

OREGON INSTITUTE OF TECHNOLOGY & MT. HOOD COMMUNITY COLLEGE Dual Enrollment Process Guide	
Benefits	<ul style="list-style-type: none"> • 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 either college. 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. Application fee of \$50 will be paid to Oregon Tech unless student utilizes application fee waiver.
Financial Aid	<ul style="list-style-type: none"> • 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.
Disability Services	<ul style="list-style-type: none"> • 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**Oregon Institute of Technology,**

Carleen Drago Starr	Director, Educational Partnerships	carleen.drago@oit.edu	503.821.1297
Carl Thomas	Assistant Director, EPO	grace.rusth@oit.edu	541.885.1844
Tracey Lehman	Director, Financial Aid	tracey.lehman@oit.edu	541.885.1291
Julie Daniels	FA Counselor	julie.daniels@oit.edu	541.885.1294
Erik Johnson	Director, Admissions	erik.johnson3@oit.edu	541.885.1151
Tanya Coty	Disability Services	access@oit.edu	541.851.5227
Main Phone Line	General Inquiries	oit@oit.edu	541.885.1000
Financial Aid	General Inquiries	dollars@oit.edu	541.885.1280

Oregon Institute of Technology, Portland-Metro

Carleen Drago Starr	Director, Educational Partnerships	carleen.drago@oit.edu	503.821.1297
Tanya Coty	Disability Services	access@oit.edu	503.821.1305
Main Phone Line	General Inquiries	portland@oit.edu	503.821.1250

Mt. Hood Community College

Main Phone Line	General Inquiries		503.491.6422
Disability Services	General Inquiries	dso.web@mhcc.edu	503.491.6923
Financial Aid	General Inquiries	FinAid.Mail@mhcc.edu	503.491.7262