

COURSE INFORMATION

This page provides an overview of how courses, credits, and requirements work at MHCC.

Use the sections below to learn about course formats, prerequisites, numbering, and how courses apply toward degrees and certificates.

Credit for Coursework

The regular academic year is divided into three quarters of approximately 11 weeks each. Summer sessions typically include terms of 10, 8, and 5 weeks, with class periods proportionately extended. Course start and end dates appear in the **online class schedule**. (<https://my.mhcc.edu/ICS/Schedule/>)

One **credit** (<https://mhcc.edu/about/board-of-education/policies-bylaws/chapter-4/ar-4020/>) is generally awarded for each class session per week. A discussion period consists of approximately 50 minutes of instruction, while laboratory periods may consist of two or more clock hours. For each class session, students are expected to spend at least two hours on outside preparation.

A typical full-time course load is 15 credits per term, which may allow a student to complete a degree in approximately two years, depending on placement level. Students may not enroll in more than 20 hours per quarter without approval from the Academic Advising and Transfer Center.

Repeated courses only count once for credit towards a degree or certificate unless otherwise noted as "Repeatable" in the course description.

Course Modalities

MHCC offers courses in a variety of formats to support different learning needs and schedules. Course modality is listed in the class schedule for each term.

- **On Campus** - Instruction takes place in-person on an MHCC campus.
- **Online** - Instruction and coursework are completed remotely.
 - **Synchronous** - Classes meet online at scheduled times
 - **Asynchronous** - Coursework is completed on your own schedule within weekly deadlines
- **D10 - Dual-Delivery** - Courses may allow students to choose how they attend.

Course Description Terminology

Course Requirements / Prerequisites

Most MHCC courses require certain levels of reading, writing, and/or math skills. Students must have these levels established before enrolling. This is typically done through **placement testing** (<http://www.mhcc.edu/CPT/>) or by submitting prior academic records (e.g., transfer credit, Smarter Balanced score, or GED scores).

Some courses may require additional approvals, such as instructor consent. Students must contact the instructor directly to request permission to enroll. Consent is based on the instructor's assessment of readiness to enroll.

Course requirements are listed in both the **course description** (<https://catalog.mhcc.edu/courses-az/>) and in the **class schedule**. (<https://my.mhcc.edu/ICS/Schedule/>)

Important Note on Repeated Courses

Repeated courses will only count once toward credits required for a degree or certificate unless otherwise noted.

Requisite Definitions

- **Prerequisite** - A requirement that must be completed before enrolling in a course
- **Co-Requisite** - A requirement that must be completed before or taken at the same time
- **Concurrent enrollment** - A course that must be taken in the same term as another course
- **Recommended Requisite** - A course or preparation that is strongly encouraged for success

Course Numbering System

Course Number Ranges

- **5-9**

May be graded, ungraded, 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 without prior approval from the area dean.

- **1-49**

Do not carry credit applicable to any degree or certificate.

- **10-99**

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

- **100-299**

Typically apply towards degrees and certificates and are often transferable to four-year institutions. Transferability is determined by the receiving institution.

Common Course Numbering (Z Courses)

Courses with a "Z" suffix are part of Oregon's Common Course Numbering (CCN) system and are designed to transfer across all public community colleges and universities in Oregon.

Students who have already completed a course prior to a number change do not need to retake it. For example, WR121 and WR121Z are considered equivalent.

Course Number Changes

If a course number changes from a career-technical number to a transfer-level number, the updated number will appear on the student's permanent record for courses taken after the change is approved.

Career-Technical Courses

Career-Technical Education (CTE) courses are designed to prepare students for specific careers and may not transfer to four-year institutions. However, some **transfer agreements** (<http://www.mhcc.edu/articulationagreements/>) may allow certain 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) and Associate of Science Oregon Transfer (ASOT) degrees.
- Career-Technical courses may also be used as elective credit towards the Associate of General Studies (AGS) degree.

The following prefixes identify Career-Technical Education courses at MHCC:

Code	Title
AC	Accounting Technology
AM	Automotive Technology
AMF	Automotive Technology
APR	Apprenticeship
BT	Business Technology
CIS	Computer Application Specialist (except CIS120/L in combination, and CIS122)
CP	Integrated Media - Commercial Photography
DH	Dental Hygiene
DHX	Dental Hygiene Supplemental
DP	Integrated Media - Digital Photography
ECE	Early Childhood Education
EMT	Emergency Medical Technician
ET	Engineering
FI	Fisheries Technology
FSE	Funeral Service Education
FT	Natural Resources Technology
GD	Integrated Media - Graphic Design
HS	Mental Health/Social Service/ Addiction Counseling
IM	Integrated Media
IMTL	Integrated Metals
ISTM	Information Systems and Technology Management
MA	Medical Assistant
MEC	Mechatronics
MFG	Integrated Metals - Machine Tool Technology
MO	Medical Office
NR	Natural Resources Technology
NRS	Nursing
PA	Physical Therapist Aide
PTA	Physical Therapist Assistant
RB	Integrated Media - Broadcasting
RT	Respiratory Care
ST	Surgical Technology
SW	Social Work
VP	Integrated Media - Video Production
WE	Career-Technical Cooperative Education

WL	Wilderness Leadership
WLD	Welding Technology

Developmental Education Courses

Some courses are considered developmental and are not applicable toward an MHCC degree or certificate, with limited exceptions (including IECC120-level courses) for the Associate of General Studies (AGS) degree.

The following courses are not applicable toward a 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