OREGON INSTITUTE OF TECHNOLOGY & MT. HOOD COMMUNITY COLLEGE
Dual Enrollment Process Guide

Benefits	- Advocates for Health Info and OM Degree - Traditional benefits for transfer students - Optimize credit transfer - Advising at both institutions - Seamless pathway - Institutional Record Sharing	Partnership Information at OIT: www.oit.edu/dual-enrollment Admission Requirements: www.oit.edu/admissions Partnership Information at MHCC: https://www.mhcc.edu/OIT/
Application Process	Online application only. Steps for dual enrollment: 1. Students must be currently admitted at both colleges. 2. Fill out the OIT dual application (www.oit.edu/apply). Students can be dually enrolled with multiple colleges at a time, but can only use credits from OIT and one dual partner to count toward enrollment for financial aid.	
Re-enrolling Process	Students who have not attended OIT in 4 or more terms must fill out OIT's re-enrolling form (https://www.oit.edu/admissions/returning-student). Submit transcripts for other colleges attended after leaving OIT. Mt. Hood Community College transcripts will automatically be sent to OIT.	
Deadlines & App. Fee	Completed applications are due 3 weeks before the term starts. We require a $50 application fee at the time the application is submitted unless the student has an application fee waiver. We also require a confirmation of attendance and $100 enrollment deposit, which goes towards their tuition and fees when they take classes and is non-refundable after certain dates, depending on the term. Also, if a student applies to OIT and does not take classes in the term they are admitted, they must re-apply.	
Financial Aid	- OFAX will be used for transmission of enrollment and grade information. - Students cannot have financial aid that pays out from more than one institution. - The "home" institution (the college that pays the financial aid) shall be determined by the student's immediate degree objective. For example, if the student's immediate degree objective is a bachelor's degree, then OIT will be designated as the "home" institution. Should the student be pursuing Associate degree prior to completing a bachelor's degree, MHCC will be designated as the "home" institution. Once a student has earned an Associate degree, then OIT will be the home institution. Once a student has earned an AAS or AAOT, then OIT will become the home institution. - Students must take at least 6 credits from their home institution to qualify for or receive financial aid.	

	• MHCC will not be able to offer financial aid for classes not required for the student's MHCC degree if MHCC is deemed the home institution.
Disability Services	• Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus. • MHCC and OIT will consult on appropriate accommodations. Students must sign a release to OIT.
Articulations	For updated articulations: www.oit.edu/articulations

CONTACTS

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Mt. Hood Community College

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