COURSE INFORMATION

Credit for Coursework

The regular academic year is divided into three quarters of approximately 11 weeks each. Summer session usually includes terms of 10, eight and five weeks, with class periods proportionately extended. Course start and end dates appear in the online schedule of classes (https://my.mhcc.edu/ICS/Schedule/).

One credit (https://mhcc.edu/about/board-of-education/policies-bylaws/chapter-4/ar-4020/) is generally allowed for each discussion or laboratory period per week. The discussion period consists of 50 minutes of lecture or discussion; the laboratory period may consist of two or more clock hours. For each period of lecture or discussion, students are expected to spend at least two hours on outside preparation.

An average course load of 15 credits per quarter may give a student sufficient hours of credit to graduate in two years, depending on course placement levels. These hours should be chosen according to an organized curriculum. No student may take more than 20 hours per quarter without approval from the Academic Advising and Transfer Center.

Course Description Terminology

Prerequisite

A requirement or course that must be successfully completed before taking the course.

Co-Requisite

A requirement or course that must be either successfully completed beforehand or taken in combination with the course.

Concurrent enrollment/registration

A course that must be taken in combination (the same quarter/term) with another course.

Recommended Requisite

Students are strongly encouraged to complete the stated requisite in order to be better prepared for the course.

Course Numbering System

Courses Numbered 5-9 may be graded (letter grade) or ungraded (satisfactory/unsatisfactory) or audit only. These courses may be credit or noncredit. Courses numbered 5-9 may not be applied toward an MHCC career-technical degree or certificate except with approval of the area dean of the student's major, prior to registration.

Courses Numbered 1-49 that do not carry credit cannot be applied to any degree or certificate.

Courses Numbered 10-99 may be graded or ungraded and may carry credit applicable to an MHCC career-technical degree, AGS degree, or certificate.

Courses Numbered 100-299 are usually acceptable for an MHCC degree or certificate and are normally eligible for transfer to four-year institutions. Transfer acceptability is at the discretion of the receiving institution.

Career-Technical Courses

The following identify career-technical (CTE) course prefixes currently used at MHCC and do not normally transfer to a four-year institution; however, specific transfer articulation agreements (http://www.mhcc.edu/articulationagreements/) may exist that enable CTE courses to transfer. Up to 12 credits of Career-Technical courses numbered 100 and above may be used as elective credit toward the Associate of Arts Oregon Transfer (AAOT) degree and Associate of Science Oregon Transfer (ASOT) degrees. CTE “standalone” courses are not applicable to an AAS degree or certificate; they may, however, be used as electives toward the Associate of General Studies (AGS). Career-Technical courses numbered 100 and above maybe used as elective credit toward the Associate of General Studies.

Code	Title
AC	Accounting Technology
AH	Health Professions-General
AM	Automotive Technology
AMD	Automotive Technology
AMF	Automotive Technology
BMC	Bus Mechanics (Apprenticeship)
BRF	Masonry Finisher (Apprenticeship)
BRM	Brick Mason (Apprenticeship)
BT	Business Technology
CIS	Computer Application Specialist (except CIS120/L in combination, and CIS122)
CM	Cement Mason (Apprenticeship)
COS	Cosmetology
CP	Commercial Photography
CPC	Tuckpoint, Cleaner, Caulker (Apprenticeship)
CR	Carpenter (Apprenticeship)
CRC	Carpenter (Apprenticeship)
CRE	Exterior/Interior Specialists (Apprenticeship)
CRM	Millwright (Apprenticeship)
CRP	Pile Driver (Apprenticeship)
CRS	Scaffold Erector (Apprenticeship)
DH	Dental Hygiene
DP	Integrated Media - Digital Photography
ECE	Early Childhood Education
EHS	Environmental, Health and Safety
ELCE	ELCE Electrician (Apprenticeship)
ELCL	Electrician (Apprenticeship)
ELP	Electrician (Apprenticeship)
ET	Engineering
FI	Fisheries Technology
FSE	Funeral Service Education
FT	Natural Resources Technology
GD	Integrated Media - Graphic Design
GW	Glazier (Apprenticeship)
HS	Mental Health/Social Service/Addiction Counseling

HT	Hospitality and Tourism Management
IM	Integrated Media
IMHF	Heat and Frost Insulators (Apprenticeship)
IMTL	Integrated Metals
ISTM	Information Systems and Technology Management
MA	Medical Assistant
MCH	Machinists (Apprenticeship)
MEC	Mechatronics
MFG	Integrated Metals - Machine Tool Technology
MO	Medical Office
NR	Natural Resources Technology
NRS	Nursing
PLR	Plasterer (Apprenticeship)
PN	Practical Nursing
PTA	Physical Therapist Assistant
RB	Integrated Media - Broadcasting
RF	Roofers and Waterproofers (Apprenticeship)
RT	Respiratory Care
SMT	Sheet Metal Workers (Apprenticeship)
ST	Surgical Technology
TS	Tile Setter (Apprenticeship)
VP	Integrated Media - Video Production
WE	Career-Technical Cooperative Education
WL	Wilderness Leadership
WLD	Welding Technology
WR	WR101 and WR102 only

Course Number Change

In the event a course number changes from a career-technical number to a transfer-level number, the transfer-level number will appear on the permanent record only for those who took the class after the change was approved.

Developmental Education Courses

IECC120-level courses may apply as electives for the AGS degree only. The following are considered Developmental Education classes and are therefore not acceptable for any MHCC degree or certificate:

Code	Title	Credits
DE___ (all)		
ESL094		
IECC094		
HD090	Transition to College	1
MTH010	Conceptual Arithmetic	4
MTH020	Applied Arithmetic and Pre-algebra	4
RD090	Effective Reading and Learning Strategies	5
WR090	Writing Skills: Paragraph to Essay	4
WR091	Integrated Reading and Writing	6

Course Requirements / Prerequisites

Most MHCC courses require certain levels of reading, writing and/or math skill. All students who wish to enroll in these courses must have their reading, writing and mathematics levels established. This is typically done by taking a College Placement Test (http://www.mhcc.edu/CPT/) (CPT). Students with transferable reading, writing and/or math credits from another institution, Smarter Balance scores, or GED scores, may not have to take the CPT.

Courses may have other requisites that are satisfied only by completing the stated course or requirement. Some courses may require an instructor's consent/approval. You must contact the instructor to receive consent for registration. Consent is based on the instructor's assessment of your readiness to enroll in the course. Course requirements can be found in course descriptions (https://catalog.mhcc.edu/courses-az/) and in the schedule of classes (https://my.mhcc.edu/ICS/Schedule/).