



Credit Recovery

Part 1: Admissions

(This is a one-time process)

Be ready with this information:

- Mother's maiden name
- Phone number
- **Your email** address
- Physical mailing address

Questions or Registration Assistance

High School Services

Room AC1162 or call 503-491-7421

Orientation Center

Room AC1002 or call 503-491-6927

Also at the Maywood Park Campus

Keep for future registration and college records

Your MHCC ID/User Name

Password (6-digit DOB)



Step 1 Go to mhcc.edu and click on **Apply Now!**



Step 2 Click on **New and Returning Students.**



Step 3 Click on **Credit Recovery Application – High School** (mid-page).



Step 4 Click here to start the application.

Step 5 Fill out the application form. Review your information and fill in any blank required fields. Once completed, click **Submit Application.**

Step 5A Have you ever taken any course at MHCC: **College Now** course, **Community Education** or **Credit Recovery**? If so, please mark "YES" for "Have you previously attended Mt. Hood Community College?"

Step 6 Admission process is complete.

An email will be sent to you with your MHCC ID number in 1-2 business days. You will need your MHCC ID number to register online.

REMINDER: *If you are under 18, you should have received a High School Permission Form from your counselor, or on our website at mhcc.edu/creditrecovery.*

You will need to submit this to High School Services in AC1162 in order to register for classes. Permission forms are to be submitted once per year.



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Part 2: Registration

Things to keep in mind

- Meet with your High School Counselor to determine which courses you need.
- Student **attendance is mandatory the first week of class.** Additionally any student who **misses the first day of class will be dropped.** Students who **miss more than two days of class for any particular course will be withdrawn without credit or refund.**
- 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 be issued for any classes dropped after the refund period.**
- Students are only **allowed to take four classes per term.**



HIGH SCHOOL
Credit Recovery

MT. HOOD
COMMUNITY COLLEGE



Step 1 Log on to my.mhcc.edu/ICS/
Enter your **MHCC ID** number and six digit **birth date.**



Step 2 Click on **Register for Classes** in the **Frequently Used Links** list.



Step 3 (Every Term) complete the **Personal Info Update** form and the **Registration Agreement** form which includes your address and phone number before you register for classes.



Step 4 You can now register for classes!



Step 5 Click on **Course Search**, change the **Department** to **High School Services**, and click **Search**. Scroll Down to the courses starting with DE5. *You may take up to **four classes per term**. Taking more may result in a complete withdrawal for the term.*



Step 6 To add a class check the **Add box** and click **Add Courses**.

*Courses with a **Course Code ending in CS** are **Online Courses** and utilize **Blackboard**. It is the student's responsibility to log in for details on assignments, final exam information, and class instruction.*

To drop a class, log in and drop before the refund date! (Each course is \$75.)

If you need assistance, please visit the High School Services Office in Room AC1162. Or call us at 503-491-7421.