

# 2021-2022 Expanded Options Getting Started Steps

- 1 Meet with your high school counselor before EACH college term** to discuss the program. Your counselor will complete an Expanded Options Participation Form and submit it to the college authorizing your participation in the program. We must have a form for EACH term you are participating in the Expanded Options program.
- 2 Know your myClackamas account information.** Be sure you can log into your myClackamas account and access your CCC student email. *New students* will need to complete the [online CCC application](#) to receive a CCC username/email and password.
- 3 Complete the mandatory online CCC orientation.** New students are required to complete the online CCC orientation in their myClackamas account under “Online Orientation”. The orientation should take less than an hour. Students cannot register until they complete the orientation.
- 4 Complete college placement through PASS.** Many courses have writing and/or math pre-requisites or placement requirements students must meet before they can register. Complete the [online placement survey](#) before your advising appointment and you will be contacted for placement.
- 5 Connect with the Disability Resource Center (DRC) if you need accommodations.** If you are on a 504 plan or have an IEP in high school, you may be able to receive reasonable accommodations in your college classes through the DRC. To discuss accommodations in your CCC classes, set up an appointment with a DRC specialist by emailing [drc@clackamas.edu](mailto:drc@clackamas.edu) or calling 503-594-6357.
- 6 Meet with the High School Connections Advisor for Expanded Options advising.** Once your EOP Participation form is received, you will receive an email to your [CCC student email](#) with instructions to set up an advising appointment with the HS Connections advisor. Contact [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu) if you did not receive an email. During your advising appointment, you will select/register for classes based on your Participation Form and academic goals.\*
- 7 Get your textbooks.** If your high school participates in textbook vouchers, email Joy Overlin ([joydeano@clackamas.edu](mailto:joydeano@clackamas.edu)) to request your textbooks after finals week of the previous term. If not, check with your high school counselor on how they would like you to purchase your textbooks.
- 8 Complete Moodle 101 Orientation.** The Moodle 101 orientation teaches you how to use Moodle, CCC’s online learning system that your teacher will use to teach your online class. You should complete Moodle 101 orientation prior to classes starting.
- 9 Attend Expanded Options Orientation.** If you are new to Expanded Options, attend the Expanded Options online orientation. Orientation is an opportunity to learn more about the program, college resources and to ask questions. New students will be emailed the orientation sign up information.
- 10 The last but most important step... attend class!** Taking college classes is going to be challenging at times! Reach out to your HS counselor or the HS Connections Advisor if you have questions, concerns or just need a little boost to get you through the term—we are here to help! You also can access important dates and information about college resources through the EOP moodle shell at any point in the term.

*\*After registering, your account balance will reflect your total tuition and fee charges. If you register for any class(es) your high school will not pay for, or if your overall balance is more than what your high school will pay for, you will be responsible for the remaining charges on your account and any accrued late fees.*

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