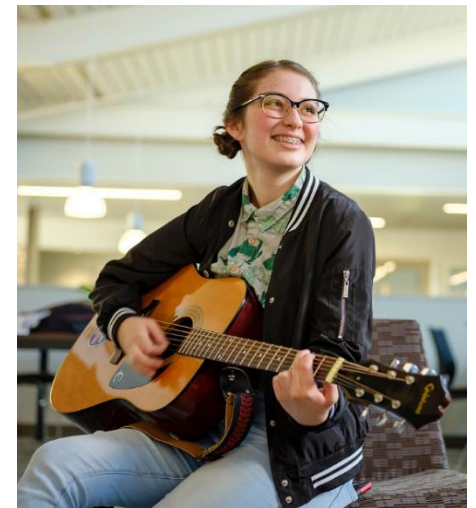


# Advanced College Credit

STUDENT HANDBOOK

2023-2024





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## What is Advanced College Credit (ACC)?

Advanced College Credit (ACC) is a program involving a partnership between Clackamas Community College (CCC) and local high schools. ACC classes are college courses taken at the high school and taught by an approved high school instructor. ACC high school instructors must meet qualifying criteria to offer the course for college credit. College credits earned are posted to a college transcript, just as if the class had been taken at the college and may apply to certificates and degrees at CCC, or may be transferred to another college or university.

ACC allows students to get an early start toward earning a college certificate or degree, saving time and money! The program is an opportunity that requires planning, follow-through, and attention to deadlines. Students taking ACC courses and participating in the ACC program are earning college credit and are also introduced to college practices and procedures, making them more prepared for college in their future.

### Benefits of participating in ACC:

- Research by Northwest Regional Labs shows that students who earn college credit in high school are more likely to attend college after high school and also more likely to complete a college degree.
- ACC Students have access to CCC student services on campus and online, such as:
  - A dedicated advisor for high school students earning college credit
  - Tutoring assistance on campus and online through SmartThinking
  - Library Resources such as online databases and materials and assistance with research
  - Special Education services for students with a documented disability through the Disability Resource Center
  - Student admission rates for CCC sporting events and theatre productions
- Save money on college tuition and fees – ACC cost only \$10 per credit rather than \$121 per credit (plus fees and books) at CCC and much higher rates at other college or universities.
- Complete a degree in shorter amount of time, have flexibility to study abroad, or take lighter term if needed.
- Enter college with higher status with some college credits already completed. Students with previous college credit may be able to register earlier than students entering with no credit, or have better housing options.
- Exposure to college level courses and college registration practices and policies will better prepare students for expectations at CCC or another college or university.

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## ACC Program Advice

As a participant in the ACC program, high school students will be considered CCC students once they apply to CCC and register for ACC classes. CCC students have access to CCC student records, the online registration and payment systems, and a CCC student email through myClackamas as well as access to student computer labs, tutoring services, and library resources for any ACC classes registered for in the current term. A complete list of tutoring resources and how to access them can be found online at

<http://www.clackamas.edu/academics/academic-support/tutoring-services> .

Students in the ACC program start a college transcript that will follow them throughout life. A college transcript is a formal document that records all courses and grades taken at a particular college or university. An official transcript from an institution is used to provide evidence to other colleges, universities and/or employers of the certificates or degrees earned, coursework taken and grades earned. The credit posted to a CCC transcript may be reviewed by colleges and universities in the future and can make the difference between being accepted or receiving a scholarship. It is very important that ACC students monitor their CCC transcript and only register for college credit through the ACC program if anticipate earning a C or higher. **It is highly recommended for ACC students to meet with a CCC advisor to begin discussing future degree and career paths to help guide course taking behavior in high school and beyond.**

Students should keep all ACC course syllabi. Not only does the syllabus outline the course content and act as a great reference for assignments and course due dates, it also specifies the learning objectives of the college curriculum. Having a course syllabus can help get credits accepted at another college if there are any question about the course content.

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## **FERPA Privacy Policy**

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of education records as a student. Under FERPA, CCC cannot release the following information, without the student's permission:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as student email address, ID numbers, SSN, and birth dates

CCC staff cannot release student information to parents or guardians without signed permission from students. Students may release information by submitting an online [FERPA release form](#). This allows the person/people specified on the form to communicate with CCC on the student's behalf.

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## **Students Rights and Responsibilities**

In ACC classes, students can earn high school and college credit. Because of this, students are held to student conduct policies for the high school and Clackamas Community College. Please refer to the High School Student Handbook and the CCC Student Handbook. Campus policies are subject to change. Please visit [www.clackamas.edu/student-rights](http://www.clackamas.edu/student-rights) for up-to-date information and latest CCC Student Handbook.

## Student Roles and Responsibilities

### ACC Students will:

1. Read and follow the information provided in the ACC Student Handbook, including the rules of student conduct at the high school and at the college for ACC classes. The ACC Student Handbook is available at [www.clackamas.edu/academics/academic-offerings/high-school-connections/high-school-registration](http://www.clackamas.edu/academics/academic-offerings/high-school-connections/high-school-registration). The CCC Student Handbook can be found at [www.clackamas.edu/student-rights](http://www.clackamas.edu/student-rights).
2. Apply for a CCC Student ID number and maintain CCC student account with accurate contact information. All CCC students must have a CCC student account before registering for classes. This ID number becomes the permanent CCC ID number for ACC and for any future registration or business with the college.
3. Keep track of CCC Student ID number, username/CCC email address, and password. This information is needed to log into myClackamas for registration, payment, grades, transcripts, etc.
4. Meet course prerequisites for ACC courses, as posted at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).
5. Register for college credits that apply toward degrees/certificates that align with future goals. Understand grades and credits earned through ACC courses can impact future financial aid and scholarship eligibility. Connect with a college advisor, [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu) or 503-594-3252, for more information.
6. Meet registration, drop, and payment deadlines, as posted at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register). It is the student's responsibility to know this information from reading the ACC Student Handbook. Registration assistance is available at [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) or 503-594-3499.
  - a. Register for college credits accurately and within registration periods. Students must currently be taking the course to register. Registering for a previous term/year is not allowed.
  - b. Drop college course(s) by the drop deadlines for each term to prevent a class and/or low grade from posting to the college transcript.
  - c. Pay the \$10 per credit fee for ACC credits upon registration or by the payment deadline. If on free or reduced lunch, talk to high school counselor to be added to the ACC fee waiver list.
  - d. Holds will be placed on student accounts for unpaid balances, preventing further registration and access to transcripts until the balance is paid in full.
7. If accommodations are needed, notify the ACC high school instructor and high school counselor, who will work with the CCC Disability Resource Center to determine reasonable accommodations. Reasonable accommodations in teaching and/or assessment aligned with college policy may be available to students with a documented disability. All students must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit.
8. Understand how to access CCC student services (e.g., advising, tutoring, library, etc.) as needed. This information is available in the ACC Student Handbook.
9. Check CCC grades at the end of each term to verify grades are accurate. Notify the ACC high school instructor and the ACC team right away, if an error is found.
10. Order official CCC transcripts if transferring credits to another college/university, [www.clackamas.edu/transcripts](http://www.clackamas.edu/transcripts).

## Financial Aid Implications

The college credits earned through ACC will be considered within a student's future financial aid award at CCC and other institutions. We recommend only having grades of A, B and possibly C post to a transcript when students are still in high school. All credits earned will also be counted toward a student's Financial Aid Satisfactory Academic Progress Standards and will be counted when determining pace toward degree completion and grade point average. CCC's financial aid and scholarship requirements can be found online at <http://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships>.

Because of the future financial aid implications, it is important to register for ACC courses that will apply toward a degree or certificate program and to be very intentional about the courses and grades posting to college transcripts. Contact the High School Connections advisor at [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) with any questions.

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## ACC and Oregon Promise

ACC students will still be eligible for Oregon Promise as long as they have not already earned 90 college credits in high school. College credits earned while a student is enrolled in high school will be included in the student's total credits and cumulative GPA at a community college. All of the following types of credits count toward the Oregon Promise 90 credit limit:

- College credits you take while in high school or as part of a high school completion program
- College credits you take during summer term (Oregon Promise does not pay for summer courses)
- College credits you take at another college or university while dual-enrolled at another college
- College credits for courses you withdraw from or fail
- Advanced Placement (AP) or International Baccalaureate (IB) credits transcribed by your college.
- Any other college credits you attempt or complete prior to and during your time as an Oregon Promise recipient

ACC and Oregon Promise can benefit students; saving time and money. Taking ACC classes in high school that apply toward a student's certificate or degree will allow students to take additional courses after high school with Oregon Promise funding and will save time in college by not having to repeat course material already learned; ultimately accelerating the path to degree or certificate completion.

Estimated cost breakdown for students who took WR-121Z as ACC verses taking it at CCC with Oregon Promise:

	<b>Cost of WR-121Z through ACC</b>	<b>Cost of WR-121 at CCC with Oregon Promise*</b>
Tuition	\$0	\$0
Books	\$0	Up to \$36
Fees	\$40, or free if on Free/Reduced Lunch	Up to \$71
<b>TOTAL:</b>	<b>\$40, or free if on Free/Reduced Lunch</b>	<b>Up to \$107</b>

*\*Estimated cost based on SU2023 WR-121z cost at CCC*

For more information about Oregon Promise, visit <https://oregonstudentaid.gov/oregon-promise.aspx>.

## Course Requirements and Prerequisites

ACC courses are identical to the course description, student learning outcomes, and assessment/ performance expectations of a CCC on-campus or online course. Many college courses require students to meet prerequisites prior to being able to take the college class. A prerequisite is a specific course or subject that a student must complete **before** they can take another course. To be able to register for some ACC courses, students will have to have completed a similar course in the same or a related subject, at a lower grade level or previous term as determined by the high school. Students should refer to the course catalog at their high school or talk to their high school counselor to determine if there are any prerequisites that must be met in order to enroll in an ACC course. For example, in order to take Spanish 4, students must complete Spanish 3. A list of ACC course prerequisites is available at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).

## ACC Registration Dates

2023-2024 Important ACC Registration Dates

	Fall Semester & Trimester	Winter Trimester	Spring Semester & Trimester
ACC Registration Opens	Oct. 9 2023	Jan 8 2024	April 8 2024
ACC Registration Closes Payment due if not on Free/Reduced Lunch A hold will be placed on CCC account if balance is unpaid	Nov. 3 2023	Feb 2 2024	May 10 2024
Last day to drop ACC courses with a refund Student will receive a refund and no grade on CCC transcript	Nov 10 2023	Feb 9 2024	May 17 2024
Late Registration Appeals Due	Nov 10 2023	Feb 9 2024	May 17 2024
Last day to request 'W' Withdraw grade from instructor	After the drop deadline, the instructor determines whether the student may receive a withdraw (W) grade or be held responsible for a grade.		



## ACC Cost and Fee Waivers

ACC courses cost \$10 per credit, charged directly to the student after registration has occurred. For example, if a student is taking a 4-credit class, the cost to the student would be \$40. If the students were to take a traditional 4-credit class at CCC, it would cost \$121 per credit plus fees and textbooks. Every time a student registers for an ACC class, a bill is generated on the student's account. Students have until the end of the registration period each term to pay the ACC balance owed. If a student does not pay, a hold will be placed on the account, preventing further access to transcripts and registration. Until the outstanding balance is paid.

Students who receive free/reduced lunch at their high school should request an ACC fee waiver by contacting their high school counselor and asking to be placed on the ACC Fee Waiver List. The high school counselor sends a list of eligible students to the college at the end of each term, and the fees are waived. Waivers are valid for one school year only; if applicable, students should request to be placed on the ACC Fee Waiver List each year.

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## ACC Drop, Withdraw and Refund Policies

### Definitions:

Drop: Dropped courses will not show on a CCC transcript and students will receive a refund back to the original payment method if the course is dropped within the drop deadline. Students can drop courses online in myClackamas until the drop deadline by clicking on 'Registration' and 'Register and Drop Sections'. Select the course(s) to drop and click submit.

Withdraw: Withdrawn courses will appear on a CCC transcript with a grade of "W", but do not affect student's CCC GPA. Students will not earn college credit for W grades. Registered students who missed the ACC drop deadline and are now failing or no longer want college credit, should talk to the ACC high school instructor to request a Withdraw.

Students are responsible to drop ACC classes by the drop deadline if they drop the class at the high school. Drop deadlines and instructions are posted on the ACC website to help prevent an unwanted class or low grade from posting to the college transcript. **If the drop deadline is missed, there will be no refund of the ACC fees.**

# 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)

## 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 Meeting Start Date Meeting End Date

Winter Term 2021 MM- dd -yyyy 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 Time Ends by

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.

Add Course to Plan

#### View Available Sections for MTH-111

Winter Term 2021

##### MTH-111-CNB04

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

Add Section to Schedule

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-CNB05

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

Add Section to Schedule

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-CNB05 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

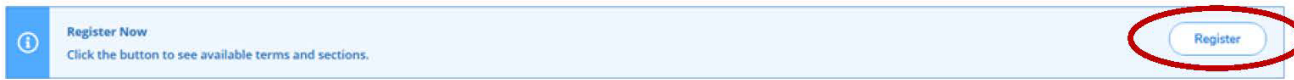
Add Section

## 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.

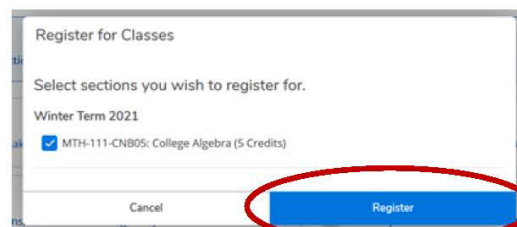
## STEP 8

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



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.



# 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).



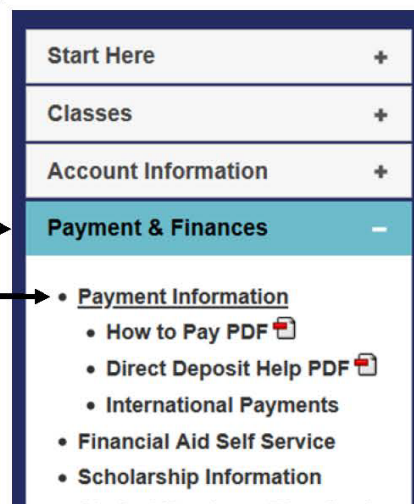
Please sign in using your full college email address.  
(example: doe.john@student.clackamas.edu)

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.

Questions? [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu) | 503-594-3161

## Options for Students Who Missed ACC Registration Deadlines

Students who missed registering for college credit during the ACC registration period may still be able to earn college credit for their classes through the following options:

### ACC Late Registration Appeal

ACC students have one week after ACC registration closes each term to submit a Late Registration Appeal. Students are responsible for completion of the form, required typed statement, and obtaining instructor's signature as consent to register late. Appeals may only be submitted for courses the student is currently enrolled in at the high school. Registration deadlines and ACC Late Registration Appeal forms can be found at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register). (see page 10 for more details)

*Cost: \$10 per credit ACC course fee, free if on free or reduced lunch and have requested to be placed on the ACC Fee Waiver List.*

### Advanced Placement (AP)

If the ACC class a student did not register for is also an AP class, college credit could still be earned through qualifying AP exam scores. Students must request their official AP scores be sent to CCC (or the college/university they will be attending) through College Board to be added to their college transcript. To view CCC's AP course equivalency grid, visit <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options>

For more information on how to take an AP exam or send AP scores to CCC, visit <https://apstudents.collegeboard.org/>.

*Cost: \$97 per exam, financial assistance maybe available by talking to the AP coordinator at the high school.*

### College Level Examination Program (CLEP)

Students can take CLEP exams administered through the College Board and earn college credits with a qualifying score. Students must request their official CLEP scores be sent to CCC (or the college/university they will be attending) through the College Board to be added to their college transcript. To view CCC's CLEP course equivalency grid, visit <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options>

For more information on how to schedule and take a CLEP exam, visit <https://clep.collegeboard.org/>.

*Cost: \$89 per exam plus potential administration fee (fee varies by administering location).*

### Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is used to award college credit for demonstrated competency and mastery of previously learned material. It is only recommended that students who are coming to CCC after high school to pursue the CPL process, as CPL credit is likely not transferable to another institution. Students can check if the school they are going to has a similar CPL or challenge process to pursue. Individual CCC departments determine and administer the CPL assessment by CCC course to assess and decide whether CPL credit should be granted. Students must meet specific criteria to be eligible for CPL credit. More information about CCC's CPL

process and eligibility criteria can be found at: <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options> Cost: \$50 flat fee plus ½ cost of the current tuition per credit or \$25 per credit depending on exam type.

### International Baccalaureate (IB)

If the ACC class a student missed registering for is also an IB class, college credit could still be earned through qualifying IB exam scores. Students must request their official IB scores be sent to CCC (or the college/university they will be attending) through the IB website to be added to their college transcript. To view CCC's IB course equivalency grid, visit <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options>

For more information on how to take an IB exam or send IB scores to CCC, visit <https://www.ibo.org/>. Cost: \$119 per exam plus transcript ordering fees, financial assistance maybe available by talking to the IB coordinator at the high school.

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## **Late ACC Registration Appeals**

Students are expected to register for ACC classes during the established registration period posted on the ACC website [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register). After the registration deadline it may still be possible for students to add an ACC course through a late registration appeal process. All registration after registration closes is considered "Late Registration" and requires ACC high school instructor consent and the possibility of a \$50 late add fee. Late registration appeals are accepted up to 1 week after the registration period closes each term.

If students are attempting to register late, they must complete a Late Registration Appeal Form (available at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register)) with the ACC high school instructor's consent. The Appeal Form must be completed in its entirety, including a statement regarding the request for an exception for late registration and submitted prior to the appeal deadline each term. Students may only appeal for college credit for high school courses they are currently enrolled in. Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted.

ACC Late Registration Appeals will not be granted after the posted Appeal deadline. The Director of the Office of Education Partnerships or designee will review appeals on a case-by-case basis. If the appeal is approved, the Office of Education Partnerships staff will manually register the student and email both the student and instructor, once registration is complete. Students whose names do not appear on the instructor's class list are not officially registered and will not receive college credit or grades. Students will be notified by email of their appeal status within 10 business days.

## Grading

The grading scale for ACC courses will be listed in the class syllabus provided by the ACC high school instructor. Most ACC classes are graded on a letter scale: A, B, C, D, F, I (Incomplete), W (Withdraw). A few courses may be on a Pass (P) / No Pass (N) scale, but there is a limit to the number of credits with P/N grades that can be transferred, or used toward a certificate or degree. We do not recommend P/N for ACC classes unless it is the only option available for the course. If students need to change a grade option to a Pass/No Pass please email [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) prior to the registration period closing. An Incomplete can only be granted when 80% of the ACC course curriculum has been completed and the student is able to complete the remaining coursework within one calendar year (or for seniors, prior to graduation from high school). Incomplete grades are posted as an I/F or the grade the student will earn if the work is not completed by the date agreed upon with the ACC high school instructor.

CCC uses regular letter grades of A, B, C, D, and F to indicate academic performance—there are no pluses or minuses. At the end of a course, an instructor will post student grades in the college system and it will post to students' CCC Student Transcript. Explanation of CCC Grades awarded:

Grade	Grade Point	Description
A	4.00	Excellent
B	3.00	Good
C	2.00	Average
D	1.00	Below Average
F	0.00	Fail
I	0.00	Incomplete
P	0.00	Pass – grade not calculated in GPA but is viewed as a C
N	0.00	No Pass – grade is not calculated in the GPA but is viewed as failing
W	0.00	Withdraw – No credit given. Instructor may award a W, but it is at their discretion. Talk with the ACC high school instructor about this option.

If a grade is not accurately posted on the transcript or students wish to dispute an ACC class grade received, contact [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) immediately, so the issue can be resolved quickly.

## Transcripts and Credit Transfer

A college transcript is an official record of the courses taken, grades earned, and credits awarded at a college or university. This document is how credit is transferred from one institution to another and is often requested with employment applications when specific education requirements are needed. It is very important to monitor the college transcript after each term to be sure courses, grades and credits are posted accurately. Mistakes should be reported to ACC staff immediately at [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu).

When grades have been submitted by the ACC high school instructor, CCC transcripts will be updated. When students are ready to have these classes and credits transfer to a different college or university, they will need to request an official transcript be sent to that college or university. Instructions on how to request an official transcript can be found at [www.clackamas.edu/transcripts](http://www.clackamas.edu/transcripts).

There are many factors that affect how other colleges or universities (both public and private) apply credits earned in high school to a degree or certificate. Students should check with the receiving institution for more details on how college credits earned in high school will apply to degrees or certificates at the college or university.

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## Students with Disabilities

High schools and colleges operate under different guidelines for students with disabilities. If accommodations are needed, students should notify their ACC high school instructor and high school counselor, who will work with CCC's Disability Resource Center to determine reasonable accommodations. Reasonable accommodations in teaching methods and/or assessment delivery aligned with college policy that do not alter the essential content of a course or program may be available to students with a documented disability. All students must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit.



# CCC Student Resources



As a High School Connections student, you have access to many resources at CCC, including:

Advising	Online Learning/Moodle
<p>High School Connections students have a dedicated advisor to help you select classes and develop your education plan to ensure you are on a path to save time and money toward your educational goals. It is never too early to start planning for your future!</p> <p><b>hsconnections@clackamas.edu   503-594-3252</b></p>	<p>Many courses at CCC require Moodle, CCC's online learning system. If you are taking an online class, be sure to log into Moodle when classes start or risk being dropped. If it is your first time using Moodle, complete the Moodle 101 orientation at <a href="http://online.clackamas.edu">online.clackamas.edu</a>.</p> <p><b>online@clackamas.edu   503-594-6618</b></p>
Career Services	Registration
<p>You can get assistance with career assessments, resume &amp; cover letter writing, practice interviews, career fairs, and job opportunities. You can access the Career Center at <a href="http://www.clackamas.edu/careercenter">www.clackamas.edu/careercenter</a>.</p> <p><b>careercenter@clackamas.edu   503-594-6001</b></p>	<p>Registration assistance is available to High School Connection students. Registration instructions, how-to videos, and password reset information can also be found online at <a href="http://www.clackamas.edu/acc/register">www.clackamas.edu/acc/register</a>.</p> <p><b>hsconnections@clackamas.edu   503-594-3499</b></p>
Counseling Services	Tutoring
<p>You can get free counseling services including personal mental health counseling, crisis support, and help with academic concerns. For more information, visit <a href="http://www.clackamas.edu/counseling">www.clackamas.edu/counseling</a>.</p> <p><b>counseling@clackamas.edu   503-594-3176</b></p>	<p>You can get free tutoring for your CCC classes! Information on how to access CCC tutoring services and steps on how to access Smart Thinking, CCC's 24/7 free online tutoring service, can be found at <a href="http://www.clackamas.edu/tutoring">www.clackamas.edu/tutoring</a>.</p> <p><b>tutoring@clackamas.edu   503-594-6191</b></p>
Disability Resource Center (DRC)	Student Rights & Responsibilities
<p>You may be able to receive reasonable accommodations in college classes through the DRC. If you receive special education services in high school (like an IEP or 504 Plan), you may be eligible to receive accommodations at CCC. To discuss accommodations, schedule an appointment with a DRC specialist. Visit <a href="http://www.clackamas.edu/drc">www.clackamas.edu/drc</a> for more information.</p> <p><b>drc@clackamas.edu   503-594-6357</b></p>	<p>High School Connections students are held to student conduct policies at your high school and CCC. Please refer to your high school's student handbook and CCC's student handbook. Campus policies are subject to change. Visit <a href="http://www.clackamas.edu/student-rights">www.clackamas.edu/student-rights</a> for up-to-date information and to learn more about your rights as a student of Clackamas Community College.</p>
Get involved at CCC!	Additional Online Student Resources
<p>In addition to sports, arts and theater, you can get involved with CCC by joining clubs, student government and connecting with the Multicultural Center. Learn more at <a href="http://www.clackamas.edu/campus-life/student-involvement">www.clackamas.edu/campus-life/student-involvement</a>.</p> <p><b>asgfrontdesk@clackamas.edu   503-594-3040</b></p>	<p>CCC is committed to support students in many ways beyond the virtual classroom. Visit <a href="http://www.clackamas.edu/student-resources">www.clackamas.edu/student-resources</a> to access additional CCC resources such as the Food Pantry, checking out a Chromebook, internet access, printing access and much more.</p>