

Part-time Faculty *and* Tutor

HANDBOOK

2022-23



MT. HOOD
COMMUNITY COLLEGE

mhcc.edu

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Dear Colleagues,

I am excited to welcome you to the 2022-23 academic year. As we embark on a fresh start, let us not forget the last few years where you each showed strength, innovation, and a deep desire to uphold the academic traditions we have carefully fostered at MHCC. I am proud of your resilience during the pandemic and look forward to forging a year where we can continue to provide students excellent education opportunities with less worry about illness.

As our students return to the campus, let us commit to providing each learner with equitable opportunities to succeed in an environment that recognizes who they are and values their uniqueness. We work better when together we appreciate the diversity of our colleagues, students, and staff because we each bring a different perspective from experience.

This year, I ask you to embrace our strategic plan – The Pathway Toward Equity and create opportunities of allyship to everyone on campus. Race, age, gender, ethnicity, sexual orientation, economic status, religion, health, or ability should never affect one’s potential to learn, work or feel safe. I am proud of the work we have accomplished and our determination to achieve our DEI mission through collective and conscious thought. We are making a difference in the lives of all Saints and setting the foundation for student success. My hope is that through continued discourse and mission-focused DEI action, MHCC can be a model for other institutions who also value individuality, opportunity, and success.

We will:

- Seek to minimize barriers through accessibility
- Create equity by valuing fairness and impartiality
- Believe in continuous improvement
- Foster an environment to support student success
- Aspire to excellence in all our programs and services
- Seek to create an encouraging environment through support

Our success starts with you. I ask you continue to connect with students, offer resources, and find opportunities to increase their ability to reach their academic goals. Attached you will find the Part-time Faculty Handbook filled with vital information to support your teaching and increase your understanding of our procedures at MHCC. Our goal is to support you as best we can, while supporting our students.

Our mettle was tested during the COVID-19 pandemic, and yet we found innovative ways to succeed. We adapted to technology, found resources for others, continued to hold high educational expectations while guiding our students to achieve their academic goals. We lived up to our name as a “community” college. Let us double our efforts to set a clear foundation of opportunity for all our Saints this year.

Together we can inspire one another on our Pathway Toward Equity and create a stronger social justice focus. As ever, I am in awe by your work and look forward to us continuing to create a progressive environment that breaks down barriers, embraces social justice, and closes the gap against inequity. Thank you for your continued commitment to our college community, our students, and our mission to change students’ lives.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Skari".

Lisa Skari, President

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This publication is designed to give you information about the college, your employment and the resources available to support your teaching. Use the Table of Contents at the beginning of this handbook for referencing topics and page numbers. Further documents/web sites are available with more in-depth information. Some of the primary sources of additional information are as follows:

RESOURCES	Where to Find
College Catalog	Online at catalog.mhcc.edu . Check with your dean or instructional administrative coordinator about ordering a printed copy.
MHCC Internet and Intranet Web Sites	Internet Intranet (employee resources)
Part-time Faculty Handbook	Limited hard copies available in the Human Resources Office or access the handbook online on the Human Resources Part- time intranet site.
Part-time Faculty and Tutor Collective Bargaining Agreement	Available in the Human Resources Office or online .
Quarterly Schedule of Classes	Available in the Admissions, Registration and Records Office or access the schedule online at the College web site.
Student Complaint Procedure Regulation AR-7040-B	Hard copies are available in the office of the Vice President of Student Development and Success.
Student Referral Form	To connect a student to support services across the MHCC, use the Student Support Services Request Form. This form can be found in the gray alert box at the top of every MHCC webpage, which staff and faculty can submit on a student's behalf or refer a student to. Once submitted, the form is routed to the specific area of service selected (e.g., academic advising, personal counseling, or tutoring) for appropriate follow-up.
Student Code of Conduct Regulation AR-7040-C	For referrals related to concerns for a student's well-being or an alleged violation of the MHCC Student Code of Conduct (e.g. academic dishonesty), use the Report a Concern Form . This form can be found in the footer of every MHCC webpage, which the College's Behavioral Intervention Team (BIT) reviews and responds to accordingly.

Strategic Plan Framework

Equity Statement

At Mt. Hood Community College we hold ourselves accountable to align our systems, policies, practices, and resource allocations to strategically and purposefully advance equity. We recognize the harm done to historically excluded people. We work towards a future where all people across the spectrum of difference thrive at Mt. Hood Community College. We seek to provide every person within our community the tools to be successful. We actively design equitable systems to promote fairness and justice.

Mt. Hood Community College prioritizes equity and acknowledges the importance of the ongoing and intentional work to interrupt oppression and remove barriers that perpetuate inequity. We strive to become an organization that demonstrates equity in concept, practice, and outcomes, where all people are valued and feel a sense of belonging.

Vision Statement

Mt. Hood Community College is valued as a cornerstone of the community for affordability, equitable student success, innovation, and financial stewardship.

Mission Statement

With a commitment to being inclusive, Mt. Hood Community College offers a full range of education and training in a supportive environment to advance personal and professional growth. We are a community hub for cultural, economic, recreational, and intellectual enrichment.

MHCC Is Committed to These Values

Accessibility

We seek to minimize barriers

Equity

We value fairness and impartiality

Innovation

We believe in continuous improvement

Learning

We foster an environment to support student success

Quality

We aspire to excellence in all our programs and services

Support

We seek to create an encouraging environment

Goals



Goal A
Teaching & Learning



Goal B
Educational Programs & Support Services



Goal C
Organizational Structure, Systems, & Processes



Goal D
Facilities & Technology



Goal E
Community Connections

MHCC Goals



Teaching and Learning

Goal A: Improve Teaching and Learning Practices and Processes to Support Learning and Success for All Students



Educational Programs and Support Services

Goal B: Provide the Full Range of Educational and Support Programs and Services Needed to Allow Students to Meet their Educational, Career, and Personal Goals



Organizational Structure, Systems and Processes

Goal C: Align the College's Organizational Structure, Systems and Processes to Reflect the Diversity of the Communities We Serve



Facilities and Technology

Goal D: Provide Facilities and Technology Platforms to Serve The Needs of All Students



Coordinate Community Connections

Goal E: Increase Our Visibility and Strengthen the Connection Between the College and Our Local and Regional Community Partners

EMPLOYMENT INFORMATION

The information provided in this section is meant to serve as a resource to assist you in your initial orientation to Mt. Hood Community College. For official information regarding your employment and employment topics, visit the MHCC Human Resources main web page at <https://home.mhcc.edu/HR/index.aspx>.

Non-credit Adult Basic Skills classes operate differently from credit classes with regards to enrollment, instructor and student attendance, standardized student testing, adding/dropping students and other administrative issues or policies. You will receive information directly from the Adult Basic Skills support staff regarding this process.

[Attendance: Instructor, Absences and Early Dismissal of Classes](#)

If for reasons beyond your control it becomes necessary for you to be absent, either from class or office hours, it is required that you contact your division administrator as early as possible. If possible, the instructor should contact the students and inform them of any change in schedule. Students' phone numbers are recorded on your class list. Early dismissal of classes may result in a pay reduction and must be reported to your division administrator. Failure to report any of these occurrences may result in disciplinary action up to and including termination from all Mt. Hood Community College District instructional assignments. If part-time instructors are absent from instructional assignments and have no accrued sick leave, their gross salary will be decreased at the appropriate rate for the type of course taught.

Instructors are required to meet each scheduled class-meeting hour. If an absence is required due to an emergency or illness, you must notify your division instructional administrative coordinator and/or area administrator to make arrangements regarding class cancellation. Your division will provide you with directions for this notification. Failure to follow your division's policies regarding notification of absence is a disciplinary offense, subject to disciplinary actions, up to and including termination from all MHCC District instructional assignments.

Instructors are required to meet with their class during the times that align with the College Finals Schedule and are expected to hold appropriate office hours throughout finals week.

[Human Resources \(HR\) - Forms](#)

Prior to receiving any payroll check, the College requires the following forms to be on file with current information:

- I-9 form (Employment and Eligibility Verification)
- Application For Employment Form
- Employee Demographic Information Form
- W-4 Form
- Completed Employment Background Check Form
- Family Educational Rights and Privacy Act (FERPA) Acknowledgement
- Direct Deposit (optional)
- Part-time Employee Employment Authorization Form. This is done electronically and completed by the supervisor.

These forms will be reviewed with you upon employment and submitted to HR by your supervisor.

Instructors who wish to change their Federal and/or State tax withholdings may request a new Federal and State W-4 form from the Payroll Office on the Gresham campus.

Payment cannot be issued until Human Resources forms are on file in the Human Resources Office.

Payroll Department

There have been various changes to the PFTA Agreement that impact payroll:

1. PFTA group members are now being paid on a semi-monthly payroll cycle. Pay Dates being the 15th and last day of the month. If either of these fall on a weekend, payday is the previous Friday.
2. Extra work done outside of the assigned workload will be reported on timesheets (or through NOVAtime, see below) and must be signed by the employee and the supervisor.
3. Payroll processes Direct Deposit for those employees who have chosen to have their pay sent electronically to their financial institution.
4. Those without Direct Deposit will have their pay check mailed to the employee's current address in the Payroll system on the day before payday.
5. Contact the Payroll Department at 503-491-6002, or Payroll@mhcc.edu with any questions you have.

NOVAtime

NOVAtime is the timekeeping software that MHCC uses for time and attendance, and leave accruals.

All staff, including Part-Time Faculty, use the Time Entry and Leave Requests link found at mhcc.edu/NOVAtime to manage their electronic timesheets.

NOVAtime

NOVAtime - [Time Entry and Leave Requests](#)

- [Quick Guide](#)

NOVAtime - [Supervisor and Admin Access](#)

- [Quick Guide](#)

[Frequently Asked Questions](#)

Part-Time Faculty **DO NOT** clock hours into NOVAtime and only need to submit leave requests, such as sick or personal leave, through NOVAtime. If Part-Time Faculty also have Part-Time Hourly positions only Part-Time Hourly hours should be entered in NOVAtime and must be done in real-time either through web access, the NOVAmobile phone app, or a timeclock at select locations on campus.

Part-Time Faculty DO need to submit their timesheets semi-monthly (on the 1st and 16th, or the

next business day if those days fall on a weekend or holiday), even if there are no leave requests on the timesheet. Supervisors will then approve timesheets through NOVAtime for Payroll processing.

All timesheets need to be submitted and approved by the end of the first business day after a pay period ends (the 15th and last day of month).

Note that all accruals, such as sick leave, are tracked and visible in NOVAtime and can be accessed by employees and supervisors as needed.

User guides for NOVAtime can be found on the [MHCC Intranet](#) under College Services > Payroll. Login with employee credentials is required for Intranet access. Guides can also be requested by email.

Please direct any questions or NOVAtime access requests to NOVAtimeSupport@mhcc.edu.

Instructional and Tutor Assignments

The salary you are paid is based on your academic and professional qualifications, as well as related teaching and work experience. Your division administrator will notify you of your rate. The Human Resources Office will prepare a term assignment, which will be located on the [MYMHCC](#) Portal.

Job Responsibilities

(PFTA Contract – Article 9.J. Job Responsibilities)

Part-time instructors are responsible for providing quality instruction that will contribute to the learning experiences necessary for each student to meet the objectives of the course and to be successful in both their education and career development experiences.

Part-time instructors are expected to perform the following duties:

Essential Duties

1. Instructs students in a classroom, lab, learning center or other setting as appropriate.
2. Provides student contact before or after class or through telephone or email exchanges or office hours where facilities and schedules permit according to Article 18.H.3.
3. Prepares, distributes and utilizes instructional support materials, including course syllabi, supplementary materials, instructional media and other devices as appropriate; incorporates the latest classroom technology when available and appropriate into instructional activities.
4. Structures classes and curriculum to correspond with the overall program objectives; prepares clear objectives for students each course. Maintains and revises curriculum to maintain currency.
5. Understands, develops and provides a learning environment that supports diversity and incorporates sensitivity to diversity within the College Community.
6. Is responsible for classroom, laboratory and departmental equipment and provides for the security of facilities and instructional materials as appropriate.
7. Understands and abides by College Policies and Regulations and other policies,

- procedures and materials as required by the College, departments or divisions.
8. Convenes classes on time and as scheduled.
 9. Maintains evaluation and grading records for assigned students; enters grades and provides all necessary documentation for incompletes within established College timelines.
 10. Ensures and emphasizes safe working and classroom conditions and practices.
 11. May participate in professional development activities.
 12. Maintains current licenses or certificates in areas of expertise.
 13. May attend in-service sessions and division meetings.
 14. May direct aides and work-study students as assigned.
 15. Understands and uses the College's computer system.
 16. Demonstrates regular and predictable attendance.

Leaves

Sick, Personal, Emergency and Bereavement Leaves as well as Leave Without Pay are available as per Article 11 of the the collective bargaining agreement for the Part-time Faculty and Tutor Association (PFTA). Each new employee receives a copy of the agreement as part of the new hire packet.

Lines of Supervision

Part-time instructors report to the applicable area administrator. Please refer to the [organization charts](#). As a part-time employee, it is important you maintain communication with your division, including both the area administrator and the instructional administrative coordinator. Part-time instructors and tutors are encouraged to have MHCC voicemail boxes and email accounts. Contact your division's instructional administrative coordinator to place a request for these services.

Part-time Faculty Notice of Projected Instructional Load Form

This form notifies listed employees of their projected annual assignments or load. The College will prepare and make available, within each instructional division, forms on which employees can express their willingness and availability to teach additional courses or sections or to work additional hours. Forms are available at the following [link](#), under "Part-time."

An example is also provided in Appendix A of this handbook. The appropriate division administrators will retain the completed forms. Employees are responsible for updating the information.

Number of Class Sessions and Make-up Sessions

Fall Term

College transfer, vocational preparatory and supplementary, and reimbursable adult education classes (courses numbered 5 and above) meet for 11 weeks (unless designated otherwise) and must use the 12th week for final exams or some other course-related activity.

Winter and Spring Terms

College transfer, vocational preparatory and supplementary, and reimbursable adult education classes (courses numbered 5 and above) meet for 10 weeks (unless designated otherwise) and

must use the 11th week for final exams or some other course-related activity.

Summer Term

College transfer, vocational preparatory and supplementary, and reimbursable adult education courses meet for 10 weeks in the “traditional” summer session; however, classes may also be scheduled within one of three other sessions. Two sessions are 5 weeks in duration, and the third is 8 weeks in duration. All summer sessions must use the last scheduled class meeting day for final exams or some other course-related activity.

Office Hours

An office hour is understood to be a regularly scheduled time the employee is available for student consultation outside the scheduled class time.

Employees are required to hold office hours (PFTA Contract, Article 18, H.3.) at the following rate:

ILC Instructor: 1/3 hour per week, per ILC – not including special loading factors.

* Lab instructors are not required to hold office hours.

ABE/GED/ESL: 1/3 hour per week for each two (2) hours of instruction.

The College encourages face-to-face office hours. It is possible to meet some of this requirement through email, online, phone, and other methods (see Appendix B) with approval of the Dean.

No additional office hours will be paid. (See Appendix B) If you are unable to meet your office hour or will be late, please notify your division’s instructional administrative coordinator or administrator.

Personal Contact Information

Change of Mailing Address or Home Telephone Number

For mailing and telephoning purposes, all part-time instructors and tutors should inform their respective supervisors and the Human Resources Office of any change of address or telephone number. Changes can also be made on [MYMHCC/Employee Info/Human Resources Links/Change/Update Address, Phone and Biographical Data](#).

Release of Name, Address or Telephone Number to Non-College Personnel

The Oregon Court of Appeals ruled in 1983 that the name, home address, and home phone number of public employees are public information. The college will release this information for legitimate business reasons. An instructor or tutor must give written notice to the Human Resources Office if the home telephone number should not be released.

Professional Duties

ILC, ABE, GED and ESL instructors are required to participate in up to a maximum of two hours per term of professional duties (PFTA Contract, Article 18, H.2.a.), which may include curriculum development, program coordination, division or departmental meetings, in-service or other similar professional development assignments that are requested by the College.

Reassignment of Courses

In some cases, courses scheduled for a full-time instructor's annual contract must be canceled due to low enrollment, and it may be necessary to reassign the full-time instructor to courses initially scheduled for a part-time instructor. The division administrator will contact the part-time instructor if such a reassignment is necessary.

Substitute Instructors

Substitute instructors must be approved by the division administrator in advance of the class session. Substitutes must be paid a substitute rate by the college through the payroll process. Failure to follow your division's policies regarding substitute instructors is a disciplinary offense, which is subject to disciplinary actions, up to and including, termination and may result in immediate dismissal from all Mt. Hood Community College District instructional assignments.

Instructors are not authorized to arrange for substitute instructors except as outlined in division procedures.

Teaching of Two and Three-Hour "Blocked Classes"

Required class hours are scheduled in accordance with institutional and state policies for the granting of academic credit. Clarification of the College's practice regarding teaching of two and three-hour blocks assures that the student is acquiring the amount of instructional time required, keeping in mind that we are trying to maintain practices which enable the "blocked" instructional time to be comparable to normal "non-blocked" instruction.

The following delineates the requirements:

- A 10-minute break every hour is a good educational practice for classes requiring the student's constant attention.
- Three-hour lab classes normally assume three hours (180 minutes) of activity, with students "breaking" at convenient times.
- Instructors who are scheduled to teach a 7 - 10 p.m. class or 7 - 9:50 p.m. class should be instructing at 7 p.m. and be on site teaching until 9:50 or 10 p.m.
- A normal 7 - 10 p.m. class, which is primarily lecture, should not dismiss until 9:50 p.m. A normal 6 - 9 p.m. class should not dismiss until 8:50 p.m. A normal 6:30 - 9:30 p.m. class should not dismiss until 9:20 p.m.
- A normal lab-type activity that is scheduled from 7 - 10 p.m. would have activities and instructor available until 10 p.m.

Any deviation from this guideline must receive written permission from the appropriate division administrator. Failure to follow these class time guidelines is a disciplinary offense, which is subject to disciplinary actions, up to and including, termination and may result in immediate dismissal from all Mt. Hood Community College District instructional assignments.

Adding a Student to Your Class

Adding a student to your class is a formal change made by the student via the web or in the Student Services Hub.

After 12:00 a.m. on the day a class begins, instructor permission will be required to register late or to be added from the waitlist. Students can be added to a class through the online electronic Schedule Change Form located on the Faculty Main page or a paper Schedule Change Form provided by the student. The student will take the signed Schedule Change Form to the HUB for processing. Instructors are also available in person during posted office hours, by phone or email. It is the student's responsibility to ensure the approved add has been processed.

Online classes: Instructors may need the Dean's permission to add students depending on maximum course enrollment limits.

Students may only register or add a class through the 2nd week of instruction (or the equivalent for non-standard length classes) with the instructor's permission. The Coordinator of Records or designee will handle any exceptions to this on a case-by-case basis.

Students whose names do not appear on the instructor's class list are not officially registered and will not receive credit or grades.

Caution: Students should be aware that registering for classes after instruction has begun may be detrimental to their learning. Any student entering a course late will be held responsible for all materials previously covered. Students are not guaranteed make-up privileges. Late registration may result in little or no refund period.

Wait List **BEFORE** Classes Begin

If a class is full, a student can choose to go on a wait list. Wait lists are available only until a course begins. If, while on a wait list, a seat becomes available, the student will be officially and automatically added to the class by the Admissions, Registration and Records Office; therefore, the student is responsible for knowing their position on the wait list or class list. Being added to a class from a wait list will affect the student's financial account, and the student is responsible for any additional tuition and/or fees.

Students may call 503-491-7393 or stop by the Student Services Hub to check their wait list or class list status.

Students will not be added to a class from a wait list if it creates a schedule conflict or if the student is already registered in another section of the same class. If on multiple wait lists for the same class, the student will be added to the first opening and dropped from all other wait lists.

Students should remove themselves from any wait list they no longer want to be on and are

responsible for checking their wait list status in one of the following ways: online, by phone or in person with staff in the Student Services Hub.

Wait Lists **AFTER** Classes Begin

Classes that have start dates after the term begins will continue to have students added as seats become available up until the day before the first day of the class. Students will be notified via a phone call or email. Therefore, the student is responsible for knowing their position on the wait list. Being added to a class from a wait list will affect the student's financial account and the student is responsible for any additional tuition and/or fees.

After the class has met, all students, including wait listed students, must obtain the instructor's permission (via an electronic or paper Schedule Change Form) to add the class. It is the student's responsibility to ensure the approved add is processed through the Admissions, Registration and Records Office.

Students whose names do not appear on the instructor's class list are not officially registered and will not receive credit or grades for that course.

Senior Tuition Waivers

MHCC offers tuition waivers for seniors who would like to audit classes. The registration can only take place after the term starts and space is available. If a senior wishes to ensure they have a seat in the class, they can still register early if they are willing to pay the applicable tuition and fees for the class. However, they may not drop the registered class and then re-register to receive the Senior Tuition Waiver. Please review [Senior Discount Programs](#) on the website for details.

Participation/Attendance Report – Students

Mandatory Attendance reporting: All faculty are expected to report attendance of students during the first week of the class. Five-week and non-traditional classes have accelerated due dates: check Participation/Attendance Report for last day to record dates.

Online Learning

Attendance is not satisfied by only logging in. A student must have been engaged in an academically related activity, such as by contributing to an online discussion or other activities by the required date set by the instructor.

Veterans and Financial Aid Recipients

All veterans or other eligible persons who receive financial aid benefits must demonstrate satisfactory progress toward their educational degree/certificate goals to remain eligible for such benefits. Regular attendance in class is part of the satisfactory progress regulations.

The MHCC Financial Aid Office may contact instructors to verify the last date of attendance if a student's transcript indicates non-attendance at the end of the term.

Student Excused Absences/Co-Curricular & Athletics Activities

MHCC College Administrative Regulation provides for excused absences for co-curricular activities.

Students will provide instructors with an excused absence request form at least 12 hours prior to the event. Students are responsible for all assignments on or before the due date. Students will work with instructors to make up tests, presentations, etc. due during the excused date. For questions, contact the Student Union Supervisor at (503) 491-7277 or the Dean of Health, Physical Education, Athletics, Aquatics and Recreation/Athletic Director at (503) 491-7460.

Students with Disabilities

Students with disabilities are required to have a discussion with their instructors regarding the approved accommodations. The [Accessible Education Services](#) (AES) Office will send a notification form to the instructor prior to the beginning of the term for the student making these arrangements early. For the students meeting with AES after the term begins, the student is responsible for giving the instructor the notification form and having a discussion regarding the approved accommodations. The Accessible Education Services Office can be reached at (503) 491-6923 or aes@mhcc.edu for questions or copies of the Accessible Education Services Office Faculty Handbook.

Student Removal due to Behavior in a Class

Instructors may remove a student from class when a student's behavior in a class or other College activity is so seriously disruptive as to compel immediate action, or the behavior seriously interferes with either the instructor's ability to teach and lead the class, or other students cannot benefit from the class or activity. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the dean of the division offering the course within three College working days of the removal. Refer to AR 7040-A for specific information.

Challenging a Course

Students who believe they have the knowledge and skills from life experience, industry training or professional certification may request to challenge a course by petition or by an examination in lieu of class attendance. (Laboratory classes may be challenged with the approval of the division dean.) Challenge courses are offered for Pass/Fail grades only. Challenge results will be posted on the MHCC transcript the term the challenge is taken.

Change in Location or Time of Class Session

An instructor may not change the location or time of the class without prior approval from their division administrator.

Class Lists of Student Names

All lists are considered FERPA protected and must not be shared with students nor left unattended where others can have access to them. Lists must be shredded when no longer useful to the faculty member.

Faculty must access class lists and waiting lists online. Instructions for how to do this are in the Appendix C.

Students who are not on your class lists are not registered and will not receive credit or grades after the fact. Do not allow unregistered students to remain in your class.

If a student is not appearing on your class list, direct the student to the Admissions, Registration and Records Office for the Gresham Campus or the Maywood Registration Office for Maywood students. After the second week, students should not be attending your class if they are not enrolled.

Course Outline

As an institution, Mt. Hood Community College is committed to reviewing course outlines for transfer and career technical education courses every three (3) years to ensure current and best practices are reflected within the course. Instructional Services initiates this process early in the academic year, typically in early October. Adjunct faculty may be asked to update outlines as appropriate given their expertise in a specific content area.

Outlines provide the college, State, and students with an overview of important information about the course – including, but not limited to: student learning outcomes, contact hours, transferability, and credit hours. Regardless of teacher or section, each course should use the current outline as a framework for teaching and learning. Once the course is successfully completed, students should be able to demonstrate their knowledge of the learning outcomes and objectives.

Mandatory Attendance

Student attendance is mandatory the first week of a class. Students who do not attend class during the first week will be recorded by the instructor as a non-attending student and will be administratively dropped by the Admissions, Registration and Records Office.

Attendance is defined as an academically-related activity which includes any of the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters as directed by the instructor;
- For online learning courses, engaging in an academically related activity, such as by contributing to an online discussion or other activities by the required date set by the instructor.

Students who stop attending classes after the first week are responsible to ensure a drop or withdrawal is processed online or in the Admissions, Registration and Records Office. No refund will normally be issued for any classes dropped after the refund period.

Dropping a Student from Class

Administrative Drop Guidelines

Instructors may use the administrative drop option through the fourth week of the quarter. Admissions, Registration and Records will notify the student in writing, upon receipt of the drop from the faculty. It is still the student's responsibility to process a drop or withdrawal for all classes

they do not want.

Procedure to Process an Administrative Drop

Instructor may fill out an electronic Administrative Drop Form with the following information for any course a student quits attending

- Course and section number
- Term and year
- Student name and ID number
- Instructor signature and date
- Reason

Instructors may send Administrative Drop Forms to Admissions, Registration & Records after the end of the participation/attendance entry period, but no later than the end of the fourth week (or equivalent for non-standard length courses).

Grading and Administrative Drop Options

- Student never attended class - Indicate non-attendance in Participation/Attendance entry or process administrative drop by the end of the fourth week or assign a grade.

Faculty Can

1. Contact students who quit attending to determine why they are not in class as a possible retention tool. This is encouraged.
2. Assign a grade to students who quit attending the class.

Non-Standard Length Courses

All drops (student or faculty-initiated) processed during the refund period for that course will result in the course being removed from the transcript and the tuition and fee charges removed from the student account or refunded if the student has paid.

For all drops (student or faculty-initiated) processed after the refund date and by the end of the equivalent fourth-week (census) date, a “W” grade will be assigned to the transcript, and the student will be financially responsible for all tuition and fees.

Standard Length Courses

All drops (student or faculty-initiated) processed during the first week of the term result in the course being removed from the transcript and the tuition and fee charges removed from the student account or refunded if the student has paid.

For all drops (student or faculty-initiated) processed after the first week of instruction and by the end of the fourth-week (census) date, a “W” grade will be assigned to the transcript, and the student will be financially responsible for all tuition and fees.

Weekend Courses

Any students who are administratively dropped from a weekend class will receive a W on their

transcript and will be financially responsible for tuition and fees. Administrative drops for weekend courses must be processed during the week immediately following the weekend course.

For weekend courses only, faculty may request that a student be refunded tuition due to improper course placement. Faculty should send a Schedule Change Form or Administrative Drop Form signed and noted as a refunded drop by the instructor to Admissions, Registration & Records during the week immediately following the weekend course.

Note: The refund dates and equivalent fourth-week dates for non-standard length courses (including weekend courses) are available on the CX system under Catalog Maintenance. If you do not have access to this screen, please contact your dean, instructional administrative coordinator or the Admissions, Registration & Records Office.

Final Examinations

It is required that all instructors teaching courses numbered 5 and above meet at least two hours during finals week for a final examination or other course-related activity. The final exam schedule is available in each term's schedule of classes.

Grades

Criteria for Grading

Grade	Grade Point Average	Grade	The following are not included in GPA calculations:
A	Excellent: 4 points for each credit hour	S	Satisfactory: 0 points per credit hour
B	Above Average: 3 points for each credit hour	I	Incomplete: 0 points per credit hour
C	Average: 2 points for each credit hour	K	Continuing Progress: 0 points per credit hour
D	Below Average: 1 point for each credit hour	X	Audit: 0 points per credit hour
F	Failing: 0 points for each credit hour	W	Withdrawal: 0 points per credit hour
U	Unsatisfactory: 0 points per credit hour	NR	Not received from instructor

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.

Incompletes

A student may be assigned an "I" (Incomplete) when insufficient work to justify a grade has been done by the student due to excusable reasons. Though individual circumstances may warrant unique decisions, it is commonly expected that the student will have completed at least 75 percent of the course requirements.

Incompletes are to be made up prior to the end of the following term unless the student is no longer enrolled. Under these circumstances, the work must be made up in the term of the return with only a four-quarter maximum (including summer) permitted. Incompletes not made up within these timelines do not automatically revert to a grade. They remain an "I," unless changed by the instructor.

K Grade

A "K" (continuing progress) indicates that a student was registered for the course, was in attendance, met some of the objectives but did not advance far enough to receive credit for completion. This grade designation is limited to developmental education courses and to open entry/open exit courses (where the student is permitted to proceed at one's own pace). A student who receives a "K" grade must reregister, repay, and pass the class satisfactorily to receive credit. The K grade remains on the transcript. A student completing a developmental education course may receive a "K" grade up to two times for the same course and may only take the course a third time with the recommendation of the developmental education instructor and the Executive Dean of Student Development, Admissions, Registration & Records. Note: Students attempting a course for a third time who are receiving financial aid, veterans' benefits or athletic eligibility must reregister for these credits above and beyond the hours necessary to maintain benefits.

Pass/Fail Option

Certain courses offer the student an option to receive a grade of S (satisfactory) or U (unsatisfactory) instead of letter grade (A, B, C, D, or F). This option must be exercised at the time of registration or no later than the end of the seventh week of instruction for standard term-length classes. Check with the Admissions and Records Office for last day to change grading status for nonstandard term-length classes.

S Grade

For evaluation and transferability purposes, the S grade is equivalent to a grade of C or better.

Audit Option

Students electing to audit a class (no grade, no credit) must choose this option at the time of registration or no later than the end of the seventh week of instruction for standard term-length classes. Check with the Admissions and Records Office for last day to change grading status for

nonstandard term-length classes. Auditing students pay in accordance with the tuition schedule and participate to a degree determined by them and the instructor.

Grade Point Average Adjustment

A student's cumulative grade point average will be adjusted automatically the first time a course is repeated for a higher grade. Subsequent repeats of the same course will all be factored into the grade point average. Only one instance of a course can count toward graduation unless the course is repeatable for credit. Prior to summer 1996, different GPA adjustment policies existed. Contact the Admissions and Records Office if you have repeated coursework prior to summer 1996.

Since some colleges count all grades in computing the GPA, a student should be aware that this possibility exists should the student transfer.

NOTE: An official withdrawal from MHCC is defined as the student withdrawing from all courses for the term after the refund period. The withdrawal deadline is the last day of instruction before final exams. For the student's own benefit, it is highly recommended that they consult with the instructor prior to withdrawal. Students who merely stop attending classes without formally withdrawing will receive the grades assigned by their instructors and will assume responsibility for any tuition and fees associated with these courses.

Submitting Your Grades

As per the Family Educational Rights and Privacy Act (FERPA), grades and all other student records are to be kept confidential.

Prior to accessing student records including class lists, wait lists and grade sheets via MyMHCC, faculty are required to self-certify that they understand and agree to abide by FERPA regulations. Self-certification is done by clicking a button the first time one logs into PT Faculty web services.

Grading must be completed on-line by 3 p.m. the Monday following finals week for standard length courses (for Summer Term submission falls on Tuesday). After that time, the system will lock you out, and your grades will be late.

For non-standard length courses, grades can be submitted as soon as the course ends. For courses ending after the standard term, contact the Coordinator of Student Records 503- 491-7220 for alternatives.

Assigning final grades accurately and submitting them on time is considered part of your professional responsibilities. Grades not submitted result in the notation "grade not received by the instructor" on a student's grade report. This grade symbol (NR- not received from instructor) not only affects the student's transcript and can hold up a degree or certificate earned, but it also affects student financial aid, veteran's benefits and athletic eligibility.

Change of Grades

Grade changes are to be made only for incompletes or to correct an error. The grade change must be approved and signed by your division administrator. Other than incompletes, grade changes

must be fully explained on the change of grade form. "Instructor error" alone is not an acceptable reply. Grade changes are not permitted based on late work received unless an Incomplete was assigned.

Audio-Visual and Film Needs

Audio-visual requests should be processed through your division instructional administrative coordinator. All film requests for the entire term should be planned and processed no later than the second week of classes.

Purchase order film requests may be submitted to the office of the division administrator. All purchase order film requests are subject to budget approval of the division administrator. The MHCC library collection, development librarian can also assist you with selecting media materials for purchase and, if applicable to the library collection, can be purchased by the Library for everyone to use.

Requests for media equipment distribution to classrooms should be made to the area instructional administrative coordinator or by emailing your request to Service.Desk@mhcc.edu. It is the responsibility of the instructor to know how to operate the equipment; demonstrations can be arranged through the Service Desk. Please give the Service Desk at least one (1) week advance notice on all equipment requests, accommodations requested within a week are not guaranteed.

The Service Desk for Audio Visual Needs is open from 8 a.m. to 5 p.m. Monday – Friday with the exception of the first two weeks of each term when the department may be open extended hours.

- Gresham Campus Evening & Weekend courses: Follow the instructions above.
- The Bruning Center: For audio-visual requests please contact the administrative assistant at 503-491-6700 for assistance. In addition, there will be permanent equipment secured in rooms within the Bruning Center.
- Maywood Center: For audio-visual requests, please contact the administrative assistant at 503-491-6100.

Clerical Support

Division instructional administrative coordinators and or assistant can arrange for keyboarding assistance for part-time instructors on a first-come, first-served basis. Please allow at least one week (five working days) to complete requested work.

College Bookstore

MHCC College Bookstore Coordinator, Michelle Perry 503-491-6917

The College Bookstore is now completely virtual at mhcc.edu/bookstore.

Textbooks are normally ordered one term in advance through the [faculty portal](#). If you have textbook orders that need to be processed, they should be taken care of promptly. Instructions for ordering textbooks can be obtained through your area administrator or instructional administrative coordinator. Some divisions have an approved list of textbooks for each class. Follow division policy in textbook selection.

Computer Labs

503-491-7597

Part-time instructors may reserve use of computer labs for their students/classes by contacting:

- Gresham AC1451 – Main Lab: 503-491-7208 or email labstaff@mhcc.edu
- Gresham AC3333 – Computer Skills Lab: 503-491-7144 or email [Lance Lannigan](mailto:LanceLannigan)
- Maywood - Community Skills Center: 503-491-6105 or email [Rosalba Fuentes](mailto:RosalbaFuentes).

Computer labs are also open for all registered students to use during posted open hours.

E-mail

An MHCC email account will be assigned to you during the academic year in which you teach. Your colleagues and students can use this email account to communicate with you.

To access your email, navigate to www.mhcc.edu scroll to the bottom and click on “0365 Email.” Your area administrator will provide you with your username and password.

Purpose of E-mail

Mt. Hood Community College’s e-mail system is a communication tool for use by authorized MHCC network users. As such, it is to be used with good judgment and common sense in a business and academic environment. Therefore, the following guidelines and e-mail etiquette are set forth for best use of the e-mail system, computer resources, and the network users’ time and information needs.

- Internal E-mail - sent to or received by authorized users within the MHCC computer network
- E-mail messages are considered college records (property). Authorized college representatives should treat e-mail like any other shared filing system with the expectation that messages will be available for review for any purpose related to college business. Users are encouraged to use good judgment and common sense when composing or replying to an e-mail message.
- External E-mail - sent to or received from the Internet - The Electronic Communications Privacy Act is a federal law that treats electronic mail and messages as confidential materials in the same category as U.S. mail and telephone calls and defines unauthorized attempts to access another user’s information as unlawful behavior.

E-mail Usage

Appropriate Use

1. The data network and e-mail are made available to staff and students to further the teaching, learning, service and extension goals and mission of the College. Use of the College's data network and e-mail services is intended to be in furtherance of such goals and mission. Individuals may not use the data network or e-mail system for any activities other than those that are sanctioned by the College. Employees may use the data network and e-mail system for reasonable, incidental personal use so long as the personal use is not done in a manner or at a time that interferes with the employees’ work, College business, the integrity or use of these systems and does not violate federal, state or local statutes.

2. No one will be added to the data network or e-mail system for other than official College business without his or her consent. The data network and e-mail system may be used only for their intended purposes.
3. The personal use of the College data network and e-mail system to solicit goods and services or to offer them to others is prohibited.
4. All materials sent by the campus data network or e-mail system must be attributed to the individual, office, or organization sending the material. It is a violation of this regulation to originate e-mail, data files or websites in such a manner as to create the impression to the recipient that the data was originated from another source or individual.

Objectionable Material, Violations and Sanctions

- a. The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications and the data available on the network are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their access of data and communications.
- b. It is a violation of this regulation to use the e-mail, the data network or MHCC Internet / Intranet to libel, slander, harass, or threaten other individuals.
- c. Users of the College data network are subject to all applicable local, state and federal laws and regulations and Mt. Hood Community College Board policies, administrative regulations and department procedures.

Distributed Mail is out of Your Control

Be aware that messages you send can be copied and forwarded, and they are out of your control once you click on the "Send" button. Good judgment should be exercised when forwarding another user's message. A message containing either confidential information or embarrassing content could be sent to unintended recipients without you knowing it. Messages do not self-destruct!

Message Etiquette and Style Guidelines

How you type your message is how it will be perceived. The following are guidelines to assist you when using e-mail:

- Subject line - Assign a concise and descriptive statement for the subject to reflect the message content. The recipient will have a clue as to the content prior to opening the message.
- Cover only one subject per message.
- Body of the message should be typed in upper and lower case. Typing in ALL UPPERCASE LETTERS can come across to the recipient as shouting.
- E-mail message content - Be diplomatic. Criticism can be harsher when written, and messages are easily forwarded.
- Review message you created - Review your message before you click the "Send" button to make sure the message is clear and what you want to say.
- Spell check your messages. Misspellings may indicate laziness, neglect or not caring. Spell check is under Edit in MSMail, or press F7 when you are in the message. Internet

mail - It is a courtesy to include your Internet address at the end of your message when sending Internet mail.

Navigate for Staff

Employees can log into Navigate for Staff using their MyMHCC credentials to communicate via email or text with students, maintain and share notes from student interactions, and get a comprehensive student snapshot.

Network, Internet and E-Mail Regulations

Administrative Regulation ([AR-2060-B](#)) governs use of the internet/intranet by employees of the college. Any and all electronic and telephonic communication and information transmitted by, from or stored within the Mt. Hood Community College systems are the property of the College unless protected by intellectual property rights and are to be used for College related purposes. This includes, but is not limited to, voicemail, e-mail, telephone conversations, computer programs, word processing and the Internet, facsimile, telecopies or copy machines.

Employees may use this equipment for reasonable, lawful personal reasons so long as the personal use is not done in a manner or at a time that interferes with college business and does not impact the integrity or use of these systems. Employees should be aware that there is no confidentiality with respect to personal use of these systems and that both business and personal use will be accessed and monitored as deemed appropriate by the College. Employees are prohibited from using this equipment for personal gain. Such use will be subject to discipline up to and including termination.

You will need authorization from your area administrator or instructional administrative coordinator before access to the Intranet will be granted.

Instructional Facilities

Bruning Center for Allied Health Education

503-491-6700

1484 NW Civic Drive Gresham, OR 97030

The facility serves as the major teaching resource for the Mt. Hood Community College associate degree nursing program. The MHCC Health Professions Simulation Center is housed in this building. The Bruning Center also provides classroom and labs for the Emergency Technician Program and a variety of afternoon and evening classes.

Community Education and Professional Development Off-campus Locations

503-491-7572

Various Locations

Comprehensive educational opportunities are facilitated at sites off campus and in community high schools and other locations throughout the Mt. Hood Community College District. For additional information, call the Office of Economic and Workforce Development.

Classes may be offered at more than one location in a particular school district. If you have any

questions regarding your classroom location, contact the Director of Continuing Education Dawn Loomis at 503-491-7561 or Dawn.Loomis@mhcc.edu

Gresham Campus

503-491-6422 (MHCC)
26000 SE Stark
Gresham, OR 97030

The campus serves as the major teaching resource for instructors throughout the district. For administrative support and other services, contact your division administrator.

Maywood Park Center

503-491-6100
10100 NE Prescott
Portland, OR 97220

Maywood Park Center is an adult learning center, which houses a Community Skills Center, the Head Start and Dislocated Worker Programs, and provides GED, English as a Second Language, and a variety of evening classes.

Keys

Your area administrator or an instructional administrative coordinator will request keys from the Facilities department for you to use during the academic term/year in which you teach. Keys need to be returned at the end of the last term in which you teach during the academic year. Electronic access to door and alarm codes will be provided to you by your division instructional administrative coordinator. Codes are to remain confidential and not released to students.

Gresham Campus Library

503-491-7161

The Library provides more than 60,000 print items and over 100 electronic databases with thousands of journals and articles for students and staff to borrow. You also have access to the following services:

- Place books, videos, and other materials on reserve. Please consider placing a copy of the textbook for your class on reserve.
- Request DVDs for use in class.
- Check out books, videos and periodicals at the circulation desk.
- Request materials not available in the MHCC Library via interlibrary loan.
- Access periodical databases, many with full-text, from computers on campus and from home or office.
- Schedule information literacy/research instruction tailored to your classes.
- Suggest materials for the MHCC Library collection.

MHCC's Library is a member of the Orbis Cascade Alliance library consortia and thereby shares their collections. Faculty, staff and students are able to reserve books online from Summit combined

catalog (two-day availability turnaround).

Maywood Park Library

503-491-6100

10100 NE Prescott Portland, Oregon 97220

Located inside the Community Skills Center to the right of the entrance door as you enter the building.

Faculty Mailboxes

On the Gresham campus, mailboxes will be available for instructors in either their respective instructional division areas or their program area. For off-campus and MHCC Maywood Campus, instructors' mail will be distributed through their site mailbox if one is available. Community Education instructors may request an on-campus mailbox. If you do not have a mailbox, materials will be hand-delivered to you in your classroom or sent to your home via regular US Postal mail. Please check your mailbox each time you are in your teaching location.

Office Space

The Part-time Faculty Center is located on the lower level of the Gresham campus in rooms AC1662 & 1663. The Center provides part-time faculty members with access to computer workstations, telephones and two copy machines. The Center will be available during the day and evening hours; entrance is via a keypad entry code, which can be obtained from your division instructional administrative coordinator. At the Gresham Campus, Maywood, and Bruning Centers, there are also designated office spaces for use by part-time faculty; please check with your division instructional administrative coordinator.

Printing

Please call the Service Desk at 503-491-7448 if you are in a classroom needing **immediate help**.

Instructors are issued a printing access card by their division instructional administrative coordinator. Access cards will work on any copy machine throughout the campus. Please see your division instructional administrative coordinator and or assistant for a print card.

If you are having trouble logging into a Xerox MFD, please contact the IT Service Desk via email at #Service Desk or call 503-491-7448 or notify your division instructional administrative coordinator.

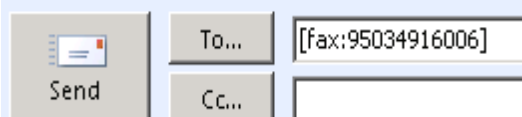
Fax

- Incoming digital fax services are being managed by the IT department. The conversion from fax machines to faxes being delivered to folders is complete. Contact your instructional administrative coordinator for more information on how faxes are received in your area.
- Outgoing digital fax services are now provided from your Outlook e-mail program plus the multi- function devices around the campus.

Outlook Faxes

Send the e-mail to the fax phone number using this format, beginning and ending with brackets:

If it is long distance, add the “1” after the “9.” Then send the e-mail.



Faxing from the Copier

Log in, select email, select new account and enter: 9-1-xxx-xxx-xxxx@mhcc.edu and press start.

Secured Classrooms

Most campus buildings and facilities are accessible to students, employees, guests and visitors during normal business hours Monday through Friday 8 a.m. – 5 p.m. and designated hours during the evening, on weekends and during special events. During other times, all exterior doors and buildings are locked, and only employees and authorized students are admitted. Entry to rooms and buildings by authorized persons outside of normal business hours is possible by using an issued key or electronic access card, or by calling Public Safety. Keys and access cards are issued through the Facilities department upon approval by the appropriate administrator.

Employees without an issued key or electronic access card need to present a valid MHCC employee photo ID to Public Safety for access to secured rooms, unless the person is known as a current employee to the officer. Students need prior clearance authorization from a designated MHCC employee sent to Public Safety and present an MHCC activity card or legal government issued photo ID for access to secured rooms.

An MHCC Photo ID can be obtained through the Library for free.

Testing Services

testing@mhcc.edu

503-491-7591

AC2335

All testing is offered by appointment only and information about the types of testing offered and the process for scheduling an appointment can be found at www.mhcc.edu/TestingServices.

Faculty needing proctoring services for students receiving accommodations or make-up exams can contact Testing Services for assistance.

Those wanting to be assessed for ESL classes or GED preparation classes should contact Adult Basic Skills at 503-491-7333.

Voice Mail

A voice mail account will be assigned to you, if requested, during the academic year in which you teach. Voice-mail provides your colleagues and students with an opportunity to contact you and to keep you informed about College information. To access your voice mail account, please contact your division instructional administrative coordinator.

NON-INSTRUCTIONAL SERVICES

In addition to services for supporting instruction, there are other services on campus with which faculty may choose to take advantage.

Note: Due to COVID-19 and College Closures throughout the campus, many areas have strict protocols and/or hours of operation.

[Automated Teller Machine](#)

For your convenience, an ATM is located in the Jazz Café.

[Food Services on Campus](#)

Students may visit [Barney's Pantry](#) for food and personal resource needs.

The following food services are available on the main campus (subject to change):

**Core hours begin the first week of Fall, Winter and Spring and run throughout the Terms. Hours change for Finals Week, Holidays, Summer and Term Breaks.*

The Riverview Café

Core hours of operation

Monday thru Friday

8 a.m. - 2 p.m.

Located in the Library, AC2302

The Riverview Café, serves coffee drinks and grab and go food items.

The Riverview Café is owned by MHCC benefactors Junki and Linda Yoshida, owners of the Riverview Restaurant in Troutdale.

[Lost and Found](#)

- Gresham campus – items will be turned into the main desk of the Student Union
- Maywood Park campus – report to Maywood Park Business Office - room 109
- Bruning Center – report to main reception desk - 503-491-6700

[Open Recreation](#)

The weight room, tennis courts, handball, racquetball courts, swimming pool and gymnasium are open free of charge during specified time periods. Please call 503-491-7450 for times and days of availability.

[Transportation](#)

Parking

Parking permits are not required to park at any of the MHCC campuses except for designated disabled, carpool, guest and vendor parking spaces.

The Gresham Campus has 2,800 parking spaces. [Click here to view a map of the Gresham Campus parking lots](#). While the front west lots A - H and W - Y fill up quicker, parking spaces are available in the back east lots J - P and in the south lots Q - V.

The Maywood Park Center has 74 parking spaces on two lots located at the southwest and southeast corners of N.E. Prescott and 102nd Streets. The Bruning Center for Allied Health Education has parking available on the gravel parking lot located on the east side of the building and on Civic Drive.

- [MHCC Motor Vehicle Enforcement Regulation: AR-4080-K](#)
- [Frequently Asked Questions \(FAQ\) about Parking at MHCC](#)
- [Citation Appeal Form](#)
- [Carpool Permit Form](#)

Tri-Met/MAX

Tri-Met bus and fee schedules are available in the Student Union.

[Risk Management & Health and Safety](#)

The following section covers risk management & health and safety topics.

MHCC maintains two departments throughout its campus dedicated to enhancing these practices: Risk Management and Environmental Health and Safety whose mission is to protect and maintain a safe environment and help provide a secure future for all facets associated to Mt. Hood Community College. Environmental Health and Safety and Risk Management services are reachable via email at EHS_Notify@mhcc.edu.

Key areas of oversight within these departments pertain to:

- MHCC's Safety Management Systems components:
 - Accident and Emergencies procedures
 - Emergency Services call 911
 - MHCC Public Safety (Urgent/Criminal activity) 503-491-7911
 - MHCC EHS & Risk (Safety Concerns and Incident Reporting)
EHS_Notify@mhcc.edu
 - Reporting (<https://mhcc-or.safecollegesincident.com/>)
 - Safety and Compliance Training (<https://mhcc-or.safecolleges.com/>)
 - Safety Committee(s)
- Safety Inspections
- Waste Streams (including Hazardous Waste)
- SDS Management
- Health and Safety Planning
- Analyzing Hazardous Activities
- Risk Transference and Retention Practices
- Insurance and Claims Management
- Integrated Pest Management
- Motor Vehicle Use and Compliance
- Emergency Preparedness and Operations Planning.

More information and specific contacts for those on this team can be found at:

<https://www.mhcc.edu/Risk-and-Environmental-Health-Safety/>

Annual Compliance Training

At the beginning of the new fiscal year, we launch our annual compliance training, available via SafeColleges.

Employees will receive an email from SafeColleges (Vector Solutions), our compliance-training website regarding this training. We assure you this is a legitimate source.

Each employee will receive an individualized email of their outstanding SafeColleges training from the Vector Solutions site email. This program also generates credentials for your current login information so you can start training. If by chance you do not receive the SafeColleges email by July 15, 2022, please email Environmental Health and Safety at EHS_Notify@ MHCC.edu so they can fix your email address in the SafeColleges system. Additional emails are issued periodically throughout the year by Vector Solutions as reminder of their available SafeColleges trainings.

Your login/username should now be your unique employee ID number and there should not be a password.

SafeColleges training site link: <https://mhcc-or.safecolleges.com/login>

Emergency Preparedness and Campus Security

Public Safety

Emergency 503-491-7911

Non-Emergency 503-491-7310

Safe Walk Service 503-491-7310

RAVE Emergency Alert System - FREE

MHCC will use the RAVE Emergency Alert system to notify college employees and students via text messaging and email, in the event of an immediate emergency, such as natural disasters, College closures or a lockdown situation.

For more information on RAVE visit our [RAVE](https://www.mhcc.edu/RAVE/) page at <https://www.mhcc.edu/RAVE/>. College students and employees can manage their RAVE settings through the [MyMHCC](#) portal.

Emergency and Safety Procedures Handbook

Each term MHCC will conduct three emergency evacuations: Fire, Earthquake and Active Shooter drills. Emergencies occur when we least expect them. It is important to be as prepared as possible when an emergency arises on campus and evolves. Remember that you may not be in your office or normal work location when an alarm sounds. When attending classes, meetings or events, notice your surroundings including nearby exits and possible safe areas to remain in the event of an evacuation.

During an evacuation, everyone must try to evacuate to the nearest safe exit. If possible, identify at least two emergency passageways you can use that lead to either an exit or an **Area of Refuge** (see below).

Options for Evacuation

Some basic options to consider when planning your evacuation strategy are:

- **Horizontal Evacuation.** Use building exits to access outside ground level and proceed to the parking lots.
- **Stairway (vertical) Evacuation.** Use stairwells to reach ground level exits from the building and proceed to the parking lots.
- **Area of Refuge.** Go to an area of refuge away from obvious danger. The safest areas of refuge are stair enclosures, balconies or elevator lobbies. If you have a cell phone, call 911 and inform them of your location. Emergency responders will determine the necessity for evacuation.

Active Threat Lockdown

An active threat is a person(s) who appears to be actively engaged in killing or attempting to kill people in populated areas on campus. Active threat situations are dynamic and evolve rapidly. These types of situations demand immediate response by the community and immediate deployment of law enforcement resources to minimize harm to the college population.

Individuals must be prepared mentally and physically to take direct responsibility for their personal safety and security. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

If you see someone brandishing a weapon, hear shots fired, or encounter a dangerous person posing an immediate threat to oneself or others' health or safety, get to a safe location and immediately call 911 and then notify campus Public Safety at [503-491-7911](tel:503-491-7911).

The Public Safety department has standard operating procedures in place to guide officers in responding to active shooter(s) and conducting lockdowns.

There are three things you can do to make a difference during an active threat event: Run, Hide (Lockdown), Fight:

Run

- When an active threat is in your vicinity, run.
- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.

Hide (Lockdown)

- If evacuation is not possible, find a place to hide.
- Lock and/or barricade the door.
- Silence your cell phone.

- Turn out the lights.
- Hide behind large objects.
- Remain very quiet.
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction and not trap or restrict your options for movement.

Fight

- As a last resort, if your life is in danger, fight back.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons, such as using a chair or fire extinguisher to strike the shooter.
- Commit to your actions.

Finally, when law enforcement arrives, remain calm and follow directions; keep your hands visible at all times; avoid pointing or yelling; and know that help for the injured is on the way. The first responders on the scene are not there to evacuate or tend to the injured. They are well trained and are there to stop the shooter.

- [Active Threat Prevention and Response](#) - Power Point
- [IS-907: Active Shooter: What You Can Do FEMA Course](#)

Links to videos about responding to an Active Shooter Crisis Situation:

- <http://www.youtube.com/watch?v=5VcSwejU2D0>
- <https://www.youtube.com/watch?v=r2tleRUbRHw>
- <http://www.youtube.com/watch?v=fUcg1M5a44>

Please review the MHCC [Crime Awareness and Campus Security](#) report. This report includes specific information on crime statistics and security policies. A paper copy of the report is available in the Public Safety Office in AC 2330.

EMERGENCIES AND SAFETY

It is the responsibility of the employee to review and acquaint themselves with the emergency and safety topics and processes of their workplace. MHCC has adopted an all-phases approach to emergency preparedness utilizing systems in alignment with the National Incident Management Systems. This includes use of an Emergency Operations Plan. This plan encompasses a variety of incident management procedures and emergency operational components including:

- Emergency Operations and Procedures
- Emergency Management Phases
- Emergency Operations Center
- Emergency notification Systems
- Post Incident, Exercises and Training
- Disaster plans
- Access to all Emergency Preparedness information
- Continuous Improvement and review committee

Access to this document can be requested through the Environmental Health and Safety Department at EHS_Notify@mhcc.edu.

Emergencies

All Campuses: In case of an emergency, illness or accident, the nearest trained person should render first aid and call 911 then the MHCC emergency number, extension 7911, or 503-491-7911, as soon as possible.

When calling the emergency number, the attending person should relay to the operator the following information:

- Caller's name and telephone extension, and
- Location and condition of the injured or ill person, any special medical information, if known, type and degree of illness or injury and part of body affected.

The injured or ill person should not be moved if there is the slightest possibility that this could cause further injury. Public safety personnel will determine whether or not an ambulance should be called and will be responsible for immediate care of the injured or ill person. Transport of an injured or ill person at any time must be done only by trained medical personnel assigned to do so.

First Aid

Gresham Campus

If serious injury occurs, call 911, then call 7911. Public Safety will assist in all emergency first-aid medical concerns. A radio-equipped Public Safety Officer will be sent to the scene of the problem. If an ambulance is needed, the officer will call 911 for an ambulance.

College personnel do not provide transport for injured or ill persons (AR-4080-E). Major injury or illness victims should always be transported by ambulance. Every effort should be made by the college to contact the closest relative of the injured or ill person. The Public Safety Officer shall be in charge at the scene of any medical emergency situations.

Evacuation Procedures

Detailed procedures are provided within the Emergency Operations Plan and Instructors should review these procedures in the Emergency Preparedness annual compliance training, to ensure the safety of their students and themselves during any event that requires college evacuation.

Injury & Incident Reporting

It is the responsibility of the person taking charge of an emergency situation to make certain the MHCC Incident / Injury Report Form is completed in detail and submitted promptly through the Safe Colleges digital reporting system. This report is automatically sent to Risk and Environmental Health and Safety Department for review once submitted. To submit an Injury/Incident Report, follow the instructions below:

1. To report an incident to Environmental Health and Safety, please visit:
 - <https://mhcc-or.safecollegesincident.com/>
 - OR
 - Click the “Incident Reporting and Tracking” link at the bottom of the [Mt. Hood Community College home page](#)
2. Once you have been redirected to the Safe Colleges reporting page, click on the orange “+ Report New Incident” button. YOU DO NOT NEED TO LOG IN.
3. From the drop down window, select “MHCC Incident/Injury Report Form.”
4. Click on the green “Create New” button.
5. Fill out the Incident Report completely, giving as much information as possible.
6. Once your report is submitted, it will be e-mailed to the Risk and Environmental Health and Safety Department: ESH_Notify@mhcc.edu.

MHCC Employment Related Accidents and/or Injuries

Accidents or injuries that occur during scheduled work hours must be reported immediately by the employee or their supervisor. An 801 form must be filled out by the employee if one or more of the following conditions applies:

- A bill is generated from the injury
- A person seeks professional medical attention
- A person has “time loss” or misses work due to injury

MHCC has five (5) days from the date of knowledge to report injuries to Workers Compensation (SAIF). The employee or their supervisor can request an 801 form from the Risk and Environmental Health and Safety Department: ESH_Notify@mhcc.edu.

The employee injured during a work schedule should complete a [State of Oregon Worker's and Employee Report of Occupational Injury or Disease \(801\)](#) also located in the Human Resources Office for a compensable injury. This form should be completed immediately or as soon as the injury will permit the completion of this required report.

The Risk and Environmental Health and Safety Department will investigate incidents or injuries. All Incident and Injury Reports will be filed with Risk and Environmental Health and Safety Department

and will be reviewed by the Safety Committee.

Safety Tips and Security Information

Public Safety Officers patrol the entire campus in marked vehicles, by bicycles and on foot.

- Be smart! Always lock your car. If you are on campus after dark, move your car to a closer spot.
- Walk in pairs to your classroom and to your car.
- Know the location of the emergency/information telephones on campus.
- Use the safe walk service*.
- REPORT suspicious activity or individuals to public safety by dialing “7911” from any campus phone or 503-491-7911 from any other phone.
- In the event of an emergency, call 911 then dial “7911” from an emergency/information telephone on campus or 503-491-7911 from any other phone.

*A safe walk service through the Office of Public Safety is available at any time to and from an instructor or tutor’s car or anywhere on the Gresham campus. Call “7310” from any campus emergency/information telephone or 503-491-7310 from any other phone to contact a public safety officer.

Public Safety will assist with vehicle emergencies by jump-starting cars in the parking lots and assisting in making phone calls to outside help sources.

Faculty should be particularly aware of a number of college policies. Faculty can be the primary source of information for students regarding their rights, the college's code of conduct and the complaint procedure.

It is the policy at Mt. Hood Community College that all persons, regardless of race, color, religion, national origin, disability, sexual identity, age, sex, or any other protected class defined by state or federal law, have access to higher education.

Animals

Only assistance animals (including guide dogs for persons with disabilities) are allowed on campus.

Classroom Assignments

Instructors must teach in the classroom to which they have been assigned by the Instructional Services Office. Instructors may not change/relocate their class to a new room without approval from the division administrator. Failure to adhere to this policy may result in disciplinary action up to and including dismissal from all Mt. Hood Community College District instructional assignments. If there is some kind of physical problem with a room, the instructor should notify their division administrator to explore other available options.

College Closure

The College will determine if the campus is open to the public (either fully or partially) if allowable under the relevant Governor's Executive Order(s) or other state/regional authority, as directed by the Governor. The College will make a good faith effort to announce the learning formats at least 21 calendar days from the start of each term.

The College President or designee will make the decision regarding College operations. Notice of College's operational status will be announced on the College website, through RAVE alerts, and through local media outlets.

There are two (2) basic types of College closures. When the College is closed, the following procedures will be applied:

1. Total College Closure

During a period of extended total closure, non-essential personnel are not required to report to their work assignment. In the event of a total closure, pay will continue. If such closure continues for more than three (3) consecutive working days, employees will make a good faith effort to cover course content and meet class requirements. In addition, end-of-term grading will be done.

2. Temporary College Closure/ Delayed Opening

During a period of temporary closure or a delayed opening that prevents an employee from conducting classes as scheduled, the employees will be expected to be at their next regularly scheduled class and ensure necessary course content and evaluations are delivered to

students, if this can be done safely. If an employee cannot meet these obligations, they are expected to notify their supervisor in a reasonable amount of time prior to the start of the class. The Human Resources Director or their designee may make exceptions.

Employees on campus during College closures are required to check in and out with Public Safety when arriving and leaving.

[Smoking](#)

As of January 2010, all of MHCC's campuses became tobacco-free, and smoking is not permitted on any of the college's premises or campuses.

[Student Code of Conduct](#)

The Student Conduct Officer or their designee is assigned the responsibility to administer student discipline through the [Student Code of Conduct](#). The Student Conduct Officer will maintain all disciplinary records and a disciplinary tracking system as defined in the Code. For assistance or questions regarding appropriate student behavior, contact your area administrator or the Student Conduct Officer at 503-491-7374 or Nikki.Barone@mhcc.edu.

Mt. Hood Community College strives to provide an environment that celebrates the freedom to learn. In this commitment to create a learning environment, MHCC's goal is to treat all students with fairness and dignity. Each member of the College Community shares responsibility for maintaining conditions which support the College's Mission. The Student Code of Conduct is designed to provide basic behavioral guidelines to advance the College's Mission.

Students at Mt. Hood Community College assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution. Although MHCC is dedicated to an open, free society, there are actions inappropriate in an institution of higher learning.

The Student Code of Conduct outlines the standards of behavior expected of every student at Mt. Hood Community College. The policies and procedures outlined have been designed to further the College's educational mission and to assist students in the pursuit of knowledge and personal development.

[Student Problem Resolution Process](#)

The complete [Student Problem Resolution Process](#) is provided on the MHCC website and in Article 12 of the PFTA Contract.

[Supporting Students in Distress](#)

As faculty, you may encounter a student in a crisis or whose well-being is of concern. While you're not expected to provide personal counseling or crisis management, you can play a vital role in supporting and encouraging students to use campus resources and alerting the College's Behavioral Intervention Team for appropriate care coordination.

Faculty with concerns about a student's well-being should promptly notify the Behavioral

Intervention Team (BIT) by using the [Report a Concern form](#), emailing studentconcernteam@mhcc.edu, or contacting the Career Planning and Counseling Center at 503-491-7432. Examples of reasons to submit a Report a Concern regarding a student can include:

- a personal tragedy or significant event that impacts their ability to be successful
- loneliness or difficulties with feeling connecting to others
- new or repeated behavior which interferes with the instructor's effective management of the environment
- unusual or changed patterns of interaction
- excessive absences or inconsistent attendance
- serious grade problems or a dramatic change in performance

It is also encouraged that faculty speak directly to students when they sense a student is in academic or personal distress by noting their concern & willingness to help the student explore options for appropriate support.

If there are concerns related to an actively disruptive student, including if a student expresses a direct threat to themselves or others or acts in a bizarre, highly irrational, or disruptive manner, call MHCC Public Safety at 503-491-7911. Remain calm & find someone to stay with the student while calls/contacts are made.

In emergencies, call MHCC's Public Safety at 503-491-7911 or 911 immediately if a student:

- appears to pose an imminent danger to self or others
- is experiencing a medical emergency
- demonstrates behavior that makes you feel unsafe
- is a victim of a crime

Title IX – Sexual Harassment Complaints

Complaints of sexual harassment that do not rise to the level of assault may be handled through the complaint process.

It is MHCC's policy, explained in [AR-1100-A](#) that sexual harassment of any employee or student will not be tolerated. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, education or participation in a College activity; or
- Submission to, or rejection of, such conduct by an individual is used as a basis for employment or education decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, education or participation in College activities or creating an intimidating, hostile or offensive environment.

The College also prohibits any consensual sexual relationships involving a faculty member and a student, or between manager and employee, where the faculty member or manager has direct authority, influence or responsibility with regard to that student or employee.

How to File a Complaint

Mt Hood Community College takes all claims of discrimination and harassment seriously. If you feel that you have been discriminated or harassed based on race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, status as a U.S. veteran, or any protected class defined by state or federal law, please submit a complaint through the [Report a Concern](#) link found at the bottom of the MHCC home page.

For additional assistance, you may also contact:

- MHCC Human Resources Department
Human.Resources@mhcc.edu
503-491-7200
- Student Conduct Officer
Nikki Barone (Nicole.Barone@mhcc.edu)
- Title IX Coordinator and Associate Vice President of Diversity, Equity and Inclusion: Traci Simmons (Traci.Simmons@mhcc.edu)
503-491-7009

Student Rights: AR-7040-D

In accordance with 34 CFR Part 668, students have the right to know certain information about Mt. Hood Community College including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, athletic program participation rates and financial support data. As part of our compliance with this regulation, we have provided this information in a number of publications including the College Catalog and the MHCC web pages as noted above.

Student Rights & Responsibilities

Mt. Hood Community College strives to provide an environment that celebrates the freedom to learn. In this commitment to create a learning environment, MHCC's goal is to treat all students with fairness and dignity. Students are guaranteed certain rights as members of the College Community. Students' Rights and Responsibilities are defined through College Policy and Regulation.

Equal Opportunity: [Culture of Respect: AR-1100-A](#)

The College is committed to a safe work environment for all employees including the elimination of bullying, discrimination and harassment and the provision of equal opportunity in education and employment. The College will inform individuals of their right to be free from such discriminatory behaviors and to promote the safety of all individuals at the College and its activities. This [Regulation](#) covers students, employees, visitors and members of the Community in accordance with College policy and local, state and federal law and statutes.

PROFESSIONAL DEVELOPMENT

There are many ways the college supports professional development for its faculty.

Division, area and academic discipline meetings are open to employees to attend on a voluntary basis. Employees may also voluntarily attend and participate in College in-service and professional development activities. In some cases, stipends are available for participating.

Evaluation

Part-time faculty are to have a complete evaluation and a classroom observation at least once before teaching 30 ILCs or six terms of instruction. Each student is to have the opportunity for a course evaluation during this time period. After that, part-time faculty will be evaluated at least once every five years. At least one classroom observation and a review of course materials during that five-year cycle will also occur.

The [Part-time Faculty Evaluation Manual](#) is available on the HR web page under “Part-time Information.”

Recognition Awards

The Faculty Award for Excellence in Teaching was designed to recognize excellent teaching and service to students and peers and to encourage continuation of that excellence. Each year, up to three part-time faculty award recipients receive a \$500 stipend from the MHCCD Foundation. For award criteria and nomination process guidelines, contact the President’s office.

Teaching and Learning Center (TLC)

The Teaching and Learning Center’s mission is to build a welcoming community of educators focused on identifying and sharing best practices for student success. The TLC will provide a supportive atmosphere where the campus community can explore instructional methods and techniques as well as new technologies. The TLC is located in room AC2553.

Textbook Affordability

Open Educational Resources (OER)

There are many services available to support MHCC faculty who want to implement textbook affordability measures to benefit their students.

We can help you:

- Discover and apply for grants and stipends that fund release time to write OER content and publish under Creative Commons licenses
- Locate and utilize existing OER materials
- Assemble OERs to create course content customized to *your* curricular needs
- Create OER for a sabbatical project
- Get paid to peer-review OER content in regional and national programs
- And more!

Not sure where to begin?

Start with the [Faculty Start-Up Checklist](#) page!

SERVICES FOR STUDENTS

Besides providing high quality instruction, another service you can provide your students is information about the other services available to help them succeed in college.

Academic Advising & Transfer Center (AATC)

503-491-7315

The [AATC](#) offers one-on-one advising sessions to help select classes, identify degree requirements, develop long-term educational plans, assist with maximum time-frame-appeals, evaluate unofficial transcripts for new students, support students transferring on to a university, and more. The AATC specializes in the following majors: General Studies, Undecided, Education, Pre-Health Professions, and those applying for a limited/restricted entry program. All services are by appointment. Call, email or visit <https://mhcc.edu/advisingcenter/> to schedule an appointment.

Accessible Education Services (AES)

503-491-6923

AC 2251 and 2252 (Across from Academic Advising)

Purpose and Goals:

- To assure compliance with state and federal laws which address disability compliance standards and issues.
- To encourage students with disabilities to be independent, responsible members of the campus community, and the community at large, through an awareness of college programs and reasonable accommodations which will empower them to assess and plan for their futures.
- To increase awareness among faculty and staff of provisions of the Americans with Disabilities Act (ADA), (ADAAA), and the Rehabilitation Act (Sections 504 and 508) as they apply to classes, programs, activities, information, and the facilities of the college.
- To work together with faculty and staff to facilitate and foster an understanding of disability issues through open dialogue and communication.

Syllabi Statement

Americans with Disabilities Act:

MHCC is committed to inclusive and accessible learning environments in compliance with federal and state law. If you have a disability or think you may have a disability (mental health, attention-related, learning, vision, hearing, physical, or health impacts), please contact the Accessible Education Services (AES) office in AC 2250 or contact (503) 491-6923 or aes@mhcc.edu to have a confidential conversation about academic accommodations. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. In addition, individuals with questions regarding ADA accessibility to college public events, please contact (503) 491-6923 or aes@mhcc.edu.

Bachelor's Degree Completion at MHCC

MHCC offers several ways for students to complete their bachelor's degrees without leaving their community. The Advising and Transfer Center can help students find out more. Oregon universities

have offices on campus and staff to advise students. Contact the representatives to determine when they are available on the MHCC campus.

- [Eastern Oregon University](#): 503-491-7000
- [Portland State University](#): 503-725-3000

[Barney's Pantry](#)

AC 1051A

Free food service and personal hygiene items for MHCC students who are in need. Students must present their current Student ID card to be eligible for this service. Located in the Student Union. Check the website at <https://www.mhcc.edu/BarneysPantry/> for the most updated information.

[Counseling for MHCC Students](#)

503-491-7432

[Career Planning and Counseling Center](#), AC1152

Counseling Services at MHCC is housed within the Career Planning and Counseling Center and is staffed by faculty counselors who provide no-cost, short-term, solution-based counseling for currently enrolled students. Counseling sessions are confidential, one-on-one, and offered remotely or in-person. All counseling sessions are appointment-based and can be scheduled by contacting the CPCC front-desk at mhcareer@mhcc.edu, by phone at 503-491-7432, by submitting a [Student Support Services Request Form](#) and selecting "Personal Counseling."

[Career Services](#)

503-491-7432

mhcareer@mhcc.edu

AC1152

MHCC Career Services offers a variety of services all centered on supporting, inspiring, and connecting students to a career path and experience that honors our students' identities, interests, and skills. Our team is comprised of Career Counselors, a Student Career Development Coordinator, a Student Employment Coordinator, front-desk intake specialists and a set of online tools, career & life planning courses, resume & interview prep, one-on-one career counseling, employer connections, and more.

[College Bookstore](#)

MHCC College Bookstore Coordinator, Michelle Perry 503-491-6917

<http://www.bookstore.mhcc.edu/>

The new [Online Bookstore](#) features:

- New, used, eBooks, and rental textbook options
- A Marketplace where third-party vendors and students sell discounted textbooks
- Price match guarantee on new books
- Free shipping on select orders over \$49 any time, plus two weeks free shipping before the start of every term (not including Marketplace items)
- Mobile-optimized. Order on your phone in just 5 minutes.
- Ability to apply your approved financial aid as payment
- A Customer Experience team that works year-round with 24/7 phone support at the

beginning of the term.

Computer Labs

503-491-7597

The purpose of the [Computer Labs](#) is to provide facilities and equipment in which MHCC students can develop computer skills and complete classroom assignments which require use of a computer. General-purpose computer labs are located in AC1451, the Student Union AC1780, and the Library.

Copy Machines

Students pay for printing and copying at 11 locations throughout MHCC. Students can pay using a debit, credit or ExpressPay card. The 11 locations include five color machines for student printing and copying.

Campus	Department	Room	BW Print/Copy	Color Print/Copy/Scan	Vending Kiosk
Gresham	Fisheries	F20	1		
Gresham	Library	AC2302/2304	3	1	2
Gresham	Ind. Tech.	IT 65	1		
Gresham	Open Lab	AC 1450-1451	1	1	1
Gresham	Student Union	AC 1780		1	1
Maywood	Skills Center	MW 220		1	1
Bruning	Upstairs	219		1	1

Financial Aid

503-491-7262

AC 2253 (Located in the Student Hub)

The [Office of Financial Aid](#) serves all current and prospective MHCC students with their financial aid needs, including aid applications, aid eligibility, awarding and disbursing aid, monitoring academic progress for aid eligibility, and more. Available aid options for students include federal grants, loans, and work-study; state grants and scholarships; other outside scholarships and alternative loans; and institutional talent grants, recognition awards, tuition waivers, and emergency funds. Services are available primarily by phone and email; drop-ins can be assisted through the Student Services Hub. Financial Aid Advisers are responsible for student files by a last name. Students and faculty can call us at the number above or via our general email inbox (finaid.mail@mhcc.edu) with questions, and they will be routed to the appropriate Adviser for service. At certain busy times of the year, file processing can be longer than usual. Students are asked to regularly monitor MyMHCC and their Saints email for communication from the Office of Financial Aid.

Students who are nearing the end of their program may be asked to complete a Maximum Timeframe Appeal (MTA) with an academic or faculty adviser, which requires students to submit an adviser approved education plan outlining their plan to complete required coursework for their degree or certificate. This process ensures students receive aid only for aid-eligible coursework and that they complete their program within the 150% timeframe required for aid

eligibility. For more information, visit <https://www.mhcc.edu/KeepMyAid/> or contact our office.

Complete information is also available in the [Office of Financial Aid](#).

[Gresham Campus Library](#)

503-491-7161

Students can get their Student ID cards in the Gresham Campus Library. There are quiet study areas & computers. Research help (finding sources) is available at the Reference Desk. You can also call, email, text, or chat with a Librarian [from home](#). Laptop computers, course textbooks (“reserves”), DVDs, help printing and connecting to wireless and a Children's Area, are available.

See description in the Resources for Instruction section of this handbook.

[Learning Success / AVID Center](#)

503-491-7108

AC3300 (main tutoring area) above library

Services include free tutoring and student support to students in a variety of academic subjects, individual learning skills consultations for students, computer skills lab, online tutoring and academic success seminars.

[Lost and Found](#)

503-491-7277

AC 1051 - Student Union Room

Have you lost an item or found someone's item? Always check with Lost and Found; you may never know if someone has turned in your missing item. If you find an item, please turn it in. It may not have value to you, but it may have personal value to someone who has lost it.

MHCC Wi-Fi

Wi-Fi Name (SSID)	Usage	Password Change Frequency	Wi-Fi Username	Wi-Fi Password	Details
MHCC-Staff	Active full or part time Staff/Faculty	Every 365 days	Network/PC username	Network/PC password	The MHCC Faculty wireless network is intended for use solely by MHCC Faculty and Staff, both full and part time. This wireless network will provide access to authorized MHCC systems.
MHCC-Student	Actively enrolled students	Never	Portal username	Portal password	The MHCC Student wireless network is intended for use by actively enrolled MHCC students and provides limited access to internal MHCC systems.
MHCC-Guest	MHCC short-term guest	Beginning of Each Term	MH-Guest	Click here for current password	The MHCC guest wireless network is intended for short-term access and is accessible to campus guests in selective areas of the College. The guest network has limited access to the MHCC College systems and is therefore not intended for use by MHCC Staff, nor is it intended to be used or provided to the general public.
MHCC_Vendor	Authorized MHCC on campus vendors	Yearly	none	Call extension 7448 for access to this network	The MHCC Vendor wireless network is intended for use only by authorized vendors, either short-term or long-term. Access to this network can only be granted from the Information Technology department.

Navigate for Students

Current students can log into Navigate using their MyMHCC credentials to make appointments with their adviser, view their class schedule, see various college resources and interact with many

other exciting features. The Student Services HUB can help students get into the application if needed.

[Online Learning](#)

onlinelearning@mhcc.edu

503-491-7170

AC1350

[Online Learning](#) offers access, training, and support for faculty, students and staff on the College's official learning management system, video creation and management, web conferencing and other academic technologies. For more information, faculty can visit the [Online Learning Faculty Resource](#) site and students can visit [Online Learning Student Help](#).

[Oregon Leadership Institute](#)

503-491-7447

AC3333

The [Oregon Leadership Institute \(OLI\)](#) is a program developed by the Oregon Council for Hispanic Advancement (OCHA) for Latino high school students. OLI meets one Saturday a month for eight months and discusses topics such as leadership, culture and heritage, a college and career fair, personal responsibility, attitude, and future. MHCC students serve as mentors, assisting the OLI Coordinator in implementing the leadership training curriculum and in providing positive role models for the Hispanic high school students enrolled in the program.

[Publications](#)

503-491-7260

[Student publications](#) at MHCC provide an excellent opportunity for students to express their opinions and to gain experience in the production of a variety of materials. *The Advocate*, official newspaper of the Associated Students of MHCC (ASMHCC), is published weekly during the academic year. *Venture*, the college magazine, is published annually in the spring. *Perceptions*, a literary magazine, is published annually and can be picked up at numerous locations across campus.

[Recreation](#)

There are a number of ways students and staff can enjoy some personal recreation on campus. Here are a few available options:

[Aquatics](#) 503-491-7243

[Athletics](#) 503-491-7452

[Mt. Hood Rock Wall](#) 503-491-7243

[Planetarium](#) 503-491-7297

[Scholarships](#)

There are scholarship workshops most terms (especially fall) to improve application quality. There are General Academic Scholarships through the MHCC Foundation. You can apply for these **every term**. The best scholarship resource for Oregon students is through the Oregon Student Access Commission. In the **fall** or **early winter** go to [Oregon Student Aid](#) to do one application and be eligible for many scholarships.

[Student Activities/Co-curricular Experiences](#)

Students have many opportunities to get involved in campus activities and enhance their MHCC experience beyond the classroom. Diverse offerings include programs and student clubs that focus on leadership, cultural diversity, professional development and personal interests.

[Student Basic Needs Center](#)

basicneeds@mhcc.edu

AC1261 (Old Bookstore Space)

[Student Basic Needs](#) provides access to basic needs support that makes it possible for students with gaps in needed resources to start college, persist and complete. The team works closely with students to connect them to college and community resources. When possible and while funds are available, the team provides direct supplemental support in the form of loaner laptops, Wi-Fi hotspots, technology tools, food assistance, transportation assistance, book assistance and emergency aid. In addition, referrals are provided to partner organizations in the community that have identified resources for students related to housing, utilities, healthcare, childcare and food. Our team is bilingual and speaks Spanish and English. Early identification of a student's basic needs gaps and connection to resources is a critical part of a student's success.

[Student Employment](#)

503-491-7311

studentemployment@mhcc.edu

AC1152

The Office of [Student Employment](#) within the Career Planning and Counseling Center supports students interested in applying for a Federal Work-Study (FWS) or Student Aide position while attending MHCC. A student must first be awarded FWS via their Financial Aid Award Letter to qualify for an FWS position. Student Aide positions are not affiliated with Financial Aid/FAFSA and act like a part-time hourly position within a department. The Student Employment Coordinator provides one-on-one assistance to students in connecting to various work experience opportunities and supporting staff and faculty seeking to create an FWS or Student Aide position within their department. Internships, community service, and experiential learning are not conducted through this Office.

[Student Union](#)

503-491-7277

AC1051

The [Student Union](#) offers the College community a warm and welcoming environment to gather, relax, meet, and learn. It is the mission of the Student Union to foster a strong sense of community and provide diverse opportunities for personal growth that enhance the overall learning experience at MHCC. Various events and presentations are offered frequently—free of charge—with a particular emphasis on the performing and visual arts, current events, education, cultural awareness, and other topics relevant to today's student. The walls of the Fireplace Gallery celebrate local and national artists with a new exhibit of original artwork each month. Located at the South End of the Main Academic Center, the Student Union is the site of numerous events throughout the year. More information about the programs and services of the Student Union are available at the Student Union Front Desk, or by calling [503-491-7277](tel:503-491-7277).

TRIO Student Support Services

503-491-7688

AC3303

(TRIO-SSS) provides academic, career, personal, and transfer advising, financial aid and scholarship information and guidance, tutoring, and 4-year college and university visits to eligible MHCC students whose goals are to earn a certificate or associate's degree from MHCC and then transfer to a 4-year college or university in pursuit of a bachelor's degree. Students, who are at-risk financially and are first-generation college students, may qualify for intensive advising and mentoring services. TRIO students' advisors may contact you regarding student progress.

Tutoring Drop-in

<https://www.mhcc.edu/LSCTutoring/>

AC3300

Free tutoring is available in a huge variety of subjects. Just drop in at the times indicated on the [Tutoring Schedule](#) and ask questions of a nationally-certified tutor, as needed. All levels of math tutoring are offered all hours we are open. You can also connect with online tutors from the Western eTutoring Consortium for free. Note, our Writing Tutors can help with writing for any class, and Learning Specialists can help with study strategies for any subject, regardless of whether it's on the Subject Schedule.

Testing Services

mhcc.edu/TestingServices

testing@mhcc.edu

503-491-7591

AC2335

Testing Services provides course placement for incoming students, make-up testing for students who miss an exam, testing accommodations for students with approved accommodations through Accessible Education Services, GED testing and CLEP testing, among others. All testing is done by appointment only. Students wanting to take ESL or GED preparation classes should contact Adult Basic Skills at 503-491-7333.

Transitions / Transiciones Program

503-491-7680

AC3333

The Transitions and Transiciones programs provide group and individual support that help women plan a career and prepare for a successful college experience. The Transiciones Program serves students who are native Spanish Speakers.

Veterans Services Center

503-491-7346

Veteran.Services@mhcc.edu

<https://mhcc.edu/veteranservices/>

AC1152

Appendix A: Part-time Faculty Notice of Projected Instructional Load



MT. HOOD COMMUNITY COLLEGE
 Human Resources
 26000 SE Stark Street Gresham, OR 97030

PART-TIME FACULTY NOTICE OF PROJECTED INSTRUCTIONAL LOAD

To: _____ Date: _____
 _____ MHCC ID#: _____
 _____ Phone: _____

In accordance with Article 9: C, 1 of the Mt. Hood Community College Agreement with The Part-Time Faculty and Tutor Association, the following represents the projected instructional load that is anticipated to be assigned to you for the 2018/2019 academic year. This projection, however, is not a guarantee of employment or assignment. Projected assignments may be changed based on the needs of the college.

Division Assigned: _____

Anticipated Instructional Load Credits (ILC's), Classes or Hours per term:

	Summer 2018	Fall 2018	Winter 2019	Spring 2019
ILC's:	_____	_____	_____	_____
Classes:	_____	_____	_____	_____
Hours:	_____	_____	_____	_____
Comments/Attachments:	_____			

 Dean of _____ Date _____

PART-TIME FACULTY NOTICE OF WILLINGNESS & AVAILABILITY TO TEACH

Please complete the following section verifying your acceptance or rejection of the projected load for the 2014/2015 academic year listed above. Return the completed form to the dean of the issuing division.

- I accept the projected load as described above. _____
- I accept the projected load as described above and am willing and available to teach additional courses or sections or to work additional hours as indicated to the right. _____
- I do not accept the projected load as described above; however, I am available to teach other courses or sections or to work other hours as indicated to the right. _____
- I do not accept the projected load as described above and will not be returning as Part-Time Faculty in the forthcoming academic year. _____

Please sign and return this form to the dean of the issuing division no later than _____. If this form is not returned by the date indicated, it will be determined that you do not accept the projected load and will not be returning as a part-time instructor for the forthcoming academic year.

 Part-Time Faculty Member _____ Date _____

Part-Time Faculty Email Address: _____

Please make any necessary corrections to your address or phone number on this form.

Revised: 05/23/2018

Appendix B: Office Hours Letter and Form

Dear Part-Time Faculty,

Our collective commitment to excellence in student service here at MHCC has been much enhanced by the terms of your Part-Time Faculty agreement. As you know, under the terms of that agreement, you are now remunerated for providing office hours to your students.

Just to remind you, your agreement requires that you provide office hours as per the following schedule:

- For ILC instruction: 1/3 hr / wk / ILC
- For ABE / GED / ESL instruction: 1/3 hr / wk / every 2 hrs of instruction

In recognition of this important and progressive service to students and in recognition of your needs as faculty, we are attempting to create both a system for listing your office hours with your division and more space in which to do them.

Please take a few minutes to fill in this page and the attached schedule with your office hours for Term (year). Then return both forms to your divisional dean as soon as possible. Also, please be sure to put your office hours on your course syllabus as well.

Where would you prefer to fulfill your office hours. Check as many as apply, but please remember that you're encouraged to have some of your office hours face-to-face.

If you teach face-to-face daytime classes

- designated part-time office
 - MHCC Campus Bruning Center Maywood
- Part-Time Faculty Center (common office space in room 1663)
- Telephone
- Other* (as approved by your divisional dean)

*Specify alternative arrangement

Dean's signature

If you teach face-to-face night classes

- designated part-time office
 - MHCC Campus Bruning Center Maywood
- Part-Time Faculty Center (common office space in room 1663)
- Classroom assigned for your course (before or after class, subject to availability)
- Telephone
- Other* (as approved by your divisional dean)

If you teach online or hybrid

- Virtual hours (e-mail the college support learning management system Blackboard, Zoom or telephone)

Thank you—and don't forget to fill in the attached schedule for your term office hours. If you have any questions, please contact your divisional dean.

PT Faculty Office

Term & Year: Department:

Instructor: Extension:
 Office: Email: @mhcc.edu

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 ⁰⁰						
7 ³⁰						
8 ⁰⁰						
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Number of ILC Instruction X 1/2 = of office hours.

Per contract: 1 ILC of instruction = 1/2 hour of office hours a week. Example: 3 ILC class = 1 hour of office hours a week.
 ABE/GED/ESL instruction = 1/2 hour per week for each two (2) hours of instruction.

Insert the following information in your office hour time slots.

Legend:

PTFC – Part Time Faculty Center, Rm 1663

E-mail – Available via e-mail

On-Line – Available via e-mail for Web CT discussion board

Phone – Available via phone

Other – Classroom, Division Lobby or designated Part Time office – **Must specify** - Example - 2450

Note: All of the above information must be included in your course syllabi.

We encourage face-to-face office hours. Dean may review proposed office hours with you if they have concerns with serving students.

Reviewed by Dean _____ Date _____

Appendix C: Web Grading Instructions for Part-time Faculty

It is important that you comply with the grading deadline. Your students' financial aid, veteran's benefits, athletic eligibility and degree completion are adversely affected by late grades. The system will lock you out after the deadline.

If this is your first time logging into Faculty Web and you have not previously completed a FERPA Acknowledgement form, you will be asked to verify that you understand and agree to abide by the Family Educational Rights and Privacy Act (FERPA) which governs how college employees use and protect student educational records. If you want further information about FERPA before you agree to abide by it, there is a link to direct you to the particulars about FERPA.

To Log in:

MHCC home page (www.mhcc.edu).

Click on My MHCC on top right of screen.

Login shows at top of screen. Your **User Name** is the first seven letters of your last name and first initial. For example, John Williams would be williamsj. Your **password** is your six digit birth date in MMDDYY format (until you change it the first time you log in). For example, December 3, 1961 would be 120361.

Grading:

Once logged in, on the home page under Faculty Course Center you will see your courses listed. Make sure the courses listed are for the current term. (If you need to change the term select View More Options and use the drop down menu to change the term.). Choose your course and use the drop down menu to choose Grade Entry.

Use the drop down menu under Final Grade to assign each students grade. **If an "F" or "U" grade is assigned you will be required to enter Last Date of Attendance.** This will track when the student stopped participating in the course. You are not required to record absences.

Then click "SAVE" on the bottom left hand corner. You **MUST click the "SAVE" button to save your input.** Once you hit save you will see a pop up message confirming that you have submitted grades. At this point you may want to print each grade sheet for your records.



Note: You may go in and out of grading a class as many times as you wish up to the deadline. You may enter some grades and not others, as long as you click "Save" before logging out. You may change a student's grade until the deadline if you find you have made an error. After the grading deadline, a paper change of grade form is required.

If all students in your course have earned the same grade, you may choose the "set default grade" option and set all grades to the default grade.

Click “Log Out” when you are finished and be sure all browser windows are closed so that nobody else can access your account.

IMPORTANT!! After you submit all grades, click on the menu option that says “Grades Not In” on the Faculty Main Page. Make sure your name does not appear. If your name appears, it means that one or more of your grades have not been assigned. This is the easiest way to do a self-check and make sure all grades are in! You may also want to print each grade sheet for your records.

For each incomplete you assign, complete the incomplete contract available on-line (See incomplete form button below grade entry button). Print two copies, one for you and one for your area manager. Click the submit button to send a copy to AR&R. AR&R will mail it to the student. **AR&R does not keep copies of incomplete forms.** You must keep them on file for your reference. For your convenience, the incomplete form has a space for you to enter your email address. You may only type in one email address. Your incomplete form will be emailed to the email address specified. You may then forward it to your Dean or Division Administrative Assistant as per your department protocol.

If you are unable to log in, please call the Help Desk at ext. 7448. If you have other difficulties once logged in, please call Donna Harrison at ext. 7220.

Web grading FAQ’s

When are my grades due? The grading deadline is the Monday following finals week at 3:00 p.m. The Admissions, Registration and Records office will notify all faculty of the grading deadline each term via MHCC email.

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, you must submit a paper change of grade form in order to correct your error.

What if I want to grade some students but not others? You may enter grades at different times so long as they are all in by the deadline.

How can I be sure all grades were received? The easiest way is to click the “Grades Not In” button on the Faculty Main Page to see if your name appears. If your name appears on this list, one or more of your grades are missing.

When can students see their grades? Students have access to their grades the moment you hit the submit grades button.

Appendix D: Student Feedback Survey

Course Questions Section use a five-point Strongly Agree to Strongly Disagree Scale with a “Not Applicable” option as well.

Course Questions

- I learned a lot from this course.
- I attended class regularly.
- I was ready for class meetings.
- I did all course work suggested by the instructor.
- I regularly turned in my assignments on time.
- I participated actively in class.
- This course was challenging.

Open-Ended Questions

- What my instructor does best is...
- What would you want the instructor to do differently if you took this class again?
- What would you do differently yourself if you took this class again?
- If friends told you they were thinking of taking this course from this instructor, what would you tell them?
- What was the most valuable thing you learned in this course?
- What activity best helped you learn in this course?
- What activity least helped you learn in this course?
- Additional comments:

FACULTY SYLLABUS CHECKLIST

Faculty's Name		Evaluator's Name	
----------------	--	------------------	--

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)

<input type="checkbox"/> Name	<input type="checkbox"/> Times when students may contact you
<input type="checkbox"/> Office number	<input type="checkbox"/> Contact phone number or voicemail
<input type="checkbox"/> Office hours	

Course Information (Check ✓ if present)

<input type="checkbox"/> Heading (college name)	<input type="checkbox"/> Course description
<input type="checkbox"/> Course title	<input type="checkbox"/> Student Learning Outcomes
<input type="checkbox"/> Course ID (BT210-01, BA223-02)	
<input type="checkbox"/> Course location	<input type="checkbox"/> Statement about presentation of potentially controversial or offensive course content (if applicable).
<input type="checkbox"/> Required texts, titles, authors, editions	
<input type="checkbox"/> Attendance Policy	

Schedule Information (Check ✓ if present)

<input type="checkbox"/>	Dates of major assignments, papers, field trips, projects, etc.
<input type="checkbox"/>	Dates of tests and midterm
<input type="checkbox"/>	Disclaimer stating dates may change
<input type="checkbox"/>	Date and time of final exam

No index entries found.

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