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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 on 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 Staff for students with a documented disability.
  - 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.
ACC Program Advice

As a participant in the ACC program, high school students will be considered CCC students once they apply to CCC and register for ACC classes. CCC students have access to CCC student records, the online registration and payment systems, and a CCC student e-mail through myClackamas as well as access to student computer labs, tutoring services, and library resources for any ACC classes you are registered for in the current term. A complete list of tutoring resources can be found online at https://www.clackamas.edu/academics/academic-support/tutoring-services.

Students in the ACC program start a college transcript that will follow him/her throughout life. A college transcript is a formal document that records all courses and grades taken at a particular college or university. An official transcript from an institution is used to provide evidence to other colleges, universities and/or employers of the certificates or degrees earned, coursework taken and grades earned. The credit posted to a CCC transcript may be reviewed by colleges and universities in the future and can make the difference between being accepted or receiving a scholarship. It is very important that ACC students monitor their CCC transcript and only register for college credit through the ACC program if receiving a C or higher. It is highly recommended for ACC students to meet with a CCC advisor to begin discussing future degree and career paths to help guide course taking behavior in high school and beyond.

ACC students should keep all the high school course syllabi for the ACC courses registered for in high school. Not only does the syllabus outline the course content and acts as a great reference for assignments and course due dates for the term, it also specifies the specific learning objectives of the college curriculum. Having a course syllabus can help get credits accepted at another college if there is any question on the course content.

Course Requirements and Prerequisites

ACC courses are identical to the course description, student learning outcomes, and assessment/performance expectations of a CCC course. Many college courses require students to meet prerequisites prior to being able to take the college class. A prerequisite is a specific course or subject that a student must complete before he or she can take another course. To be able to take and register for some ACC courses, students will have to have completed a similar course in the same or a related subject, at a lower grade level or previous term as determined by the high school. Students should refer to the course catalog at their high school or talk to their high school counselor to determine if there are any high school prerequisites that must be met in order to enroll in an ACC course. For example, in order to take Spanish 4 at your high school, you must complete Spanish 3.
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 a FERPA form online at www.clackamas.edu/acc/register. This allows the person/people specify on the form to communicate with CCC on the students behalf.

Students with Disabilities

High schools and colleges operate under different guidelines for students with disabilities. Students must complete the curriculum and assessments for ACC courses as approved by the college. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability, but all students must meet course student learning outcomes and assessment rigor in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services. The high school or students may also contact the Disability Resource Center (DRC) 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

Student Roles and Responsibilities

1. Apply for a CCC Student ID # and maintain student account with accurate contact information.

2. Remember and keep track of CCC student ID #, Username/CCC email address and password. This information is needed to log into myClackamas for registration, payment, checking grades, transcripts, etc.

3. Read and follow the information provided in this ACC Student Handbook available online at www.clackamas.edu/highschoolconnections prior to ACC registration. The rules of student conduct at the high school and at the college apply to ACC classes.
4. Meet registration, drop, and payment deadlines. It is the student’s responsibility to know the registration, drop, and payment deadlines for their high school available online at http://www.clackamas.edu/highschoolconnections

   a. Register for college credits accurately and within posted timelines. Students must currently be in the high school course to register. **Registering for a previous term/year is not allowed.**

   b. If needed, drop college course(s) by the drop deadlines posted for each term. If a student misses the drop deadline, the course will post to their college transcript, but they may have the option of requesting a Withdraw. The student must talk with their instructor before grades are posted to request a Withdraw, but understand that grades are at the discretion of the instructor. See page 9 for more information on ACC drop and withdraw policies.

   c. Pay the $10 per credit fee (unless on Free/Reduced lunch) for ACC credits upon registration or by the payment deadline posted on the ACC website. Holds will be placed on student accounts for unpaid balances, preventing further registration and access to transcripts until the balance is paid in full. Students on Free/Reduced Lunch can have the ACC fees of $10 per credit waived by talking to their high school counselor and asking to be put on the ACC fee waiver list.

5. Understand that credits and grades earned while in high school will count toward financial aid eligibility at CCC and/or other institutions. ACC credits earned will count toward Financial Aid Satisfactory Academic Progress Standards and will count when determining pace toward degree completion, grade point average and maximum time frame to complete a degree. CCC’s financial aid and scholarship requirements can be found online at https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships

6. Meet course prerequisites for ACC courses set by the high school and approved by CCC.

7. Complete the curriculum and assessments for ACC courses as approved by CCC. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability, but all students must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit. If special services are needed, the student will work with the high school, but may also contact the college Disability Resource Office at CCC to clarify appropriate accommodations allowed under college policy.

8. Check college transcript for grades and accuracy at the end of each term.

9. Order official transcripts when ready to transfer credits to another college or university.

10. It is recommended that students save their course syllabus for any ACC courses to provide documentation on the course content if questioned by another college or university.
Student Conduct and Cheating/Plagiarism Policies

Because ACC students are earning both high school and college credit for the ACC classes offered at the high school, students are expected to follow student conduct policies at both the high school and the college. 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 also choose to apply a different option for the high school credit and the college credit.

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 4-credit Writing 121 class, the cost to the student would be $40. If the student was to take a traditional 4-credit class at CCC, it would cost $100 per credit plus fees ($444 plus textbooks). 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 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 who are on free/reduced lunch at their high school can request a waiver of their 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; if applicable, students should request to be placed on the fee waiver list each year.

Financial Aid Implications

The college credits earned through ACC will be considered within a student’s future financial aid award at CCC and at other institutions. We recommend only having grades of A, B and possibly C post to a transcript when students are still in high school. All credits earned will also be counted toward a student’s Financial Aid Satisfactory Academic Progress Standards and will be counted when determining pace towards degree completion, grade point average, and maximum time
frame to complete a degree. CCC’s financial aid and scholarship requirements can be found online at [https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships](https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships)

Because of the future financial aid implications, it is important to register for ACC courses that will apply toward a degree or certificate program and to be very intentional about the courses and grades posting to your college transcript. Students should contact the High School Connections advisor at CCC with any questions.

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### ACC and Oregon Promise

ACC students will still be eligible for Oregon Promise as long as they have not already earned 90 college credits in high school. College credits earned while a student is still enrolled in high school will be included in the student’s cumulative GPA at a community college. All of the following types of credits count toward the Oregon Promise 90 credit limit:

- College credits taken while in high school or as part of a high school completion program
- College credits taken during summer (Oregon Promise does not pay for summer courses)
- College credits taken at another college/university while dual-enrolled at a community college
- College credits for withdrawn or failed courses
- Advanced Placement (AP) or International Baccalaureate (IB) credits transcripted by a college
- Any other attempted or completed prior to and as an Oregon Promise recipient

ACC and Oregon Promise can benefit students; saving time and money. Taking ACC classes in high school that apply toward a student’s certificate or degree will allow students to take additional courses after high school with Oregon Promise funding and will save time in college by not having to repeat course material already learned; ultimately accelerating the path to degree or certificate completion.

Estimated cost breakdown if you took WR-121 as ACC compared to taking it at CCC with Oregon Promise:

<table>
<thead>
<tr>
<th></th>
<th>Cost of WR-121 through ACC</th>
<th>Cost of WR-121 at CCC with Oregon Promise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Books</td>
<td>$0</td>
<td>Up to $17</td>
</tr>
<tr>
<td>Fees</td>
<td>$40, or free if on Free/Reduced Lunch</td>
<td>Up to $159</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$40, or free if on Free/Reduced Lunch</td>
<td>Up to $176</td>
</tr>
</tbody>
</table>

For more information about Oregon Promise, visit [https://oregonstudentaid.gov/oregon-promise.aspx](https://oregonstudentaid.gov/oregon-promise.aspx)
ACC Registration

2018-19 Important ACC Registration Dates

<table>
<thead>
<tr>
<th>ACC Registration Opens</th>
<th>Fall Trimester 1st Semester</th>
<th>Winter Trimester</th>
<th>Spring Trimester 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 1st 2018</td>
<td>January 7th 2019</td>
<td>April 8th 2019</td>
</tr>
</tbody>
</table>

ACC Registration Closes
Payment due if not on Free/Reduced Lunch
A hold will be placed on CCC account if balance is unpaid

<table>
<thead>
<tr>
<th>ACC Registration Closes</th>
<th>Fall Trimester 1st Semester</th>
<th>Winter Trimester</th>
<th>Spring Trimester 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 2nd 2018</td>
<td>February 8th 2019</td>
<td>May 10th 2019</td>
</tr>
</tbody>
</table>

Last day to drop ACC courses with a refund
Student will receive a refund and no grade on CCC transcript

<table>
<thead>
<tr>
<th>Last day to drop ACC courses with a refund</th>
<th>Fall Trimester 1st Semester</th>
<th>Winter Trimester</th>
<th>Spring Trimester 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 16th 2018</td>
<td>February 22nd 2019</td>
<td>May 24th 2019</td>
</tr>
</tbody>
</table>

Last day to request ‘W’ Withdraw grade from instructor

<table>
<thead>
<tr>
<th>Last day to request ‘W’ Withdraw grade from instructor</th>
<th>Fall Trimester 1st Semester</th>
<th>Winter Trimester</th>
<th>Spring Trimester 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You have until ACC instructor posts CCC grades each term to request ‘W’ Withdraw grade from the instructor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What to Know Before Registration:

Know ACC classes & registration dates
Go to [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections) and select a high school to see available ACC courses by high school.

Know CCC student account information
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.

New students should fill out the ACC application online at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register) at least one week before the registration deadline to ensure their account gets created and registration can occur.

How to Register:

**STEP 1:** Log in to MyClackamas
Go to my.clackamas.edu to login using CCC email and password.

**STEP 2:** Find ACC Classes
On the left of the student portal screen, under CougarTrax, click ‘Registration’ and ‘Register for Sections’ from the drop down menu. Enter ONLY the term in the first box and HS instructor last name.

**STEP 3: Register**
Select the appropriate classes, click submit. The classes selected will come up once more. On the left of each class, drop down the action bar to RG Register and click submit.

**STEP 4: Payment**
If the registration was successful, a notice will appear that payment is due at the time of registration. Click the button to be directed to the payment screen.

**STEP 5: Verify Registration**
View class schedule by clicking ‘Account Information’ and ‘My Class Schedule’ on the left side bar to verify registration.

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 a ACC fee 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 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. To Drop an ACC course, log into myClackamas and click on Register/Drop Sections. Then select the course(s) to drop and confirm the drop. To verify that courses were successfully dropped, click on Account Information and choose My Class Schedule. The course will no longer show on the schedule if the drop was successful. 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.**

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**Late Registration Appeal**

Students are expected to register for ACC classes by the established registration deadlines posted on the website [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections), then select your high school. After the registration deadline it may still be possible for students to add an ACC course through a late registration appeal. All registration after the registration deadline is considered “Late Registration” and requires instructor consent and the possibility of a $50 late add fee.

If students are attempting to register late, they must complete a Late Registration Appeal Form (available on the ACC website) with the ACC instructor’s consent. The Appeal Form must be completed in its entirety, including a statement regarding the request for an exception to the registration deadline. “I forgot” or “I didn’t know about it” are not valid reasons for appeal. Students may only appeal for college credit for high school courses they are currently enrolled in. Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted. Students will be notified by email within approximately 10 business days.

ACC Late Registration Appeals will not be granted after the posted course drop deadline. The Director of the Office of Education Partnerships or designee will review appeals on a case-by-case basis. If the appeal is approved, the Office of Education Partnerships staff will manually register the student and email both the student and instructor, once registration is complete. Students whose names do not appear on the instructor’s class list are not officially registered and will not receive college credit or grades.
The grading scale for ACC course(s) will be listed in the class syllabus provided by the ACC instructor. Most ACC college classes are graded on a letter scale: A, B, C, D, F, I (Incomplete), W (Withdraw). A few courses may be on a Pass (P)/No Pass (NP) scale, but there is a limit to the number of credits with P/NP grades that can be transferred, or used toward a certificate or degree. We do not recommend P/NP for ACC classes unless it is the only option available for the course. If students need to change a grade option to a Pass/No Pass 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 date.

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>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>0.00</td>
<td>Pass — grade not calculated in GPA but is viewed as a C.</td>
</tr>
<tr>
<td>N</td>
<td>0.00</td>
<td>No Pass — grade is not calculated in the GPA but is viewed as failing</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
<td>Withdraw — No credit given. Instructor may award a W, but it is at their discretion. Talk with your instructor about this option.</td>
</tr>
</tbody>
</table>

If a grade is not accurately posted on the transcript or students wish to dispute an ACC class grade received, contact the ACC office immediately, so the issue can be resolved quickly.
Transcripts and Credit Transfer

A college transcript is an official record of the courses taken, grades earned, and credits awarded at a college or university. This document is how credit is transferred from one institution to another and is often requested with employment applications when specific education requirements are needed. It is very important to monitor the college transcript after each term to be sure courses, grades and credits are posted accurately. Mistakes should be reported to the ACC office immediately.

When grades have been submitted by the ACC instructor, CCC transcripts will be updated. When students are ready to have these classes and credits transfer to a four-year school or a different college, 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. There are many factors that affect how other colleges or universities (both public and private) apply credits earned in high school to a degree or certificate. Students should check with the receiving institution for more details on how college credits earned in high school will apply to degrees or certificates at the college or university.

Students Rights and Responsibilities

In ACC classes can earn high school and college credit, because of this, students are held to student conduct policies for the high school and Clackamas Community College. Please refer to the High School Student Handbook and the College Student Handbook. Campus policies are subject to change. Please visit https://www.clackamas.edu/about-us/accreditation-policies/student-rights for up-to-date information and latest College Student Handbook.