subjects areas such as Literature, Writing, World Languages, History, Science and Mathematics, or

- **Career Technical Education** credit that counts toward a one year certificate, Career Pathway Certificate or an Associates of Applied Science programs such as Automotive Technology, Computer Information Systems, Early Childhood Education, Hospitality and Tourism, Cosmetology and many more.

Congratulations on deciding to get a head start on your college education. The College Now program offers many benefits:

- Provides academic options for college bound high school students
- Minimizes the duplication of courses taken in high school and college
- Shortens the time required to complete an undergraduate degree and/or career technical program
- Reduces the cost of post-secondary education

Student Responsibilities

Participating in College Now courses offered at the high school requires some planning and organization. MHCC dual credit students are responsible for:

1. **Reading, understanding and following the information provided in the MHCC College Now Student Handbook.** If there are any questions, obtain clarification from the College Now instructor or the College Now office.

2. **Meeting registration, drop and withdrawal dates.** It is the student’s responsibility to know the registration dates and deadlines for dropping or withdrawing from a College Now course. The high school College Now instructor will do their best to remind students of important dates and deadlines, but ultimately it is the student who is responsible to know and meet all deadlines. The Academic Calendar is located in Appendix A on page 12 of this handbook and it is also located at College Now Calendar.
3. **There is no fee for College Now beginning Fall term of academic year 2014-2015.**

4. **Maintaining student account with accurate contact information.** This includes keeping track of the MHCC ID#, user name and password. It is important to update college account information if there are changes in e-mail, address or phone number. Students can update account information in *My MHCC* under *Personal Info* by clicking on the *Biographical Info* tab.

5. **Registering for college credits accurately and within posted timelines.** Many year-long College Now courses earn multiple college credits spread over the year. It is important to review the Course Offerings schedule to see which terms registration will need to be completed during the year. Please visit [College Now Participating High Schools](http://example.com) to see the class lists. *If students do not register for a prerequisite course within a sequence they will not be eligible to enroll for the next course in the sequence.*

6. **Meeting course prerequisite requirements for College Now courses as established at the high school and at the college.** College courses must be registered for in sequence for courses that have prerequisite requirements. See the college course catalog to verify [MHCC Catalog](http://example.com).

7. **Completing the curriculum and assessments for College Now courses as approved by MHCC.** Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability. However, all students must meet the student learning outcomes and assessment rigor for the course in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services.

8. **Dropping or withdrawing from College Now classes by the deadlines posted for each term on the Academic Calendar** located in Appendix A and at [College Now Calendar](http://example.com). If a student decides they do not want a College Now course on their college transcript, the student must drop the course by the drop deadline. This will prevent the class from showing on the students’ transcript. After the drop deadline, students can withdraw however; a W will appear on their permanent college transcript. If students do not drop or withdraw they are responsible for the grade posted to their transcript.

9. **Ensuring the accuracy of final grades on the Academic Transcripts.** It is important to have grades and courses posted accurately on college transcripts. Students need to check their transcript at the end of each term. Log into MyMHCC to check records.

10. **Ordering official transcripts when ready to transfer college credit to another school or university.** MHCC does not charge students for official transcripts. Visit [Request Transcript](http://example.com) for detailed information about obtaining transcripts.

11. **Following the rules of conduct at the high school and at the college for College Now classes.** Please be sure to review MHCC Student Information links at [Student Conduct](http://example.com) for full details.
Taking College Now Classes

College Now students are also considered MHCC student once registered for College Now classes. As a MHCC student, access to student records and MHCC e-mail through the My MHCC account are available. Additionally, a MHCC ID card can be obtained at the Gresham Campus library. With the ID card access to student computer labs, tutoring services and library resources for any College Now courses registered for during the current term. Use of labs, tutoring services and the library will require a MHCC student ID number and proof of current registration. The MHCC student ID card also allows use of the pool located at the Gresham Campus.

Keep in mind participation in the College Now program means the beginning of a permanent college transcript that will follow the student throughout life. The credit posted to a MHCC transcript will be reviewed by colleges and universities the student attennds in the future and can make a difference between being accepted and receiving scholarships. It is important to protect the MHCC transcript and only register for college credit through the College Now program where the student plans to do their best. We recommend only having grades of A, B, and possibly C posting to college transcripts while still in high school.

Students must meet the on-line admissions and registration timelines or they will miss the opportunity for college credit. Late registration is not allowed. Students who need to drop a course need to do so by the posted deadline. Students are responsible for the course and grade posting to their transcript. All important dates and deadlines are located on the Academic Calendar found in Appendix A on page 12 or at College Now Calendar.

Admissions and Registration

The MHCC Admissions and Registration process consists of two steps. Step one is Admissions which is applying to attend MHCC and how students are issued an Identification number. Step two is Registration and this is when students sign up for the college courses. All College Now students will register on-line. This requires students to complete the College Now High School Admissions form at least two weeks prior to registration opening dates. The recommendation is for all students to complete the admissions form during fall term of any academic year. Detailed step-by-step Admissions and Registration instructions are located in Appendix B, page 13 of this handbook.

Students must register on-line for College Now credit within the timelines for each college term. The dates are posted on the college website at College Now Calendar and within the Student Handbook Appendix A, page 12. The handbook is also located on-line at College Now. No late registrations will be allowed.

Students must register at the beginning of each term in order to receive College Now credit. College Now instructors will check with students at mid-term to be sure they want to continue with the college credit or drop the course. This is also the time for students to verify if they are on the class list. If not, contact the College Now office immediately. Students who fail to register during open enrollment will not receive credit for courses.
Policies, Procedures and Expectations

Logging in to your My MHCC Account
After completing the on-line College Now High School Admissions application, a MHCC ID number will be e-mailed to the address provided on the Admissions form. Students should then log into their My MHCC account. This is where all student record information is located as well as course information and unofficial transcripts. There are a few simple steps to log in to the My MHCC account:

Step 1: Go to MHCC’s web page at mhcc.edu
Step 2: Click on the My MHCC link located in the top right corner of the screen
Step 3: Enter user name and password. The user name will be the students six digit MHCC ID # and the password will be the students six digit birthdate (for example: 09/01/97).

Please contact the College Now office at 503-491-6980 or Admissions at 503-491-7393 if you have any questions.

Dropping or Withdrawing from a Class
Students are responsible for dropping classes where they do not want MHCC credit. If the student fails to drop during the required timeframe, they will still be responsible for the grade posted to their transcript even if it is a D or F. The student is responsible for keeping MHCC informed of any changes in e-mail address, mailing address, name, and phone number.

Students who are not achieving the grades anticipated at course enrollment may drop or withdraw within MHCC’s drop and withdraw timelines.

Dropping a course requires the student to log in to their MyMHCC account and drop the course on-line. Students have until the Friday of the sixth week of the term to drop on-line. To drop a course during the seventh week of the term contact Admissions and Records by phone. Only the enrolled student can drop the course.

Withdrawing from a course requires the student to contact Admissions and Records. Only the enrolled student can withdraw from the course. Students can withdraw from a course through the last day of instruction of the term.

The specific dates are located on the Academic Calendar sent at the beginning of each term or can be found in Appendix A on page 13 or at College Now Calendar. Students should have their MHCC identification number when they contact the college. For more detailed information about MHCC’s drop and withdrawal policies please visit Refunds and Drops.

Attendance
All College Now student participants are expected to attend all classes in which they are enrolled. If students do not attend or stop attending dual credit classes and fail to personally drop within the stated time frame, the student will be responsible for the grade reported on their MHCC transcript. If a student has excessive absences and fails to drop or withdraw from a class by the deadlines, a grade of F may be assigned by the College Now instructor. For drop deadlines, see Appendix A the College Now Academic Calendar on page 12 or College Now Calendar.
**Prerequisites**
Several College Now courses require prerequisites. Prerequisites are conditions that must be met in order to gain access to a particular class. These conditions are usually completion of, or enrollment in other courses, specific college placement scores or departmental approval. Please review course requirements in the MHCC Course Catalog located at [MHCC Catalog](#).

**Fees and Payment**
There is no fee for College Now courses. Students with outstanding balances for other courses taken at MHCC (*Ex. driver’s education, credit recovery*) will not be eligible to enroll in future College Now courses. If left unattended, they will not be able to receive Financial Aid until the debt is collected. There is no guarantee a student can obtain a grade and credit for courses paid late.

**MHCC Grading Policies**
The course syllabus from the College Now instructor will provide details about grading for the course. Standard college grades apply to College Now courses. Students earn grades A-F based on course performance and assessment, Grades of I (Incomplete) or W (Withdraw) are also options. To get an incomplete 75% of the course work must have been completed and the rest of the course work must be completed no later than the end of the following term. Students who miss the drop deadline can withdraw from the course until the final week of the term. The course will post to the students transcript with a W. After finals week the student is responsible for the grade earned in the class, A-F, posting to the college transcript. The College Now office strongly recommends students unsure of their grade at mid-term drop the College Now course to avoid a low grade on their permanent college transcript.

Grades are assigned based on work completed at the end of the scheduled class time. Additional work or make-up after the ending date of the class is not justified unless an Incomplete was assigned. Grades and/or records found to be fraudulent will be changed. Additional grading descriptions can be found at [Grading Information](#).

MHCC does not mail a grade report to students. Please log in to the student portal account via [My MHCC](#) to check final grades at the end of the term.

**Transcripts**
A college transcript is an official record of the courses taken, grades earned and credits awarded at a college or university. This document is how credit is transferred from one institution to another and is often requested with employment applications when specific education requirements are needed. This document will follow the student for life.

It is very important to monitor college transcripts after each term to be sure courses, grades and credits are posted accurately. Mistakes should be immediately reported to the Admissions and Records office at 503-491-7393 or the College Now office at 503-491-6980.

College Now courses are transcripted to a MHCC official transcript. Grades earned in College Now courses at the high school become part of the students’ permanent college record. Courses do not appear on a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade entry, the instructor can be contacted for a correction.

When the College Now classes are complete and the grades have been submitted by the approved high school instructor, transcripts will be updated. When students are ready to have these classes and credits
transfer to a four-year school or a different college, request the MHCC official transcript be sent to the college or university to be attended.

**Ordering Transcripts**

There are three simple methods for ordering transcripts:

1. **On-line**: requires a valid student ID number, password and valid e-mail account. There is a $2.25 processing fee. A major credit card is required.
2. **Mail**: requires the on-line form found at Request Transcript.
3. **In-Person**: requires a photo identification

Log in to the MyMHCC account to view unofficial transcript at any time. Please visit Request Transcript for detailed information about how to order transcripts.

**Differences Between College Now and Advanced Placement (AP)**

College Now and Advanced Placement (AP) are two different programs that provide high school students the opportunity to earn college credit while still in high school. In some cases a high school class may offer both AP and College Now credit for the course. Students then have the option to pursue college credit through either program or both.

The College Now program is a statewide dual credit program governed by the Oregon State Standards for Dual Credit Programs. Local community colleges partner with high schools in their region to review college-level courses offered at their high school for alignment with a college course at the community college. Items reviewed include curriculum content, student learning outcomes, assessment rigor and instructor qualifications. When these items are aligned between the college course and the college-level course at the high school, an articulation agreement is created and students have the opportunity to register for both high school and college credit. College Now course are posted to a college transcript just as if the student took the course on campus.

**Student Conduct**

MHCC College Now students are earning both high school and college credit for their coursework at the high school. Students are expected to follow the conduct policies of both institutions. Student conduct polices for MHCC can be found at Student Conduct.

If a College Now student has been found cheating or plagiarizing it is the responsibility of the College Now instructor to resolve the situation. Advice and support can be requested from the college department Dean. For the college credit, the College Now instructor may:

- Require the assignment be redone
- Issue a failing grade for the assignment on which the cheating or plagiarism occurred
- Issue the student a failing grade for the class

The College Now instructor may choose to apply a different option for the high school credit and the college credit.
Financial Aid Implications
College credits earned through the College Now dual credit program may have an impact on future financial aid awards if the student’s cumulative grade point average is below a 2.00. We recommend only having grades of A, B, and possibly C post to a transcript when a student is still in high school. If a student does not want a low grade to appear on their permanent college transcript, they can drop the College Now course by following the instructions under the Drop and Withdraw Policies on page 7.

Credits earned through College Now will be included in the maximum timeframe limit in place for financial aid processes. Federal regulations require students to complete their degree or certificate within 150% of the credits required. For example, if the minimum number of credits to complete an associate degree is 90 credits, that degree must be completed within 135 attempted credits. At MHCC, College Now credits students earned that count toward their MHCC degree or certificate will be used in evaluating the Maximum Timeframe Appeal to ensure students can complete the degree or certificate within 150%. Students attending other colleges should check with the Financial Aid Office at that school to see how the College Now dual credits will be counted for Financial Aid awards.

FERPA Privacy Policy
FERPA is the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of educational records for students. Under FERPA Mt. Hood Community College cannot release, without student permission:
- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as ID numbers, SSN, and birth dates

In order for parents of students under the age of 18 to obtain information about the students MHCC account, the student will need to contact MHCC’s Admissions and Records and provide written permission. Once written permission is received, parents may have limited access to the students account information.

Students with Disabilities
The guidelines and policies for students with disabilities differ between high schools and colleges. All eligible students can participate in College Now at MHCC as long as the college requirements of eligibility are met. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible. Students must meet the student learning outcomes and assessment rigor of the course to be eligible for college credit. If special services are needed, the student will work with the high school for these services.

Please visit Disability Services for a description of the differences between high school and college disability services.
Frequently Asked Questions

Q: How do I find out about College Now courses at my high school?

A: Contact your high school counselor or visit our web site at College Now for a list of courses and teachers at your high school.

Q: If I forgot to register for a course can I get credit after the class is over?

A: No. In order to earn MHCC college credit students must register during open enrollment periods. See the Academic Calendar in Appendix A for deadlines.

Q: After I complete College Now courses am I considered a returning student at MHCC?

A: No. You will use the same MHCC ID# throughout your MHCC career however; you must reapply as a degree seeking student.

Q: Must I attend MHCC after high school in order for the College Now credits I’ve earned to be on a MHCC transcript?

A: No, but we hope you will consider MHCC in your future.

Q: Will all of my Lower Division Collegiate College Now credits transfer to a four-year institution?

A: Most four-year institutions will accept College Now credits. Talk with an academic advisor at the college or university for information about how your MHCC transcript will be accepted.

Q: Can I transfer the credits I’ve earned in College Now Career Technical Education classes to other colleges or universities?

A: Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript. Many institutions will accept the majority of Career Technical credits you earn.
# Appendix A: College Now Academic Calendar

## Academic Calendar 2015-2016

<table>
<thead>
<tr>
<th>Program: UNDG</th>
<th>Session: Fall</th>
<th>Calendar Year: 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHCC Fall term classes begin</td>
<td>September 21, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Opens</strong></td>
<td>September 1, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Closes</strong></td>
<td>October 16, 2015</td>
<td></td>
</tr>
<tr>
<td>Last day to drop College Now classes online at MHCC</td>
<td>October 30, 2015</td>
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<tr>
<td>Last day to withdraw from College Now course at MHCC without refund</td>
<td>December 4, 2015</td>
<td></td>
</tr>
<tr>
<td>Final Examination week at MHCC</td>
<td>December 7-11, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG15)</strong></td>
<td>December 14, 2015</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Program: UNDG</th>
<th>Session: Winter</th>
<th>Calendar Year: 2016</th>
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<tbody>
<tr>
<td>MHCC Winter term classes begin</td>
<td>January 4, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Opens</strong></td>
<td>November 18, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Closes</strong></td>
<td>January 29, 2016</td>
<td></td>
</tr>
<tr>
<td>Last day to drop College Now classes online at MHCC</td>
<td>February 12, 2016</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from College Now course at MHCC without refund</td>
<td>March 11, 2016</td>
<td></td>
</tr>
<tr>
<td>Final Examination week at MHCC</td>
<td>March 14-18, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG15)</strong></td>
<td>March 21, 2016</td>
<td></td>
</tr>
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</table>

<table>
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<th>Program: UNDG</th>
<th>Session: Spring</th>
<th>Calendar Year: 2016</th>
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<tbody>
<tr>
<td>MHCC Spring term classes begin</td>
<td>March 28, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Opens</strong></td>
<td>March 2, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>On-Line Registration for College Now Closes</strong></td>
<td>April 22, 2016</td>
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</tr>
<tr>
<td>Last day to drop College Now classes online at MHCC</td>
<td>May 6, 2016</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from College Now course at MHCC without refund</td>
<td>June 3, 2016</td>
<td></td>
</tr>
<tr>
<td>Final Examination week at MHCC</td>
<td>June 6-10, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG15)</strong></td>
<td>June 13, 2016</td>
<td></td>
</tr>
</tbody>
</table>

Students must complete the College Now Admission form prior to registering for classes. Please refer to the College Now Program Manual or Student Handbook at [College Now](#) for program details.
Registering for College Now courses is simple. There are two things you need to do:

1) Complete the College Now Admissions form to obtain MHCC Identification number
2) Register for classes.

These instructions will walk you through each step of the Admissions and Registration process. Simply follow the arrows. If you need assistance at any time during the process please contact the College Now Office at 503-491-6980 or Admissions and Records at 503-491-7393.

PART 1 - Admissions Steps

When completing the on-line College Now Admissions forms have the following information ready:

- **First & Last Name** - for your permanent college record
- **Date of Birth** – be sure to put the year you were born, not the current year
- **Mother’s Maiden Name**
- **Phone Number** – a current working phone number is required
- **E-mail Address** – this is mandatory and it is how MHCC will communicate with you
- **Physical Mailing Address** – a complete street address for your current residence including: house number, street name, city, state, and zip code

**Step 1:** Go to [Home Page](#) and click on Apply Now!
Step 2: Click on New and Returning Students

Step 3: Click on College Now Application – High School
Step 4: Click here for the application

Step 5: Fill out the application form. Review your information and fill in any blank required fields. Once application is filled out click Submit Application
**Step 5A:** Back from a break? Make sure you check the “YES” box to indicate you were previously a student here.

**Step 6:** The Admissions process is complete. An e-mail will be sent to students, at the e-mail address provided, within three to five business days that includes the assigned MHCC ID number. This number is needed in order to register on-line.

Be sure to check e-mail.

**PART 2 - Registration Steps**

Students will need the following information to register for College Now courses:

- **MHCC Identification Number** – this will be in the e-mail from Admissions - it takes up to five business days to receive this e-mail. Be sure to complete the Admissions process at least a week before trying to register on-line.
- **MHCC Course Number** – provided by instructor
- **MHCC Section Number** – provided by instructor
- **Enrollment Session** – this will be Fall (FA), Winter (WI), or Spring (SP) – provided by instructor
- **Enrollment Year** – this will be the current year you are registering within – provided by instructor

**Step 1:** Go to mhcc.edu and click MyMHCC at the top of the page or Register for classes.
Step 2: Enter your MHCC ID number and six digit birth date. You may be prompted to create a password. Remember this password. Click the login button.

Step 3: Click on Plan and Register.
Step 4: Click Register for Classes

Step 5: You must complete required information before you will be able to register. At bottom of Registration Agreement, click “I agree” box and submit.
Step 6: Select current term option. Then register for classes. Click Course Search, enter course number. For example (MTH111). Click Search, then select the course section for your teacher and click Add courses.

Step 7: Choose Letter for Grading Type and then click add course
Step 8: Verify the course was added at the bottom of the screen

Step 9: Final step
Once you have registered for all classes. Log Out of MyMHCC

Trouble Shooting

- If you forget your password – enter your User Name (MHCC ID Number) and then click the “I forgot my Password” link – it is the fastest way to get in the system.

- If you receive a message that states, “Registration is not open at this time.” Double check that the Current Options Settings are correct for the current term and year.

- If the following messages appear:
  - “You have not met the course requirements. This section is limited to students…”
  - “You are not eligible to register at this time…”
  - “There is an academic hold on the account…”

  Contact Admissions and Registration Office at 503-491-7393 to change your major code. The incorrect Admissions form was completed.

- If a message about having a financial hold appears you need to pay your MHCC account in full before you can register for a course.
College Now Admission Steps:

BEFORE YOU BEGIN:
Have the Following Information Ready:
- First & Last Name
- Date of Birth
- Mother's Maiden Name
- Phone Number
- Email Address
- Physical Mailing Address

STEP 1: Go to mhcc.edu and click the Getting Started @ MHCC link.

STEP 2: Click on the Apply Now link.

STEP 3: Click on the Admissions Application link.

STEP 4: Scroll down and click on the College Now Admission Application - High School link.

STEP 5: Click here to access the application.

THE ADMISSIONS PROCESS IS COMPLETE
An email will be sent to you with your MHCC ID number within three to five business days. This number is needed to register online.
Be sure to check your email.

QUESTIONS? Contact the College Now office at 503-491-6980 or Admissions and Registration at 503-491-7393
Find the College Now Student Handbook at mhcc.edu/collegenow

Mt. Hood Community College
College Now
DUAL CREDIT PROGRAM
College Now Registration Steps:

**TO REGISTER FOR COLLEGE NOW COURSES YOU WILL NEED:**
- MHCC Identification Number
- MHCC Course Number
- MHCC Section Number
- Enrollment Session
- Enrollment Year

**STEP 1:** Go to MHCC’s website at mhcc.edu and click MyMHCC.

**STEP 2:** Enter your MHCC ID number and six-digit birth date.

**STEP 3:** Click Register for Classes link.

**STEP 4:** Click Register for Classes link.

**STEP 5:** Scroll to Current Options Settings and click Set Options button. Choose the current term settings (for example, FA 2014 is Fall 2014), then click Submit Options.

**STEP 6:** Enter course number, section number and grading type LT (letter grade) on the Registration Entry page; click.

**FINAL STEPS:**
- Verify the course was added, click on the green See Details of Registered Courses button.
- Close the browser window to go back to your MyMHCC home page then log out.

**QUESTIONS?**
Contact the College Now office at 503-491-6980 or Admissions and Registration at 503-491-7393.
Find the College Now Student Handbook at mhcc.edu/college-now