

Mt. Hood Community College  
High School Services  
26000 SE Stark St., AC1162  
Gresham, Oregon 97030

Meeting Date: \_\_\_\_\_

### Application for Underage Student Admission

Student Name: \_\_\_\_\_ MHCC ID: \_\_\_\_\_

Telephone: \_\_\_\_\_ School: \_\_\_\_\_

Email Address: \_\_\_\_\_

New students aged 15 or under must meet with the High School Services Coordinator prior to initial registration. Please call 503-491-7421 to schedule an appointment.

**Step 1:** Complete the following and bring this and the corresponding paperwork to your Underage Admission meeting.

\_\_\_\_ Letter of intent, written by the student, explaining how taking courses at MHCC will benefit them and their future.

\_\_\_\_ Letter of support from school counselor, teacher, or other adult non-relative which addresses the specific student's maturity and readiness for college experiences.

\_\_\_\_ Completed *Underage Release & Liability Agreement*

\_\_\_\_ College Placement Test Scores (Call 503-491-7591 for placement test schedule)

#### Step 2:

#### Requested Schedule

Student: Please complete the following (Early College students, complete this part with your adviser) indicating the schedule for which you wish to register. **Completing this does not guarantee admission to below courses.**

You can find the current Schedule of Classes by visiting our [website](https://my.mhcc.edu/ICS/Resources/MyMHCC_Portal_Documentation_for_Students.jnz?portlet=AddDrop_Courses) (https://my.mhcc.edu/ICS/Resources/MyMHCC\_Portal\_Documentation\_for\_Students.jnz?portlet=AddDrop\_Courses).

Course Code	Instructor
Ex: <u>WR121-01</u>	<u>Smith, Barney</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

***This page is for College use only***

	<u>Score</u>	<u>Placement</u>
<b>Reading</b>	_____	_____
<b>Writing</b>	_____	_____
<b>Mathematics</b>	_____	_____

Recommended for Enrollment       Denied: \_\_\_\_\_

If denied; reason:

**Step 3: Registration**

The student has been registered for the following course(s):

<b>Course Code</b>	<b>Instructor</b>	<b>Dean Contacted/Date</b>
_____	_____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____

\_\_\_\_\_  
High School Services Coordinator/Designee

\_\_\_\_\_  
Date

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**Step 4: Student and Parent/Guardian Acknowledgement**

(To be completed during the Underage Meeting)

Our signatures below indicate our understanding of the following:

- I understand that my admission and registration at MHCC is conditional based upon my behavior, readiness, and performance, and can be revoked at any time should I demonstrate that I am not college-ready.
- I have read the [Student Code of Conduct](http://www.mhcc.edu/StudentCodeofConduct/) (<http://www.mhcc.edu/StudentCodeofConduct/>), and understand that I will be held to its standards.
- I understand that any grades earned at MHCC become a part of my permanent college transcript.
- The Family Educational Rights and Privacy Act (FERPA) has been explained to us and we have been provided necessary release forms, if requested.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date