

HIGH SCHOOL ENRICHMENT (HSE)



MADERA
COMMUNITY
COLLEGE



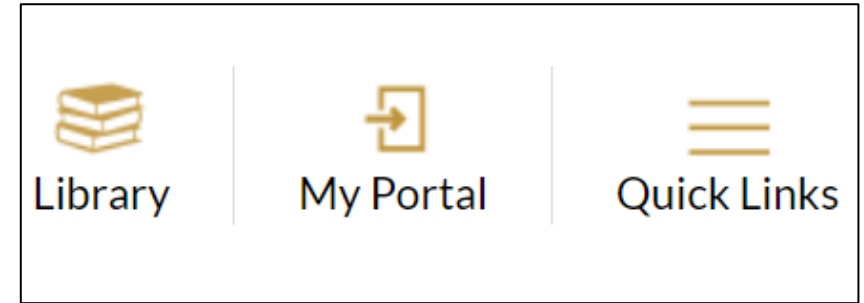
HSE STUDENT SUCCESS PRESENTATION OVERVIEW

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



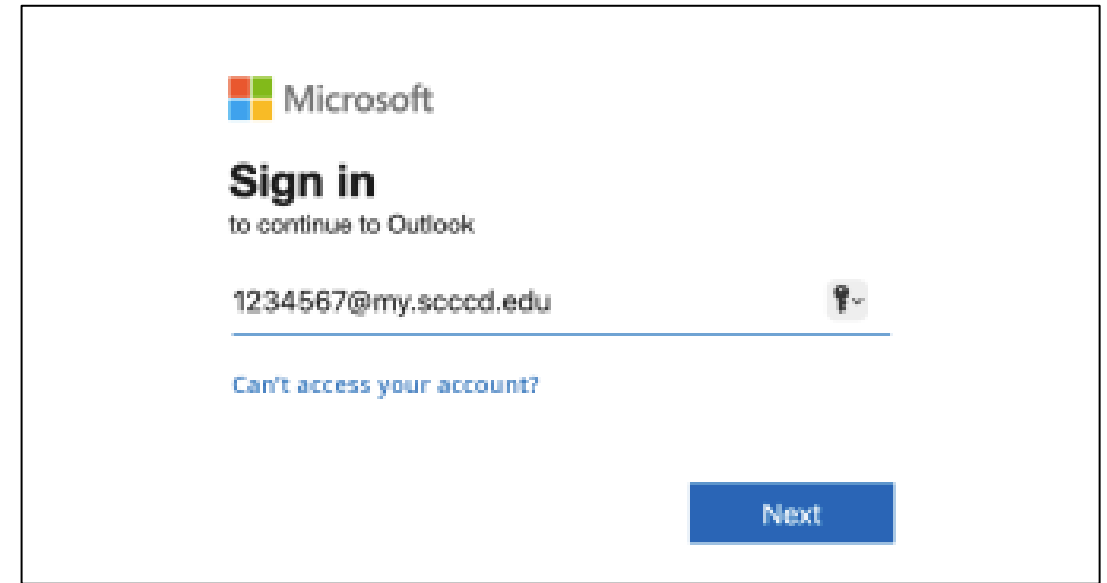
ACCESSING MY PORTAL

Go to www.maderacollege.edu 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

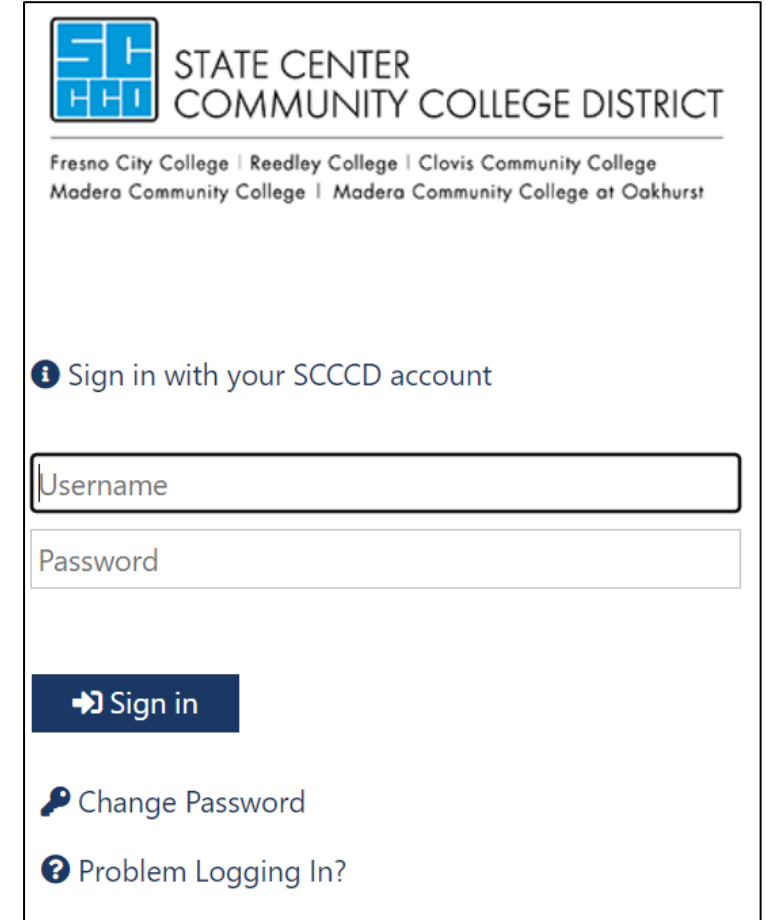
Login Information

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 is the logo, which consists of a blue square with white letters 'SC' over 'CCD'. To the right of the logo is the text 'STATE CENTER COMMUNITY COLLEGE DISTRICT'. Below this, a list of colleges is shown: 'Fresno City College | Reedley College | Clovis Community College' and 'Madera Community College | Madera Community College at Oakhurst'. A blue information icon is followed by the text 'Sign in with your SCCCD account'. There are two input fields: 'Username' and 'Password'. Below the fields is a dark blue button with a white right-pointing arrow and the text 'Sign in'. At the bottom, there are two links: 'Change Password' with a key icon and 'Problem Logging In?' with a question mark icon.

STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College | Madera Community College at Oakhurst

[Sign in with your SCCCD account](#)

Username

Password

[Sign in](#)

[Change Password](#)

[Problem Logging In?](#)



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

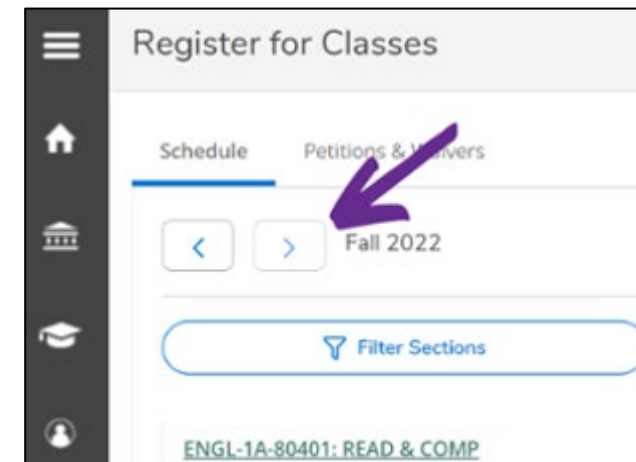
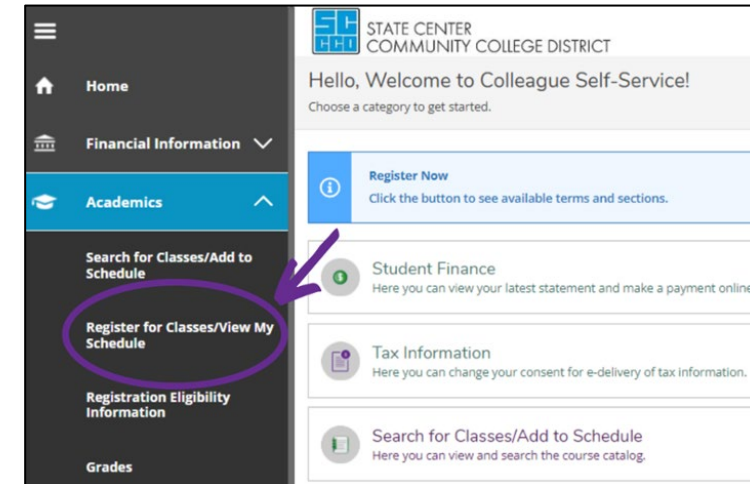
This will allow you to reset your password on your own.



HOW TO FIND YOUR CLASS INFORMATION

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.

^ Meeting Information

Time: TBD

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

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

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

^ Meeting Information

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

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

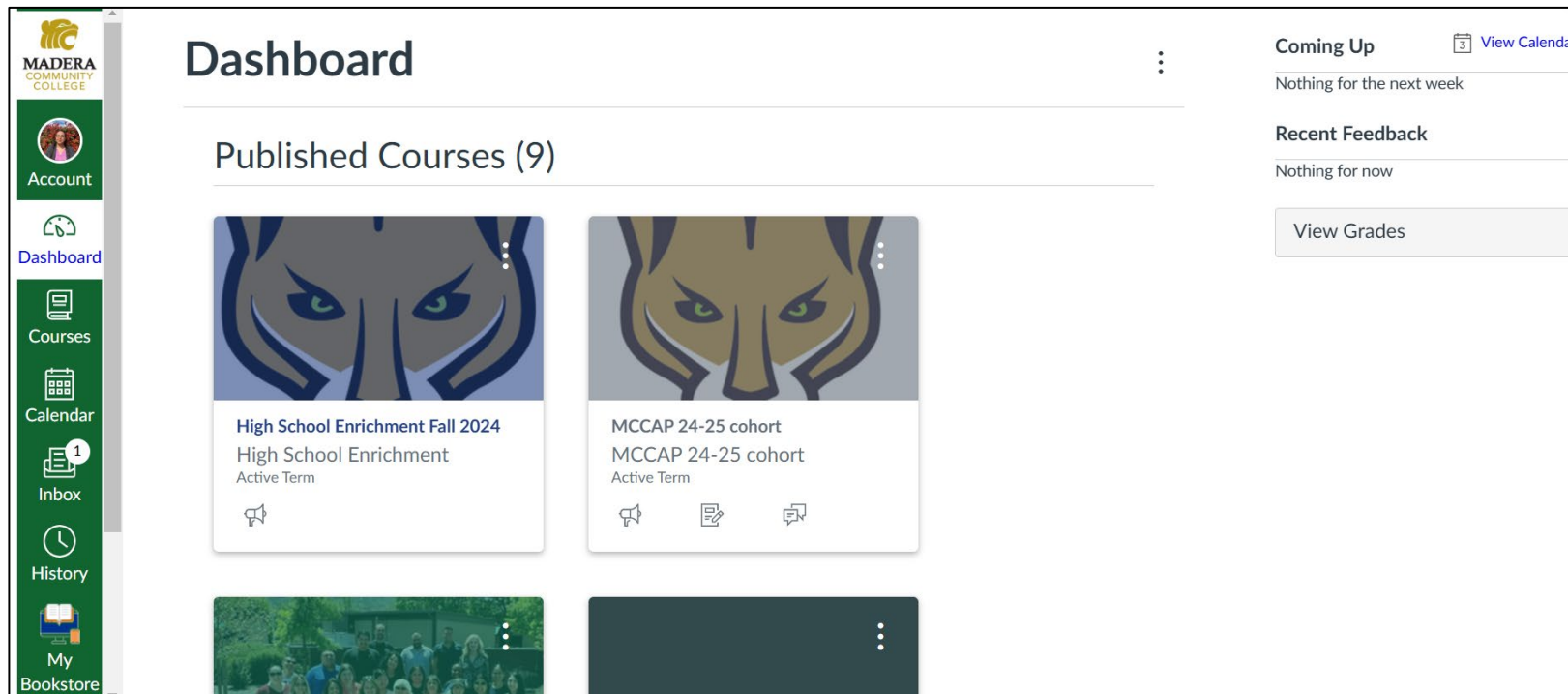
Location: Madera 100% Online Madera Center
WEB (LEC Simultaneous Internet)



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 Summer/Fall 2025 class for announcements and a way to contact us



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 an Add Authorization, 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 and 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”?

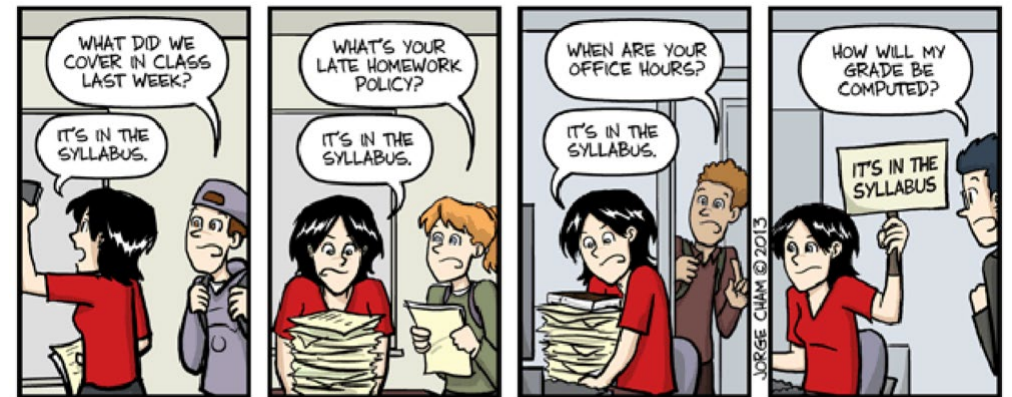
- It will not impact your GPA, but it will appear on your transcript, and it counts as an attempt of taking that class. Too many W's can lead to academic/progress probation and possibly effect financial aid in the future.



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”
- 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 and can also be found on the HSE Canvas page.



SUMMER AND FALL SEMESTER INFORMATION

Summer 2025

Classes have various start dates

- 4 & 10-week classes start on May 27, 2025
- 8-week classes start on June, 9, 2025
- 6-week classes start on June 23, 2025
- Parking passes are required if you have an in-person class and can be purchased online at www.mycampuspermit.com

Fall 2025

Classes start on Monday, August 11, 2025

- Your high school calendar may differ from MCC's calendar
- There are some late 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



WE ARE HERE TO HELP!

Visit 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

Also message us via Inbox on Canvas

NOTE: Dual Enrollment counselors will have limited availability June 2, 2025, through Wednesday, July 30, 2025.

