

## ARC # 404

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# Activating and Deactivating Student Accounts

**Purpose** Establishes the policy and expectations for activating and deactivating student accounts and providing access to Clackamas Community College (CCC) systems and databases.

**Summary** CCC maintains student accounts for all currently enrolled and active students. Accounts for students who are no longer enrolled will be deactivated, after eight consecutive terms of inactivity.

- **Active Accounts:** A student account is automatically created for all admitted students. This account allows students to register for courses and provides access to CCC systems and databases necessary for students while they are enrolled.
- **Inactive Accounts:** Student accounts will be deactivated after eight consecutive terms during which a student has not registered for a course. Once deactivated, the academic record is maintained, but the former student will not have access to CCC systems and databases.
  - Students with deactivated accounts will still be able to request and receive official CCC transcripts.
- **Reactivating accounts:** Former students can re-apply to CCC in order to reactivate their student record and access student systems and databases.

**Related** See the online application at [www.clackamas.edu](http://www.clackamas.edu) and related admission standards in the CCC catalog. Questions can be directed to the CCC Registrar at [registrar@clackamas.edu](mailto:registrar@clackamas.edu).

**Effective Date** This policy goes into effect immediately upon approval.

END OF POLICY

## APPROVALS

|                                       |   |
|---------------------------------------|---|
| Last Reviewed                         | Date: 5.22.2019                             |
| Maintained By                         | Access, Retention, and Completion Committee |
| Initial ARC Review                    | Date: 3.27.2019                             |
| ISP Committee – if appropriate        | Date: NA                                    |
| College Council – first reading       | Date: 5.3.2019                              |
| College Council – second reading      | Date: 5.17.2019                             |
| President’s Council – if appropriate  | Date: 5.21.2019                             |
| Final ARC Approval                    | Date: 5.22.2019                             |
| Final Approved Document Posted to Web | Date:                                       |