



High School Connections Late Registration Appeal Form

(2018-2019 School Year)

Student Last Name	Student First Name	M.I.	Date of Birth
Mailing Address (Apt #)	City/State	Zip	Phone
CCC Student ID#	CCC Student Email	@student.clackamas.edu	
High School Course Title(s):	High School (ACC) Instructor Name(s):		
Clackamas Community College (CCC) Course Title(s):	CCC Course Number(s):		
CCC Section Number(s):	Term (Fall, Winter, or Spring):		

Students are responsible for completion of the form, required typed statement, and obtaining the instructor's signature. **Appeals may only be submitted for courses the student is currently enrolled in at the high school.**

If students are submitting an appeal for multiple classes, a form must be submitted for each class, but the same typed statement can be used for all classes.

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 of the decision. Students must check their myClackamas email for the appeal decision.

APPEAL GUIDELINES:

- Complete the High School Connections Late Registration Appeal Form(s).
- Attach a typed statement (totaling 250-500 words) identifying your need for late registration. Answer the following questions:
 1. Please explain your reason(s) for late registration.
 2. How does the college credit you are appealing to register for apply to your college and career goals?
 3. What are you going to do differently in the future to ensure on time registration?

Student Signature

Date

Instructor Signature

Date

Submission of documents can be completed in person, by mail, email, or fax:
Office of Education Partnerships · Community Center, Room 111 · 19600 Molalla Avenue Oregon City OR 97045
Phone: 503-594-3220 Fax: 503-650-6670 · e-mail: hsconnections@clackamas.edu