



MT. HOOD

COMMUNITY COLLEGE

Moving Mountains | Transforming Lives | Building Communities

Mental Health, Social Service and Addiction Counseling
Associate of Applied Science Degree

Mental Health, Social Service and Addiction Counseling
Youth Worker Certificate

Behavioral Healthcare Specialist
Career Pathway Certificate of Completion

(Available ONLY to Mental Health, Social Service and Addiction Counseling AAS students)

Fall 2016 Application

Open date:

Monday, November 2, 2015 | Applicants can begin submitting program applications.

Close date:

Friday, April 8, 2016 | All required documentation listed on the application checklist must be received by the Admissions, Registration and Records office no later than 5 p.m. No postmark date allowed, no exceptions.

Please print and complete the application pages to follow. Submit all application materials to:

Mt. Hood Community College
Admissions, Registration and Records
MHSSAC Application
26000 SE Stark St., Gresham OR 97030

APPLICATION PACKET CHECKLIST

Applicant Name	Date	MHCC ID
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Every item on this checklist needs to be submitted by the application deadline of **April 8, 2016, 5PM**. Only completed applications containing all the required documents will be considered for review. You will not be given notification if items are missing. It is the responsibility of the applicant to make sure everything was received by the deadline. By signing below I am confirming each item below is included with my application or I have confirmed they are already on file at MHCC. I understand it is my sole responsibility to submit the required documents, and I will not be given notice if my application is incomplete until after the deadline, at which time it will be too late to submit missing documents.

Which program are you applying for:	
<input type="checkbox"/> MHSSAC 2-year degree program	<input type="checkbox"/> MHSSAC Youth Worker Certificate 1-year program

REQUIREMENTS

1. General Admission Application, Online Form (my.mhcc.edu/ics/Admissions)

2. Application Packet Checklist: Page 2
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3. Admission Criteria Worksheets: Prerequisite Documentation and Experience Summary: Pages 3 & 4

4. MHSSAC Program Statement of Understanding, Signed and Dated: Page 5

5. \$25 Application Fee: Non-Refundable. Make check payable to MHCC. Bank card/cash is only payable in person in Student Services (room AC2253).

6. Prerequisite Requirement and Documentation: I have met the reading, writing, and math requirement by completing:
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Reading (choose one):

- MHCC College Placement Test with placement into RD115
- Non-MHCC Placement Test Scores from:
- Completion of a College-Level Reading Course (RD090 or higher with "C" grade or better) or WR115 or higher with a "C" grade or better

Writing (choose one):

- MHCC College Placement Test with placement into WR121
- Non-MHCC Placement Test Scores from:
- Completion of a College-Level Writing Course (WR115 or higher with "C" grade or better)

Mathematics (choose one):

- MHCC College Placement Test with placement into MTH020 (**cannot be older than 4/8/2014**)
- Non-MHCC Placement Test Scores from (**cannot be older than 4/8/2014**):
- Completion of MTH010 or higher with "C" grade or better

***Submit Official (in a sealed envelope) College Transcript(s) documenting prerequisite courses. Do not include MHCC transcript.**

1. I understand MHCC's Admissions, Registration and Records office *will send all application notifications by email*. **It is my responsibility** to set my "spam filter" system to accept email addresses containing @mhcc.edu even if I am currently receiving emails from MHCC. **MHCC cannot be responsible for notices which are not received due to spam or junk mail handling. I will make sure to add MHCC to my "safe senders list". MHCC recommends applicants to check their email on a computer and NOT on a smart phone.**

Email Address Provided on Online Admission Form: _____

2. I understand it is my responsibility to ensure all items on this checklist are received by the MHCC's Admission, Registration and Records office and that only complete applications will be evaluated for admission. Furthermore, I have read and understand the admission requirements and procedures for applying. I understand that withholding information or giving untruthful answers to questions on this application could be cause for non-acceptance or dismissal from the program.

3. I understand the MHSSAC program application is a 3-phase process and admission into the program requires satisfying all requirements. Phase 1 requires that I submit a **complete** application which includes all items on the application checklist. Progression to Phase 2 is by committee selection: I will be required to attend a group style interview (if selected) and acceptance into the program is given based on performance during the group interview. Phase 3 requires that I indicate via email my intention to enroll or my position will be given to the next eligible alternate.

SIGNATURE: _____

DATE: _____

ADMISSION CRITERIA WORKSHEET: PREREQUISITE DOCUMENTATION

Applicant Name _____ Date _____ MHCC ID _____

This Form Must Be Filled Out Completely and Submitted as Part of a Completed Application.

- Fill out each section in its entirety.
- List the courses as they appear on your transcript for courses not taken at MHCC. Do not use the MHCC equivalency, convert to quarter credits, or include +/- on your grades (i.e., B- = B).
- If the class is in progress, put "IP" in lieu of a grade. Submit updated transcripts documenting your grade once the class is completed no later than Winter term 2016.
- **Coursework must be completed with a "C" grade or higher**

PREREQUISITE WORKSHEET				
Write the prerequisite course in the appropriate box for either Option 1 or Option 2 as shown in the example below. Please write legibly.	OPTION 1 CPT PLACEMENT INTO	OR	OPTION 2 COMPLETION OF	INSTITUTION
<i>Example</i>	<i>RD115</i>	OR		<i>MHCC</i>
<i>Example</i>		OR	<i>WR115=A</i>	<i>PCC</i>
<i>Example</i>		OR	<i>MTH060=B</i>	<i>PSU</i>
Reading—applicants can meet this requirement by: 1. CPT Placement into RD115 2. Completion of RD090 or WR115*		OR		
Writing—applicants can meet this requirement by: 1. CPT Placement into WR121 2. Completion of WR115*		OR		
Math—applicants can meet this requirement by: 1. CPT Placement into MTH020 2. Completion of MTH010*		OR		

Important notes:

1. CPT scores are not valid if taken on or prior to 4/8/2014.
2. Official (unopened) transcripts documenting completed coursework must be attached to this application or be on file in the Admissions, Registration and Records office. DO NOT include MHCC transcript.

ADMISSION CRITERIA WORKSHEET: EXPERIENCE SUMMARY

Applicant Name

Date

MHCC ID

Directions: In the space provided below, describe specifically what volunteer or professional experience you have had helping people in a social service, mental health, school, health care, church or spiritual organization, or other related setting. ***This must be handwritten in paragraph form (should be 2 paragraphs or less) using ONLY the spaced allowed.***

MENTAL HEALTH, SOCIAL SERVICE AND ADDICTION COUNSELING PROGRAM STATEMENT OF UNDERSTANDING

By initialing each line below, you are acknowledging you have read and understand the program and admissions criteria presented in the application materials.

- _____ I have read and understand the *Admission Process and Criteria* for the Mental Health, Social Service and Addiction Counseling program at Mt. Hood Community College (MHCC). I understand it is my responsibility to meet all program and application criteria. I verify that all statements on this application are complete and true, and I understand that falsification of any information may lead to disqualification or dismissal from the program.
- _____ I have read and understand the *Program Overview and Considerations Before You Apply* portion of this application packet.
- _____ I have read and understand the information about criminal background checks and drug testing.
- _____ I understand that certain criminal convictions may prevent me from being placed in an internship and that the cooperative education internship is a curriculum requirement for completing the MHSSAC degree.
- Information Session – attendance is not required to apply but 1 discretionary point is given for attending an information session (respond to one only)
- _____ I declare that I am the applicant who attended the information session.
- _____ I did not attend the information session.
- _____ I have read and understand that program faculty suggests at least two-years of sobriety from drugs and alcohol if in recovery. If doing an internship in a drug and alcohol treatment agency or facility, student interns are required to document two years of sobriety per Oregon administrative regulation.
- _____ I understand that I may be required to complete a drug screen and/or criminal background check at my own expense prior to placement at certain cooperative education internship sites.
- _____ I understand that MHCC uses an online learning system called Blackboard, and it is an integral part of some of the MHSSAC program courses. In addition, some courses will use the MyMHCC portal as a communication tool and post required content that students will need to access. MHSSAC students will need to have access to a computer with the internet, and software that includes Microsoft Word 2007 and PowerPoint. Computer labs are available for student use.
- _____ I understand that a **mandatory orientation** will be held for admitted and alternate students on **Monday, June 6, 2016 from 6:00 p.m. – 8:00 p.m.** (no exceptions). My attendance at the mandatory orientation is required, and I will attend this mandatory orientation or the next eligible alternate will be given my assigned place in the program.

My signature indicates that I have read and understand this consent and release form, and that I have signed it voluntarily.

Applicant's Signature

Printed Name

Date

MHCC ID

For Office Use Only

Date Received:

Received By: