

Mt. Hood Community College

Steps to Getting Started

Follow these steps to get started as an Summit Learning Charter, Early College student attending Mt. Hood Community College. It is important to follow each step in the order presented to ensure your enrollment in Early College.

1. If you have not already done so, apply to Summit Learning Charter through our website.

Please visit <http://summitlearningcharter.org/early-college/> to complete the online application. Click on “Apply Now” and submit the completed application. Make sure to check the box for the “Early College” including Mt. Hood Community College.

2. Complete the MHCC General Admission Application.

This form is available online <https://my.mhcc.edu/ics/Admissions>

- Make sure to apply as a credit seeking student (not dual enrolled) and declare a degree when prompted. Also, when asked, Summit Learning Charters should be your high school of record.

***All students must complete the “High School Permission Form,” and return it to Cindy Kavanagh, the Early College Advisor for processing. This form is also available at:**

http://www.mhcc.edu/docs/HighSchool/high_school_permission_form.pdf

****All new students must test at Reading 115, Writing, 115, Math 60 to be eligible for full time Early College. If you are 15 or younger you will also need to meet with Jenn Edgar, Mt. Hood High School services Coordinator, prior to initial registration. Students seeking to meet with Jenn should call Vickie Stom @ (503) 491-7421 to schedule an appointment.**

Students will bring to the meeting:

- Letter of request from student
- Letter or support from high school counselor addressing the student’s maturity and readiness for college experiences
- [High School Permission form](#)
- [Application for Underage Student Admission Checklist form](#) - (completed)
- [Application for Underage Student Admission](#) - SUMMER only
- [College Placement Test](#) (CPT) scores - (completed)

The Vice President for Student Success and Enrollment Management office will notify the instructor(s) in the division(s) the student is taking classes. The above information will be included in the Vice Presidents decision-making process. If the Vice President approves the admission of the student, the trial schedule will be signed indicating such approval. The approval will be for 12 months. The Registrar's office will code the students major as RSP (Under-Age). **The Vice Presidents decision as to whether the student will be allowed to enroll will be final.**

3. Complete and Submit permission forms to Cindy Kavanagh at Summit Learning Charters, Early College

- Grade Consent Form
- High School Permission Form
- Student Consent Form

4. Review the placement testing information.

It is encouraged that you take advantage of practice websites to prepare you for the test and ensure an accurate placement; this is especially true for math. <http://www.mhcc.edu/FutureStudents.aspx?id=622>

5. Take the placement assessments in Reading, Writing and Math at the college

<http://www.mhcc.edu/FutureStudents.aspx?id=623>

This is required by the community college and will help to accurately place you in your classes. There are separate tests for reading, writing, and math. Please take all three and obtain a copy of the scores for you to share with Summit Learning

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Charters, Early College. Testing Services is located in Room 2335 of the Academic Center or call (503) 491-7678 for testing information.

6. **Attend a MANDATORY Summit Learning Charters New Student Orientation – check (<http://summitlearningcharter.org/early-college/>) early college webpage for locations, dates and times.**
Students should have already provided a copy of their placement scores, MHCC student ID number and a copy of any previous high school transcripts to Cindy Kavanagh at Estacada Charters.
7. **Attend a MANDATORY Mt. Hood CC New Student Workshop** contact Cindy Kavanagh for scheduled dates / times.
There will be a hold placed on your account blocking you from registering until you complete this workshop. This workshop is designed to assist in familiarization with college resources, clarification with college academic policies & procedures, and training on how to use your student account. Our contact person on campus is **Jenn Edgar @ (503) 491.7682** (direct). *Be sure and present the forecasting worksheet given you from the early college advisor when attending this workshop.
8. **Complete the MHCC New Student Online Orientation.**
You may complete the online orientation any time on your home computer, or on computers available in the Testing Center, the Academic Advising and Transfer Center (AATC) or the Admissions Office. The orientation does not require a special login. The address is <http://www.mhcc.edu/OnlineOrientation/>.
9. **Register for courses at the college according to the plan approved by your Early College Advisor at the Summit Learning Charters, New Student Orientation.**
Students can register through their student account online.
10. **Once registered for courses, highlight, copy and paste your course schedule into an email to your Summit Learning Charters advisor.**
Your early college advisor must have your most up-to-date course schedule on file at all times.
11. **Purchase textbooks.**
Once you email your course schedule to the early college, you will receive your book stipend check for that term.