



ADVANCED COLLEGE CREDIT

Providing Opportunities for Students to Earn College Credits While in High School

A Smart Choice for Smart Students!

<http://depts.clackamas.edu/acc>

Advanced College Credit is a partnership program between Clackamas Community College and our local high schools. The program provides the opportunity for students still in high school to earn college credit for classes at the high school that have been approved as aligning with a college course at CCC and is being taught by an instructor who meets the college department's hiring requirements.

Why College Now/Advanced College Credit is a Smart Option:

- Save Money - \$10 per credit fee gets students college credit. (Current tuition/fees at CCC are \$90.50/credit.)
- Save Time - Students don't repeat coursework and can enter college with some credit requirements already completed
- College Now/ACC courses are transferrable from CCC to other colleges and universities
- Students entering college with some college credit may qualify for early registration and better housing options
- College Credit can improve pay levels in the military and the workforce

Visit the ACC Website for:

- Current ACC Course Lists by High School w/Registration Dates
- Registration instructions and information - (Please note there is an on-line ACC Application form to be completed by any student who does not already have a CCC Student ID#. This form can be filled out now, so you will be ready for registration.)
- Forms
- Student Testimonials
- List of Colleges and Universities that have accepted ACC credits

If you ever have questions about the ACC program, feel free to contact us!

Cheryl Tallman, College Now/ACC Coordinator (503) 594-3208
 Joy Overlin, College Now/ACC Assistant (503) 594-3161

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Registration Dates for ACC (Advanced College Credit) at Clackamas Community College

	Registration Begins	Registration Deadline
FALL	September 30, 2013	November 8, 2013
WINTER	January 20, 2014	February 21, 2014
SPRING	April 21, 2014	May 30, 2014

How do I register for ACC Classes?

Registration Dates for 2011-2012

Fall Trimester	9/30/2013	to	11/08/2013
Winter Trimester	1/20/2014	to	2/21/2014
Spring Trimester	4/21/2014	to	5/30/2014

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You will need a CCC Student ID#

If you already have a CCC Student ID, skip to Step 2

- Go to the **ACC website:** <http://depts.clackamas.edu/acc>
- Click on the Register tab, then New ACC Student and complete the 2-page on-line application and submit. **NOTE:** You will need your SSN to complete the on-line application. For a paper application, contact your ACC Site Coordinator or call the ACC Office.
- Once submitted, you will receive an instant e-mail to confirm submission. Another e-mail will be sent with-in 3 business days to provide your CCC Student ID #, CCC Student Email Address and temporary password.

NOTE: Your CCC Student E-mail will be the primary communication tool between you and the college. Check this account frequently. You can forward your CCC email to your yahoo, gmail (etc.) account. Directions are found at: <http://students.clackamas.edu/helpdesk/tipsTricks.aspx>

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Determine which college credit(s) you need to register for in the current term:

- Go to the ACC Website at: <http://depts.clackamas.edu/acc>
- Click on HS Course List tab and open your HS class list.
- Print the list for your high school or write down the college course(s) & section number(s) for the class(es) you are currently taking. Only register for courses you are taking in the current term and be sure to choose the correct instructor.
- Click on the Registration tab at the top of the page
- Click on the "Returning Students" button at the bottom of the page
- Provide the release for us to share information with your parents and your high school.
- Then click on the link to the myClackamas Log-in screen and begin Step 3.



NEED HELP--Contact the ACC Office at CCC

Cheryl Tallman, ACC Coordinator
cheryl@clackamas.edu / 503.594.3208

Joy Overlin, Administrative Assistant
joydeano@clackamas.edu / 503-594-3161

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Register for Class(es):

- At the myClackamas log-in screen enter your user- name next to the @student.clackamas.edu extension, (This is your CCC email) and enter your password. **NOTE:** If you have forgotten your password, click on the "Forgot Password?" link and follow instructions to reset your password. If you get a message that you do not have a secondary email on your account, please call 503-594-3208 or 503-594-6100.
- Once logged into your student account, Go to the upper left side of the page to click on "Registration" in the white boxes (7th option).
- Click on "Register for Sections" (2nd option).
- On this page enter only the term at the top & then scroll to the bottom of the page to enter the instructor's last name.
- The class or a short list of classes will come up. This is where you need to know the college course & section #'s from Step 2.
- Click the box(es) next to the appropriate course(s) and hit submit. (Only register for the courses you are currently taking at the HS.
- The course(s) you selected will now show with a longer box next to them; Select RG Register from the drop-down menu in the box next to each class(es) you need to register for. Hit Submit.
- The class(es) will come up again as processed and registered—Click OK at the bottom of the screen.
- Confirm your registration by clicking on Account Information in the upper left boxes (3rd option) and click on My Class Schedule. **We recommend you print a copy as proof of your registration.**

NOTE: If you drop an ACC class at high school, you also need to drop it at CCC, or you will be responsible for fees and a grade.

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Pay \$10/credit for ACC Class(es)

Payment is due at the time of registration or no later than the last day of the ACC registration window. (See dates at top of page)

- At upper left of the page, click on Payment Info. (4th option); then Pay & Account Information
- Click on Make a Payment to the right of the balance
- Click on Pay under action at the bottom right.
- Enter credit card information
- Be sure the term to apply the payment toward is the same as the term you are registering for credit in.

OR

Submit payment to:

Clackamas Community College/Enrollment Services;
 19600 Molalla Ave; Oregon City OR 97045

Include the Student's Name, CCC Student ID# and the term to apply payment toward in the memo line.

NOTE: Account Holds will be placed on accounts with unpaid balances; this will block further registration and access to transcripts until paid in full.