High School Connections

2021 - 2022

COUNSELOR HANDBOOK

Clackamas
Community College

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Introduction

Welcome to the High School Connections Counselor Handbook! We hope that this handbook is a useful guide and resource to help you serve your students navigating the complexities of both high school and college. In all of CCC's High School Connections programs, high school students are taking college classes with the same rigor and expectations of a college student. Some major differences between taking high school classes and college classes are outlined below.

Differences Between High School and College

In High School	In College
Responsibilities: Student's time and schedule is structured mostly by others. Students count on parents/guardians and teachers to remind them of homework. Parents/guardians have access to school records, student progress and other information from the high school.	Responsibilities: Students need to manage their own time, balance their work, and set their own goals. Faculty, advisors, and other staff can provide them support. Students are protected under FERPA (Family Educational Rights & Privacy Act); college staff may not share their information with parents/guardians without their permission.
Assignments & Grades: Makeup tests are often available. Grades are given for most assigned work. Good homework grades may raise the overall grade when test grades are low.	Assignments & Grades: Makeup tests are rarely an option. Grades may not be provided for all assigned work. Grades on tests and major papers usually make up most of the overall grade. There is often more homework.
Teachers: Teachers remind students of unfinished homework and due dates. They will reach out to them if they think they need help.	Instructors: Instructors may not remind students of incomplete work, and will expect them to read, save, and consult the syllabus, which lists deadlines and grading information.
Special Education Services (IEPs/504 Plans): If students are on an IEP or 504 plan, their teachers will automatically be notified about accommodations they need and can adjust course curriculum and work accordingly.	Disability Resources: If students need accommodations, they will need to connect with the Disability Resource Center (DRC) to request them. Instructors will not know they need services unless they are officially requested through the DRC. (See pages 31-34 for more information about disability services at CCC)

FERPA

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of student education records. Once a student has an account with CCC, they are protected under FERPA, even if they are still a minor. CCC staff cannot release student information to parents or guardians without signed permission from the student. Students may release information by submitting an online FERPA release. This allows the person/people specified on the form to communicate with CCC on the student's behalf. **CCC staff can, however, release CCC student information to the partner high schools due to the contractual agreements already in place.**

Clackamas Community College Contacts

High School Connections

Name	Phone	Email Address	Role	Contact regarding:
Amanda Elson	503-594-6279	amanda.elson@clackamas.edu	Career Pathways Specialist	• Career pathway presentations • CTE Summer Camp • Employer networking
Ashlee Hodgkinson	503-594-3499	ashleet@clackamas.edu	ACC Coordinator	• ACC Articulations • ACC registration
Serah Freeman	503-594-3208	serah.freeman@clackamas.edu	HS Connections Enrollment Specialist	• High School Plus • Expanded Options • CTE Pathways
Jaime Clarke	503-594-3220	jaimec@clackamas.edu	Director, Office of Education Partnerships	• Concerns/Complaints • Contracts • New programs at your high school
Joy Overlin	503-594-3161	joydeano@clackamas.edu	Administrative Assistant	• Billing questions for all programs
Klaudia Cuevas	503-594-3252	klaudiac@clackamas.edu	Academic & Career Coach - High School Connections	• Advising for current high school students

Skills Development

Name	Phone	Email Address	Role	Contact regarding:
Patrick Smida	503-594-3028	patricks@clackamas.edu	Resource Specialist II	• Adult HS diploma • GED/ABE • HS credit recovery

Admissions Team

Name	Phone	Email Address	Role	Contact regarding:
Ariane Rakich	503-594-3280	welcome@clackamas.edu	Admissions Counselor	• Admission appointments
Lindsay Curletto	503-594-1696	welcome@clackamas.edu	Admissions Counselor	• High school visits • Tours

Scholarships and Financial Aid

Name	Phone	Email Address	Role	Contact regarding:
Financial Aid Office	503-594-6082	finaid@clackamas.edu		• CCC Financial aid

High School Connections

Clackamas Community College High School Connections Programs: An Overview

CCC's High School Connections programs provide college credit opportunities specifically designed for high school students. When students register for college credit through any of CCC's High School Connections (HS Connections) programs, college course numbers and grades appear on students' CCC transcript. The following pages outline the getting started steps in each of the HS Connections programs, as well as information about each specific program. To see what program(s) your school participates in, visit www.clackamas.edu/highschoolconnections.

Advanced College Credit (ACC)
ACC classes are college courses taken at the high school taught by a college-approved high school instructor that meets qualifying college criteria. ACC classes are $10 per credit, charged directly to the student. Students on free/reduced lunch can have their ACC course fees waived. For more information on Fee Waivers, see page 11.

Career Technical Education Pathways Program (CTEP)
High school students can participate in hands-on Career Technical Education (CTE) classes with other high school and college students. Classes are billed at full tuition/fees rate per student and there may be additional textbook/material costs. Priority registration is given to participating high schools.

Expanded Options
Expanded Options allows students to take classes at the college campus or online. Classes are paid for by the school district/high school.

High School Plus
High School Plus classes are college classes taught by college faculty at partner high schools, online or designated locations. Classes are paid for by the school district/high school.

Program Requirements for all HS Connections Programs:
- Students may only participate in the programs offered at their high school
- Contracts with high schools and/or school districts are required
- CTEP and Expanded Options students must be referred by their high school to participate

CCC Student Accounts

HS Connections programs require students to have a CCC account. Once a student fills out an application with CCC, they will receive a CCC ID#, username and password, which they will use to register for classes. The student's CCC ID# and username stays with them even after high school graduation. Some students do not know they have a CCC account as it may have been created for them or a parent/guardian may have registered them previously. If a student is unsure if they have an account, or needs help accessing it, they can email hsconnections@clackamas.edu. Password reset instructions can also be found under the Printable Registration Resources at www.clackamas.edu/acc/register. Due to FERPA restrictions, CCC staff cannot release student account information to parents/guardians without a FERPA release on file, but can share information with HS staff due to contractual agreements. For more information on FERPA, please see page 1.

High School Connections Frequently Asked Questions

How do I know what High School Connections programs students can participate in?

Students may only participate in HS Connections programs that their specific high school participates in. Students can select their high school on the High School Connections website www.clackamas.edu/highschoolconnections to see the programs that are available to them.

Does Participation in High School Connections programs make the student a college student?

Yes! For all of the HS Connections programs, students must be enrolled at CCC as a student. This gives them access to all of the same benefits as a traditional CCC student. They can get a student ID card, use the library, get into sporting events and much more even though they are still in high school.

What is the difference between applying to CCC and registering?

When students fill out an application, they are applying to become a student at CCC. Students will only need to fill out an application once, and that will create a unique student email and password for their student account. Once their CCC account has been created, they can use it to register for their classes. Registration will need to happen term by term, depending on the deadlines in the specific HS Connections program.

How do I know when students need to register for their classes?

For all of the HS Connections programs except Career Technical Education Pathways (CTEP) and High School Plus (HSP), registration is done online within a specified time frame. It is up to students to register on time. Registration dates and instructions can be found at www.clackamas.edu/acc/register.

How much do college credits cost students while they are in high school?

Advanced College Credit: $10 a credit – students on free or reduced lunch may qualify for a fee waiver.
CTEP, Expanded Options, and High School Plus: Costs are covered by the School District/High School.

How do I know what college credits students already have?

Once students begin participating in any HS Connections programs and earn college credit, they start building a college transcript. This transcript lists all the college courses they have taken and the grades earned. Students can view their unofficial transcript at any time by logging into their myClackamas account and choosing 'Account Information' and 'Unofficial Transcripts'. If students plan to transfer to another institution, they will need to send their official CCC transcripts to the transfer school. Information about how to send transcripts can be found at www.clackamas.edu/academics/academic-support/transcripts-and-duplicate-diplomas or on

How will I know if the college credits earned while in high school will transfer to another school?

Whenever a student is transferring college credit from one institution to another, it is always up to the receiving institution on how those credits will transfer and apply to the degree the student is pursuing. Before registering for classes, it is recommended that students reach out to the potential transfer school to see if the credits will transfer smoothly into the student's potential degree path. For more information about transferring college credits,

What is the difference between Advanced College Credit (ACC) and Advanced Placement (AP)?

ACC: The ACC program is a partnership between CCC and high schools. High schools submit instructors and courses for approval to grant college credit. CCC reviews instructor credentials and reviews course curriculum for alignment with the college class. Students must register for the college credit through CCC.

AP: AP is a national program run by the College Board with standardized curriculum and standardized exams. College Credit may be awarded based on the score earned on this exam. Each college and university has their own policy of how they award credit based on the AP exam scores. For more information about ACC and AP, please see page 35.

Is it too late to register for a class a student could have earned college credit for last year?

Unfortunately, late registration is not accepted for prior year classes. Students must register online during the dates listed on the HS Connections program website. After the registration deadline, it may be possible for students to add an ACC course through a late registration appeal process. Late registration appeal information is available in the ACC student handbook and online at www.clackamas.edu/acc/register.

Advanced College Credit (ACC)

ACC Process Overview:

Step 1: New student creates CCC account at www.clackamas.edu/acc/register

If student already has a CCC account, they need to know their CCC username/password

→

Step 2: Student uses myClackamas username and password to log in and register for ACC classes

→

Step 3: Student utilizes support services such as advising and tutoring, and transcript services if transferring credits to another college or university

ACC Courses by High School

For a comprehensive list of all the ACC courses available at your high school for the entire school year, visit www.clackamas.edu/highschoolconnections, select your high school and select 'ACC High School Course List'.

On the course listing page, you can find important information about your high school's ACC classes, including:

- Which high school classes and teachers are approved to award college credit through ACC classes
- What college credits students can earn for each high school class (i.e. MTH-111/112 for Pre-Calculus A/B) including CCC course title, course and section number, and how many college credits are available
- When registration is open for each course (some courses register each term, some register once a year)
- Contact information for the ACC Site Coordinator at your high school

2021-22 Advanced College Credit (ACC) Important Registration Dates

	Fall Semester & Trimester	Winter Trimester	Spring Semester & Trimester
ACC Registration Opens	October 4	January 3	April 11
ACC Registration Closes Payment due if not on Free/Reduced Lunch A hold will be placed on CCC account if balance is unpaid	October 29	January 28	May 6
Last day to drop ACC courses with a refund Student will receive a refund and no grade on CCC transcript	November 5	February 4	May 13
Late Registration Appeals Due	November 5	February 4	May 13
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.		

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 .

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. 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.

STEP 1

Log into 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

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

doe.john@student.clackamas.edu

Password

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: hh:mm AM/PM
Time Ends by: hh:mm 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.

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 (cherylt@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...

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-CNB05: College Algebra (5 Credits)

Cancel   Register

How to make a Payment

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

Step 1: Go to 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).

Clackamas Community College

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

doe.john@student.clackamas.edu

Password

Sign in

Can't access your account?

Step 2: Access Payment System

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

Start Here	+
Classes	+
Account Information	+
Payment & Finances	−

- Payment Information
  - How to Pay PDF
  - Direct Deposit Help PDF
  - International Payments
- Financial Aid Self Service
- Scholarship Information
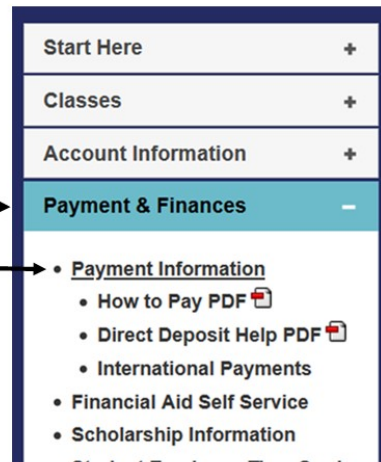
Step 3: Make a Payment

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.

View Account:

Balance $40.00

View Activity   Make 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 | 503-594-3161

Troubleshooting ACC Registration

If a student is unable to register for ACC class(es), there is usually something preventing registration in their CCC student account. Below are examples of the most common ACC registration problems and how to resolve them:

Problem: Student is unable to log into the ACC registration system or myClackamas; student receives message that says "You could not be logged on to myClackamas. Make sure that your email address and password are correct, and then try again." Or "You entered an invalid username or password. Please try again." The student is inputting their CCC username and/or password incorrectly.

Solution: Usernames are usually lastname.firstname. Verify the student is using the correct login information. Students can contact the HS Connections team to have the password manually reset.

Problem: Student is unable to find the ACC courses when registering.

Solution: It is very important that students follow the ACC registration instructions when finding their ACC classes; including too much information in the search criteria can lead to not finding their ACC courses. Once logged into Self Service, enter ONLY the term, location and course type in the search boxes. Click submit and a list of the high school ACC classes will appear.

Problem: Student receives message "Student has balance hold, contact Student Accounts", unable to register.

Solution: Student has a past due balance on their CCC account. Student will need to pay the balance for the account to be cleared and the hold to be lifted. It can take 24 hours for the hold to clear after payment is made online. If the student is on free/reduced lunch and should have a fee waiver, send the student's information to accinfo@clackamas.edu with the term the waiver should be applied to, and the HS Connections team will retroactively apply the waiver and clear the balance and account hold.

Problem: Student receives message "Please complete Online Orientation" and is unable to register.

Solution: Student filled out the incorrect CCC application, please contact accinfo@clackamas.edu and the HS Connections team can manually end the hold.

Problem: Student receives message "Registration puts student in overload. Petition required", unable to register.

Solution: The online registration system limits the number of credits students can take per term. If the student is trying to register for more than 18 credits, they can email accinfo@clackamas.edu to request the additional registrations and the HS Connections team will process the additional registrations manually.

Problem: Student tries to pay online but is asked for a PIN number to log in to the payment screen.

Solution: The online payment system is not recognizing the student as an authorized user to accept payment. This usually happens in the Safari browser. Have the student clear the internet browsing history and/or cookies, try a different internet browser, or try a different computer to log in and make a payment.

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 four credit Writing 121 class, the cost to the student will be $40. If the student was to take a traditional four credit class at CCC, it would cost $111 per credit plus fees. 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 ACC 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.

Students on free/reduced lunch can request a waiver of their ACC fees by contacting their high school counselor and asking to be placed on the ACC Fee Waiver List. The HS Connections team will provide high school counselors with the ACC Fee Waiver List electronically. The high school counselor sends a list of eligible students to the HS Connections team at the end of each registration period and fees are waived. This waiver is valid for one term only; students need to request to be placed on the Fee Waiver List each term that they register for college credit and are on free/reduced lunch. Below is a sample Fee Waiver List template to be completed and returned by the high school counselor at the end of each registration period.

Free/Reduced Lunch Fee Waiver List

Please identify students receiving free or reduced lunch who qualify for their Advanced College Credit (ACC) fees of $10 per credit to be waived in full. Students are still responsible to register for their courses within the posted registration deadlines each term. Please send completed form to accinfo@clackamas.edu by end of each ACC registration period. Fees for these students will be waived each term after registration has closed.

High School: _____ Term: _____

HS Counselor Name & Contact Info: _____

Student Last Name	Student First Name	Date of Birth	CCC ID Number (if known)

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.
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: $95 per exam (based on 2021-22 cost), 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: $85 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.

Expanded Options (EOP)

EOP Process Overview:

Step 1: Student expresses interest in taking classes at CCC through Expanded Options (EOP)

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Step 2: Student meets with high school counselor to discuss classes, fill out participation authorization form, and receive EOP checklist

→

Step 3: Counselor lets HS Connections team know about interested student, student completes steps 2-8 on EOP checklist
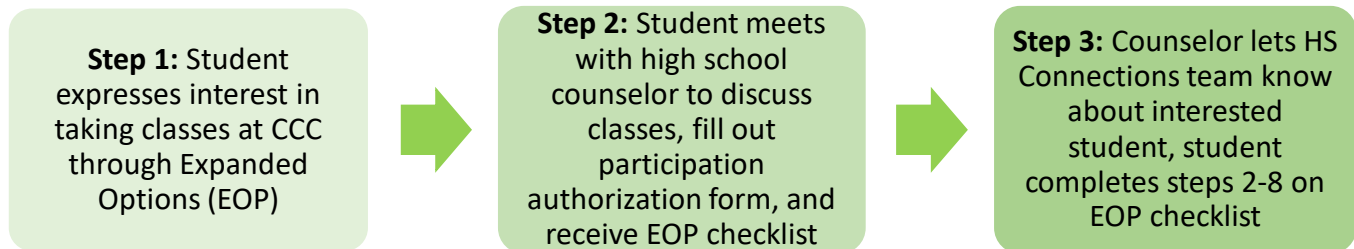
The following pages contain Expanded Options resources that can help students transition smoothly into college courses, whether they are taking one class or a full-time course load at the college. All students who are still enrolled in high school taking class(es) at CCC that the high school is paying for are considered Expanded Options students and are encouraged to follow the Expanded Options processes below.

Expanded Options Student Checklist: This outlines the process students will need to follow each term in order to participate in the Expanded Options program and be set up for a successful term.

CCC Important Dates: A guide of important Expanded Options due dates and important CCC term dates.

Expanded Options Participation Authorization Form: HS Connections staff will need a Participation Authorization form **each term** listing students who are participating in Expanded Options indicating what classes the high school will authorize to pay for. Students are to meet with their high school counselor **every term** to discuss the approved classes. CCC will not bill the high school or school district for any courses a student is taking that have not been approved by the high school.

Expanded Options Attendance and Grade Check: Expanded Options students are expected to complete an attendance check during week 2 of the CCC term and a grade check during week 5 of the CCC term. If classes are in person, students take the form to their CCC instructors and the instructor will indicate the number of absences or current grade. If classes are online, students will be responsible for submitting screenshots of their Moodle courses/grades through an online form emailed to them and available in the Expanded Options Moodle shell. If students do not turn in a form by the deadline, or if the HS Connections advisor is concerned about a student based on their attendance or grade check, the high school will be notified.

Accommodations: Students with special education accommodations at the high school will need to schedule an appointment with the Disability Resource Center (DRC) at CCC to request college accommodations in their Expanded Options classes; see pages 31-33 for more information about special education accommodations and the DRC.

2021-2022 Expanded Options Getting Started Steps

1   **Meet with your high school counselor before EACH college term** to discuss the program. Your counselor will complete an Expanded Options Participation Form and submit it to the college authorizing your participation in the program. We must have a form for EACH term you are participating in the Expanded Options program.

2   **Know your myClackamas account information.** Be sure you can log into your myClackamas account and access your CCC student email. *New students* will need to complete the online CCC application to receive a CCC username/email and password.

3   **Complete the mandatory online CCC orientation.** New students are required to complete the online CCC orientation in their myClackamas account under "Online Orientation". The orientation should take less than an hour. Students cannot register until they complete the orientation.

4   **Complete college placement through PASS.** Many courses have writing and/or math pre-requisites or placement requirements students must meet before they can register. Complete the online placement survey before your advising appointment and you will be contacted for placement.

5   **Connect with the Disability Resource Center (DRC) if you need accommodations.** If you are on a 504 plan or have an IEP in high school, you may be able to receive reasonable accommodations in your college classes through the DRC. To discuss accommodations in your CCC classes, set up an appointment with a DRC specialist by emailing drc@clackamas.edu or calling 503-594-6357.

6   **Meet with the High School Connections Advisor for Expanded Options advising.** Once your EOP Participation form is received, you will receive an email to your **CCC student email** with instructions to set up an advising appointment with the HS Connections advisor. Contact hsconnections@clackamas.edu if you did not receive an email. During your advising appointment, you will select/register for classes based on your Participation Form and academic goals.*

7   **Get your textbooks.** If your high school participates in textbook vouchers, email Joy Overlin (joydeano@clackamas.edu) to request your textbooks after finals week of the previous term. If not, check with your high school counselor on how they would like you to purchase your textbooks.

8   **Complete Moodle 101 Orientation.** The Moodle 101 orientation teaches you how to use Moodle, CCC's online learning system that your teacher will use to teach your online class. You should complete Moodle 101 orientation prior to classes starting.

9   **Attend Expanded Options Orientation.** If you are new to Expanded Options, attend the Expanded Options online orientation. Orientation is an opportunity to learn more about the program, college resources and to ask questions. New students will be emailed the orientation sign up information.

10   **The last but most important step… attend class!** Taking college classes is going to be challenging at times! Reach out to your HS counselor or the HS Connections Advisor if you have questions, concerns or just need a little boost to get you through the term—we are here to help! You also can access important dates and information about college resources through the EOP moodle shell at any point in the term.

After registering, your account balance will reflect your total tuition and fee charges. If you register for any class(es) your high school will not pay for, or if your overall balance is more than what your high school will pay for, you will be responsible for the remaining charges on your account and any accrued late fees.

Klaudia Cuevas
Academic & Career Coach
503-594-3252
klaudiac@clackamas.edu

Ashlee Hodgkinson
HSC Enrollment Specialist
503-594-3499
ashleet@clackamas.edu

Clackamas
Community College

2021-2022 Important Dates at CCC for Expanded Options Students*

	Fall 2021	Winter 2022	Spring 2022
CCC Class Schedule Available Online	May 13	TBD	TBD
Registration Begins	May 17	November 15	February 2
Request Disability Resources Center accommodations if on an IEP or 504 Plan, drc@clackamas.edu	August 30	November 29	February 28
Expanded Options New Student Orientation	September 21	December 14	March 15
Classes Begin	September 27	January 3	March 28
Attendance checks due	October 5	January 11	April 5
Last day to drop class with a refund	October 10	January 16	April 10
Grade checks due	October 26	February 1	April 26
Any remaining account balance due ($100 late fee applied if balance remains)	November 5	February 11	May 6
Last day to drop class & receive a 'W' automatically	November 19	February 25	May 20
Last day to change grading option	December 3	March 11	June 3
Last day to submit petition for graduation	November 5	February 11	May 6
Finals Week	December 6-11	March 14-19	June 6-June 11
Textbook requisitions available from Joy (Participating schools only)	Students can request textbook requisitions after finals week of the previous term by emailing joydeano@clackamas.edu		

*CCC dates subject to change. Visit https://www.clackamas.edu/academics/academic-calendar for updates.

Klaudia Cuevas
Academic & Career Coach
klaudiac@clackamas.edu
503-594-3252

Clackamas
Community College

Expanded Options Student Participation and Authorization Form

High School: _____ Term: _____ Counselor Name: _____ Date Submitted: _____
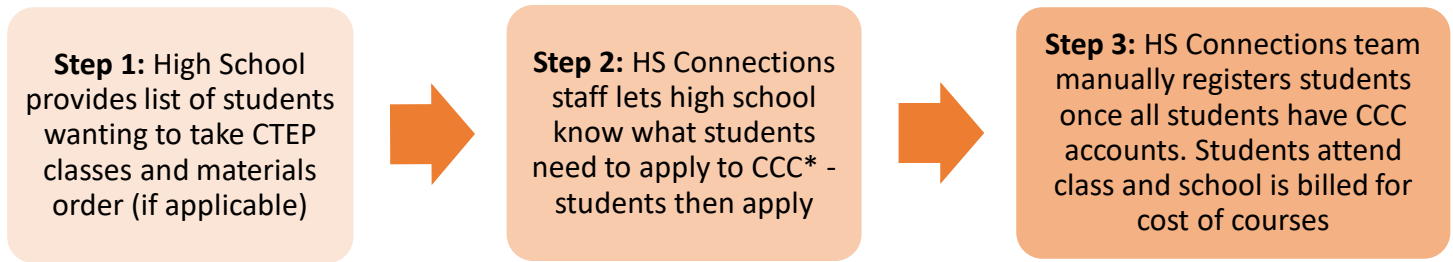
Instructions: Please enter each student's information who is participating in Expanded Options and return to hsconnections@clackamas.edu. This form is used to identify students participating in Expanded Options from your school each term and list the courses they are authorized to take through CCC. If a student registers for a course differing than what is listed in the 'Approved CCC Classes' column, CCC staff will notify you and ask for approval. If you have any questions about this form or Expanded Options program, email hsconnections@clackamas.edu.

This form is your authorization for the college to bill the high school or school district for the student's 'Approved CCC Courses' courses listed below.

Student First Name	Last Name	Preferred Name	Pronouns (if known)	Birthdate	CCC ID#	On IEP/ 504 Plan?	Grad. Year	HS Graduation Requirements Needed	Approved CCC classes	HS Counselor Notes

Career Technical Education Pathways (CTEP)

CTEP Process Overview:

Step 1: High School provides list of students wanting to take CTEP classes and materials order (if applicable) → **Step 2:** HS Connections staff lets high school know what students need to apply to CCC* - students then apply → **Step 3:** HS Connections team manually registers students once all students have CCC accounts. Students attend class and school is billed for cost of courses

HS Connections team will indicate which students do not have accounts already with CCC. Students will need to apply online at www.clackamas.edu/acc/register in order to be registered into the CTEP course. Application deadlines vary by high school/course term dates. HS Connections team will communicate with the high school CTEP contact each term about the roster, application and materials ordering timelines.

High school students can participate in hands-on Career Technical Education (CTE) classes with other high school and college students. Classes are charged at full tuition/fees rate per student and there may be additional textbook/material costs.

The following pages list the schedule of CTEP courses for the year. Priority registration is given to participating high schools and any open seats not filled by high school students will be open to general college students. High School students must be referred by their high school in order to participate.

CTEP Participation Authorization Form: HS Connections staff will need a Participation Authorization form **each term** listing students who are participating in the CTEP courses indicating what classes the student wants to take and the high school will authorize to pay for. CCC will not bill the high school or school district for any courses a student is taking that have not been approved by the high school.

CTEP Materials: Some CTEP courses will require student materials. For example, welding may have a list of materials and supplies required for each student to participate. The high school has the option of ordering through the High School Connections office or ordering them on their own, through another retailer. HS Connections staff will provide information on materials needed each term to ensure there is enough time to place an order, and verify with the high school CTEP contact before the order is placed.

Accommodations: Students with special education accommodations at the high school will need to schedule an appointment with the Disability Resource Center (DRC) at CCC to request college accommodations in their CTEP classes; see pages 31-33 for more information about special education accommodations and the DRC

2021-2022 CTE Pathways Program Course Schedule

Course offerings subject to change based on enrollment and availability

Fall 2021: September 27th – December 10th

Class	Days Offered	Time Offered	Tuition/Fees Cost Per Student*	Materials/Supplies Cost Per Student*
AM-101: Intro to Auto. Services Technology	M/W	7:30-8:40am	$339.00	TBD
AM-101: Intro to Auto. Services Technology	M/W	3:30-4:40pm	$339.00	TBD
AM-101: Intro to Auto. Services Technology	T/TH	7:30-8:40am	$339.00	TBD
AM-101: Intro to Auto. Services Technology	T/TH	3:30-4:40pm	$339.00	TBD
AM-118: Small Engine Repair	M/T/W/TH	7:30-9:10am	$500.50	$0
AM-118: Small Engine Repair	M/T/W/TH	3:30-5:10pm	$500.50	$0
Collision Repair/Refinishing I-III	M/T/W/TH/F	12:30-2:50pm	$1,072.00	$0
MFG-102: Makerspace	M/W	7:30-9:00am	$200.50	TBD
MFG-102: Makerspace	M/W	3:30-5:00pm	$200.50	TBD
MFG-200: Intro to CNC	T/TH	7:30-9:00am	$200.50	TBD
MFG-200: Intro to CNC	T/TH	3:30-5:00pm	$200.50	TBD
FRP-243: Wilderness I: Psych. of Survival	T/TH	3:30-5:00pm	$420.50	TBD
MUS-107: Intro to Audio Recording	TH	3:30-6:30pm	$499.50	$64.95
WLD-111A/B: Shielded Metal Arc Welding	M/T/W/TH	7:30-9:30am	$768.00	Up to $588
WLD-111A/B: Shielded Metal Arc Welding	M/T/W/TH	3:30-5:30pm	$768.00	Up to $588
WLD-115A/B: Gas Tungsten Arc Welding	M/T/W/TH/F	12:30-2:30pm	$768.00	Up to $588

Winter 2022: January 3rd – March 18th

Class	Days Offered	Time Offered	Tuition/Fees Cost Per Student*	Materials/Supplies Cost Per Student*
AM-101: Intro to Auto. Services Technology	M/W	7:30-8:40am	$339.00	TBD
AM-101: Intro to Auto. Services Technology	M/W	3:30-4:40pm	$339.00	TBD
AM-118: Small Engine Repair	M/T/W/TH	7:30-9:10am	$500.50	$0
AM-118: Small Engine Repair	M/T/W/TH	3:30-5:10pm	$500.50	$0
AM-129: Electrical Systems I	M/T/W/TH/F	7:30-9:30am	$822.50	TBD
AM-129: Electrical Systems I	M/T/W/TH/F	3:30-5:30pm	$822.50	TBD
Collision Repair/Refinishing I-III	M/T/W/TH/F	12:30-2:50pm	$1,072.00	$0
MFG-102: Makerspace	M/W	7:30-9:00am	$200.50	TBD
MFG-102: Makerspace	M/W	3:30-5:00pm	$200.50	TBD
MFG-200: Intro to CNC	T/TH	7:30-9:00am	$200.50	TBD
MFG-200: Intro to CNC	T/TH	3:30-5:00pm	$200.50	TBD
FRP-243: Wilderness I: Psychology of Survival	T/TH	3:30-5:00pm	$420.50	TBD
MUS-131: Group Piano: Piano for Pleasure	T/TH	3:30-5:00pm	$238.50	TBD
WLD-113A/B: Gas Metal/Flux Core Arc Welding	M/T/W/TH	7:30-9:30am	$768.00	Up to $588
WLD-113A/B: Gas Metal/Flux Core Arc Welding	M/T/W/TH	3:30-5:30pm	$768.00	Up to $588

Spring 2022: January 3rd – March 18th

Class	Days Offered	Time Offered	Tuition/Fees Cost Per Student*	Materials/Supplies Cost Per Student*
AM-101: Intro to Auto. Services Technology	M/W	7:30-8:40am	$339.00	TBD
AM-101: Intro to Auto. Services Technology	M/W	3:30-4:40pm	$339.00	TBD
AM-118: Small Engine Repair	M/T/W/TH	7:30-9:10am	$500.50	$0
AM-118: Small Engine Repair	M/T/W/TH	3:30-5:10pm	$500.50	$0
AM-130: Brake Systems	M/T/W/TH/F	7:30-9:30am	$822.50	TBD
AM-130: Brake Systems	M/T/W/TH/F	3:30-5:30pm	$822.50	TBD
Collision Repair/Refinishing I-III	M/T/W/TH/F	12:30-2:50pm	$1,072.00	$0
MFG-102: Makerspace	M/W	7:30-9:00am	$200.50	TBD
MFG-102: Makerspace	M/W	3:30-5:00pm	$200.50	TBD
MFG-200: Intro to CNC	T/TH	7:30-9:00am	$200.50	TBD
MFG-200: Intro to CNC	T/TH	3:30-5:00pm	$200.50	TBD
FRP-243: Wilderness I: Psychology of Survival	T/TH	3:30-5:00pm	$420.50	TBD
MUS-142: Intro to Electronic Music I: MIDI	T/TH	3:30-5:00pm	$499.50	0.00
WLD-115A/B: Gas Tungsten Arc Welding	M/T/W/TH	7:30-9:30am	$768.00	Up to $588
WLD-115A/B: Gas Tungsten Arc Welding	M/T/W/TH	3:30-5:30pm	$768.00	Up to $588

***additional per student costs may apply for textbooks and supplies**

2021-22 CTEP Course Descriptions

Automotive

AM-101: Intro to Automotive Service Technology (2 credits)
This course will prepare students for success in the Automotive Service Technology Program. Shop orientation and automotive industry safety training will be provided. Students can earn industry-recognized certificates. Students will be exposed to industry-recognized online service information. Students will also be introduced to tasks that align with the Auto Service Excellence Education Foundation (ASEEF) Master Automotive Service Technician (MAST) program accreditation. Term Offered: Fall/Winter/Spring

AM-118: Small Engine Repair (3 credits)
This course is designed to provide an overview of basic small engine maintenance, operation and repair. It covers safety, small engine theory, electrical systems and troubleshooting. Classroom instruction covering theory of operation, 2 cycle and 4 cycle designs and applications combined with hands-on live projects provides the student the opportunity to learn basic principles of small engine operation, including outdoor equipment, motorcycles and ATVs.
Term offered: Fall/Winter/Spring

AM-129: Electrical Systems I (5 credits)
This course is designed to provide students with the entry-level skills necessary to repair automobile electrical systems. Students will learn about general electrical systems diagnosis; servicing and repair of batteries, starting systems, and charging systems. Prerequisite: Pass AM-101. Term offered: Winter/Spring

AM-130: Brake Systems (5 credits)
In this theory and lab course students will learn about the construction and operation of basic hydraulics, brake fluids, friction materials, seals, disc and drum brakes, hydraulic and vacuum brake boosters systems. Students will also learn to service and repair automotive brake systems.
Prerequisite: Pass AM-101. Term offered: Winter/Spring

Auto Body / Collision Repair

AB-113: Collision Repair I (6 credits)
Basic instruction in collision repair, including shop and chemical hazard safety; proper and safe use of tools; basic metal work/refinishing; use of filler; door removal, replacement and alignment; and bolt on front end sheet metal parts. Term offered: Fall/Winter/Spring

ABR-125: Collision Repair II (6 credits)
Shop safety, fire prevention, selection and use of paint products, abrasives, fillers, application of primers, sealers and top coats. Prerequisite: Pass Collision Repair I. Term offered: Fall/Winter/Spring

AB-133: Collision Repair III (6 credits)
Repair major body damage using modern frame repair equipment and bolt-on, bonded, and welded components using latest technology. Introduction to computerized measuring and damage analysis.
Prerequisite: Pass Collision Repair II. Term offered: Fall/Winter/Spring

ABR-127: Collision Repair IV (6 credits)
Application of solvent and waterborne finishes, spot repairs, color matching and complete refinishing. Intro. To computerized color information retrieval and mixing. Prerequisite: Pass Collision Repair III. Term offered: Fall/Winter/Spring

AB-222: Collision Repair V (6 credits)
Major collision repair with systems approach frame/structure, panels, suspension and brakes, electrical and cooling systems. Emphasis on frame and unibody repair, replacing welded body panels and diagnosis/repair of related damage. Prerequisite: Pass Collision Repair IV. Term offered: Fall/Winter/Spring

ABR-129: Collision Repair VI (6 credits)
Application of solvent and waterborne basecoats, tri-coats and urethane topcoats using foreign and domestic refinish systems. Compete refinishing, spot and panel painting, color matching. Prerequisite: Pass Collision Repair V. Term offered: Fall/Winter/Spring

Manufacturing

MFG-102: Makerspace: An Introduction to Digital Manufacturing (1 credit)
Introduces students to aspects of digital design and manufacturing through use of sophisticated modeling software; 3-D printing, laser cutting and scanning; and CNC machining. Students complete a series of hands-on projects that require imagination and determination while learning solid workmanship principles. Term offered: Fall/Winter/Spring

MFG-200: Introduction to CNC (1 credit)
Course will prepare students to be entry-level Computer Numerical Control (CNC) machine operators. Covers fundamentals of operation, setup principals and G&M code programming. Students use hands on activities in industrial milling and turning centers. Recommended for students with limited knowledge of CNC machining. Term offered: Fall/Winter/Spring

Music Technology

MUS-107: Introduction to Audio Recording I (3 credits)
Introduction to the basic techniques and tools used in audio recording. Areas of study include signal path, microphone applications, software, hardware, outboard gear, tracking, mixing, and editing. Term offered: Fall

MUS-131: Group Piano: Piano for Pleasure (1 credit)
Beginning classroom piano instruction for non-music majors. Includes reading, theory, technical exercises, and the opportunity to share your music with others. Beginning to intermediate level. Term offered: Winter

MUS-142: Introduction to Electronic Music I: MIDI (3 credits)
Introduction to synthesis, MIDI sequencing, basic musical elements, and the basics of production. Learn how to make beats, songs, etc. Uses common production software/hardware. Term offered: Spring

Welding

WLD-111A: Shielded Metal Arc Welding (Stick) A (4 credits)
Part one of WLD-111 which provides opportunity acquire knowledge and skills to set up and operate equipment to perform fillet and groove welds in flat and horizontal positions with the SMAW process. Oxy-fuel cutting, air carbon arc cutting and gouging will be covered. Term offered: Fall

WLD-111B: Shielded Metal Arc Welding (Stick) B (4 credits)
The second half of WLD-111 which provides the opportunity to acquire knowledge and skills to perform more advanced fillet and groove welds in vertical and overhead positions with the SMAW process. Welding codes, standards and specifications will be reviewed. Prerequisite: Pass WLD-111a. Term offered: Fall

WLD-113A: Gas Metal Arc Welding/Flux Core Arc Welding (Wirefeed) A (4 credits)
First half of WLD-113 which provides the opportunity to acquire knowledge and skills to set up and operate equipment to perform fillet welds in flat and horizontal positions with the Gas Metal Arc and Flux Core Arc Welding processes. Oxy-fuel cutting, air carbon arc cutting and gouging will be covered. Term offered: Winter

WLD-113B: Gas Metal Arc Welding/Flux Core Arc Welding (Wirefeed) B (4 credits)
The second half of WLD-113 which provides additional knowledge and skills needed to perform more advanced fillet and groove welds in vertical and overhead positions with the Gas Metal Arc and Flux Core Arc welding processes. Welding codes, standards and specifications will be reviewed. Prerequisite: Pass WLD-113A. Term offered: Winter

WLD-115A: Gas Tungsten Arc Welding (GTAW) A (4 credits)
The first half of WLD-115 which provides the opportunity to acquire knowledge and skills to set up and operate equipment to perform fillet welds in flat and horizontal positions with the Gas Metal Arc Welding (GMAW) process. Plasma arc cutting will also be covered. Term offered: Spring

WLD-115B : Gas Tungsten Arc Welding (GTAW) B (4 credits)
The second half of WLD-115 which provides the opportunity to acquire additional knowledge and skills needed to perform more advanced fillet and groove welds in vertical and overhead positions with the Gas Tungsten Arc welding process. Welding codes, standards and specifications will be reviewed. Prerequisite: Pass WLD-115A. Term offered: Spring

Wildland Fire Science

FRP-243: Wilderness I: Psychology of Survival (3 credits)
Students will learn how to be mentally and physically prepared to survive in the wilderness, the psychology of surviving, and what to do when things go wrong. The course explores the science of survival. Other topics include disaster preparedness, ropes and knots, heat related injuries and increasing situational awareness. Term offered: Fall/Winter/Spring.

Career Technical Education Pathways (CTEP) Student Participation and Authorization Form

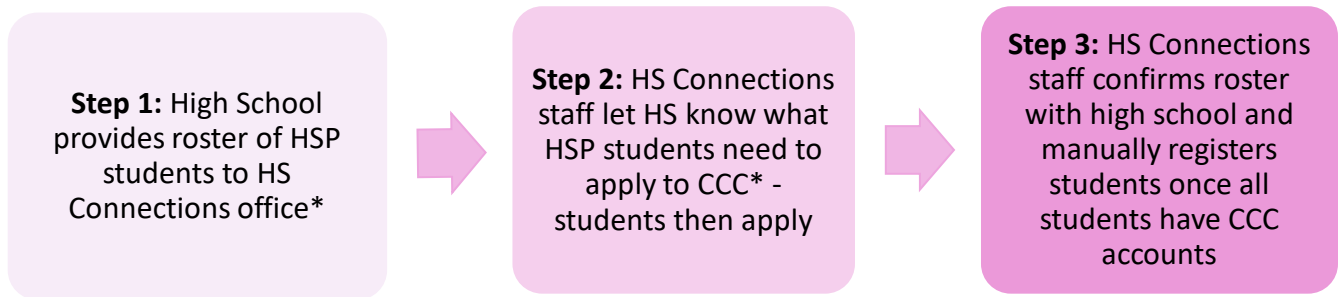High School: _____ Term: _____ Counselor Name: _____ Date Submitted: _____

Instructions: Please enter each student's information who is participating in the CTEP program and return to hsconnections@clackamas.edu. Students must have a CCC account to be registered. CCC staff will notify you of students who will need to apply to CCC to create an account. Once this form has been received and students have a CCC account, they will be registered in their specified courses. If you have any questions about this form or CTEP program, email hsconnections@clackamas.edu.

This form is your authorization for the college to bill the high school or school district for the courses listed in the 'CTEP Course' column for the students below.

Student First Name	Student Last Name	Preferred Name	Pronouns (if known)	Birthdate	CCC ID#	On IEP/504 Plan?	Grad. Year	CTEP Course(s) & Times (AM or PM)	HS Counselor Notes

High School Plus (HSP)

Process Overview:

| **Step 1:** High School provides roster of HSP students to HS Connections office* | → | **Step 2:** HS Connections staff let HS know what HSP students need to apply to CCC* - students then apply | → | **Step 3:** HS Connections staff confirms roster with high school and manually registers students once all students have CCC accounts |

*HS Connections team will indicate which students do not have accounts already with CCC. Students will need to apply online at www.clackamas.edu/acc/register in order to be registered into the HSP course. Application deadlines vary by high school/course term dates. HS Connections team will communicate with the high school HSP contact each term about the roster and application timelines.

HSP Attendance & Grading: All HSP instructors are expected to report daily attendance directly to the high school if a student is absent. Final grades will be sent to the HSP contact at the high school by HS Connections team.

Accommodations: Students with special education accommodations at the high school will need to schedule an appointment with the Disability Resource Center (DRC) at CCC to request college accommodations in their HSP classes; see pages 31-33 for more information about special education accommodations and the DRC.

Advising: HSP classes fit into many degrees/certificates at CCC. Learn more about how these classes can help a student get a jump start on their college degree/certificate on page 35.

Alternative High School Programs Overview

General Educational Development/Adult Basic Education (GED/ABE)

Clackamas Community College (CCC) offers day and evening GED preparation classes at our Oregon City and Harmony campuses in both English and Spanish. The GED JumpStart program is for new students and has multiple start dates throughout the term. JumpStart is offered mornings at Oregon City and afternoons at Harmony. Students must attend 80% of class time to maintain good standing in the program.

Eligibility:
- 16 years or older
- Additional requirement for students who are high school aged (students whose 4-year high school cohort has not graduated): To begin the program, school-aged students must obtain either:
  o An official referral to CCC from their high school, or
  o A release from compulsory attendance from their high school

Program Completion:
- Program completion is based on the student successfully passing the four GED® tests. Students schedule and pay for the GED® tests independent of the program. Tests may be taken at the college's testing center on the Oregon City campus.

Steps to Begin the GED Program:
1) Contact GED program staff (patricks@clackamas.edu) to get started
2) Apply to the GED program at CCC online: https://onlineapplication.clackamas.edu/GEDAHSDApp/Step1
3) Schedule and attend a GED intake appointment for CASAS assessments in reading and math
4) For school-aged students only: Submit official release or referral document from the high school to GED office; students are not able to register for the GED class until the document is submitted to the GED office
5) After paperwork and CASAS assessments are complete, student will be given a start date

High School Credit Recovery Classes

CCC offers classes for high school students who need to make up credit for high school graduation. Classes are held on the Oregon City Campus during the summer term and offered in a computer lab environment with an instructor onsite. Two unexcused absences may result in being dropped from the program.

Eligibility
- The student's high school authorization is required for enrollment; the high school counselor will complete a CCC Credit Recovery Brochure to authorize the student to take classes at CCC in the credit recovery program.

Class Completion:
- At the end of summer term, CCC mails letters describing the students' earned credits to high school counselors.

Steps to Begin High School Credit Recovery Classes
1) Complete the CCC Credit Recovery Brochure (from high school counselor or email patricks@clackamas.edu)
2) Apply to CCC online: https://www.clackamas.edu/
3) See the CCC Credit Recovery Brochure for first day of class dates

4) On the first day of class, students go to D133, Dye Learning Center, CCC, Oregon City
5) Bring the CCC Credit Recovery Brochure from the counselor and photo ID, such as a high school ID; student will register and pay on the first day of class

Adult High School Diploma (AHSD)

The Adult High School Diploma program provides students the opportunity to complete their high school diploma at CCC on the Oregon City Campus.   Most classes are offered in a computer lab environment with an instructor onsite. Classes are assigned individually. New students may begin fall, winter, and spring terms. Students must attend 80% of class time to maintain good standing in the program.

Eligibility
- 16 years or older
- Completed at least 14 high school credits as determined by CCC's evaluation of the high school transcript during the intake process
- Additional requirement for students who are high school aged (students whose 4-year high school cohort has not graduated): To begin the program, school-aged students must obtain either:
  o An official referral to CCC from their high school, or
  o A release from compulsory attendance from their high school

Program Completion:
- Adults will receive an Adult High School diploma from CCC
- School-aged students who are released from compulsory attendance by their high school will receive an Adult High School diploma from CCC
- School-aged students who are officially referred by their high school will receive their high school's diploma

Steps to begin AHSD:
1) Collect paperwork:
   a. Official High School Transcript, and
   b. If high school aged: Either a release from compulsory attendance or official referral to CCC from the student's high school counselor

2) Submit paperwork to Patrick:
   Patrick Smida
   Smart Learning Lab, D129, Dye Learning Center
   Oregon City Campus, Clackamas Community College
   19600 Molalla Ave.
   Oregon City, OR 97045
   (patricks@clackamas.edu, 503-594-3028)

3) Apply online to the AHSD Program at CCC: https://onlineapplication.clackamas.edu/GEDAHSDApp/Step1

4) Schedule and attend an intake appointment for CASAS assessments in Smart Learning Lab, D129, Oregon City Campus

5) Allow 2-3 weeks for the official transcript to be evaluated by CCC

6) Once the transcript evaluation is complete, the student will be contacted to schedule an interview with a AHSD faculty member to be accepted into the program

Getting Started in Alternative High School Programs at CCC

Programs	Get Started!
ABE/GED Preparation Classes • Oregon City & Harmony campuses • Day & evening classes • Classes range from $30-$55 every term	For Oregon City (morning and evening classes), call Patrick (503-594-3028; patricks@clackamas.edu) For Harmony (afternoon classes), call ESL/GED Office (503-594-6048; GEDandESL@clackamas.edu)
Spanish GED (Para hablar en español) • Oregon City & Harmony campuses, and in Canby • Day and evening classes • Classes range from $30-50 every term	Call ESL/GED Office (503-594-3234; GEDandESL@clackamas.edu), or Camilo Sanchez, (503-594-3029)
CCC Adult High School Diploma (AHSD) Program • Oregon City Campus • Students need 14 high school credits • Contact Patrick in the Skills Department for cost and the transcript evaluation process	Call Patrick (503-594-3028; patricks@clackamas.edu)
ESL Classes • Day classes on the Oregon City Campus • Evening classes on the Harmony Campus • ESL placement tests fee is $25; a 3-hour/week class costs $25/term; a 6-hour/week class costs $50/term	Call ESL/GED Office (503-594-6048; GEDandESL@clackamas.edu)
High School Credit Recovery Classes • Day classes on the Oregon City Campus • Summer Term only • Contact Patrick in the Skills Department for cost	Call Patrick (503-594-3028; patricks@clackamas.edu)

Taking Classes at CCC While Still in High School

Students still in high school do not need to go through any special process(es) to take general classes at CCC (not a part of a HS Connections program) unless they are under 16 (see below). Students without a GED or high school diploma are responsible for paying full tuition and fees and are not eligible for financial aid or scholarships.

Students Under 16 at CCC

Students under the age of 16 who wish to take a class at CCC are welcome to do so, but they follow a different process to register for their courses. They follow the same Steps 1-4 on the Getting Started checklist, but need to complete an "Under 16 Enrollment Consent" form to register for their classes. The form, which is linked above, is available at www.clackamas.edu/forms, or students can ask for a copy in Enrollment Services or Advising.

If a student is under 16 and wanting to take classes at CCC, the student will need to contact the instructor teaching the class to obtain their signature, or an electronic consent. The easiest method to contact an instructor is to email them (CCC staff emails can be found on the directory on the CCC website or in Self-Service) and ask for permission to join the course. If the instructor replies with consent, the student can forward the email to registration@clackamas.edu and attach the Under 16 Enrollment Consent form, or they can print out the email and take it with the Under 16 Enrollment Consent form to Enrollment Services desks on any campus to get registered for their course(s).
Click here to view a current class schedule, and here for CCC term dates, including drop/payment deadlines.

How to Enroll and Register in CCC Classes While in High School

Step 1	**APPLY TO CCC** New students can apply online here. If a student already has an account through CCC because of ACC or other credit, they will not need to apply. If a student is unsure if they have an account, contact hsconnections@clackamas.edu for help.
Step 2	**DETERMINE PLACEMENT** Students will need to have math and/or writing placement on their CCC account prior to registration for some classes (math, writing, some science, etc.). To complete math/writing placement online, complete the PASS Placement Intake Survey and a placement advisor will reach out to complete placement.
Step 3	**COMPLETE ONLINE ORIENTATION** Students will need to complete the Online Orientation available in their myClackamas account. The online orientation will review CCC's resources, degree/certificate programs, student life and more. The online orientation takes approximately 30 minutes to complete.
Step 4	**REGISTER FOR CLASSES** *If over 16,* students can register for classes online by logging into their student account at my.clackamas.edu and registering through Self-Service. Students can also find registration instructions in myClackamas or contact hsconnections@clackamas.edu for registration assistance. *If under 16,* students need to complete the Under 16 Enrollment Consent form and email the instructor for permission to join the class before registering. See above.

CCC Student Resources

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

Advising	Online Learning/Moodle
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! hsconnections@clackamas.edu | 503-594-3252	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 online.clackamas.edu. online@clackamas.edu | 503-594-6618
Career Services	**Registration**
You can get assistance with career assessments, resume & cover letter writing, practice interviews, career fairs, and job opportunities. You can access the Career Center at www.clackamas.edu/careercenter. careercenter@clackamas.edu | 503-594-6001	Registration assistance is available to High School Connection students. Registration instructions, how-to videos, and password reset information can also be found online at www.clackamas.edu/acc/register. hsconnections@clackamas.edu | 503-594-3499
Counseling Services	**Tutoring**
You can get free counseling services including personal mental health counseling, crisis support, and help with academic concerns. For more information, visit www.clackamas.edu/counseling. counseling@clackamas.edu | 503-594-3176	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 www.clackamas.edu/tutoring. tutoring@clackamas.edu | 503-594-6191
Disability Resource Center (DRC)	**Student Rights & Responsibilities**
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 www.clackamas.edu/drc for more information. drc@clackamas.edu | 503-594-6357	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 www.clackamas.edu/student-rights for up-to-date information and to learn more about your rights as a student of Clackamas Community College.
Get involved at CCC!	**Additional Online Student Resources**
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 www.clackamas.edu/campus-life/student-involvement. asgfrontdesk@clackamas.edu | 503-594-3040	CCC is committed to support students in many ways beyond the virtual classroom. Visit www.clackamas.edu/student-resources to access additional CCC resources such as the Food Pantry, checking out a Chromebook, internet access, printing access and much more.

Disability Services and Resources at CCC

CCC offers resources for students to help them with disabilties. Below is a comparison of how students access services in high school to how students access services at CCC.

How is college different than high school?

HIGH SCHOOL	COLLEGE
Parents have access to school records, and can speak with teachers or staff about how you are doing.	Parents cannot talk with the college staff or get grade information unless you complete a FERPA release form.
Makeup exams or even the ability to retake tests for a better grade are often allowed.	Makeup exams are seldom an option unless you request it from faculty. Retaking an exam for a better grade is not an option.
The school year is 36 weeks and some classes may extend more than one term.	At CCC, the academic year is divided into four 11-week terms with classes and schedules changing each term.
School districts are responsible for identifying a student's disability.	Students must identify themselves to the Disability Resource Center.
Personal services for medical or physical disabilities are required to be provided by the school.	No personal services are required to be provided. It is up to a student to cover these services if needed.
Fundamental alterations or modifications of course content are required based on student need.	No modifications or alterations of course content are required and will not occur. All students need to meet the same learning outcomes.
School districts develop Individualized Educational Plans (IEPs) or 504 plans for services provided in the K-12 system.	IEPs or 504 plans do not exist in higher education. Students must submit documentation to determine reasonable academic accommodation.
The school ensures students receive their IEPs or 504 supports, services or accommodations.	Students are responsible each quarter for requesting accommodation e-letters be sent to faculty.
Teachers remind you of missing work or offer their assistance.	Students are expected to initiate contact if you need help. It is up to you to keep track of your assignments.
Teachers provide you with missed information when you are absent.	You are expected to get notes from classmates for missed classes and to contact faculty if you miss assignments.
Teachers write notes on the board that you need to copy into your notes.	Students are expected to identify and take notes on any important points. Good notes are needed.
You can study in class or study hall and may not have much homework.	On average students spend at least three hours per credit each week studying outside of the class hours.

College is an exciting place to learn. The Disability Resource Center can be a partner to you as you start this next step in your educational career.

Community Center – CC150, Oregon City Campus, 19600 Molalla Ave., Oregon City, OR 97045

FOR MORE INFORMATION
Ph: 503-594-6357
Fax: 503-722-5865
E-mail: drc@clackamas.edu

Clackamas Community College
DISABILITY RESOURCE CENTER

Clackamas Community College
DISABILITY RESOURCE CENTER

The Disability Resource Center (DRC) supports students with disabilities by creating an accessible, inclusive and welcoming environment.

The DRC offers a wide range of services to provide students with disabilities equal access to college activities, courses (both online and in-person) and programs. The DRC also provides supports to faculty and staff to deliver accommodations.

What are reasonable accommodations?

Any reasonable adjustment of the learning environment that eliminates, as much as possible, physical or instructional barriers to learning encountered by the student. The adjustment must be based on the individual student's documented need and tailored to the specific student's disability.

STEPS TO START SERVICES WITH THE DISABILITY RESOURCE CENTER

STEP 01

SUBMIT DOCUMENTATION

Provide the DRC with documentation that establishes the existence of a disability. This can be an Individual Education Plan (IEP), 504 Plan, or documentation from certifying professional. You can send your documentation to the DRC by emailing drc@clackamas.edu.

STEP 02

SCHEDULE AN APPOINTMENT

After your documentation has been approved by the DRC, the DRC will contact you to make an appointment.

STEP 03

FILL OUT THE APPLICATION

Fill out the DRC application using AIM. Please do not fill out this form until you have an appointment with the DRC.

STEP 04

MEET WITH THE DISABILITY RESOURCE CENTER

At your initial meeting you will meet with a DRC staff member and discuss how your disability affects your ability to learn and take a test. You will also discuss reasonable accommodations for your classes, including both online and in-person classes.

STEP 05

REQUEST ACCOMMODATIONS

Request accommodations through AIM every term you attend CCC. If you are having trouble logging into AIM, contact the DRC at drc@clackamas.edu.

If you have a diagnosis that impacts your ability to learn or take a test, either temporarily or permanently, please feel free to contact us.

Have a question? Or unsure if you will qualify for accommodations? Call us at **503-594-6357** or email us at drc@clackamas.edu.

Important information to note once a student starts CCC:

We cannot discuss any information with anyone other than the student (this includes parents, spouses, or children) due to the Family Educational Rights Protection Act (FERPA).

We do have releases available which allow the student to give permission to whom they choose, just ask for one if needed.

Students are responsible each quarter for requesting accommodation e-letters be sent to faculty. DRC staff will go over how this is done in the initial meeting and provide step-by-step instructions in written or video format.

Students are expected to initiate contact if they need assistance and to keep track of assignments. DRC staff are here to assist, but have no way of knowing if a student is getting behind on assignments or struggling with course material, unless the student lets us know!

Reasonable academic accommodations are what is provided at CCC, we do not provide personal supports such as transportation or one-to-one in-classroom support.

Authority & Confidentiality

Authority is assigned to the Disability Resource Center for reviewing student documentation and determining what, if any, accommodations will be provided by the college to ensure equal access for all students.

All contact information and documentation received is kept in confidential files within the Disability Resource Center. Information from the file is provided on a "need to know" basis only, at the student's request, or with a signed consent.

Documentation must have been prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. It must also be typed or word processed and printed on the letterhead of either the practitioner or the agency hosting the practice.

Intentional Credit or "Credits with a Purpose"

Something for counselors to consider when assisting students in choosing accelerated learning courses is that "more" doesn't always equal "better". **The term "intentional credit" or "credit with a purpose", is starting to come into conversations around accelerated credit, because it is important that students choose and register for college courses that will best advance their educational goals.**

Three good rules of thumb about earning college credit in high school:

1) Check the transferability of the course with the student's prospective colleges/universities. More information on transferability of courses is on page 39.

2) Math and writing are the "safest" courses since every college degree (career technical or academic) requires math and writing. Science and language courses are also often beneficial.

3) Ask the HS Connections advisor!

Students need to understand that they are building a permanent college transcript, and earning too many college credits that do not fit into their future plans can impact their future financial aid options (for more information on this, see page 36).

Many students in high school aren't certain of their pathway, which can open up the conversation for having the student research possible careers and colleges to get a better idea of what kind of courses would best benefit them.

High School Connections Advising Services

CCC's High School Connections advisor provides the following services to students:

- Informing students what college courses and HS Connections programs are available at their school
- Helping students understand how the college credits earned in high school can fit into a CCC degree/certificate or a degree at another four-year college/university
- Creating long-term education plans, integrating the various college courses available to the student
- Registration, advising, and information regarding our summer programs

The High School Connections advisor provides these services in a variety of ways:

1) Presentations to classrooms or student groups at the high school or virtual
2) One-on-one advising appointments in-person at the high school or at CCC
3) Phone or virtual (video/Zoom) advising appointments

The High School Connections advisor can come out to your high school to provide advising presentations or one-on-one appointments. Counselors are welcome to contact hsconnections@clackamas.edu if there is a specific advising related request or if interested in having the High School Connections advisor visit your high school.

Degree/Certificate Guides

Students can view how CCC credits available through HS Connections programs at their high school can fit into degrees and certificates at CCC by following these steps:

1) Go to www.clackamas.edu/highschoolconnections and choose their high school
2) Under the program (for example, ACC), there are guide(s) listed which illustrate how the college credit fits into the AAOT or other degrees/certificates

Students are also able to view their degree/certificate progress at CCC using the Degree and Certificate Planning Tool in Self Service. Self Service is a tool used by CCC students to see what courses are required for a specific degree, and to register for general CCC classes. Students can see how credits they have earned at CCC can fit into a degree, as well as explore CCC degree options. Instructions on how students can use CCC's Degree Planning Tool in Self Service can be found at www.clackamas.edu/highschoolconnections under 'Credits with a Purpose'.

If you or your students have questions about these degrees and certificates, contact hsconnections@clackamas.edu.

Advanced College Credit (ACC) Vs. Advanced Placement (AP)

Often, the ACC classes students are taking in high school are also AP classes. Should students register for the ACC credit and take the AP test? It is important to make informed decisions about which option they pursue. Many students decide to register for the college credit in their ACC course **and** take the AP test, especially if they do not know their plans after high school yet. Registering for the college credit through the ACC program is guaranteed credit (if they pass the class) compared to the AP test. Students should also check with their future college or university to see if they will accept ACC or AP credit, and how those scores/credits will transfer.

Advanced College Credit (ACC)	Advanced Placement (AP)
• $10 per credit fee, or free if on free/reduced lunch • College course taught by HS instructor approved by CCC • Course curriculum aligns with college student learning outcomes and assessment rigor • Students must register with CCC for college credit and will receive the grade earned in the class (A-F) • Credits awarded for ACC courses are set and posted by selecting a high school on the HS Connections website: www.clackamas.edu/highschoolconnections • College credit posted to CCC transcript as a regular college class, i.e. WR-121 4 credits A • Students can access transcript 24/7 through myClackamas For additional information on ACC, visit: www.clackamas.edu/highschoolconnections	• $95 fee for each test • Course taught by AP trained HS instructor • Curriculum and tests developed by College Board committees of college faculty and AP teachers • Students must score 3+ to earn college credit • Credit awarded is different at each institution • Credits sometimes post to transcript as "Non-course equivalency" credits • AP Scores available mid-July, and must be sent to the college or university student plans to attend for placement or credit to be posted For additional information on AP, visit: https://apstudent.collegeboard.org/

Students who have taken AP and IB exams and plan to attend CCC, should have their results sent to CCC by requesting their AP/IB scores on the College Board website. You can find out how AP and IB scores transfer into CCC by visiting https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options and selecting Advanced Placement Grid and Credit by International Baccalaureate Grid.

Paying for College

The Free Application for Federal Student Aid (FAFSA) and the Oregon Student Aid Application (ORSAA) open on or after <u>October 1</u> each year. U.S. Citizens and permanent residents: Apply at www.fafsa.gov every year. Undocumented Oregon residents: Complete the ORSAA at www.oregonstudentaid.gov. The ORSAA is for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status. Students should complete the FAFSA or ORSAA as soon as possible after October 1 each year, in order to access more financial aid opportunities.

Note: Students must have a high school diploma or GED in order to receive federal or state financial aid. If a student is still in high school and wants to take a general class at CCC, they are not eligible to receive federal financial aid to cover the cost.

CCC Financial Aid Resource Lab

CCC offers a free drop-in Financial Aid Resource Lab on the Oregon City campus to help students get hands-on help with the financial aid process. Visit www.clackamas.edu/financialaid for open lab hours.

The Financial Aid Resource Lab can help with:

- Initial FAFSA or ORSAA completion, renewal applications or corrections
- Using the IRS Data Retrieval Tool (DRT)
- Federal Student Aid ID (FSA ID)
- myClackamas email/account access
- Completing the Master Promissory Note (MPN)

- General information and questions about financial aid and scholarships
- Completing entrance and exit loan counseling
- Accessing/completing financial aid documents
- Completing the CCC Foundation Scholarship application
- Oregon Promise, OSAC & ASG grant applications

CCC Scholarships

CCC awards more than $500,000 annually in scholarships to local students and has 225+ scholarships available with one application. The CCC scholarship application requires an essay, but does not require a perfect GPA.

Some of the scholarship options at CCC include:

- Academic honor
- First in family to attend college
- Members of military families

- Transfer students
- Training for specific careers
- Students attending a district high school

- Career Tech Students
- Financial Need

Who can apply?

Students who plan to graduate high school in the 2021-22 school year and attend CCC during the 2022-2023 academic year to pursue a degree or certificate. Students must have a 2.0 GPA or above to apply. Students must plan on taking at least six credits each term and maintain a 2.0 GPA or above while at CCC.

When should students apply?

There are two scholarship deadlines each year for CCC scholarships. Deadlines and a link to the online application can be found at www.clackamas.edu/scholarships. The CCC scholarship website also has links to external scholarship opportunities as well as scholarship resources for students.

Oregon Promise FAQ for High School Connections Students

FAQ answers adapted from [Office of Student Access and Completion (OSAC) Oregon Promise](#) website. For more information about eligibility/program requirements visit https://oregonstudentaid.gov/oregon-promise.aspx.

Note: Students are not eligible to receive any federal or state financial aid until they have earned a high school diploma or GED and should file the FAFSA or ORSAA and apply for Oregon Promise during their senior year or immediately after completing their GED credential.

❖ **If I earn college credit while I am still in high school, am I still eligible for Oregon Promise?**
Yes! Students will be eligible for Oregon Promise until they have attempted a total of 90 college credits. College credits earned while a student is still enrolled in high school will be included in the student's cumulative GPA at a community college. All of the following types of credits count toward the 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 transcripted by your college.
- Any other college credit you attempt/complete prior to and during your time as an Oregon Promise recipient

❖ **If I take college classes at CCC through Expanded Options, am I still eligible for Oregon Promise?**
Yes, provided that: 1) you have not already earned or attempted 90 college credits; and 2) you obtain a high school diploma or GED, apply for Oregon Promise within the application timeframe and attend a community college within 6 months of graduation or GED completion. (Note: Credits earned through Expanded Options are usually free to students, so these courses are likely still cheaper than classes taken under Oregon Promise.)

❖ **Does Oregon Promise cover all community college costs?**
No. Oregon Promise helps pay for community college **tuition** after other state and federal grant aid has been applied. However, there are other college costs of attendance that Oregon Promise does not cover, such as books, fees, and housing. Additionally, a $50 co-pay is automatically deducted from the Oregon Promise award each term.

❖ **Is it cheaper to take an ACC class in high school than taking the same class at CCC with Oregon Promise?**
Yes, taking an ACC class will in most cases be cheaper, and will also save you time in college by not having to repeat course material you already learned; ultimately accelerating your path to degree or certificate completion. It is important to register for ACC courses that will apply toward your degree or certificate program. Contact the High School Connections Advisor if you have questions – 503-594-3252 or hsconnections@clackamas.edu.

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

	Cost of WR-121 through ACC	Cost of WR-121 at CCC with Oregon Promise*
Tuition	$0	$0
Books	$0	Up to $36
Fees	$40, or free if on Free/Reduced Lunch	Up to $93
TOTAL:	**$40, or free** if on Free/Reduced Lunch	Up to **$129**

*Estimated cost based on FA2021 WR-121 cost at CCC

For more information about CCC's High School Connections programs and how you can get a jump start in college while still in high school, visit www.clackamas.edu/highschoolconnections or contact hsconnections@clackamas.edu.

For more information about CCC Financial Aid, visit www.clackamas.edu/financialaid or contact [finaid@clackamas.edu.](mailto:finaid@clackamas.edu)

CCC Associated Student Government Grants & Assistance

CCC Associated Student Government (ASG) grants are available to all students taking classes at CCC (high school students included) to help offset additional costs of taking classes at CCC. Grant recipients are selected through an evaluation process based on many factors, including financial need, grades, credit hours, and more. The amount of money awarded varies due to the number of applicants and the funds available.

ASG offers grants to help with the following costs:

- Transportation
- Child Care
- CCC Course Fees
- Textbooks

Application deadlines, the online application and more information about ASG grants can be found online at https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/associated-student-government-grants or contact asggrants@clackamas.edu or 503-594-3934.

ASG also rents calculators and Chromebooks to students. More information about how to rent Chromebooks can be found at https://www.clackamas.edu/campus-life/student-involvement/student-government. Questions can be directed to asgfrontdesk@clackamas.edu or 503-594-3040.

Using Clackamas Regional Skills Competition Tuition Waivers

Students who have won a CCC tuition waiver through the Clackamas Regional Skills Competition can use the waiver(s) for classes taken at CCC for any term, up to two years after high school graduation. Students are still responsible for all fees, textbooks and any remaining tuition costs not covered by the waiver. Tuition waivers cannot be applied to college fees, including ACC fees.

To use a Skills Competition tuition waiver, students need to complete the following steps:
1. Apply to CCC at www.clackamas.edu/apply (if student does not have an account already)
2. Register for one or more CCC classes
3. Email Financial Aid at finaid@clackamas.edu with the following information:
   a. Full name
   b. CCC Student ID#
   c. Number of tuition waiver credits to use
   d. Term to use tuition waiver

It is important that students know how the classes they are taking at CCC fit into their future goals. If you have a student wanting to take a class at CCC, please refer them to the HS Connections advisor at hsconnections@clackamas.edu to ensure that what they are planning to take fits into their college or career goals.

Grading, Transferring Credit and Degree Partnership Programs

College Grading

The grading scale for all college courses will be listed in the class syllabus provided by the instructor. Most college 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 HS Connections classes unless it is the only option available for the course. An Incomplete can only be granted when 80% of the 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 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. Students should talk to their instructor about this option.

If a grade is not accurately posted on the transcript or students wish to dispute a HS Connections class grade received, contact hsconnections@clackamas.edu immediately, so the issue can be resolved quickly.

How Credits Transfer

Students often want to know how college credit earned in high school will transfer to another college or university.

See the list below for in-state schools and their policies on accepting transfer credit, how to apply to a school if a student has transfer credit, and how courses are articulated at the college/university. For out of state schools or schools not listed below, students should connect with an admissions officer or check the school's website to see if/how their credits will be accepted.

In order to transfer credit, students must submit their official college transcripts to the college they are applying to. See Transcripts, page 43, for more information. Feel free to email the links to students or look at them together to help determine how their college courses will transfer.

Corban University:
- Up to 70 semester credit hours (90 quarter hours) accepted from community colleges
- Apply as a freshman/first year student with transferable credits
- See https://www.corban.edu/registrar/oregon-community-college-transfer-guides/ for transfer equivalencies
- Students transferring with less than 47 college credits must qualify for admission on the basis of SAT or ACT scores and academic transcripts from both high school and colleges attended

Eastern Oregon University:
- Apply as freshman/first term student with transferrable credits
    - AAOT (Associate of Arts Oregon Transfer) and ASOT (Associate of Science Oregon Transfer) degrees from Oregon Community Colleges meet the General Education Core requirements at EOU
    - See https://ssb-prod.ec.eou.edu/PROD/EOU_Transfer_Equiv.P_Disp_By_Match for transfer equivalencies

George Fox:
- The Associates of Arts Oregon Transfer Degree (AAOT), the Associates of Science Oregon Transfer Business Degree (ASOTB) are accepted as block transfers
- Max. of 64 semester credits/95.52 quarter credits from a community college; 1 quarter credit=0.67 semester credits
- Apply as a first year/freshman student
- See https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=4c3e13f9-1624-431a-a83c-527f62cc0c23&aid=603e62a3-1255-46bf-bcc0-90552af0ac22 for transfer equivalences

Lewis & Clark College:
- Will NOT accept any college credits that were used to fulfill high school graduation requirements
- Any college courses taken "above and beyond" and NOT required for high school graduation requirements may be considered for transfer credits
- No block transferring is done, so AAOT and other transfer degrees will not automatically transfer but courses will be evaluated on a course-by-course basis

Linfield:
- Apply as a first year/freshman student
- College credits evaluated on a course-by-course basis
- Up to 72 semester hours (108 quarter hours) can be transferred if academic and comparable to Linfield courses.
- Those who have earned an AAOT will have completed many requirements but will still need to take additional courses
- See https://www.linfield.edu/registrar/transfer-credit/transfer-equivalency-database.html for transfer equivalencies

OIT (Oregon Tech):

- Apply as freshman/first term student
- Students transferring with either an Associate of Arts Oregon Transfer degree (AAOT) or an Associate of Science in Business degree (ASOTB) will be considered as having met Oregon Tech's lower-division general education requirements
- Students can use https://ssb-prod.ec.oit.edu/PROD/oitcas_web.p_DispEquivalencies to look up transfer equivalencies

Oregon State University:

- If student doesn't have high school diploma by time of application, they should apply as a first year/freshman student, no matter the number of credits they have taken
- See https://admissions.oregonstate.edu/baccalaureate-core-course-equivalencies-clackamas-community-college for transfer equivalencies

Pacific University:

- Apply as a freshman/first term student
- Accepts the AAOT as meeting the Core general education requirements except World Language, Civic Engagement, Sustainability, International Diverse Perspectives, and Senior Capstone and will grant junior status for financial aid purposes
- See https://www.pacificu.edu/academics/academic-support/transfer-student-services/transfer-equivalencies/community-college-transfer-guides for transfer equivalencies

Portland State University:

- Apply as freshman/first term student with transferrable credits up to 124 credit hours that apply specifically toward the degree can be accepted from community colleges
- See https://www.pdx.edu/transfer-student for transfer equivalencies

Reed College:

- Will NOT accept any college courses taken for high school graduation requirements or any courses not taken on a college campus (i.e. transfer credit is not granted for college courses taken on high school campuses, even if the instructor is a college professor, and even if the course qualifies for transfer credit at other colleges or universities)
- Course must be equal or greater to any intro Reed courses; i.e. math must be calculus or above and English composition courses do not count, and must not be vocational, technical, or experiential in nature
- Students must receive a C- or better in courses to receive transfer credit

Southern Oregon University:

- Apply as freshman/first term student with transferrable credits
  - See https://ssb-prod.ec.sou.edu/PROD/SOU_Transfer_Equiv.P_Disp_By_Match for transfer equivalencies

University of Oregon:

- Apply as a first term student/freshman with transferrable credits
- Accepts an Associate of Arts Oregon Transfer (AAOT) degree or an Associate of Science Oregon Transfer (ASOT) degree in Business to meet the university's lower division general-education (group) requirements

See https://registrar.uoregon.edu/transfer-students/transferology for transfer equivalencies

University of Portland:

- Apply as freshman/first term student
- Only apply as a transfer if you already have a high school diploma prior to submitting an application
- Credits designated as transfer (100-level or above) with a grade of C (2.00) or higher, may be accepted from accredited community colleges
- See https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=9d05eafe-8f16-4d96-9ef3-d8ba0c39e184&aid=5ebe7675-6b83-4338-ae60-504101902ac7 for transfer equivalencies

Western Oregon University:

- Apply as freshman/first term with transferrable credits
- Applicants who obtain an AAOT or ASOT degree from an Oregon community college are eligible for admission with a cumulative grade point average of at least 2.00
- See https://ssb-prod.ec.wou.edu/PROD/wou_web.p_trans_artic for transfer equivalencies (students must look up individual course numbers to see how they would transfer)

Willamette University:

- If you are dually enrolled in high school and college (i.e. an "early start program"), you will apply as a first year student
- Transferability of courses are bound by what departments and courses Willamette offers
- Students with an AAOT degree from an accredited community college will automatically be granted 15 credits and given junior standing upon entrance
- Transfer students may apply a maximum of 16 credits (64 semester hours, or 96 quarter hours) toward a Willamette degree. In most cases, courses taken at regionally accredited colleges or universities will receive full credit if they are comparable to courses offered at Willamette. (Willamette courses are all 1 credit. 6 quarter credits or 4 semester credits = 1 WU credit)
- Courses with C- and below do not count towards transfer credit

Transcripts

Once students begin participating in any HS Connections programs and earning college credit, they start building a college transcript. This transcript lists all of the college courses they have taken and the grades earned. If students plan to transfer to another institution, they will need to send their CCC transcripts to the transfer school. It's important that students send their official CCC transcript to their college(s) of choice, whether that's another community college or a four-year college/university.

To request a transcript be sent to another institution:
• Go to www.clackamas.edu/transcripts; instructions are provided on how to order a transcript through Parchment, our free transcript ordering service

If students need to know what they have completed, but don't want to request an official transcript, they can follow the steps below to view their unofficial transcript:
• Log into my.clackamas.edu
• Go to "Account Information"
• Click on "Unofficial Transcripts" NOTE: Only courses registered for, completed, and graded will show up on an unofficial transcript

Degree Partnerships

Students often feel that they have to make the choice between attending community college or a four-year college/university. But did you know that CCC has the Degree Partnerships program, where students can co-admit at both CCC and another college/university?

Degree Partnership students have a "home" school and a "partner" school for financial aid purposes. Students are able to access student services at both institutions, and can save money and time by dividing their courses between CCC and another college/university.

CCC partners with:
Portland State University (PSU)
Oregon Institute of Technology (Oregon Tech)
Oregon State University (OSU)
Western Oregon University (WOU)

For more information on degree partnerships, visit www.clackamas.edu/degree-partnerships, where students can learn how to become a Degree Partnerships student.

Seniors Planning to Attend CCC

If you are working with seniors planning to attend CCC after graduation, there are a few getting started steps they will need to complete to prepare for fall classes and make a smooth transition from high school to college. If CCC's Admissions Team comes to your high school for senior admissions appointments, it is recommended that graduating seniors coming to CCC meet with an admissions counselor to get started on the admissions process. Please contact welcome@clackamas.edu or 503-594-3284 if you have students needing help getting started at CCC, or students can make a virtual admissions appointment by visiting the virtual admissions center.

How to get started at Clackamas Community College:

Step 1	**APPLY TO CCC** New students can apply online at www.clackamas.edu/apply. If a student already has an account through CCC because of ACC or other credit, they will not need to apply. Once they receive their myClackamas login information, their first destination is Navigate. Log into Navigate to review their r to-do list, which will walk them through the rest of the getting started steps. Navigate can also be found in myClackamas, the student internal website (we call it a "portal").
Step 2	**APPLY FOR FINANCIAL AID AND SCHOLARSHIPS (IF APPLICABLE)** Visit our Financial Aid and Scholarships page at https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships to get started.
Step 3	**SUBMIT PREVIOUS COLLEGE TRANSCRIPTS/TEST SCORES (IF APPLICABLE)** CCC Degree/Certificate Seeking: If you are transferring to CCC from a regionally-accredited U.S. institution, or if you have AP, CLEP or IB scores, submit your official scores to Graduation Services. Non-Degree/Certificate Seeking: If a course requisite waiver is needed, submit unofficial transcripts to Advising and Career Services. Visit the Transferring to CCC webpage at https://www.clackamas.edu/admissions-financial-aid/getting-started/transferring-to-ccc for details.
Step 4	**DETERMINE PLACEMENT** Math and writing placements must be completed prior to registration. Visit www.clackamas.edu/admissions-financial-aid/getting-started/complete-your-placement-assessment for steps to complete your placement assessment.
Step 5	**COMPLETE NEW STUDENT ORIENTATION** Available online via student's myClackamas account, the orientation will familiarize students with CCC's resources, degree and certificate programs, student life, and more. Orientation must be completed before registering for classes.
Step 6	**REGISTER FOR CLASSES** For help choosing and registering for your classes, visit the Advising page at https://www.clackamas.edu/academics/academic-support/academic-advising-and-education-planning to schedule an appointment with an advisor.