HELPFUL RESOURCES

Advising at Harmony
Advice on grading options and dropping/withdrawing courses
Phone: 503-594-0623
Location: Harmony East Lobby

Advising at Oregon City
Advice on grading options and dropping/withdrawing courses
Phone: 503-594-3475
Email: advising@clackamas.edu
Location: Wacheno Welcome Center, Room 115

Advising at Wilsonville
Advice on grading options and dropping/withdrawing courses
Phone: 503-594-0959
Email: advisingwilsonville@clackamas.edu
Location: Wilsonville Main Building Lobby

Counseling
Help with personal or academic challenges to your success
Phone: 503-594-3176
Email: counseling@clackamas.edu
Location: Wacheno Welcome Center, Rooms 201-210

Disability Resource Center
Accommodations for documented disabilities
Phone: 503-594-6357
Email: drc@clackamas.edu
Location: Wacheno Welcome Center, Room 150

Office of Financial Aid & Scholarships
Help understanding financial aid/scholarship eligibility
Phone: 503-594-6082
Email: finaid@clackamas.edu
Location: Wacheno Welcome Center

Registration and Records
Help with changing your grading option or dropping/withdrawing courses
Phone: 503-594-6074
Email: registration@clackamas.edu
Location: Wacheno Welcome Center

Tutoring Services
Tutoring and academic help in a variety of subject areas
Phone: 503-594-6191
Email: tutoring@clackamas.edu
Location: Dye Learning Center, Room 127

Veterans Education and Training Center
Help understanding veteran's benefits eligibility
Phone: 503-594-3438
Email: vetinfo@clackamas.edu
Location: Wacheno Welcome Center, Room 100

Workforce Development Services
Help understanding workforce funding eligibility
Phone: 503-594-3091
Location: Pauling Building B
If you have questions or need more info about which grading option is best for you and/or whether and when to drop/withdraw a course, it’s best to talk with an advisor. The following info may also help you. If you are receiving financial aid, scholarships, veterans’ benefits, or workforce funding, you should also talk with these offices to find out how grading options or dropping/withdrawing courses will impact you.

**GRADING OPTIONS**

### Letter Grade (A-F)
- Default grading option, chosen by most credit-seeking students
- Used to calculate GPA based on a 4.0 scale
- Appears on transcript
- A grade of D will earn credit for the class, but it may not meet all program or pre-requisite requirements

### Pass/No Pass (P/N)
- Chosen by some credit-seeking students who need to complete the course but don’t want it to affect their GPA
- Not used to calculate GPA
- A passing grade is P, which is equivalent to a letter grade of C or better
- Veteran’s benefits will not pay for a course with an N grade
- Appears on transcript
- Some programs at CCC and other schools may require a letter grade

### Incomplete (I)
- You can request an I grade from your instructor if you need more time to complete a small amount of coursework after grades are due
- Not used to calculate GPA
- If the student completes the work as agreed upon with the instructor, either a letter grade or Pass grade will be awarded
- Appears on transcript
- May impact financial aid eligibility
- An I grade does not meet program or pre-requisite requirements

### Withdraw (W)
- Appears when you withdraw yourself from a course after the drop deadline. You can also request a W grade from your instructor if you are unable to complete the course after the deadline to withdraw yourself
- Not used to calculate GPA
- Appears on transcript
- May impact financial aid eligibility, and veteran’s benefits will not pay for a course with a W grade
- You will still need to pay for the course

### Audit (X)
- Chosen by some non-credit-seeking students who want to take the course without earning a grade
- Not used to calculate GPA
- Appears on transcript
- Neither financial aid nor veteran’s benefits will pay for audited courses
- You will still need to pay full tuition and fees for the course (unless using the Senior Tuition Waiver to waive tuition)

**DEADLINES**

### When can you drop/withdraw classes?
To receive a **full refund** and avoid the course appearing on your transcript:
- During the **first two weeks** of class for classes meeting 5 weeks or more
- During the **first week** of class for classes meeting 3-4 weeks
- Before class begins for classes meeting 2 weeks or less

To receive a **W grade** (but no refund):
- During the **first eight weeks** of the term

### When and how can you change your grading option (A-F, Pass/No Pass, Audit)?
- Until the **Friday before finals begin**
- Contact Registration & Records to change your grading option
- After this date, contact your instructor(s) for all grade change requests

If you need to request a refund after the deadlines above, see the Refund Policy Petition here: www.clackamas.edu/forms