

SB 300 / Expanded Options Program Application & Enrollment Packet

SB 300, Expanded Options, provides eligible high school students another opportunity for early entry into post-secondary education. It also emphasizes specific provisions and priorities for at-risk students and drop outs. SB 300 promotes a seamless education system for students enrolled in grades 11 and 12 to have additional options to continue or complete their education, earn concurrent high school and college credits, and gain early entry into post-secondary education.

- **Who is eligible?** A student who is enrolled in an Oregon public school and who is in grade 11 or 12 or is 16 years old or older at the time of enrollment in a course under the Expanded Options Program, has developed an educational learning plan, and has not successfully completed four years of high school.
- **What courses are available?** Any nonsectarian course or program offered through an eligible post-secondary institution if the course or program may lead to high school completion, a certificate, professional certification, associate degree or baccalaureate degree. (Including academic and professional technical courses; and distance education courses) These courses must not be already offered at the student's resident high school.

Steps for High School Staff

- 1) Once you have identified a student to participate in the Expanded Options program, please meet with the student to discuss specific classes that may be appropriate for the student to take. Please inform student of potential subject area/level and number of courses, keeping in mind scheduling conflicts with high school schedule and transportation to and from campus.
- 2) Provide this packet to students and help them complete the forms with required signatures.
- 3) Advise the student to contact High School Services by calling 503-491-7421 to make an appointment for an Expanded Options Intake. The student will need to arrive with the completed packet and placement test scores to complete the enrollment process and register for the approved class(s). High school staff will be contacted to verify the specific course(s), depending on the student's academic placement and open spots in the course.
- 4) Ensure that the district office and/or high school office has provided the billing authorization letters (see pgs. 7-8) to the MHCC Bookstore and Business Offices respectively prior to the first day of classes, with the student's MHCC ID number. All required info can be submitted in one letter (signed and on official letterhead) by email to Highschool.Services@mhcc.edu and will be forwarded to above parties.

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Steps for High School Students

- 1) Meet with your counselor or school administrator about Expanded Options and complete the authorization and release forms in this packet. Make sure to obtain the necessary signatures from your parent/guardian and high school staff. You will turn these forms in at the same time after completing the next two steps.
- 2) Complete an online application for [admission](#). Be sure to indicate that you are “still in high school” on the application. You will receive an email confirming your application was received and your MHCC student ID number and registration information will be mailed within three business days.
- 3) Take the College Placement Test (CPT). You will need to wait at least 48 hours after completing the application for admission before testing. The test will take about 1 ½ hours to complete. Please take your time. If you rush through, you may not place at college level, which could potentially disqualify you from this program. You will need to bring a valid photo ID and your MHCC ID. Click [here](#) for more CPT Information.
- 4) Contact the High School Services at 503-491-7421 to schedule a meeting to review test scores and identify available courses. Bring the authorization form and CPT results to your meeting in room # 1162 (located between the Bookstore and the Career Center on the ground level) in the High School Services office.
- 5) Go to the Bookstore to purchase your books &/or confirm that the Bookstore has received a third party authorization from your school. Books purchased by your high school are property of your school district and must be returned to your high school or district office when you have completed your college course.

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Expanded Options Authorization Form

Student Name: _____ Date of Birth: ____/____/____

High School: _____ District: _____

High School Contact Person and Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____

It has been mutually agreed upon between the parent(s) or guardian(s) and the school administrator that the student listed above has been approved at the high school level to join the Expanded Options Program at Mt. Hood Community College.

Mt. Hood Community College will require the student to complete a College Placement Test and the student must place at college level to be approved for college curriculum.

Student, please note the following information:

The College Placement Test will take you approximately 1 ½ hours to complete. Please take your time. If you rush through you may not place at college level, which could disqualify you for this program.

The undersigned agrees and accepts that Mt. Hood Community College its board of directors, officers, employees, volunteers, and agents assume no responsibility or liability. The undersigned also agrees that the college will not be responsible or liable for any act, error, omission, or for any personal injury, whether negligent or not. Mt. Hood is not responsible for traffic citation, towing, or parking tickets. I have read the above and agree to accept any risks, which may be associated with high school or college classes. I also authorize the teacher, program leader or qualified medical personnel to take whatever first-aid is deemed necessary, in their sole judgment, to protect my health and safety in the event of any emergency.

Student Signature

Date

Parent or Guardian's Signature

Date

High School Counselor or Administrator's Signature Date

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Course Verification: High School Counselor or Administrator Only

High School: _____ District: _____

High School Contact Person: _____

Title: _____

Signature: _____ Date: _____

Please check one of the options listed below:

- The student should pay for tuition and books and the high school listed above will reimburse the student.
- The high school will complete the third party billing information for tuition and books and submit it by email to the bookstore and business office prior to the first day of class.

*Please specify the class(es) that the student is authorized to participate in during each specific term:

School Year _____

Fall Term Courses _____

Winter Term Courses _____

Spring Term Courses _____

Summer Term Courses _____

*If the specific course is not known at this time, please fill out the top portion and check the appropriate box for billing and the school year. After the High School Services staff meets with your student and the courses are selected, we will confirm the courses are approved with the contact person listed and indicate that on this form. If you have any questions, please feel free to call the High School Services office at (503) 491-7421.

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MHCC Bookstore Billing Information

Students will need to pick up their textbooks during or before the first week of classes. Please send the authorization letter prior to the first day of classes to ensure the students' access to the course materials.

Authorizations for books and supplies must be on company letterhead and contain the following:

- Student name
- MHCC ID number
- Term authorized (i.e. Spring 2016)
- Dollar amount authorized for books and/or supplies
- School name
- Billing address
- Contact person
- Telephone number

Authorizations may be emailed to Jonathan Esterman at Jonathan.Esterman@mhcc.edu (preferred) or mailed:

Mt. Hood Community College Bookstore
Attn: Jonathan Esterman
26000 SE Stark St
Gresham, OR 97030

Bookstore Main Phone: 503-491-7188 / Fax: 503-491-6946

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Accounts Receivable Billing Information

Arrangements for payment by an agency or company must be pre-arranged by the college. The student is responsible to ensure that a payment authorization is on file in the College's Account Receivable department by the first day of the term. Ultimately the student is responsible for payment of all unpaid charges, including late fees and third party service fees.

Authorizations must be received no later than the 4th week of the term (preferably prior to the first day of classes for Expanded Options students) and contain the following:

- Student name
- MHCC ID number
- Term authorized (i.e. Spring 2019)
- Dollar amount authorized for tuition
- School name
- Billing address
- Contact person
- Telephone number

Late payment:

- Unpaid charges will be released to student after 45 days from the date of invoice and may become in-eligible for future 3rd party billings
- Released charges will be billed to the student with instructions to contact your organization
- Students will have one week to pay released charges
- Non-payment by the student will result in late fees of up to \$30, and may result in withholding of transcripts, registration and diploma and referral to an outside agency

Disclosures

- MHCC **will not** accept authorizations if payment is contingent upon successful completion of class
- The billing office **cannot** monitor enrollment, grades, attendance or status of financial aid.
- Non-compliance with MHCC's third party billing requirements may result in the cancellation of billing services
- Authorizations must be on Official Letterhead
- Authorizations without all required information will be returned to the issuing party for completion of form

Contact Information

Contact Name: Nicki Belnap
Business Office Phone: 503-491-7276
Address: 26000 SE Stark St. Gresham, OR 97030

Email: nicki.belnap@mhcc.edu
Fax: 503-491-7275
Federal Taxpayer ID: 93-0546890