

HIGH SCHOOL ENRICHMENT



MADERA
COMMUNITY
COLLEGE



DUAL ENROLLMENT COUNSELORS

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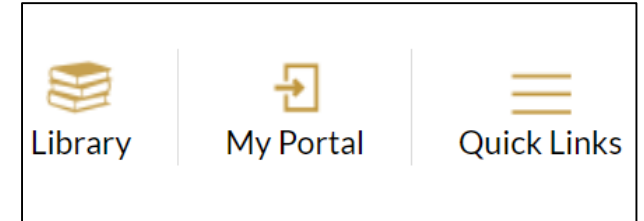
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ACCESSING MY PORTAL

Click on the My Portal icon located in the top right corner of the college's webpage.



Login Information

Username: 7-digit College ID number

Password: Your default password is the first letter of your first name (upper case), the first letter of your last name (lower case), and your 6-digit birth date (MMDDYY).

For example, John Medina who was born on May 12, 2006 password would be Jm051206.

If you are having trouble logging in, contact the Student Systems Support call center at 559.499.6070.

A screenshot of a login page. At the top left is the logo for State Center Community College District (SCCD), which consists of the letters 'SCCD' in a blue grid. To the right of the logo is the text 'STATE CENTER COMMUNITY COLLEGE DISTRICT'. Below this is a list of colleges: 'Fresno City College | Reedley College | Clovis Community College | Madera Community College | Madera Community College at Oakhurst'. Below the list is a link that says 'Sign in with your SCCCD account' with an information icon. There are two input fields: 'Username' and 'Password'. Below the fields is a blue button with a right-pointing arrow and the text 'Sign in'. At the bottom are two links: 'Change Password' with a key icon and 'Problem Logging In?' with a question mark icon.

WHAT IS IN MY PORTAL?

Student Email – Check your college email regularly! This is the only way the college will communicate with you.

Canvas – Access your classes, syllabus, online tutoring, submit assignments, and check your grades.

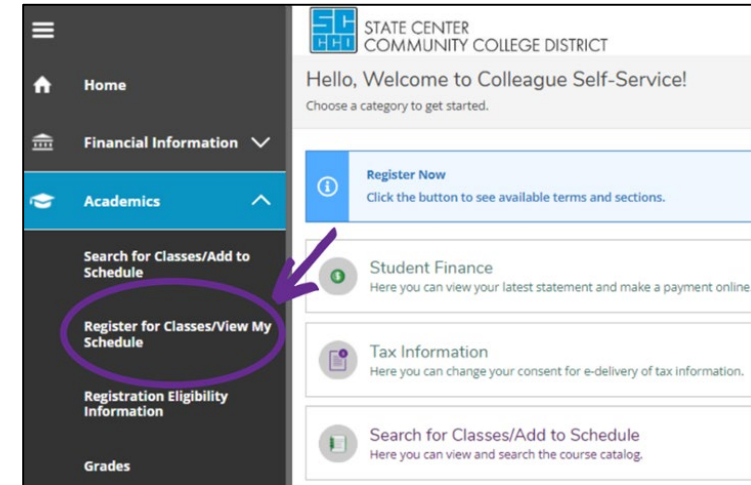
Self-Service – Check your class schedule and view unofficial transcripts.

Update Communication Preferences – This will allow you to reset your password on your own.

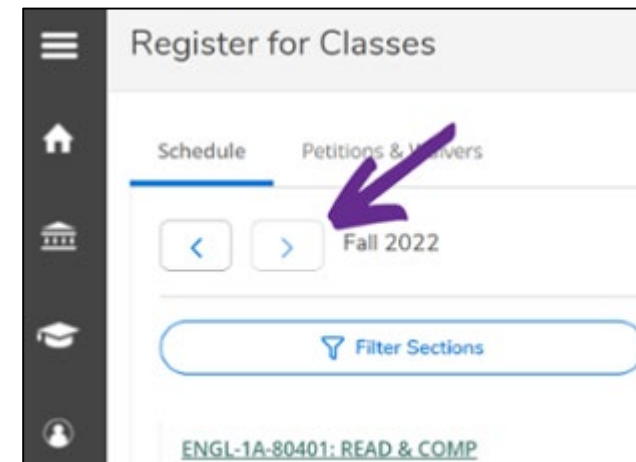


HOW TO FIND YOUR CLASS INFORMATION

Access your class schedule in Self-Service by clicking on Register for Classes/View My Schedule link in the Academics section along the left hand side of the screen.



Then select the correct semester you want to view.



CLASS MEETING INFORMATION

Review your class information by clicking on the Meeting Information section and double check your start/end date.

In-Person Class – Will list meeting days, time, and building/room location.

Hybrid Class – Meets in-person and online. Will list meeting days, times, and building/room location for in-person parts of class and TBD information for online portion of class. Instructor will provide online information.

ART-2-80325: ART APPRECIATION

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Dixon, A
08-08-2022 to 12-09-2022

∨ Meeting Information

∧ Meeting Information

Time: TTh 9:30 AM - 10:45 AM
Dates: 01/09/2023 - 05/19/2023
Location: Madera Community College
Academic Village One (1) 249 (Lecture)

∧ Meeting Information

Time: MW 11:00 AM - 12:15 PM
Dates: 02/06/2023 - 05/19/2023
Location: Madera Hybrid Academic Village One
(1) 203 (Lecture)

Time: TBD
Dates: 02/06/2023 - 05/19/2023
Location: Madera Hybrid Madera Center WEB
(Lec Internet)



CLASS MEETING INFORMATION CONTINUED

Online Classes

Asynchronous – Does not have any regular scheduled meeting times and will include “(Lec Internet)” in location information.

Synchronous – Has regular scheduled days and meeting times online and will include “(Lec Simultaneous Internet)” in location information.

[^ Meeting Information](#)

Time: TBD

Dates: 01/09/2023 - 05/19/2023

Location: Madera 100% Online Madera Center
WEB (Lec Internet)

[^ Meeting Information](#)

Time: MW 9:30 AM - 10:45 AM

Dates: 01/09/2023 - 05/19/2023

Location: Madera 100% Online Madera Center
WEB (LEC Simultaneous Internet)



MY PORTAL NEW FEATURE

You can view your class schedule on your My Portal dashboard.

The screenshot displays the My Portal dashboard with three main sections: My Favorite Apps, Course Schedule, and SOCCD Announcements.

My Favorite Apps: Includes WebAdvisor, Student Email, StartUp, Canvas, Self-Service, Infobase (formerly Hours!), and Fresno Jobposter. A note states: "You can favorite any application located on the Apps Catalog tab using the contextual options menu accessed from its title bar."

Course Schedule: Shows a message: "You are currently on a waitlist for 1 course(s)".

Clovis Community College: ENGL-1A-53546 READ & COMP. Credit: 4. Class dates: 2022-01-10 to 2022-05-20. Class Schedule:

Type	Day	Time	Room	Instructor
LEC	TTH	10:00AM-11:50AM	SOC 35	Snyder, Rebecca

Reedley College: COMM-1-56073 PUBLIC SPEAKING. Credit: 3. Class dates: 2022-03-14 to 2022-05-20. Class Schedule:

Type	Day	Time	Room	Instructor
LECDI	ARR	WEB		Carvalho-Cooley, Linda

Reedley College: FN-35-55005 NUTRITION & HLTH. Credit: 3. Class dates: 2022-01-10 to 2022-05-20. Class Schedule:

Type	Day	Time	Room	Instructor
LECDI	ARR	WEB		Johnston, Emily

A red "On Wait List" button is visible below the Reedley College schedule.

SOCCD Announcements: Includes a "Test Environment" warning and a "Latest News" section with Clovis News, District News, Fresno News, and Modesto News. Clovis News items include: "Become a Student Ambassador!", "Celebrate #DisabilityAwareness Month", "STEM Study Hour is free and available to all students", "Crush Clothing Closet now open to serve CCC students", "CCC Campus Closed on August 3, 2023 from 8 a.m. - 3 p.m.", "All Welcome to the Community Listening Sessions on July 19 for State Center Vision 2035", "Success With Summer School", and "CCC holds 8th annual commencement on May 19. Proud of our 'Crush' Graduates!".

Need Help?: Students can contact the student support center for technical assistance: 1 (844) 867-2223, Online Support Center. Support is available 24/7. Faculty & Staff can use the link below to get technical assistance.

CANVAS

Classes should appear in your dashboard by Monday, January 8, 2024.

- If your class does not appear in Canvas on the first day of school, contact your instructor.

The screenshot displays the Canvas LMS dashboard interface. On the left is a vertical navigation sidebar with icons for Home, Profile, Dashboard, Calendar, Messages, and a notification badge showing '10'. The main content area features two message cards from Madera Community College: one regarding parking permits for 2023-2024 and another about the food pantry. Below the messages is a 'Dashboard' section with a 'Published Courses (6)' list. Three course cards are visible: 'MCC Counseling', 'Madera/Oakhurst Tutoring', and 'MCC Canvas Student Orientation'. On the right side of the dashboard, there are sections for 'Coming Up' (nothing for the next week), 'Recent Feedback' (nothing for now), and a 'View Grades' button.



HOW TO FIND YOUR TEXTBOOK INFORMATION

There are multiple ways to find your textbook information.

1. Visit the Madera Community College website and click on Bookstore under the Campus Life tab.
 - i. You will need to know your class subject, class number, and 5-digit section number.
 - ii. Example: Psychology 2 – 54321
2. Access Canvas and click on the Textbook icon located on the Navigation Bar.
 - i. Textbook information may only appear once your class displays in Canvas.
3. View your class syllabus for textbook information.



**Still can't find your textbook information?
Follow-up with your instructor.**



WHAT DO YOU DO IF YOU ARE ON A WAITLIST?

Class Has Not Started Yet

1. Check your college email regularly for a “Permission to Register” email.
 - i. “Permission to register” is only good for 4 days (including weekends).
2. If you receive a Permission to Register email, contact MCC’s Admissions and Records office immediately to register you in the class. Be sure to mention that you are a High School Enrichment student.

Class Has Started Already

In-Person Class – Attend class on the first scheduled meeting day and ask instructor if there is room to add the class.

Online Class – Email the instructor the first day of class and ask if there is room to add the class.

If you receive Permission to Register, contact MCC’s Admissions and Records office immediately to add you to the class. Be sure to mention that you are a High School Enrichment student.

Admissions & Records – 559.675.4848

NOTE: Be sure to let the instructor know that you are on the waitlist when asking to be added to the class.



DROP/WITHDRAW DEADLINE INFORMATION

Students are able to drop (withdraw) from a full-term class through the last day of the ninth week of instruction (or 50 percent of a short-term class, whichever is less). **HSE students cannot drop themselves from a class. You must contact Admissions & Records to process your drop.**

Dropping a Class Without a “W”

- By the end of the 3rd week for an 18-week full-term class or prior to the 20 percent point of a short-term class.
- *For summer school classes, check with your instructor for exact drop deadline*

Dropping a Class With a “W”

- From the 20 percent point of a class through the 50 percent point of a class; by the end of the 9th week for an 18-week full-term class.
- *For summer school classes, check with your instructor for exact drop deadline*

What happens if I receive a “W”?

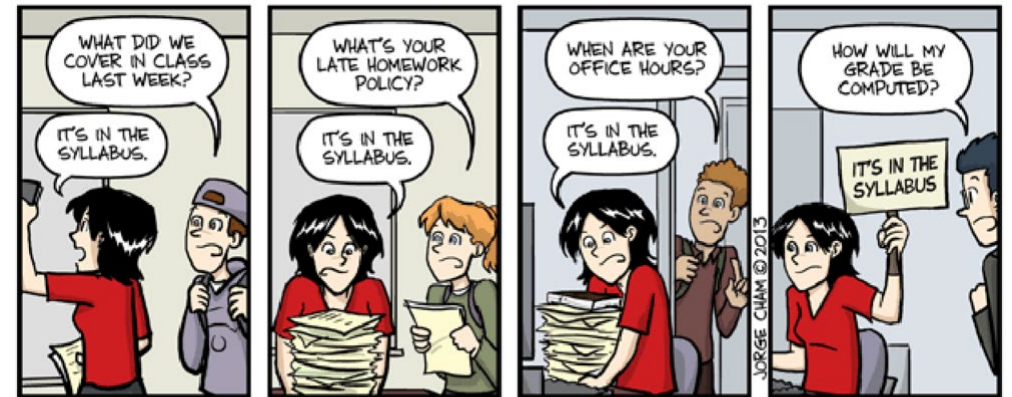
- It will not impact your GPA, but it will appear on your transcript, and it counts as an attempt of taking that class. Too many W's can lead to academic/progress probation and possibly effect financial aid in the future.



IMPORTANCE OF UNDERSTANDING YOUR SYLLABUS

A syllabus is your guide to a class and what will be expected of you over the course of the semester. Generally, it will include, but is not limited to:

- Class policies, rules and regulations
 - Grading policies
 - Late homework policies
 - Absence/attendance policies
 - Cheating/plagiarism policies
- Required textbook information
- Schedule of assignments and exams
- Instructor contact information and office hours



IT'S IN THE SYLLABUS

If you are not meeting the instructors class policies/requirements, the instructor has the right to drop you from the class.



AVAILABLE STUDENT RESOURCES AND SUPPORT SERVICES

Student Resources

- Learning Center
 - Reading and Writing Center
 - Embedded, Drop-in, and Online Tutoring, "paper drop-off"
 - Canvas Tutoring page
- Library
- DSPS

Support Services

- Lion's Den Food Pantry
- Health Services
- Psychological Services

Links to the resources and support services can be found on the HSE webpage under the HSE Student Resources section at www.maderacollege.edu/hse.



SPRING SEMESTER INFORMATION

Spring 2024

Classes start Monday, January 8, 2024

- Your high school calendar may differ from MCC's calendar
- There are some later start 12-week and 9-week classes offered
- Parking passes are required if you have an in-person class and can be purchased online at www.mycampuspermit.com

HSE Packet for Summer and Fall 2024

Online application opens in April 2024

- Begin accepting HSE packets for summer and fall 2024 on April 15, 2024
- Summer open registration begins April 26, 2024
- Fall open registration begins May 7, 2024



WE ARE HERE TO HELP!

Visit www.maderacollege.edu/hse for more information about High School Enrichment and student resources!

Contact us via email!

dualenrollment@maderacollege.edu

anthony.bravo@maderacollege.edu

diana.gonzalez.mireles@maderacollege.edu

NOTE: Dual Enrollment counselors will not be available December 16, 2023 through January 1, 2024.

