

Student Resources & Support Services

www.clackamas.edu



Education That Works



Student Resources & Support Services

Academic Advising & Career Coaching

www.clackamas.edu/Advising

Student Services

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3475

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0623

CCC WILSONVILLE CAMPUS
503-594-0959

Academic and career coaches are available on a drop-in and appointment basis to help students by providing a wide range of academic information and assisting students with many academic processes including course selection, degree requirements, educational and career planning, and transfer information.

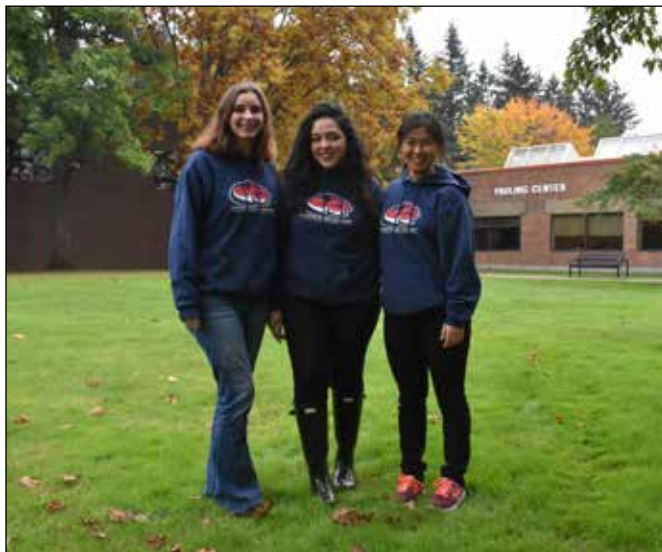
Throughout the year academic and career coaches present advising sessions for new students, pre-nursing students, and others. Please visit the website for more information, including hours, transfer information, and a multitude of other resources.

Accounts Receivable

www.clackamas.edu/Tuition/Options/

503-594-6100

We provide services to both students and departments on accounts receivable related issues including, but not limited to, billing charges, third party billing, tuition and financial aid refunds, short term book loans, 1098T's, collections and registration/transcript holds. For more information regarding payment and refund of tuition and other charges, see page 21.



Associated Student Government

www.clackamas.edu/ASG

CCC OREGON CITY CAMPUS, COMMUNITY CENTER, CC152
503-594-3040

The Associated Student Government (ASG) of Clackamas Community College is the governing body of CCC students. The president and vice president are elected by the student body; senators and other officers are determined by a selection process. ASG operates under a constitution designed to promote student activities which stimulate social, physical, moral and intellectual life on campus.

ASG operates helpful services for students such as the book exchange, grant opportunities, and the Cougar Cave food bank. It also coordinates a variety of activities such as awareness events, bbq's, and parties.

Intramurals

503-594-3931

Clackamas offers a variety of intramural sports activities through the Associated Student Government (ASG). While not offered every year, activities have included fun runs, softball, basketball, flag football, Badminton, dodge ball, ultimate Frisbee, and soccer.

Athletics

www.clackamas.edu/Athletics/

CCC OREGON CITY CAMPUS, RANDALL HALL
503-594-3043

Intercollegiate

Clackamas is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and competes in intercollegiate sports with other colleges throughout the Northwest. Intercollegiate athletics for men include cross-country, track, wrestling (NJCAA), basketball and baseball. Women's intercollegiate sports include basketball, softball, volleyball, track, cross country and soccer.

For Intramurals, see Associated Student Government or contact campact@clackamas.edu

Bookstore

www.ccbbooks.com/home.aspx

CCC OREGON CITY CAMPUS, MCLOUGHLIN HALL
503-594-6500

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0647

The Bookstore is the place to shop for almost everything a student needs for college. Items in stock include new and used textbooks, rental textbooks, e-books, study aids, calculators, flash drives, art, drafting and office supplies, sundries, stamps, school supplies, greeting cards, general books, CCC clothing, snacks, candy, cold drinks and convenience foods. Tri-Met bus passes, tickets, and discounted Tri-Met college term passes are available at both locations. The Harmony Store also stocks items needed for the Nursing and Allied Health programs including scrubs, lab coats, name tags and stethoscopes. Both stores offer a special order service for many items not normally stocked.

Textbooks are available for shipment or in store pick-up by ordering online at www.ccbbooks.com

If you are attending classes at the Wilsonville campus, your books can be delivered to the Wilsonville campus when ordering online.

Students may sell their unwanted new and used books for cash at the Bookstore. Receipts are not needed for textbook buyback. While textbook buyback is open most of the year, students are encouraged to sell their books at term ending when prices are usually better.

Hours are posted in the [Class Schedule](#), as well as the website www.ccbbooks.com

Both stores are open extended hours the first week of fall, winter and spring terms.

Career Services

www.clackamas.edu/careers

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-6001

CCC HARMONY COMMUNITY CAMPUS
503-594-0625

Career, employment, and training information and services are provided to students and potential students. Information and services include:

- Career exploration resources
- Career assessment tools
- Job search information and planning
- Career and job search classes
- Career coaching
- Many of these resources are available online

Child Care

www.clackamas.edu/ChildCare/

CCC OREGON CITY CAMPUS, FAMILY RESOURCE CENTER
503-657-9795

The YMCA Child Development Center is located in the Family Resource Center on the Oregon City campus of Clackamas Community College. The center offers affordable and flexible child care for children ages 6 weeks to 12 years. Children enrolled in the program will play and learn in our NAEYC accredited, state-licensed child care program which offers a host of age-appropriate experiences for children under the watchful guidance of well-trained, caring staff members.

Space is limited and pre-enrollment is necessary. We encourage you to contact the center for enrollment materials as soon as you recognize your child care needs. Students at CCC may qualify for child care assistance and should contact the YMCA center to learn more about these options.

Clackamas County Children's Commission

www.cccchs.org

503-675-4565

CCCC provides free pre-school and day care services on campus.

Head Start Preschool

Preschool services through Head Start gives children ages 3 to 5 years old 3.5 hours per day, 4 days per week of classroom time in addition to regular home visits from September - May. Our state certified teachers and aides will provide an excellent learning experience in a safe and encouraging environment. Two nutritious meals are prepared and served during class time. No summer services offered at this time. Limited space available.

Early Head Start

Early childhood education services through Early Head Start provide 6.5 hours a day, 4 days a week for children 6 weeks to 3 years old. Parents must be enrolled in job training or school and have no other sources for child care during the day. Quality care and nutritious meals are provided and served during class time. During the summer, the program is home based with regular educational home visits. Very limited space available.

Children do not need to be potty trained and we provide all the diapers during class time. CCCC also provides home based support services to pregnant mothers and children 0-3 years of age throughout Clackamas County. Call the CCCC enrollment office today for more information about registration, participation requirements, and availability. No transportation available through us for this center.

Clubs

www.clackamas.edu/ASG/Clubs

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3933

Campus clubs are approved and overseen by the Associated Student Government (ASG) and new interest groups are encouraged to organize following the ASG procedures. Some of the clubs active on campus include Collegiate Team - League of Legends, French Club, Gender & Sexuality Alliance, Horticulture, International, Landscape, Mind Body Spirit Advocate, NW Collegiate Ministries, Phi Theta Kappa, Spanish, STEM, Unidos, Veteran's, Welding, and Writers.

College Counselors

www.clackamas.edu/Counseling/

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3176

CCC HARMONY COMMUNITY CAMPUS
503-594-0625

Counselors are available to provide retention and support services which help students benefit from their experience at Clackamas Community College. Counselors at CCC help students develop career goals and to design a path of education or training that will help them reach those goals. Short term personal counseling and referrals to community resources are provided to students to help identify and overcome barriers that are interfering with success. Counselors also teach courses related to academic strategies and applied life skills. These classes are designed to improve career, personal, and academic achievement.

Community Gardens

www.clackamas.edu/CommunityGardens/

CCC OREGON CITY CAMPUS
503-594-3041

The Community Gardens at Clackamas Community College provides an economical, convenient spot for the public to grow their own vegetables and flowers. Each plot is \$40 per year.

For information on the Community Gardens, contact Student Life & Leadership at 503-594-3040.

Computer Labs

CCC OREGON CITY CAMPUS
503-594-6632

The college has computers available for student use. The Academic Computing lab in the Dye Learning Center and Streeter Hall Open Computing lab are general access labs open to all students.

Many academic departments manage their own computer labs. Specialized software for these programs is usually available in these labs only. Check with specific departments to see if they provide lab hours for their students.

Streeter Hall Open Computing Lab

503-594-6632

Streeter Hall Open Computing Lab is a general access lab open to all students. The lab offers Windows-based computers, general-purpose software such as Microsoft Office, and a printer. A project room is available for student groups to work together. You must be a currently registered student to use the lab. Streeter Hall Open Computing lab is open Monday–Thursday from 9 a.m.–4 p.m.

Academic Computing Lab

See *The Learning Center*.

Music Technology and Audio Recording Labs

NIEMEYER CENTER, N216
503-594-3337

The Music Technology Labs and Audio Recording Studio enable students to compose, record, print and produce music. The facilities are available to CCC students enrolled in music classes which use related Music Technology hardware and software. The CCC Music Technology Labs house 25 state-of-the-art music computer work stations.

Software includes Finale, ProTools, and Reason.

Disability Resource Center

www.clackamas.edu/DisabilityResourceCenter/

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-6357
drc@clackamas.edu

The Disability Resource Center (DRC) provides services that are designed to support student success by creating a welcoming, inclusive, and accessible environment. The DRC offers a wide range of services to provide students with disabilities equal access to college programs, activities, and auxiliary support. The DRC also provides faculty/staff consultations. If you have a history of receiving accommodations or just have questions on how to qualify for services, we welcome you to call or stop by so we can assist you.

Students requesting services must:

- Meet with a DRC staff member.
 - Provide the DRC with documentation from a certifying professional that establishes the existence of a current disability and supports the need for accommodations requested.
 - Request accommodations through a DRC staff member.
- Accessible parking (disabled parking) is available close to each campus building and disabled parking permits are obtained through the Oregon State Department of Motor Vehicles.

Clackamas Community College does not discriminate on the basis of disability or any other protected status in accordance with applicable law. The College's commitment to nondiscrimination applies to curricular activity and all aspects of operation of the college.

Clackamas Community College is specifically dedicated to providing a harassment-free environment for all people with disabilities, as well as a timely and effective provision of services for students with disabilities. Any student with a disability who feels that they have been discriminated against or harassed due to their disability should contact the Disability Resource Center Coordinator.

Enrollment Services Center

www.clackamas.edu/EnrollmentServices/

CCC OREGON CITY CAMPUS, ROGER ROOK HALL
503-594-6100

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0620

CCC WILSONVILLE CAMPUS
503-594-0940

Each Enrollment Services Center provides information and assistance with admissions, registration, transcript requests, student ID cards, making payments and general financial aid.

The Office of Financial Aid and Scholarships

www.clackamas.edu/FinancialAid/

CCC OREGON CITY CAMPUS, ROGER ROOK HALL
503-594-6100

The Office of Financial Aid and Scholarships provides students with information, resources, applications, and other required forms necessary to apply for various types of aid offered through the federal government, state, and Clackamas Community College (CCC). Here are the steps to applying for financial aid at CCC.

Step by Step Process

STEP 1 APPLY TO CCC

www.clackamas.edu

You must include your Social Security number on the CCC application.

STEP 2 APPLY FOR FINANCIAL AID

Apply online at www.fafsa.gov every year.
Be sure to select "Link to IRS" system.

STEP 3 WAIT FOR AN E-MAIL IN YOUR MYCLACKAMAS

Go to: <https://my.clackamas.edu>

- Indicates that we have received your FAFSA.
- Gives instructions on the next steps.

STEP 4 CHECK YOUR MYCLACKAMAS ACCOUNT-WEEKLY

Click on: **My Documents**

- Complete all documents requested.
- Once documents are submitted, it may take up to 12 weeks to review your file.
- Additional information may be requested.
- You will be notified of the result in your myClackamas email once your file is reviewed.
- Accept or reject your award letter online.
- To receive loans, go to: www.studentloans.gov
- Complete: Entrance Counseling for CCC and a Master Promissory Note (MPN). (Select Subsidized/Unsubsidized)

NEED HELP?

- FAFSA Lab is open Monday–Thursday, from 10 a.m.–1 p.m. and 1:30 p.m.–3 p.m. The lab is open to all students needing assistance with completing the FAFSA, FSA ID, scholarship applications, Entrance Counseling, Master Promissory Note, and more.
- Email: finaid@clackamas.edu
- Drop-in Hours: Monday–Friday, 11 a.m.–1 p.m. & 2–4 p.m.
- Cougar Call Center: 503-594-6100

Follow the CCC Financial Aid Recommended Deadlines to ensure that you receive financial aid funds in a timely manner.

2017-2018

Financial Aid Recommended Deadlines

SUMMER TERM 2017: APRIL 3, 2017

FALL TERM 2017: JUNE 26, 2017

WINTER TERM 2018: SEPTEMBER 25, 2017

SPRING TERM 2018: JANUARY 8, 2018



Scholarships

scholarships@clackamas.edu

503-594-6100

Clackamas Community College has many scholarship opportunities available for students of all ages and majors. The list is available at <https://clackamas.academicworks.com>. Here are a few types of scholarships we offer:

General Student Scholarships

The CCC Foundation funds over \$600,000 in scholarships each year for new and returning students. Application is easy using our online form at www.clackamas.edu/financialcenter. You can apply any time during the year. We review applications in April for awarding in Fall term, and in November for Winter term awards.

High School Scholarships

The CCC Foundation offers two full-year tuition scholarships and one single term full-time scholarship through each public high school in our District. Information about these scholarships is available in local high school counseling or career centers. Apply online 1/30-3/30 at <https://clackamas.academicworks.com>

High school students who live in our District and compete in the annual Clackamas Regional Skills contest are eligible for special CCC scholarships. Partial one-term tuition scholarships are awarded to the top three winners in all categories of the competition.

Special Scholarships

If you have 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.

Private (Non-CCC) Scholarships

A variety of sources offer scholarships for Community College students of all ages. These scholarships are listed at <http://clackamas.academicworks.com>. Click on *Opportunities*, and choose *External*.

Veterans Services

www.clackamas.edu/Veterans

CCC OREGON CITY CAMPUS, COMMUNITY CENTER CC100

503-594-3438

vetinfo@clackamas.edu

Clackamas Community College provides a comprehensive range of services and assistance for service members, veterans and their family members, including:

- Assistance with all VA educational and College processes and resources
- Information about VA Benefits and other forms of assistance
- Access to a full service computer lounge with free coffee and snack bar
- Assistance with all the forms of military tuition assistance
- Cougar Vets, the student club for veterans and friends of veterans

If you are currently serving in the military, have ever served, or are a military family member please contact us to learn more. Our team at the Veterans Education and Training (VET) Center is committed to making your transition from military service to civilian life a success!

Work Study

www.clackamas.edu/WorkStudy/

503-594-3428

The Work Study program is a federal financial aid program providing temporary employment. The program is based on financial need and available to eligible students who apply early and are enrolled in at least six credits of course work in a degree or certificate program. Applicants should use the Free Application for Federal Student Aid (FAFSA) to apply for financial aid, then contact workstudy@clackamas.edu

Fitness Center

CCC OREGON CITY CAMPUS, RANDALL HALL

503-594-3043

The CCC Fitness Center is open to students and staff when classes are not scheduled in the center. Equipment includes pyramid weight machines, free weights, exercise bicycles, steppers and rowing machines, treadmills, as well as spinning bikes, ellipticals, an upper body ergometer and several single station machines.



Food Service

www.triohosp.com/ccc/cougar_cafe

CCC OREGON CITY CAMPUS, COMMUNITY CENTER

Cougar Café, located in the Community Center, is open Monday-Thursday 7 a.m. to 5 p.m. and Friday 7 a.m. - 2 p.m. In addition to beverages and snacks, a grab & go case is available with a wide variety of house-made salads, sandwiches, pastries, and snack packs. We offer a full assortment of specialty coffee beverages featuring locally roasted beans from Caffè Vita Coffee Roasters. Hot breakfast is available each day until 10 a.m. Hot lunch offerings are available until 2 p.m. and include wraps, burritos, rice bowls, and sandwiches built-to-order. The Grill is now open until 4 p.m. for burgers (beef, chicken, turkey, vegan hemp seed), fries and tots. Two scratch-made soups and steamed rice are also available until closing. Additional information and menus are available at www.triohosp.com/ccc/cougar_cafe.

Graduation Services

CCC OREGON CITY CAMPUS, COMMUNITY CENTER

503-594-6651

gradservices@clackamas.edu

Graduation Services can assist you on the total number of credits being transferred in from other colleges, identify the number of credits needed to complete your degree, and assist you with your petition to graduate.

Graduation Services is located in the Community Center on the Oregon City Campus, CC124.

Haggart Astronomical Observatory

www.clackamas.edu/Haggart_Observatory.aspx

CCC OREGON CITY CAMPUS

503-594-6044

Haggart Astronomical Observatory is located at the Environmental Learning Center on the Oregon City campus. The centerpiece of the Observatory is a 24" reflector telescope. Through a partnership agreement with the Rose City Astronomers (RCA), a local amateur astronomy club, the RCA maintains the observatory and opens it at least once a month for the general public, weather permitting. For additional information on the observatory, visit the Observatory's website at www.clackamas.edu/Haggart_Observatory.aspx. For information on public openings and private access, visit the RCA website at rosecityastronomers.net.

Astronomy courses are offered at CCC through the Science Department. See Physics in a current *Class Schedule*.

Honor Society

ΦΘΚ: Phi Theta Kappa

503-594-3040 or 503-594-3041

The Clackamas chapter of Phi Theta Kappa, the international honor society for students in community colleges, offers students recognition for hard work and ways to contribute to the community.

Students who have completed at least 12 college-level credits and have a 3.5 or better cumulative grade point average are invited to join.

Membership has many benefits, including Phi Theta Kappa scholarships, society publications, and travel to regional and international meetings. They also have the opportunity to wear a gold stole and tassel at graduation. Chapter activities are centered around the society's four hallmarks: scholarship, leadership, service and fellowship. Joining Phi Theta Kappa is a mark of distinction. Applications are available in the Student Activities Office, CC152.

The Learning Center

www.clackamas.edu/Tutoring

CCC OREGON CITY CAMPUS, DYE LEARNING CENTER

503-594-6191

tutoring@clackamas.edu

The Learning Center: A welcoming environment, open and accessible to all, that inspires people to engage in lifetime learning. The Learning Center is located in the Dye building on the Oregon City campus and offers the services listed below. Hours: Monday–Thursday, 7:30 a.m.–8 p.m.; Friday, 7:30 a.m.–5 p.m.; Saturday, 11 a.m.–3 p.m.

Academic Computing Lab

www.clackamas.edu/Tutoring/

503-594-6632

The Academic Computing Lab in the Dye Learning Center has Windows-based computers available for student use and offers drop-in tutoring for a variety of computing issues, such as accessing information on Moodle, using all Microsoft Office applications, or printing. Business, accounting and computer science tutors are available during all open lab hours. You must be a currently registered student to use the lab. The Academic Computing Lab is open Monday–Thursday from 7:30 a.m.–8 p.m., Friday 7:30 a.m.–5 p.m., and Saturday 11 a.m.–3 p.m.

Math Lab

503-594-3121

tutoring@clackamas.edu

Drop-in (no appointment) math tutoring is available in the Learning Center on the Oregon City campus and at the Harmony campus. In the Math Lab, students can obtain one-to-one help for their math homework and in preparation for exams. Help is available for most math classes taught on campus.

For hours of operation view the Math Lab website at: www.clackamas.edu/Math/MathLab

Writing Center

503-594-6275

writing@clackamas.edu

The Writing Center offers students one-to-one feedback on any writing assignment, for any class or project. Online tutoring may be available by request. Students can get help with any aspect of writing: understanding the assignment, strategies for getting started, grammar and editing, organization, strategies for revising and polishing, considering the audience, and citing sources. Help is available for working on scholarship and admissions applications and essays, as well as cover letters and resumes.

Subject-Area Tutoring

503-594-6191

tutoring@clackamas.edu

The Learning Center provides free individual and small group tutoring in many subjects such as science. Tutors are available by request, with some drop-in tutoring and some by appointment. Limited services are available at Harmony Campus and Wilsonville in some subjects.

Additional Tutoring Services and Labs

- Accounting Tutoring: Academic Computing Lab: Dye 128
- Adult Basic Skills SMART Learning Lab
- Anatomy and Physiology Study Room: Pauling 145
- Chemistry Help Center: Pauling 165
- Digital Media Lab: McLoughlin 125
- Foreign Language Lab: McLoughlin 244
- Harmony Campus: Math Lab and Writing Center
- Horticulture library and computer lab: Clairmont
- MIDI and Music labs: Niemeyer 216, 211
- Volunteer Literacy Center

Online Tutoring through Smarthinking.com

503-594-6191

tutoring@clackamas.edu

Smarthinking is offered to current Clackamas Community College students as a supplementary tutoring resource for subjects or during hours not currently offered in the Dye Learning Center. Students can access up to 7 hours of free Smarthinking tutoring per term by logging into their Moodle account and clicking on the Smarthinking icon located on the top right of their screen. More information found at www.clackamas.edu/Smarthinking

Librarylibrary.clackamas.edu

Circulation: 503-594-6323

Reference: 503-594-6042

reference@clackamas.edu

CCC Library offers tens of thousands of print books, eBooks, electronic journals and magazines, print newspapers, magazines and journals, streaming videos, and compact discs – both in the library and online from anywhere. Access our electronic resources from off-campus by visiting our website and logging in using your CCC username and password. Get help 24/7 from a librarian using the chat service available on our website, or by email, by phone, or by stopping by the library during open hours. Librarians teach and assist students with all research-related tasks, including using the library, developing research topics, and finding, evaluating, and citing sources. Librarians also provide course-integrated instruction and formal library instruction via LIB-101. Other services include interlibrary loan, course reserves, calculator and headphone rental, printing, copying, and scanning. CCC Library is available for use by students, faculty, staff, and the general public.



Music

www.clackamas.edu/Music/

CCC OREGON CITY CAMPUS, NIEMEYER CENTER
503-594-3337

The Music Department sponsors a number of vocal and instrumental performing groups which are open to students and to the community. Groups include Wind Ensemble, Jazz Ensemble, Chamber Choir, Vocal Jazz Ensemble, String Ensemble, Jazz Combo/Improvisation, Contemporary Music Ensemble, and Pep Band (pop/blues/rock/R&B). Some ensembles require an audition. Scholarship funds and work-study positions may be available for students who participate in music groups or activities (need not be a music major).

The Music Department offers group instruction on guitar, voice, and piano. In addition, individual (private) lessons are available for almost all instruments. Music Technology Labs and Audio Recording Studios enable students to compose, record, print and produce music. Software includes Finale, ProTools, and Reason. The Labs are available to CCC students enrolled in appropriate music classes.

The CCC Music Department is home to the Ed Beach Collection, a library of over 2,200 hours of recorded jazz. The original master tapes are now in the National Archives; this edition of the Collection is the only other edition in existence.

Peer Program

www.clackamas.edu/PeerProgram/

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3030

Students selected to serve in the Peer Program help create a comfortable, safe, and supportive environment for our new and returning students. CCC Peer Assistants and Peer Mentors serve our college in a variety of positions on campus, ranging from in-classroom mentoring to supporting a variety of Student Services across campus.

Renewable Energy and Sustainability Center

depts.clackamas.edu/Sustainability/

503-594-3198

The Renewable Energy and Sustainability Center was created to serve as a clearing house for information about sustainable practices and activities already accomplished by the college and plans for future activities. It is also a resource for college and community events in the area of sustainability and a source for career options available in the area of green jobs. Clackamas Community College can help you reach those career goals through degree and certificate options. Most of the information is available through our website, however, there is also a campus sustainability tour which showcases current efforts by the college to move toward greater environmental, economic and social sustainability.

Service Learning Volunteers

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3030

The Service Learning program provides volunteer/community service opportunities for CCC students. Service Learning is a program which combines classroom learning with volunteer field experience. College credit is earned for participation in the program and tuition is free.

Student ID Cards

Photo student ID cards are available at each of our campuses. You'll need this card for transactions on campus, including library checkout, access to computer and tutorial labs, the Assessment Center, enrollment verification, and admission to college events. Picture identification will be required to obtain your photo ID card. First card is free, replacements \$10.

Student Life & Leadership

www.clackamas.edu/StudentLife

CCC OREGON CITY CAMPUS, COMMUNITY CENTER, CC152
503-594-3040

The Student Life & Leadership Office serves as a resource and information center and coordinates student activities on campus. The office provides information on transportation, insurance, student government, special events, clubs, health and wellness events, intramurals, housing, and other programs of interest to students. The office is also the location for calculator and locker rentals, as well as the campus Lost & Found.

Student Publications

theclackamasprint.net

www.clackamas.edu/Student_Publications.aspx

CCC OREGON CITY CAMPUS, ROGER ROOK HALL, RR135
503-594-3261 or 503-594-3254

The Clackamas Print is an award-winning student-run newspaper published weekly during the school year. Clackamas News Online trains students in broadcast journalism. Clackamas Literary Review is a nationally distributed literary magazine designed and edited by students that publishes poetry, fiction, and essays, and offers a student writing contest. Together, these student-run media provide the opportunity to gain practical experience in writing, broadcast journalism, publishing, photography, multimedia reporting, illustration, layout, desktop publishing and graphic design. Tuition waivers are available to student editors.

For information contact Rita Shaw at ritas@clackamas.edu or 503-594-3254.

Testing/Assessment

www.clackamas.edu/Testing/

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

testing@clackamas.edu

The Testing/Assessment Center offers a variety of testing and assessment services including:

- Placement assessment
- GED (General Educational Development)
- Distance Learning proctored testing
- Make-up exams (by instructor arrangement)
- Computer Science Placement
- Pearson Vue Testing
- TEAS Testing (Test of Essential Academic Skills)
- Workkeys (National Career Readiness Certificate)
- Workkeys (Teacher Assistant Certificate)
- Oregon Department of Agriculture Exams
- State of Oregon Tax Board Exams

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0636

- Placement assessment
- Make-up exams (by instructor arrangement)
- Computer Science Placement
- Computer Competency Exam
- Distance Learning proctored testing

CCC WILSONVILLE CAMPUS
503-594-0944

- Placement assessment
- Distance Learning proctored testing
- Make-up exams (by instructor arrangement)
- Computer Competency Exam
- State of Oregon Tax Board Exams
- Computer Science Placement

Theatre

www.clackamas.edu/Theatre

CCC OREGON CITY CAMPUS, NIEMEYER CENTER
503-594-3153

The Theatre Department produces one full-length play and several student-directed theatre projects each term. Workshop courses focus on the production of theatre for public performance, and everyone in the community is welcome to participate. The department also offers lecture courses which encompass technique, theory, and philosophy of theatre arts. College credit is available for each production, and students in need of financial assistance may qualify for tuition waivers or work-study.

Clackamas Repertory Theatre

www.clackamasrep.org

CCC OREGON CITY CAMPUS, NIEMEYER CENTER
503-594-6047

Founded in 2005 as an extension of the CCC Theatre Department, Clackamas Repertory Theatre is a professional theatre company which produces a three-play season July through October. CRT features current and former CCC Theatre Department students both on stage and behind the scenes, as well as professional Portland area actors and directors. For information on our current season see our website at www.clackamasrep.org

Tutorial Services

See *The Learning Center*.

Veterans Education and Training Center

www.clackamas.edu/Veterans

CCC OREGON CITY CAMPUS, COMMUNITY CENTER CC100
503-594-3438

vetinfo@clackamas.edu

Clackamas Community College welcomes veterans, service members, and their family members. We are dedicated to providing exceptional, individualized service and resources to every veteran and military family member. We offer assistance and information about veterans' benefits, education and career options, referrals to community and college services, and enrollment. In 2016, CCC was ranked #2 in the Nation by the Military Times: Best for Vets (2-year Colleges) annual survey, making CCC the #1 two-year college in the West. Our purpose is to ensure student success by creating a community of student veterans committed to making the transition from military service to academic and civilian success.

Workforce Services

www.clackamas.edu/WorkforceServices/

CCC OREGON CITY CAMPUS, FAMILY RESOURCE CENTER
503-594-6246

Building skills and growing businesses!

WorkSource Clackamas is the leading source for employment and training solutions in Clackamas County. Our goal is to develop a highly skilled workforce that creates economic prosperity in Clackamas County. One of our areas of expertise is helping laid off workers, and those businesses that are in need of tapping a skilled pool of talent to remain competitive.

Be Future Ready!

WorkSource Clackamas is preparing Oregonians for jobs in healthcare, green technologies, logistics and more.

WorkSource Clackamas has no-cost career advancement services that can help you:

- update your skills
- sharpen your job search expertise with our no-cost workshops
- access jobs in high-growth careers

Consult our experts! Our Career Advisors are experts in Job Search strategies for the 21st Century. Take the next step, call 503-594-6246, or visit worksourceoregon.org/home/worksourcecenters/238-oregon-city

Funded by Clackamas Workforce Partnership www.clackamasworkforce.org through the US Department of Labor and the State of Oregon

Writing Center

See *The Learning Center*.

Student Rights

Campus Security Report – Jeanne Clery Act1

The “Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective CCC student or employee, you have a right to obtain a copy of this information. You may review this information by accessing the federal government web site (enter “Clackamas Community College” in the search field) or in the CCC student handbook. You may also obtain a hard copy of this information upon request by contacting the CCC Campus Safety at 503-594-6234 or at www.clackamas.edu/Rights_and_Responsibilities.aspx

Directory Information

Clackamas Community College has established an institutional policy regarding the release of limited directory information as defined in the Family Educational Rights and Privacy Act (FERPA). The following information will be released upon request to anyone:

1. Full name
2. Enrollment status
3. Verification of certificate, degree, or honors and awards
4. Residency status
5. Major/program
6. Athletic participation (Including height and weight of team members.)

The following information may be released by the Dean of Academic Foundations and Connections or Registrar:

- a. Address and telephone number
- b. Class location to Public Safety in case of health or safety emergencies.

Exceptions to the above may include but are not limited to:

1. Release of alumni names and addresses to our Foundation Office for communication with CCC graduates;
2. The release and posting of names of students receiving academic honors/awards;
3. Student athletes may sign a release of information form through the Athletic Department for the release of information regarding registration activity, grades and access to records by their coach or the athletic director. Other student groups may also sign similar releases through their department/group.

Students employed with the college that have access to student records receive FERPA training and are asked to read and sign an institutional confidentiality statement of understanding. Directory information for use within the college is permitted in accordance with FERPA guidelines. Disclosure within the college does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students with specific rights regarding their academic records. They are as follows:

- The right to inspect and review your records. You may request to review your records by submitting a written request to the Registration and Records Office or other school official having custody of such records.
- The right to seek amendment to your record if you believe it to be inaccurate, misleading or in violation of your privacy rights. Requests for amendments must be in writing and must describe the specific item or record you wish to have amended. You must also include the reasons why the amendment is justified.
- The right to consent to disclosure of personally identifiable information contained in your academic records, except when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to school officials with legitimate educational interests (See AR 6-96-0031). Additionally, consent is not required by FERPA in the instances where a person or company with whom the college has contracted or appointed as its agent and/or students serving on official committees have legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an academic record in order to fulfill his/her professional responsibilities.

continued...

- The right to file a complaint with the Department of Education, Family Compliance Office concerning alleged failures by the college to comply with the FERPA requirements.
- FERPA allows the college to disclose your directory information without consent. If you do not want this information released, you must submit a request with the Enrollment Services Office.

Release of Information

Clackamas Community College adheres to and is committed to honoring all state and federal laws pertaining to the privacy and confidentiality of your directory information and academic record. You have the right to restrict access to information if you so choose. Please refer to the following in regards to the release and restriction of directory information.

Requesting to Restrict the Release of Directory Information

You may restrict the release of directory information as mentioned above by submitting a Restrict Directory Information request form to the Enrollment Services Office. This restriction will remain in place until you ask for removal. It will remain in place even after you graduate or have stopped attending.

Use of Your Social Security Number

OAR 581-41-460 authorizes Clackamas Community College to ask you to provide your Social Security Number. The number will be used for reporting, research, and record keeping. Your number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs.

OCCURS or the college may provide your Social Security Number to the following agencies or match it with records from the following systems:

- State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Shared Information System, which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement. Funding for community colleges is based on this information.

- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the college.
- The National Student Loan Clearinghouse for the purpose of verifying your enrollment at other colleges, universities and vocational schools.
- The Internal Revenue Service, to provide required information related to the Taxpayer Relief Act of 1997.

State and federal law protects the privacy of your records. Your number will be used only for the purposes listed above.

Solomon Amendment Disclosure

The Solomon Amendment requires by law that the college release: student name, address, telephone number, date of birth, educational level, academic major and degrees awarded upon request from recruiters of the branches of the U.S. military.

Student Information

The college collects data on all students.* The kind and amount of data differ for each student depending on the kind of services you use and the length of your stay at the college. Pursuant to Public Law 93-380, you may review all official records, files, or data pertaining to you, with the following exceptions:

- Confidential financial information reported by the parent or guardian unless the records explicitly grant by written permission the student to review the financial statement.
- Medical, psychiatric, or similar records used for treatment purposes.

Access to your student record is guaranteed and must be made available to you within 45 days of your official request. You may challenge the content of a record you consider inaccurate, misleading, or otherwise in violation of your privacy or other rights by contacting the college Registrar. You have the right to a hearing as outlined in the “*Students’ Rights, Freedoms & Responsibilities*” section of the *Student Handbook*.

*All data from records submitted, filed and accumulated in Enrollment Services become the property of the College.

Student Right to Know and Other Notification Requirements

Clackamas Community College information regarding academic programs, student completion/graduation rates, financial assistance, athletics, institutional financial support, privacy rights (FERPA), campus security, crime statistics and other Student Right to Know items may be obtained by going to www.clackamas.edu/Rights_and_Responsibilities.aspx

Printed copies of this information may also be obtained by contacting the Registration and Records Office at 503-594-3370 or registrar@clackmas.edu

Discrimination Concerns

Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin, disability, family relationship or any other protected status in accordance with applicable law. The college's commitment to non-discrimination applies to curricular activity and all aspects of the college.

In accordance with applicable law, Clackamas Community College does not discriminate on the basis of a disability and is specifically dedicated to providing a harassment free environment for all people with disabilities, as well as timely and effective provision of services for students with disabilities. To this end the following procedures are designed to serve any member of the community who experiences any form of discrimination.

ADA Grievance Procedure

Any disabled student who feels that he/she has been discriminated against or harassed due to his/her disability should contact the Disability Resource Coordinator to report the event. The Disabilities Resource Coordinator will then investigate the incident. Please refer to the Problem Resolution Procedure as outlined in the Student Handbook.

Any disabled student is free at any time to submit a complaint to the office for Civil Rights. Please refer to board policy for ADA Grievance Procedure and Discrimination form:

policy.osba.org/clackcc/AB/ACA%20R%20G1.PDF

policy.osba.org/clackcc/AB/AC%20R%20G1.PDF

Sexual Harassment/Assault Report Procedure

All complaints of sexual or other harassment will be investigated. Once the college has a notice or complaint of sexual harassment, the college has a legal duty to investigate. Please refer to board policy for Sexual harassment complaint procedure: policy.osba.org/clackcc/J/JBA_GBN%20R%20G1.PDF

When a student reports an alleged incident of sexual or other harassment to a staff person, the student will immediately be referred to the Associate Dean of AFAC. Complaints involving only students will be investigated by the Associate Dean of AFAC; complaints involving one or more employees should be reported to the Dean of Human Resources; complaints involving vendors or other individuals (not employees) should be reported to the Dean of Campus Services, or designee. In all cases the responsible compliance officer will consult with the Dean of Human Resources to ensure consistency.

If you need assistance resolving a problem please see page 42 for information and a Problem Resolution Form.

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the Clackamas Community College and its Board that there will be no discrimination or harassment in any education programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. Persons having questions about equal opportunity and nondiscrimination should contact the dean of Human Resources for Clackamas Community College in Barlow Hall at the Oregon City campus, 503-594-3300.

Please note the following areas of responsibility, should you need relevant resources or information:

Section 504 Coordinator, Disability Coordinator

Oregon City campus, 503-594-6357

Title II Coordinator, Darlene Geiger, Associate Dean

Oregon City campus, 503-594-3392

Title IX Coordinator, Patricia Anderson Wieck, Dean, Human Resources

Oregon City Campus, 503-594-3300

Problem Resolution Form

This form is used to aid in resolving a problem. Please read the instructions provided in the CCC Student Handbook for details of the process. Students should submit this form to the director of the area of concern (registration, enrollment, student services, or department chair). If a resolution is not reached, this form will be given to the Associate Dean of AFAC, Darlene Geiger, Dye 142.

Please reference the college rule, policy, or procedure allegedly violated as described in Student Rights, Freedom & Responsibilities www.clackamas.edu/Rights_and_Responsibilities.aspx

Name: _____ CCC Email: _____

Student ID: _____ Telephone: _____ Date: _____

Mailing Address _____ City _____ State _____ Zip _____

Date the Problem Occurred: _____ Location of incident: _____

On a separate piece of paper re-type or clearly print each question prior to each of your answers:

- Have you spoken with the staff member involved (circle one): yes no
If yes, please provide name(s) and describe the discussion, including outcome.
- Please describe the issue, giving rise to your problem/concern, in as much detail as possible. Include any places, dates and /or times you can recall. Also reference campus policy and/or procedures as they may apply.
- Please describe—as clearly as you can—what would resolve this issue for you.

Student Signature _____

FOR OFFICE USE ONLY: Date Stamp Received: _____ **By:** _____ (initials)

Problem Resolution Form Instructions

Use this form if you have a problem with a member of the college staff that you would like help in resolving. This procedure is not appropriate to address a grade dispute (the instructor maintains authority over a grade) or to pursue a sexual harassment complaint or discrimination due to disability (separate procedures through the HR office are available for these.) To resolve a problem with a member of staff, please follow these steps:

The College encourages you to meet with the staff member involved and discuss the situation. Staff members are eager to listen and, if appropriate, accommodate the concerns of students. If you are uncomfortable doing this or if you are not satisfied with the outcome of your discussion and want to pursue this matter further, use this form as outlined in the remaining steps.

Fill out this form and give it to the staff member's immediate supervisor or to the appropriate Department Chair. You must do this within 30 days of the end of the quarter (term) in which the incident occurred.

Within five working days of receipt of this form, staff will attempt to resolve the situation by discussing it with the staff member and the student. Working days are days that classes are in session.

If you are dissatisfied with the supervisor / Department Chair's efforts on your behalf and want to pursue the "Formal Procedure," follow the steps as outlined in the Student Handbook.

All parties are urged to respect the confidential nature of these discussions.

Tips for successful communication when using this form

Ask yourself these questions:

- Stick to the facts: What are the objective facts that describe the situation?
- Is there a policy in the student handbook or class syllabus that relates to the problem?
- Can you request a meeting that is in a safe location and provides time for all parties to prepare?
- Do you have any documentation to support the claims made about the problem?

Remember: Rarely do problems get resolved when emotions are high. Give yourself—and others—time to think about it prior to the conversation. Count to ten. Breathe.

- Separate the problem from the person.
- Focus on shared interests.
- Generate as many solutions as possible.
- Identify solutions that both parties would agree are viable options for resolution.