

# Advanced College Credit (ACC) Self-Service Registration Instructions

To register, you will need a CCC account and know your CCC username and password. If you do not yet have a CCC account, please [apply](#) at least one week before the deadline. It usually takes 1-2 days after you apply online to receive your account information via email. If you need help accessing your CCC account, contact [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu).

Use the instructions below to register for your ACC class(es) in Self-Service. A video tutorial walking you through registration can also be found at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register). All ACC students are expected to read the ACC handbook that outlines important information about the ACC program available at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).

## STEP 1

Log into [my.clackamas.edu](http://my.clackamas.edu) using your CCC student email and password (your email is typically lastname.firstname@student.clackamas.edu). If you need help accessing your CCC account or resetting your password, email [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu)

Please sign in using your full college email address.  
(example: doe.john@student.clackamas.edu)

Sign in

## STEP 2

On the left menu bar, click on 'Classes' and 'Class Registration'

### Classes

- Class Registration

- Video Guide

- Quick Start Guide PDF 


## STEP 3

Step 3: Click on 'Course Catalog' on the Self-Service home page

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

 **Student Finance**  
Here you can view your latest statement and make a payment online.

 **Financial Aid**  
Here you can access financial aid data, forms, etc.

 **Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Course Catalog**  
Here you can view and search the course catalog.

## STEP 4

Find your ACC classes by filling in ONLY the following boxes (be sure to leave all others blank):

- Term
- Location (select your high school)
- Course type (select HSC — ACC)

Click 'Search' - this will bring up all the ACC courses at your high school for the selected term.

### Catalog Advanced Search

Term: Winter Term 2021 Meeting Start Date: MM-dd-yyyy Meeting End Date: MM-dd-yyyy

Courses And Sections

Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

+ Add More...

Days Of Week

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Location: Canby High School

Time Of Day: Select Time Of Day Time Starts by: Minimum AM:PM Time Ends by: Minimum AM:PM

Course Type: HSC - ACC

Clear

Search

## STEP 5

Find the course you are needing to register for and click on 'View Available Sections'.

Not sure what you need to register for? Go to <http://wcmsprod.clackamas.edu/ACC/HighSchools/> and select your high school to see the ACC courses available at your high school.

Once you find the course you need to register for (be sure to check the instructors name!) click the 'Add Section to Schedule' button to the right of the course.

### MTH-111 College Algebra (5 Credits)

A transfer course designed for students preparing for trigonometry, statistics, or calculus. The focus is on the analysis of piecewise, polynomial, rational, exponential, logarithmic, power functions and their properties. These functions will be explored symbolically, numerically and graphically in real life applications and mathematical results will be analyzed and interpreted in the given context. The course will also include transformations, symmetry, composition, inverse functions, regression, the binomial theorem and an introduction to sequences and series.

#### View Available Sections for MTH-111

Winter Term 2021

##### MTH-111-CN04

College Algebra  
Runs from 09-08-2020 - 03-17-2021

Seats	Days and Times	Locations and Instructional Methods	Instructors
50	09-08-2020 - 03-17-2021	Canby High School, Canby High School CLSRM Online or Remote Lecture	Quinlan, C, Tallman, C

##### MTH-111-CN05

College Algebra  
Runs from 09-08-2020 - 03-17-2021

Seats	Days and Times	Locations and Instructional Methods	Instructors
50	09-08-2020 - 03-17-2021	Canby High School, Canby High School CLSRM Online or Remote Lecture	Rogers, K, Tallman, C

## STEP 6

A Section Details screen will appear for the course you selected. Click 'Add Section'

If you need to register for any additional classes, add all of the courses you need to your schedule.

### Section Details

#### MTH-111-CN05 College Algebra

Winter Term 2021

**Instructors** Rogers, K  
Tallman, C (cheryl@clackamas.edu)

**Meeting Information** 09-08-2020 - 03-17-2021  
Canby High School, Canby High School CLSRM (Online or Remote Lecture)

**Dates** 09-08-2020 - 03-17-2021

**Seats Available** 50 of 50 Total

**Credits** 5

**Grading** Graded


**Requisites** None

**Course Description** A transfer course designed for students preparing for trigonometry, statistics, or calculus. The focus is on the analysis of piecewise, polynomial, rational, exponential, logarithmic, power functions and their properties. These functions will be explored symbolically, numerically and graphically in real life applications and mathematical results will be analyzed and interpreted in the given context. The course will also include transformations, symmetry, composition, inverse functions, regression, the binomial theorem and an introduction to sequences and series.

Close

Add Section

## STEP 7

After you have added all of your ACC courses to your schedule, click the Home button  on the left side bar to be taken back to the home screen of Self-Service.

## STEP 8

Click the 'Register' button in the blue 'Register Now' bar at the top of the home page.



Register Now

Click the button to see available terms and sections.

Register

Select the courses you want to register for and click 'Register'

This will register you for your courses. The registration generates a \$10 per credit balance on your CCC account. You can follow the instructions on the next page to make a payment, or if you are on free/reduced lunch at your high school you can email your counselor to request an ACC fee waiver to have your ACC fees waived.

Register for Classes

Select sections you wish to register for.

Winter Term 2021

MTH-111-CN05: College Algebra (5 Credits)

Cancel Register

# How to make a Payment

Please follow the instructions below to log into [myClackamas](https://myClackamas.edu) and make a payment. If you need help accessing your CCC account or have questions about your balance, please contact [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu).

## Step 1: Go to [my.clackamas.edu](https://my.clackamas.edu)

Log in using your CCC student email address and password (this is the same username and password you used to log in to register for classes).



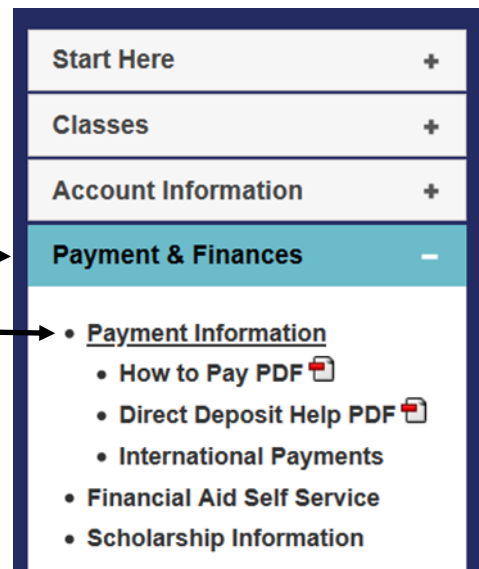
Please sign in using your full college email address.  
(example: doe.john@student.clackamas.edu)

Sign in

[Can't access your account?](#)

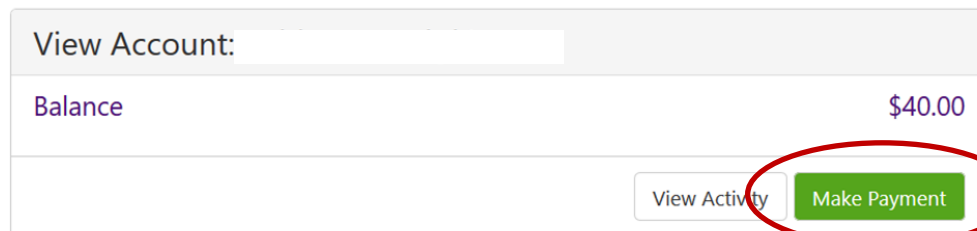
## Step 2: Access Payment System

Click on 'Payment & Finances' and 'Payment Information' on left side bar



## Step 3: Make a Payment

Click on the 'Make a Payment' button and follow the prompts to enter your credit/debit card information. You may save the final screen for your records as confirmation of payment.



**Note:** If you try to access the online payment system and it asks you to log in using a PIN, please clear your browser history and internet cookies and/or try a different internet browser.