



Advanced College Credit 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.