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**Web**: [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections)
What is Advanced College Credit (ACC)?

Advanced College Credit (ACC) is a dual enrollment program involving a partnership between Clackamas Community College (CCC) and local high schools. ACC classes are college courses taken at the high school and taught by an approved high school instructor. ACC high school instructors must meet qualifying criteria to offer the course for college credit. College credits earned are posted to a college transcript, just as if the class had been taken at the college and may apply to certificates and degrees at CCC, or may be transferred to another college or university.

ACC allows students to get an early start toward earning a college certificate or degree, saving time and money! The program is an opportunity that requires planning, follow-through, and attention to deadlines. Students taking ACC courses and participating in the ACC Program are earning college credit and are also introduced to college practices and procedures, making them more prepared for college in their future.

Benefits of Participating in the Advanced College Credit Program:

- Research by Northwest Regional Labs shows that students who earn college credit in high school are more likely to attend college after high school and also more likely to complete a college degree in four years or less.
- ACC Students have access to on campus or online student services at CCC, such as:
  - A dedicated advisor for high school students earning college credit.
  - Tutoring assistance on campus and online through Smart Thinking.
  - Library Resources such as online databases and materials and in person and online assistance with research.
  - Special Education services through the Disability Resource Center.
  - Student admission rates for CCC sporting events and theatre productions.
- Save money on college tuition and fees – ACC credits cost only $10 per credit rather than $100 per credit (plus fees and books) at CCC and much higher rates at other college or universities.
- Complete a degree in a shorter amount of time or have flexibility to study abroad or take a lighter term if needed.
- Enter college with higher status with some college credits already completed. Students with previous college credit may be able to register earlier than students entering with no credit, or have better housing options.
- Exposure to college level courses and college registration practices and policies will better prepare students for expectations at CCC or another college or university.
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.

ACC Program Policies & Procedures

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

Resources:
- Oregon Dual Credit and Sponsored Dual Credit Standards
- Instructional Standards and Procedures – ACC Policy
- Instructional Standards and Procedures – ACC Procedure
- ACC Roles and Responsibilities

Students who participate in the ACC program are expected to follow the ACC student handbook posted on their high school’s page online at www.clackamas.edu/hsconnections as well as the student handbook of their home high school. The ACC student handbook outlines expectations and procedures for ACC students. In cases of cheating or plagiarism, the ACC instructor is solely responsible for resolving the situation; however, advice/support may be requested from the college Department Chair. For the college credit, the ACC instructor may: (1) require the assignment be redone; or (2) issue a failing grade for the assignment on which the cheating or plagiarism occurred; or (3) issue the student a failing grade for the class. The ACC instructor may choose to apply a different option for the high school credit and the college credit.

ACC Instructor Supports and Information

The ACC Office is available to answer questions, provide resources and support ACC high school instructors. Please don’t hesitate to call (503-594-3208) or email (accinfo@clackamas.edu), if we can help in any way. Each high school also has a designated ACC Contact in the building that can be an information and registration resource for you as well. All High School ACC Contacts are listed on the ACC Website with the High School Course Lists.
ACC instructors will receive emailed copies of the ACC Registration Instructions and myClackamas Password Reset Instructions prior to 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). 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 out!

The ACC Office will also work with high school administration to be sure that ACC Information is included in high school newsletters, websites and announcements as appropriate.

During each registration window ACC instructors are expected to regularly check their college course roster(s) to make sure students are registering for the correct class in the correct term. We also need to know if students that are not part of the high school class, or a part of the high school, have mistakenly registered. When a registration error is found, please email accinfo@clackamas.edu or call 503-594-3499, right away so corrections can be made prior to the close of registration and before grading occurs.

**ACC Articulation Request Submission Deadlines**

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

- Fall Applications (Fall Trimester and Semester Classes) Due – September 14, 2018
- Winter Applications (Winter Trimester Classes) Due – November 16, 2018
- Spring Applications (Spring Trimester and Semester Classes) Due – March 29, 2019
- 2019 – 2020 Applications Due – May 17, 2019

**ACC Articulation Workshops**

Workshops are designed to support high school instructors interested in articulating ACC courses. The workshops provide assistance in completing required forms and documentation, an introduction to Dual Enroll (online ACC data management system) and also to provide dedicated time to work on the articulation submission.

Resources:

- [ACC Application Workshop Flyer](#)
Process for Establishing New ACC Articulations

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

To initiate a new ACC articulation request email accinfo@clackamas.edu, please include “New Articulation Request” in the subject line and list your name, high school, and subject area you wish to articulate in the body of the email. An email will be sent to confirm receipt of your request and to notify you of the creation of an Instructor Profile in Dual Enroll.

All new ACC articulation requests at Clackamas CC are processed through an online data management system called Dual Enroll, https://clackamas.app.dualenroll.com. The step-by-step Dual Enroll User Guides (see Resources) provide an overview of the submission process and directions on how to upload materials.

In preparation for a new articulation request, prospective ACC high school instructors will need to review the ACC Department Credential Requirements (see Resources). Prospective ACC high school instructors must submit the following instructor and course information in Dual Enroll:

**Instructor Information**
- A current resume - List any relevant training and life experience
- Official college transcripts (bachelor's and master's); copies of originals work

**Course Information:**
- A syllabus including CCC's course title, number, description, and student learning outcomes; must follow the ACC Syllabus Checklist (see Resources)
- Student placement criteria - What prerequisites are in place at the high school and what grade levels can take the course
- Sample key assignments to support meeting the college student learning outcomes
- Sample midterm and final exams and/or projects/portfolios that will determine students have met course requirements
- Address ACC Department Specific Articulation Requirements (see Resources) if applicable

To determine the college course your course aligns with, visit the online CCC Course Catalog for a complete listing of course descriptions and options available for articulation. Once the course number is determined, for articulation, a College Course Outline with important course information and Student Learning Outcomes is available at the CCC Online Course Outline System for the course(s) you would like to pursue for articulation. The course outline will provide the required course information such as, instructional hours, credits, required student
learning outcomes and a major topic outline. The course to be articulated must meet these minimum requirements to align with the college course.

Once submitted in Dual Enroll, the college faculty in the specific discipline area will conduct a review of credential and curriculum materials. If the articulation request is approved, a notification will be sent through Dual Enroll and the high school administrator and high school instructor will need to electronically sign the articulation agreement sent via email from Dual Enroll. If the articulation request is denied, feedback will be provided as to why the articulation was denied and what would be needed to reach instructor status or curriculum alignment for approval.

Upon approval of a new ACC instructor, the ACC Office will facilitate a New ACC Instructor Orientation to review ACC Instructor expectations. This administrative orientation covers ACC program expectations (e.g., ACC Roles and Responsibilities, ACC Instructor Handbook), syllabi submission, grade submission, and attendance of annual or quarterly meetings dependent upon approval type. Other topics covered in the administrative orientation are communication tools, such as the High School Connections website, registration materials and information, and access to instructor resources (e.g., professional development and library). The administrative orientation also walks new ACC high school instructors through myClackamas (CCC’s internal website) training, including their login and password, how to navigate the internal college website, and course specific pages (e.g., class rosters, posting grades, change of grade submission).

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

Resources:
- ACC Instructor Roles and Responsibilities
- ACC Department Credential Requirements
- ACC Department Specific Articulation Requirements
- ACC Syllabus Checklist
- ACC Syllabus Template
- Dual Enroll - Instructor User Guide
- Dual Enroll - High School Administrator User Guide
- Dual Enroll – Syllabus Upload Instructor Guide
Renewal Process for ACC Articulations

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

At the time of the three-year review, an instructor will be asked to submit, through Dual Enroll, current curriculum items for the articulated course as listed in the New Course Articulation Information above. Instructor credentials will not need to be resubmitted, unless there are updates to the instructor’s related graduate coursework or degrees completed. The college department will review and verify continued alignment with the college course.

Upon department review and approval, a new articulation agreement will be created and distributed for signatures through Dual Enroll.

Non-Compliance

ACC high school instructors are expected to comply with required interactions and syllabus submission as stated in the ACC Roles and Responsibilities. ACC high school instructors must engage in regular interactions with College faculty via email, phone, video, or in-person. Dual Credit instructors must interact with College faculty at least once annually (annual ACC Instructor Meetings fulfill this requirement) and Sponsored Dual Credit (SDC) instructors must interact with College faculty at least quarterly. ACC high school instructors must submit course syllabi with the college required elements (see ACC Syllabus Checklist) for all articulated courses taught each term. Syllabi submission via Dual Enroll must occur during the first week of the term the course is taught. ACC high school instructors will be out of compliance for missed interactions or an incomplete or missing syllabus. Failure to remain in compliance can result in a cancellation of current articulation agreements. If out of compliance, ACC high school instructors must take corrective actions.

Corrective action options for interaction requirements may include, meeting with the department chair/lead faculty. Corrective action options for a missing or incomplete syllabus include submitting the missing syllabus; or modifying and submitting the incomplete syllabus so that it is complete with all required elements from the ACC Syllabus Checklist.

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

## 2018-19 Important ACC Registration Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall Trimester 1st Semester</th>
<th>Winter Trimester</th>
<th>Spring Trimester 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC Registration Opens</td>
<td>October 1st 2018</td>
<td>January 7th 2019</td>
<td>April 8th 2019</td>
</tr>
<tr>
<td>ACC Registration Closes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment due if not on Free/Reduced Lunch</td>
<td>November 2nd 2018</td>
<td>February 8th 2019</td>
<td>May 10th 2019</td>
</tr>
<tr>
<td>A hold will be placed on students’ CCC account if balance is unpaid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop ACC courses with a refund</td>
<td>November 16th 2018</td>
<td>February 22nd 2019</td>
<td>May 24th 2019</td>
</tr>
<tr>
<td>Student will receive a refund and no grade on CCC transcript</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to request ‘W’ Withdraw grade from instructor</td>
<td>Students have until ACC high instructors posts CCC grades each term to request ‘W’ Withdraw grade from their instructor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Important information for ACC registration:

- New students must complete the online ACC application at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).
- Students who have registered for any course through CCC previously, or have filled out an ACC application will already have a CCC student account.
- ACC students will need a CCC username and password to log into myClackamas. If students do not know their log-in information, click on ‘Forgot email address’ or ‘Forgot password’ at my.clackamas.edu or call the ACC office, 503-594-3499.
- Students must know their ACC classes & registration dates which are located at [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections) and select a high school to see available ACC courses.
- [Detailed information and step-by-step registration instructions are available at www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).
- CCC has a full-time Enrollment Specialist dedicated to supporting high school students to register for classes, please contact us for help at accinfo@clackamas.edu or call 503-594-3499!

Note: myClackamas has an 18 credit limit for the number of credits a student can register for in a given term. If the credit limit is reached when trying to register for ACC courses, students should contact their high school counselor or email accinfo@clackamas.edu for an 18+ Credit form. This form will allow the college to process additional registration. Once the registration is processed, students will receive an email notified to pay unless on an ACC fee waiver.
**ACC Cost and Fee Waivers**

ACC courses cost $10 per credit, charged directly to the student after registration has occurred. For example, if a student is taking a four credit Writing 121 class, the cost to the student will be $40. If the student was to take a traditional 4 credit class at CCC, it would cost $100 per credit plus fees. Every time a student registers for an ACC class, a bill is generated on the student’s account. Students have until the end of the ACC registration period each term to pay the ACC balance owed. If a student does not pay, a hold will be placed on the account, preventing further access to transcripts and registration.

Students on free/reduced lunch at their high school can request a waiver of the ACC fees by contacting their high school counselor and asking to be placed on the ACC fee waiver list. The high school counselor sends a list of eligible students to the ACC office at the end of each term and the fees will be waived at the end of the registration period. This waiver is valid for one school year only; students need to request to be placed on the fee waiver list each academic year that they register for college credit and are on free/reduced lunch.

**ACC Drop and Refund Policies**

**Definitions:**

*Drop:* Dropped courses will not show on a CCC transcript and students will receive a refund back to the original payment method if the course is dropped within the drop deadline.

Students can drop courses online in myClackamas until the drop deadline by clicking on ‘Registration’ and ‘Register and Drop Sections’. Select the course(s) to drop and click submit.

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

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

Final grades are due for ACC courses the same day that high school grades are due each term. ACC grades must be posted in the college system through your myClackamas account. Training on how to post grades is provided at the time of initial instructor approval; however, if you need assistance at any time with accessing your account or posting grades, please don’t hesitate to call or email the ACC Office at accinfo@clackamas.edu.

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

CCC uses regular letter grades of A, B, C, D, and F to indicate academic performance—there are no pluses or minuses. At the end of a course, an instructor will post your grade in the college system and it will post to students’ CCC Student Transcript. Explanation of CCC Grades awarded:

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

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 office 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.

Resources:
- How to check CCC rosters in myClackamas
- How to post CCC grades
- How to submit a change of grade
ACC Instructor Resources

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

**Instructional Support and Professional Development:** Instructional Support and Professional Development (ISPD) supports faculty to ensure students have an engaging, equitable and effective learning experience at CCC. ISPD provides best practice and evidence informed support, resources and training in teaching, learning and assessment in face-to-face and online environments. Services include individual and group consultations, workshops and training sessions, research and resource development, and facilitated learning communities. Instructors are welcome to contact members of the ISPD team for teaching support and services:

Jil Freeman, Department Chair, jil.freeman@clackamas.edu
Elizabeth Carney, Faculty in Assessment, elizabeth.carney@clackamas.edu
DW Wood, Online Learning and Educational Technology Coordinator, dw.wood@clackamas.edu

All ACC instructors have access to CCC’s institutional membership of the Teaching Professor at no cost. To activate your subscription membership contact 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](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](mailto:online@clackamas.edu).
ACC Student Resources

ACC students have access to on campus and online resources at CCC once they are registered in an ACC class including advising, tutoring, disability services, career services, and registration assistance.

**Advising:** ACC students have a dedicated advisor to help them elect classes and develop an education plan. ACC students should meet with an advisor to ensure they are on a path to save time and money toward an education goal. Contact accinfo@clackamas.edu or call 503-594-3252 to set up an advising appointment.

**Tutoring:** CCC offers both in person and online tutoring. In person tutoring is offered at both the Dye Learning Center on the Oregon City campus and at the Harmony Campus. Learning Center house and steps on how to access Smarthinking, CCC’s 24/7 free online tutoring service, can be found online at https://www.clackamas.edu/academics/academic-support/tutoring-services or by contacting tutoring@clackamas.edu or 503-594-6191.

**Disability Services:** The Disability Resource Center (DRC) helps students receive reasonable accommodations in their online and on campus college classes. If special services are needed for an ACC class, the student will work with the high school for these services. The high school or students may also contact the Disability Resource Center at CCC for clarification on reasonable accommodations for a particular course. For more information, visit the DRC website at https://www.clackamas.edu/campus-life/student-services/disability-resource-center or contact drc@clackamas.edu.

**Career Services:** CCC offers career resources and job search services. ACC students may access the Career Center on campus and online at https://www.clackamas.edu/campus-life/career-center. Students can get assistance with career assessments, resume and cover letter writing, practice interviews, career fairs and on-campus recruitment events.

**Registration Assistance:** Students can receive registration instructions and/or account access assistance by phone or email. Registration videos, step-by-step registration and password reset instructions can be found online at www.clackamas.edu/acc/register. If students need help, they should contact accinfo@clackamas.edu or call 503-594-3499.

**FERPA Privacy Policy**

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