

Academic Honesty - Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the responsibility to report any such incident in writing to the Associate Vice President of Student Life. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college.

Classroom Behavior - Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity that the instructor deems disruptive or counterproductive to the goals of the class. Beepers, pagers, and cellular phones can be a nuisance and are not to be brought to the classroom. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course.

Safety and Security Considerations

There are Public Safety officers on duty 24 hours every day. They patrol the entire campus in marked vehicles.

In the event of an emergency dial "33" from any campus phone. There are 20 emergency and information telephones placed throughout the campus. They are located at the front flagpoles, at the main gym entrance and at various points on both the upper and lower levels of the main academic center.

The Public Safety/Campus Information Office (at the southwest corner of the library wing, near the flagpoles) is open Monday through Friday until 7 p.m. for students waiting for rides or buses. The office is not open on Saturdays.

Doors leading to the Jazz Café are open Monday through Friday from 6 a.m. until 10:30 p.m. This well-lit area is equipped with tables and vending machines. It is a great place for study groups. Restrooms adjacent to the café are open during Jazz Café hours.

Public Safety officers are available to escort you through our "Safe Walk" program. Officers are available at any time through the campus switchboard. Dial "7310" from any campus phone to reach an officer.

Closed-circuit cameras monitor broad areas of the campus at all times.

The **Learning Success Center** provides free tutoring to students in a variety of academic subjects, as well as individual learning skills consultation and academic success seminars. The LSC Computer Skills lab is available for individual academic use and has a variety of skill-building software, as well as computer skills tutoring. For a current schedule of services, call (503) 491-7108, go online to <http://www.mhcc.edu/lsc>, or come directly to the center, which is located above the Library.

Americans with Disability Act – If you have a documented disability that may require assistance, you will need to contact the Disability Services Office for coordination of your academic accommodations. The Disability Services Office is located on the Gresham campus in AC 2251. Please call the following numbers for more information- (503) 491-6923 or (503) 491-7670 TDD.

Equal Opportunity – It is the policy of MHCC to provide equal educational opportunity and employment opportunities and to provide service benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or any other status or characteristic protected by applicable state or federal law.

Affirmative Action - Inquiries regarding application of these and other regulations should be directed to either the College's Affirmative Action Office (503) 491-7200 or (503) 491-7202 TDD, the Office of Civil Rights, Department of Education, Seattle, Washington; or to the office of Federal Contract Compliance Programs, Department of Labor, Seattle, Washington.

Sessions may be recorded - To maximize the learning resources available to you, I may record (audio and/or video) lectures and labs. These recordings may be published, unedited, through the Internet and could be available to the general public. These recordings are to be used only for educational, non-profit, purposes. Protect your own privacy by being professional in your communication in class. If, at any time, you wish to communicate with me without the potential of being recorded please submit your question/comment in written form. Thanks for being part of the teaching revolution!