

## ARC - 404P

# Activating and Deactivating Student Accounts Procedure

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1. A student account is automatically created in Colleague when a student is admitted to CCC, which provides access to all systems and databases (E.g. myclackamas, student email, Library, Moodle).
2. The Registrar will oversee the process whereby student accounts will be deactivated after the 8<sup>th</sup> consecutive term that the former student has not registered for any course.
3. Once an account is deactivated, the academic record for the student will be maintained but former students will no longer have access to CCC systems and databases.
4. Students will be sent a notification by the Registrar that their CCC student account has been deactivated with information about how to reactivate their account to their secondary email address.
5. Students can re-apply to CCC via the online application at [www.clackamas.edu](http://www.clackamas.edu) in order to reactivate their student record and access these systems.

Questions about this process can be directed to the CCC Registrar at [registrar@clackamas.edu](mailto:registrar@clackamas.edu).

END OF PROCESS

### Last Reviewed

Last Reviewed and Updated	Date: 5.22.2019
Maintained By	Access, Retention, and Completion Committee & Registrar