College Now
DUAL CREDIT PROGRAM

Program Manual
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Introduction to MHCC’s College Now Dual Credit Program

What is College Now?
College Now provides high school students the opportunity to complete both a high school and college course simultaneously and receive credit from both schools. Articulated courses are taught at the student’s high school by MHCC approved high school instructors. The coursework is equivalent to taking a course on the MHCC campus.

Types of College Credit Earned
Students can earn two types of college credit through the College Now program:

- **Lower Division Collegiate (LDC):** Credit that is applied toward a one year certificate, Career Pathways Certificate, Associates or Bachelor’s degree in subjects such as Writing, Science, Mathematics, History, Literature and more.

- **Career Technical Education (CTE):** Credit that is applied toward a certificate program or Associates of Applied Science programs such as, Business Administration and Management, Automotive Technology, Early Childhood Education, Hospitality and Tourism Management and more.

College Now courses taken in a high school classroom are articulated with courses at MHCC and students will easily transition to the next level of coursework in the subject area upon entering a post-secondary institution. Articulation means the instructional quality; assessments, learning outcomes and material covered in the course are consistent with the same course offered on MHCC’s campus.

Since the coursework is aligned between high school and college courses requiring college level work, not all high school courses are eligible. Check with a high school counselor to find out which courses are part of MHCC’s College Now Dual Credit program at your school or visit College Now and look up schools under Participating High Schools.

Why Participate in College Now?
College Now offers high school students the opportunity to experience more challenging coursework and earn college credit while still in high school. The benefit to students who participate in College Now is having a head start on their post-secondary education at no cost saving both time and money. Students graduate high school with transferable college credit on an official MHCC transcript.

Benefits
Participating in MHCC’s College Now Dual Credit program has several benefits including:

Student Benefits
- Save time and money
- Experience more challenging coursework while in high school
- Broaden high school curriculum
- Increase readiness for college level work
- Motivation to continue to post-secondary education
- Opportunity for advanced achievement
- Provides technical preparation in career areas
- Develops workplace skills
- Assists with career selection
Instructors, Schools and MHCC Benefits

- Assists with progress towards the State 40-40-20 goals
- Reduce redundancy of courses between high school and college
- Facilitate productive interaction for curriculum development
- Coordinated curriculum assures students meet college standards
- Address equity concerns that can arise due to big/small school, or financial variations between schools
- Enhance relations between the college, high school and community

Oregon Dual Credit Standards

Mt. Hood Community College’s College Now Dual Credit program operates within the Oregon State Standards for Dual Credit Programs, adopted in October 2010. Each dual credit program in Oregon was required to comply with the State Standards by July 2013.

There are three specific areas of focus for the Dual Credit Oregon State Standards:

1. Strengthening faculty connections
   - Regular, collegial interactions between high school faculty and their counterparts at sponsoring colleges and universities are key to the success of these programs. Such interactions characterize some programs already, but they need to be developed and maintained throughout the state.
   - The pool of high school teachers qualified to participate in dual credit programs should be expanded.

2. Adopting systematic application and review processes for Dual Credit programs
   - A standardized application process for new programs is needed.
   - Individual programs should take advantage of system-level (CCWD and OUS) studies of the subsequent academic performance of Dual Credit students. These biennial studies, which were piloted in AY2007-2008, will be supplemented on the “off year” by more focused analysis of questions or trends that emerge from the data (for example: persistence of dual credit students in math or writing).
   - A sustainable means for verifying program quality is needed.

3. Enhancing public understanding of Dual Credit programs
   - Dual Credit programs should be continued and effectively publicized. They should be recognized as one of the key paths for academic acceleration.
   - Evidence of best practices and student success should be gathered systematically and shared regularly – both with faculty in the programs and with the public.

This information is extracted from the Oregon Dual Credit Program Application Planning Guide and Procedures, CCWE-ODE.
Oregon Dual Credit Program Standards

*The Oregon Dual Credit Standards closely align with, and are heavily indebted to the National Alliance of Concurrent Enrollment Partnerships standards.*

<table>
<thead>
<tr>
<th>Curriculum 1 (C1)</th>
<th>College or university courses administered through a dual credit program are catalogued, courses and approved through the regular course approval process of the sponsoring college or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum 2 (C2)</td>
<td>College or university courses administered through a dual credit program are recorded on the official academic record for students at the sponsoring college or university.</td>
</tr>
<tr>
<td>Curriculum 3 (C3)</td>
<td>College or university courses administered through dual credit programs reflect the pedagogical, theoretical and philosophical orientation of the colleges’ or universities’ sponsoring academic departments.</td>
</tr>
<tr>
<td>Faculty 1 (F1)</td>
<td>Instructors teaching college or university courses through dual credit meet the academic requirements for faculty and instructors teaching in post-secondary institutions as stipulated by the respective academic departments.</td>
</tr>
<tr>
<td>Faculty 2 (F2)</td>
<td>The post-secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.</td>
</tr>
<tr>
<td>Faculty (F3)</td>
<td>Instructors teaching dual credit sections are part of a continuing collegial interaction through professional development, seminars, site visits, and ongoing communication with the post-secondary institutions’ faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.</td>
</tr>
<tr>
<td>Students 1 (S1)</td>
<td>High school students enrolled in courses administered through dual credit programs are officially registered or admitted as degree-seeking, non-degree or non-matriculated students of the sponsoring post-secondary institution.</td>
</tr>
<tr>
<td>Students 2 (S2)</td>
<td>Post-secondary institutions outline specific course requirements and prerequisites.</td>
</tr>
<tr>
<td>Students 3 (S3)</td>
<td>High school students are provided with a student guide that outlines their responsibilities as well as guidelines for the transfer of credit.</td>
</tr>
<tr>
<td>Assessment 1 (A1)</td>
<td>Dual credit students are held to the same standards of achievement as those expected of students in on-campus sections.</td>
</tr>
<tr>
<td>Assessment 2 (A2)</td>
<td>Every section of a course offered through dual credit is regularly reviewed by faculty from that discipline and dual credit staff to assure that grading standards meet or exceed those in on-campus sections.</td>
</tr>
<tr>
<td>Assessment 3 (A3)</td>
<td>Dual credit students are assessed using similar methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts.</td>
</tr>
</tbody>
</table>
Roles and Responsibilities

The High School and Instructor

- Facilitate information to students for the MHCC College Now program as supplied by MHCC.
- Assist students with the on-line admissions and registration process and procedures according to the appropriate deadlines outlined on the MHCC College Now Academic Calendar.
- Submit grades in MyMHCC according to deadlines noted on the MHCC College Now Academic Calendar. Additional information about grading located on page 14 of this manual.
- Attend annual meetings with MHCC faculty for alignment and articulation of course curriculum and student learning outcomes.
- Provide access, accommodations, flexibility, and additional-supplemental services for special populations and protected classes of students.
- Renew articulation agreement each year with signed agreement and an updated syllabus.

Mt. Hood Community College and the College Now Program

- Partner with high schools to create awareness of the College Now opportunity for students and parents.
- Maintain an informational website for College Now.
- Provide high school teachers with training and access to the college on-line grading system.
- Provide materials necessary for admissions, registration and grading processes.
- Provide assistance with MyMHCC account access and set up.
- Transcript College credit and provide transcripts upon student request.
- Create and maintain and make available Articulation Agreements.
- Facilitate annual Net Connect meetings between high school and college faculty.
- Complete observations and assessment of high school class as necessary.

Student

- Read and understand the information provided in the MHCC College Now Student Handbook prior to registering for courses. Contact the College Now instructor, high school counselor or the College Now Office to clarify any questions.
- Meet college deadlines. It is the student’s responsibility to know the registration dates and deadlines for payment or dropping College Now courses.
- Keep track of MHCC student account log-in information to access student records and registration system.
- Meet course prerequisites for College Now courses established at the high school. College courses must be registered for in sequence. Not registering for a prerequisite means there can be no credit awarded for the course series. Please visit Mt. Hood Catalog to review courses and prerequisites.
- Complete the curriculum and assessments for College Now courses as approved by the college. If special services are needed, the student will work with the high school for these services. Reasonable adjustments in teaching methods and/or assessments that do not alter the content of a course or program, may be possible. All students must meet the student learning outcomes of the course to earn credit.
- Drop or withdraw from courses by the deadline in cases where the student is not earning a passing grade. Failure to drop by MHCC’s deadline will result in transcripting the grade earned.
- Check college transcript for accuracy at the end of each term registered for College Now courses.
- Order official transcript when ready to transfer to another college or university. Visit Request Transcript for how to obtain a copy of the official transcript.
**Articulate a Course & Become a College Now Instructor**

Becoming a College Now instructor is a multi-phase process. Interested high school instructors complete an application process and submit the required materials for review. An extensive review process is conducted at MHCC that begins with a credential review by college administrators. Once the applicant’s credentials are approved the course syllabus is sent to MHCC faculty to review and work with the applicant to ensure alignment of course objectives and student learning outcomes. Essentially, the course taught at the high school aligns with the MHCC course to ensure student success upon entering college after high school. This process can take two to four weeks depending upon availability of reviewers on campus.

Once a high school instructor is approved as a College Now instructor, each following year the renewal to continue to offer MHCC credit includes submission of a new articulation agreement and updated syllabus. Additionally, College Now faculty are required to meet with MHCC faculty each year.

To establish an articulation agreement the high school instructor must qualify to teach at the community college level and the high school course must articulate to the MHCC course.

**Qualifications Defined**

There are two types of courses that can be articulated at MHCC; Lower Division Collegiate (LDC) and Career Technical Education (CTE). Each has its own criteria for qualification.

<table>
<thead>
<tr>
<th>Instructor Qualifications</th>
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<tr>
<td><strong>Lower Division Collegiate (LDC)</strong></td>
<td><strong>Career Technical Education (CTE)</strong></td>
</tr>
<tr>
<td>A master’s degree with a major in the primary instructional assignment.</td>
<td>Three calendar years of work experience in an occupational area directly related to the instructional program (the work experience must be beyond that acquired in apprenticeship, on-the-job training).</td>
</tr>
<tr>
<td>A master’s degree in any discipline and 24 quarter hours of graduate credit in the primary instructional assignment.</td>
<td>Occupational competency for the teaching assignment secured through a combination of three years of work experience and specialized training. (When applicable, the applicant’s qualifications may be reviewed by the appropriate occupational advisory committee.)</td>
</tr>
<tr>
<td>Currently enrolled in an appropriate graduate degree program with satisfactory completion of 24 quarter hours of graduate credit.</td>
<td></td>
</tr>
<tr>
<td><strong>Presidential Waiver:</strong> In subject areas in which individuals have demonstrated their competencies and served in professional fields and in cases in which documentation to support the individual’s proficiency and high level of competency can be assembled, the master’s degree requirement may be waived at the discretion of the College president. Sample Presidential Waiver located in Appendix A.</td>
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*Instructor qualifications are in accordance with MHCC’s Institutional Standards for Faculty-Staff Qualifications – Administrative Regulation: AR5060F.*
Application and Annual Renewal Deadlines

April 1st is the deadline for new College Now applicants to submit the required application materials to offer college credit the following academic year. It is also the deadline for renewal submission which includes a new articulation agreement and updated syllabus.

Application Process to Qualify

There are six simple steps to apply to offer College Now courses. Please note Step 4 has two separate processes, one for instructors offering Lower Division Collegiate courses and one for instructors offering Career Technical Education courses.

STEP 1:
- Identify the course(s) that will be articulated. The course must be an existing course in the MHCC Course Catalog. This is available at Mt. Hood catalog.
- Contact the College Now Coordinator to request the application materials and course specific documents.

STEP 2:
- After contacting the College Now Coordinator, the application materials will be sent to you electronically and will include:
  - Dual Credit Instructor Application sample located in Appendix B
  - Copy of MHCC course outline(s) sample located in Appendix C
  - Copy of MHCC course syllabus sample located in Appendix D
  - Course guide if available
  - MHCC Faculty Syllabus Checklist sample located in Appendix E
  - Course Articulation Agreement sample located in Appendix F

STEP 3:
- Complete the application
- Draft the course syllabus. Please use the Syllabus Checklist to ensure all items required are included:
  - MHCC course name, number and description as stated on course outline
  - MHCC learning outcomes as stated on the course outline
  - Course calendar
  - Collect the high school signatures for the Articulation Agreement

STEP 4 – Lower Division Collegiate Course Applicant:
- Return the completed application materials which include:
  - Completed Dual Credit Instructor Application
  - Current resume
  - Copy of the instructor’s official college transcripts – if unofficial transcripts submitted official may be requested by the review committee
  - Course syllabus for the course being considered that meets MHCC standards (see MHCC faculty syllabus checklist)
  - Signed Articulation Agreement
- Application materials can be submitted to the College Now Coordinator electronically or mailed to the College Now Office.

STEP 4 – Career Technical Education Course Applicant:
- Return the completed application materials which includes:
  - Completed Dual Credit Instructor Application
  - Copy of the instructor’s official college transcripts – if unofficial transcripts submitted official may be requested per the review committee
- Course syllabus for the course being considered that meets MHCC standards (see MHCC faculty syllabus checklist)
- Copy of Program Technical Skills
- Current Resume
- Copy of current TSPC License
- Signed Articulation Agreement

- Application materials can be submitted to the College Now Coordinator either electronically or mailed to the College Now Office.

**STEP 5:**
- The application will undergo a credential review where MHCC administration (Division Dean, Vice President of Instruction and College President) will determine if the applicant’s credentials meet the requirements of Community College instructors.
- Upon an approved credential review, the applicant’s course syllabus will be reviewed by a MHCC faculty member to ensure course objectives and student learning outcomes of MHCC are aligned and covered in the College Now course at the high school.
- During the review there may be a request for a phone or in-person meeting
- The process takes two to four weeks

**STEP 6:**
- Notification of the application outcome will come from the College Now Coordinator through e-mail communication a copy of the signed agreement will be e-mailed to the applicant and a high school administrator.

**Modern Language Division Course Approval Process**

The requirement for articulation with MHCC’s Modern Language Department is defined as one year of high school language instruction is equivalent to one term of college instruction. When approved, **students who enter their third year of high school instruction may enroll** for two terms of first year college language courses: winter term = 101, spring term = 102 (“Terms” follow the MHCC term schedule.)

Students who enter their fourth year of high school language instruction may enroll for up to two terms of college language courses: winter term = 103, spring term = 201 (if high school instructor approved). Some high schools do not have the 201 option available and students at these schools would receive spring term = 103 course credit.

**Approved Applicants**

Upon approval, the new College Now instructor will need to complete the following:

- **Schedule training with the College Now Coordinator**

- **Obtain a MHCC identification number:** Provide SSN and DOB if not provided on the initial application. This is needed to assign your MHCC ID number. The demographic data required on the College Now application allows the college to check the system and ensure new instructors do not already have an existing MHCC ID number. If there is no existing number, an ID number will be assigned. This is important because a MHCC ID is needed to enter grades electronically or enter the system to check on class lists. The MHCC ID number will be provided by the College Now Coordinator.

- **Access information on-line with mymhcc.edu:** Go to the Mt. Hood Community College web page – [www.mhcc.edu](http://www.mhcc.edu)
Click on “My MHCC” located on the top right corner of the screen

This is the Login page

- **Enter User Name** – this is up to the first seven or eight letters of your last name and your first initial (for example: Jane Williams would be williamj)
- **Enter Password** – this is the six digit birth date in MMDDYY format (for example: October 1, 1966 would be 100166)
- Please change the password and remember what it is changed to for future grading sessions. The on-line prompted instructions are very specific, please read them carefully when choosing a new password.

- **Complete the FERPA statement**: 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

The first time instructors enter the MHCC system to enter grades an automatic prompt to complete the FERPA statement process will appear.

**Application Renewal**

Each College Now instructor will need to complete the renewal process each spring. This includes submitting a new articulation agreement and an updated syllabus by April 1st for consideration to offer college credit the following academic year. The process will be prompted by the College Now Office.

**Regular Communication with MHCC**

Once approved as a College Now instructor, expect regular communication with MHCC instigated by the College Now Coordinator. Frequent e-mails about admissions, registration and deadlines will be sent. Additionally, there will be up to two required annual meetings.

**Annual Net Connect Meetings**

There will be up to two annual Network and Connections (Net Connect) meetings each year. The purpose of the Net Connect meetings is provide updates about changes and answer questions about the College Now program, align course objectives and learning outcomes and prepare articulation agreements for the next academic year. During the department Net Connect meetings MHCC and College Now faculty meet to discuss curriculum updates, course assessment tools and strategies, recommended and required texts. College Now instructors who do not attend the annual Net Connect meetings are at risk of losing College Now articulation.

**Articulation Agreements**

Annual Articulation Agreements are required by MHCC for each College Now instructor. These agreements are signed after the new course reviews or syllabus reviews for renewals. See Appendix F for a sample Articulation Agreement.
Syllabi
All instructors of MHCC, whether on campus or for College Now, are required to submit a new syllabus for each course each year. College Now instructors will be required to submit their syllabi during the annual Net Connect meetings. College Now course syllabi must mirror MHCC syllabi. Samples are provided when possible and the MHCC Faculty Syllabus Checklist (Appendix E) should be used to assist with syllabus creation.

Student Assessments
College Now student assessments must align with MHCC requirements for the course. Student Learning Outcomes must be clearly stated on the course syllabus and include grading standards for A-F grades. During the Net Connect articulation meetings assessments will be on the agenda to ensure faculty from both the high school and college have the opportunity to discuss and share assessment practices and methods.

Course Visitations
Course visitations are highly encouraged for both the high school and college faculty. High school College Now instructors are welcome to visit the MHCC campus and observe sections of the courses they teach. MHCC faculty liaisons may visit College Now instructors at the high school. These visits are meant to enhance the collaboration between the high school and college faculty and ensure course alignment. The College Now Coordinator will routinely visit the high schools.

Admissions and Registration
College Now students will register for their courses 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.

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 also located on-line at College Now and select the box for student handbook. No late registrations will be allowed. It is recommended that College Now instructors take the entire class to a computer lab and do admissions and registration as a group.

The role of College Now instructors for admitting and registering students for dual credit is to facilitate information sharing. All materials will be provided by the College Now office. Admissions and registration packets will be e-mailed or delivered to each high school College Now instructor two weeks prior to the opening of on-line registration. The packets include: on-line admissions and registration instructions, student information handouts, posters, academic calendar, course and section numbers, any other pertinent information (see Appendix G for Registration Packet sample). Students must register at the beginning of each term in order to receive College Now credit.

Checking the Class List
Class lists can be checked at any time during the term. During weeks five and six, College Now instructors are encouraged to check their MHCC class list to ensure all students who intended to participate are on the class list or still want to take the course for college credit. An e-mail reminder will be sent to all current term College Now instructors reminding them to check their class list. To check a class list:

- Go to www.mhcc.edu
- Click on “MyMHCC” located at the top of the page
- At the Login page
  - Enter User Name – this is up to the first seven or eight letters of last name and first initial (for example: Jane Williams would be williamj)
**Enter Password** – for the first time sign in - this is the six digit birth date in MMDDYY format (for example: October 1, 1966 would be 100166)

- Please change the password and remember what it is changed to for future grading sessions. The on-line prompted instructions are very specific, please read them carefully when choosing a new password.
- Subsequent log in’s will require the new password created – not your DOB

- Click on the “My Courses” tab
- Next, Click on the “Faculty Main” link in the left navigational area
- Click on the Class List link in the middle of the page
- **Scroll down to the Current Options Settings box first**
  - Be sure it is set for the current term and year before completing the box above
- Enter the course and section number in the box above
- The catalog number should default to the current year catalog (UG15 for FA15, WI16, SP16)
- Check the waitlist box to included waitlisted students – there should not be a wait list but if there is, contact the College Now Office.
- Click Submit Request

**Grading**

Grading is done on-line through the MyMHCC link at the top of the Mt. Hood Community College home page. Grading on time is critical for State reporting and the Academic Calendar (Appendix J) dates cannot be changed. The only exception is during spring term when high schools may get out later than the end of the college term.

**MHCC Grading Policies**

Standard college grades apply to College Now courses. Students earn grades A-F based on course performance and assessment. Students have the opportunity to drop for two weeks following the close of registration or withdraw from a course through the end of the term at MHCC. If a student does not drop or withdraw due to a low grade, the student is responsible for the grade posted to their MHCC transcript. This means a D or F grade could appear on the student’s 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.

College Now grades do count toward and impact future Financial Aid awards.

MHCC Grading options:

- A – Excellent
- B – Above Average
- C – Average
- D – Below Average
- F – Failing
- S – Satisfactory (Pass): not recommended for College Now courses due to limited transferability
- U – Unsatisfactory (No Pass): not recommended for College Now courses due to limited transferability
- I – Incomplete: Student must have completed at least 75% of the coursework and complete the additional 25% prior to the end of the next term
- W – Withdraw: Students can withdraw up to the last day of finals week
- NR – No grade received from instructor
- K – Continuing Progress: not recommended for College Now courses due to limited transferability
- X – Audit: not recommended for College Now courses due to limited transferability
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.

Default E-Mail Set Up
Prior to entering grades, College Now instructors are encouraged to set up a default e-mail account. Once grades are entered and submitted an e-mail is sent to the instructor’s default address with a confirmation of the grades. If you do not enter a default e-mail there will be no confirmation of grades. Please follow these steps:

Step 1: Go to MHCC Home Page and log into your mymhcc using your user name and password
Step 2: Click on the Personal Info link right next to user name at the top of the page
Step 3: Click on the Biographical Info link under My Info
Step 4: Under Other Addresses click on the link that says “Click here to access your personal information update area” it is in red text.
Step 5: Click on the Biographical Data link – it is the first link in the middle of the page
Step 6: Click on the Update Address/Phone/Email link in bold near the top part of the page
Step 7: Enter your preferred e-mail address under the E-mail tab and click Submit
Step 8: To exit click on the word Back
Step 9: Go back to the Personal Info link from Step 2 and click on Biographical Info from Step 3 to double check your preferred address appears

How to Enter Grades
Grades are to be submitted on-line via Faculty Web. If this is the first time logging into Faculty Web, it is required instructors complete a Family Educational Rights and Privacy Act (FERPA) acknowledgement form. This is automatically prompted during the first login.

Logging into Faculty Web
- Go to www.mhcc.edu
- Click on “MyMHCC” located at the top of the page
- This is the Login page
  - Enter User Name – for most, this is up to the first seven letters of last name and first initial (for example: Jane Williams would be williamj)
  - Enter Password – for the first time log in only - this is the six digit birth date in MMDDYY format (for example: October 1, 1966 would be 100166)
  - Please change the password and remember what it is change to for future grading sessions. The on-line prompted instructions are very specific, please read them carefully when choosing a new password.
  - Subsequent log in attempts will require the new password created NOT the DOB
- Click on the “My Courses” tab
Next, click on the "Faculty Main" link in the left navigational area.

Next click on the "Grade Entry" link located in the middle of the screen – (be sure your Current Options Setting is set to the current grading term).
- This will open up a new window and the courses being taught should be listed
  - The instructors will then select their course and click the "Select Marked Course" button
  - Enter grades for one class at a time

- If the classes are not listed, the instructor will need to ensure that the "Current Option Settings" are correct
  - Another option is to put in the Course code, Section and Catalog and select that method
Input grades
- Assign each student a grade and click “Submit Grades” – CLICK SUBMIT GRADES TO SAVE WHAT IS ENTERED
- Instructors may go in and out of grading a class as many times as needed up to the deadline
- Instructors may submit some grades and not others as long as “submit” is clicked before logging out
- Instructors may change student’s grades until the deadline
- After the grading deadline a change of grade form is required – contact the College Now Program Coordinator

Click “Log Out” when finished and be sure all browser windows are closed so no one else can access the account.
- IMPORTANT: After grades are submitted, click the menu option “Grades Not In”
- Make sure the instructor’s name does not appear.
  - If the instructor’s name appears, it means one or more grades have not been assigned.
This is the easiest way to self-check that all grades are submitted.
Print each grade sheet for instructor records or save the e-mail confirmation.

**Grading Confirmation**
- Once logged in to “Faculty Main” click on “Biographical Data”.
- Next click “Update Information” and add instructor e-mail address.
  - **Important:** this e-mail address will receive student records that are protected under FERPA – make sure this address belongs to the instructor only.
  - Read the confirmation carefully.
    - If any grades read “NR” this means they were not received and the instructor must go back and enter the grade.
    - If the e-mail address is not currently recorded in MHCC’s CARS system this must be done BEFORE entering grades for the term in order to get an e-mail confirmation.

**Incomplete Grades**
- For each incomplete grade assigned, instructors must complete the incomplete contact available on-line (see “Incomplete Form” button below grade entry button).
- Print two (2) copies (one for the instructor and one for the College Now office).
- Click the “submit” button to send a copy to Admissions and Records Office.
  - Admissions and Records will mail the grade to the student – they do not keep copies of incomplete forms.
  - Instructors must keep a copy on file for their reference.
  - The Incomplete Form has a space for instructor e-mail address – please enter one e-mail address only. Forward a copy to the College Now Coordinator.

**Log In Troubles**
- Please call the Help Desk at 503-491-7448 8:00 am – 5:00 pm.
- Other difficulties or to reset passwords call the College Now Office 503-491-6980 or Admissions and Records 503-491-7347 or 503-491-7501.

**How to Change a Grade**
- Contact the College Now Office to request the Change of Grade Form.

**Web Grading FAQ’s**
- **When are my grades due?** The grading deadline is the Monday following MHCC finals week at 3:00 p.m. The College Now office will notify all faculty of the grading deadline each term via MHCC e-mail.
- **What if I made a mistake?** You may go back into the course and change grades as needed until the grading deadline. After the deadline, a change of grade form must be submitted in order to correct the mistake. Contact the College Now office.
- **What if I want to grade some students but not others?** Instructors may enter grades at different times prior to the deadline.
- **How can I be sure all grades were received?** There are two methods to check.
  - **The first method and easiest:** is to click on the “Grades Not In” button to see if the instructor’s name appears. If it does appears on this list, one or more of your grades are missing
  - **The second method:** is to check the confirmation e-mail received to be sure all grades were input as intended. Note the e-mail confirmation information at the beginning of the web grading instructions.
- **When can students see their grades?** Students have access to their grades the moment the “Submit Grades” button is selected.
Additional Program Information

Earning Credit
Students enrolled in MHCC’s College Now program must complete the entire course and meet all of the learning outcomes and assessment rigor as approved by the college. College credit is not automatically granted for completing a College Now course at the high school. Students must register for college credit while in the high school course in order to receive credit. Students who do not register while taking the course are not eligible for the credit later.

Cost of College Now
There is no fee for College Now courses. Students with outstanding balances at MHCC 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.

Drop and Withdraw Policies
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 (Appendix J) sent at the beginning of each term or can be found 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.

Transcripting and Ordering Transcripts
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 post to a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade posting, the instructor can be contacted for a correction.

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. Students Social Security Number must be on file at MHCC in order to receive transcripts from the on-line clearinghouse. 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

Students can log into their MyMHCC account to view their unofficial transcript at any time. Please visit Request Transcript for detailed information about how to order transcripts.
**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 policies 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 20.

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.

**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.
Appendix A
Sample Presidential Waiver

<table>
<thead>
<tr>
<th>To:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>From:</td>
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<tr>
<td>Cc:</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td></td>
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</tbody>
</table>

This memo is a transmittal of documentation and a request seeking your waiver of instructor qualifications for the Master’s degree requirement for ______________ within the _______________ department. This request for waiver, by which an employee must be deemed qualified in a specific discipline, is governed by the Oregon Administrative Rules, Division 8, Community College Personnel Policies, 589-008-0100. Guidelines for Formation of Community College Personnel Policies and MHCC’s Board Regulation AR-5060-F, Institutional Standards for Faculty-Staff Qualifications.

Dean Recommendation: ____________________________

Dean Signature ____________________________ Date

Vice President’s Recommendation: ____________________________

Vice President of Instruction & Student Success Signature ____________________________ Date

Presidential Waiver: □ Approved □ Approved with conditions □ Denied

Dr. Debra Derr, President ____________________________ Date

Conditions:
Approved to teach the following classes:

Qualifications: (List Education, Certifications, Industry Experience, etc.)

Note: This waiver of instructor qualifications will be in effect for a period of one year from the date of above signature and subject to review by the president or his / her designee unless otherwise stipulated. Distribution of copies after Presidential Approval: Instructor, Dean and Human Resources Personnel

File 07/01/2013
Appendix B
College Now Application

College Now
DUAL CREDIT PROGRAM
Instructor Application

Instructions:
- Review the College Now Program Manual located at [www.mhcc.edu/collegenow](http://www.mhcc.edu/collegenow) for details about the program.
- Checklist of items to return with the application:
  - Copies of official transcripts from all institutions.
  - Course syllabi that includes the course description and learning outcomes from the MHCC Course Outline; measurements tools (tests, labs, assignments), course calendar, and textbook used.
  - Copy of Program Technical Skills (CTE only).
  - Copy of current TSPC License (CTE only).
  - Current Resume (CTE only).
- For questions or assistance contact the College Now Office at 503-491-6980 or tifini.roberts@mhcc.edu

### Applicant Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-Mail</th>
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</tbody>
</table>

- DOB and SSN are not required at time of application. Both will be required upon approval to assign a MHCC ID number.
- DOB:
  - I choose not to provide my DOB at this time and understand it is required upon approval of my application.
- SSN:
  - I choose not to provide my SSN at this time and understand it is required upon approval of my application.

- Have you previously worked for MHCC? Yes [ ] No [ ] If yes, when?
- MHCC ID number (if applicable):

### Course Information

<table>
<thead>
<tr>
<th>Application for:</th>
<th>Lower Division Collegiate Course [ ] OR Career Technical Education Course [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHCC Course:</td>
<td># Credits:</td>
</tr>
<tr>
<td>High School Course:</td>
<td># Credits:</td>
</tr>
<tr>
<td>Term(s) Articulated:</td>
<td>(Fall, Winter, Spring)</td>
</tr>
<tr>
<td>Semester [ ] Year Long [ ]</td>
<td></td>
</tr>
</tbody>
</table>

### Faculty Qualifications for College Now

**Lower Division Collegiate**
- Master’s degree with a major in the primary instructional assignment.
- Master’s degree in any discipline and 24 quarter hours of graduate credit in the primary instructional assignment.
- Currently enrolled in an appropriate graduate degree program with satisfactory completion of 24 quarter hours of graduate credit.
- Presidential Waiver: In subject areas in which individuals have demonstrated their competencies and served in professional fields and in cases in which documentation to support the individual’s proficiency and high level of competency can be assembled, the master’s degree requirement may be waived at the discretion of the College President.

**Career Technical Education**
- Three calendar years of work experience in an occupational area directly related to the instructional program (the work experience must be beyond that acquired in apprenticeship, on-the-job training).
- Occupational competency for the teaching assignment secured through a combination of three years of work experience and specialized training. (When applicable, the applicant’s qualifications may be reviewed by the appropriate occupational advisory committee.)
## Appendix B

### College Now Application page 2

#### Education

<table>
<thead>
<tr>
<th>Institution #1:</th>
<th>Location:</th>
<th>Major:</th>
<th>Degree:</th>
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<td>Institution #2:</td>
<td>Location:</td>
<td>Major:</td>
<td>Degree:</td>
</tr>
<tr>
<td>Institution #3:</td>
<td>Location:</td>
<td>Major:</td>
<td>Degree:</td>
</tr>
</tbody>
</table>

List any special training, licenses, certificates, special skills pertinent to the position:

#### Employment History

<table>
<thead>
<tr>
<th>Current High School:</th>
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<th>Phone:</th>
<th>No. Years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Employer:</td>
<td>Title:</td>
<td>Phone:</td>
<td>No. Years:</td>
</tr>
<tr>
<td>Previous Employer:</td>
<td>Title:</td>
<td>Phone:</td>
<td>No. Years:</td>
</tr>
</tbody>
</table>

#### Disclaimer and Signature

I certify that this application and the required documentation included are true and complete to the best of my knowledge.

If this application leads to approval to teach as a College Now instructor, I understand that false or misleading information in my application or required documentation may result in the cancellation of the Articulation Agreement with Mt. Hood Community College.

I understand upon approval I will be required to attend annual Net Connect meetings and submit a new syllabus each year for the annual Articulation Agreement process with Mt. Hood Community College.

Applicant Electronic Signature: ___________________________ Date: ____________
# Appendix C

## Sample Course Outline

### Course Information

- **Course Number**: HD100C
- **Course Title**: College Success
- **Course Type**: Lower Division Collegiate
- **Course Credit**: 3.0

### Weekly Schedule

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Term</th>
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<tbody>
<tr>
<td>3</td>
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<table>
<thead>
<tr>
<th>Lab Hours</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>0</td>
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</tbody>
</table>

### Grading Status

- **Head Count**: No
- **Grading Status**: Optional

### Schedule Projection

- **Annually**
  - Summer
  - Fall
  - Winter
  - Spring

### Course Description

This course develops student understanding of the college culture and community. Course topics include college services, policies and procedures; goal setting; time management; educational planning; student responsibility and learning strategies for college success. All HD100 courses are equivalent; only one can be used to fulfill degree requirements.

### Minimum Skills Pre-requisite

- **Reading or equivalent CPT**: N/A
- **Writing or equivalent CPT**: N/A
- **Math or equivalent CPT**: N/A

### Additional Course Requisites: specify pre-requisites, co-requisites and/or concurrent requisites

### Instructional Materials Required of Student: (text, supplies, etc.)

Instructor will choose textbook from department-approved list, including, but not limited to:

- The Master Student
- Your College Experience, by Gardner
- OnCourse, by Skip Downing

### Learning Outcomes(s)

Upon successful completion of this course, the student will be able to:

1. Write a preliminary education plan, incorporating general education requirements with academic and career goals
2. Develop a workable schedule for current and future terms in order to balance school, work and personal commitments
3. Describe library resources
4. Describe and utilize campus electronic tools for registration, degree planning and data lookup
5. Understand general concepts of personal responsibility and self management
Sample Course Outline – continued

4/13/2015

1. Understand personal strengths and weaknesses as a student

2. Understand variety of college departments and resources that will assist in student success

3. Analyze and apply effective strategies for using and implementing all prior outcomes

4. Demonstrate knowledge of financial literacy (understand financial aid process including how to manage financial aid funds, identify scholarships, meet appropriate deadlines, etc.)

5. Understand the relationship of learning styles and college success and apply to learning strategies

6. Demonstrate ability to work in groups effectively

7. Understand and utilize variety of effective writing strategies (i.e. Cornell note-taking system, reflective writing tools - learning logs, miniture paper/quick writes)

General Instructional Methods:
College Success will be an activity-based course. Students will have ample time for asking questions and individualizing the course to their own needs.

Traditional methods:
Instructional methods used will include discovery, discussion, lecture and review of case studies to emphasize the development of problem solving skills.

Will this be taught in Online Learning Mode? Yes

Additional Methods for Online Learning Formats

Should the course be taught using Online Learning formats (e.g. World Wide Web, Internet, Television, Satellite, US Mail, e-mail, etc.) the following will also be applied: One or more communications tools (e.g. discussion boards, listservs, online chat rooms, e-mail, and special face-to-face meetings, etc.) will be used to facilitate interaction among all participants in the class. The faculty, in consultation with an online learning instructional designer, will select and use instructional methods appropriate to the audience, the course outcomes, and general instructional methods.

Evaluation Process
Completion of course objectives and assigned papers and projects according to criteria provided by the instructor will be required. Grading will be in accordance with college standards. Assignments and activities will earn points toward a final grade.

Additional Processes for Online Learning Formats

Assessment of course outcomes is designed to be verified as appropriate using online weekly quizzes and major proctored online tests. The same outcomes and grading standards will apply for all instructional formats.

Green Training
Does this course offer Green Training? No

This is a "Lower Division" Course

<table>
<thead>
<tr>
<th>College/University</th>
<th>Equivalent Comparable Course (N/A if Not Applicable)</th>
<th>Approved Category</th>
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<tbody>
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<tr>
<td>2</td>
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Has the VP of Instruction approved use of available funds?
Yes

Has the library faculty been contacted to ensure adequate resource supply?
No

Feasibility
Amount: $10

Rationale
Assessment Instrument
# Sample Course Outline – continued

### Need and Purpose

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### Target Audience

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### Enrollment Restrictions

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### Discipline

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### Prepared by

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### For Instruction Office Use Only

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<th>Apply foundational requirements or distribution area:</th>
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</thead>
<tbody>
<tr>
<td>AA/OT elec</td>
<td>AS/OT Bus elec AAS elec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum Committee Approve Date</th>
<th>GL Approve Date</th>
<th>OL Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/09/2012</td>
<td>05/26/2004</td>
<td>FA04</td>
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</table>

### Additional Course Information

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Appendix D
Sample Syllabus

Syllabus for
HD100C: College Success

Section 98 – Spring 2013

Course Description: HD100 develops student understanding of the college culture and community. Course topics include college services, policies, and procedures; goal setting; time management; educational planning; and student responsibility for success. There is no prerequisite for this course.

This section of HD100 is part of a Learning Community (LC) with RD090 and WR090. The classmates you have in this class will be in your other two LC classes. College success courses, as well as learning communities, have been shown to drastically increase student retention and success in college.

Course Information:

<table>
<thead>
<tr>
<th>Course</th>
<th>College Success – HD100C.98, part of an AVID Learning Community with RD090 and WR090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>AC1756 on the Gresham Campus</td>
</tr>
<tr>
<td>Meeting Times</td>
<td>Tuesdays and Thursdays from 1:10 to 2:30 p.m.</td>
</tr>
</tbody>
</table>

Instructor Information:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Christy Weigel, M.B.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:Christy.Weigel@mhcc.edu">Christy.Weigel@mhcc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>503-491-7580 (but email me for the fastest response!)</td>
</tr>
<tr>
<td>Office Location</td>
<td>AVID Center (AC315), Mezzanine Level of Library</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Tuesdays and Thursdays from 2:30 – 3 p.m. or by appointment</td>
</tr>
</tbody>
</table>

Materials Required:


This book is available for purchase in the MHCC bookstore or online.

Please bring your textbook with you to every class meeting.

MHCC Catalog 2012 – 2013

These will be provided by the instructor, near or during week 4 of the term.
Appendix D
Sample Syllabus - continued

Other required materials:

- 2" binder with dividers. It is highly recommended that you have a separate notebook for each of your classes!
- Planner or calendar you can easily carry with you — Dollar Tree sells a couple varieties that are actually quite nice!
- Pen, pencil, highlighter
- Lined notebook paper
- Stapler
- 3-hole punch
- Email address that you can and will check frequently

Need help?
These are just a few of the many resources on campus available to you:

- AVID Center (room AC3315, across the hall from class). Get help with tutoring, writing, computer access, etc. Drop-in tutoring available Monday – Friday from 11 – 4.
- Learning Success Center, open 7 days a week! Tutoring on just about any subject, plus: learning specialists, computer lab, e-tutoring, and more. Check www.mhcc.edu/lsc for current schedule.
- Career Planning and Counseling Center (room AC1152, three doors to the right of the Bookstore). Get help with personal issues, choosing a major, planning career ideas, and job search help. By appointment Monday – Friday from 8 – 5.
- Academic Advising and Transfer Center (inside Student Services on the second level). Assistance for students completing General Studies or who are preparing for Limited/Restricted Entry programs. Get help planning your classes for future terms, understanding DARS and graduation requirements. Open Mon, Tue, Thu, Fri from 8 – 5 and Wed from 10 – 5.

Other Information:

- Disability services: if you need accommodations due to a documented physical or learning disability, please contact the Disability Services Office at 503-491-6923.
- Inclement weather: MHCC closures or late starts are announced on the MHCC homepage, and on local radio & TV stations. You can also sign up for Flash Alert online at www.flashalert.net
- Emergencies: in the event of an emergency, an alarm will sound and/or special instructions will be announced over the intercom system. Please proceed to the farthest end of the nearest parking lot. Do not block roadways and do not attempt to leave campus via car.
Appendix D
Sample Syllabus – continued

Student Learning Outcomes:

At the successful end of this course you will be able to:

- Understand what it takes to be a successful college student
- Use several strategies for taking control of your time and energy, allowing you to move more effectively toward your goals
- Create greater self-motivation by discovering your own personal academic goals
- Implement student success standards including study habits, acceptable classroom behavior, academic honesty, adhering to student conduct rules, and accepting personal responsibility for one’s own behavior
- Develop strategies and learn how to develop new habits that will ensure your academic success
- Create a workable schedule for balancing school, work and personal commitments
- Manage your time and set goals
- Complete an educational plan incorporating goals and education requirements
- Understand and utilize: library resources, electronic tools for registration, degree planning and research; college departments and resources that will assist in student success
- Demonstrate ability to work effectively individually and in a group setting
- Understand financial responsibilities as part of goal setting and time management

In other words, you will be able to utilize outer qualities (critical thinking, lifelong learning, interdependence, personal responsibility) and inner behaviors (self-motivation, self-esteem, and self-management) necessary to be successful as a student, and in life.

You will also be able to:

- Identify college departments, tools and resources that will support you through your degree completion
- Understand the academic calendar
- Learn about leadership opportunities

Expectations:

We will create a learning community contract during the first week of the term in which we agree upon expectations and consequences for the class. However, here are some basic expectations for this class and all other college classes you complete now and in the future.

- Syllabus: Keep the syllabus for every class you take. You will be quizzed on the contents of this syllabus the first week of the term. It is your guide to class information and expectations. If you lose your syllabus, you can download a new one from the MyMHCC portal.
- Attendance: Attend every class and be on time unless it is a true emergency.
- Tardiness: Attendance is taken at the beginning of each class session. Students not present at this time will be counted as absent.
- Electronics: Use of electronics is not permitted in class.
- Respectful environment: All class members will behave in a way that respects the dignity of others. This includes:
  o Listening attentively to the person who is talking. No side conversations.
  o Arriving on time to class and staying the entire class time.
  o Waiting until class is over and everyone is done speaking before you begin packing up your belongings.
  o Disagreeing respectfully. Suspend judgment of others.
  o Please note that I have a strict zero tolerance policy when it comes to any
Appendix D
Sample Syllabus – continued

conversations, actions, or possessions that belittle, demean, or insult others based on race, religion, age, sex, national origin, sexual identity, and/or disability. Violations of this policy may result in removal from this class and a conduct case.

- **Preparation:** Do all of your reading and assignments to the best of your ability and come to every class with material read and homework done. When grading your writing assignments in HD100C, I will be focused on the content, not the grammar or mechanics. In other words, I want to see that you’re critically thinking about the material.

- **Participation:** Class sessions are very interactive and will often cover material that is not in your text. Active participation is crucial to the learning process and may include: listening, taking notes, asking questions, expressing opinions and ideas respectfully, coming to class prepared, with reading and assignments completed, asking questions, volunteering for activities, and answering questions.

- **Meet at least two people in each of your classes who are willing to exchange phone numbers for when you miss class, need to get information, or just to see if they want to study together.

- Do not rely on counselors, advisors, coaches, or anyone else to tell you what you need to fulfill to graduate. They are a wonderful part of your support network, but not your personal assistants or task managers.

- You must drop any course(s) you do not plan to attend: failure to do so will result in a failing grade which will remain on your college transcript forever, even if you retake it later and pass it.

- Be a responsible participant in your education. Read the catalog and be accountable for your own education; it affects no one more than you!

### Assignments and Grading

The assignments in this course are worth a total of approximately 600 points. Grades for all assignments will be posted on MyMHCC in a timely fashion, usually by the next class period after the due date. Your grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>540–600</td>
</tr>
<tr>
<td>B</td>
<td>480–539</td>
</tr>
<tr>
<td>C</td>
<td>420–479</td>
</tr>
<tr>
<td>D</td>
<td>360–419</td>
</tr>
<tr>
<td>F</td>
<td>0–359</td>
</tr>
</tbody>
</table>

Your final grade will include the following:

- **Quizzes** are worth 70 points

  7 quizzes at 10 points each

  To reward you for keeping up with the textbook reading a multiple-choice reading quiz will be given in the final 15 minutes of every Thursday class, beginning week #2. Missed quizzes cannot be made up, even for circumstances beyond your control.

- **Notebook Checks** are worth 75 points

  3 checks at 25 points each

  We will be putting together organized notebooks the first week of class. Bring your notebook to every class session, and keep it organized throughout the term. There will be 3 times during the term that I check your notebook for organization and content.
Appendix D
Sample Syllabus – continued

Attendance is worth 100 points:

20 class sessions at 5 points each
It is vital to your success in nearly every college course that you attend class on time and are well-prepared. Roll will be taken promptly at the beginning of class. If you are not present at roll, you will be marked as absent. Three absences will result in the reduction of your final grade by one full letter. Four or more absences may result in a failing grade. If you will be absent from a class, you are expected to notify all your instructors in advance. You must also visit the AVID Center (AC3315) upon your return to receive assistance making up homework or lecture material you missed.

Homework and In-Class Assignments are worth 120 points

12 exercises at 10 points each
Each chapter in your textbook includes several journaling exercises that will ask you to apply what you’ve learned and to dive deeper into your understanding. As you read the assigned chapter each week, pay careful attention to which journal exercise your instructor has assigned for homework. You will not be required to do every journal in the textbook.

I prefer typed assignments; however, you may hand-write your textbook exercises on regular notebook paper as long as your writing is legible. Do not hand in work on paper torn from a spiral notebook. Please make sure that your name is at the top of each page and that each exercise is properly labeled (e.g. Chapter 4: Journal #14).

If you prefer, you may email your assignments to me as long as I receive them by the due date and time!

Late exercises will be accepted but will only be worth 50% of the original points possible and they MUST be turned in at the following class session. In other words, if an assignment was due three weeks ago, it’s too late. However, if an assignment was due on a Tuesday, you can turn it in that Thursday for partial credit.

Exams are worth 150 points

Midterm at 50 points, Final at 100 points
You will be taking two multiple-choice exams in this course: a Midterm and a Final. The Midterm covers weeks 1-5. The Final is comprehensive, which means it covers the entire term. You will take the Midterm on Tuesday, May 7 during regular class hours. You can check the dates and times of your final exams online at www.mhcc.edu/RegistrationCalendar.

Make-up exams will only be considered for serious, extenuating circumstances. You must arrange with the instructor in advance if you need to reschedule an exam.
# Appendix D

Sample Syllabus – continued

## Assignment Calendar

If any assignments or due dates change, they will be announced in class and updated on MyMHCC (aka The Portal). When in doubt, please check due dates on MyMHCC.

<table>
<thead>
<tr>
<th>WEEK, CLASS</th>
<th>DAY, DATE</th>
<th>IN-CLASS: Discussions, Lessons and Activities</th>
<th>HOMEWORK: To Do Before Next Class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREPARING FOR A SUCCESSFUL TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #1 Class #1</td>
<td>Tuesday, April 2</td>
<td>✦ Review Syllabus ✦ Mattering and Marginalizing activity</td>
<td>✦ Purchase book and supplies; have at least a notebook, paper and dividers ready on Thursday ✦ Complete Syllabus Quiz ✦ Complete Learning Community Contract Outline</td>
</tr>
<tr>
<td>Week #1 Class #2</td>
<td>Thursday, April 4</td>
<td>✦ Exercises due: Syllabus Quiz, Learning Community Contract Outline ✦ Notebook set-up ✦ Finish Learning Community Contract ✦ Cornell Note-taking System</td>
<td>✦ Read all of Chapter 1 and pages 30-32 of Chapter 2 ✦ Complete Self-Assessment on pgs. 6-9</td>
</tr>
<tr>
<td><strong>GETTING ON COURSE TO YOUR SUCCESS: OnCourse Chapter 1 and ACCEPTING PERSONAL RESPONSIBILITY: OnCourse Chapter 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #2 Class #1</td>
<td>Tuesday, April 9</td>
<td>✦ Exercise due: Self-Assessment pgs 6 - 9 ✦ Discussion: Examples of Victimization; Attitudes, Quit “shoulding” on yourself ✦ Campus Tour #1</td>
<td>✦ Read pages 43 – 62 of Chapter 2 ✦ Complete Journal #5 on pg. 40-41 ✦ Study for Reading Quiz</td>
</tr>
<tr>
<td>Week #2 Class #2</td>
<td>Thursday, April 11</td>
<td>✦ Exercise due: Journal #5 ✦ Case Study: The Late Paper ✦ Reading Quiz (Chapters 1-2)</td>
<td>✦ Read Chapter 3 ✦ Complete Journal #9 on pg. 76</td>
</tr>
<tr>
<td><strong>DISCOVERING SELF-MOTIVATION: OnCourse Chapter 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #3 Class #1</td>
<td>Tuesday, April 16</td>
<td>✦ MEET in LIBRARY RESOURCE ROOM (AC2307) ✦ Exercises due: Journal #9</td>
<td>✦ Finish Library Assignment</td>
</tr>
<tr>
<td>Week #3 Class #2</td>
<td>Thursday, April 18</td>
<td>✦ Exercises due: Library Assignment ✦ Worksheet: Inner Critic, Inner Defender and Inner Guide on our goals ✦ In-class work: Picture your dreams ✦ Reading Quiz (Chapter 3)</td>
<td>✦ Read Chapter 4 ✦ Complete Journal #12 on pg. 106</td>
</tr>
<tr>
<td><strong>MASTERING SELF-MANAGEMENT: OnCourse Chapter 4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week #4 Class #1</td>
<td>Tuesday, April 23</td>
<td>✦ Exercises due: Journal #12 ✦ In-class work and discussion: Time Quadrants; Self-management systems ✦ Campus Tour #2</td>
<td>✦ Complete Journal #14 on pgs. 120-121</td>
</tr>
<tr>
<td>Week #4 Class #2</td>
<td>Thursday, April 25</td>
<td>✦ Exercises due: Journal #14 ✦ Reading Quiz (Chapter 4)</td>
<td>✦ Read Chapter 5 ✦ Complete Journal #16 on pg. 144</td>
</tr>
</tbody>
</table>
## Appendix D
Sample Syllabus – continued

### EMPLOYING INTERDEPENDENCE: *OnCourse* Chapter 5

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #5   | #1    | April 30 | Exercises due: Journal #16  
In-class discussion: Ways to relate; practice saying "no"  
Read Catalog pgs. 22-31 |
| #5   | #2    | May 2  | In-class activity: Active Listening  
Brief Midterm study session  
Reading Quiz (Chapter 5)  
Study for Midterm Exam |

### MIDTERM and EDUCATION PLANNING

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #6   | #1    | May 7 | Midterm Exam  
Read MHCC Catalog pages: 94-95; 215-230; Browse/skim pages: 1-21 |
| #6   | #2    | May 9  | Introduction to Education Planning  
Read Chapter 6  
Work on Education Plan; bring questions to class about Education Plan |

### GAINING SELF-AWARENESS: *OnCourse* Chapter 6

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #7   | #1    | May 14 | Holland Code exploration  
Rules for Success  
Campus Tour #3  
Complete Journal #20 on pg. 175 |
| #7   | #2    | May 16 | Exercises due: Journal #10  
In-class discussions: Scripts; patterns; beliefs  
Reading Quiz (Chapter 6)  
Education Plan help after class in AVID Center, 2:30-3:30 p.m.  
Read Chapter 7  
Complete Journal #26 on pg. 22+ |

### ADOPTING LIFELONG LEARNING: *OnCourse* Chapter 7

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #8   | #1    | May 21 | Case Study: A Fish Story  
Learning Styles  
Finish Education Plan & register |
| #8   | #2    | May 23 | Exercises due: EDUCATION PLAN; Registration extra credit  
Reading Quiz (Chapter 7)  
Read Chapter 8  
Complete Emotion Vocabulary Worksheet |

### DEVELOPING EMOTIONAL INTELLIGENCE: *OnCourse* Chapter 8

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #9   | #1    | May 28 | Four Components of Emotional Intelligence  
Strong emotions vs. subtle emotions  
Connections between emotions, thoughts and behaviors  
Complete Journal #28 on pg. 248 and journal #29 on pg. 253 |
| #9   | #2    | May 30 | Exercises due: Journals #28 and #29  
Managing Stress  
Reading Quiz (Chapter 8)  
Read Chapter 9  
Complete Self-Assessment on pgs. 281-284 |

### STAYING ON COURSE TO YOUR SUCCESS: *OnCourse* Chapter 9

<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
<th>Date</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| #10   | #1    | June 4  | Exercises due: Self-Assessment pgs. 281-284  
In-class: Complete Journal #32  
Final Exam study guide  
Review Final Exam study guide. Come to class with questions ready about the exam |
| #10   | #2    | June 6  | In-class: Final Exam study session  
Study for Final Exam! |

### FINALS WEEK June 10 - 14
Appendix D
Sample Syllabus – continued

How to access your HD100: College Success page and homework on MyMHCC

1) Go to MyMHCC (my.mhcc.edu/ec) and log in:

2) Click on “My Course” either on the top black menu or the left side gray menu:

3) Click on “College Success” to bring up the course page for HD100:
Appendix D
Sample Syllabus – continued

4) Click on “Coursework” in the left side gray menu:

5) This is where you will find all assigned readings, homework, projects, etc. and their respective due dates:
Appendix E
Syllabus Check List

FACULTY SYLLABUS CHECKLIST

Following is a model syllabus that may be helpful in building your own. Items listed under “Required Components” are generally considered mandatory for a complete, legal document. Remember, the syllabus is considered by the courts to be the actual contract between the college and the student.

REQUIRED COMPONENTS

Information about the instructor (Check ✓ if present)
- Name
- Office number
- Office hours
- Times when students may contact you
- Contact phone number or voicemail

Course Information (Check ✓ if present)
- Heading (college name)
- Course title
- Course ID (BT210-01, BAJ223-02)
- Course description
- Student Learning Outcomes
- Course location
- Required texts, titles, authors, editions
- Attendance Policy
- Statement about presentation of potentially controversial or offensive course content (if applicable).

Schedule Information (Check ✓ if present)
- Dates of major assignments, papers, field trips, projects, etc.
- Dates of tests and midterm
- Disclaimer stating dates may change
- Date and time of final exam
## Appendix E
Syllabus Check List – continued

<table>
<thead>
<tr>
<th>Grading Information (Check ✓ if present)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Course requirements: exams, quizzes, classroom participation, projects, and papers including the percentage each counts toward the final grade</td>
</tr>
<tr>
<td>☐ Policies on missed exams and late work</td>
</tr>
<tr>
<td>☐ Grading scale and standards</td>
</tr>
<tr>
<td>☐ Disclaimer regarding change</td>
</tr>
</tbody>
</table>

This information may be included in departmental handouts distributed with the syllabus.

### Other Statements (Including suggested language)

- **Academic Honesty**
  - Academic Honesty - Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the responsibility to submit, in a written report to the Associate Vice President of Student Life, any such incident that cannot be resolved between the instructor and student. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college. Student rights and responsibilities can be located in the MHCC Student Handbook.

- **Classroom Behavior**
  - Classroom Behavior - Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Beepers, pagers, and cellular phones can be a nuisance and are not to be brought to the classroom. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course.

- **Americans with Disabilities Act**
  - Americans with Disability Act – If you have a documented disability that may require assistance, you will need to contact the Disability Services Office for coordination of your academic accommodations. The Disability Services Office is located on the Gresham campus in AC 2182. Please call the following numbers for more information: (503) 491-6923 or (503) 491-7670 TDD.

### Other Statements (Including suggested language)

- **Equal Opportunity**
  - Equal Opportunity – It is the policy of MHCC to provide equal educational opportunity and employment opportunities and to provide service benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or any other status or characteristic protected by applicable state of federal law.
Appendix E
Syllabus Check List - continued

Safety and Security Considerations
There are Public Safety officers on duty 24 hours every day. They patrol the entire campus in marked vehicles. In the event of an emergency dial “33” from any campus phone. There are 20 emergency and information telephones placed throughout the campus. They are located at the front flagpoles, at the main gym entrance and at various points on both the upper and lower levels of the main academic center.

☐ The community service/campus information office (at the southwest comer of the library wing, near the flagpoles) is open Monday through Friday until 7 p.m. for students waiting for rides or buses. The office is not open on Saturdays.

☐ Doors leading to the Jazz Cafè are open Monday through Friday from 6 a.m. until 10:30 p.m. This well-lit area is equipped with tables and vending machines. It is a great place for study groups. Restrooms adjacent to the cafè are open during Jazz Cafè hours.

☐ Public Safety officers are available to escort you through our “Safe Walk” program. Officers are available at any time through the campus switchboard. Dial “7310” from any campus phone to reach an officer.

☐ Closed-circuit cameras monitor broad areas of the campus at all times.

Affirmative Action
Affirmative Action - Inquiries regarding application of these and other regulations should be directed to either the College’s Affirmative Action Office (503)491-7200 or TDD, 491-7202, the Office of Civil Rights, Department of Education, Seattle, Washington; or to the Office of Federal Contract Compliance Programs, Department of Labor, Seattle, Washington.

SUGGESTED COMPONENTS
☐ Recommended supplemental course materials

☐ Schedule of class meetings, including subject matter and topics to be covered as well as pre-class readings and other assignments

☐ Unique class procedures/structures, such as cooperative learning, peer review, panel presentations, portfolios, case studies, journals or learning logs, and others

☐ Special components: science and computer labs, tutorials, and computer classroom
# Appendix F
Sample Articulation Agreement

The following high school course(s)/program are being requested as equivalent to the listed Mt. Hood Community College course, as taught by the listed instructor. If approved, MHCC credit will be awarded to high school students upon successful completion of course(s)/program listed below with accompanying recommendation of the high school instructor.

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>E-mail</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Equivalency Information</th>
<th>☐ LDC Course(s)</th>
<th>☐ CTE Course(s)/Program</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High School Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course/Program Name</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MHCC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course/Program Name</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
</tbody>
</table>

High School Agreement to Participate within MHCC Course Requirements

<table>
<thead>
<tr>
<th>High School Faculty</th>
<th>Date</th>
<th>High School Administrator</th>
<th>Date</th>
</tr>
</thead>
</table>

MHCC Recommendation to Approve
The high school course(s) listed above meet the depth, scope, course outcomes, and competencies of the MHCC course(s) listed above as reviewed by MHCC; and the instructor meets career technical education or lower division transfer institutional standards for qualification certified in accordance with College Regulation #AR-5060-F, Institutional Standards for Faculty-Saff Qualifications.

<table>
<thead>
<tr>
<th>Credential Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Department Dean</td>
</tr>
<tr>
<td>Vice President of Instruction</td>
</tr>
<tr>
<td>President – Presidential Waiver</td>
</tr>
</tbody>
</table>

Student Learning Outcome & Syllabus Review

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
</tr>
<tr>
<td>Faculty Signature</td>
</tr>
</tbody>
</table>

Additional comments may be included on the back of this Articulation Agreement. Please print your name next to comments.

Disclaimer: This document is print friendly only, it is not ADA compliant.
Appendix G
Sample Registration Packet

Sam Barlow High School
Fall term 2015

** It is recommended new students complete the College Now admissions form by October 2, 2015**

***Online registration is open through October 16, 2015***

Setting Term Options

<table>
<thead>
<tr>
<th>Program: UNDG</th>
<th>Session: Fall</th>
<th>Calendar Year: 2015</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>SEC.</th>
<th>COURSE NAME</th>
<th>CREDIT HOURS</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL101</td>
<td>86</td>
<td>First Year ASL I</td>
<td>4</td>
<td>Sarah Caine</td>
</tr>
<tr>
<td>SPAN101</td>
<td>86</td>
<td>First Year Spanish I</td>
<td>5</td>
<td>Jana Inglesby</td>
</tr>
<tr>
<td>HST201</td>
<td>86</td>
<td>US History: Pre-Colonial – 1840</td>
<td>4</td>
<td>Andrew Pate</td>
</tr>
<tr>
<td>BI211</td>
<td>86</td>
<td>Principles of Biology I</td>
<td>5</td>
<td>Tai Quirke</td>
</tr>
</tbody>
</table>

Please see note below:

If you are teaching the BI211, 212 and 213 series will need to have students complete a paper registration form. We had the form revised and will provide copies. It will not be a NCR form so students will need to make a copy to keep for their records. If you need more please feel free to make photocopies.

On-line admissions and registration instructions are located at www.mhcc.edu/collegenow.

Have Questions?

For questions please contact:
Tifini Roberts at tifini.roberts@mhcc.edu; 503-491-6980
Rachel Borg at rachel.borg@mhcc.edu; 503-491-6973

Website: www.mhcc.edu/collegenow
Appendix G
Sample Registration Packet – Student Flyer

What is College Now?
The College Now program at Mt. Hood Community College helps high school students get a head start on their college experience. Students take college level coursework from MHCC approved high school instructors in the students’ high school classroom. They receive credit from both schools. Students begin to build an official college transcript through MHCC. This unique opportunity is described in detail in the College Now Student Handbook www.mhcc.edu/collegenow.

Cost for College Now
There is no cost for College Now courses.

College Now Courses
For a complete list of courses at participating high schools, visit: www.mhcc.edu/collegenow.

Understanding Admissions vs. Registration
Admissions and Registration are two separate steps required to take part in the College Now program.
- Admissions is applying to be a student at MHCC. This must be completed every twelve months and is how you get your MHCC ID number.
- Registration is signing up for the College Now courses. Course information is provided by your high school teacher.

Admission Fall 2015
Complete the on-line Admissions process no later than the week before the registration deadline. This will ensure you get your MHCC ID number in time to register for fall term. Please visit Admissions and complete the College Now High School Admissions form. Obtaining your MHCC ID number will take up to five business days – keep your ID number where you will remember it.

Saints Email
Students will need to set up a Saints email account, this is how the college will send you notifications. To set up your Saints email please visit http://www.mhcc.edu/SaintsEmail/ for instructions. If you have previously set up an account you can access your account by following www.outlook.com/saints.mhcc.edu. If you need assistance please contact the orientation center at 503-491-6927 or oc@mhcc.edu.

Registration Due Dates Fall 2015
Go to http://www.mhcc.edu/ and click on the MyMHCC at the top of the page to log in. Your MyMHCC Log In is your six digit MHCC ID number and your Password will be your six digit date-of-birth. Fall term on-line registration opens Tuesday, September 1, 2015 and closes Friday, October 16, 2015. Registration is closed after this date, no exceptions. Classes cannot be added at a later date for any reason.

**For more information about admissions and registration see the College Now Student Handbook**

Dropping and Withdrawing from College Now Courses
Students can drop their fall term 2015 College Now course on-line until October 30, 2015, by logging in to their MyMHCC account. Students can withdraw from a course until the last day of the term, December 4, 2015. A “W” will appear on the students’ permanent college transcript. Financial Aid maximum limits. Contact the college or university you plan to attend for specific information about how your College Now credits will impact Financial Aid.

Students are Responsible for:
- Reading the College Now Student Handbook located at www.mhcc.edu/collegenow. Informing parents or legal guardians of the decision to register for College Now classes.
- Checking their transcript on-line at the end of the term by logging in to their MyMHCC account. Contact the College Now Office immediately if there is a discrepancy.
- Ordering transcripts to be sent to the college or university they plan to attend. Please see the College Now Student Handbook for how to order a transcript or visit www.mhcc.edu/transcripts.

Contact the College Now Office
- Tifini Robert, College Now Coordinator, 503-491-6980, tifini.roberts@mhcc.edu
- Rachel Borz, College Now Office Assistant, 503-491-6973, rachel.borz@mhcc.edu

WEB: www.mhcc.edu/collegenow ~ FAX: 503-491-7390 ~ MAIL: Mt. Hood Community College, 26000 SE Stark St., Room AC1162, Gresham, OR 97030
Appendix G
Sample Registration Packet continued – Admissions Student Handout

College Now
Part 1: Admissions
(This is a one-time process)
Be ready with this information:
- First and last name
- Date of birth
- Mother’s maiden name
- Phone number
- Email address
- Physical mailing address

Back from a break?
If it’s been a year or more since you registered for a class, you need to reapply for admission.

Things to Keep in Mind
Dual credit courses are college courses that will be on your transcripts forever. Poor grades or withdrawals may affect your eligibility for future financial aid. Talk with your instructor to check your progress in dual credit courses.

Keep for future registration and college records
Your MHCC ID/User Name

Password

Step 1: Go to mhcc.edu 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 to start the application.

Step 5: Fill out the application form. Review your information and fill in any blank required fields. Once it’s done 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: Admission process is complete. An email will be sent to you with your MHCC ID number in 3 to 5 business days. You will need your MHCC ID number to register online.
Appendix G
Sample Registration Packet continued - Registration Student Handout

College Now
Part 2: Registration

Be ready with this information:
- Your MHCC ID number
- MHCC course numbers
- MHCC section numbers
- Enrollment term
- Enrollment year

Log in to your MyMHCC account regularly. Be sure to check your transcripts at the end of each term.

Questions?
College Now office
503-491-6080
Admissions and Registration
503-491-7393
College Now Student Handbook
mhcc.edu/collegenow

College Now
DUAL CREDIT PROGRAM

Mt. Hood
COMMUNITY COLLEGE

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 as your user name and six digit birth date as your password.

Step 3 Click on Plan and Register.

Step 4 Click Register for Classes.

Step 5 Complete required information to register. At bottom, click “I agree” and submit.

Step 6 Select the current term. Then register for classes by clicking Add by Course code, enter course number and section number. (For example MTH111-50). Click add course.

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 Once you have registered for all classes, Log Out of MyMHCC.
Appendix H
Detailed Admissions Steps

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

- **First & Last Name** - that you want to use 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: Scroll to the bottom of the page and click on the College Now- High School App link – it is very important that College Now students select the Admissions form for College Now. Students will not be allowed to register on-line if the General Admissions form is completed.
Step 4: Click here for the application

Step 5: Completely fill in Section 1: Personal Information. Once all fields are filled in, click on the Next Page link at the bottom of the page.

Step 6: Completely fill in Section 2: Address Information. Once all fields are filled in, click on the Next Page link at the bottom of the page.

Step 7: Completely fill in Section 3: Enrollment Data. Planned Enrollment Session and Planned Enrollment Year will be provided by your teacher. Once all fields are filled in, click on the Next Page link at the bottom of the page.

Step 8: Completely fill in Section 4: High School Information. Once all fields are filled in, click on the Next Page link at the bottom of the page.

Step 9: Review the data entered and address any missing required fields. Once all fields are filled in, click on the Submit Application link at the bottom of the page.

The Admissions process is complete. An e-mail will sent to the e-mail address provided within three to five business days that includes the students MHCC ID number. This number is needed in order to register on-line.
Appendix I
Detailed 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 Admissions prior 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’s web page at [Home Page](#) and click on the *My MHCC* link at the top of the page.
Step 2: Enter your MHCC ID number and your 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: Select *Register for Classes* link.

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 Add by Course code, enter course number and section number. For example (MTH111-90). Click add course.

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: 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.
# Appendix J
## Sample 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>
<td></td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: UNDG</th>
<th>Session: Winter</th>
<th>Calendar Year: 2016</th>
</tr>
</thead>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: UNDG</th>
<th>Session: Spring</th>
<th>Calendar Year: 2016</th>
</tr>
</thead>
<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>
<td></td>
</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.