

## High School Services Student Rules & Policies

**Attendance:** Students must attend the first day of class, or for online courses, login by the 5th day of class, **or they will be dropped**. Students are only allowed **two** absences. Regardless of the reason, on the third absence the student will be withdrawn from the class and will receive no credit or refund. **Any student arriving over 20 minutes late or leaving class prior to dismissal constitutes an absence.**

Students who wish to add a course on or after the first day of class must attend the class and complete a Schedule Change Form (available in our office or from the instructor). Courses cannot be added after the second day of class.

**Grading:** The student will receive a half credit for each class they are taking, if the class is passed successfully. Each high school ultimately determines how the class is reported on the high school transcript. The grades that the student receives will be mailed to the student's high school (if applicable) upon completion of all classes. Students may access their grades at any time through the *My MHCC Portal* ([mhcc.edu/ics](http://mhcc.edu/ics)).

**Refund Policy:** At the time of registration all students will be able to view their schedule in the Portal which includes the last day to drop a class with a refund. In emergency situations students are allowed to file a petition for a refund. All decisions are made by a committee and are final. Students that have exceeded their allowed number of absences will be withdrawn.

**Student Behavior:** It is expected that students who take part in our High School Programs will cooperate with teachers and other students at all times. However, if the student chooses not to follow instructions and is asked to leave the class for the day, it is considered a full absence. Please remember that you are on a college campus and expected to abide by the same rules as a college student.

**Cheating or Plagiarizing:** If a student is caught cheating or plagiarizing they may be withdrawn from the class with no credit or refund.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

**MHCC Campus Rules:** Use of tobacco (including e-cigs), vaping, skateboarding, dogs and riding bicycles on campus are all prohibited. If caught, you may be asked to leave the campus or charged a fine. The use or possession of alcohol or drugs is prohibited on school grounds, and any student using or possessing will be expelled from the program.

**Disabilities:** Students with disabilities should call 503-491-6923 to schedule an appointment. Please note that IEP and 504 plans are not used at any college.

**Campus Safety:** If you would like someone to walk you to your car after class, please call Public Safety at 503-491-7310.

The HS Services office staff is here to help you. If you have a concern or problem, please come to the High School Services office, room 1162, or call (503) 491-7421.

**Phone:** 503-491-7421 **Office Location:** AC 1162 [High School Opportunities and Resources](#)  
**Mailing Address:** Mt. Hood Community College, High School Services  
26000 SE Stark St. Gresham, Oregon 97030