

Adult High School Diploma Program

At Mt. Hood Community College

It's never too late to finish!

Whether you're high school aged and need something different, or in your 40s looking to make a change, our Adult High School Diploma program may be for you! Here's how to start the process:

- 1) Mail **Official Transcripts** from your previous high school to our office, Official Transcripts must be in a sealed envelope.
Mailing Address:
Mt. Hood Community College Attn: High School Services
26000 SE Stark St
Gresham, Or 97030
- 2) Attend a mandatory **Information Session**.
- 3) **Apply for admission** to MHCC by completing the admissions process. You can access our [online application](http://www.mhcc.edu/admissions/) at www.mhcc.edu/admissions/. From there, click on "Admissions Application", then "General Admission Application".

If you're not sure if you already have an ID#, please email HighSchool.Services@mhcc.edu

- 4) Complete the following intake paperwork and email it to HighSchool.Services@mhcc.edu prior to your appointment.

Please make sure you call in for your appointment on time at 503-491-7353. If you are more than 10 minutes late to your appointment, it will be canceled and you will need to reschedule.

Have questions or need more information? Feel free to contact us!

Phone: 503-491-7421

Email: HighSchool.Services@mhcc.edu

Office Hours: Monday-Friday, 8:00 am – 5:00 pm.

Phone: 503-491-7421 ♦ **Fax:** 503-491-7390 ♦ Room 1162

Mailing address: Mt. Hood Community College/High School Services, 26000 SE Stark St, Gresham, OR 97030

**Adult High School Diploma Program
Release and Responsibilities**

RELEASE OF INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, your rights are protected as a student who is attending MHCC. **The college cannot give out any information about your attendance or progress without your written consent.** The only information the college can give out without your permission is that you are registered at MHCC. The student gives permission to MHCC to release information related to academic records, registration and financial records to the following individuals:

Name: _____ Relation: _____

Name: _____ Relation: _____

No one at this time.

STUDENT RESPONSIBILITY

By signing below, I acknowledge that I received the *AHSD Student Handbook*. I also understand that I am responsible for understanding and abiding by the expectations contained in the handbook.

Printed Name: _____

Signature: _____ Date: _____

FINANCIAL RESPONSIBILITY

I acknowledge that unless indicated on the Release of Compulsory Attendance form, I am financially responsible for any and all costs associated with the completion of my diploma. I understand that if I drop a course(s) after the refund date, or do not pass a course(s), I will still be responsible for paying for the course(s).

Furthermore, I understand that past due balances will prevent me from registering until the charges are paid in full. If the charges are unpaid after 60 days, the bill may go to collections.

Printed Name: _____

Signature: _____ Date: _____

AHSD Intake Form

Please fill this out as best you can.

Academic Planning

I have thought about what will be next for me after completing my diploma. My ideas are: *(for example, college, military, work, travel, etc.)*

The strengths and skills I have that will help me reach my goals are:

Possible challenges that could prevent me from completing my diploma:

Career Planning

Please describe your employment situation *(for example, working, looking for work, don't need to work now, etc.)*

What kind of career are you interested in?

Do you know what education and/or training you will need in order to prepare for this career? If so, please explain. If not, what do you need to find out?

Would you be the first in your family to:

Complete your High School Diploma	Y	N
Go to College	Y	N

Support & Resources

Would you like assistance with any of the following?

Creating or updating my resume

Interview preparation

Volunteer opportunities

Organization

Personal counseling

Note-taking & study habits

Academic tutoring in: _____

Other: _____

Job search

Career exploration

Internship opportunities

Time management

Test-taking

Writing

Nothing at this time

Would you like information on any of the following MHCC programs?

Administrative Office Professional

Basic Health Care

Child Development & Early Education

Computer Information Systems

Cybersecurity & Networking

Engineering

Funeral Service Education

Integrated Media

Medical Office Specialist

Natural Resource Technology

Respiratory Care

Transferring to another College

Other: _____

Automotive Technology

Business Administration & Management

Computer Game Development

Dental Hygiene

Fisheries Technology

Integrated Metals (welding, machine tool)

Mental Health, Social Service, & Addictions Counseling

Nursing

Physical Therapist Assistant

Practical Nursing

Sustainability, Health, and Safety

Surgical Technology

General Studies Degree

Have you in the last 5 years: this is voluntary

Received assistance from DHS

Been homeless

Received low or affordable housing

Used a foodbank or been food insecure

Received WIC

Received SNAP (food stamps)

Received TANF

Other: _____