

Advanced College Credit (ACC) Self-Service Registration Instructions

To register, you'll need a CCC account and your CCC username and password. If you don't have an account yet, apply at www.clackamas.edu/acc/register at least one week before the deadline. You'll get your account information by email within 1–2 days after applying. Once you have an account with CCC, you will need to log into Self-Service through myClackamas to register for your ACC class(es) during the appropriate registration period. *Need help with your account? Email hsconnections@clackamas.edu.*

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.

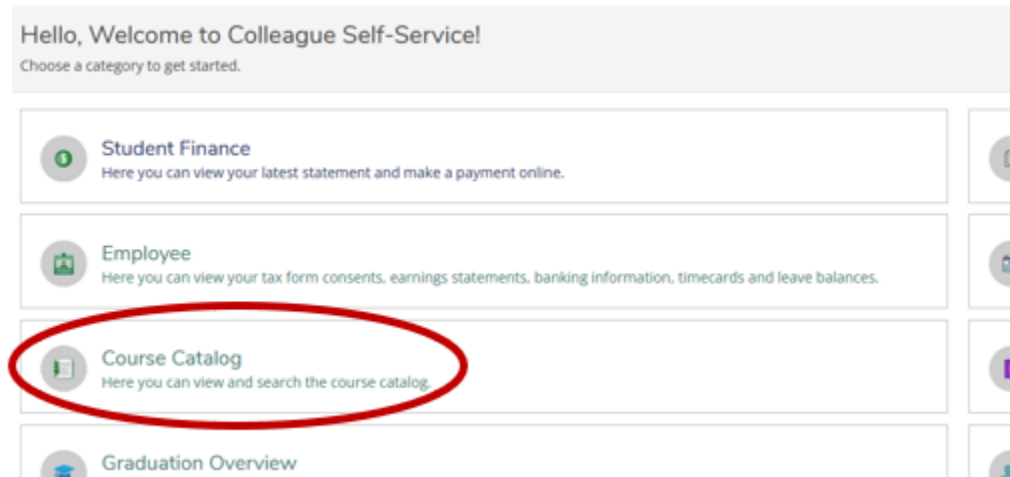
Please sign in using your full college email address.
(example: doe.john@student.clackamas.edu)

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. (Note: Your options may look slightly different in student view, don't be alarmed!)



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!

Catalog Advanced Search

Term Fall Term 2025	Meeting Start Date M/d/yyyy	Meeting End Date M/d/yyyy
Courses And Sections		
Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section
+ Add More...		
Days Of Week		
☐ Sunday	☐ Monday	☐ Tuesday
☐ Thursday	☐ Friday	☐ Saturday
Location Oregon City High School	Time Of Day Select Time Of Day	Time Starts by hh:mm AM/PM
		Time Ends by hh:mm AM/PM

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!**

SPN-101 First-Year Spanish I (4 Credits)

First of a three-term foundational, multimedia course for beginners. Initial emphasis is on speaking and listening comprehension, with secondary emphasis on reading and writing. Various cultural themes are presented.

Requisites:
WRD-098 or placement in WR-121Z - Recommended prior to taking this course, but is not required.

[View Available Sections for SPN-101](#)

Do not click 'Add Course to Plan'! [Add Course to Plan](#)

Fall Term 2025

SPN-101-OC02  
First-Year Spanish I
Runs from 9/2/2025 - 1/30/2026

[Add Section to Schedule](#)

Seats	Days and Times	Locations and Instructional Methods	Instructors
75 / 75 / 0	TBD 9/2/2025 - 1/30/2026	Oregon City High School, Oregon City High School CLSRM In-Person Lecture	Jocelyn Flores (In-Person Lecture) Ashlee L. Hodgkinson (In-Person Lecture)

After clicking Add Section to Schedule, a window will pop up with additional section details. Click 'Add Section'

Section Details

SPN-101-OC02 First-Year Spanish I 
Fall Term 2025

Instructors Jocelyn Flores
Ashlee L. Hodgkinson (ashlee.hodgkinson@clackamas.edu)

Meeting Information Times TBD
9/2/2025 - 1/30/2026
Oregon City High School, Oregon City High School CLSRM (In-Person Lecture)

Dates 9/2/2025 - 1/30/2026

Seats Available  75 / 75 / 0

Credits 4

Grading Graded 

Requisites None

Course Description First of a three-term foundational, multimedia course for beginners. Initial emphasis is on speaking and listening comprehension, with secondary emphasis on reading and writing. Various cultural themes are presented.

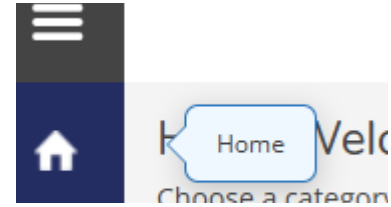
Additional Information Restricted to Oregon City High School Advanced College Credit students. At Oregon City High School. [Spanish 3A]

Additional Course Fees Fees listed here are in addition to general tuition and fees charged at registration.
Advanced College Credit \$10.00 per credit
Fees:

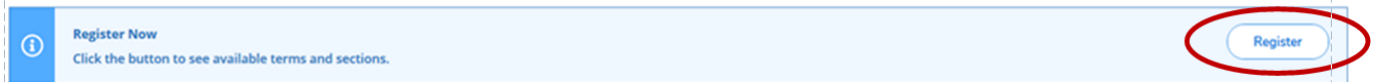
[Close](#) [Add Section](#)

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 a \$10 per credit balance on your CCC account.

Register for Classes

Select sections you wish to register for.

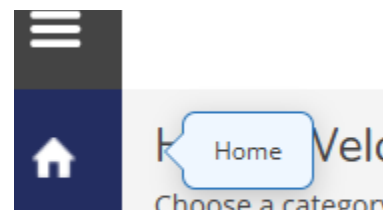
Fall Term 2025

☒ SPN-101-OC02: First-Year Spanish I (4 Credits)

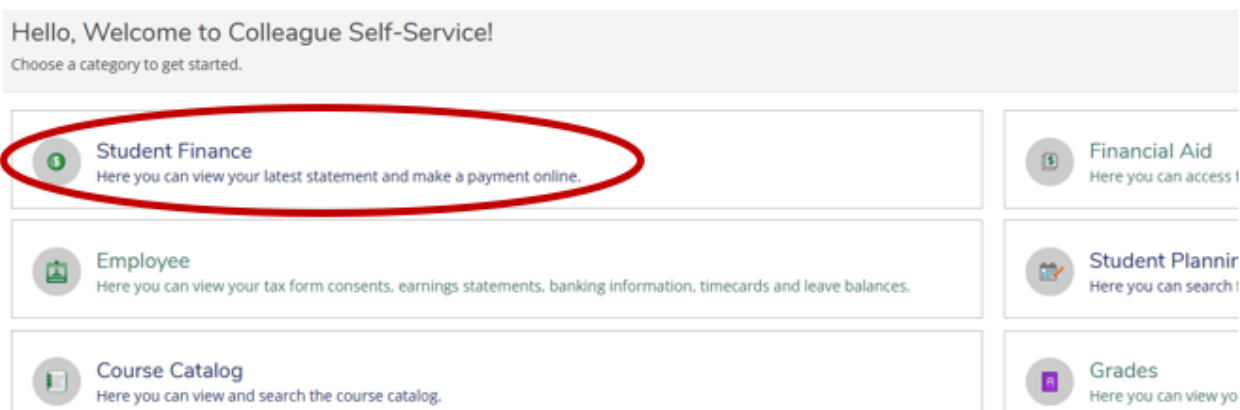
Cancel Register

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

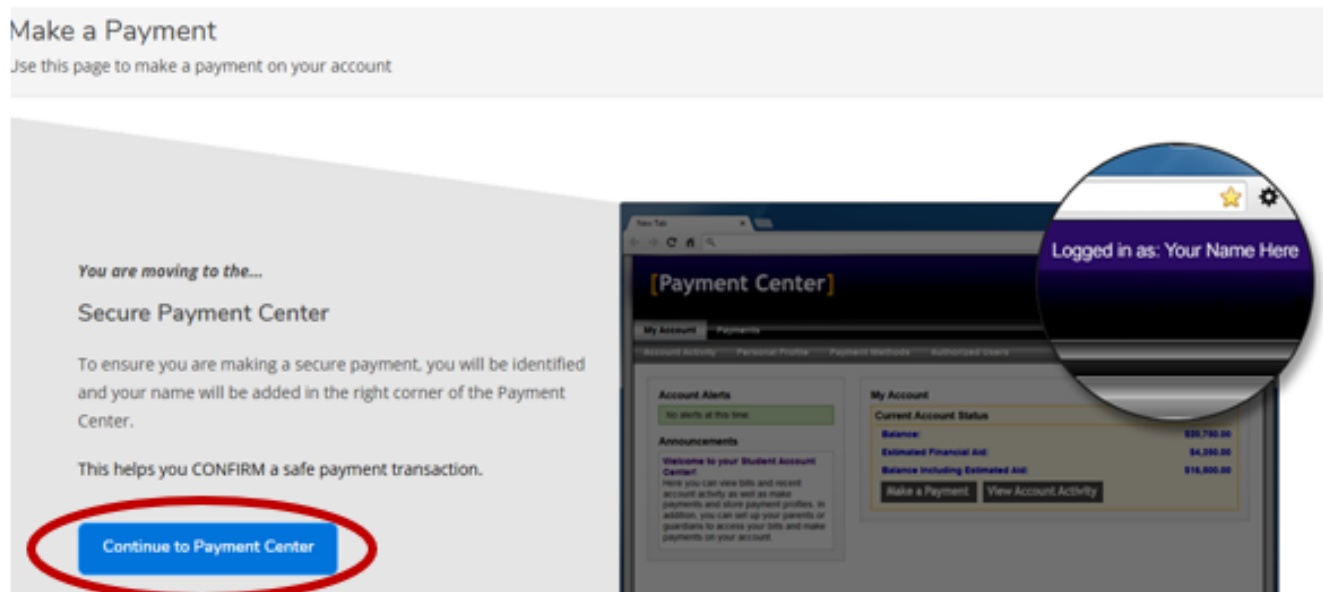


In Self-Service, click ‘Student Finance’ from the Self-Service options. (Note: Your options may look slightly different in student view, don’t be alarmed!)



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.

