

Student Resources & Support Services

www.clackamas.edu



Education That Works



Student Resources & Support Services

Academic Advising & Career Coaching

www.clackamas.edu/advising

Student Services

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3475

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0623

CCC WILSONVILLE CAMPUS
503-594-0959

Academic and career coaches are available on a drop-in and appointment basis to help students by providing a wide range of academic information and assisting students with many academic processes including course selection, degree requirements, educational and career planning, and transfer information.

Throughout the year, academic and career coaches hold registration workshops for new students, pre-nursing students and others. Visit the website for more information.

Accounts Receivable

www.clackamas.edu/pay

503-594-6068

Accounts Receivable provides services to both students and departments on accounts receivable related issues including, but not limited to, billing charges, third-party billing, tuition and financial aid refunds, short-term book loans, 1098Ts, collections and registration/transcript holds. For more information regarding payment and refund of tuition and other charges, see page 21.

Associated Student Government

www.clackamas.edu/asg

CCC OREGON CITY CAMPUS, COMMUNITY CENTER, CC152
503-594-3040

The Associated Student Government (ASG) of Clackamas Community College is the governing body of CCC students. The president and vice president are elected by the student body; senators and other officers are determined by a selection process. ASG promotes student activities that stimulate social, physical, moral and intellectual life on campus.

ASG operates helpful services for students such as grant opportunities and the Cougar Cave Food Pantry. It also coordinates a variety of activities such as awareness events, bbqs and parties.

ASG members receive tuition waivers or book stipends for their work and are always accepting applications.

Athletics

www.clackamas.edu/athletics/

CCC OREGON CITY CAMPUS, RANDALL HALL
503-594-3043

Intercollegiate

Clackamas is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and competes in intercollegiate sports with other colleges throughout the Northwest. Intercollegiate athletics for men include cross-country, track, wrestling (NJCAA), basketball and baseball. Women's intercollegiate sports include basketball, softball, volleyball, track, cross-country and soccer.

Bookstore

<https://clackamas.bncollege.com>

CCC OREGON CITY CAMPUS, MCLOUGHLIN HALL
503-594-6500

CCC HARMONY CAMPUS, WEST BUILDING
503-594-0647

There are two Bookstore locations where students may purchase required textbooks (selected titles available to rent), reference books, general books, school and office supplies, art supplies, backpacks, gifts, greeting cards, CCC imprinted gifts and sportswear, candy, snacks, quick meals, cold drinks and much more.

The Bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up.

The Oregon City Campus Bookstore is located at the north end of McLoughlin Hall on the ground floor. For more information call 503-594-6500. Hours of operation are posted on the front door and on the Bookstore website, <https://clackamas.bncollege.com>

The Harmony Bookstore is in the lobby of the Harmony West Building. For more information call 503-594-0647. Hours of operation are posted on the door and on the Bookstore website, <https://clackamas.bncollege.com>

If you are attending classes at the Wilsonville Campus, you can request your books be delivered to the Wilsonville Campus when ordering online.

Refunds

No refunds or exchanges will be allowed without the original, unaltered cash register sales receipt. Full refunds will be allowed on textbooks purchased for the current term through the first week of fall, winter and spring terms. Summer term refund periods may vary. Please call or check our website for details.

The following conditions apply to refunds:

- A new textbook which is marked, smudged or ripped becomes a used text and is not subject to a full refund.
- Wrapped or boxed merchandise must not be unwrapped or opened. Software or access codes are not returnable if opened.
- Non-textbook materials are subject to a 24 hour refund period.
- Bookstore staff reserves the right to determine the salable condition of all returned merchandise.

End of Term Book Buyback Program

Students may sell their unwanted new and used books for cash at the Bookstore. Receipts are not needed for textbook buyback, but CCC Student ID is required. Specific buyback dates and hours are available on the Bookstore website, <https://clackamas.bnccollege.com>

Career Services

www.clackamas.edu/careers

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-6001

Career, employment and training information and services are provided to students and potential students. Information and services include:

- Career exploration resources
- Career assessment tools
- Job search information and planning
- Career and job search classes
- Career coaching
- Many of these resources are available online

Child Care

www.clackamas.edu/child-care/

CCC OREGON CITY CAMPUS, FAMILY RESOURCE CENTER
503-657-9795

The YMCA Child Development Center is located in the Family Resource Center on the Oregon City campus of Clackamas Community College. The center offers affordable and flexible child care for children ages six weeks to 12 years. Children enrolled in the program will play and learn in the NAEYC accredited, state-licensed child care programs which offer a host of age-appropriate experiences for children under the watchful guidance of well-trained, caring staff members. Space is limited and pre-enrollment is necessary. Contact the center for enrollment materials as soon as you recognize your child care needs. Students at CCC may qualify for child care assistance and should contact the YMCA center to learn more about these options.

Clackamas County Children's Commission

www.cccchs.org

503-675-4565

CCCC provides free preschool and day care services on campus.

Head Start Preschool

Preschool services through Head Start gives children ages three to five years old 3.5 hours per day, four days per week of classroom time in addition to regular home visits September - May. Our state-certified teachers and aides provide an excellent learning experience in a safe and encouraging environment. Two nutritious meals are prepared and served during class time. No summer services offered at this time. Limited space available.

Early Head Start

Early childhood education services through Early Head Start provide 6.5 hours a day, four days a week for children six weeks to three years old. Parents must be enrolled in job training or school and have no other sources for child care during the day. Quality care and nutritious meals are provided and served during class time. During the summer, the program is home-based with regular educational home visits. Very limited space available.

Children do not need to be potty trained and we provide all the diapers during class time. CCCC also provides home based support services to pregnant mothers and children 0-3 years of age throughout Clackamas County. Call the CCCC enrollment office today for more information about registration, participation requirements and availability. No transportation available through us for this center.

Clubs

www.clackamas.edu/clubs

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3933

Campus clubs are approved and overseen by the Associated Student Government (ASG) and new interest groups are encouraged to organize following ASG procedures. Some of the clubs active on campus include American Sign Language, French Club, Gender & Sexuality Alliance, Horticulture, NW Collegiate Ministries, Phi Theta Kappa, STEM, Student Nurses, Welding and Writers.



Counseling Department

www.clackamas.edu/counseling

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3176

CCC HARMONY COMMUNITY CAMPUS
503-594-0625

Counselors are available to provide retention and support services that help students benefit from their experience at Clackamas Community College. Counselors at CCC help students develop career goals and design a path of education or training that will help them reach those goals. Short-term personal counseling and referrals to community resources are provided to students to help identify and overcome barriers that are interfering with success. Counselors also teach courses related to academic strategies and applied life skills. These classes are designed to improve career, personal and academic achievement

Community Gardens

www.clackamas.edu/gardens

CCC OREGON CITY CAMPUS
503-594-3041

The Community Gardens at Clackamas Community College provide an economical, convenient spot for the public to grow their own vegetables and flowers. Each plot is \$40 per year. For information on the Community Gardens, contact Student Life & Leadership at 503-594-3040.

Computer Labs

CCC OREGON CITY CAMPUS
503-594-6632

The college has computers available for student use. The Academic Computing Lab in the Dye Learning Center and Streeter Hall Open Computing Lab are general access labs open to all students.

Many academic departments manage their own computer labs. Specialized software for these programs is usually available in these labs only. Check with specific departments to see if they provide lab hours for students.

Streeter Hall Open Computing Lab
503-594-6632

Streeter Hall Open Computing Lab is a general access lab open to all students. The lab offers Windows-based computers, general-purpose software such as Microsoft Office and a printer. A project room is available for student groups to work together. Streeter Hall Open Computing Lab is open Monday–Thursday, 9 a.m.–4 p.m.

Academic Computing Lab

See *The Learning Center*.

Music Technology and Audio Recording Labs

NIEMEYER CENTER, N216
503-594-3337

The Music Technology Labs and Audio Recording Studio enable students to compose, record, print and produce music. The facilities are available to CCC students enrolled in music classes that use related Music Technology hardware and software. The CCC Music Technology Labs house 25 state-of-the-art music computer work stations.

Software includes Finale, ProTools and Reason.

Disability Resource Center

www.clackamas.edu/drc

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-6357

drc@clackamas.edu

The Disability Resource Center (DRC) provides services to support student success by creating a welcoming, inclusive and accessible environment. The DRC offers a wide range of services to provide students with disabilities equal access to college programs, activities and auxiliary support. The DRC also provides faculty/staff consultations. If you have a history of receiving accommodations or just have questions on how to qualify for services, call or stop by so we can assist you.

Students requesting services must:

- Meet with a DRC staff member.
- Provide the DRC with documentation from a certifying professional that establishes the existence of a current disability and supports the need for accommodations requested.
- Request accommodations through a DRC staff member.

Accessible parking (disabled parking) is available close to each campus building and disabled parking permits are obtained through the Oregon State Department of Motor Vehicles.

Clackamas Community College does not discriminate on the basis of disability or any other protected status in accordance with applicable law. The College's commitment to nondiscrimination applies to curricular activity and all aspects of operation of the college.

Clackamas Community College is dedicated to providing a harassment-free environment for all people with disabilities, as well as a timely and effective provision of services for students with disabilities. Any student with a disability who feels they have been discriminated against or harassed due to their disability should contact the Disability Resource Center Coordinator.

Enrollment Services Center

CCC OREGON CITY CAMPUS, ROGER ROOK HALL
503-594-6074

CCC HARMONY COMMUNITY CAMPUS
HARMONY BUILDING
503-594-0620

CCC WILSONVILLE CAMPUS
503-594-0940

Each Enrollment Services Center provides information and assistance with admissions, registration, transcript requests, student ID cards, and making payments.

The Office of Financial Aid and Scholarships

www.clackamas.edu/financial-aid

CCC OREGON CITY CAMPUS, ROGER ROOK HALL
503-594-6082

The Office of Financial Aid and Scholarships provides students with information, resources, applications and other required forms necessary to apply for various types of aid offered through the federal government, state and Clackamas Community College (CCC). Here are the steps to applying for financial aid at CCC.

Step by Step Process

STEP 1 APPLY TO CCC

Go to: www.clackamas.edu/apply

STEP 2 APPLY FOR FINANCIAL AID

U.S. CITIZENS AND PERMANENT RESIDENTS:

Apply at www.fafsa.gov every year as soon after Oct. 1 as possible. This one application provides consideration for federal and state grants, federal student loans and work-study opportunities. CCC's School Code: 004878.

UNDOCUMENTED OREGON RESIDENTS:

Complete the Oregon Student Aid Application (ORSAA) at <https://oregonstudentaid.gov> to determine eligibility for some state-based financial aid programs. The ORSAA is for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status.

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.

STEP 3 CHECK YOUR EMAIL IN MYCLACKAMAS

Go to: <https://my.clackamas.edu>

- Indicates the college has received your FAFSA or ORSAA.
- We communicate all instructions for your next steps via email.

STEP 4 CHECK YOUR MYCLACKAMAS ACCOUNT - WEEKLY

Click on: **Self Service Financial Aid Tab**

- Complete all documents requested.
- Once documents are submitted, it may take a few weeks to review your file.
- Additional information may be required.
- You will receive an email once your file is reviewed and your award letter is available.
- Accept or reject your award letter online.
- To receive loans, go to: studentloans.gov
Complete: Entrance Counseling for CCC and a Master Promissory Note (MPN). (Select Subsidized/Unsubsidized.)

NEED HELP?

- Drop-in hours on the Oregon City Campus are Monday, Tuesday, Thursday and Friday from 9 a.m. - 4 p.m. and Wednesday from 10 a.m. - 4 p.m.
Drop-in hours on the Harmony Campus are Monday (First week of the term ONLY) and Thursday (All Term) from 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.
 - Financial Aid Resource Lab is open Monday–Thursday 10 a.m.–1 p.m. & 1:30–3 p.m. The Financial Aid Resource Lab is open to the public to assist with completing the FAFSA, FSA ID, ORSAA, Scholarship Applications, Entrance Counseling, Master Promissory Note and more.
 - Email: finaid@clackamas.edu
- Follow the CCC financial aid recommended deadlines to ensure you receive financial aid funds in a timely manner.

2020-2021

Financial Aid Recommended Deadlines

SUMMER TERM 2020: APRIL 20, 2020

FALL TERM 2020: JUNE 22, 2020

WINTER TERM 2021: SEPT. 28, 2020

SPRING TERM 2021: JAN. 4, 2021

Visit The Financial Aid Resource Lab

Roger Rook Hall/Oregon City Campus

Monday – Thursday, 10 a.m.– 1 p.m. and 1:30 p.m. – 3 p.m.

FREE to students and the general public on a walk-in basis

Staffed by CCC Financial Aid Professionals

Scholarships

www.clackamas.edu/Scholarships

503-594-6082

Clackamas Community College has many scholarship opportunities available for students of all majors. Anyone who plans to attend CCC during the academic year to pursue a degree or certificate can apply. A complete list is available at <https://clackamas.academicworks.com>.

General Student Scholarships

The CCC Foundation funds more than \$500,000 in scholarships each year for new and returning students. Our application is online at www.clackamas.edu/scholarships. Once you have completed our scholarship application, you are automatically considered for all CCC Foundation scholarships you meet the criteria for. The application is open Jan. 30 through October with two deadlines; April 12 and Nov. 1. We review applications in April for awarding in fall term and in November for winter term awards

High School Scholarships

The CCC Foundation offers scholarships through each public high school in our district. Information about these scholarships is available in local high school counseling or career centers. Apply online Jan. 30–April 12 at www.clackamas.edu/Scholarships.

High school students who live in the district and compete in the annual Clackamas Regional Skills contest are eligible for partial one-term tuition scholarships which are awarded to the top three winners in all categories of the competition.

Special Tuition Scholarships

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

Private (Non-CCC) Scholarships

A variety of sources offer scholarships for Community College students of all ages. These scholarships are listed at <http://clackamas.academicworks.com>. Click on *Opportunities*, and choose *External*.

Environmental Learning Center

www.clackamas.edu/elc

CCC OREGON CITY CAMPUS

503-594-3015

The John Inskeep Environmental Learning Center is a great place for people of all ages to explore the outdoors and learn about watersheds in a natural environment. Trails, interpretive signs, bird blind, an outdoor amphitheater and classrooms provide an ideal place for all ages to explore and learn.

CCC classes, students and staff, as well as community members, are encouraged to visit during daylight hours - explore the trails, discover wildlife and native plants, or simply enjoy some relaxation!

Program offerings include:

- Field trips and day camps designed to enrich the learning of K-12 students in the area of environmental education
- Workshops for adults
- Continuing Education for professionals covering topics related to the environment and water quality

For additional information: rharber@clackamas.edu

Fitness Center

CCC OREGON CITY CAMPUS, RANDALL HALL

503-594-3043

The CCC Fitness Center is open to students and staff when classes are not scheduled in the center. Equipment includes pyramid weight machines, free weights, exercise bicycles, steppers and rowing machines, treadmills, as well as spinning bikes, ellipticals, an upper body ergometer and several single station machines.

Food On Campus

www.jewelthosp.com

CCC OREGON CITY CAMPUS, COMMUNITY CENTER

The Cougar Café in the Community Center on the Oregon City campus offers a full grill, with options like breakfast burritos, burgers, fries, tater tots, chicken strips and pizza by the slice. The Cougar Café is open Monday through Friday 8 a.m. to 2 p.m. during fall, winter and spring terms. Vending machines offering beverages, snacks and fresh food options like sandwiches, salads and fruit are located at the Harmony and Wilsonville campuses and most buildings throughout the Oregon City campus. Also, look for food trucks at various times and days at the Oregon City campus. You can see what trucks are scheduled on any day (and check out their menus) using Street Food Finder.



Graduation Services

CCC OREGON CITY CAMPUS
503-594-6651
gradservices@clackamas.edu

Graduation Services can assist you on the total number of credits being transferred in from other colleges, identify the number of credits needed to complete your degree and assist you with your petition to graduate.

Honor Society

ΦΘΚ: *Phi Theta Kappa*
503-594-3040 or 503-594-3041

The Clackamas chapter of Phi Theta Kappa, the international honor society for students in community colleges, offers students recognition for hard work and ways to contribute to the community.

Students who have completed at least 12 college-level credits and have a 3.5 or better cumulative grade point average are invited to join.

Membership has many benefits, including Phi Theta Kappa scholarships, society publications and travel to regional and international meetings. You also have the opportunity to wear a gold stole and tassel at graduation. Chapter activities are centered around the society's four hallmarks: scholarship, leadership, service and fellowship. Joining Phi Theta Kappa is a mark of distinction. Applications are available in the Student Activities Office, CC152.



The Learning Center

www.clackamas.edu/tutoring

CCC OREGON CITY CAMPUS, DYE LEARNING CENTER
503-594-6191
tutoring@clackamas.edu

The Learning Center: A welcoming environment, open and accessible to all, that inspires people to engage in lifetime learning. The Learning Center is located in the Dye building on the Oregon City campus and offers the services listed below. Hours: Monday–Thursday, 7:30 a.m.–8 p.m.; Friday, 7:30 a.m.–5 p.m.; Saturday, 11 a.m.–3 p.m.

Harmony Tutoring Lab
www.clackamas.edu/tutoring

HARMONY TUTORING LAB, HARMONY WEST THIRD FLOOR
503-594-6191
tutoring@clackamas.edu

The Harmony Tutoring Lab offers drop-in science and math tutoring and appointment-based writing tutoring. The space is a welcoming environment for students to get academic support and access to computers and a printer. Tutoring hours vary by term, and the tutoring lab is closed during CCC holidays and campus closures. See posted hours on web, www.clackamas.edu/tutoring.

Academic Computing Lab

503-594-6632
tutoring@clackamas.edu

The Academic Computing Lab in the Dye Learning Center has Windows-based computers available for student use and offers drop-in tutoring for a variety of computing issues, such as accessing information on Moodle, using all Microsoft Office applications or printing. Business, accounting and computer science tutors are available during all open lab hours. You must be a currently registered student to use the lab. See posted hours on web www.clackamas.edu/tutoring.

Math Lab

503-594-3121
tutoring@clackamas.edu

Drop-in math tutoring is available in the Dye Learning Center on the Oregon City campus and at the Harmony campus on the third floor in the new Harmony West building. In the Math Labs, students can obtain one-on-one help for their math homework and preparation for exams. Help is available for most math classes taught on campus. We also offer one-on-one scheduled tutoring for pre-100-level math courses at the Oregon City campus. For more information about scheduled tutoring or to view our posted hours visit, www.clackamas.edu/tutoring.

The Learning Center, continued

Writing Center

503-594-6275

writing@clackamas.edu

The Writing Center offers students one-to-one feedback on any writing assignment, for any class or project. Online tutoring may be available by request. Students can get help with any aspect of writing: understanding the assignment, strategies for getting started, grammar and editing, organization, strategies for revising and polishing, considering the audience and citing sources. Help is available for working on scholarship and admissions applications and essays, as well as cover letters and resumes. See posted hours on web,

www.clackamas.edu/tutoring.

Subject-Area Tutoring

503-594-6191

tutoring@clackamas.edu

The Learning Center provides free individual and small-group tutoring in many subjects, such as science. Tutors are available by request, with some drop-in tutoring and some by appointment. Limited services are available at Harmony and Wilsonville in some subjects.

Additional Tutoring Services and Labs

- A & P Study Room: DeJardin 132
- Accounting Tutoring: Academic Computing Lab: Dye 128
- Adult Basic Skills SMART Learning Lab: Dye 129
- Chemistry Tutorial Lab: DeJardin 242
- Digital Media Lab: McLoughlin 125
- Horticulture:Library and Computer Lab: Clairmont
- MIDI and Music labs: Niemeyer 216, 211
- Open Computing Lab and Quiet Study Space, Streeter Hall 137
- Volunteer Literacy Center, D132
- World Language Lab: McLoughlin 244

Online Tutoring through Smarthinking.com

503-594-6191

tutoring@clackamas.edu

Smarthinking is offered to current Clackamas Community College students as a supplementary tutoring resource for subjects or during hours not currently offered in the Dye Learning Center. Students can access up to seven hours of free Smarthinking tutoring per term by logging into their Moodle account and clicking on the Smarthinking link located on the top right of their screen. More information found at www.clackamas.edu/Smarthinking

Library

library.clackamas.edu

Circulation: 503-594-6323, Reference: 503-594-6042

circ@clackamas.edu

reference@clackamas.edu

CCC Library offers hundreds of thousands of print books, eBooks, graphic novels, electronic journals and magazines, print newspapers, streaming videos and DVDs – both in the library and online from anywhere. Search for and request library material from 37 Orbis Cascade Alliance partner libraries. Access our electronic resources from off-campus by visiting our website and logging in using your CCC username and password. Get help 24/7 from a librarian using the chat service available on our website, by email, by phone, or by stopping by the library during open hours. Librarians teach and assist students with all research-related tasks, including using the library, developing research topics, and finding, evaluating and citing sources. Librarians also provide course-integrated instruction and formal library instruction via LIB101, a free 1-credit course. Other services include Summit; interlibrary loan; Course Reserves; holds; printing, copying and scanning; and calculator, headphone, cell phone charger, and laptop charger rentals. CCC Library is available for use by students, faculty, staff and the general public.

Music

www.clackamas.edu/music

CCC OREGON CITY CAMPUS, NIEMEYER CENTER

503-594-3337

The Music Department sponsors a number of vocal and instrumental performing groups that are open to students and to the community. Groups include Wind Ensemble, Jazz Ensemble, Chamber Choir, Vocal Jazz Ensemble, String Ensemble, Jazz Combo/Improvisation, Contemporary Music Ensemble and Pep Band (pop/blues/rock/R&B). Some ensembles require auditions. Scholarship funds and work-study positions may be available for students who participate in music groups or activities (need not be a music major).

The Music Department offers group instruction on guitar, voice and piano. In addition, individual (private) lessons are available for almost all instruments. Music Technology Labs and Audio Recording Studios enable students to compose, record, print and produce music. Software includes Finale, ProTools and Reason. The Labs are available to CCC students enrolled in appropriate music classes.

The CCC Music Department is home to the Ed Beach Collection, a library of more than 2,200 hours of recorded jazz. The original master tapes are now in the National Archives; this edition of the collection is the only other edition in existence.

Peer Program

www.clackamas.edu/peer-program

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3444

Students selected to serve in the Peer Program serve in the leadership roles of Peer Assistants. They serve our college in a variety of positions on campus, ranging from in-classroom mentoring to working a variety of student services across campus. These students also receive tuition waivers in exchange for their leadership.

Service Learning Volunteers

CCC OREGON CITY CAMPUS, COMMUNITY CENTER
503-594-3030

The Service Learning program provides volunteer/community service opportunities for CCC students. Service Learning takes place in the form of community service events, individual service for a particular agency and a for-credit service learning course. In this latter case, college credit can be earned for participation in the program and tuition is free. Email us at john.ginsburg@clackmas.edu.

Student ID Cards

Photo student ID cards are available at each of our campuses. You'll need this card for transactions on campus, including library checkout, access to computer and tutorial labs, the Assessment Center, enrollment verification and admission to college events. Picture identification will be required to obtain your photo ID card. First card is free, replacements are \$10.

Student Life & Leadership

www.clackamas.edu/campus-life/student-involvement

CCC OREGON CITY CAMPUS, COMMUNITY CENTER, CC152
503-594-3040

The Student Life and Leadership Office is the department that coordinates and oversees the following:

- Associated Student Government (ASG)
- Clubs
- Cougar Cave Food Pantry
- Health and Wellness Events
- International Student Support
- Multicultural Center
- Peer Assistants
- Service Learning
- Transportation
- Welcome Weeks and other special events

The office is also the location for calculator and locker rentals, lost-and-found, local housing options, and lots of other information.

Student Publications

theclackamasprint.net
www.clackamas.edu/journalism

CCC OREGON CITY CAMPUS, ROGER ROOK HALL, RR135
503-594-3261 or 503-594-3254

The Clackamas Print is an award-winning student-run newspaper published weekly during the school year.

Clackamas News Online trains students in broadcast journalism. Clackamas Literary Review is a nationally distributed literary magazine designed and edited by students that publishes poetry, fiction and essays, and offers a student writing contest. Together, these student-run media provide the opportunity to gain practical experience in writing, broadcast journalism, publishing, photography, multimedia reporting, illustration, layout, desktop publishing and graphic design. Tuition waivers are available to student editors.

For information, contact Rita Shaw at ritas@clackamas.edu or 503-594-3254.

Testing & Placement Services

www.clackamas.edu/testing

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

testing@clackamas.edu

Testing & Placement Services offers the following:

- PASS (Placement Advising for Student Success)
- Accuplacer Placement Testing
- CCC & non-CCC proctored testing (by arrangement)
- Computer Science Placement
- Workkeys (National Career Readiness Certificate)
- Oregon Department of Agriculture Exams
- Pearson Vue Testing
- Kryterion Testing

CCC HARMONY CAMPUS, EAST BUILDING, H180
503-594-0636

testing.harmony@clackamas.edu

- Accuplacer Placement Testing
- CCC & non-CCC proctored testing (by arrangement)
- Computer Science Placement
- Workkeys (National Career Readiness Certificate)

CCC WILSONVILLE CAMPUS, EAST WING, W151
503-594-0940

testing.wilsonville@clackamas.edu

- Placement testing and advising
- CCC & non-CCC proctored testing (by arrangement)
- Computer Science Placement
- Workkeys (National Career Readiness Certificate)
- Oregon Department of Agriculture Exams



Theatre

www.clackamas.edu/theatre

CCC OREGON CITY CAMPUS, NIEMEYER CENTER
503-594-3153

The Theatre Department produces one full-length play and several student-directed theatre projects each term. Workshop courses focus on the production of theatre for public performance, and everyone in the community is welcome to participate. The department also offers lecture courses, which encompass technique, theory and philosophy of theatre arts. College credit is available for each production, and students in need of financial assistance may qualify for tuition waivers or work-study.

Clackamas Repertory Theatre

www.clackamasrep.org

CCC OREGON CITY CAMPUS, NIEMEYER CENTER
503-594-6047

Founded in 2005 as an extension of the CCC Theatre Department, Clackamas Repertory Theatre is a professional theatre company that produces a three-play season July through October. CRT features current and former CCC Theatre Department students both on stage and behind the scenes, as well as professional Portland area actors and directors. For information on our current season, visit www.clackamasrep.org

Tutorial Services

See *The Learning Center*.

Transportation Options for Students

www.clackamas.edu/transportation

Clackamas Community College provides a variety of transportation options including a free shuttle, carpooling matching service, multiple bus options, and a Bike Rental Program.

The latest information and additional details can be found at www.clackamas.edu/transportation.

CCC XPRESS Shuttle

Free shuttle runs between the Oregon City and Harmony campuses and the Clackamas Town Center Transit Center. Download the TripShot app for schedule and live transit information.

Carpool Matching Service

Find a carpool partner at GetThereOregon.org. Sign up using your @student.clackamas.edu email address.

Public Transportation

Clackamas Community College is serviced by a number of bus lines. Plan your trip on Google Maps.

Bike Rental Program

Rent a bike for the term for \$25. Rentals include a helmet, lock, front and rear lights, fenders, rear rack, and discount on repairs.

SAVE MONEY ON YOUR CCC COMMUTE!

NEAR CLACKAMAS TOWN CENTER?

Ride the free CCC Xpress Shuttle.



DRIVE?

Carpool for the chance to win gift cards.



RIDE THE BUS?

Save \$100 on TriMet bus passes. TriMet offers 72% off month pass through Low-Income Fare Program.



Learn more at

www.clackamas.edu/transportation

Veterans Education and Training Center

www.clackamas.edu/veterans

CCC OREGON CITY CAMPUS, COMMUNITY CENTER CC100

503-594-3438

vetinfo@clackamas.edu

Clackamas Community College welcomes veterans, service members and their family members. We are dedicated to providing exceptional, individualized service and resources to every veteran and military family member. We offer assistance and information about veterans' benefits, education and career options, referrals to community and college services, and enrollment. In 2016, CCC was ranked No. 2 in the Nation by the Military Times: Best for Vets (2-year Colleges) annual survey, making CCC the No. 1 two-year college in the West. Our purpose is to ensure student success by creating a community of student veterans committed to making the transition from military service to academic and civilian success.

Veterans Services

www.clackamas.edu/veterans

CCC OREGON CITY CAMPUS, COMMUNITY CENTER CC100

503-594-3438

vetinfo@clackamas.edu

Clackamas Community College provides a comprehensive range of services and assistance for service members, veterans and their family members, including:

- Assistance with all VA educational and college processes and resources
- Information about VA benefits and other forms of assistance
- Access to a full service computer lounge with free coffee and snack bar
- Assistance with all forms of military tuition assistance
- Cougar Vets, the student club for veterans and friends of veterans

If you are currently serving in the military, have ever served, or are a military family member, contact us to learn more. Our team at the Veterans Education and Training (VET) Center is committed to making your transition from military service to civilian life a success!

Work Study

www.clackamas.edu/work-study

503-594-3428

The Work Study program is a federal financial aid program providing student employment. The program is based on financial need and available to eligible students who apply early and are enrolled in at least six credits of coursework in a degree or certificate program. Applicants should use the Free Application for Federal Student Aid (FAFSA) to apply for financial aid, then contact workstudy@clackamas.edu.

Workforce Services

www.clackamas.edu/workforce

CCC OREGON CITY CAMPUS, FAMILY RESOURCE CENTER

503-594-6246

Building skills and growing businesses!

WorkSource Clackamas is the leading source for employment and training solutions in Clackamas County. Our goal is to develop a highly skilled workforce that creates economic prosperity in Clackamas County. One of our areas of expertise is helping laid-off workers, and those businesses that are in need of a skilled pool of talent to remain competitive.

WorkSource Clackamas is preparing Oregonians for jobs in health care, manufacturing, construction and technology.

WorkSource Clackamas has no-cost career advancement services that can help you:

- Update your skills
- Sharpen your job search expertise with our no-cost workshops
- Access jobs in high-growth careers

Consult our experts! Our career advisors are experts in job search strategies. Take the next step, call 503-594-6246 or visit www.worksourceoregon.org/.

Funded by Clackamas Workforce Partnership www.clackamasworkforce.org through the U.S. Department of Labor and the State of Oregon.

Writing Center

See The Learning Center.



Student Rights

Campus Security Report – Jeanne Clery Act 1

The “Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective CCC student or employee, you have a right to obtain a copy of this information. You may review this information by accessing the federal government website (enter “Clackamas Community College” in the search field) or in the CCC student handbook. You may also obtain a hard copy of this information upon request by contacting the CCC Campus Safety at 503-594-6650 or at www.clackamas.edu/student-rights

Directory Information

Clackamas Community College has established an institutional policy regarding the release of limited directory information as defined in the Family Educational Rights and Privacy Act (FERPA). The following information may be released upon request to anyone:

1. Full name
2. Enrollment status
3. Enrollment dates
4. Verification of certificate, degree, or honors and awards
5. Residency status
6. Major/program
7. Athletic participation (Including height and weight of team members.)

The following information may be released by the Dean of Academic Foundations and Connections or Registrar:

- a. Address and telephone number
- b. Class location to Public Safety in case of health or safety emergencies.

Exceptions to the above may include but are not limited to:

1. Release of alumni names and addresses to our Foundation Office for communication with CCC graduates;
2. The release and posting of names of students receiving academic honors/awards;
3. Student athletes may sign a release of information form through the Athletic Department for the release of information regarding registration activity, grades and access to records by their coach or the athletic director. Other student groups may also sign similar releases through their department/group.

Students employed with the college that have access to student records receive FERPA training and are asked to read and sign an institutional confidentiality statement of understanding. Directory information for use within the college is permitted in accordance with FERPA guidelines. Disclosure within the college does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students with specific rights regarding their academic records. They are as follows:

- The right to inspect and review your records. You may request to review your records by submitting a written request to the Registration and Records Office or other school official having custody of such records.
- The right to seek amendment to your record if you believe it to be inaccurate, misleading or in violation of your privacy rights. Requests for amendments must be in writing and must describe the specific item or record you wish to have amended. You must also include the reasons why the amendment is justified.
- The right to consent to disclosure of personally identifiable information contained in your academic records, except when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to school officials with legitimate educational interests (See AR 6-96-0031). Additionally, consent is not required by FERPA in the instances where a person or company with whom the college has contracted or appointed as its agent and/or students serving on official committees have legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an academic record in order to fulfill their professional responsibilities.
- The right to file a complaint with the Department of Education, Family Compliance Office concerning alleged failures by the college to comply with the FERPA requirements.
- FERPA allows the college to disclose your directory information without consent. If you do not want this information released, you must submit a request with the Enrollment Services Office.

Release of Information

Clackamas Community College adheres to and is committed to honoring all state and federal laws pertaining to the privacy and confidentiality of your directory information and academic record. You have the right to restrict access to information if you so choose. Please refer to the following in regards to the release and restriction of directory information.

Requesting to Restrict the Release of Directory Information

You may restrict the release of directory information as mentioned above by submitting a Restrict Directory Information request form to the Enrollment Services Office. This restriction will remain in place until you ask for removal. It will remain in place even after you graduate or have stopped attending.

Use of Your Social Security Number

OAR 581-41-460 authorizes Clackamas Community College to ask you to provide your Social Security Number. The number will be used for reporting, research, and record keeping. Your number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs.

OCCURS or the college may provide your Social Security Number to the following agencies or match it with records from the following systems:

- State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Shared Information System, which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement. Funding for community colleges is based on this information.
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the college.
- The National Student Loan Clearinghouse for the purpose of verifying your enrollment at other colleges, universities and vocational schools.
- The Internal Revenue Service, to provide required information related to the Taxpayer Relief Act of 1997.

State and federal law protects the privacy of your records. Your number will be used only for the purposes listed above.

Solomon Amendment Disclosure

The Solomon Amendment requires by law that the college release: student name, address, telephone number, date of birth, educational level, academic major and degrees awarded upon request from recruiters of the branches of the U.S. military.

Student Information

The college collects data on all students.* The kind and amount of data differ for each student depending on the kind of services you use and the length of your stay at the college. Pursuant to Public Law 93-380, you may review all official records, files, or data pertaining to you, with the following exceptions:

- Confidential financial information reported by the parent or guardian unless the records explicitly grant by written permission the student to review the financial statement.
- Medical, psychiatric, or similar records used for treatment purposes.

Access to your student record is guaranteed and must be made available to you within 45 days of your official request. You may challenge the content of a record you consider inaccurate, misleading, or otherwise in violation of your privacy or other rights by contacting the college Registrar. You have the right to a hearing as outlined in the “*Students’ Rights, Freedoms & Responsibilities*” section of the *Student Handbook*.

*All data from records submitted, filed and accumulated in Enrollment Services become the property of the College.

Student Right to Know and Other Notification Requirements

Clackamas Community College information regarding academic programs, student completion/graduation rates, financial assistance, athletics, institutional financial support, privacy rights (FERPA), campus security, crime statistics and other Student Right to Know items may be obtained by going to www.clackamas.edu/student-rights

Printed copies of this information may also be obtained by contacting the Registration and Records Office at 503-594-3370 or registrar@clackamas.edu



Student Rights, continued

Discrimination Concerns

Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin, disability, family relationship or any other protected status in accordance with applicable law. The college's commitment to non-discrimination applies to curricular activity and all aspects of the college.

In accordance with applicable law, Clackamas Community College does not discriminate on the basis of a disability and is specifically dedicated to providing a harassment free environment for all people with disabilities, as well as timely and effective provision of services for students with disabilities. To this end the following procedures are designed to serve any member of the community who experiences any form of discrimination.

ADA Complaint Procedure

Any student who feels that they have been discriminated against or harassed due to their disability should contact the Disability Resource Coordinator to report the event. The Disabilities Resource Coordinator will then investigate the incident consistent with the ADA complaint process.

Any student who feels they have been discriminated against due to disability is free at any time to submit a complaint to the office for Civil Rights. Please refer to board policy for ADA Grievance Procedure and Discrimination form:

policy.osba.org/clackcc/AB/ACA%20R%20G1.PDF

policy.osba.org/clackcc/AB/AC%20R%20G1.PDF

Sexual Harassment, Assault, and Title IX

503-594-3300

TitleIX@clackamas.edu

www.clackamas.edu/sexualrespect

Title IX is a federal law that protects the rights of all students related to sex, gender and gender identity. The College is required to investigate all incidents of sexual misconduct and, other than those who are expressly exempt from reporting, faculty and staff (called "responsible employees") are required to report such incidents when they receive information about sexual misconduct. Resources are available to those who have been sexually harassed or assaulted, including speaking with an on-campus confidential advocate (who does not have a duty to report). If you or someone you know has been harassed or assaulted, consult the Title IX website for more information and options.

If you need assistance resolving a problem, see page 43 for information and a Problem Resolution Form.

Resources and Information

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the Clackamas Community College and its Board that there will be no discrimination or harassment in any educational programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. Persons having questions about equal opportunity and nondiscrimination should contact the dean of Human Resources for Clackamas Community College in Barlow Hall at the Oregon City campus, 503-594-3300.

Please note the following areas of responsibility, should you need relevant resources or information:

Section 504 Coordinator, Disability Coordinator
Oregon City campus, 503-594-6357

Title II Coordinator, Darlene Geiger, Associate Dean
Oregon City campus, 503-594-3392

Title IX Coordinator, Chief Human Resources Officer
Oregon City Campus, 503-594-3300

Title IX Coordinator for Students, John Ginsburg
Oregon City Campus, 503-594-3030



Problem Resolution Form

This form is to help students who want to report a problem regarding a faculty or staff member of the College. Please read the instructions below. Students should submit this form to the Director (in the case of a staff member) or the Department Chair (in the case of a faculty member) of the department of the faculty/staff member of concern. Students unsure of where to direct this form should contact Jennifer Anderson, Associate Dean for Enrollment and Student Services, Community Center 123, jennifer.anderson@clackamas.edu.

Please reference the college rule, policy, or procedure allegedly violated as described in Student Rights, Freedom & Responsibilities www.clackamas.edu/students-rights

Name: _____ CCC Email: _____

Student ID: _____ Telephone: _____ Date: _____

Mailing Address _____ City _____ State _____ Zip _____

Date the Problem Occurred: _____ Location of incident: _____

On a separate piece of paper re-type or clearly print each question prior to each of your answers:

- Have you spoken with the staff member involved (circle one): yes no
If yes, please provide name(s) and describe the discussion, including outcome.
- Please describe the issue, giving rise to your problem/concern, in as much detail as possible. Include any places, dates and /or times you can recall. Also reference campus policy and/or procedures as they may apply.
- Please describe—as clearly as you can—what would resolve this issue for you.

Student Signature _____

FOR OFFICE USE ONLY: Date Stamp Received: _____ By: _____ (initials)

Problem Resolution Form Instructions

Use this form if you have a problem with a member of the college staff that you would like help in resolving. This procedure is not appropriate to address a grade dispute (the instructor maintains authority over a grade) or to pursue a sexual harassment complaint or discrimination due to disability (separate procedures through the HR office are available for these.) To resolve a problem with a member of staff, please follow these steps:

The College encourages you to meet with the staff member involved and discuss the situation. Staff members are eager to listen and, if appropriate, accommodate the concerns of students. If you are uncomfortable doing this or if you are not satisfied with the outcome of your discussion and want to pursue this matter further, use this form as outlined in the remaining steps.

Fill out this form and give it to the staff member's immediate supervisor or to the appropriate Department Chair. You must do this within 30 days of the end of the quarter (term) in which the incident occurred.

Within five working days of receipt of this form, staff will attempt to resolve the situation by discussing it with the staff member and the student. Working days are days that classes are in session.

If you are dissatisfied with the supervisor / Department Chair's efforts on your behalf and want to pursue the "Formal Procedure," follow the steps as outlined in the Student Handbook.

All parties are urged to respect the confidential nature of these discussions.

Tips for successful communication when using this form

Ask yourself these questions:

- Stick to the facts: What are the objective facts that describe the situation?
- Is there a policy in the student handbook or class syllabus that relates to the problem?
- Can you request a meeting that is in a safe location and provides time for all parties to prepare?
- Do you have any documentation to support the claims made about the problem?

Remember: Rarely do problems get resolved when emotions are high. Give yourself—and others—time to think about it prior to the conversation. Count to ten. Breathe.

- Separate the problem from the person.
- Focus on shared interests.
- Generate as many solutions as possible.
- Identify solutions that both parties would agree are viable options for resolution.

