

# **HIGH SCHOOL ENRICHMENT (HSE)**



**MADERA**  
COMMUNITY  
COLLEGE

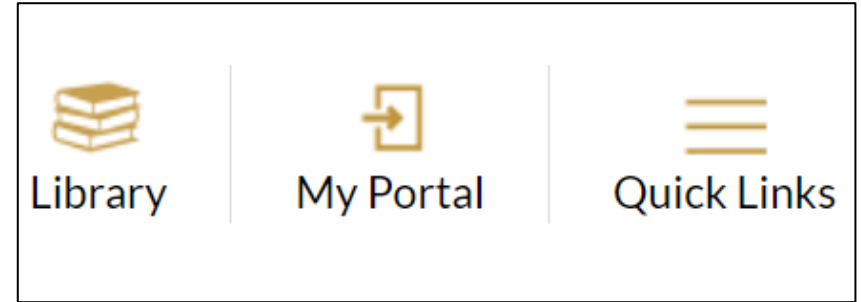
# HSE STUDENT SUCCESS PRESENTATION OVERVIEW

- My Portal
- Class Schedule
- Canvas
- Textbook Information
- Waitlisted Class
- Dropping or Withdrawing from a Class
- Syllabus Information
- Student Resources



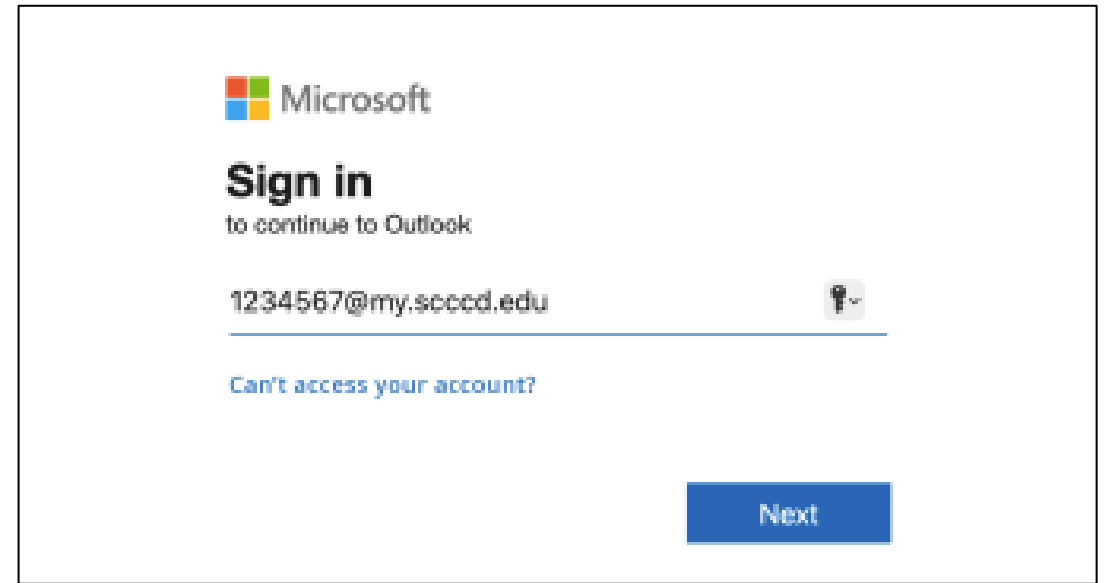
# ACCESSING MY PORTAL

Go to [www.maderacollege.edu](http://www.maderacollege.edu) and click on the My Portal icon located in the top right corner of the college's webpage.



When prompted, enter your 7-digit SCCCD ID number followed by @my.scccd.edu.

For example: 1234567@my.scccd.edu.



# MY PORTAL LOGIN INFORMATION

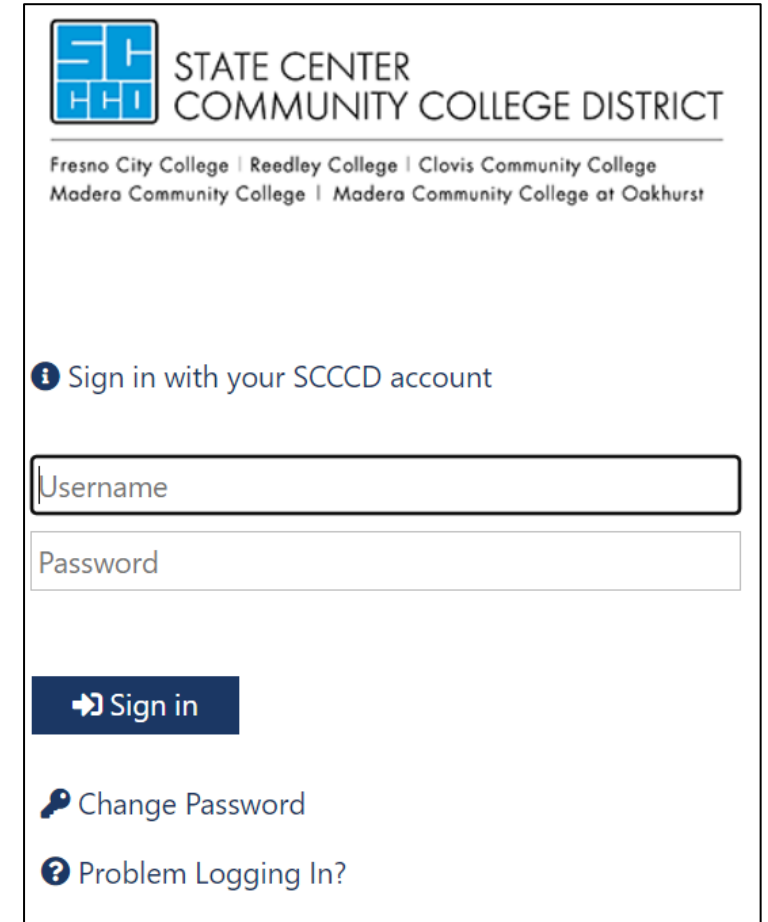
## Login Information

**Username:** 7-digit SCCCD 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.



The screenshot shows the login page for the State Center Community College District. At the top left is the logo, which consists of a blue square with white letters 'SC' above 'CCD'. To the right of the logo is the text 'STATE CENTER COMMUNITY COLLEGE DISTRICT'. Below this, in smaller text, are the names of the colleges: 'Fresno City College | Reedley College | Clovis Community College | Madera Community College | Madera Community College at Oakhurst'. A blue information icon is followed by the text 'Sign in with your SCCCD account'. Below this are two input fields: 'Username' and 'Password'. A dark blue button with a white right-pointing arrow and the text 'Sign in' is positioned below the fields. At the bottom, there are two links: 'Change Password' with a key icon and 'Problem Logging In?' with a question mark icon.



# WHAT IS IN MY PORTAL?

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## **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**

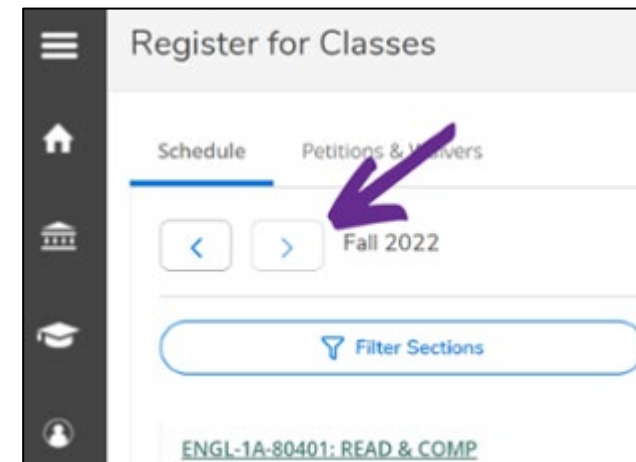
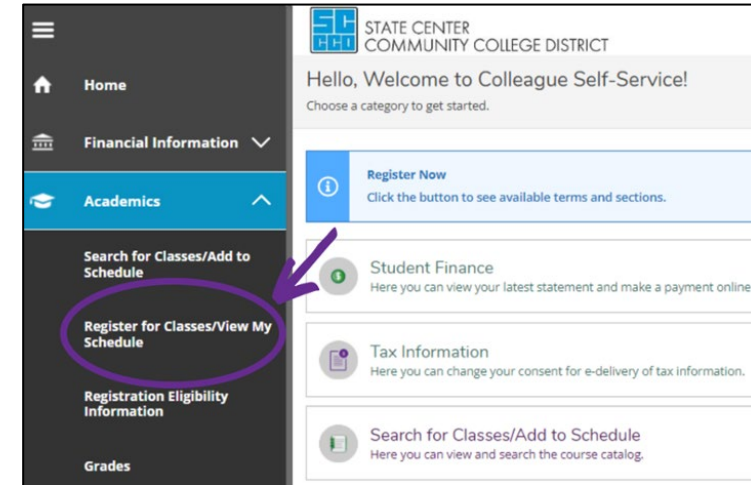
This will allow you to reset your password on your own.



# HOW TO FIND YOUR CLASS INFORMATION

## Self-Service

1. Once you login to My Portal, click on the Self-Service link in your My Portal Dashboard.
2. Then click on the Graduation Cap icon along the left side navigation bar to view the Academics drop-down menu.
3. Then click on Register for Classes/View My Schedule from the drop-down menu.
  - a) Make sure to select the correct semester you want to view on the next screen.



# 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)





# CANVAS

Classes should appear in your dashboard by the first day of your class.

- If your class does not appear in Canvas on the first day of school, contact your instructor.
- Accept invitation to High School Enrichment Spring 2025 class for announcements and a way to contact us

The screenshot displays the Canvas LMS dashboard for Madera Community College. The main content area is titled "Dashboard" and shows "Published Courses (9)". Two course cards are visible:

- High School Enrichment Fall 2024**: High School Enrichment, Active Term.
- MCCAP 24-25 cohort**: MCCAP 24-25 cohort, Active Term.

The left sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox (with a notification badge), History, and My Bookstore. The right sidebar includes sections for "Coming Up" (Nothing for the next week) and "Recent Feedback" (Nothing for now), along with 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 3<sup>rd</sup> 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 9<sup>th</sup> 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”?

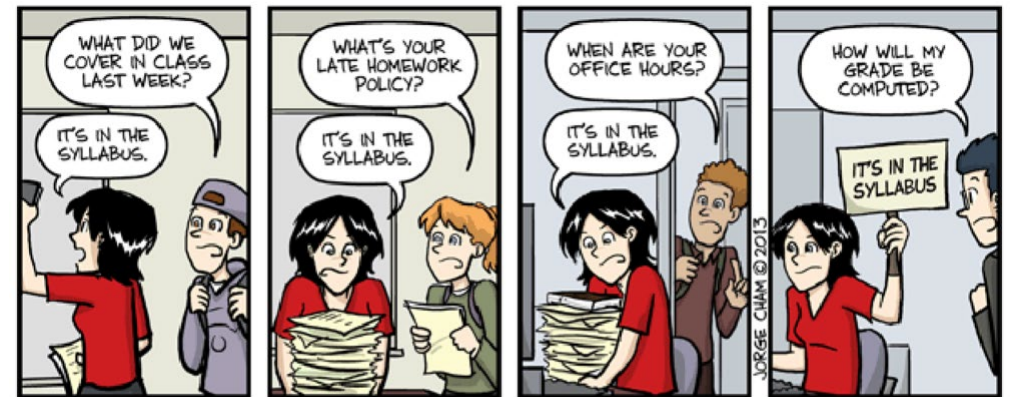
- It will not impact your GPA, but it will appear on your transcript, and it counts as an attempt of taking that class. Too many W's can lead to academic/progress probation and possibly effect financial aid in the future.



# 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”
- Library
- DSPS

## Support Services

- Lion’s Den Food Pantry
- Health and 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](http://www.maderacollege.edu/hse) and can also be found on the HSE Canvas page.



# SPRING 2025 SEMESTER INFORMATION



## **Classes start on Monday, January 13, 2025**

- Your high school calendar may differ from MCC's calendar
- There are some late start 16-week, 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](http://www.mycampuspermit.com)



# WE ARE HERE TO HELP!

Visit [www.maderacollege.edu/hse](http://www.maderacollege.edu/hse) for more information about High School Enrichment and student resources!

## Contact Information

Monday – Friday

8:00am-4:00PM

Phone: 559.675.4160

Email: [dualenrollment@maderacollege.edu](mailto:dualenrollment@maderacollege.edu)

Also message us via Inbox on Canvas

**NOTE: Dual Enrollment counselors will not be available December 23, 2024, through Friday, January 3, 2025.**

