

HIGH SCHOOL CONNECTIONS COUNSELOR HANDBOOK

25
26



Table of Contents

2 | Introduction

3 | Clackamas Community College Contacts

4 | High School Connections Programs Overview

4 | Understanding FERPA

5 | High School Connections Frequently Asked Questions

6 | Advanced College Credit (ACC)

6 | What is ACC?

7 | ACC Registration

9 | ACC Cost & Fee Waivers

10 | Options for Students who Missed ACC Registration Deadlines

11 | Expanded Options

11 | High School Plus

12 | Clackamas Community College Resources & Support for High School Connections Students

13 | Financial Aid Awareness

14 | Intentional Credit or “Credits with a Purpose”

14 | Transcripts & Credit Transfer

15 | High School Students Taking Classes at CCC Outside of High School Connections Programs

Introduction

Welcome to the High School Connections Counselor Handbook!

We're excited to partner with you in supporting students as they navigate the between high school and college through Clackamas Community College's High School Connections programs. This handbook is designed to be a practical resource to help you guide students who are earning college credit while still in high school.

High School Connections students experience the rigor and expectations of real college coursework. While these opportunities offer valuable preparation for college success, they also come with new responsibilities and differences from the traditional high school experience.

Here are a few key distinctions to help you support your students:

- **Responsibility & Independence:**

In high school, students often rely on structured schedules and reminders from parents or teachers. In college, they are responsible for managing their own time, keeping track of deadlines, and seeking support when needed.

- **Privacy & Communication:**

College students' records are protected under the Family Educational Rights and Privacy Act (FERPA). This means college staff cannot share student information with parents or guardians without the student's consent.

- **Coursework & Grading:**

College classes often involve fewer graded assignments and limited opportunities for makeup work or extra credit. Most of a student's grade will come from exams and major projects, and for each credit hour, students should plan for about two hours of homework per week.

- **Instructional Support:**

High school teachers may provide frequent reminders and personalized support, while college instructors expect students to take initiative and refer to the course syllabus for all expectations and deadlines.

- **Accommodation & Accessibility:**

In high school, teachers automatically receive notice of students' IEP or 504 accommodations. In college, students must self-advocate by connecting with the **Disability Resource Center (DRC)** to arrange accommodations. Instructors are only notified after students complete this process.

As a counselor, you play an essential role in helping students understand these differences and develop the independence, communication skills, and self-advocacy that will serve them well in college and beyond.

Clackamas Community College Contacts

At Clackamas Community College, the Office of Education Partnerships (OEP) is dedicated to supporting you and your students in the High School Connections programs. Our team works closely with school partners to ensure students have a positive and successful college experience while in high school. To ensure timely responses and efficient service, please direct all communication and inquiries to our shared inbox at **hsconnections@clackamas.edu**. Messages sent to this inbox are routed to the appropriate team member for follow-up. You can also reach us by phone at **503-594-3161**.

For additional information and resources, visit the **High School Connections website**:
www.clackamas.edu/highschoolconnections.

High School Connections Team:

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

Tom Brown | Career Connected Learning Systems Navigator | thomasb@clackamas.edu | 503-594-3956

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

You’ll also find many other helpful CCC teams who work closely with high school partners and students. Below are some of the offices you may contact most often:

Admissions & Recruitment | welcome@clackamas.edu | 503-594-3284
<https://www.clackamas.edu/admissions-financial-aid/get-started>

Financial Aid | finaid@clackamas.edu | 503-594-6082
<https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships>

CCC Scholarships | scholarships@clackamas.edu | 503-594-6082
<https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/scholarships>

GED & High School Diploma | ged@clackamas.edu | 503-594-6048
<https://www.clackamas.edu/academics/ged-adult-programs>

High School Connections Programs Overview

Clackamas Community College (CCC) offers college credit opportunities for high school students through our High School Connections programs. These programs let students explore college pathways and career options while saving time and money by earning credits toward a CCC degree or certificate. All High School Connections courses grant official college credit, recorded on a CCC transcript. Participation requires a contract between CCC and each high school or district, and programs are only available at partner schools. CCC offers three High School Connections programs:

Advanced College Credit (ACC)

[ACC courses](#) are college classes taught at high school by approved instructors. Students earn CCC credit for \$10 per credit, and qualifying students may have fees waived through their high school counselor. Students must register for ACC courses by the deadlines listed on the [ACC Registration Page](#) where complete registration instructions and information are also available.

Expanded Options (EOP)

Expanded Options/Early College allows students to take classes at the college campus or online. Students must be referred by their school district/high school to participate. Classes are charged at the regular tuition and course fees, paid for by the school district/high school.

High School Plus (HSP)

High School Plus classes are college classes taught by college faculty at partner high schools or designated locations. Classes are charged at a set contract rate, paid for by the school district/high school.

If you are not sure what programs your high school participates in, visit www.clackamas.edu/highschoolconnections and select your school from the drop down menu.

Understanding FERPA

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records. Once a student has a Clackamas Community College (CCC) account, their information is protected under FERPA — even if they are still a minor.

Under FERPA, **CCC staff cannot share a student's information** with parents or guardians without the student's written consent. Students who wish to grant access may do so by completing an [online FERPA Release Form](#), which authorizes specific individuals to communicate with CCC on the student's behalf. Because of existing partnership contracts, CCC staff may share limited student information with participating high schools for program administration and support purposes.

High School Connections Frequently Asked Questions

What High School Connections programs are available to students?

Students may only participate in High School Connections programs that their high school offers. To see which programs are available, students can visit the [High School Connections website](#) and select their high school from the dropdown list.

Does participation in High School Connections programs make a student a college student?

Yes. Students enrolled in any High School Connections program are considered CCC students! This means they have access to all the same benefits as traditional CCC students, including a student ID card, library services, campus events, and more — even while still in high school.

What is the difference between applying to CCC and registering for classes?

- **Applying:** Students complete an application to become a CCC student. This step only needs to be done once and creates their CCC student account, email address, and password.
- **Registering:** Once students have a CCC account, they register for classes each term based on program-specific deadlines.

When do students need to register for their classes?

For most High School Connections programs (except High School Plus), students register online during a set registration period each term. It is the student's responsibility to register within program deadlines.

How much do college credits cost for high school students?

- **Advanced College Credit (ACC):** \$10 per credit. Some students may qualify for a fee waiver.
- **High School Plus (HSP):** Costs are covered by the high school or district.
- **Expanded Options:** Costs are typically covered by high school or district. Each school determines what is covered, and students may be responsible for additional costs beyond that amount.

How can I find out what college credits a student has earned?

Once a student earns college credit through any High School Connections program, those credits appear on their CCC transcript. Students can view their **unofficial transcript** anytime by logging into their myClackamas account and selecting *Account Information > Unofficial Transcripts*. If a student plans to transfer to another college or university, they will need to request that CCC send an official transcript to the new school. Instructions for requesting transcripts are available at

www.clackamas.edu/academics/academic-support/transcripts-and-duplicate-diplomas

Will college credits earned in high school transfer to other colleges or universities?

Transferability of credits is determined by the receiving institution. Students are encouraged to contact potential transfer schools to confirm how their CCC credits will apply toward a degree or program.

What is the difference between Advanced College Credit (ACC) and Advanced Placement (AP)?

- **Advanced College Credit (ACC):** A partnership between CCC and high schools. Courses are taught by approved high school instructors. Students must register through CCC to earn college credit.
- **Advanced Placement (AP):** A national program through the College Board. Students take standardized AP exams, and colleges may award credit based on scores.

Advanced College Credit (ACC)

What is Advanced College Credit?

Advanced College Credit (ACC) is a program involving a partnership between Clackamas Community College (CCC) and local high schools. ACC classes are college courses taken at 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 earn college credit and are also introduced to college practices and procedures, making them more prepared for college in their future.

Benefits of participating in ACC:

- 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 more likely to complete a college degree.
- ACC Students have access to CCC student services on campus and online, such as:
 - A dedicated advisor for high school students earning college credit
 - Free tutoring assistance on campus and online
 - Library Resources such as online databases and materials and assistance with research
 - Student admission rates for CCC sporting events and theatre productions ... and more!
- Save money on college tuition and fees –ACC cost only \$10 per credit rather than \$130 per credit (plus fees and books) at CCC and much higher rates at other college or universities.
- Complete a degree faster, have flexibility to study abroad, or take 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 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 Registration

Students should follow the steps below to register for their ACC classes in Self-Service. The ACC Registration website (www.clackamas.edu/acc/register) has additional registration resources including step by step video tutorial and a pdf with screenshots of each step of the process. ACC Registration dates and deadlines can be found at www.clackamas.edu/acc/register. Students MUST register within the appropriate registration period they are taking the class.

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 a \$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

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

Common Questions & Fixes for ACC Registration Issues

What do I need to register for?: All ACC course information can be found on the [ACC Course Listing](#) page. This page lists each high school's articulated classes and what the college equivalent is. It also shows when students should be registering for their classes throughout the year.

Login Issues: Check that the CCC username is correct and contact hsconnections@clackamas.edu for a password reset.

Finding ACC Courses: Enter only the term, location, and course type in Self-Service to see high school ACC sections.

Register Button Missing: General CCC section was added to plan NOT the ACC section. Go back through registration process & click 'Add section to schedule' instead of 'Add course to plan'

Balance Hold: Pay any past-due CCC account balance or submit fee waiver info to hsconnections@clackamas.edu to clear the hold. Holds typically clear within 24 hours after payment.

Pre-Requisite Message: Make sure to select the specific high school ACC section, not the general CCC course. General CCC section was added to plan NOT the ACC section. Go back through registration process & click 'Add section to schedule' instead of 'Add course to plan'

Online Orientation Hold: Contact hsconnections@clackamas.edu to remove the hold if the incorrect CCC application was submitted.

Credit Overload Hold: For more than 18 credits in a term, email accinfo@clackamas.edu to request manual registration for additional courses.

Still Need Help with Registration?

If students have any trouble registering or accessing their CCC account, email hsconnections@clackamas.edu for support.

ACC Cost & 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 ACC class, the cost for the student 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 in high school if it does not provide free meals for all students
- All children in households 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 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.

Students are responsible to drop ACC classes by the drop deadline if they drop the class at the high school. Drop deadlines and instructions are posted on the ACC website to help prevent an unwanted class or low grade from posting to the college transcript. **If the drop deadline is missed, there will be no refund of the ACC fees.**

Options for Students Who Missed ACC Registration Deadlines

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.

If the ACC course is also an Advanced Placement (AP) or International Baccalaureate (IB) class, college credit may be earned through qualifying AP or IB exam scores by requesting that official scores be sent to CCC or a future college. Credit may also be earned through College Level Examination Program (CLEP) exams with qualifying scores, or through Credit for Prior Learning (CPL), which awards credit for demonstrated mastery of previously learned material (specific to CCC). Each student's situation is unique, and different options may be appropriate depending on individual circumstances. For guidance, contact hsconnections@clackamas.edu.

ACC 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.

Expanded Options

The Expanded Options program — sometimes called Early College — gives high school students the opportunity to take Clackamas Community College (CCC) classes on campus or online as part of their high school schedule. Approved Expanded Options courses are paid for by the student's high school or school district, though coverage amounts vary by school. Most students take CCC classes that count toward both high school graduation requirements and a college degree or certificate. Students in the Expanded Options program are expected to follow the [CCC Academic Calendar](#) and should work closely with their high school counselor and CCC advisor to stay on top of important dates and deadlines.

Simplified student process:

1. Students should meet with their high school counselor to complete the Participation Authorization Form.
2. Counselors send the completed form to CCC.
3. Once approved, students can meet with the CCC Expanded Options advisor to choose and register for classes.

Expanded Options Participation Authorization Form: HS Connections staff will need a Participation Authorization form each term listing students who are participating in Expanded Options indicating what classes the high school will authorize to pay for. Students are to meet with their high school counselor every term to discuss the approved classes. CCC will not bill the high school or school district for any courses a student is taking that have not been approved by the high school.

Expanded Options Attendance and Grade Check: Expanded Options students are expected to complete an attendance check during week 2 of the CCC term and a grade check during midterms. If classes are in person, students take the form to their CCC instructors and the instructor will indicate the number of absences or current grade. If classes are online, students will be responsible for submitting screenshots of their Moodle courses/grades through an online form emailed to them and available in the Expanded Options Moodle shell. If students do not turn in a form by the deadline, or if the HS Connections advisor is concerned about a student based on their attendance or grade check, the high school will be notified.

High School Plus

High School Plus classes are college classes taught by college faculty at local high schools or another location. Classes are paid for by the school district/high school and are only open to students at that school. Students can earn college credit that transfers back to the high school that may fulfill high school graduation requirements. Students must be registered for the HSP class to earn credit, and work with their high school counselor or HSP school contact to ensure that they are registered each term they are taking an HSP class. Students taking HSP classes should expect to use moodle, CCC's online class platform, to access their course in addition in in person class time, unless the course is fully online. To enroll in an HSP class at your high school, students should work with their high school counselor to forecast into the HSP class or have an HSP class added to their high school schedule.

CCC Resources & Support for High School Connections Students

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 classes at CCC, 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; <https://www.clackamas.edu/student-resources>

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 also provides these services in a variety of ways:

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

For any advising related questions, please reach out to hsconnections@clackamas.edu to schedule an appointment or talk to the HS Connections advisor.

Families can sometimes be a part of your conversations with students. Here are some ways you can help support family members who would like to be involved in their high school students' college journey while still maintaining independence and respect of the high school students:

- **Respect their independence:** Once enrolled at CCC, a student's college records are protected by privacy laws (FERPA). Encourage them to take the lead in communicating with instructors and staff.
- **Encourage self-advocacy:** If challenges come up, guide your student to reach out for help directly—it builds confidence and responsibility.
- **Support good habits:** Help your student stay organized, manage their time, and connect with [campus resources](#) like advising, tutoring, and career services

Financial Aid Awareness

High School Students who earn college credit while in high school can still qualify for Oregon Promise and financial aid after graduation, but the credit earned could impact eligibility. For Oregon Promise, students remain eligible as long as they have not earned or attempted 90 college credits. College credits earned through programs like Advanced College Credit (ACC), Expanded Options, AP, or IB are included in your cumulative GPA and count toward the 90-credit limit.

Students taking college classes through Expanded Options are also eligible for Oregon Promise, provided they complete a high school diploma or GED, apply within the Oregon Promise timeline, and attend a community college within six months of graduation. (Expanded Options courses are usually free to students and typically cost less than Oregon Promise tuition.) Keep in mind that Oregon Promise helps pay for community college tuition after other grants are applied, but it does not cover books, fees, or housing.

ACC and Oregon Promise can benefit students; saving time and money. Taking college 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 for students who took WR-121Z as ACC versus taking it at CCC with Oregon Promise:

	Cost of WR-121Z through ACC	Cost of WR-121Z at CCC with Oregon Promise*
Tuition	\$0	\$0
Books	\$0	Up to \$16.50 (used book cost)
Fees	\$40, or free for qualifying students	Up to \$71 plus \$30 per term college service fee
TOTAL:	\$40, or free for qualifying students	Up to \$117.50

**Estimated cost based on SU2025 WR-121Z cost at CCC*

For more information about Oregon Promise, visit <https://oregonstudentaid.gov/oregon-promise.aspx>

Taking ACC classes in high school is often the most affordable option—and it can save you time by allowing you to complete college requirements sooner. To ensure your ACC courses apply toward your degree or certificate, contact our CCC Advisor for high school students at hsconnections@clackamas.edu.

Before graduation, students should check with the Financial Aid office at the college they plan to attend to make sure they understand their eligibility and the financial aid options available to them. CCC's Financial Aid & Scholarship Information can be found at <https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships>)

Intentional Credit or “Credits with a Purpose”

Something for counselors 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 can 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.

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 ACC staff immediately at hsconnections@clackamas.edu.

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.

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.

High School Students Taking Classes at CCC Outside of High School Connections Programs

High school students are welcome to take classes at CCC on their own, as college students. High School Diploma or GED are not eligible for federal financial aid and will be billed full tuition and fees for any courses registered for. If your high school is paying for your college class, please contact hsconnections@clackamas.edu.

It is recommended that students who plan on having college credit transferred back to their high school have confirmation prior to registration that their high school will accept the college credit in reverse transfer. High school students are encouraged to connect with the High School Connections advisor for help choosing classes and to discuss how the college classes taken in high school can fit into future goals. Email hsconnections@clackamas.edu to request an advising appointment.

Click [here](#) to view the current class schedule, and [here](#) for CCC term dates, including drop and payment deadlines.

STEP 1: APPLY TO CCC

New students can apply online here. If a student already has an account through CCC, they will not need to reapply. If a student is unsure if they have an account, contact hsconnections@clackamas.edu for help.

STEP 2: DETERMINE PLACEMENT

Students will need to have math and/or writing placement on their CCC account prior to registration for some classes (math, writing, some science, etc.). To complete math/writing placement online, complete the [PASS Placement Intake Survey](#) and a placement advisor will reach out to complete placement.

STEP 3: COMPLETE ONLINE ORIENTATION

Students will need to complete the Online Orientation available in their [myClackamas](#) account. The online orientation will review CCC's resources, degree/certificate programs, student life and more. The online orientation takes approximately 30 minutes to complete.

STEP 4: REGISTER FOR CLASSES

If over 16, students can register for classes online by logging into their student account at my.clackamas.edu and registering through Self-Service. Students can also find registration instructions in myClackamas or contact hsconnections@clackamas.edu for registration assistance.

If under 16, students need to complete the [Under 16 Enrollment Consent form](#) by filling out the student, parent, and instructor sections. CCC staff emails can be found in the CCC directory or in Self-Service by clicking on the name of the class. The student will sign the document, then it will be emailed to the parent to sign, then it will be sent to the instructor to sign. If the instructor gives approval to join, the form will automatically be sent to Registration, and they will register the student if there are seats available.