

Late Registration Process

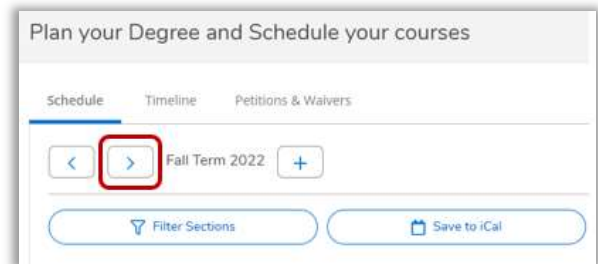
To register on or after the first day of class, you need to obtain instructor consent.

Obtaining Instructor Consent

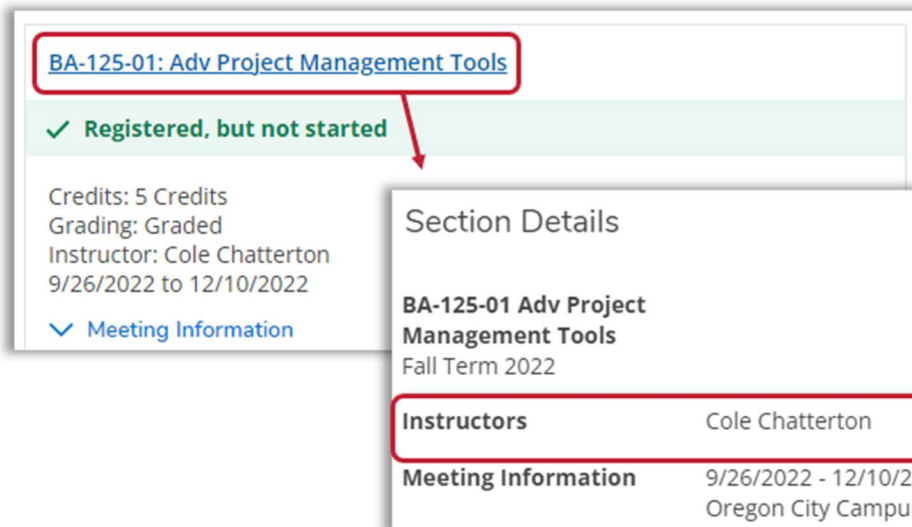
1. Contact the instructor via email including:
 - Full Name
 - CCC Student ID #
 - Course Number, including Section (ex: WR-121-01)
 - Reason for requesting after class start date
2. If the instructor gives you permission to add the course, **you must forward their email consent to registration@clackamas.edu**. Registration will register you for the course and send a registration confirmation email to your student email account.

Locating an Instructor's Email

1. Log into my.clackamas.edu with your CCC username and password
2. Select **Self Service** in the Start Here menu on the left-hand side
3. Select **Student Planning**
4. Select **Go to Plan & Schedule**
Depending on the term you're registering for, you may need to click the right arrow to view the appropriate term.
5. Click the course title to open the Section Details to view the instructor's email address.



Selecting a Term



Instructor Email in Section Details