# Late Registration Process

## Registering after a class has started

To register on or after the first day of class, you need to get instructor consent (student petition). Register for your class before the late add fee.

## Late add fee

The late add fee will be applied on the 4th business day following the first official day of class.

- So if your class starts on a Monday, you must be registered by the end of the business day on Thursday or you will be charged the late fee of \$50.
- The \$50 fee is applied to each class

To avoid this fee, make sure you are registered for all of your courses in a timely manner.

#### How to Get Instructor Consent (Student Petition)

- 1. Contact the instructor by email and include:
  - Your full name
  - CCC student ID #
  - Course number and section (eg: WR-121-01)
  - Reason for making your request to add the class after it started
- If the instructor gives you permission to add the course, you can forward their email consent to registration@clackamas.edu and they will register you for the course and send you a registration confirmation email.

#### How to Find Your Instructor's Email

- 1. Go to my.clackamas.edu.
- 2. Log-in using your CCC user log-in name and password.

\*If you do not know this, please contact <u>Registration@clackamas.edu</u> or call 503-594-6074.

3. On the left hand side, select "Class Registration".

Start Here +	🔀 Student Email	🗢 Moodle
Classes –	Student News	Upcoming Dates
Class Registration     Video Guide	Fall term classes are in-person and online +	Aug Summer Term Last Day to Drop Classes and Receive a "W" Automatically
Quick Start Guide PDF     O	SNAP Training and Employment Program + Drive-thru iob fair July 14 +	Summer Term Last Day Change Grade Option
My Class Schedule     My Moodle Classes	Earn tuition waivers as a peer assistant! +	Summer Term Last Day Of The Term
Moodle FAQs	Chromebook rentals and returns for summer term	Fall Term Last Day to Add w/o Consent
Account Information +	Weigh in on our Strategic Plan +	27
Payment & Finances +	Register now, win BIG! +	Complete CCC Calendar

- 4. Log-in again using your CCC user log-in name (do not include "@student.clackamas.edu") and your password.
- 5. Select "Student Planning."
- 6. Select "Go to Plan & Schedule" (typically on the right hand side).
- 7. Depending on the term you're hoping to register for, you may need to select the right arrow to toggle over to the appropriate term you are hoping to register for.

Plan your Degree and Schedul	e your cou	rses		Search	for courses			٩
Schedule Timeline Advising	Petitions & Waiv	ers						
Spring Term 2020	+							
Tilter Sections		Save to iCal			ę	Print		
Planned: 0 Credits Enrolled: 0 Credits Wa	itlisted: 0 Credit	3						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
For This Term	8am							^
	9am							

8. Once you have found the term you are registering for, scroll down on the far left side to see all your planned classes and click on the course title.

n your Degree and Schedule your co	urses				
chedule Timeline Advising Petitions & Wai	ivers				
< > Summer Term 2020 - +					
Your registration period for Summer Term 2020 beg	gins on 5/14/2020 at 12:00 PM	И			
∀ Filter Sections	Save to iCal		🖨 Print		
∀ Filter Sections     WR-121-01: English Composition	) Save to iCal		e Print	Mon	Tue
VR-121-01: English Composition	Save to iCal	8am	Sun	Mon	Tue
✓ Filter Sections      WR-121-01: English Composition      Planned  Credits: 4 Credits	) Save to iCal	8am 9am	Sun	Mon	Tue
✓ Filter Sections      WR-121-01: English Composition      ✓ Planned  Credits: 4 Credits Grading: Graded Instructor: Robinson, M 6/2/2020 to 8/13/2020	Save to iCal	8am 9am 10am	Sun	Mon	Tue
VIR-121-01: English Composition VIR-121-01: English Composition V Planned Credits: 4 Credits Grading: Graded Instructor: Robinson, M 6/22/2020 to 8/13/2020 Seats Available: 23	Save to iCal	8am 9am 10am	Sun	Mon	Tue
✓ Filter Sections         WR-121-01: English Composition         ✓ Planned         Credits: 4 Credits         Grading: Graded         Instructor: Robinson, M         6/22/2020 to 8/13/2020         Seats Available: 23         ✓ Meeting Information	Save to iCal	8am	Sun	Mon	Tue
✓ Filter Sections         WR-121-01: English Composition         ✓ Planned         Grading: Graded         Instructor: Robinson, M         6/22/2020 to 8/13/2020         Seats Available: 23         ✓ Meeting Information         ✓ View other sections	Save to iCal	8am	Print	Mon	Tue

9. A dialog box will pop up and the instructor's email will be at the top. If the instructor is not listed or it says "staff", you will need to contact the department that offers that course.

Summer Term 2020	
Instructors	Robinson, M (matthew.robinson@clackamas.edu)
Meeting Information	6/22/2020 - 6/13/2020 Oregon City Campus, (Online/Lecture)
Dates	6/22/2020 - 8/13/2020
Seats Available	23 of 23 Total
Credits	4
Grading	Graded ~
Requisites	▲ WRD-098 or placement in WR-121 - Must be completed prior to taking this course.
Course Description	Introduces the academic essay. Students learn to use a writing process, from brainstorming to polishing, as they develop original responses to challenging articles and academic essays. The class emphasizes information literacy: how to find and evaluate source material, as well as integrate and cite it.
Additional Information	Meets: 6/22-8/13.
Additional Course Coos	Foos listed here are in addition to general tuition and foos charged at