

Getting Started

www.clackamas.edu



Education That Works



Admission

ENROLLMENT SERVICES CENTERS
ALL CAMPUS LOCATIONS

503-594-6100

Clackamas Community College has an open access admission policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Adult enrollment (18 and older) is unrestricted. Students 17 and younger that have not completed high school or obtained a GED must comply with special enrollment requirements. See Programs for Adult Populations and High School Age Students, page 15, for additional information.

Students Seeking Degrees or Certificates

If you are working toward a degree or certificate go to www.clackamas.edu and click on “Admissions & Aid” to apply for admission online. Paper applications are available upon request.

You should apply for admission at least four weeks prior to when you want to begin at CCC. If you are applying for financial aid or have previous college work to be evaluated, apply 12 weeks prior to when you want to begin at CCC.

Students Not Seeking Degrees or Certificates

If you want to take classes but not complete a degree or certificate you are strongly encouraged to apply for admission by going to www.clackamas.edu. Click on “Admissions & Aid” to apply online. Paper applications are available upon request.

Transfer Students

CCC accepts college-level credits from regionally accredited colleges and universities recognized by the Council for Higher Education Accreditation (CHEA). These credits may be accepted for course placement, course equivalency, program requirements and degree completion.

If you have taken classes at other colleges and would like this coursework reviewed for transfer credit at CCC, include official copies of your transcripts with your application or ask the college you previously attended to send a copy of your official transcript to Graduation Services. NOTE: If you want this coursework evaluated before you begin at CCC, apply for admission and send your previous college transcripts to CCC at least 12 weeks prior to when you want to begin classes.

Credit for Prior Learning

You may have already completed college credits through several local and national programs including Advanced College Credit (ACC), Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and the military among others. It is important to send exam scores or transcripts to Graduation Services at least 12 weeks prior to the term in which you will begin at CCC so your credits can be evaluated.

Any student receiving VA benefits while attending Clackamas Community College is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the veterans school certifying official for review of prior credit.

International Students/Program for Intensive English (PIE)

CCC is approved by the Department of Homeland Security (DHS) to accept qualified students on an F-1 visa. Students wanting to pursue a college level course of study MUST submit proof of English language proficiency by one of the following:

- TOEFL score of a 61 iBT or higher
- IELTS score of 6.0 or higher
- Completion of 2 college level (100 or above) courses in composition or writing with a grade of “C” or better, taken at a U.S. post-secondary college or university

Participation in a college level course of study is not guaranteed by meeting the above minimum requirements. To be admitted into college level courses, a student must also achieve a placement test score of 70+ on the CCC writing placement test.

International students must also submit official transcripts from all prior U.S. post-secondary colleges or universities attended.

If you are unable to demonstrate English proficiency at the required level, you will be placed in the Program for Intensive English (PIE) and conditionally admitted to college level courses of study.

Application materials and information are available at www.clackamas.edu; click on “Admissions & Aid”.

Special Admission Programs

The following programs require a separate admission application:

- Degree Partnership Programs (four-year universities)
- International Students
- Clinical Lab Assistant
- Dental Assistant
- Medical Assistant
- Nursing

Special admission programs often require prerequisite courses or skills assessments. Requirements, application dates and deadlines are subject to annual change. Admission requirements and application materials for each program must be downloaded from www.clackamas.edu, Admissions & Aid.

Degree Partnership Programs

At CCC there are several ways in which the college partners with four-year universities to help make your transition from CCC to your institution of choice easier.

- You can co-enroll at one of five four-year institutions; Portland State University, Oregon State University, Western Oregon University, Oregon Institute of Technology, and Marylhurst University all offer the opportunity to be admitted and enrolled at the same time you attend CCC.
- Articulation Agreements – CCC offers an array of Associate of Science degrees that are specifically designed with transfer to a partner four-year institution in mind. There are also several Associate of Applied Science degrees that are set up for transfer into either your specific program of study or into a Bachelor's of Applied Science.
- Associate of Arts – Oregon Transfer and Associate of Science- Oregon Transfer/Business are both transfer degrees that are accepted by all Oregon public universities and several private colleges as well.
- Oregon Transfer Module is a one-year transfer program accepted by all public Oregon universities as general education credit fulfilling the first year requirements at the receiving institution.

Programs for Adult and High School Students

CCC offers many programs for adult and high school students:

General Education Development (GED)

You may earn a high school equivalency certificate by passing the General Education Development (GED) test. You must be at least 16 years old; those under 18 are admitted only with a referral or a letter of release from compulsory attendance obtained from your high school principal or counselor. A fee is charged each term. Spanish GED is also available. Refer to the current *Class Schedule* for local GED options.

Registration for GED preparation classes takes place in the Dye Learning Center.

Adult High School Diploma (AHSD)

CCC is authorized by the State Board of Education to award the Adult High School Diploma (AHSD). If you enter our high school diploma program, you may transfer credits from accredited high schools. AHSD students may also enroll in college credit classes and may receive dual credit for certain classes.

You must be at least 16 years old and have completed 14 credits. If you are under 18, you must provide a referral or a release from compulsory attendance from your local high school. AHSD degree requirements are listed on page 49.

Students Younger than Age 18

To take high school or college classes at CCC, the following options are available:

- If you are 16 years of age or older and want to get your high school diploma or GED at Clackamas, contact the Skills Development Department, 503-594-3028.
- To take high school credit recovery classes at CCC that will transfer back to your high school, contact the Skills Development Department, 503-594-3028.
- If you are under 18 and want to take college classes while still in high school contact Enrollment Services, 503-594-3499.
- If you want to earn transferrable college credits for courses you are taking at your high school, contact your high school counselor or the CCC Advanced College Credit coordinator, 503-594-3208.

Financial Aid & Scholarships

Application Procedures

You may apply for financial aid anytime throughout the year. However because certain financial aid funds are limited, you should apply as early as possible. The FAFSA is available online beginning October 1 each year.

If you are applying for a federal or state grant, a work program or loan, you must complete a Free Application for Federal Student Aid (FAFSA). CCC uses the FAFSA to determine the amount a family and student can contribute to the cost of their college education. The use of this federally approved aid application assures every applicant fair and consistent treatment. Apply online at www.fafsa.gov. No fee is charged.

After CCC receives the FAFSA data electronically, our financial aid staff will send you an email and post notifications in your myClackamas account (under My Documents). You must check your account frequently during this process to ensure you have submitted all of the forms needed to process your financial aid request. Failure to do so could mean you don't have your aid when school begins.

Be sure to pay attention to the financial aid recommended deadlines and allow up to 12 weeks for the entire process from application to award letter.

Student Eligibility Requirements

You may be eligible for financial aid if you:

- Are an admitted and enrolled student, whether full or part-time;
- Are enrolled in an eligible program at least one year in length that leads to a degree or certificate;
- Have registered with the Selective Service (if required to do so);
- Have a high school diploma or GED; are not attending an elementary or secondary school;
- Are a United States citizen or an eligible noncitizen;
- Are not in default of any federal loan program; and
- Do not owe a repayment on any federal grant program

For the Federal Direct Loan program, you must be enrolled at least half-time (six credit hours).

For a Pell Grant, you must be an admitted, degree or certificate seeking student enrolled in one or more credits.

For the Oregon Opportunity Grant, you must be a resident of Oregon for a year prior to the start of school and enrolled at least half-time (six credit hours).

Program Eligibility Requirements

Eligible programs need to be at least one year in length (some exceptions apply) and must lead to a degree or certificate. Eligible one-year programs must provide training to prepare students for "recognized occupations" as defined in the Dictionary of Occupational Titles.

Academic Standards and Eligibility

To receive financial aid, you must fulfill the standards of Satisfactory Academic Progress (SAP). Information regarding SAP requirements are available online at www.clackamas.edu. Click on "Admissions & Aid."

Financial Aid Disbursement Policy

Financial aid is disbursed to a student's account at CCC to pay tuition and fees beginning the week prior to the start of the term. Financial aid is disbursed weekly throughout each term for aid not ready at the beginning of the term. If financial aid disbursed exceeds the balance due on the student's account at CCC, a refund will be prepared to the student for the excess financial aid. Refunds are mailed to students or direct deposited to the student's bank account the last business day prior to the first day of the term and weekly thereafter. Funds are not available prior to this day.

Federal & State Financial Aid Programs

FEDERAL PELL GRANTS

You may be eligible for up to \$5,920 a year in 2017-18, depending on the amount of federal funding available. Awards are based on eligibility and enrollment status.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

You may be eligible for up to \$1,050 a year. Part-time students (taking 6-11 credits a term) will receive smaller grants.

OREGON OPPORTUNITY GRANTS

You must be enrolled for six or more credits to be eligible for Oregon Opportunity Grants. If you are not an Oregon resident, contact your home state for eligibility requirements for your home state program.

OREGON PROMISE GRANTS

The state of Oregon offers the Oregon Promise grant to incoming students who successfully complete the GED or earn their high school diploma shortly before enrolling in an Oregon Community College. Awards are variable from \$850-\$3,090 for the 2016-17 award year; award amounts for the 2017-18 year are unknown at the time of publishing. Applicants must be residents of Oregon. For more information or to apply, visit oregonstudentaid.gov

FEDERAL WORK-STUDY

You may be eligible to receive an award to fund a paid part-time job through the college. Jobs are available both on campus and in the community. Part-time students (taking 6-11 credits a term) receive fewer dollars than full-time students.

FEDERAL DIRECT LOANS

Most students are eligible to apply for Federal Direct Loan funds. The Federal Direct Loan is a Federally guaranteed loan. First year students (less than 45 credits completed) are eligible to borrow subsidized amounts up to \$3,500, and second year students may borrow up to \$4,500 (actual amount is dependent on student budget criteria). The Office of Financial Aid and Scholarships provides information on unsubsidized Direct loans.

FEDERAL PARENT PLUS LOANS

Your parent may be eligible to apply for a parent PLUS loan if your financial aid package is insufficient to cover the cost of attendance. Parent PLUS loans are loans borrowed and repaid by the parent of a dependent student and require a successful credit check. For more information or to apply for a parent PLUS loan, visit studentloans.gov.

Scholarships**503-594-6100**scholarships@clackamas.edu

Clackamas Community College offers various scholarship opportunities. The following are available:

HIGH SCHOOL SCHOLARSHIPS

Every year the CCC Foundation offers two full year tuition scholarships and one full-time, one term scholarship through each in-district public high school. Information and applications for these scholarships are available in December in your local high school counseling center or career center.

In-district high school students who compete in the annual Clackamas Regional Skills contest are eligible for CCC scholarships. Partial, one-term tuition scholarships are awarded to the top three winners in all categories of the competition. For more information contact CCC Admissions and Recruitment, 503-594-3284.

TUITION SCHOLARSHIPS

If you possess special skills or plan to participate in extra-curricular activities like art, athletics, speech, journalism, student government, music or theater, you may be eligible for a tuition waiver. Contact the appropriate college department to find out how to apply.

STUDENT SCHOLARSHIPS

The CCC Foundation funds over half a million dollars in scholarships for new and returning students. There is one electronic application form to complete for all scholarships. The application is available at www.clackamas.edu/scholarships and is open January 30 to October 31 annually. There are two deadlines annually – March 30 and October 31. All scholarship applications that are complete by those deadlines move on to the reading and scoring committee and are considered for scholarship awards.

PRIVATE SCHOLARSHIPS

A variety of sources offer private scholarships. These scholarships are listed at www.clackamas.edu/scholarships

Veterans Benefits

CCC OREGON CITY CAMPUS
BILL BROD COMMUNITY CENTER, RM100

503-594-3438vetinfo@clackamas.eduwww.clackamas.edu/Veterans/

Our team at the Veterans Education and Training (VET) Center is committed to helping you access all the resources needed to make your educational goals a reality. If you are currently serving in the military, have ever served, or are a military family member please contact us to learn more and determine your eligibility for veterans benefits.

We will:

- Provide information about the many VA educational benefit programs and assistance with applying for these programs.
- Assist you with other resources available to veterans and their military family members, including community and College resources.
- Connect you with the many resources on campus and in the community to make your transition from military service to civilian life a success.
- Provide assistance with other veteran-specific educational resources, including state assistance and tuition waivers for family members of fallen service members.
- Help with active and reserve DOD military tuition assistance.

CCC's VET Center can help you get started today--your success is our only goal!

Determine Course Placement

Testing Center and Placement Office

CCC OREGON CITY CAMPUS, ROGER ROOK HALL, RR136
503-594-3283

CCC HARMONY COMMUNITY CAMPUS
503-594-0636

CCC WILSONVILLE CAMPUS
503-594-0944

Visit www.clackamas.edu/testing
or call for testing hours.

New students at Clackamas Community College should determine course placement in reading, writing and math. For further information about determining your course placement, review the information on the web or visit the Testing Center and Placement Office at Oregon City or online at <https://www.clackamas.edu/testing/>. The placement process needs to be completed prior to registration for many courses at CCC.

Placement Advising for Student Success (PASS) PASS advisors use multiple measures during the conversation with you to suggest placement into the highest-level math and writing courses in which you are likely be successful, with appropriate academic and non-academic supports. Refer to: <http://www.clackamas.edu/pass/>

Bring along evidence to consider:

- HS transcripts within five years of graduation that include GPA.
- Samples of writing, including original research papers and essays from high school or examples of workplace writing.
- Math test scores or examples from the workplace.

There are multiple ways to determine the course placement that best fits with your academic goals. The following list of options can lend support to the placement recommendations that are right for you:

TAKING PLACEMENT TESTS

- ACCUPLACER Next Generation Math
- ACCUPLACER Next Generation Reading

STANDARDIZED TEST SCORES:

- SAT/ACT
- GED (2014 or newer) scores
- Smarter Balanced

OTHER PLACEMENT MEASURES

- HS transcripts within five years of graduation

PREVIOUS COLLEGE CREDIT THAT HAS BEEN EVALUATED BY CCC GRADUATION SERVICES.

Any of the following may be considered:

- International Baccalaureate (IB)
- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Advanced College Credit (ACC)
- DSST or military credit
- Transcripts from an accredited college or university

Refer to Graduation Services for more complete information about the process for submitting official transcripts and exam scores to CCC for credit evaluation. (This process may take up to 12 weeks.)

For further information about determining your course placement, review the information on <https://www.clackamas.edu/testing/> or you can bring evidence from any of the above categories to the Testing Center in Rook Hall for an unofficial evaluation. You may also take the placement tests; in fact, most Apprenticeship programs and some others may require a test score as part of the admissions process.

Advising Sessions/ Talking with an Advisor

Student Services

CCC OREGON CITY CAMPUS
BILL BROD COMMUNITY CENTER
503-594-3475

CCC HARMONY COMMUNITY CAMPUS
503-594-0623

CCC WILSONVILLE CAMPUS
503-594-0959

www.clackamas.edu/Advising

Students who are new to college are strongly encouraged to attend a New Student Advising Session after completing their placement testing. This two hour session will review campus resources and degree requirements, and will provide hands-on experience for choosing courses, creating a schedule, and registering for classes. Please visit the website or call for specific information regarding advising sessions.

Students with previous college coursework who are transferring into CCC should meet with an advisor at any of our campus locations.

Faculty advisors in the academic departments are also available by appointment to provide specific information about your program of study. They can also serve as a mentor. Your faculty advisor's name, e-mail address, phone number and office number are listed in the *Class Schedule* each term.

No matter what program you are working on, you should work with an advisor to be sure you're taking classes that meet your goals.

Registration

ENROLLMENT SERVICES CENTERS
ALL CAMPUS LOCATIONS
503-594-6100

registration@clackamas.edu

Registration is available for currently enrolled, returning and admitted students via your myClackamas account, fax/mail-in and in person as explained in our [Class Schedule](#) each term.

Registration is based on the number of credits completed at CCC (credits completed at other colleges are not counted for registration purposes). Courses in progress during the current term do not count toward this total. You will be notified of your registration date and time through your myClackamas account. The registration schedule is also printed in the [Class Schedule](#) each term. If you miss your registration window, you are able to register any time after that.

To Change Your Schedule Adding and Dropping Classes Changing Grading Method

You are required to obtain instructor permission (signature) after the course begins.

- You must officially drop courses you have registered for if you decide to stop going to class. Ceasing to attend class does not constitute official withdrawal! You will be held academically and financially responsible if you do not officially drop your courses. Official withdrawal is via myClackamas or in person.
- To change your grading method (from graded to P/NP, or P/NP to graded), you must submit a request to Enrollment Services by the end of the sixth week of the term.
- To change to an audit, you must submit a request to Enrollment Services by the end of the sixth week of the term. For more information regarding the Audit Option, see page 26.



Administrative Withdraw

- If you don't attend your class, instructors MAY drop you but ARE NOT REQUIRED to do so. Instructors may do this at any time during the first two weeks of the class. This is called administrative withdrawal.
- If an instructor does an administrative withdrawal, you may be granted a full refund of charges for the class.
- An instructor may administratively withdraw you from a course if you are unable to demonstrate fulfillment of the stated class prerequisite or co-requisite requirement.
- If you are utilizing Financial Aid or Veteran's benefits, you may owe a repayment. Please check with these offices for additional information regarding your enrollment status and entitlement to benefits.
- If you are administratively withdrawn from a course, you will be notified by Enrollment Services.

Wait List Procedure

Some CCC classes utilize a wait list option. If the class you want to register for is full and it has a wait list:

- Add your name to the wait list via myClackamas or in person.
 - You will receive an email in your "student.clackamas.edu" email when a spot opens up and you are next on the waitlist
 - Upon receiving an invitation to add a class you will need to go to "Manage My Waitlist" within myClackamas
 - You will have 48 hours to respond to the invitation
 - If you miss your window you will not be bumped from the waitlist but rather will be passed by for the next student and you will receive another invitation when your spot comes up again.
- Note: This process ends once a course begins. You must contact your instructor directly once a course has started.
- You will be notified by email when you are added to a class.
 - You are academically and financially responsible for the class if you no longer want to be in the class and don't drop it.

The following conditions may affect your eligibility for wait list placement:

- Wait list capacity has been met.
- There is a "hold" on your student record that restricts registration.
- There are course restrictions in place such as "instructor consent."
- You are already enrolled in another section of the same course.
- There is a time conflict with the course you have selected.
- You have reached the maximum number of credits allowed (18) without additional authorization.
- Class has already begun.

Tuition and Fees

2017-2018 Tuition and Fees

Tuition and fee rates, as well as payment option information can be found in a current copy of the *Class Schedule*. Please note that tuition and fee rates are subject to change without prior notice.

TUITION TYPE	RATE	COMMENT
In-State	\$93 per credit	Applies to U.S. citizens or immigrants with a residency status (90 days at that address prior to the start of the term) in Oregon, Idaho, California, Nevada and Washington.
Out-of-State	\$266 per credit	Applies to international students and students residing in states which do not border Oregon.
FEE TYPE	RATE	COMMENT
General Student and Technology Fee	\$8 per credit	Supports many CCC student activities including athletics, child care, instructional technology and student government.
College Services Fee	\$23 per term	Non-refundable. Applies to credit courses only. The College Services Fee covers the cost of various services including graduation, parking, a shuttle, testing and transcripts.
Deferred Payment Fee	\$30 per term	Applied after the second week of the term if a balance is owed to the college.
Late Add Fee	\$50 per class	Applied on the fourth business day after the first official day of the class.
Non-Payment Fee	\$75 per term	Applied after the sixth week of the term if a balance is owed to the college.
Non-Refundable Third Party Billing Fee	\$15	Assessed on any student account where CCC is billing an outside business/organization for tuition and charges.
Returned Bank Item	\$25 each item	Fee for checks returned for nonsufficient funds.
Course Fees	Varies	Certain classes have special fees in addition to tuition and the general fee. These are listed in the "Course Fee" column in the credit course listing in the <i>Class Schedule</i> .

Factors that Determine Your Tuition

IN-STATE TUITION

To qualify as an in-state student for tuition purposes, you must be a U.S. citizen, immigrant or permanent resident who has established and maintained residency in Oregon, California, Idaho, Nevada or Washington at least 90 days prior to the first day of classes. A student registered as an aboriginal with an Oregon tribe will qualify for in-state tuition. A minor student whose parent(s) or guardian(s) is a bona fide Oregon resident will qualify for in-state tuition.

OUT-OF-STATE TUITION

You are an out-of-state student for tuition purposes if you are a U.S. citizen, immigrant or permanent resident who has not established residency in Oregon, California, Idaho, Nevada or Washington 90 days prior to the first day of classes or you are an international student/visitor.

You are an international student if you are a citizen of another country here on anything other than an immigrant visa. You will be required to have an I-20 to attend college.

International students do not become residents regardless of the length of residency within the district.

Note: If you plan to attend a public university after CCC, it is important to contact that institution prior to enrolling at CCC. Residency criteria at the public universities are different from the community colleges and attending CCC could impact your ability to establish residency at the universities.

THE VETERANS' "CHOICE ACT"

Any student using the VA's Montgomery or Post-9/11 GI Bill educational assistance who lives in Oregon while attending Clackamas Community College is entitled to pay tuition and fees at the in-state rate, if the student:

- Enrolls within three years of discharge after serving 90 days or more on active duty; or,
- Enrolls with a transferred benefit within three years of the transferor's discharge after serving 90 days or more on active duty (once enrolled, in-state rates apply while continuously enrolled, including beyond three years); or
- Enrolls with a transferred benefit while the transferor is on active duty, or
- Enrolls under the Marine Gunnery Sergeant John David Fry Scholarship for surviving spouses and children.

SENIOR CITIZEN TUITION BENEFIT

If you are 62 years of age or older before the start date of the term, you are eligible for a senior citizen tuition benefit. Once your student record reflects this status, tuition will be charged at the rate of 1/2 of the resident rate for all CCC sponsored credit classes (fees excluded). Tuition and fee charges must be paid on or before the second Friday of the term to avoid late payment fees. Fees may not be deferred, however, tuition may be paid in installments. Contact Enrollment Services for procedures to follow. You are also entitled to free admission to many college special events and athletic activities. For community education senior citizen tuition benefit policies, see individual Community School listings in the *Class Schedule*.

SENIOR TUITION WAIVER AND AUDIT PROGRAM

If you are 65 years of age or older before the start date of the term, you may be eligible for the Senior Tuition Waiver program. This program is restricted to auditing courses with seats available after the term begins. Registration for these courses begins the third week of the term. Criteria for eligibility can be found on the Senior Tuition Waiver and Audit Form available online at www.clackamas.edu or from Enrollment Services.

Note: The Senior Citizen Tuition Benefit does not waive any fees associated with courses.

Paying for Classes

How Do I Pay for Classes?

Pay Now: Payment is due at the time of registration. Refer to www.clackamas.edu/Tuition/Calendar to learn how to make your payment.

Pay Later*: If you choose this option, payment is due by the second Friday of the term. Accounts with a balance after this date may receive a \$30 Deferred Payment Fee. (To qualify for this option, you must be at least 18 years of age, have a balance of at least \$100, and cannot have an existing balance from a previous term).

Non Payment Fee: If your account balance is not paid by the sixth Friday of the term, your account will be assessed a non-payment fee of \$75. Also, a hold will be placed on your account that will prevent access to your transcripts and future registration.

Refund Policy

CCC provides full refunds if you drop your classes on time. We do not provide partial refunds. To receive a full refund YOU must drop your classes:

- During the first 2 weeks of the class for classes meeting 5 weeks or more
- During the first week of the class for classes meeting 3-4 weeks
- Before the class begins for classes meeting 2 weeks or less

Drop requests are processed via the official college Add/Drop form or your myClackamas account. Eligibility for a refund is determined by the date that your official request is received. Ceasing to attend class or verbal notification does not constitute an official drop. This refund policy is in effect for all classes, seminars and workshops.

If you have questions about an outstanding balance, contact the Accounts Receivables Office at 503-594-6068 or stuaccounts@clackamas.edu. If you have a question regarding a refund, contact Enrollment Services at 503-594-6100, or registration@clackamas.edu.

Cancelled Class

If your class is canceled you will be notified and officially dropped by Enrollment Services. Your tuition and fees for this class will be adjusted appropriately.



