

Getting Started

www.clackamas.edu



Education That Works



Admission

ENROLLMENT SERVICES CENTERS
ALL CAMPUS LOCATIONS

503-594-6074

Clackamas Community College has an open access admission policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Adult enrollment (18 and older) is unrestricted. Students 17 and younger who have not completed high school or obtained a GED must comply with special enrollment requirements.

If you are working toward a degree or certificate go to www.clackamas.edu and click on “Admissions & Financial Aid” to apply for admission online. Paper applications are available upon request. You should apply for admission six months prior to your start term.

Transfer Students

CCC accepts college-level credits from regionally accredited colleges and universities recognized by the Council for Higher Education Accreditation (CHEA). These credits may be accepted for course placement, course equivalency, program requirements and degree completion.

If you have taken classes at other colleges and would like this coursework reviewed for transfer credit at CCC, ask the college you previously attended to send a copy of your official transcript to Graduation Services. NOTE: If you want this coursework evaluated before you begin at CCC, apply for admission and send your previous college transcripts to CCC at least three months prior to when you want to begin classes.

Credit for Prior Learning

You may have already completed college credits through several local and national programs, including Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and the military. It is important to send exam scores or transcripts to Graduation Services at least 12 weeks prior to the term in which you will begin at CCC so your credits can be evaluated.

Any student receiving VA benefits while attending Clackamas Community College is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the veterans school certifying official for review of prior credit.

International Students/Program for Intensive English (PIE)

CCC is approved by the Department of Homeland Security (DHS) to accept qualified students on an F-1 visa. Students wanting to pursue a college level course of study MUST submit proof of English language proficiency by one of the following:

- TOEFL score of a 61 iBT or higher
- IELTS score of 6.0 or higher
- Completion of two college level (100 or above) courses in composition or writing with a grade of “C” or better, taken at a U.S. post-secondary college or university

Participation in a college level course of study is not guaranteed by meeting the above minimum requirements. To be admitted into college level courses, a student must also achieve a placement test score of 70+ on the CCC writing placement test.

International students must also submit official transcripts from all prior U.S. post-secondary colleges or universities attended.

If you are unable to demonstrate English proficiency at the required level, you will be placed in the Program for Intensive English (PIE) and conditionally admitted to college level courses of study.

Application materials and information are available at www.clackamas.edu; click on “Admissions & Financial Aid”.

Special Admission Programs

The following programs require a separate admission application:

- Degree Partnership Programs (four-year universities)
- International Students
- Clinical Lab Assistant/Phlebotomy
- Dental Assistant
- Medical Assistant
- Nursing (RN)

Special admission programs often require prerequisite courses or skills assessments. Requirements, application dates and deadlines are subject to annual change. Admission requirements and application materials for each program must be downloaded by visiting: onlineapplication.clackamas.edu.

Degree Partnership Programs

At CCC there are several ways in which the college partners with four-year colleges and universities to help make your transition from CCC to your institution of choice easier.

- You can co-enroll at one of four four-year institutions - Portland State University, Oregon State University, Western Oregon University, and Oregon Institute of Technology all offer the opportunity to be admitted and enrolled at the same time you attend CCC.
- Articulation Agreements are formal agreements between CCC and specific institutions. These agreements specify the courses that meet degree or program requirements at the receiving college or university. Several Associate of Science degrees and Associate of Applied Science degrees have articulation agreements.
- Associate of Science degrees are specifically designed with transfer to a partner four-year institution in mind and CCC offers an array of options.
- Associate of Arts – Oregon Transfer and Associate of Science – Oregon Transfer/Business are both transfer degrees that are accepted by all Oregon public universities and several private colleges as well.
- Oregon Transfer Module is a one-year transfer program accepted by all public Oregon universities as general education credit fulfilling the first year requirements at the receiving institution.

Students Younger than Age 18

To take high school or college classes at CCC, the following options are available:

- If you are 16 years of age or older and want to get your high school diploma or GED at Clackamas, contact the Skills Development Department, 503-594-3028.
- If you want to take college classes while still in high school, contact High School Connections, 503-594-3161.
- If you want to earn college credits for courses you are taking at your high school, contact your high school counselor or High School Connections, 503-594-3161.

Financial Aid & Scholarships

Application Procedures

You may apply for financial aid anytime throughout the year. However, because certain financial aid funds are limited, you should apply as early as possible. The Free Application for Federal Student Aid (FAFSA) and the Oregon Student Aid Application (ORSAA) are available online beginning Oct. 1 each year. To be eligible for most types of financial aid, students must complete the FAFSA or ORSAA. These applications compile financial information and other details about students and families, which the U.S. Department of Education and the state of Oregon use to determine financial need and eligibility for various financial aid opportunities.

U.S. citizens and permanent residents applying for a federal or state grant, a work program or loan must complete a FAFSA. Apply online at www.fafsa.gov. No fee is charged.

Undocumented Oregon residents complete the Oregon Student Aid Application (ORSAA) at oregonstudentaid.gov to determine eligibility for state-based financial aid programs. The ORSAA is for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status. No fee is charged to complete the ORSAA application.

Note: Do NOT complete the ORSAA if you are a U.S. citizen or a legal permanent resident with an Alien Registration number, as you will already be considered for Oregon-based financial aid through FAFSA.

After CCC receives the FAFSA or ORSAA data electronically, our financial aid staff will send you an email and post notifications in your myClackamas account (under Self Service - Financial Aid). You must check your account frequently during this process to ensure you have submitted all documents needed to process your financial aid request. Failure to do so could mean you don't have your aid when school begins.

Be sure to pay attention to the financial aid recommended deadlines as the process from application to award letter can take some time.

Student Eligibility Requirements

You may be eligible for Federal financial aid if you:

- Are an admitted and enrolled student, whether full or part time;
- Are enrolled in an eligible program at least one year in length that leads to a degree or certificate;
- Have registered with the Selective Service (if required to do so);
- Have a high school diploma or GED; are not attending an elementary or secondary school;
- Are a United States citizen or an eligible noncitizen;
- Are not in default of any federal loan program; and
- Do not owe a repayment on any federal grant program

For the Federal Direct Loan program, you must be enrolled at least half time (six credits).

For a Pell Grant, you must be an admitted, degree or certificate seeking student enrolled in one or more credits.

For the Oregon Opportunity Grant, you must be a resident of Oregon for a year prior to the start of school and enrolled at least half time (six credits).

Program Eligibility Requirements

Eligible programs need to be at least one year in length (some exceptions apply) and must lead to a degree or certificate.

Academic Standards and Eligibility

To receive financial aid, you must fulfill the standards of Satisfactory Academic Progress (SAP). Information regarding SAP requirements are available online at www.clackamas.edu. Click on "Admissions & Financial Aid."

Financial Aid Disbursement Policy

Financial aid is disbursed to a student's account at CCC to pay tuition, fees, and institutional charges, beginning the week following the census date. The census date is the first business day after the add/drop period. Enrollment is locked on the census date for financial aid purposes, and funding amounts are adjusted to pay for all degree applicable courses on that date. Courses added after the census date will not be funded by financial aid, and students are liable for the charges. Financial aid is disbursed weekly throughout each term for aid not ready at the census date. If financial aid amounts disbursed exceed the balance due on the student's account at CCC, a credit balance refund will be sent to the student for the excess financial aid. Refunds are mailed to students or direct deposited to the student's bank account the last business day of the week in which disbursements are made. Funds are not available prior to this day.

FEDERAL PELL GRANTS

You may be eligible for up to \$6,195 a year in 2020-21, depending on the amount of federal funding available and limits set by the Department of Education (this is current as of this publishing). Awards are based on eligibility and enrollment status.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

You may be eligible for up to \$1,000 a year. Part-time students (taking 6-11 credits a term) will receive smaller grants..

OREGON OPPORTUNITY GRANTS

You must be enrolled for six or more credits and be enrolled fall term to be eligible for Oregon Opportunity Grants.

OREGON PROMISE GRANTS

The state of Oregon offers the Oregon Promise grant to incoming students who successfully complete the GED or earn their high school diploma shortly before enrolling in an Oregon community college. For the 2019-20 award year, the maximum award is \$3594. Award amounts for the 2020-21 award year are unknown at the time of publishing. Applicants must be residents of Oregon. For more information or to apply, visit oregonstudentaid.gov.

FEDERAL WORK-STUDY

You may be eligible to receive an award to fund a paid part-time job through the college with a minimum of half-time enrollment (six or more credits). Jobs are available both on campus and in the community.

FEDERAL DIRECT LOANS

Most students are eligible for Federal Direct Loan funds. The Federal Direct Loan is a federally guaranteed loan. First-year students (less than 45 credits completed) are eligible to borrow subsidized amounts up to \$3,500, and second-year students may borrow up to \$4,500 (actual amount is dependent on student budget criteria). The Office of Financial Aid and Scholarships provides information on unsubsidized Direct loans.

FEDERAL PARENT PLUS LOANS

Your parent may be eligible to apply for a parent PLUS loan if your financial aid package is insufficient to cover the cost of attendance. Parent PLUS loans are loans borrowed and repaid by the parent of a dependent student and require a successful credit check. For more information or to apply for a parent PLUS loan, visit www.studentloans.gov.

Scholarships

503-594-6082

scholarships@clackamas.edu

Clackamas Community College offers various scholarship opportunities for students of all majors. For a complete list, visit www.clackamas.edu/scholarships. The following are a few types of scholarships we offer:

HIGH SCHOOL SCHOLARSHIPS

Every year the CCC Foundation offers an Academic Incentive Scholarship, Opportunity Scholarship and an Honors Scholarship through each public high school in our district. Information about these scholarships is available at your local high school counseling or career center. Apply online Jan. 30 – April 12 at www.clackamas.edu/scholarships.

In-district high school students who compete in the annual Clackamas Regional Skills contest are eligible for CCC scholarships. Partial, one-term tuition scholarships are awarded to the top three winners in all categories of the competition. For more information, contact High School Connections at 503-594-3161 or hsconnections@clackamas.edu.

SPECIAL TUITION SCHOLARSHIPS

If you have special skills or plan to participate in extracurricular activities like art, athletics, speech, journalism, student government, music, theater, etc., you may be eligible for a tuition waiver. Contact the appropriate college department to find out how to apply.

GENERAL STUDENT SCHOLARSHIPS

The CCC Foundation funds more than \$500,000 in scholarships for new and returning students. The application is available at www.clackamas.edu/scholarships and is open Jan. 30 through October annually. There are two deadlines; April 12 and Nov. 1. All scholarship applications completed by the deadline move on to the reading and scoring committee

PRIVATE SCHOLARSHIPS

A variety of sources offer private scholarships. These scholarships are listed at www.clackamas.edu/scholarships.

Veterans Benefits

CCC OREGON CITY CAMPUS
BILL BROD COMMUNITY CENTER, RM100

503-594-3438

vetinfo@clackamas.edu

www.clackamas.edu/veterans

Our team at the Veterans Education and Training (VET) Center is committed to helping you access all the resources needed to make your educational goals a reality. If you are currently serving in the military, have ever served, or are a military family member, contact us to learn more and determine your eligibility for veterans benefits.

We will:

- Provide information about the many VA educational benefit programs and assistance with applying for these programs.
- Assist you with other resources available to veterans and their military family members, including community and college resources.
- Connect you with the many resources on campus and in the community to make your transition from military service to civilian life a success.
- Provide assistance with other veteran-specific educational resources, including state assistance and tuition waivers for family members of fallen service members.
- Help with active and reserve DOD military tuition assistance.

CCC's VET Center can help you get started today—your success is our only goal!



Determine Course Placement

Testing and Placement Services

CCC OREGON CITY CAMPUS, ROGER ROOK HALL, RR136
503-594-3283

CCC HARMONY COMMUNITY CAMPUS
503-594-0636

CCC WILSONVILLE CAMPUS
503-594-0940

Visit www.clackamas.edu/pass for more information or call for testing and placement hours.

Getting placed in the right classes can save you time and money.

New students at Clackamas Community College need to complete our free placement assessment process to determine their math and writing placements prior to registration for many courses at CCC or attending a Registration Workshop. Visit www.clackamas.edu/pass to learn more about our Placement Advising for Student Success (PASS) program.

STEPS TO COMPLETE THE PLACEMENT ASSESSMENT PROCESS

1. Visit CCC Testing and Placement Services with photo ID and bring the following (if available): unofficial transcripts (past college transcripts/high school transcripts within past two years) and past test scores (GED, SAT, ACT, placement test scores, etc.)
 - CCC Oregon City Campus – No appointment necessary
 - CCC Wilsonville and Harmony Campuses – Check for availability to meet with a PASS Advisor
2. Complete the placement intake form and meet with our placement staff. Our placement staff work with students to guide placement into the highest-level math and writing course in which they are likely to succeed with appropriate supports. PASS placements use student input and multiple other measures, rather than a single test score, to promote the student's choice in determining their best path at Clackamas Community College.
3. Determine if a placement test is necessary.
 - Placement tests may be necessary for new students when more information is needed to access math and writing skill levels.
 - Students applying to apprenticeship programs and some limited enrollment programs are required to take placement tests.

INFORMATION ABOUT PLACEMENT TESTS

- CCC offers Accuplacer Next Generation placement tests.
- Additional information about the placement tests can be reviewed at www.clackamas.edu/testing/.

INFORMATION ABOUT STANDARDIZED TEST SCORES

SAT and ACT test scores may be used for math and writing placements. Writing and Math score conversion charts are located at www.clackamas.edu/testing/.

SUBMIT PREVIOUS COLLEGE CREDIT TO CCC

Completion of previous math and writing college credits may satisfy the placement process. Refer to Graduation Services for more complete information about the process for submitting official transcripts and exam scores to CCC for credit evaluation. (This process may take up to 12 weeks.)

Any of the following credits may be considered:

- International Baccalaureate (IB)
- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Advanced College Credit (ACC)
- DSST or military credit
- Transcripts from regionally accredited U.S. institutions

Advising Sessions/ Talking with an Advisor

Student Services

CCC OREGON CITY CAMPUS
BILL BROD COMMUNITY CENTER
503-594-3475

CCC HARMONY COMMUNITY CAMPUS
503-594-0623

CCC WILSONVILLE CAMPUS
503-594-0959

www.clackamas.edu/advising

Students who are new to college are strongly encouraged to attend a registration workshop after completing their online orientation and determining their course placement. During this two-hour session, advisors will review campus resources and degree requirements, and will help you choose and register for courses. Please visit the website or call for specific information regarding registration workshops.

Students with previous college coursework who are transferring into CCC should meet with an advisor at any of our campus locations.

Faculty advisors in the academic departments are also available by appointment to provide specific information about your program of study. They can also serve as mentors. Your faculty advisor's name, email address, phone number and office number are listed in the *Class Schedule* each term.

No matter what program you are working on, you should work with an advisor to be sure you're taking classes that meet your goals.

Registration

ENROLLMENT SERVICES CENTERS
ALL CAMPUS LOCATIONS
503-594-6074
registration@clackamas.edu

Registration is available for currently enrolled, returning and admitted students via your myClackamas account, fax/mail-in and in person as explained in our [Class Schedule](#) each term.

Registration is based on the number of credits completed at CCC (credits completed at other colleges are not counted for registration purposes). Courses in progress during the current term do not count toward this total. You will be notified of your registration date and time through your myClackamas account. The registration schedule is also printed in the [Class Schedule](#) each term. If you miss your registration window, you are able to register any time after that.

To Change Your Schedule Adding and Dropping Classes Changing Grading Method

You are required to obtain instructor permission (signature) after the course begins.

- You must officially drop courses you have registered for if you decide to stop going to class. Ceasing to attend class does not constitute official withdrawal! You will be held academically and financially responsible if you do not officially drop your courses. Official withdrawal is via myClackamas or in person.
- To change your grading method (from graded to P/NP, or P/NP to graded), you must submit a request to Enrollment Services by the end of the sixth week of the term.
- To change to an audit, you must submit a request to Enrollment Services by the end of the sixth week of the term. For more information regarding the audit option, see page 26.

Administrative Withdraw

- If you don't attend your class, instructors WILL drop you. Instructors may do this at any time during the first two weeks of the class. This is called administrative withdrawal.
- If an instructor does an administrative withdrawal, you may be granted a full refund of charges for the class.
- An instructor may administratively withdraw you from a course if you are unable to demonstrate fulfillment of the stated class prerequisite or co-requisite requirement.
- If you are utilizing financial aid or veterans benefits, you may owe a repayment. Please check with these offices for additional information regarding your enrollment status and entitlement to benefits.

- If you are administratively withdrawn from a course, you will be notified by Enrollment Services.
- Students who are currently registered for a section (e.g., MTH-111) and do not pass the prerequisite (e.g., MTH-095) will be administratively withdrawn from the currently registered course (e.g., MTH-111) by the Enrollment Services Office.
- Students may also be administratively withdrawn from classes due to conduct issues or due to a balance being owed to the college.

Wait List Procedure

Some CCC classes utilize a wait list option. If the class you want to register for is full and it has a wait list:

- Add your name to the wait list via myClackamas or in person.
 - You will receive an email in your "student.clackamas.edu" email when a spot opens up and you are next on the wait list
 - Upon receiving an invitation to add a class you will need to go to "Manage My Waitlist" within myClackamas.
 - You will have 48 hours to respond to the invitation.
 - If you miss your window, you will not be bumped from the wait list but rather will be passed by for the next student and you will receive another invitation when your spot comes up again.
- Note: This process ends once a course begins. You must contact your instructor directly once a course has started.
- You will be notified by email when you are added to a class.
 - You are academically and financially responsible for the class if you no longer want to be in the class and don't drop it.

The following conditions may affect your eligibility for wait list placement:

- Wait list capacity has been met.
- There is a "hold" on your student record that restricts registration.
- There are course restrictions in place such as "instructor consent."
- You are already registered in another section of the same course.
- There is a time conflict with the course you have selected.
- You have reached the maximum number of credits allowed (18) without additional authorization.
- Class has already begun.

Tuition and Fees

2020-2021 Tuition and Fees

Tuition and fee rates, as well as payment option information, can be found in a current copy of the *Class Schedule*. Please note that tuition and fee rates are subject to change without prior notice.

| TUITION TYPE | RATE | COMMENT |
|---|--|---|
| In-State | \$108 per credit | Applies to U.S. citizens or immigrants with a residency status (90 days at that address prior to the start of the term) in Oregon, Idaho, California, Nevada and Washington. |
| Out-of-State | \$274 per credit | Applies to international students and students residing in states which do not border Oregon. |
| FEE TYPE | RATE | COMMENT |
| General Student and Technology Fee | \$8.50 per credit | Supports many CCC student activities including athletics, child care, instructional technology and student government. |
| College Services Fee | \$30 per term | Non-refundable. Applies to credit courses only. The College Services Fee covers the cost of various services including graduation, parking, shuttle, testing and transcripts. |
| Deferred Payment Fee | \$30 per term | Applied after the second week of the term if a balance is owed to the college. |
| Late Add Fee | \$50 per class | Applied on the fourth business day after the first official day of the class. |
| Non-Payment Fee | \$75 per term | Applied after the sixth week of the term if a balance is owed to the college. |
| Non-Refundable Third Party Billing Fee | \$15 | Assessed on any student account where CCC is billing an outside business/organization for tuition and charges. |
| Returned Bank Item | \$25 each item | Fee for returned checks payments.. |
| Course Fees | Varies | Certain classes have special fees in addition to tuition and the general fee. These are listed in the "Course Fee" column in the credit course listing in the <i>Class Schedule</i> . |
| CREDIT FOR PRIOR LEARNING | | |
| TYPE | RATE | |
| Challenge Exam | \$50 flat fee plus \$25 per credit | |
| Portfolio | \$50 flat fee plus ½ of the current tuition per credit | |
| Other (Non-Portfolio, Non-Challenge Exam) | \$50 flat fee plus ½ of the current tuition per credit | |

Factors that Determine Your Tuition

IN-STATE TUITION

To qualify as an in-state student for tuition purposes, you must be a U.S. citizen, immigrant or permanent resident who has established and maintained residency in Oregon, California, Idaho, Nevada or Washington at least 90 days prior to the first day of classes. A student registered as an aboriginal with an Oregon tribe will qualify for in-state tuition. A minor student whose parent(s) or guardian(s) is a bona fide Oregon resident will qualify for in-state tuition.

OUT-OF-STATE TUITION

You are an out-of-state student for tuition purposes if you are a U.S. citizen, immigrant or permanent resident who has not established residency in Oregon, California, Idaho, Nevada or Washington 90 days prior to the first day of classes or you are an international student/visitor.

You are an international student if you are a citizen of another country here on anything other than an immigrant visa. You will be required to have an I-20 to attend college.

International students do not become residents regardless of the length of residency within the district.

Note: If you plan to attend a public university after CCC, it is important to contact that institution prior to enrolling at CCC. Residency criteria at the public universities are different from the community colleges and attending CCC could impact your ability to establish residency at the universities.

THE VETERANS "CHOICE ACT"

Any student using the VA's Montgomery or Post-9/11 GI Bill educational assistance who lives in Oregon while attending Clackamas Community College is entitled to pay tuition and fees at the in-state rate, if the student:

- Enrolls within three years of discharge after serving 90 days or more on active duty; or,
- Enrolls with a transferred benefit within three years of the transferor's discharge after serving 90 days or more on active duty (once enrolled, in-state rates apply while continuously enrolled, including beyond three years); or
- Enrolls with a transferred benefit while the transferor is on active duty, or
- Enrolls under the Marine Gunnery Sergeant John David Fry Scholarship for surviving spouses and children.

LOW-COST TEXTS

Low-cost text (LCT) course sections use textbooks and/or other course materials that have a minimal cost. The total cost of textbooks and/or materials* in every low-cost course will be less than \$40. Identify CCC's low-cost courses by looking for the LCT icon in the print and online Course Schedules.

*Included in the cost calculations are: required textbooks and other text-based materials, workbooks, lab manuals, online homework software (e.g., mymathlab), and codes or publisher-provided curricular materials for students. Printing costs are not included, unless a printed version is required for the course. Excluded from the cost calculations are: art supplies, calculators, software, course and student fees or equipment, and optional costs.

DISCLAIMER: *LCT courses are term- and section-specific, so courses are not designated LCT in the CCC Annual Catalog and Student Handbook. Clackamas Community College makes every effort that the low-cost sections identified in the printed Class Schedule are accurate at the time of publication. However, review the online Class Schedule or contact the course instructor for the most up-to-date information on textbook and material costs.*

TEXTBOOKS @ CCC LIBRARY

Your textbooks may be available at CCC Library for short-term, in-library use. We call this free service Course Reserves. Instructors are expected to place required and recommended texts on Course Reserves each term, making it easy for you to access your course texts from the first day of class. CCC Library has tables, desks, couches, and free scanners for you to use while reading your textbook! Search CCC Library's website to see if your textbook is on Course Reserves. If it is not available, please let CCC Library know.

SENIOR CITIZEN TUITION BENEFIT

If you are 62 years of age or older before the start date of the term, you are eligible for a senior citizen tuition benefit.

Once your student record reflects this status, tuition will be charged at the rate of 1/2 of the resident rate for all CCC sponsored credit classes (fees excluded). Tuition and fee charges must be paid on or before the second Friday of the term to avoid late payment fees. You are also entitled to free admission to many college special events and athletic activities. For community education senior citizen tuition benefit policies, see individual Community School listings in the *Class Schedule*.

SENIOR TUITION WAIVER AND AUDIT PROGRAM

If you are 65 years of age or older before the start date of the term, you may be eligible for the Senior Tuition Waiver program. This program is restricted to auditing courses with seats available. Registration for these courses begins the Monday before the start of the term and you can only take a total of eight credits if using this benefit. If you wish to take more than 8 credits you cannot use this program and would instead use the "Senior Citizen Tuition Benefit" that is mentioned above. Criteria for eligibility can be found on the Senior Tuition Waiver and Audit Form available online at www.clackamas.edu/forms or from Enrollment Services.

Note: The Senior Citizen Tuition Benefit does not waive any fees associated with courses.

Paying for Classes

How Do I Pay for Classes?

Pay Now: Payment in full is due at the time of registration. Refer to www.clackamas.edu/pay to learn how to make your payment.

Pay Later: If you choose this option, payment is due by the second Friday of the term. Accounts with a balance after this date may receive a \$30 Deferred Payment Fee. (To qualify for this option, you must be at least 18 years of age, have a balance of at least \$100 and cannot have an existing balance from a previous term).

Non Payment Fee: If your account balance is not paid in full by the sixth Friday of the term, your account may be assessed a non-payment fee of \$75. Also, a hold will be placed on your account that will prevent access to your transcripts and future registration.

Refund Policy

CCC provides full refunds if you drop your classes on time. We do not provide partial refunds. To receive a full refund YOU must drop your classes:

- During the first two weeks of the class for classes meeting 5 weeks or more
- During the first week of the class for classes meeting 3-4 weeks
- Before the class begins for classes meeting two weeks or less

Drop requests are processed via the official college Add/Drop form or your myClackamas account. Eligibility for a refund is determined by the date that your official request is received. Ceasing to attend class or verbal notification does not constitute an official drop. This refund policy is in effect for all classes, seminars and workshops.

If you have questions about an outstanding balance, contact the Accounts Receivables Office at 503-594-6068 or stuaccounts@clackamas.edu. If you have a question regarding a refund, contact Enrollment Services at 503-594-6074 or registration@clackamas.edu.

Canceled Class

If your class is canceled you will be notified and officially dropped by Enrollment Services. Your tuition and fees for this class will be adjusted appropriately.

