



2026-2027

Advanced College Credit Instructor Handbook



Table of Contents

- 2 | Purpose of the ACC Instructor Handbook**
 - 2 | What is Advanced College Credit (ACC)?**
 - 3 | Benefits of Participating in the ACC Program**
 - 3 | Process for Establishing New ACC Articulations**
 - 4 | ACC Articulation Request Deadlines & Support**
 - 5 | Renewal Process for ACC Articulations**
 - 5 | ACC Course Syllabi Submission**
 - 5 | ACC Interaction Requirements & Annual Teacher Meeting**
 - 6 | Non-Compliance Policy**
 - 7 | ACC Registration Information**
 - 8 | ACC Self-Service Registration Process**
 - 9 | ACC Costs & Fee Waivers**
 - 10 | ACC Drop, Withdraw, and Refund Policies**
 - 10 | ACC Grading & Transcripts**
 - 11 | ACC Students Resources Options for Students who Missed ACC Registration Deadlines**
 - 13 | ACC Instructor Resources**
 - 14 | Intentional Credit or “Credits with a Purpose”**
 - 15 | CCC Student Resources**
 - 15 | Students with Disabilities**
 - 15 | FERPA Privacy Policy**
-

ACC Contacts

For general ACC help & information, please contact the shared inbox at hsconnections@clackamas.edu

Ashlee Hodgkinson | ACC Coordinator | ashlee.hodgkinson@clackamas.edu | 503-594-3499

Tina Tewes | HS Connections Academic Advisor | tina.tewes@clackamas.edu | 503-594-6385

Cristina Castaneda | Administrative Assistant | cristina.castaneda@clackamas.edu | 503-594-3161

Ni’Cole Sims | Director, Office of Education Partnerships | nicole.sims@clackamas.edu | 503-594-3220

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 between Clackamas Community College (CCC) and participating high schools that allow students to earn college credit while still enrolled in high school. ACC courses are college-approved classes taught at the high school by college-approved high school instructors. All ACC instructors must meet credential requirements established by the relevant CCC instructional department, and all ACC courses must align with CCC course requirements, curriculum, and student learning outcomes. College credits earned through ACC are posted to the students' CCC transcript, as if the course were taken on campus. These credits may apply toward CCC certificates and degrees and may be transferable to other colleges and universities.

The ACC program operates in compliance with Oregon's Dual Credit and Sponsored Dual Credit Standards, as adopted by the Higher Education Coordinating Commission (HECC) in 2014 and 2016. In accordance with these standards and CCC's regional accreditation through the Northwest Commission on Colleges and Universities, the college is responsible for oversight of ACC curriculum alignment, student learning outcomes, instructional qualifications, program administration, and ongoing program monitoring. [Oregon's Dual Credit and Sponsored Dual Credit standards](#) are published by HECC and guide all aspects of ACC program implementation. CCC has also established internal instructional policies and procedures to ensure ACC practices align with institutional and state requirements, including [ISP 370 Advanced College Credit \(ACC\) Policy](#) and [ISP 370P Advanced College Credit \(ACC\) Procedure](#).

CCC's ACC program is grounded in a commitment to equitable access and student success. The program prioritizes courses that apply to certificates and degree pathways and have strong potential for transfer. Students are encouraged to register intentionally for college credit that aligns with their educational and career goals. Students participating in ACC are required to follow the ACC Student Handbook, available on the ACC registration webpage (www.clackamas.edu/acc/register), as well as the student handbook of their home high school. The ACC Student Handbook outlines program expectations, registration procedures, and student responsibilities. Because ACC students earn both high school and college credit, they are subject to the conduct policies of both their high school and Clackamas Community College. Students and instructors should also refer to the CCC Student Handbook for applicable policies as a college student. College policies are subject to change; the most current CCC Student Handbook and student rights information can be found at www.clackamas.edu/student-rights.

The ACC team is available to answer questions and provide guidance and support to high school instructors and partners. For assistance, contact the ACC team at **503-594-3499** or hsconnections@clackamas.edu. Each participating high school also has a designated **ACC Site Coordinator** who serves as a local resource for program information and student registration support. A list of High School ACC Site Coordinators is available on each high school's ACC course list webpage.

Benefits of Participating in the ACC Program

Instructor Benefits of Participating in the ACC Program:

- 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 high school instructors and college faculty.
- Access to guest speakers/lecturers from college faculty.
- Provide students with the opportunity to earn college credit for only \$10 per credit, or free for qualifying students.

Student Benefits of Participating in the ACC Program:

- 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 for students who qualify, rather than over \$130 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 with no credit or may have better housing options available to them.
-

Process for Establishing New ACC Articulations

In compliance with Oregon Dual Credit and Sponsored Dual Credit Standards, high school instructors must submit instructor credentials and course information for review by discipline-specific CCC faculty. If approved, ACC articulation agreements are valid for three years, unless changes occur to the course at either the high school or college, which would require an immediate review. To be eligible, instructors must meet department-specific credential requirements listed on the [ACC instructor page](#) and demonstrate that their course aligns with a CCC course. For more detailed information about the New ACC Articulation Request process, view the New ACC Articulation Request Overview document on the [ACC instructor page](#), review the steps below, or reach out to hsconnections@clackamas.edu.

Step 1: Identify a CCC Course

Each CCC department determines which courses may be articulated at the high school level. Teachers are encouraged to visit the [CCC Course Catalog](#) to review course descriptions, and then reach out to hsconnections@clackamas.edu to request a course outline or learn more about a specific course. Each CCC department determines which courses may be articulated at the high school level.

The course outline includes required information such as instructional hours, credits, student learning outcomes, and major topic areas. High school courses must meet these minimum requirements to align.

Step 2: Submit the New ACC Articulation Application

To initiate a new articulation request, complete the [online New ACC Articulation Application](#). As part of the application, instructors will upload the following documentation:

Instructor Credentials

- Current résumé
- Undergraduate and graduate transcripts
- Additional supporting documentation (e.g., applicable certifications or credentials)

Curriculum Materials (Templates can be found on the [ACC instructor page](#))

- Course syllabus that meets all requirements outlined in the **ACC Syllabus Checklist & Template**
- Completed **ACC Curriculum Map** and assessments (templates provided upon request)

Step 3: CCC Faculty Review and Approval

After submission, CCC department chairs and/or lead faculty in the discipline will review instructor credentials and curriculum materials. If approved, the high school instructor and administrator will receive an electronic notification to sign the articulation agreement. Once signed, the articulation process is complete. If an articulation request is denied, feedback will be provided outlining the reason(s) for denial and the steps needed to meet credential or curriculum requirements for future approval.

All newly approved ACC instructors are required to attend a **New Instructor Orientation**. The ACC Coordinator will contact new instructors with details about orientation if approved.

This administrative orientation covers:

- ACC program expectations
- Syllabus submission requirements
- Grading and college roster management
- Student registration processes
- Access to instructor resources, including professional development and library services
- Opportunities to connect with CCC academic departments

ACC Articulation Request Submission Deadlines & Support

ACC articulation requests must be submitted by established deadlines to allow sufficient time for document review and collaboration between high school and college faculty. These deadlines ensure that courses are approved and ready before student registration opens.

Desired Term to Articulate	Last Day to Submit an Articulation Application
Fall 2026	September 4 th , 2026
Winter 2027	September 11 th , 2026,
Spring 2027	January 15 th , 2027
Fall 2027	May 14 th , 2027, for approval by the end of the 26-27 school year September 3 rd , 2027, for approval by Fall 2027 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*

Renewal Process for ACC Articulations

Existing ACC articulation agreements are reviewed every **three years** for renewal. However, an immediate review is required if there is a change in instructor assignment or if course content changes significantly at either the high school or the college. As part of the three-year review process, instructors will be asked to submit updated curriculum materials for each articulated college course, as outlined in the New Course Articulation Information above. Required materials include an updated syllabus and curriculum map.

Instructor credentials do not need to be resubmitted unless there have been changes to the instructor's relevant graduate coursework or degrees completed under the Sponsored Dual Credit agreement. The CCC department will review submitted materials to confirm continued alignment with the college course. Once approved, a new articulation agreement will be generated and sent for electronic signatures. Required signatures include the CCC Department Chair, the high school ACC instructor, and the high school administrator.

ACC Course 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. It is recommended that ACC instructors use the ACC syllabus checklist & template on the [ACC instructor page](#) to ensure all required elements are included in the submitted syllabi.

ACC Interaction Requirements & Annual Teacher Meeting

ACC high school instructors are required to maintain regular communication with CCC faculty to ensure ongoing alignment with college curriculum and assessment practices. This requirement is typically met by attending ACC instructor meetings. Instructors who are unable to attend a scheduled meeting due to illness or a significant conflict must contact the appropriate CCC department chair by email, phone, video conference, or in person.

All ACC instructors must engage in regular interaction with college faculty. **Dual Credit instructors** are required to connect with college faculty at least once each year; attendance at the annual ACC Instructor Meeting fulfills this requirement. **Sponsored Dual Credit (SDC) instructors** are required to engage with college faculty at least quarterly.

ACC instructors who do not attend required meetings and do not make individual contact with the CCC department chair will be considered out of compliance. Teacher meeting information can be found on the [ACC instructor page](#).

Non-Compliance Policy

Clackamas Community College (CCC) intentionally builds partnerships with our high school partners to result in access and opportunity for high school students in the ACC program. The ACC program has guidelines to address non-compliance concerns with ACC teachers and/or high school administrators.

The core elements around non-compliance relate to syllabi submission and regular interactions with college faculty. Dual Credit instructors must interact with college faculty at least once annually (annual ACC Instructor Meetings fulfill this requirement). ACC instructors are emailed if they missed the Annual Teacher Meeting with instructions on how to make up their interaction. ACC high school instructors must also 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 when the course is taught through an online syllabus submission form. ACC instructors will be out of compliance for missed interactions or a missing syllabus.

While not common, ACC articulation agreements can be suspended for many reasons, including but not limited to: CCC course curriculum changes that result in dis-alignment, changes to ACC instructor credential requirements, changes in state of Oregon standards, missed interactions, and non-responsiveness. CCC addresses non-compliance issues in the ACC program with a solutions-based approach that hopes to resolve the issue using open communication and an equity lens. The non-compliance actions below outline how the most common non-compliance issues are approached, additional non-compliance issues that arise are addressed as needed.

If an ACC instructor fails to comply with an ACC articulation requirement as outlined in Oregon's Dual Credit and Sponsored Dual Credit standards, the ACC Roles & Responsibilities document and/or the ACC articulation agreement, the following corrective actions will be taken:

- 1) Within 15 days of being found out of compliance, the high school instructor will be contacted via email by the ACC Coordinator to review specific concerns and articulation dismissal implications.
- 2) Within 45 days of non-compliance, the ACC Coordinator will email a plan of corrective actions with a timeframe (not to exceed 90 days from initial notification) to the high school teacher, high school administrator and CCC department chair/lead faculty (if appropriate).
- 3) The ACC Coordinator will be responsible for following up with the instructor regarding action plan to confirm that the issues have been resolved and/or corrective actions have been taken within the specified timeframe.
- 4) If the above steps do not resolve the identified concerns within the agreed upon time frame (not to exceed 90 days from initial notification), the following steps will be taken:
 - a. The ACC Coordinator will send an email notifying the instructor and high school administrator that the agreed upon corrective actions were not met by the deadline and will reiterate the implications of the non-compliance.
 - b. The high school instructor's course articulation will be suspended until the issue is resolved.
 - c. Future course articulation from that instructor may be denied if identified concerns are not addressed and resolved.

ACC Registration Information

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 to 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.

2026-2027 Important ACC Program Dates

	FALL TRIMESTER / SEMESTER	WINTER TRIMESTER	SPRING SEMESTER / SEMESTER
ACC Registration Opens	Oct. 12th 2026	Jan. 11, 2027	April 12, 2027
ACC Registration Closes	Nov. 13 2026	Feb. 12, 2027	May 14th, 2027
Last day to drop ACC courses with a refund. You will receive a refund, and no grade will show on your CCC transcript	Nov. 20, 2026	Feb. 19, 2027	May 21 2027
Late Registration Appeals Due	Nov. 20, 2026	Feb. 19, 2027	May 21 2027
Last day to request a Withdraw ("W" grade) from ACC instructor	After the drop deadline, the instructor determines whether the student may receive a withdrawal (W) grade or be held responsible for a grade.		

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 hsconnections@clackamas.edu or call 503-594-3499, right away so corrections can be made prior to the close of registration and before grading occurs.

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 that new students apply at least 1 week before the ACC registration deadline to ensure time for account creation and registration.
- Students who have completed an application or registered before through CCC previously will already have a CCC student account and do not need to reapply to CCC each term they register.
- 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 hsconnections@clackamas.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.
- 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: There is 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, students should contact hsconnections@clackamas.edu. Once the registration is processed, students will receive an email confirmation.

ACC Self-Service Registration Process

It is very important ACC teachers know when their high school course registers for college credit. If you are unsure, you can select your high school from the ACC course list page to see the specific registration periods for the course(s). Reminders will also be sent via email each registration period.

Student Registration Instructions:

Follow the steps below to register for your ACC classes in Self-Service. You can also watch a registration video and read the ACC Handbook at www.clackamas.edu/acc/register.

Step 1: Make sure you have a CCC account and know how to access it

If you don't have a Clackamas Community College (CCC) account yet, apply at least one week before registration ends. It usually takes 1–2 days to get your CCC email and login info. If you are unsure if you already have an account with CCC, email hsconnections@clackamas.edu

Step 2: Log in to Self-Service

Go to **my.clackamas.edu** and log in with your CCC student email and password.

Step 3: Access Self-Service (CCC's Registration System)

In the left menu bar in myClackamas, click "Classes", then "Class Registration" to be taken to Self-Service. In Self-Service, click 'Course Catalog' from the Self-Service options.

Step 4: Search for the classes at your High School

In the Course Catalog, fill in only the Term and Location (select your high school) boxes. Then click Search to see all ACC classes at your high school. IMPORTANT: Leave all other fields BLANK!

Step 5: Add Your Class Sections to your Schedule

Find your course (For example, SPN-101), click "View Available Sections," and find the section with your teacher's name. Click "Add Section to Schedule." **DO NOT CLICK ADD COURSE TO PLAN!** After clicking Add Section to Schedule, a window will pop up with additional section details. Click 'Add Section'

Step 6: Register for your Classes

When all your classes are added, return to the home screen by clicking the house icon on the left side bar. Click the blue "Register Now" bar on the home page of Self-Service. A window will appear asking for final registration confirmation. Select the courses you want to register for and click the blue Register button. This will register you for your courses. The registration generates \$10 per credit balance on your CCC account.

Step 7: Pay your ACC Fee Balance Online

Return to the Self-Service Home Screen by clicking the house icon on the left side bar. In Self-Service, click 'Student Finance' from the Self-Service options. Click on the blue Continue to Payment Center button to be taken to the online Touchnet payment system.

In the ongoing efforts to combat fraud, maintain a high level of security, and keep your personal information secure, Multi-factor authentication (MFA) will be required for the Touchnet payment system. MFA is one of the most effective

ways to ensure the person logging in to your student account is who they say they are. You will be required to identify yourself with a one-time password received via email, SMS, or a mobile app each time you log in this Summer. If you do not have a security profile, you will be prompted to create a profile and enroll in MFA through Touchnet.

Once in the Payment system, click the green 'Make a Payment' button and follow the prompts to enter payment information online.

ACC Cost and Fee Waivers

ACC courses cost \$10 per credit, charged directly to the student after registration. For example, if a student is taking a 4 credit ACC class, the cost will be \$40. If the student was to take a traditional 4 credit class at CCC, it would cost \$130 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.

A student who meets one or more of the following criteria is eligible to receive an ACC fee waiver and have their ACC fees (\$10 per college credit) waived in full:

- Qualifies for free/reduced meals at their high school if high school does not provide free meals for all students
- All children in households that receive benefits from Supplemental Nutrition Assistance Program (SNAP)
- Foster children that are under the legal responsibility of a foster care agency or court
- Children who meet the definition of homeless, runaway, or migrant
- Families who receive Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR)

The household income falls at or below the limits for the 2025-26 School Year on the [Federal Income Eligibility Chart for Free/Reduced Meals](#). Household income is considered to be any taxable income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. *ACC Fee Waiver definitions and family income eligibility table based on ODE guidelines and definitions for Free/Reduced meal eligibility from <https://www.ode.state.or.us/apps/FRLApp/Default/Apply>. Students may be asked to verify eligibility.*

Students are still responsible for registering for their ACC courses within the posted registration deadlines each term. HS counselors and instructors can send a list of eligible students to hsconnections@clackamas.edu by the end of each ACC registration period. Fees for students on a fee waiver will be waived at the end of each term after registration has closed. 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 qualify for a waiver.

ACC Drop, Withdraw 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 student’s 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 ACC high school instructor to request a Withdraw.

Students are responsible for dropping 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](#). 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 if 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.

ACC Grading & Transcripts

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 with accessing your account or posting grades, please email hsconnections@clackamas.edu 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](#) web page. It is important that grades be posted on time, as late grades can affect students’ college advising sessions, college applications or scholarships. If you see an error on your roster, please notify the ACC Coordinator BEFORE posting grades.

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	GPA POINTS PER CREDIT
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 given	N/A
P	Pass, credit given, no grade points	N/A
UG	Unreported grade, no credit, no grade points	N/A
W	Withdrawn, no credit given, no grade points awarded	N/A
X	Audit, no credit, 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 to 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.

If a grade is not accurately posted on the transcript or students wish to dispute an ACC class grade received, contact hsconncetions@clackamas.edu immediately, so the issue can be resolved quickly.

When grades have been submitted by the ACC high school instructor, CCC transcripts will be updated. When students are ready to have these classes and credits transfer to a different college or university, they will need to request an official transcript be sent to that college or university. Instructions on how to request an official transcript can be found at www.clackamas.edu/transcripts

Options for Students Who Missed ACC Registration Deadlines

Students who missed registering for college credit during the ACC registration period may still be able to earn college credit for their classes through the following options:

ACC Late Registration Appeal

Students must register for ACC courses during the term in which they are taking the class and within the designated registration deadlines. However, life circumstances can sometimes prevent meeting these deadlines. For students who miss registration, there may still be options to earn credit. A Late Registration Appeal may be submitted within one week after the registration period closes

Advanced College Credit Late Registration Appeal Instructions

Students who miss the ACC registration deadline may appeal for late registration up to one week after the registration period closes. Appeals are only accepted for current high school courses within the term's appeal deadline. Incomplete appeals will not be reviewed, and submission does not guarantee approval. Students will be notified of the decision by email within about 10 business days and should check their myClackamas email. If approved, High School Connections staff will register students for the approved course(s). Students must pay the \$10 per credit ACC fee or request a fee waiver from their counselor. Unpaid fees or missing waiver requests will result in a hold on the CCC account, blocking registration and transcript access.

Appeal Requirements

1. Typed Statement (250–500 words) including:

Student & Course Info:

- Full name, birthday, and CCC ID#
- High school name
- College course name(s) and instructor(s)

Appeal Questions:

- Why did you miss the registration deadline?
- How does this credit support your college or career goals?
- What will you do differently to register on time in the future?
- Do you understand that you must pay the ACC fee or request a waiver if your appeal is approved?

2. Instructor Approval

Obtain your teacher's signature on your typed statement **or** forward an approval email from the instructor to hsconnections@clackamas.edu.

Students must submit the completed appeal to hsconnections@clackamas.edu by the posted deadlines at www.clackamas.edu/acc/register. Please email hsconnections@clackamas.edu with any questions about the appeal process or ACC registration.

Advanced Placement (AP)

If the ACC class a student did not register for is also an AP class, college credit could still be earned through qualifying AP exam scores. Students must request their official AP scores be sent to CCC (or the college/university they will be attending) through College Board to be added to their college transcript. To view CCC's AP course equivalency grid, visit <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options>. For more information on how to take an AP exam or send AP scores to CCC, visit

<https://apstudents.collegeboard.org/>. Cost: \$99 per exam, financial assistance maybe available by talking to the AP coordinator at the high school.

College Level Examination Program (CLEP)

Students can take CLEP exams administered through the College Board and earn college credits with a qualifying score. Students must request their official CLEP scores be sent to CCC (or the college/university they will be attending) through the College Board to be added to their college transcript. To view CCC's CLEP course equivalency grid, visit www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options For more information on how to schedule and take a CLEP exam, visit <https://clep.collegeboard.org/>. Cost: \$97 per exam plus potential administration fee (fee varies by administering location).

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is used to award college credit for demonstrated competency and mastery of previously learned material. It is only recommended that students who are coming to CCC after high school to pursue the CPL process, as CPL credit is likely not transferable to another institution. Students can check if the school they are going to has a similar CPL or challenge process to pursue. Individual CCC departments determine and administer the CPL assessments. Students must meet specific criteria to be eligible. More information about CCC's CPL process and eligibility criteria can be found at: <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options> Cost: \$50 flat fee plus ½ cost of the current tuition per credit or \$25 per credit depending on exam type.

International Baccalaureate (IB)

If the ACC class a student missed registering for is also an IB class, college credit could still be earned through qualifying IB exam scores. Students must request their official IB scores be sent to CCC (or the college/university they will be attending) through the IB website to be added to their college transcript. To view CCC's IB course equivalency grid, visit <https://www.clackamas.edu/academics/academic-offerings/degrees-and-certificates/other-credit-options> For more information on how to take an IB exam or send IB scores to CCC, visit <https://www.ibo.org/>. Cost: \$119 per exam plus transcript ordering fees, financial assistance maybe available by talking to the IB coordinator at the high school.

ACC Instructor Resources

In addition to the interactions with CCC faculty required to articulate ACC courses, it is strongly recommended high school and college faculty connect more frequently to ensure curriculum alignment, share resources and build a strong relationship. ACC instructors may be invited to CCC departmental meetings and events to help build a sense of community among instructors. Additionally, Professional Learning Communities (PLCs) are offered to help bridge the connection between CCC and our high school partners. Professional development opportunities are shared by the ACC Coordinator and CCC faculty/department chairs throughout the year (typically via email) with appropriate high school partners.

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.

Intentional Credit or “Credits with a Purpose”

Something for students to consider when thinking about registering for college credit in high school is that “more” doesn’t always equal “better”. **The term “intentional credit” or “credit with a purpose”, is starting to come into conversations around accelerated credit, because it is important that students choose and register for college courses that will best advance their educational goals.**

Three good rules of thumb about earning college credit in high school:

- Check the transferability of the course with the student’s perspective colleges/universities.
- Math and writing are the “safest” courses since every college degree (career technical or academic) requires math and writing. Science and language courses are also often beneficial.
- Have questions about credits earned or if they may be beneficial to you? Ask the HS Connections advisor!

Students need to understand that they are building a permanent college transcript, and earning too many college credits that do not fit into their future plans may impact their future financial aid options.

Many students in high school aren’t certain of their pathway, which can open up the conversation for having the student research possible careers and colleges to get a better idea of what kind of courses would best benefit them. One way to research careers is to use CCC’s Career Assessment designed to give students their top three personality traits. The HS Connections Advisor can share careers that match those particular traits and also show what programs CCC offers for those careers.

High School Connections Advising Services

CCC’s High School Connections advisor provides the following services to students:

- Informing students what college courses and HS Connections programs are available at their school
- Helping students understand how the college credits earned in high school can fit into a CCC degree/certificate or a degree at another four-year college/university
- Creating long-term education plans, integrating the various college courses available to the student
- Registration, advising, and information regarding our summer programs

The High School Connections advisor provides these services in a variety of ways:

- Presentations to classrooms or student groups at the high school or virtual
- One-on-one advising appointments in-person at the high school or at CCC
- Phone or virtual (video/Zoom) advising appointments

ACC CCC Curriculum Guides

ACC courses can fit into degrees/certificates at CCC. Participating high schools can view a curriculum guide for their ACC courses to see how they will fit into a degree and/or certificate at CCC. For most high schools, transfer guide for CCC's Associate of Art Oregon Transfer Degree (AAOT) has been developed because that is a very popular degree for students. For some high schools that offer multiple courses in a specific discipline or pathway, curriculum guides have been created based on degrees or certificates that apply to those ACC courses. Curriculum and AAOT guides can be found by high school through a link on each high school's ACC course list, and directly here: <https://drive.google.com/drive/u/0/folders/1gSesrkujlFJkSUMaAYJiuNA070gflSjb> If you would like to have a specific curriculum guide for a specific degree or certificate at ACC, please reach out to hsconnections@clackamas.edu

CCC Student Resources

Clackamas Community College offers a variety of resources to help students succeed both in and out of the classroom. As a high school student taking ACC classes, you have access to all the same college resources as all other students, including tutoring, advising, career services, mental health counseling, basic needs support, and more! A list of all the student resources available can be found on [CCC's student resource web page](#)

Students with Disabilities

High schools and colleges operate under different guidelines for students with disabilities. If accommodations are needed, students should notify their ACC high school instructor and high school counselor, who will work with CCC's Disability Resource Center to determine reasonable accommodations. Reasonable accommodations in teaching methods and/or assessment delivery aligned with college policy that does not alter the essential content of a course or program may be available to students with a documented disability. All students must meet the student learning outcomes and the rigor of assessments for the course to be eligible for college credit.

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. Under FERPA, CCC cannot release the following information, without the student's permission:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as student email address, ID numbers, SSN, and birth dates

CCC staff cannot release student information to parents or guardians without signed permission from students. Students may release information by submitting an online [FERPA release form](#). This allows the person/people specified on the form to communicate with CCC on the student's behalf.