Advanced College Credit

2023-2024 INSTRUCTOR HANDBOOK

Clackamas
Community College

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Purpose of the ACC Instructor Handbook

The purpose of the ACC Instructor Handbook is to provide an overview of program policies, procedures, expectations, resources and helpful information for current and future ACC high school instructors.

What is Advanced College Credit (ACC)?

Advanced College Credit (ACC) is a partnership program between Clackamas Community College (CCC) and area high schools to offer high school students the opportunity to earn college credit while still in high school. ACC classes are college approved courses delivered at the high school and taught by college approved high school instructors. ACC instructors must meet college credential requirements established by each instructional department and the courses must align with CCC course requirements and curriculum content. College credits earned are posted to the student's CCC college transcript, just as if the class had been taken at the college and may apply to certificates and degrees at CCC, or may be transferred to another college or university.

The ACC Program operates in compliance with the Oregon State Standards for Dual Credit and Sponsored Dual Credit, as adopted by the Higher Education Coordinating Commission (HECC) on June 12, 2014 (Dual Credit) and June 9, 2016 (Sponsored Dual Credit). In accordance with the approved state standards, and college accreditation through the Northwest Commission on Colleges and Universities, Clackamas Community College is responsible for curricular content alignment, student learning outcomes, instructional qualifications, program administration and program monitoring for ACC courses. The college has instructional standards and procedures for the ACC program to ensure practices align with state standards.

The ACC program at CCC also operates with a focus on creating equitable systems for student participation. The program offers college courses/credits that apply to certificate and degree programs and have the best potential for transferability. It is important for students to thoughtfully, or intentionally register for college credit, that aligns with their future educational and career goals.

The ACC team is available to answer questions, provide resources and support ACC high school instructors. Please call 503-594-3499 or email accinfo@clackamas.edu, if we can help in any way. Each high school also has a designated ACC Site Coordinator in building that can be an information and registration resource for you as well. All High School ACC Site Coordinators are listed on each high school's ACC course list.

Students who participate in the ACC program are expected to follow the ACC student handbook posted on their high school's page online at: www.clackamas.edu/highschoolconnections (select a high school from the drop down menu) as well as the student handbook of their home high school. The ACC student handbook outlines expectations and procedures for ACC students.

Resources:
- Oregon Dual Credit and Sponsored Dual Credit Standards
- Instructional Standards and Procedures – ISP 370 Advanced College Credit
- ACC Roles and Responsibilities

Benefits of ACC

Instructor Benefits of Participating in ACC:
- Support a college-going culture in your high school. Research by Northwest Regional Labs shows that students who earn college credit in high school are more likely than their peers to finish high school, enter college and complete a college degree.
- Opportunities for curriculum collaboration and alignment between high school and college, along with access to college LMS System - Moodle. Many departments also share curriculum and exams with articulating high school instructors.
- Opportunities for professional development in instructor meetings and professional learning communities.
- Access to CCC Library Resources and Librarian Support.
- Opportunities to network with other subject specific high school instructors and college faculty.
- Access to guest speakers/lecturers from college faculty.
- Provide students the opportunity to earn college credit for only $10 per credit, or free if on Free/Reduced Lunch.

Student Benefits of Participating in ACC:
- ACC students have access to on-campus and online student services at CCC, such as a dedicated advisor, free tutoring assistance and access to CCC library resources such as online databases, materials and research assistance from a librarian.
- Save money on college tuition and fees – ACC credits cost only $10 per credit, or free if on Free/Reduced lunch, rather than $121 per credit (plus fees and books) at CCC and much higher rates at other colleges or universities.
- Complete a degree more quickly, have flexibility to study abroad or take a lighter term if needed.
- Exposure to college level courses and college registration practices and policies will better prepare students for expectations at CCC or another college or university.
- Enter college with higher entrance status--students with previous college credit may be able to register earlier than students entering with no credit, or may have better housing options available to them.

Process for Establishing New ACC Articulations

In compliance with Oregon State Dual Credit and Sponsored Dual Credit Standards, Clackamas Community College requires high school teachers to submit instructor credentials and course information to be reviewed for approval to participate as an ACC high school instructor. ACC instructor and course articulations are reviewed and approved by discipline specific college faculty. If approved, ACC articulation agreements are good for a three- year period, unless there are changes to the course at the college or high school.

High school instructors interested in articulating in the ACC program must meet Departmental Specific Credential Criteria and demonstrate their course aligns with a course at CCC. To determine if there is a college course to align with, visit the online CCC Course Catalog for a complete listing of CCC course descriptions. It is up to each department to determine if a course is available to articulate in a high school. Once the course number is determined, please contact accinfo@clackamas.edu to request a copy of the CCC Course Outline. The course outline will provide the required course information such as, instructional hours,

credits, required student learning outcomes and a major topic outline. The course to be articulated must meet these minimum requirements to align with the college course.

To initiate a new ACC articulation request, complete the online New ACC Articulation Application. As a part of the application, high school instructors will be asked to upload the following documentation in the application:

CREDENTIAL DOCUMENTS
- Current resume
- Undergraduate and graduate transcripts
- Other supplemental or relevant credential documentation such as certifications and/or credentials

CURRICULUM DOCUMENTS

- Syllabus containing all required elements to articulate as outlined on the ACC Syllabus Checklist.
- Completed ACC Curriculum Map and assessments

Once an application is submitted, the CCC department chair and/or lead college faculty in the specific discipline area will conduct a review of credential and curriculum materials. If the CCC department chair approves the articulation request, a notification will be sent through to the high school administrator and high school instructor to electronically sign the articulation agreement and the articulation will be complete.

If the articulation request is denied, feedback will be provided as to why the articulation was denied and what would be needed to reach instructor status or curriculum alignment for approval. ACC articulation agreements are good for a three-year period, unless there are changes to the course at the college or high school, which initiates an immediate review.

- New ACC Articulation Instructor Resources

New ACC instructors are required to attend a new instructor orientation. This administrative orientation covers ACC program expectations, syllabi submission, grading and checking college rosters, student registration, access to instructor resources (e.g., professional development and library) and provide time to connect with CCC academic departments. The ACC Coordinator will be in contact with new instructors for their new instructor orientation.

Articulation approvals are specific to instructor and course. The instructor and/or the high school administration must notify the ACC team immediately if the instructor for an ACC course changes. If an approved ACC instructor takes an extended leave (more than a third of the term; four weeks for a trimester class and six weeks for a semester class) due to illness, maternity leave, or other reasons, the temporary instructor will need to be approved for the ACC articulation in order to maintain course articulation and grant college credit for the current year.

ACC Articulation Request Submission Deadlines

ACC articulation requests must be submitted by the established deadlines in order to be considered for approval and student registration. The deadlines allow for time to review required documents and encourage collaboration between high school and college instructors. Deadlines also ensure that courses are approved and ready for students prior to registration opening.

2023-24 ACC Articulation Submission Deadlines

Desired Term to Articulate	Last Day to Submit Articulation Application
Fall 2023	May 15 2023* for approval by end of 22-23 year September 8 for approval by Fall 2023 Registration
Winter 2024	September 8 2023
Spring 2024	January 12 2024
Fall 2024	May 17 2024* for approval by end of 23-24 year September 6 for approval by Fall 2024 Registration

We understand that teaching assignments may change over summer break and that new teachers are hired. For new fall term requests that are needed due to summer shift, there is an additional September deadline. We will do our best to accommodate late requests, but articulation is not guaranteed past the deadline.

It is recommended to start the new articulation process well in advance of the last day to submit to ensure courses are approved and ready for registration in the desired start term.

ACC Articulation Workshops

ACC Articulation Workshops are designed to support high school instructors interested in articulating ACC courses. These drop-in workshops provide-assistance in completing required forms and documentation, an introduction to Dual Enroll (online ACC Information Management System) and to answer any questions you may have about the articulation process. Sign up information can be found on the ACC Instructor web page.

2023-24 ACC Articulation Workshops:
Workshop #1: Thursday August 24, 3:00 – 4:00pm via zoom
Workshop #2: Tuesday December 5, 3:00-4:00pm via zoom
Workshop #3 (for 24-25 Requests): Tuesday March 19th 3:00-4:00pm via zoom

Renewal Process for ACC Articulations

Existing articulation agreements will be reviewed every three years for renewal. However, if there is a change in instructor assignment or course content is changed significantly at the college or the high school, a new articulation review will be needed immediately.

At the time of the three-year review, an instructor will be asked to submit, current curriculum items for the articulated course as listed in the New Course Articulation Information above. This includes an updated syllabus and curriculum map for each college course. Instructor credentials will not need to be resubmitted, unless there are updates to the instructor's related graduate coursework or degrees completed as part of the Sponsored Dual Credit agreement. The college department will review and verify continued alignment with the college course. Upon department review and approval, a new articulation agreement will be created and distributed for electronic signatures. Signatures needed on the Articulation Agreements include: CCC Department Chair, HS ACC Instructor and HS Administrator.

Non-Compliance

The State Standards for Dual Credit and Sponsored Dual Credit require programs to have non-compliance policies in place to ensure consistent practices within a program for all participating instructors. ACC high school instructors are expected to comply with required interactions and syllabus submission as stated in the ACC Roles and Responsibilities. ACC high school instructors must engage in regular interactions with College faculty via email, phone, video, or in-person. Dual Credit instructors must interact with college faculty at least once annually (annual ACC Instructor Meetings fulfill this requirement) and Sponsored Dual Credit (SDC) instructors must interact with college faculty at least quarterly. ACC high school instructors must submit course syllabi with the college required elements (see ACC Syllabus Checklist) for all articulated courses taught each term. Syllabi submission must occur during the first week of the term the course is taught (see Syllabi Submission) ACC high school instructors will be out of compliance for missed interactions or a missing syllabus. Failure to remain in compliance can result in a cancellation of current articulation agreements. If out of compliance, ACC high school instructors must take corrective actions. Corrective action options for interaction requirements may include meeting with the department chair/lead faculty. Corrective action options for a missing or incomplete syllabus include submitting the missing syllabus.

The ACC team oversees ACC high school instructor compliance with state, college, and departmental standards. If an ACC high school instructor is out of compliance, the ACC team will send the instructor an informal warning stating the compliance issue within 15-days of being found out of compliance. Within 45 days of non-compliance, send a formal written warning to ACC instructor, high school administrator, and college department chair stating required actions and timeline. Within 90 days from the initial notification, suspend the agreement and post a registration block on the ACC website, preventing registration if corrective action has not been taken within 90-days from the initial notification; may reauthorize suspended agreements once the ACC instructor has met the compliance issue.

Syllabi Submission

ACC instructors must submit a syllabus containing with the college required elements for articulation no later than the end of the first week of **each** term the course is being taught at the high school. Instructors will be reminded via email to submit their syllabus via an online submission form. The syllabus submission link will also be available on the ACC instructor page. ACC instructors will be out of compliance for incomplete or missing syllabi.

ACC Registration Process

ACC Registration

ACC instructors will receive emailed copies of registration resources on or near the first day of each registration period that their articulated course(s) are open for registration. **ACC instructors are expected to distribute copies of the registration instructions to every student in their articulated course(s) and to promote and remind students of the college credit opportunity throughout the registration period each term.** As the course instructor, ACC high school instructors have direct contact with the students and are the best avenue for sharing the college credit opportunity. For many underserved or first-generation college students, ACC high school instructors may be the only way students learn of the college credit opportunity. Posting the information to the class website and sending emails to parents are also great practices for getting the information distributed to all! The ACC Team will also work with high school administration and counselors to encourage ACC Information be included in high school newsletters, websites, social media, and announcements as appropriate.

During each registration period ACC high school instructors are reminded to regularly check their college course roster(s) to make sure students are registering for the correct class in the correct term. Instructors need to notify the ACC team if students are incorrectly registered on the ACC class roster. When a registration error is found, please email accinfo@clackamas.edu or call 503-594-3499, right away so corrections can be made prior to the close of registration and before grading occurs.

2023-2024 Important ACC Registration Dates

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

Important information for ACC registration:

- New students must complete the online ACC application at http://www.clackamas.edu/acc/register. It can take 1-2 business days for an account to be created. It is recommended new students apply at least 1 week before the ACC registration deadline to ensure time for account creation and registration.

- Students who have registered for any course through CCC previously, or have filled out an ACC application will already have a CCC student account.

- ACC students will need a CCC username and password to log into the ACC registration system. If students do not know their log-in information, contact accinfo@clackamsa.edu .

- Students must know their ACC classes & access ACC registration located on the [ACC Course List](#) page.

- **Detailed information and printable step-by-step registration instructions are available at [www.clackamas.edu/acc/register.](http://www.clackamas.edu/acc/register)**

- Parents and families are encouraged to attend ACC Registration Nights via zoom for help with ACC registration. Dates and sign-up information can be found at www.clackamas.edu/acc/register and will be emailed to high school partners each registration period.

Note: myClackamas has an 18-credit limit for the number of credits a student can register for in a given term. If the credit limit is reached when trying to register for ACC courses, students should contact their high school counselor or email accinfo@clackamas.edu to register for additional credit. Once the registration is processed, students will receive an email notification to pay unless they are on an ACC fee waiver.

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.
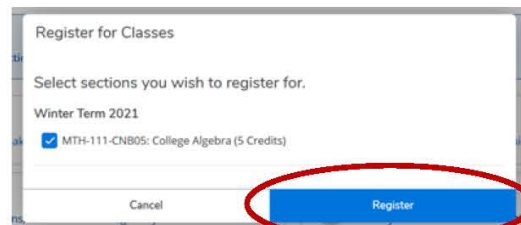
STEP 8

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.
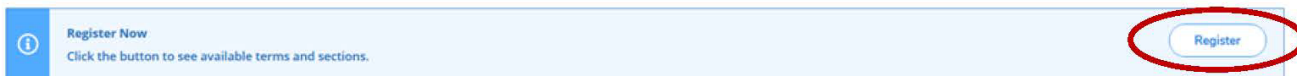
Register

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).
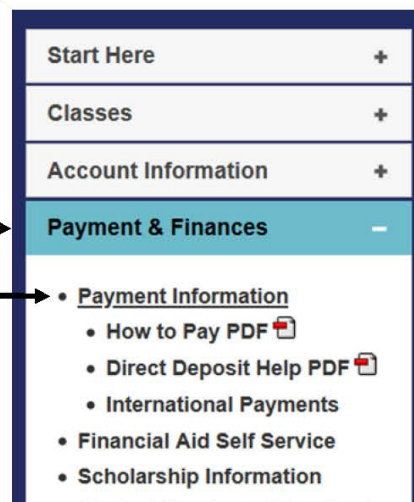
Clackamas Community College

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

ACC Cost and Fee Waivers

ACC courses cost $10 per credit, charged directly to the student after registration has occurred. For example, if a students is taking a 4 credit Writing 121 class, the cost to the student will be $40. If the student was to take a traditional 4 credit class at CCC, it would cost $121 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 at their high school can request a waiver of the ACC fees by contacting their high school counselor and asking to be placed on the ACC Fee Waiver List. The high school counselor sends a list of eligible students to the ACC team at the end of each term and the fees will be waived at the end of the registration period. This waiver is valid for one school year only; students need to request to be placed on the fee waiver list each academic year that they register for college credit and are on free/reduced lunch.

ACC Drop and Refund Policies

Definitions:

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

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

Students are responsible to drop ACC classes by the drop deadline if they drop the class at the high school, or if they decide not to have a low course grade on the college transcript. Drop deadlines are posted for each term on the ACC website to help prevent a class and grade from posting to the college transcript. A Drop is different from a Withdraw (W) in that while students will still be responsible for payment of the course, they will receive a 'W' grade instead of a letter grade. A Withdraw does not affect GPA.   Refunds are available as long as the class is dropped on the student's myClackamas account by the drop deadline dates listed for each term. **If the drop deadline is missed, there will be no refund of the ACC fees.** Students should verify their class schedule after dropping courses to confirm their ACC registration is correct.

Late ACC Registration Appeals

Students are expected to register for ACC classes during the established registration period posted on the ACC website www.clackamas.edu/acc/register. One week after the registration deadline, it may still be possible for students to add an ACC course through a late registration appeal process. All registration after registration closes is considered "Late Registration" and requires ACC high school instructor consent and the possibility of a $50 late add fee.

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

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

ACC Instructors Posting College Grades

Final grades are due for ACC courses the same day that high school grades are due each term. ACC grades must be posted in the college system through Self Service in myClackamas. If you need assistance at any time with accessing your account or posting grades, please call or email the ACC team at accinfo@clackamas.edu pr 503-594-3499. To reset your myClackamas password, please call 503-594-3500 to speak with CCC's IT department. You will need your CCC ID# to reset your password with IT, which can be provided to you by contacting the ACC office. Grading instructions are also emailed out each term prior to grades being due, and are available on the ACC Instructor page and here: How to check CCC rosters and post grades in Self Service

It is important that grades be posted on time, as late grades can affect students' college advising sessions, college applications or scholarships. Once your grades are successfully posted in the college system, print a pdf version of your grade roster and submit a copy to your high school registrar and to accinfo@clackamas.edu .

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 your grade in the college system and it will post to students' CCC Student Transcript. Explanation of CCC Grades awarded:

Grade	Explanation	Points/Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Fail	0
I	Incomplete, no credit, no grade points	N/A
N	No pass, no credit, no grade points	N/A
P	Pass, credit given, no grade points	N/A
W	Withdrawn, no credit given, no grade points	N/A
Y	Never attended, no credit, no grade points	N/A

A few courses may be on a Pass (P)/No Pass (N) scale, but there is a limit to the number of credits with P/N grades that can be transferred, or used toward a certificate or degree. We do not recommend P/N for ACC classes unless it is the only option available for the course. If students need to change a grade option (change letter grade to P/N) please call the ACC team prior to the registration window closing. An Incomplete can only be granted when 80% of the ACC course curriculum has been completed and the student is able to complete the remaining coursework within one calendar year (or for seniors, prior to graduation from high school). Incomplete grades are posted as an I/F or the grade the student will earn if the work is not completed by the date agreed upon with the instructor.

In cases of cheating or plagiarism, the ACC instructor is solely responsible for resolving the situation; however, advice/support may be requested from the college Department Chair. For the college credit, the ACC instructor may: (1) require the assignment be redone; or (2) issue a failing grade for the assignment on which the cheating or plagiarism occurred; or (3) issue the student a failing grade for the college credit. The ACC instructor may choose to apply different options for the high school credit and for the college credit.

ACC Instructor Resources

ACC instructors have access to on campus and online resources at CCC as those available to CCC faculty teaching the same courses at CCC or online. Resources include instructional support and professional development opportunities, access to CCC's library resources and Moodle, CCC's online learning platform.

Instructional Support and Professional Development: Instructional Support and Professional Development (ISPD) supports faculty to ensure students have an engaging, equitable and effective learning experience at CCC. ISPD provides best practice and evidence informed support, resources and training in teaching, learning and assessment in face-to-face and online environments. Services include individual and group consultations, workshops and training sessions, research and resource development, and facilitated learning communities. Instructors are welcome to contact members of the ISPD team for teaching support and services:
Jil Freeman, Department Chair, jil.freeman@clackamas.edu
Elizabeth Carney, Faculty in Assessment, elizabeth.carney@clackamas.edu
DW Wood, Online Learning and Educational Technology Coordinator, dw.wood@clackamas.edu

CCC Library: The CCC Library supports the mission of Clackamas Community College by providing user-friendly research tools, relevant resources, customized library instruction, and welcoming, inclusive spaces for the CCC community. The CCC Library provides resources to faculty and students on how to research effectively, how to write and cite resources in research and so much more! Instructors can also access CCC subscriptions to publications including the Chronical of Higher Education and the New York Times. For more information about CCC library resources, visit http://libguides.clackamas.edu/facultyandstaffresources.

Moodle: ACC instructors can utilize Moodle, CCC's online learning platform for ACC classes. Instructors can use Moodle to present learning resources and activities to students in one centralized online location. For more information about Moodle, contact online@clackamas.edu.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of education records as a student.   CCC staff cannot release student information to parents or guardians without signed permission from students. Students may release information by submitting a FERPA form online at www.clackamas.edu/acc/register. This allows the person/people specified on the form to communicate with CCC on the student's behalf.

CCC Student Resources

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

Clackamas Community College

Advising

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

Online Learning/Moodle

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

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

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

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

Tutoring

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)

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

Student Rights & Responsibilities

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!

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

Additional Online Student Resources

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.