RESOURCES AND SPECIAL PROGRAMS

Academic Advising & Transfer Center

503-491-7315 | Enter through the Student Services Hub - Room AC2253 | Email: Advising.Questions@mhcc.edu

The academic advisers in the Academic Advising and Transfer Center (AATC) (https://mhcc.edu/student-resources/academic-advising/index/) are the advisers for students who have General Studies, Undecided/Exploratory, Education, or Pre-Health Professions as their declared major. Additional services include:

- Assisting students with the limited and restricted entry program application process
- Providing information on course placement, degree options and general college policies and procedures
- Helping students interested in transferring to a 4 year university

Appointments are required for educational planning. Please see above link for hours of operation and advising tips.

Students in declared majors or specific programs are advised by their faculty program advisers each term. Students are welcome to contact the AATC for help connecting with their faculty adviser.

Accelerated Supported Instruction

503-491-7004

Accelerated supported instruction combines enhanced academic and language support with additional student services, including referral to on and off campus support services, career navigation and job search assistance, and guidance throughout the program. This approach enables students to work on reading, writing, math and/or language skills - or pre-college courses - at the same time they study towards college-level certificates or degrees.

MHCC offers a number of *Career Pathways* that utilize this accelerated supported instructional approach with either the I-BEST or VESL model. One model uses a *team-teaching* where students work with two instructors in the classroom. One provides college-level technical skills training and the other teaches basic skills in reading, writing, math, or English language. This model is often referred to as Integrated Basic Education and Skills Training, or I-BEST. Another teaching model helps *non-native English speakers, immigrants and refugees* learn English language skills that are used in particular vocation. College-level instruction combines language education with instruction in job-specific skills. This model is called Vocational English as a Second Language, or VESL.

Accelerated, supported instruction is intended for students who:

- Are new to college and GED completers
- Have tested below college level in reading and/or math
- Are non-native speakers of English who need language support
- May need additional academic and support services

Accessible Education Services

503-491-6923 | Room AC2251 & 2252 (Across from Academic Advising)

Accommodations for students with disabilities are to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

MHCC Accessible Education Services (https://www.mhcc.edu/student-resources/accessible-education/index/) (*formerly Disability Services*) coordinates all auxiliary aides, accommodations, and services for students with disabilities. Students seeking services are to contact the Accessible Education Services to discuss accommodations and for guidance in accessing them. Inquiries regarding applicable state and federal laws pertaining to students should also be directed to the Accessible Education Services.

Further, Accessible Education Services provides academic support services to ensure all qualified students have equal access to education. Documentation to verify a disability or need for accommodations is required in order to receive accommodations. Individuals with disabilities may have accommodations related to the classroom, labs, lecture information, textbooks and materials, and extra-curricular events. Services and accommodations include, but are not limited to, interpreters, transcribers, alternative testing accommodations, note-taking assistance, textbooks in alternative formats, modification of classrooms, enlarging and assistive technology equipment. Accommodations are determined on an individual basis. Academic advising and counseling are also provided for students with disabilities.

Training in Assistive Technology is also provided in small group and individual formats. Labs throughout campus have computers and other assistive technology equipment available for use by students with disabilities. Small group and individual instruction is also available for students with learning disabilities and other cognitive disabilities, including brain injuries.

To request services through Accessible Education Services, students with disabilities need to submit documentation to Accessible Education Services for approval. Student will then be contacted by the Accessible Education Services program assistant to schedule an intake appointment with the Accessible Education Services Director. For more specific information on the documentation requirements, please review the criteria for applying for services through the website. It is recommended that students make arrangements for accommodations two weeks prior to the beginning of each term to guarantee the availability of services.

Accessible parking is available on campus and designated on MHCC campus maps. Disabled parking permits are available through the Oregon State Department of Motor Vehicles. You must display a valid state issued disabled parking permit to park in these designated spaces.

Elevators are located in the lobby of the library, the Student Union and the Health Professions wing of the Academic Center. Accessible restrooms are available throughout campus.

MHCC is committed to access and diversity and does not discriminate on the basis of disability in accordance with applicable law. Please contact the Accessible Education Services Director if you have any questions or concerns regarding discrimination or harassment based on disability.

Adult Basic Education (ABE)

503-491-7333 | Room AC2660

The Adult Basic Education program (https://www.mhcc.edu/education-options/adult-basic-skills/index/) prepares adults age 16 or older for entry to degree or certificate programs, or success in the workplace. Classes are offered in language arts and math at various times during the day and evening on both the Gresham and Maywood Park Campuses. Class offerings at the different campuses may vary. Anyone under age 18 must have the proper paperwork from the high school of their legal residence. Students are required to pay a materials fee.

Aquatic Center

503-491-7243 | Room PE POOL

The MHCC Aquatic Center (https://www.mhcc.edu/campus-life/recreation/aquatics/) is a four-pool complex open to students, faculty, staff and the public. There are three indoor pools: a six-lane 25-yard pool, a warm water therapy pool (learner pool) and a hot tub (hydrotherapy pool). The world-class 50-meter pool is open year-round. The Aquatic Center offers a variety of academic classes, children's lessons, adult exercise programs, recreational opportunities, and competitive swimming. Please contact the Aquatic Center for more information.

Athletics

503-491-7452 | Room PE 149 | mhcc.edu/Athletics (http://www.mhcc.edu/athletics/)

MHCC's intercollegiate athletic programs include volleyball, men's and women's cross country, men's and women's basketball, baseball, softball and men's and women's track and field. The Saints athletic teams compete in the Southern Region of the Northwest Athletic Conference (NWAC). Please contact the department for more information.

AVID | Learning Success Center

503-491-7331

AVID | Learning Success Center (https://www.mhcc.edu/student-resources/tutoring/index/) combines the resources of the college's AVID (Advancement via Individual Determination) program along with comprehensive subject tutoring. Services are offered both in person and online.

The AVID Center is home to our Learning Specialists who support students with academic coaching and one-on-one help for all things related to college success: making sense of the MyMHCC portal, teacher expectations, finding appropriate resources, study skills, exam prep, dealing with setbacks, and anything else students need to be successful. The AVID Center supports Learning Communities: linked courses scheduled back-to-back combined with wrap-around support from Learning Specialists. It also runs MHCC's Bridge Program, a holistic orientation designed to expose students to the hidden curriculum of college, while providing a net of caring support from their first days on campus.

The Learning Success Center offers subject tutoring in all levels of math, statistics, accounting, biology, chemistry, engineering, physics, and more. Professional tutors and student workers are available all day and into the evening on a drop-in basis. Online help is also available. No appointment is needed.

The Computer Skills Lab is staffed by professional tutors and student workers who provide in-person and online computer support for MHCC students at any level, helping students increase confidence and proficiency in a supportive environment.

The Writing Lab features in-person and online assistance with writing assignments as well as help for English language learners. Professional tutors and student mentors are available on a drop-in basis to offer just in time support.

All students are encouraged to visit the AVID | Learning Success Center for questions about college success and referrals to a variety of useful services.

Bookstore

mhcc.edu/bookstore (https://mhcc.edu/bookstore/)

The MHCC Bookstore is entirely virtual and hosted online by our partner, Akademos, Inc. The bookstore features new, used, eBook, and rental textbook options and a "Marketplace," where third-party vendors and students buy and sell discounted textbooks. MHCC logo apparel and other merchandise are also available. Please log into the site using your MyMHCC login credentials and password. Once logged in, a personalized page displays the courses you have registered for and the textbooks and other course materials that your instructors have assigned for each course. Before each term, a free shipping window, regardless of order value, is provided. Textbook purchases of $49.00 or greater always ship free (excluding Marketplace purchases). We recommend that you order two to three weeks before the new term begins.

Business and Industry Workforce Training

503-491-7235 | Room AC1162

The Business & Industry Workforce Training office (https://mhcc.edu/business-services/workforce-training/) partners with regional employers to provide customized training and continuing education to support their workforce needs. Delivered at flexible times, dates and locations by subject matter experts from industry, MHCC can deliver on-site, customized trainings on a variety of topics including project management, leadership, software, safety and more. The office also offers training programs that are open to job seekers and regional employees across industries covering specifically focused topics of instruction, certification and industry recognized credential training for health care, advanced manufacturing, construction and computer information systems.

Career Pathways with Additional Support

503-491-6948

Career Pathways are short-term education and training programs (less than one year) in high-demand occupations that help students advance their education and employment goals. Career Pathways offer multiple entry and exit points that enable students to earn a credential, gain valuable work experience, and then come back to college. Students are able to pursue both education and career advancement over a course of time that meets the needs of their professional and personal lives.

Supported Career Pathways (https://www.mhcc.edu/education-options/career-technical-programs/career-pathways/) are offered in a cohort model that enables students to work on reading, writing, math and/or language skills at the same time they study towards college-level certificates or degrees. These programs provide accelerated, supported instruction, which combines technical content instruction and skill

development, academic and/or language support with additional support services, career navigation, and job search assistance.

Career Pathways are intended for students who:

- Want short-term education and job training
- Have tested below college level in reading and/or math
- Are non-native speakers of English who need language support
- May need additional academic and support services

Career Planning and Counseling Center

503-491-7432 | Room AC1152

The Career Planning and Counseling Center (CPCC) (https://www.mhcc.edu/student-resources/career-planning/index/) provides in-person and online support for our students' well-being and mental health, career questions, job search help, and student employment. Our team includes faculty counselors, career development staff, student employment staff, and front desk support.

Services offered:

Career Exploration: Whether you're picking a major, shaping your career path, or needing a resume boost, our CPCC team is here. You can access personalized career counseling, career interest assessments, resume review, and job interview prep.

Student Employment: Earn while you learn! Our student employment staff will guide you through Federal Work-Study and student aide job opportunities on and off campus using our online career engagement hub, Handshake.

Personal/Mental Health Counseling: Your well-being matters. We offer a safe, confidential space for one-on-one, short-term care with professional counselors on topics like depression, anxiety, stress management, or other items on your mind.

Human Development Classes: Our college-credit courses cover everything from college success and career planning to scholarship strategies and the art of transferring to a four-year college or university.

Child Development and Family Support Programs

10100 N. E. Prescott St., Portland, OR 97220 | 503-491-6111

Head Start/Early Head Start Preschool Programs (https://www.mhcc.edu/community-resources/childcare-family-resources/index/): Free comprehensive early childhood programs serving low income families with children ages 0 to 5 living Multnomah County east of Portland Public Schools. Services include early childhood education, health, social services and parent engagement opportunities. Priority enrollment goes to families with income below federal poverty guidelines, families experiencing homelessness, and children in foster care. Administrative offices are located at the Maywood Park Campus. Classrooms are located at sites throughout the district.

- **Head Start:** Preschool services for children ages 3 to 5. Class times available include 3.5 hours Tuesday through Friday with limited transportation, and 6.5 hours Monday through Friday without transportation.
- **Early Head Start:** Home visiting and socialization services for pregnant women and children up to 3 years of age. (Center-based services available to students and working families with subsidy.)
- **Full-Day Program:** Head Start/Early Head Start centers for families who work , are receiving child care subsidy and need childcare. Services for children ages 6 months to 5 years.
- **Student Program:** Head Start/Early Head Start childcare for full time MHCC students on the Gresham Campus. Services for children ages 6 months to 5 years.
- **Child Care Partnerships:** Early Head Start center-based and family child care centers for families who work and are receiving child care subsidy, and teenage mothers attending David Douglas, Gresham, and Reynolds High Schools. Services for children 6 weeks to 3 years.

Preschool Promise: A free preschool program for Burmese children, ages 3 to 5, whose families are at or below 200% of the Federal Poverty Level.

Parent Child Development Services: Home visits using Parents as Teachers (PAT) curriculum. Available to any resident of East Multnomah County.

Child Care Resource and Referral (CCR&R) of Multnomah County (https://ccrr-mc.org/): Provides training, professional development opportunities, and technical assistance to new and experienced child care professionals across Multnomah County. Provides classes and assistance to obtain a license from the state of Oregon to provide child care in your home. Services provided in English, Spanish, Russian, Vietnamese, and Chinese. For more information, call 503-491-6200.

Community Child Care Initiative: Provides financial assistance for working families (at or below 200% Federal Poverty Level) to ensure they pay no more than 10% of their income on child care. Families and child care programs must qualify to participate. For more information call 503-491-6220.

Citizenship

503-491-6100 | Maywood Park campus

U.S. Citizenship is a free class (https://www.mhcc.edu/education-options/adult-basic-skills/us-citizenship-class/) that prepares students to apply for and pass the United States Citizenship Test.

College Now (Dual Credit High School Program)

503-491-7421 | Room AC1162

College Now is the name of MHCC's dual credit high school program (https://www.mhcc.edu/education-options/high-school-students/college-now/index/). Dual credit means that students earn high school credit in their courses and have the option of registering for college credit. Students can earn both types of credit at the same time. The college works with local high schools to offer college credit in certain high school classes.

The credits earned are real college credits that are listed on a student's permanent college transcript. Students should work with their instructors, counselors, and academic advisers to ensure these credits align with their future goals.

Community Education

503-491-7572 | Room AC1162

Community Education (https://www.mhcc.edu/education-options/community-education-courses/) offers a variety of non-credit courses that are designed to promote lifelong learning opportunities to the community. Classes are held in facilities throughout the MHCC district and are offered at all times including evenings and weekends. Course topics include; art and crafts, computers and technology, business and financial, health, home and garden, language, music, photography and more. Visit learn.mhcc.edu (http://learn.mhcc.edu/) to see the current schedule and to register online.

Computer Labs

503-491-7208 | AC1451 (main lab)

Students registered for one or more credit hours at MHCC can access school-related computer and printing support at various campus computer labs (https://mhcc.edu/student-resources/computer-labs/):

- AC1451/1453, main computer lab (503-491-7208), is a large, quiet, ground floor staffed computer lab, open several days a week every term, with PCs and Macs.
- Community Skills Center at Maywood (503-491-6122) is a large, open computer lab and testing center located at the Maywood Park center.

Department of Education Program Contacts

Section 504 Coordination

503-491-7650 | Accessible Education Services, Room 2377 | David.Pontious@mhcc.edu

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . ."

Title II Coordination

503-491-7313 | Gresham Campus, Room AC2688 | Maywood Park Campus, Room 110 | Kelley.Keith@mhcc.edu (kelley.keith@mhcc.edu)

WIOA Title II seeks to ensure that local service providers offer adult education and occupational skills development programs that accelerate achievement of diplomas and credentials among American workers, including immigrants and individuals with limited English language skills.

Title IV Coordination

503-491-7009 | Gresham Campus, Room AC2356 | Traci.Simmons@mhcc.edu

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

English for Speakers of Other Languages (ESOL), Non-Credit

503-491-7333 (English) or 503-491-7675 (Spanish) | Room AC2660

Students interested in taking English as a Second Language (ESL) (https://mhcc.edu/education-options/adult-basic-skills/english-for-speakers-of-other-languages/) must take the following steps:

1. Call and make an appointment to take an assessment test at 503-491-7333.
2. Take the assessment test.
3. Attend orientation.
4. Register for class.

An ESL class will cost $25-60 per term (more than one class can be taken at once). Fee waivers are available for qualifying students. Classes must be paid for before the third week of the term. If a student decides they don't want to take the class, they must cancel within the refund period or they will be held liable for payment. Classes can be canceled in the Adult Basic Skills office at the Gresham Campus (Room AC2660) or the Business Office at the Maywood Park Campus.

GED ®

503-491-7333 | Room AC2660

The General Educational Development program (https://mhcc.edu/education-options/adult-basic-skills/ged-test-and-college-preparation-classes/) prepares adults age 16 or older for passing the GED test, entry to degree or certificate programs, or success in the workplace. Classes are offered in language arts and math at various times during the day and evening both on the MHCC Gresham and Maywood Park Campuses. Class offerings at the different campuses may vary. GED classes are offered in both English and Spanish. GED testing is available on the Gresham Campus. Call 503-491-7591 for information. There is a fee for GED testing.

High School Services

503-491-7421 | Room 1162

High School Services encompasses many programs to serve the needs of our community and meet the academic goals of our students.

Intensive English for College and Careers (IECC), Credit

503-491-7333 | Room AC2660

Intensive English for College and Career classes (https://mhcc.edu/education-options/adult-basic-skills/intensive-english-for-college-careers/) are for non-native English speakers at an intermediate level or higher who want to improve their English academic reading, writing, speaking, note-taking and pronunciation skills. Students will be placed into the appropriate levels after taking a free college placement test. IECC is an intensive multi-level program designed to develop students' competence in English language skills at the college level. These classes are offered at the MHCC Gresham Campus for credit. Students are required to pay tuition and buy books. Financial aid may help with these costs.

International Student Program

503-491-77260 | Room AC2253

There is no better place for international students (https://mhcc.edu/education-options/international-students/index/) to receive their college education than Mt . Hood Community College. MHCC offers a quality education, professional instructors with related work experience and up-to-date facilities. Best of all, the cost of attending two years at MHCC is significantly less for international students than attending their freshman and sophomore years at a four-year university. International students are admitted after completing the online application and submitting all required materials. Applicants will be notified of their status by email and their I-20 will be sent with their letter of acceptance. An I-20 cannot be issued until the applicant has satisfactorily submitted all required documentation. If you have questions regarding admissions procedures, please visit Steps to Apply for International Students. (https://mhcc.edu/education-options/international-students/steps-to-apply/)

Library

MHCC Library and Maywood Park Library
503-491-7161 | Gresham Campus Library | AC2300 | mhcc.edu/Library (http://www.mhcc.edu/library/)
503-491-6122 | Maywood Park Campus Library

The Library at Mt. Hood Community College is a place where students can go to become more successful learners. The library can be found centrally located on both the Gresham Campus and the Maywood Campus. To borrow library materials, it is necessary to have an MHCC Activity Card. This card can be obtained from the library, is free of charge and can be acquired at any time throughout the term. An MHCC Activity Card is valid as long as the student is enrolled and registered in classes. The MHCC library also provides services to eligible community members and local high school students.

At the Gresham campus, the library has a computer lab, comfortable seating, and features a coffee bar. Come here to relax and to make use of a variety of helpful resources:

- Study in the quiet space of the library stacks.
- Access the library collections, including print, media and online resources.
- Ask a reference librarian for help on your research paper or project.
- Get support at the Student Help Desk with printing, copying, scanning, access to MyMHCC and Saints email accounts and library PIN resets. Wi-Fi access is also available.
- Use our computers or check out a laptop from our course reserve collection.
- Borrow your textbook or a graphing calculator for a few hours or a few days.

At the Maywood Campus, the library is housed in the Community Skills Center. The Maywood Learning Commons offers quiet study, access to the library collection and computer lab.

Maywood Park Campus

503-491-6100 | 10100 N.E. Prescott

The MHCC Maywood Park Campus offers a variety of education services for the community, including:

- Registration services for both campuses
- GED testing
- Library services
- MHCC credit Career Pathway Certificate programs in Accounting and Office Clerk
- Workforce Education Training programs
- Adult Basic Education/GED classes (in English and Spanish) and Orientation
- English as a Second Language (ESL) courses, registration, and orientation
- Citizenship classes
- Community Education / personal enrichment classes
- ESL/IECC and GED advising, education planning and job coaching
- College placement testing services
- Business Office services
- Administrative offices for Head Start and CCR&R

MHCC Activity (Student ID) Card

Library (Room AC2300)

The MHCC Activity (Student ID) Card is used to identify students and must be presented to ensure student access to college services and areas such as the computer labs, Aquatic Center and library. An individual receiving an MHCC Activity Card must currently be registered for classes at MHCC.

Individuals who cannot have pictures taken for religious reasons may receive an MHCC Activity Card with a blank silhouette. These individuals must present two forms of identification when presenting the MHCC Activity Card. Although care has been taken to ensure the accuracy of the information on each MHCC Activity Card, its intended use is for college activities only. It is not to be used as a substitute for a state or federally issued photo ID card.

Middle College, for high school juniors and seniors

503-491-7421 | Room AC1162

The Middle College program (https://mhcc.edu/education-options/high-school-students/middle-college/) is an early college opportunity for qualifying high school students enrolled in participating school districts. MHCC partners closely with the district and home high school to ensure high school diploma completion through dual-credit coursework while getting a significant head start on a college certificate or degree. Located on the Gresham Campus, Middle College students take a part or full time (3-12 credits) college course load during fall, winter and spring terms. Throughout this early college experience, students have access to the multitude of resources and opportunities that MHCC offers, yet remain connected to a supportive, cohort-oriented program that ensures continual progress towards the specific high school diploma requirements of their home high school. Middle College students must be referred and approved by their home high school prior to enrollment at the College. For more information, please talk with your high school counselor or call 503-491-7421.

Multicultural & Diversity Resource Center

503-491-7185| Room AC 1050

The Multicultural & Diversity Resource Center (MDRC) (https://mhcc.edu/campus-life/multicultural-diversity-resource-center/index/) aims to advance a welcoming and inclusive learning environment where individual identities are valued and celebrated, fostering a sense of community among all members of Mt. Hood Community College.

Our work within the MDRC is rooted in social justice, recognizing and acknowledging that various communities across time have been historically marginalized; therefore, we work to dismantle systems of oppression by facilitating a variety of educational programs and intentionally supporting communities facing systemic barriers. We work to create an environment within the MDRC where individuals of all backgrounds feel safer, more comfortable, and empowered to be their most authentic selves. We actively work to foster a community where we support each person in being themselves, acknowledging and respecting that each member of our community is on their own personal journey toward identity development.

The Multicultural & Diversity Resource Center offers a wide variety of services to students and the larger MHCC community, including:

- A Respectful and Community-Oriented Space: The Center works to foster a supportive and inclusive environment, contributing to a greater sense of community among the MHCC community.
- Signature Programs and Leadership Opportunities: The MHCC community has the opportunity to participate in the Social Justice Advocates Program, the Oregon Leadership Institute (OLI), and the Louis Stokes Alliance for Minority Participation (LSAMP) Program to develop their leadership skills and work towards creating social change on campus.
- Event-Based Programs: Cultural and current issues event-based programs are organized to reflect, honor, respect, and celebrate the various cultures represented at MHCC, as well as to bring awareness and advocacy efforts to the MHCC campus regarding prevalent issues impacting the community.
- An Intercultural Library: The Center offers a variety of books and DVDs available for check-out to individuals seeking to learn about various cultures, perspectives, and experiences.
- A Personal Meditation Space: Designed to accommodate students of all or no faith, this intimate space allows for quiet reflection.
- Information on Campus and Community Resources: The Center works to connect individuals with the resources they need on- and off-campus to support their success and well-being.
- Opportunities for Professional Development and Equity-Based Training: Individuals seeking to learn more about diversity, equity, and inclusion in a supportive and educational environment can participate in workshops and training opportunities hosted by the Multicultural & Diversity Resource Center.

Oregon Leadership Institute (OLI)

503-491-7447 | Student Union

Developed by the Oregon Council for Hispanic Advancement (OCHA), the Oregon Leadership Institute (OLI) (https://www.mhcc.edu/campus-life/student-leadership/oregon-leadership-institute/) is an exciting leadership development program. Although this program was originally designed to support students of Latinx descent, OLI welcomes students of all backgrounds. OLI focuses on leadership and mentoring skills development and pairs college-level students with high school students. OLI promotes high school and post-secondary completion. OLI participants enroll in a tuition-free series of workshops and training sessions during the fall, winter and spring terms. High school students also attend tuition-free sessions and activities as part of the program.

This partnership with higher education institutions throughout Oregon focuses on cultural pride and continuing education. The Institute enlists college students to serve as mentors for high school students. Over an eight-month period, participants learn skills in leadership, team building, self-esteem and identity, intercultural communication, public speaking, etc. At the end of the year, students participate in an end of the year activity to celebrate. The year of learning culminates with a graduation ceremony.

The selected college students thrive in both their academic studies and personal lives as they learn skills necessary to facilitate OLI sessions, communicate with the youth and their families and support the cultural emphasis of the program. Many of the college mentors are OLI graduates, and many are the first in their families to attend college.

Parking

Permits are **not** required to park in general parking (https://www.mhcc.edu/about/college-operations/public-safety/parking-information/) at any of the MHCC campuses except for designated disabled, carpool, guest, and vendor parking spaces. The Gresham Campus has 2,800 parking spaces, including a limited number of 30-minute spaces and special parking for patrons of the Dental Hygiene clinic. The Maywood Campus has 74 parking spaces on two lots located at the southwest and southeast corners of NE Prescott and 102nd. The Bruning Center has parking available on the gravel parking lot on the east side of the building and on Civic Drive. There are 75 carpool parking space permits for the Gresham Campus available per term in the Public Safety office (AC2330) on a first come, first served basis. Obtaining a carpool permit does not guarantee that a carpool space will be available. The student association encourages the use of TriMet and carpooling.

Planetarium

503-491-7364 | Room AC1305, below the Gresham campus Library | Planetarium Director: William.Blackmore@mhcc.edu

Shows in the MHCC Planetarium Sky Theater (https://www.mhcc.edu/community-resources/planetarium-sky-theatre/) are the first and third Thursday of the month at 6:30 and 8 p.m. Educational programs are offered for school and community groups and private parties, October through June. Email the director for more information.

Public Safety

503-491-7310 | Room AC2330

Campus security, or Public Safety (https://www.mhcc.edu/about/college-operations/public-safety/), is available to escort students to their car, jump start cars, and provide carpool parking permits. In compliance with federal law, the Public Safety office prepares an annual Clery Report (https://www.mhcc.edu/about/college-operations/public-safety/clery-act/index/) containing crime statistics, policy statements and information on safety programs and services.

Rock Wall

503-491-7201 | Room PE POOL

The rock wall (https://www.mhcc.edu/campus-life/recreation/rockwall/) is located inside of the Aquatic Center and is open to MHCC students, staff and the general public. The indoor wall features 1,800 square feet

of climbing area and thousands of handholds. Wall monitors are present to ensure safety so that participants can explore the exciting sport of rock climbing in a safe and controlled environment and enjoy a variety of terrain. Instructional clinics and climbing equipment are available, and the facility is available for private rentals.

Small Business Development Center (SBDC)

18633 SE Stark St., Suite 301, Portland, OR 97233 | 503-491-7658 | mhcc.edu/SBDC (http://www.mhcc.edu/sbdc/) | oregonsbdc.org/centers/mt-hood-sbdc (https://oregonsbdc.org/centers/mt-hood-sbdc/)

The Mt. Hood SBDC (https://www.mhcc.edu/business-services/small-business-development-center/) supports entrepreneurs and business owners in creating, growing, and running successful businesses through one-to-one business advising and training.

The Mt. Hood SBDC is a member of the Oregon Small Business Development Center Network (OSBDCN), which consists of 20 centers statewide. Service areas include starting and growing a business, financial and budgetary management, business and succession planning, marketing, and commercialization. The OSBDCN provides specialized services in cybersecurity, market research, capital access, innovation, global trade, and QuickBooks among others.

At the SBDC, entrepreneurs can:

- Develop strategies to improve their business with the help of a business adviser. Business advising is provided at no charge to Oregon small businesses.
- Increase their business skills and knowledge through one of the SBDC training workshops for small business owners.
- Receive assistance writing a business plan, obtaining a business loan, or improving marketing, accessing potential grants, sales, or financials

Student Email (Saints Email)

mhcc.edu/SaintsEmail (http://www.mhcc.edu/saintsemail/)

A few days after students first register for classes, they will have an MHCC student email account. All official email from the College and various college departments, including Financial Aid, will go to student Saints Email accounts. It is the responsibility of the student to check their Saints Email on a regular basis.

Student Employment

503-491-7311 | Room AC1152

There are two types of Student Employment positions at MHCC (https://mhcc.edu/student-resources/career-planning/student-employment/)—Federal Work-Study and Student Aide. We offer part-time jobs, on and off campus, to eligible students. There are different eligibility requirements, but they operate essentially the same. There are a lot of benefits to working on campus while attending classes at MHCC. You get to work with and know other staff, instructors and students; supervisors are more understanding of the demands of student schedules; flexibility in scheduling; real-world experience, valuable networking; and reference letters from supervisors, just to name a few.

Work-Study employees are paid from their Work-Study award, which is a needs-based award granted to eligible students as part of their financial aid package. Not every student receives Work-Study funding, and eligibility is determined primarily by information on your FAFSA. You must apply for financial aid by submitting a FAFSA to determine if you are eligible for Work-Study.

The second type of Student Employment is Student Aide. Student Aides can do the same types of jobs as Work-Study, but they are paid out of departmental funds versus financial aid and must maintain enrollment in at least 6 credits.

We have a student employment webpage (https://mhcc.joinhandshake.com/login/), where you can check-out the types of jobs that may be available. From there you'll be able to see our Work-Study and Student Aide position listings, which include contact information to find out more. There are a lot of great jobs on- and off-campus, many of which are now remote and/or hybrid!

Contact studentemployment@mhcc.edu to determine your eligibility for Work-Study and any award amounts.

Student Government, Student Clubs and Co-curricular Activities

503-491-7277 | Room AC1051 | mhcc.edu/ASG (http://www.mhcc.edu/asg/)

Campus activities provide an exciting and intriguing way for students to enhance themselves socially, culturally and educationally. Among the many groups at MHCC (https://mhcc.edu/campus-life/student-leadership/index/) are the Associated Student Government (ASG) (https://mhcc.edu/campus-life/student-leadership/associated-students/) and Student Clubs and Organizations (https://mhcc.edu/campus-life/clubs-organizations/index/). Students elect the ASG president and vice president each year, who then appoint other students to ASG after an interview process . These groups were formed to give students a voice, and to provide a broad range of events on campus that enrich the overall student experience at MHCC. Each year, student government prepares a sizeable budget providing funding for numerous student groups, including The Advocate newspaper, forensics, KMHD2 radio, athletics and special publications like Perceptions and Venture magazines. Activities organized by the Associated Students of MHCC include Welcome Week, club fairs, wellness events, holiday celebrations, community service opportunities and dances. Student clubs and organizations—each with their own focus based on the diverse interests of students—also offer various activities and events.

Students organize to offer a wide range of exciting events and experiences that complement the MHCC classroom experience and contribute to a dynamic, fun and educational college atmosphere. Most student activities are centered in the Student Union, which is also home to some of the best music, arts and cultural events in the area.

Cultural events, focusing on both local and international diversity, are commonplace. The Student Union is also where to find information on intramural sports, political clubs, special interest groups and numerous other opportunities to get involved on your campus.

Student Publications

503-491-7260 | AC1051

Student Publications (https://mhcc.edu/campus-life/student-publications/) at MHCC provide excellent opportunities for students to express their opinions and gain experience in the development of a

campus newspaper (The Advocate), student news magazine (Venture) and a campus literary publication (Perceptions). These three formats provide writers and other artists with a diverse and challenging set of artist platforms. Students develop the material and manage the organizations that produce these publications.

Student Services Hub

503-491-7393 | Gresham Campus, Building 12, Room AC2253 | hub@mhcc.edu

New students who have just completed the College Placement Test will be referred to the Hub (https://mhcc.edu/student-resources/student-services-hub/) for first-term course planning and new student orientation.

Transferring to MHCC from another college? Complete the steps for transfer (https://mhcc.edu/tuition-admission/transfer-to-mhcc/), then visit the Hub for assistance with registration, financial aid, and more!

Continuing MHCC students who need assistance with online registration are invited to visit the Hub for assistance; however, they are asked to meet with their program adviser to make an education plan before registration begins.

The Hub provides drop-in assistance, orienting students with the following online services:

- Navigating MyMHCC
- Changing personal contact info and/or passwords
- Completing required Financial Aid forms
- Paying your bill online
- Registering for classes
- Understanding the course schedule
- Finding forms and college services online
- Applying for graduation
- And more!

Student Union

503-491-7277 | Room AC1051

The Student Union (https://mhcc.edu/campus-life/student-union/) serves as a primary location for students, faculty and staff to gather for meetings, special events and informal social interactions. The Fireplace Lounge is often considered the living room of the campus. A variety of services are based in the Student Union, including housing information bulletin boards, a fax machine, copy services, campus lost and found, lockers and access to public telephones. The Student Union houses the offices of the Associated Student Government, Student Activities, student clubs and other student groups. Friendly staff members answer questions at the campus information desk. The Student Union is the location where many student activities and public forums are organized. Speakers on environmental, political and religious topics are common, along with musical performances and cultural arts programs.

Study Abroad

503-491-7497 (Costa Rica) or **503-491-7344 (Japan)**

The College offers two financial aid-eligible study abroad options (https://www.mhcc.edu/education-options/study-abroad/): a Spanish immersion program in Costa Rica; and a Japanese language and culture program in Japan.

Testing Services

503-491-7591 | Room AC2335

Testing Services (https://www.mhcc.edu/student-resources/testing/index/) offers a variety of testing and assessment services including:

- College placement testing
- Make-up exams
- Pearson Vue Testing
- IECC (Intensive English for College and Careers) placement testing
- GED (General Educational Development)
- CLEP (College Level Examination Program)
- Distance Education test proctoring (schools and organizations outside MHCC)
- Proctoring for online courses
- Oregon Department of Agriculture Exams

Transitions/Transiciones

503-491-7680 or 503-491-7238 | Room AC1002

The Transitions Program (https://www.mhcc.edu/student-resources/transitions-transiciones/index/) is a career planning and college preparation program for women who may find it challenging to begin or continue with their college education. The program provides a highly supportive environment that helps students develop career goals, get comfortable with the college and all its resources, make friends within a support network of professionals and peers, and develop life skills like time management and study strategies. Students also learn how to apply for scholarships and to develop life-long career development skills.

The Transiciones Program is a career planning and college preparation for Latinas/native Spanish speakers, particularly first generation students, single mothers, housewives, and students who may have been unable to study due to obstacles. People of diverse ages and backgrounds are welcome. Students receive bilingual life and career development classes, financial assistance for English classes, help transitioning into college programs and individualized advising.

TRIO Student Support Services

503-491-7688 | Room AC3303

TRIO Student Support Services (TRIO-SSS) (https://www.mhcc.edu/student-resources/trio/index/) is a federal program designed to assist eligible MHCC students who are pursuing a certificate or associate degree with the intention to transfer to a university to pursue a bachelor's degree. Eligible students may be individuals who could benefit from additional support and assistance in their efforts to attain a bachelor's degree. They may be first-generation college students, may have a documented disability, or meet federal low-income guidelines. Program services are free and include academic, career, personal, transfer and financial advising. Tutoring, cultural enrichment activities, four-year college and university visits and workshops promoting academic, personal and financial success are also provided.

Veteran Services Center

503-491-7346 | Room AC1152

The Veteran Services Center (https://www.mhcc.edu/student-resources/veteran-services/), located in room AC1152 on the main mall level of the Gresham Campus, provides a one-stop, centrally-located office to assist

students with veteran related issues. This office handles all Veteran Affairs (VA) educational paperwork and certification for education benefits through the VA. We can also provide you referral to federal, state and local resources and services supporting veterans and their families.

By federal law, this office must audit all transcripts and schedules for students receiving education benefits to ensure course applicability and satisfactory academic progression. Any class or grade that does not apply to the degree/certificate declared on a student's VA file cannot be certified for veterans educational benefits.

Veterans must notify this office to have their classes certified for benefits every term. Qualified students must inform this office of any and all enrollment changes (drops, adds, etc.) in addition to processing through the Registration Office. Failure to do so may result in either an overpayment or underpayment of benefits. Students receiving VA education benefits must maintain a 2.00 GPA, and are subject to the same standards of academic progress used by the college for all students. Failure to maintain a minimum 2.00 GPA may result in an overpayment and possible student debt.

CH33 Post 9/11 only: Financial Aid funds pay your tuition and fees until the VA pays them. Tuition and fees are not reported to the VA until after the drop/add period to avoid overpayments and underpayments. If you drop a class after the first day of the term, you may be responsible to repay the VA for any overpayments in tuition, fees, book stipend, and BAH associated with each dropped class.

Veterans Deferred Payment Plan: A deferral plan for VA eligible students is available through the Veteran Services Office. This form must be completed every term to receive the deferral.

WorkSource Portland Metro Gresham

503-660-1440 | 19421 S.E. Stark, Portland, OR 97233 | worksourceportlandmetro.org (http://www.worksourceportlandmetro.org)

MHCC at WorkSource Portland Metro Gresham (WSPMG) serves East Multnomah County's job seekers, including college students. WSPMG assists individuals in moving toward economic self-sufficiency by providing career coaching, training and job search assistance. Our services focus on guiding job seekers into high-demand industries that lead to family wage jobs. WSPMG also supports area businesses by providing targeted recruitment assistance, on-the-job training, and services that respond to emerging workforce trends.

WSPMG, in partnership with the Oregon Employment Department, is part of a regional workforce development system administered by Worksystems, Inc., funded in part through the U.S. Department of Labor.

Our Vision: Job seekers are highly skilled and empowered to make informed career choices that support their work and life success.