

# College Now

## DUAL CREDIT PROGRAM

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## **Student Handbook**

# Contacts at Mt. Hood Community College

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**MHCC [Transcript Information](#)**  
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# Welcome to MHCC's College Now Dual Credit Program

Welcome to Mt. Hood Community College. This handbook will answer student and parent questions about the requirements, expectations, processes and services available through the College Now Dual Credit program at MHCC.

## What is College Now?

The College Now program is the result of partnerships between Mt. Hood Community College and local high schools. Eligible students earn high school and college credit for approved courses taken in the high school classroom. Students are taught by high school instructors who meet the college's instructor requirements. The college credits earned record to an official MHCC transcript and apply to certificates and degrees at MHCC or can be transferred straight to another college or university. College Now allows students to get an early start toward their post-secondary education at no cost, saving both time and money.

Students can earn:

- **Lower Division Collegiate** credit that counts toward a Bachelor's degree in subjects areas such as Literature, Writing, World Languages, History, Science and Mathematics, or
- **Career Technical Education** credit that counts toward a one year certificate, Career Pathway Certificate or an Associates of Applied Science programs such as Automotive Technology, Computer Information Systems, Early Childhood Education, Hospitality and Tourism, Cosmetology and many more.

Congratulations on deciding to get a head start on your college education. The College Now program offers many benefits:

- Provides academic options for college bound high school students
- Minimizes the duplication of courses taken in high school and college
- Shortens the time required to complete an undergraduate degree and/or career technical program
- Reduces the cost of post-secondary education

## Student Responsibilities

Participating in College Now courses offered at the high school requires some planning and organization. MHCC dual credit students are responsible for:

1. **Reading, understanding and following the information provided in the MHCC College Now Student Handbook.** If there are any questions, obtain clarification from the College Now instructor or the College Now office.
2. **Meeting registration, drop and withdrawal dates.** It is the student's responsibility to know the registration dates and deadlines for dropping or withdrawing from a College Now course. The high school College Now instructor will do their best to remind students of important dates and deadlines, but ultimately it is the student who is responsible to know and meet all deadlines. The

Academic Calendar is located in *Appendix A* on page 13 of this handbook and it is also located at [College Now Calendar](#).

**There is no late registration available for College Now classes.**

3. **There is no fee for College Now beginning Fall term of academic year 2014-2015.**
4. **Maintaining student account with accurate contact information.** This includes keeping track of the MHCC ID#, user name and password. It is important to update college account information if there are changes in e-mail, address or phone number. Students can update account information in *My MHCC* under *Personal Info* by clicking on the *Biographical Info* tab.
5. **Registering for college credits accurately and within posted timelines.** Many year-long College Now courses earn multiple college credits spread over the year. It is important to review the Course Offerings schedule to see which terms registration will need to be completed during the year. Please visit [College Now Courses by High School](#) to see the class lists. *If students do not register for a prerequisite course within a sequence they will not be eligible to enroll for the next course in the sequence.*
6. **Meeting course prerequisite requirements for College Now courses as established at the high school and at the college.** College courses must be registered for in sequence for courses that have prerequisite requirements. See the college course catalog to verify [MHCC Catalog](#).
7. **Completing the curriculum and assessments for College Now courses as approved by MHCC.** Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability. However, all students must meet the student learning outcomes and assessment rigor for the course in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services.
8. **Dropping or withdrawing from College Now classes by the deadlines posted for each term on the Academic Calendar** located in *Appendix A* and at [College Now Calendar](#). If a student decides they do not want a College Now course on their college transcript, the student must drop the course by the drop deadline. This will prevent the class from showing on the students' transcript. After the drop deadline, students can withdraw however; a W will appear on their permanent college transcript. If students do not drop or withdraw they are responsible for the grade posted to their transcript.
9. **Ensuring the accuracy of final grades on the Academic Transcripts.** It is important to have grades and courses posted accurately on college transcripts. Students need to check their transcript at the end of each term. Log into [MyMHCC](#) to check records.
10. **Ordering official transcripts when ready to transfer college credit to another school or university.** MHCC does not charge students for official transcripts. Visit [MHCC Transcript Request](#) for detailed information about obtaining transcripts.

11. **Following the rules of conduct at the high school and at the college for College Now classes.** Please be sure to review MHCC Student Information links at [Student Code of Conduct](#) for full details.

## Taking College Now Classes

College Now students are also considered MHCC student once registered for College Now classes. As a MHCC student, access to student records and MHCC e-mail through the My MHCC account are available. Additionally, a MHCC ID card can be obtained at the Gresham Campus library. With the ID card access to student computer labs, tutoring services and library resources for any College Now courses registered for during the current term. Use of labs, tutoring services and the library will require a MHCC student ID number and proof of current registration. The MHCC student ID card also allows use of the pool located at the Gresham Campus.

Keep in mind participation in the College Now program means the beginning of a **permanent college transcript** that will follow the student throughout life. The credit posted to a MHCC transcript will be reviewed by colleges and universities the student attends in the future and can make a difference between being accepted and receiving scholarships. It is important to protect the MHCC transcript and only register for college credit through the College Now program where the student plans to do their best. We recommend only having grades of A, B, and possibly C posting to college transcripts while still in high school.

Students must meet the on-line admissions and registration timelines or they will miss the opportunity for college credit. **Late registration is not allowed.** Students who need to drop a course need to do so by the posted deadline. Students are responsible for the course and grade posting to their transcript. All important dates and deadlines are located on the Academic Calendar found in *Appendix A* on page 13 or at [College Now Calendar](#).

## Admissions and Registration

The MHCC Admissions and Registration process consists of two steps.

Step 1 – Admissions. This is applying to attend MHCC and getting an identification number.

Step 2 – Registration. This is when students sign up for the college courses.

All College Now students will register on-line. This requires students to complete the College Now High School Admissions form at least two weeks prior to registration opening dates. The recommendation is for all students to complete the admissions form during fall term of any academic year. **Detailed step-by-step Admissions and Registration instructions are located in *Appendix B, page 14* of this handbook.**

Students must register on-line for College Now credit within the timelines for each college term. The dates are posted on the college website at [College Now Calendar](#) and within the Student Handbook *Appendix A, page 13*. The handbook is also located on-line at [College Now](#). No late registrations will be allowed.

Students must register at the beginning of each term in order to receive College Now credit. College Now instructors will check with students at mid-term to be sure they want to continue with the college credit or drop the course. This is also the time for students to verify if they are on the class list. If not, contact the College Now office immediately. Students who fail to register during open enrollment will not receive credit for courses.

## Policies, Procedures and Expectations

### Logging in to your My MHCC Account

After completing the on-line College Now High School Admissions application, a MHCC ID number will be e-mailed to the address provided on the Admissions form. Students should then log into their My MHCC account. This is where all student record information is located as well as course information and unofficial transcripts. There are a few simple steps to log in to the My MHCC account:

Step 1: Go to MHCC's web page at [MHCC](#)

Step 2: Click on the *My MHCC* link located in the top right corner of the screen ([MyMHCC](#))

Step 3: Enter user name and password. The user name will be the students six digit MHCC ID # and the password will be the students six digit birthdate *MMDDYY*. For example, if your birthday is September 1, 1998, your password is 090197.

Please contact the Orientation Center at 503-491-6927, College Now office at 503-491-6980, or Admissions at 503-491-7393 if you have any questions.

### Dropping or Withdrawing from a Class

Students are responsible for dropping classes where they do not want MHCC credit. If the student fails to drop during the required timeframe, they will still be responsible for the grade posted to their transcript even if it is a D or F. The student is responsible for keeping MHCC informed of any changes in e-mail address, mailing address, name, and phone number.

Students who are not achieving the grades anticipated at course enrollment may drop or withdraw within MHCC's drop and withdraw timelines. Drop dates can be found in Appendix A of the student handbook.

**Dropping or Withdrawing from a course.** Only the enrolled student can drop the course. Students may drop the course online through the [MyMHCC](#) portal before the online drop date. After the online drop date deadline, a student may still drop the course in person or over the phone before the final drop date deadline. Dropping the course after the first week of the MHCC term will result in a W grade on the student's transcript. W grades do not effect a student's GPA. Drop dates can be found online at [College Now Calendar](#) or in Appendix A of the student handbook.

For more detailed information about MHCC's drop and withdrawal policies please visit [MHCC Refunds and Drops](#).

## Attendance

All College Now student participants are expected to attend all classes in which they are enrolled. If students do not attend or stop attending dual credit classes and fail to personally drop within the stated time frame, the student will be responsible for the grade reported on their MHCC transcript. If a student has excessive absences and fails to drop or withdraw from a class by the deadlines, a grade of F may be assigned by the College Now instructor. For drop deadlines, see *Appendix A* the College Now Academic Calendar on *page 13* or [College Now Calendar](#).

## Prerequisites

Several College Now courses require prerequisites. Prerequisites are conditions that must be met in order to gain access to a particular class. These conditions are usually completion of, or enrollment in other courses, specific college placement scores, or departmental approval. Please review course requirements in the MHCC Course Catalog located at [MHCC Catalog](#).

## Fees and Payment

Beginning with the 2014-2015 academic year there is no fee for College Now. Students who have taken classes prior to fall 2014 will still need to make sure that they have paid past fees. Students with outstanding balances will not be eligible to enroll in future College Now courses. If left unattended, they will not be able to receive Financial Aid until the debt is collected. There is no guarantee a student can obtain a grade and credit for courses paid late.

## MHCC Grading Policies

The course syllabus from the College Now instructor will provide details about grading for the course. Standard college grades apply to College Now courses. Students earn grades A-F based on course performance and assessment, Grades of I (Incomplete) or W (Withdraw) are also options. To get an incomplete 75% of the course work must have been completed and the rest of the course work must be completed no later than the end of the following term. Students who miss the drop deadline can withdraw from the course until the final week of the term. The course will post to the students transcript with a W. After finals week the student is responsible for the grade earned in the class, A-F, posting to the college transcript. The College Now office strongly recommends students unsure of their grade at mid-term drop the College Now course to avoid a low grade on their permanent college transcript.

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. Additional grading descriptions can be found at [MHCC Grading Information](#).

MHCC does not mail a grade report to students. Please log in to the student portal account via [MyMHCC](#) to check final grades at the end of the term.

## Transcripts

A college transcript is an official record of the courses taken, grades earned and credits awarded at a college or university. This document is how credit is transferred from one institution to another and is often requested with employment applications when specific education requirements are needed. This document will follow the student for life.

It is very important to monitor college transcripts after each term to be sure courses, grades and credits are posted accurately. Mistakes should be immediately reported to the Admissions and Records office at 503-491-7393 or the College Now office at 503-491-6980.

College Now courses are transcribed to a MHCC official transcript. Grades earned in College Now courses at the high school become part of the students' permanent college record. Courses do not appear on a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade entry, the instructor can be contacted for a correction.

When the College Now classes are complete and the grades have been submitted by the approved high school instructor, transcripts will be updated. When students are ready to have these classes and credits transfer to a four-year school or a different college, request the MHCC official transcript be sent to the college or university to be attended.

## Ordering Transcripts

There are three simple methods for ordering transcripts:

1. **On-line:** requires a valid student ID number, password and valid e-mail account. There is a \$2.25 processing fee. A major credit card is required.
2. **Mail:** requires the on-line form found at [MHCC Transcript Request](#).
3. **In-Person:** requires a photo identification

Log in to the [MyMHCC](#) account to view unofficial transcript at any time. Please visit [MHCC Transcript Request](#) for detailed information about how to order transcripts.

## Differences between College Now and Advanced Placement (AP)

College Now and Advanced Placement (AP) are two different programs that provide high school students the opportunity to earn college credit while still in high school. In some cases a high school class may offer both AP and College Now credit for the course. Students then have the option to pursue college credit through either program or both.

The College Now program is a statewide dual credit program governed by the Oregon State Standards for Dual Credit Programs. Local community colleges partner with high schools in their region to review college-level courses offered at their high school for alignment with a college course at the community college. Items reviewed include curriculum content, student learning outcomes, assessment, rigor, and instructor qualifications. When these items are aligned between the college course and the college-level course at the high school, an articulation agreement is created and students have the opportunity to register for both high school and college credit. College Now courses are posted to a college transcript just as if the student took the course on campus.

## Student Conduct

MHCC College Now students are earning both high school and college credit for their coursework at the high school. Students are expected to follow the conduct policies of both institutions. Student conduct policies for MHCC can be found at [Student Conduct](#).

If a College Now student has been found cheating or plagiarizing it is the responsibility of the College Now instructor to resolve the situation. Advice and support can be requested from the college department Dean. For the college credit, the College Now instructor may:

- Require the assignment be redone
- Issue a failing grade for the assignment on which the cheating or plagiarism occurred
- Issue the student a failing grade for the class

The College Now instructor may choose to apply a different option for the high school credit and the college credit.

## Financial Aid Implications

College credits earned through the College Now dual credit program may have an impact on future financial aid awards if the student's cumulative grade point average is below a 2.0. We recommend only having grades of A, B, and possibly C post to a transcript when a student is still in high school. If a student does not want a low grade to appear on their permanent college transcript, they can drop the College Now course by following the instructions under the Drop and Withdraw Policies on page 7.

Credits earned through College Now will be included in the maximum timeframe limit in place for financial aid processes. Federal regulations require students to complete their degree or certificate within 150% of the credits required. For example, if the minimum number of credits to complete an associate degree is 90 credits, that degree must be completed within 135 attempted credits. At MHCC, College Now credits students earned that count toward their MHCC degree or certificate will be used in evaluating the Maximum Timeframe Appeal to ensure students can complete the degree or certificate within 150%. Students attending other colleges should check with the Financial Aid Office at that school to see how the College Now dual credits will be counted for Financial Aid awards.

## FERPA Privacy Policy

FERPA is the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of educational records for students. Under FERPA Mt. Hood Community College cannot release, without student permission:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as ID numbers, SSN, and birth dates

In order for parents of students under the age of 18 to obtain information about the students MHCC account, the student will need to contact MHCC's Admissions and Records and provide written permission. Once written permission is received, parents may have limited access to the students account information.

## Students with Disabilities

The guidelines and policies for students with disabilities differ between high schools and colleges. All eligible students can participate in College Now at MHCC as long as the college requirements of eligibility are met. Reasonable adjustments in teaching methods and/or assessment delivery that do not

alter the essential content of a course or program may be possible. Students must meet the student learning outcomes and assessment rigor of the course to be eligible for college credit. If special services are needed, the student will work with the high school for these services.

Please visit [MHCC Disability Services Office](#) for a description of the differences between high school and college disability services.

# Frequently Asked Questions

## **What is College Now?**

College Now is a program where students can earn college credit at their local high school. The credit is given through MHCC and will appear on your college transcript.

## **What courses are offered at my high school?**

Visit [College Now](#) for a list of courses available at each high school.

## **If I forgot to register for a course can I get credit after the class is over?**

No. In order to earn MHCC college credit students must register during open enrollment periods. See the Academic Calendar in Appendix A for deadlines.

## **After I complete College Now courses am I considered a returning student at MHCC?**

No. You will use the same MHCC ID# throughout your MHCC career however; you must reapply as a degree seeking student.

## **After I graduate high school, how do I become a Mt. Hood Community College student?**

Upgrade your account from high school student to college student by completing the General Admission Application in May or June the year you graduate high school. Then connect with the Orientation Center to see if you need to take any portions of the College Placement Test and what your next steps are.

## **Will all of my Lower Division Collegiate College Now credits transfer to a four-year institution?**

Most four-year institutions will accept College Now credits. Talk with an academic advisor at the college or university for information about how your MHCC transcript will be accepted.

## **Can I transfer the credits I've earned in College Now Career Technical Education classes to other colleges or universities?**

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript. Many institutions will accept the majority of Career Technical credits you earn.

## **How many College Now credits should I take?**

The number of College Now credits you earn can have an impact on how many credits you need in order to complete a certificate or degree when you transition to college. This may also have an impact on how much scholarship money and/or financial aid you end up qualifying for, so be sure to meet with an adviser if you plan to earn a degree after completing high school. They can help you make a plan to ensure you're taking the classes you need for the college degree you eventually want to earn!

## **Do College Now credits affect my future financial aid options?**

College credits taken in high school can affect some forms of financial aid. Some grants and loans are only available up to a certain amount of credits. Make sure that the College Now credits you want to take are relevant to the degree you plan on getting in college by checking with the admissions department at your chosen college or by speaking to an academic adviser at MHCC.

# Appendix A: College Now Academic Calendar

## Academic Calendar 2016-2017

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### Fall Term

<b>Registration for College Now Opens</b>	<b>September 1, 2016</b>
<b>Registration for College Now Closes</b>	<b>October 21, 2016</b>
Last day to drop College Now classes online at MHCC	November 4, 2016
Last day to withdraw from College Now course at MHCC	December 9, 2016
<b>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG16)</b>	<b>December 19, 2016</b>

### Winter Term

<b>Registration for College Now Opens</b>	<b>October 24, 2016</b>
<b>Registration for College Now Closes</b>	<b>February 3, 2017</b>
Last day to drop College Now classes online at MHCC	February 17, 2017
Last day to withdraw from College Now course at MHCC	March 17, 2017
<b>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG16)</b>	<b>March 27, 2017</b>

### Spring Term

<b>Registration for College Now Opens</b>	<b>February 6, 2017</b>
<b>Registration for College Now Closes</b>	<b>April 28, 2017</b>
Last day to drop College Now classes online at MHCC	May 12, 2017
Last day to withdraw from College Now course at MHCC	June 9, 2017
<b>GRADES DUE ON-LINE TO MHCC BY 3:00 PM (Catalog Year: UG16)</b>	<b>June 19, 2017</b>

Students must complete the on-line College Now Admission form prior to registering for classes. Admissions and Registration is a 2 step process.

#### **Step 1: Apply for Admissions – Get your MHCC ID number at [mhcc.edu/admissions](http://mhcc.edu/admissions)**

\*Admissions can take up to 5 business days to process

#### **Step 2: Register for classes on-line at [mymhcc.edu](http://mymhcc.edu)**

\*Refer to the College Now Program Manual or Student Handbook on-line at [www.mhcc.edu/collegenow](http://www.mhcc.edu/collegenow) for program details.

**\*\*Late Registration is not allowed for College Now Classes\*\***

## Appendix B: Admissions & Registration Guide

## Step 1: Admissions – Getting your MHCC ID Number

Welcome to College Now! To earn college credit for your high school class(es), you must complete the admissions application before you can register for your classes online through MyMHCC.

1. Go to [MHCC Admissions](#)
2. Click on the College Now Admission Application

College Now Admission Application - High School

3. Click on the link to get started

College Now Admission Application - High School  
[Click here to start filling out this application](#)

4. Fill out the application form. Then review the information to make sure it is correct and that you have answered all questions.
5. Click Submit.

Your application is complete! You will receive an email within 3 to 5 business days with your MHCC ID number. You will need your MHCC ID number to register for classes.

If you need in person assistance applying for admission please visit our Orientation Center on the Gresham campus in room AC1002, near parking lot A.

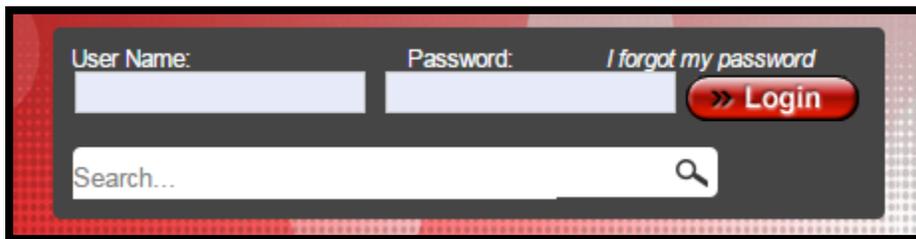
## Step 2: Registering for Classes

Welcome to College Now! After you apply for admission to MHCC's College Now program and receive your MHCC ID number and password via email, you can register for college credit by following these steps:

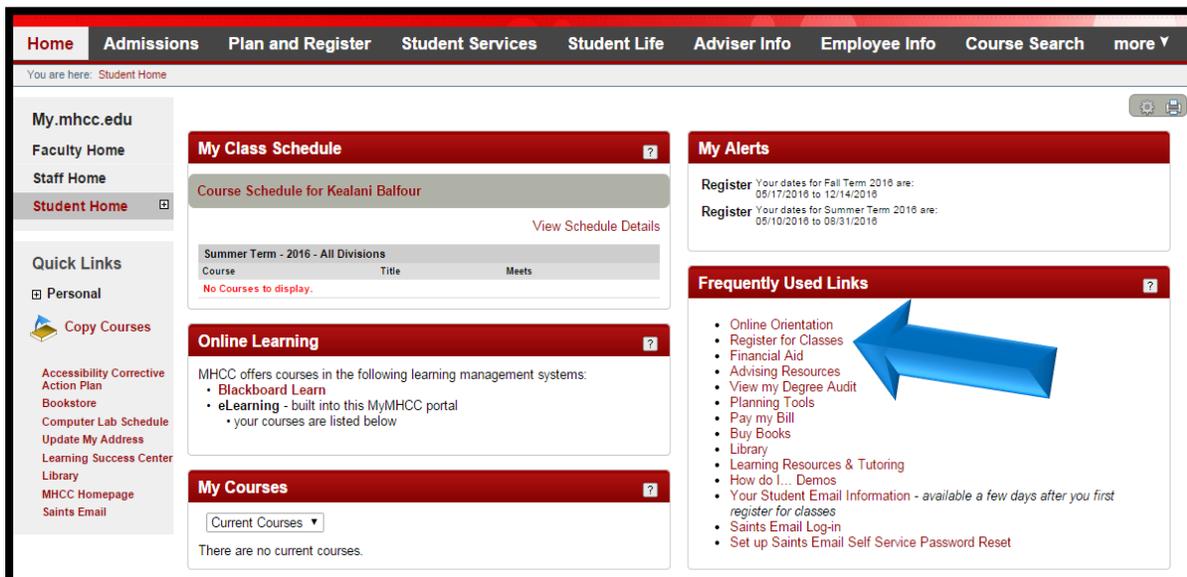
1. Go to [MyMHCC](#)
2. Login to [MyMHCC](#)

Your admissions email will contain your username and password. If you don't know your username and password, contact the Admissions Records and Registration office, Orientation Center, or College Now office. (Contact information below).

\*If the password you are given does not work do not use the I Forgot my Password link – Call the Admissions Records and Registration office, Orientation Center, or College Now Office to have your password reset.



3. Click on **Register for Classes** under the Frequently Used Links



**Home** Admissions Plan and Register Student Services Student Life Adviser Info Employee Info Course Search more ▾

You are here: Student Home

My.mhcc.edu  
Faculty Home  
Staff Home  
Student Home

Quick Links  
Personal  
Copy Courses  
Accessibility Corrective Action Plan  
Bookstore  
Computer Lab Schedule  
Update My Address  
Learning Success Center  
Library  
MHCC Homepage  
Saints Email

**My Class Schedule** ⓘ  
Course Schedule for Kealani Balfour  
View Schedule Details  
Summer Term - 2016 - All Divisions  
Course Title Meets  
No Courses to display.

**Online Learning** ⓘ  
MHCC offers courses in the following learning management systems:  
• Blackboard Learn  
• eLearning - built into this MyMHCC portal  
• your courses are listed below

**My Courses** ⓘ  
Current Courses ▾  
There are no current courses.

**My Alerts**  
Register Your dates for Fall Term 2016 are: 05/17/2016 to 12/14/2016  
Register Your dates for Summer Term 2016 are: 05/10/2016 to 05/31/2016

**Frequently Used Links** ⓘ

- Online Orientation
- Register for Classes
- Financial Aid
- Advising Resources
- View my Degree Audit
- Planning Tools
- Pay my Bill
- Buy Books
- Library
- Learning Resources & Tutoring
- How do I... Demos
- Your Student Email Information - available a few days after you first register for classes
- Saints Email Log-in
- Set up Saints Email Self Service Password Reset

- Once per term, you will need to complete the Personal Info Update form and Registration Agreement form.

The screenshot shows the 'Register' page with two main sections: 'Add/Drop Courses' and 'Using Web Registration'. The 'Add/Drop Courses' section includes a 'Personal Info Update' form and a 'Registration Agreement' form. A blue arrow points from the 'Using Web Registration' text to the 'Personal Info Update' form.

**Register**

**Add/Drop Courses**

**Using Web Registration**

- The use of a student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student.
- Registering for classes creates academic and financial obligations as outlined under the Billing Collection Rights and Responsibilities. For full details, visit [mhcc.edu/billing](http://mhcc.edu/billing).
- If you need assistance learning to use the online registration system, you can download instructions in the "Forms and Handouts" section to the right, or visit the [Orientation Center](#) in room AC1002 on the Gresham Campus.
- You can also view video and PDF instructions for many services at [mhcc.edu/demos](http://mhcc.edu/demos).
- To see important dates, visit [mhcc.edu/RegistrationCalendar](http://mhcc.edu/RegistrationCalendar).

**Personal Info Update**

This form is used to collect data for the Personal Info Update

[Complete the Personal Info Update form](#)

**Registration Agreement**

This form is for the registration agreement

[Complete the Registration Agreement form](#)

- You can now register for your College Now class!
- The easiest way to find your class is to search for your teacher. Click on **More Search Options**:

The screenshot shows the 'Add/Drop Courses - Add/Drop Courses' page. It includes a 'Term' dropdown menu set to 'Fall Term (FA) 2016', a 'Registration Open (Add & Drop)' status, and a 'You are currently registered for 0 credits' message. Below this is a search section with 'Add by Course Code' and 'Course Search' tabs. The 'Course Search' section has fields for 'Title: Begins With', 'Course Code: Begins With', 'Term: Fall Term (FA) 2016', and 'Department: All'. A blue arrow points from the 'More Search Options' link to the search fields.

**Add/Drop Courses - Add/Drop Courses**

Add/Drop > Add/Drop Courses

**Add/Drop**

Term:

Registration Open (Add & Drop)

You are currently registered for 0 credits.

Add by Course Code | **Course Search**

Title:

Course Code:

Term:

Department:

[More Search Options](#)

**Your Schedule (Registered)**

Drop	Swap	Title	Title	Schedule	Location	Credits	Grading Type	Refund Date
No Current Courses for the selected Term and Division.								

7. Then select your teacher from the **Faculty drop down menu**, and click **Search**.

**Add/Drop Courses - Course Search**

Add/Drop > Add/Drop Courses > Course Search

**Course Search**

Term:

Department:

Course Number Range:  to

Title:

Course Code:

Course Area:

Time: From:  To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Faculty:  ←

Campus:

Building:

Section Status:

Min/Max Hours:  to

That will pull up a list of College Now courses taught by your teacher.

8. Click the check box next to your course, then click on **Add Courses**.

**Add/Drop Courses - Results**

Add/Drop > Add/Drop Courses > Course Search > Results

**Search Results**

Search Options  
Other previously selected search criteria still apply.  
Term:   [Search Again](#)

Add	Course	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	HD110-01	Career Planning			Weigel, Christy L	23/30	Open	F 12:10 - 1:00 PM; MAIN Campus, Academic Center, classroom to be arranged, TBA	1.0	09/26/2016	12/17/2016

9. You will see an alert about Variable Credit. To get a grade and college credit for the course, you must choose **Letter** (not Audit.)

The screenshot shows the 'Add/Drop Courses' interface. At the top, it says 'Add/Drop Courses - Add/Drop Courses'. Below that, it indicates the term is 'Fall Term (FA) 2016' and that registration is open. A warning section titled '! Variable Credit' is displayed for course HD110-01. The course info is 'F 12:10 - 1:00 PM , Variable Grading Type'. An error message states 'Variable Grading Type' and the resolution is 'This course has a variable grading type. You must select the grading type for which you want to take the course before adding it.' A dropdown menu for 'Grading Type' is set to '(Choose one)', with a blue arrow pointing to it. 'Add Course' and 'Do not Add' buttons are at the bottom.

10. Then click **Add Course**. You have now registered for your course! It will appear on the registration page under **Your Schedule (Registered)**. Always double check this!

The screenshot shows the 'Messages' section with a notification 'HD110-01 Added'. Below the notification is a search area with 'Add by Course Code' and 'Course Search' tabs. Search criteria include 'Title: Begins With', 'Course Code: Begins With', 'Term: Fall Term (FA) 2016', and 'Department: All'. A blue arrow points to the search area. Below the search area is a table titled 'Your Schedule (Registered)'. The table has columns for Drop, Swap, Title, Title, Schedule, Location, Credits, Grading Type, and Refund Date. One course is listed: HD110-01, Career Planning, F 12:10 - 1:00 PM, MAIN Campus Academic Center TBA, 1.00 credits, Letter Grade (LT), and a refund date of 10/02/2016. 'Drop Selected Courses' and 'Swap' buttons are at the bottom.

Drop	Swap	Title	Title	Schedule	Location	Credits	Grading Type	Refund Date
<input type="checkbox"/>	<input type="radio"/>	HD110-01	Career Planning	F 12:10 - 1:00 PM	MAIN Campus Academic Center TBA	1.00	Letter Grade (LT)	10/02/2016

Repeat steps 6 through 10 to add more courses. You may take a maximum of 20 college credits per term. If you want to apply for permission to earn more than 20 credits in a term, contact the College Now office.

In-person registration assistance is available in the Orientation Center at MHCC. If you decide to visit campus for help, be sure to bring the names of your instructors and which course codes you need to add because Orientation Center staff will not have access to this information.

### Contact Information:

College Now  
CollegeNow@mhcc.edu  
503-491-6980

Orientation Center  
oc@mhcc.edu  
503-491-6927

Admissions, Records and  
Registration  
ar@mhcc.edu  
503-491-7393

## Trouble Shooting

- If you forget your password – do NOT click on the “I forgot my password link”. Please contact the Orientation Center or College Now office to have your password reset.
- If you receive a message that states, “Registration is not open at this time.” Double check that the Current Options Settings are correct for the current term and year.
- If the following messages appear:
  - “You have not met the course requirements. This section is limited to students...”
  - “You are not eligible to register at this time...”
  - “There is an academic hold on the account...”

Contact Admissions and Registration Office at 503-491-7393 to change your major code. The incorrect Admissions form was completed.

- If a message about having a financial hold appears you need to pay your MHCC account in full before you can register for a course.