

Adult High School Diploma Program

Student Information & Expectations Handbook



MT. HOOD
COMMUNITY COLLEGE

Be | A Graduate

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Adult High School Diploma Program

It's never too late to finish!

Welcome to MHCCs Adult High School Diploma Program! We know the decision to complete your diploma was not an easy one, but we are here to help you every step of the way.

Our Information Session goes over general program and College information, but this handbook (in addition to your adviser) is here to serve as a more in-depth guide.

We've prepared this handbook to provide you an interactive, easy-reference guide for your Adult High School Diploma and MHCC questions. If you can't find the answer, please don't hesitate to reach out to the High School Services staff.

High School Services Contact Information

Jenn Edgar, High School Services Coordinator
Jenn.edgar@mhcc.edu
503-491-7421

Samantha Piers-VanderPloeg, Adviser
Samantha.Piers-VanderPloeg@mhcc.edu
503-491-7421

Fax Number: 503-491-7390

Web: www.mhcc.edu/HighSchoolPrograms

Frequently Used Contacts

MHCC Testing Services (College Placement Test)	503-491-7678	AC2335
The Orientation Center	503-491-6927	AC1002
Student Help Desk (email support)	503-491-7684	AC2300
Accounts Receivable	503-491-6070	AC2253
Financial Aid (for graduates)	503-491-7262	AC2253
Online Learning Tech Support	503-491-7170	AC1350

The Oregon State Diploma

The Adult High School Diploma Program is designed for students residing in Oregon or SW Washington, 16 years of age or older, who would like to earn their high school diploma while taking high school and/or college courses at MHCC. There is no maximum age limit for the diploma program.

Requirements for the State Diploma

Students in the AHSD program are working towards 24-credit Oregon Diploma requirements that are determined by your 9th grade year. Previous high school transcripts will be evaluated by program advisers to determine how credits will transfer to Oregon State Diploma requirements.

Twenty-four credits are required for graduation. The AHSD program will accept grades of A, B, C, D or P to document student completion of course content standards in both high school and college level courses. Grades of F, NP, W and Incomplete will not be accepted. Please note that students receiving any grade lower than a C while enrolled in the AHSD program may be placed on Academic Support (more information regarding Academic Support in the next section).

Earning High School Credit

We offer high school courses at MHCC four times per year during fall, winter, spring and summer. Each course which is successfully passed is .50 high school credit.

For qualified students, we partner with our Adult Basic Education department to offer math, writing, reading and computer literacy courses. These courses are meant to supplement the high school courses for those who have been out of school for a long period of time and may be a little “rusty”. Your adviser will let you know if this is a good option for you.

College courses may also be taken to meet graduation requirements, either in addition to high school courses, or on their own. This is referred to as “dual credit”, meaning the student will receive high school credit and college credit for the same class. Only through specific college courses can the student earn dual credit. The credit conversion rate is as follows:

- 1-2 college credits = .25 high school credit
- 3-4 college credits = .50 high school credit
- 5-6 college credits = 1.0 high school credit

For a list of approved dual credit courses and assistance registering for college courses, please contact your adviser in High School Services at 503-491-7421.

Program Completion

Once you've met all the requirements for the Oregon State Diploma, you graduate! Students complete a Graduation Application and schedule an Exit Interview with the High School Services Coordinator to review your goals, share what continuing support you have through MHCC, as well as assist you with any transitions you may have, such as registering for credit courses at MHCC, or seeking employment.

Even though you've completed our program, we are still here to support you as you transition into your next phase, be it continuing your education or joining the workforce.

- Transition Advising (from diploma to program/degree @ MHCC) for your first three terms at MHCC from a High School Services Adviser
- Employment and Career Support, including assistance with resumes, interviewing, and general job, volunteer, and internship resources and career assessment from our Career Planning and Counseling Center
- Registration, FAFSA, and OSAC Application Support in our Orientation Center

Once you complete your Exit Interview, you will be awarded your official Oregon State Diploma, and an official sealed transcript. You may request additional official transcripts anytime at no charge. Please note that it may take up to 30 days to process your request.

Graduation

At the end of Spring Term, MHCC celebrates all AHSD and GED completers in a graduation ceremony. Although optional, we invite and encourage our students to participate, and to invite family, friends, and any other important people in their lives to enjoy the celebration.

Students wear a cap and gown (purchased through the MHCC Bookstore; scholarships are available), and all AHSD graduates earn a silver cord. Qualifying students are inducted into the National Adult Education Honor Society (NAEHS) and receive a pin, a certificate, and a gold cord.

Welcome! Let's Get Started!

My MHCC ID# is: _____

My Password is: _____

Default password is birthdate in MMDDYY format

Upcoming Important Dates

Use this area to write down upcoming registration dates, Jumpstart dates, or any other dates that are important to your progress in the program.

Event: _____

Date: _____

Event: _____

Date: _____

Event: _____

Date: _____

Event: _____

Date: _____

Event: _____

Date: _____

Other Notes:

Education Planning

With the assistance of your Adviser, circle the cohort year for which you belong.

Credit Requirements by 9 th Grade Cohort Year			
Students enrolled in 9 th grade prior to the 2008-2009 school year:	Students enrolled in 9 th grade during the 2008-2009 school year:	Students enrolled in 9 th grade during the 2009-2010 school year:	Students enrolled in 9 th grade during the 2010-2011 school year or later:
English/LA – 4 credits	English/LA – 4 credits	English/LA – 4 credits	English/LA – 4 credits
Math – 3 credits	Math – 3 credits	Math – 3 credits	Math – 3 credits; content at Algebra I and above
Science – 2 credits	Science – 3 credits 2 credits must include lab experience	Science – 3 credits 2 credits must include lab experience	Science – 3 credits 2 credits must include lab experience
Social Sciences – 3 credits	Social Sciences – 3 credits	Social Sciences – 3 credits	Social Sciences – 3 credits
PE – 1 credit	PE – 1 credit	PE – 1 credit	PE – 1 credit
Health – 1 credit	Health – 1 credit	Health – 1 credit	Health – 1 credit
CTE/Arts/World Language – 1 credit	CTE/Arts/World Language – 3 credits	CTE/Arts/World Language – 3 credits	CTE/Arts/World Language – 3 credits
Electives – 9 credits	Electives – 6 credits	Electives – 6 credits	Electives – 6 credits
Total – 24 Credits	Total – 24 Credits	Total – 24 Credits	Total – 24 Credits

My Remaining Credits

English/LA: _____ Math: _____ Science: _____ Social Science: _____

PE: _____ Health: _____ CTE/Arts/World Lang: _____ Electives: _____

Total Credits Needed to Graduate: _____

Timeline to Complete

If I take _____ courses per term, it will take me approximately _____ terms to meet my remaining credit requirements based on the plan I have created with my adviser (see next page).

My tentative graduation date: _____

<i>Example Fall 2017</i>	20	20	20
Planned Course(s)	Planned Course(s)	Planned Course(s)	Planned Course(s)
<i>English I</i>			
<i>Algebra 1, Sem 1</i>			
<i>Biology</i>			
<i>Work Experience</i>			
Total Cost: \$175	Total Cost:	Total Cost:	Total Cost:
Payment Due: 10/2/17	Payment Due:	Payment Due:	Payment Due:
20	20	20	20
Planned Course(s)	Planned Course(s)	Planned Course(s)	Planned Course(s)
Total Cost:	Total Cost:	Total Cost:	Total Cost:
Payment Due:	Payment Due:	Payment Due:	Payment Due:
20	20	20	20
Planned Course(s)	Planned Course(s)	Planned Course(s)	Planned Course(s)
Total Cost:	Total Cost:	Total Cost:	Total Cost:
Payment Due:	Payment Due:	Payment Due:	Payment Due:

Financial Planning

Cost is something to consider when creating your education plan. **Students who do not have a diploma or GED are not eligible for Financial Aid.** This is for planning purposes only, as costs may change on an annual basis.

Current HS Course: \$ _____

Current College Tuition/Credit: \$ _____

High School Course Costs

Academic courses: \$ _____

Independent Courses: \$ _____

x Courses needed: _____

x Courses needed: _____

Academic Cost: \$ _____

Independent Cost: \$ _____

High School Cost Total: \$ _____

College Course Costs

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

Course: _____ Credits: _____ Cost: \$ _____

College Cost Total: \$ _____

Approximate total cost to complete my diploma \$ _____

This is approximate, because depending on the courses you take, you may need to purchase textbooks or supplies, or with college courses, there may be additional fees associated with particular courses.

Funding Your Education

Students have the flexibility to take anywhere from 1-4 (*exceptions may apply*) courses per term, which helps when budgeting for your education. Here are some additional resources to take into consideration.

AHSD Access for All Scholarship: This fund was designed for AHSD students who are 18 years or older, has taken and **passed at least one course through our program**, and demonstrates the need for financial assistance.

ABE Economic Waivers: If you enroll in one of our partner ABE courses, are over 18, and can show proof that you receive public assistance such as SNAP, TANF, WIC, Unemployment, Oregon Health Plan, or another form of public assistance, you may be eligible for a tuition waiver for the specific ABE course(s) in which you enroll.

Tuition Reimbursement through your Work: Some employers will pay for, or reimburse their employees for education expenses. Check with your supervisor or Human Resources department to see if this is an option for you.

Career Planning and Counseling Center: Located in AC1152, the CPCC is a great resource for finding full or part-time employment around the Portland-Metro area. They also host a Job Fair once per term, which is a great way to speak with companies directly.

We encourage you communicate with your adviser in order to ensure that completing your education does not become a financial burden.

Essential Skills Requirements

Your Essential Skills Requirements or required proficiencies depend on the year you started 9th grade. Circle the one for your cohort:

- I began grade 9 **prior to the 2008-09 school year**: I do not need to meet Essential Skills. I do need to show proficiency in reading, writing, and math.
- I began grade 9 **during the 2008-09 school year**: I need Essential Skills in reading, and to show proficiency in writing and math.
- I began grade 9 **during the 2009-10 school year**: I need Essential Skills in reading and writing, and to show proficiency in math.
- I began grade 9 **during the 2010-11 school year or later**: I need Essential Skills in reading, writing, and math.

Below are the different methods used to measure Essential Skills and proficiency. When your transcript is evaluated, your adviser will tell you which areas you need and options are available to you.

Reading	Writing	Math
<ul style="list-style-type: none">• 2 work samples• ACT/SAT• Work Keys• CPT	<ul style="list-style-type: none">• 2 work samples• SAT/ACT• CPT	<ul style="list-style-type: none">• 2 work samples• SAT/ACT• Work Keys• CPT

Based on my transcript evaluation, I still need to complete:

- Reading: _____
- Writing: _____
- Math: _____
- None—I've met this requirement

Ways to Measure Essential Skills and Proficiency

Work Samples (most commonly used)

Reading: You will read a passage from a literary work and an informational work, and then respond to six questions for each that measure your ability to understand, analyze, and make connections to what you read.

Writing: You will write one persuasive essay and then one persuasive, expository, or narrative essay to show that you can introduce, develop, support, and conclude a topic in a functional way.

Math: You will solve one math problem from two of the following categories: Algebra, Geometry, or Statistics. The key is not only solve the problems, but to be able to demonstrate and explain your process.

CPT (College Placement Test)

MHCC administers the Accuplacer CPT, which may be taken to show proficiency. Please visit mhcc.edu/CPT for the current testing schedule. You will need your MHCC ID# and a photo ID.

If you previously took a CPT at another community college, you may submit documentation of your scores for review by your adviser. Two other common CPTs are Compass and ASSET.

SAT/ACT

This is a good option for students planning on attending a four-year college or university. There is a fee associated with these tests. For more information, visit collegeboard.com (SAT) or actstudent.org (ACT).

Work Keys-Reading and Math Only

Work Keys is a test administered through WorkSource Oregon that assesses “real world” skills that employers believe are critical to job success. Students interested in this option will need to register with their adviser. Upon successful completion of all three areas of the Work Keys assessment, students will have earned the National Career Readiness Certificate (NCRC).

Additional Diploma Requirements

In addition to the credit requirements and Essential Skills and/or demonstrating proficiency in Reading, Writing, and Math, you will need to meet *Personalized Learning Requirements* through college and career readiness coursework and/or a portfolio.

Personalized Learning Requirements	
Education Plan and Profile	Students develop a plan and profile to guide their learning and document progress toward their personal, career, and post-high school goals.
Career-Related Learning Experiences	Students participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
Extended Application	Students apply and extend their knowledge in new and complex situations related to the student's personal and/or career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.
Career-Related Learning Standards	Students demonstrate knowledge and skills in personal management, problem solving, communication, teamwork, employment foundations and career development.

With your adviser, use the worksheet on the next page to plan out how you are going to meet, or how you already have met, your Personalized Learning Requirements.

Personalized Learning Requirements	
Education Plan and Profile	
Career-Related Learning Experiences	
Extended Application	
Career-Related Learning Standards	

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Student Expectations

Because this program is optional and self-referred, students enrolled into the Adult High School Diploma program are expected to show commitment to their education.

Satisfactory Academic Progress (SAP)

Each term, students must maintain all C's or higher. If a student earns a grade less than a C, they will go on Academic Support for the following term. Once on Academic Support, prior to registering for the next term, the student will schedule and attend a Success Meeting with their adviser. In this meeting, the student and adviser work as a team to develop a plan to help get back on track and access to the support they need in order to be successful.

MHCC offers many free resources to help you succeed in achieving your educational goals, which are listed in the next section of the Handbook.

If the student shows patterns that indicate the AHSD program is not right for them, or it is not the right time for them to work on their diploma, they are exited from the program. Students who are exited from the AHSD program may appeal their suspension if they believe there are compelling reasons for reinstatement from suspension. Suspension Appeal forms can be obtained from the High School Services office.

Attendance

Students must attend the first day of class or they will be dropped (this applies to both high school and college courses at MHCC). Students are only allowed two absences in our high school courses. Regardless of the reason, on the third absence the student will be withdrawn from the class and will receive no credit or refund. Any student arriving over 20 minutes late or leaving class prior to dismissal constitutes an absence.

Online Course Login & Participation

Students taking online courses are required to login on the first day of class and complete the orientation assignment (applies to both high school and college course at MHCC, although orientation assignments may vary). Failure to do so will result in being withdrawn from the course and filled by a student on the waiting list.

Refund Policy

At the time of registration, students will be able to view their schedule in the Portal which includes the last day to drop a class with a refund. In emergency situations students are allowed to file a petition for a refund. All decisions are made by a committee and are final.

Student Behavior

It is expected that students will cooperate with teachers and other students at all times. However, if the student chooses not to follow instructions and is asked to leave the class for the day, it is considered a full absence.

Cheating or Plagiarizing

If a student is suspected of, or found cheating or plagiarizing they may be withdrawn from the class with no credit or refund. An Incident Report may also be filed with the College, and will become part of your permanent College record.

MHCC Student Code of Conduct

Please familiarize yourself with MHCCs Student Code of Conduct, which is located [here](#) or by visiting <http://www.mhcc.edu/coc/#>, as you are held to the policies therein.

Resources

Setting Yourself Up for Success

Accommodations for Documented Disabilities

Students with a documented disability should contact our Disability Services Office (DSO) to determine a student's eligibility for accommodations. For additional information concerning services for students with disabilities or accommodation requests, contact the DSO at 503-491-6923 or 503-491-7670 TDD. *(Located in AC2251 & 2252)*

Adult Basic Education (ABE)

The AHSD program partners with our ABE department. Students can sign up for pretesting and take courses in reading, writing, math, or computer literacy that may count towards their diploma requirements. After meeting with your adviser to see if this is a good option for you, you may call 503-491-7333 to set up pre-testing. *(Located in AC2660)*

ABE-GED Tutoring Lab

If you enroll in one of our partner ABE courses, you may also utilize the ABE-GED Tutoring Lab. Here you can work with a tutor one-on-one, complete homework, work on a computer, or study in a quiet, supportive atmosphere. *(Located in 2604A)*

Advising and Support

Students should work closely with the Adult High School Diploma staff, who will assist students with class selections, transcript evaluations, long-term educational planning, transition planning and registration. Students will meet regularly with their adviser to ensure progress is being made towards academic goals. *(Located in AC1162)*

AVID/Learning Success Center

AHSD students are welcome and encouraged to use the AVID/Learning Success Center at MHCC. Students can access drop-in tutoring, the writing center, English Language support, Learning Skills support (such as time management, setting up a study plan, etc.) in both high school and college subjects. Students are also able to register for Online Tutoring. The best part--all these services are free! *(Located in AC3300)*

Career Planning and Counseling Center

The CPCC is not only a great place for job-seeking, it is a resource for personal counseling, determining a career path, creating or updating a resume, preparing for interviews, as well as offering a variety of Human Development (HD) courses designed to help you prepare for your future. *(Located in AC1152)*

Child Development and Family Support

MHCC is fortunate to have an on-site Headstart Program! If you need assistance in obtaining childcare, contact the Child Care Resource & Referral of Multnomah County at 503-491-6200.

Computer Labs

If you don't have regular computer access, or need access to a computer for another reason, use one of our computer labs! Open student labs on the Gresham campus are available to currently enrolled students to use for college related work. If you are a current MHCC student, you can log in with your MHCC ID# and password. *(Located in AC1451 (main lab), AC2303 (Library Mini-Lab), and AC1064 (Student Union lab))*

MHCC Library

In the MHCC Library, you can check out books, get research help, get help with printing and Saints Email, or find a place to study with free Wi-Fi. *(Located in AC2300)*

MHCC Activity/Library Card

If you are a student, your MHCC photo activity card also serves as your library card. Stop by the MHCC library check-out desk at the Gresham Campus or the Student Union to get your free photo activity card. *(AC2300 or AC1051)*

Aside from being your library card, the MHCC Activity/Library card also allows you to:

- Get discounts on haircuts at our Cosmetology School *(Located in AC1127)*
- Use the gym, weight room, handball, racquetball, and tennis courts, pools, and rock wall for free or for a discounted price. *(PE building)*
- Receive low-cost services in our Dental Hygiene Clinic. *(Located in AC2731)*
- Purchase a Tri-Met ticket or monthly pass at the Youth rate in the MHCC Bookstore *(AC1261)*

The Orientation Center

At the "OC", you can stop in if you have questions about or need help with applying for admission to the college, filing the FAFSA, completing necessary Financial Aid steps, registering for classes, setting up your student email or Higher One account, and applying for graduation. *(Located in AC1002)*

TRIO Student Support Services (TRIO-SSS)

Students taking college courses who are pursuing an associate's degree and planning on transferring to a 4-year college or university to earn a bachelor's degree may be eligible to benefit from additional support and assistance. Support includes tutoring, cultural enrichment activities, four-year college and university visits and workshops promoting academic, personal and financial success—all free! Call 503-491-7590 for more information. *(Located in AC53)*

My MHCC Portal

The My MHCC Portal is an invaluable resource for all MHCC students. From here, students can:

- Look at course offerings
- View their schedule, view grades
- Print unofficial transcripts
- Utilize our degree planning tool
- Update personal contact information
- Access resources and information for current courses you're registered for

Reference this section for “how-to’s” for the most used applications of the Portal.

Accessing the Portal

Go to the [student home page](http://mhcc.edu) (mhcc.edu) of Mt. Hood Community College and select “My MHCC” in the upper right-hand corner of the page.

- Your username is your **MHCC ID number**. Contact High School Services at 503-491-7421 if you don't remember yours.
- Your default **password is your six-digit birth date in MMDDYY format**. For example, if your birthdate is December 5, 1994, your password is 120594.

If you need assistance with your username please contact the Admissions, Registration and Records Office at 503-491-7393.

Updating Your Information

Why do we ask you do this? A few reasons...your instructors and the College may use email to provide important information, and we want to make sure you receive it. We also want to make sure we have the correct mailing address and current phone number on file.

- Once you've logged into My MHCC, click on the **Student Services** tab.
- Next, click on **Update my Address** from the lower left-hand side
- Then, click on **Biographical Data** and update your information.

Setting Up MHCC Saints Email

A few days after you first register for classes, you'll have an MHCC email address *and* free access to Microsoft Office 365! The College will use this address to send all official notices to you, so be sure to check it at least twice a week. To get started, follow the instructions below.

Step 1. Find your Saints email address and temporary password

- Go to MyMHCC and log in.
- Click on the Student Services tab.
- Click on the “Message Center” folder on the left side of the page in the gray box. Look for a message called “Your SAINTS Password”. This will contain your student email address and temporary password



Step 2. Set-up your saints email account

- Click on the [Saints Email link](#) (under the Quick Links menu) on the left side of MyMHCC. This will take you to the Outlook365 email system.
- Enter your Saints email address and temporary password.
- Next, re-enter your temporary password; then create a new password (8 – 16 characters in length) with at least one uppercase, one lowercase and one number and/or symbol.
- Select your time zone: Example: PST, Pacific Standard Time.
- You are now set up with MHCC Saints email!

Step 3. Ensure access to your email

- Set up [Self-Service Password Reset](#). You can set up your email to be able to reset the password via text message, an alternate email address, or a security question.
- [Set up your email on a mobile device](#). Follow the Microsoft instructions for setting up your tablet or phone to receive your Saints email.

Need help?

If you don't see an alert or email message regarding Saints email, click on Personal Info (next to your name at the top of MyMHCC) and write down your Saints email address. Connect with one of the locations below, and we'll issue a temporary password:

- Orientation Center, room AC1002 below Vista Dining Hall ([503-491-6927](tel:5034916927))
- Computer Skills Lab, room AC3333 above the Library on 3rd floor ([503-491-7144](tel:5034917144))
- Library Student Help Desk

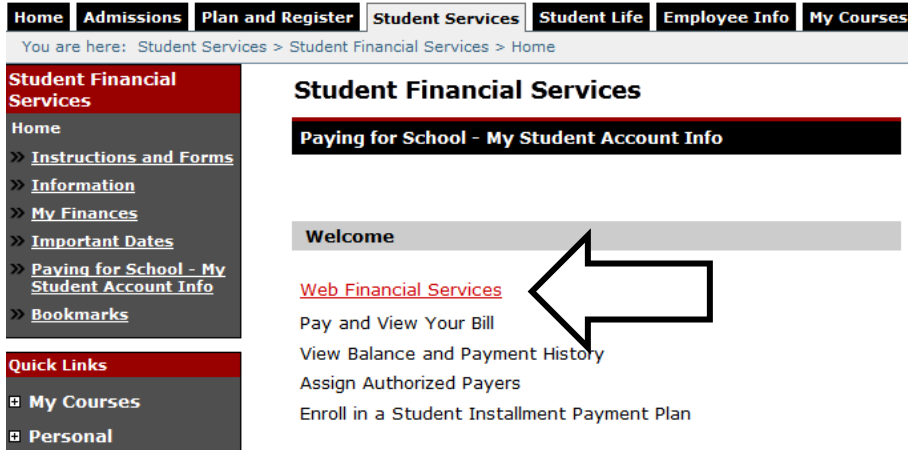
Paying for Classes

The student is responsible to make payment in full within 60 days of registering, **whether or not they attend class**. Pay online at My MHCC with a bank/credit card, by logging into the Student's Account [here](#). You can also pay in person at the Student Services Center during office hours. (Located in AC2253)

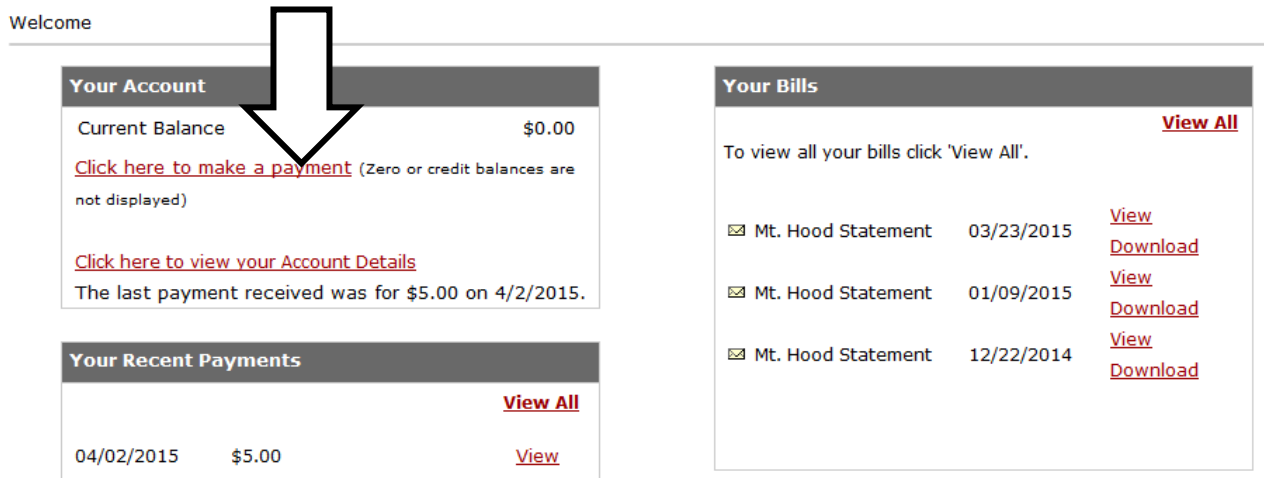
Click on the **Student Service Tab**, and then on **Student Financial Services**.



Click on Web Financial Services



This will take you to CASHnet. Under "Your Account" select **Click here to make a payment**



Online Learning

If you chose, you may complete some or all of your courses online through the College's online learning system, Blackboard. To determine if Online Learning is for you, read [What Makes a Successful Online Learner](#) by visiting www.mhcc.edu/SuccessfulOnlineLearner.

Step 1: Attend an Orientation!

For your first online course, you will be required to attend an orientation.

Orientation Date: _____ Time: _____ Location: _____

Approved for over-the-phone orientation, scheduled for: _____

Step 2: Find your class!

You will find your online course by going to the main MHCC webpage (mhcc.edu), then clicking on "Current Students" at the top of the page. A list will appear—click on "**Blackboard**".

Login to Blackboard using your MHCC Student ID# _____

Your Password: _____ (default is your birthdate in MMDDYY format)

Step 3: View your class!

Under "Course List", you will see the class or classes that you registered for. Click on the name of the one you'd like to work on.

Step 4: Do your class!

After clicking the name of the class you're going to work on, you'll be brought to the Homepage of the course. Here you will find a list of the lessons for your course, which contain your assignments.

The first thing you'll want to do is click on the **Syllabus and Schedule**. Here you will find the Overview, Syllabus, and Course Schedule. These three things are essential to your success! You will have to read through all three, then complete the **Syllabus Quiz** before the rest of the course opens for you.

You have until 11:59 pm on the **third day** of the course to login and complete the Syllabus Quiz. If you don't, you may be dropped from the class.

Need Technical Support for Blackboard?

Call 503-491-7170 or email onlinelearning@mhcc.edu

Safety Information

MHCC takes pride in being a safe, supportive campus. We do this by providing several services on campus to make sure our community has access to vital resources.

Public Safety

Our Public Safety Department offers a number of services to our students. To access Public Safety, dial x7310 from any Campus phone, or 503-491-7310 from your cell phone.

- Safe Walk Services: If you are on campus after dark, Public Safety officers will escort you to your car or another part of campus. Call the Public Safety office and an officer will assist you shortly.
- Emergency First Aid: Available by calling the Public Safety office—please know what room in which you are located.
- Keys Locked in Your Car: Public Safety officers are able to unlock non-electric locks (a damage waiver must be signed).
- Dead Car Battery: Public Safety officers can assist you with a free battery-jump (a damage waiver must be signed).

The Public Safety Department offers the following tips to keep you and everyone else on campus safe:

- Program the Public Safety phone number into your cell phone.
- Don't leave valuables in your vehicle.
- Walk to vehicles/bus stop with friends or classmates.
- Know the locations of the emergency/information phones located around campus.
- Be aware of your surroundings—if you see something suspicious, report it to Public Safety immediately!
- Please note that the entire campus speed limit is 15 MPH, and that pedestrians always have the right of way.
- All MHCC locations are tobacco free—this includes e-cigarettes, cigarettes, cigars, pipes, clove cigarettes or any other smoking equipment or material, or spit tobacco, such as smokeless tobacco, dip, chew, or snuff in any form.

UPPER LEVEL ACADEMIC CENTER | Rooms AC2000-AC2799



MAIN LEVEL ACADEMIC CENTER

Rooms AC1000-AC1799



Share on

Frequently Visited Areas

High School Services (intake, advising) 1162

Orientation Center 1002

Career Planning and Counseling Center (career search support and counseling services) 1152

Student Services (pay account, financial aid office, academic transfer advising) 2253

Library (resources, study areas, access to tutoring center) 2300

Learning Success Center (free tutoring) 3300

Testing Services (College Placement Test, work samples, finals) 2335

Phone: 503-491-7421 Office Location: AC 1162 [High School Opportunities and Resources](#)

Mailing Address: Mt. Hood Community College, High School Services
26000 SE Stark St. Gresham, Oregon 97030