Student Handbook
& Calendar
2018-19
Clackamas Community College
Contents

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Non-Discrimination: Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The College’s commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the College.

Accreditation: Clackamas Community College is accredited by the Northwest Commission of Colleges and Universities and is approved as a veterans’ training institution by the Veterans Administration. Accreditation documentation is available in the President’s Office.
My name is Tim Cook. Like many of you, this is my first time at Clackamas Community College. I have the honor to have been selected as your President.

As I embark on my journey as president of CCC, you may be starting on your education journey too. I chose Clackamas because of its warm and welcoming environment and the dedication of its faculty and staff.

College provides a unique opportunity for you to learn and grow, both in the classroom and out of the classroom. I encourage you to make the most of your time here. Get involved! CCC has many events, activities, clubs, performing arts, theater, student government and a student newspaper.

At Clackamas, you will find instructors and staff who are committed to helping you reach your goals. Get to know your instructors and take advantage of the resources on our campuses to help you be successful. This handbook is a great resource for students, with useful information about the college, our services, important dates and study tips.

Whether you want to gain the skills you need for an exciting career or want to transfer to a four-year university, we are here to guide you along your path. I look forward to seeing you at the college, and please say hello. I’m the guy wearing the bowtie.

All my best,

President Tim Cook
WELCOME CCC COUGARS!

On behalf of your Associated Student Government, we’d like to welcome you to Clackamas Community College! As your student representatives, we look forward to serving you and creating an exciting campus life, while ensuring we are offering the best services and resources while you are attending CCC!

ASG encourages you to get involved and look into all the exciting opportunities that await you!

There are many ways to get involved, but a few of the best ways are...

- Join or volunteer with Student Government
- Join or start a club
- Join an athletic or intramural team
- Become a peer assistant
- Join the student newspaper

Your Associated Student Government works every day to represent your voice and interests. ASG also provides many opportunities for students to get involved and have a little fun on campus...

- Apply for Grants (Child Care, Textbook, Veteran’s, Transportation or Fee Grants)
- Lending Library
- Calculator loaners or rentals, locker rentals, bike rentals
- Cheapest snacks on campus
- Cougar Cave (free clothing and food with a valid student ID)
- BBQs, intramurals, debates, awareness events, blood drives, club fairs, campus cleanups and so much more!
- During the first week of each term, join us for Welcome Week activities. Meet your ASG representatives and fellow students.

The Associated Student Government office is located in the Community Center, in CC152, right inside the cafeteria. We encourage all students to stop by and get to know us, ask questions, voice your opinion or concerns and get involved!

We are students serving students, so put us to work!

ASG President – asgprez@clackamas.edu
ASG Vice President – asgvp@clackamas.edu

Associated Student Government Meetings
3-5 p.m., Wednesdays in the Fireside Lounge
website: www.clackamas.edu/asg

@asg4u @asg4u @asg4u @cccasc4u
WHO WE ARE — CCC

Our **Purpose** is creating lifetime opportunities for success through responsive education.

Our **Mission/Philosophy** is to serve the people of the college district with high quality education and training opportunities that are accessible to all students, adaptable to changing needs and accountable to the community we serve.

Our **Code of Ethics** calls all of us to perform our jobs in a way that fosters personal growth and academic excellence, recognizes the inherent goodness of all people, models personal and academic integrity, respects diversity and shows concern for the needs and feelings of others.
# IMPORTANT DATES FOR THE 2018-19 SCHOOL YEAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Term 2018</th>
<th>Winter Term 2019</th>
<th>Spring Term 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Aid:</strong> All required CCC financial aid documentation due to ensure funding for term</td>
<td>June 25</td>
<td>Sept. 24</td>
<td>Apr. 2</td>
</tr>
<tr>
<td><strong>Registration begins</strong></td>
<td>May 21</td>
<td>Nov. 12</td>
<td>Feb. 25</td>
</tr>
<tr>
<td><strong>New student advising sessions begin</strong></td>
<td>May 25</td>
<td>Nov. 16</td>
<td>March 1</td>
</tr>
<tr>
<td><strong>Classes begin</strong></td>
<td>Sept. 24</td>
<td>Jan. 7</td>
<td>April 1</td>
</tr>
<tr>
<td><strong>Last day to add classes without instructor consent</strong></td>
<td>Instructor consent required once course begins</td>
<td>Instructor consent required once course begins</td>
<td>Instructor consent required once course begins</td>
</tr>
<tr>
<td><strong>Last day to add classes without $50 late add fee</strong></td>
<td>Fee will be applied on the 4th business day following the first official day of class</td>
<td>Fee will be applied on the 4th business day following the first official day of class</td>
<td>Fee will be applied on the 4th business day following the first official day of class</td>
</tr>
<tr>
<td><strong>Last day to pay tuition before $30 deferred payment fee is assessed</strong></td>
<td>Oct. 5</td>
<td>Jan. 18</td>
<td>April 2</td>
</tr>
<tr>
<td><strong>Last day to drop a class with a refund (see p. 10 for more info)</strong></td>
<td>Oct. 5</td>
<td>Jan. 18</td>
<td>April 12</td>
</tr>
<tr>
<td><strong>Last day to drop classes and not receive a grade</strong></td>
<td>Nov. 2</td>
<td>Feb. 15</td>
<td>May 10</td>
</tr>
<tr>
<td><strong>Last day to submit petition for graduation</strong></td>
<td>Nov. 2</td>
<td>Feb. 15</td>
<td>May 10</td>
</tr>
<tr>
<td><strong>Account balance due: $75 non-payment fee applied if not paid</strong></td>
<td>Nov. 2</td>
<td>Feb. 15</td>
<td>May 10</td>
</tr>
<tr>
<td><strong>Holidays and campus closures</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Veterans Day</strong></td>
<td>Nov. 12</td>
<td></td>
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<tr>
<td><strong>Thanksgiving</strong></td>
<td>Nov. 22-23</td>
<td></td>
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<tr>
<td><strong>Winter Break</strong></td>
<td>Dec. 24-25</td>
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<tr>
<td><strong>New Years</strong></td>
<td>Jan. 1</td>
<td></td>
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<tr>
<td><strong>MLK Jr. Day</strong></td>
<td>Jan. 21</td>
<td></td>
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<tr>
<td><strong>Presidents Day</strong></td>
<td>Feb. 18</td>
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<tr>
<td><strong>Skills Contest</strong></td>
<td>Feb. 28</td>
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<td></td>
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<tr>
<td><strong>No classes before 4 p.m. on Oregon City and Harmony Campuses</strong></td>
<td></td>
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<tr>
<td><strong>Memorial Day</strong></td>
<td>May 27</td>
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<tr>
<td><strong>Finals week</strong></td>
<td>Dec. 3-8</td>
<td>March 18-23</td>
<td>June 10-15</td>
</tr>
<tr>
<td><strong>Last day of term</strong></td>
<td>Dec. 8</td>
<td>March 23</td>
<td>June 15</td>
</tr>
<tr>
<td><strong>Commencement: GED &amp; Adult High School Diploma College Certificate &amp; Degree</strong></td>
<td></td>
<td>June 13, 2019</td>
<td>June 14, 2019</td>
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</table>
Transportation options include a FREE shuttle, discounted bus passes, and prizes for carpool riders. Learn more at [www.clackamas.edu/transportation](http://www.clackamas.edu/transportation)
<table>
<thead>
<tr>
<th>DEPARTMENTS AND OFFICES</th>
<th>503-594-6000</th>
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<tbody>
<tr>
<td><strong>BLDG. DEPARTMENT/OFFICE</strong></td>
<td><strong>NO.</strong></td>
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<tr>
<td>ABE/GED</td>
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</tr>
<tr>
<td>D Oregon City</td>
<td>503-594-3028</td>
</tr>
<tr>
<td>H Harmony</td>
<td>503-594-0633</td>
</tr>
<tr>
<td>D Adult High School Diploma-OC</td>
<td>503-594-0633</td>
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<tr>
<td>Academic Advising</td>
<td></td>
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<tr>
<td>CC Oregon City</td>
<td>503-594-3475</td>
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<tr>
<td>H Harmony</td>
<td>503-594-0623</td>
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<tr>
<td>W Wilsonville</td>
<td>503-594-0959</td>
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<tr>
<td><strong>Bookstore</strong></td>
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<tr>
<td>M Bookstore—Oregon City</td>
<td>503-594-6500</td>
</tr>
<tr>
<td>H Bookstore—Harmony</td>
<td>503-594-0647</td>
</tr>
<tr>
<td>Testing/Assessment Center</td>
<td></td>
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<tr>
<td>RR Oregon City</td>
<td>503-594-3283</td>
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<tr>
<td>H Harmony</td>
<td>503-594-0636</td>
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<tr>
<td>W Wilsonville</td>
<td>503-594-0940</td>
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<tr>
<td>RR Accounts Receivable</td>
<td>503-594-6100</td>
</tr>
<tr>
<td>RR Admissions &amp; Recruitment/Welcome Center</td>
<td>503-594-3284</td>
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<tr>
<td>B Advanced College Credit</td>
<td>503-594-3208</td>
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<tr>
<td>CC Advising</td>
<td>503-594-3475</td>
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<tr>
<td>T Apprenticeship</td>
<td>503-594-3031</td>
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<tr>
<td>C Arboriculture</td>
<td>503-594-3292</td>
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<tr>
<td>AC Art</td>
<td>503-594-3034</td>
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<tr>
<td>CC Associated Student Government</td>
<td>503-594-3040</td>
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<tr>
<td>R Athletics</td>
<td>503-594-3043</td>
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<tr>
<td>B Automotive</td>
<td>503-594-3047</td>
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<tr>
<td>S Business/Computer Science</td>
<td>503-594-3071</td>
</tr>
<tr>
<td>HW Business Development Center</td>
<td>503-594-0738</td>
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<tr>
<td>B Business Office</td>
<td>503-594-3085</td>
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<tr>
<td>CC Cafeteria</td>
<td>503-594-6091</td>
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<tr>
<td>M College Safety Office</td>
<td>503-594-6650</td>
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<tr>
<td>RR Campus Tours</td>
<td>503-594-6249</td>
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<tr>
<td>CC Career Center</td>
<td>503-594-6001</td>
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<tr>
<td>B Career Technical Education</td>
<td>503-594-3441</td>
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<tr>
<td>F Child Care Center</td>
<td>503-657-9795</td>
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<tr>
<td>Child Care Info &amp; Referral</td>
<td>503-253-5000</td>
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<tr>
<td>RR The Clackamas Print Newspaper</td>
<td>503-594-3261</td>
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<tr>
<td>N Communication Studies</td>
<td>503-594-6489</td>
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<td>H Community Education</td>
<td>503-594-0627</td>
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<tr>
<td>Community Garden</td>
<td>503-594-3040</td>
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<tr>
<td>D Computer Lab (Academic)</td>
<td>503-594-6632</td>
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<tr>
<td>S Computer Lab (Open)</td>
<td>503-594-6632</td>
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<tr>
<td>S Computer Science</td>
<td>503-594-3071</td>
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<tr>
<td>CC Cooperative Work Experience</td>
<td>503-594-3511</td>
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<tr>
<td>CC Counseling</td>
<td>503-594-3176</td>
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<tr>
<td>HW Criminal Justice/Corrections</td>
<td>503-594-3203</td>
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<tr>
<td>DJ Customized Training &amp; Development</td>
<td>503-594-3200</td>
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<tr>
<td>AC Digital Media Communications</td>
<td>503-594-3034</td>
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<td>CC Disability Resource Center</td>
<td>503-594-6357</td>
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<tr>
<td>M Distance Learning</td>
<td>503-594-6310</td>
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<tr>
<td>C Early Childhood Education</td>
<td>503-594-3203</td>
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<tr>
<td>B Electronics &amp; Microelectronics</td>
<td>503-594-3318</td>
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<tr>
<td>T Emergency Management</td>
<td>503-594-3539</td>
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<tr>
<td>P Engineering</td>
<td>503-594-3345</td>
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<td>RR English</td>
<td>503-594-3254</td>
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<tr>
<td>D English as a Second Language</td>
<td>503-594-3234</td>
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<td>RR Enrollment Services</td>
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<td><strong>BLDG. DEPARTMENT/OFFICE</strong></td>
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<tr>
<td>ELC Environmental Learning Center</td>
<td>503-594-3696</td>
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<tr>
<td>B Environmental Safety &amp; Health</td>
<td>503-594-3322</td>
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<tr>
<td>G Facility Scheduling-Oregon City</td>
<td>503-594-3308</td>
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<td>H Facility Scheduling-Harmony</td>
<td>503-594-0640</td>
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<td>W Facility Scheduling-Wilsonville</td>
<td>503-594-0970</td>
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<td>RR Financial Aid Office</td>
<td>503-594-6100</td>
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<tr>
<td>T Fire Science (Wildland Fire)</td>
<td>503-594-3289</td>
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<tr>
<td>HW Gerontology</td>
<td>503-594-3203</td>
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<td>B GIS</td>
<td>503-594-3318</td>
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<tr>
<td>CC Graduation Services</td>
<td>503-594-6651</td>
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<tr>
<td>R Gym</td>
<td>503-594-3043</td>
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<tr>
<td>H Harmony Campus Registration/Information</td>
<td>503-594-0620</td>
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<td>H Health Sciences</td>
<td>503-594-0650</td>
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<td>CC High School Partnerships</td>
<td>503-594-3208</td>
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<td>C Horticulture</td>
<td>503-594-3292</td>
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<td>B Human Resources/Employment Opportunity</td>
<td>503-594-3458</td>
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<td>C Human Services</td>
<td>503-594-3203</td>
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<td>B Instructional Media Services</td>
<td>503-594-3500</td>
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<td>C Landscape</td>
<td>503-594-3292</td>
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<td>D Learning Center</td>
<td>503-594-6191</td>
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<td>D Library - Circulation</td>
<td>503-594-6323</td>
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<td>D Library - Reference</td>
<td>503-594-6042</td>
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<td>CC Life &amp; Career Options</td>
<td>503-594-3176</td>
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<tr>
<td>B Manufacturing Technology</td>
<td>503-594-3318</td>
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<td>S Math</td>
<td>503-594-3395</td>
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<td>D Moodle Help</td>
<td>503-594-6310</td>
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<td>CC Multicultural Center</td>
<td>503-594-3923</td>
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<tr>
<td>N Music</td>
<td>503-594-3337</td>
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<td>H Nursing</td>
<td>503-594-0650</td>
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<tr>
<td>P Pauling Center Gallery</td>
<td>503-594-3034</td>
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<tr>
<td>R Physical Education</td>
<td>503-594-3043</td>
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<tr>
<td>B President's Office</td>
<td>503-594-3002</td>
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<tr>
<td>RR Registration and Records</td>
<td>503-594-6100</td>
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<td>RR Renewable Energy Technology</td>
<td>503-594-3318</td>
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<td>RR Scholarship Office</td>
<td>503-594-3421</td>
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<td>P Science</td>
<td>503-594-3345</td>
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<tr>
<td>D Skills Development</td>
<td>503-594-3028</td>
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<tr>
<td>M Social Science</td>
<td>503-594-3403</td>
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<td>CC Student Life &amp; Leadership</td>
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<tr>
<td>B Technical Career Programs</td>
<td>503-594-3441</td>
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<td>N Theater/Performing Arts</td>
<td>503-594-3153</td>
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<td>CC Tutoring Services</td>
<td>503-594-6191</td>
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<td>C Organic Farming</td>
<td>503-594-3292</td>
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<td>CC Veterans Educational Benefits</td>
<td>503-594-3438</td>
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<td>CC Veterans Education &amp; Training Center</td>
<td>503-594-3438</td>
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<tr>
<td>B Vice President, College Services</td>
<td>503-594-3010</td>
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<td>B Vice President, Instructional &amp; Student Services</td>
<td>503-594-3020</td>
</tr>
<tr>
<td>P Water &amp; Environmental Technology</td>
<td>503-594-3345</td>
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<tr>
<td>T Welding</td>
<td>503-594-3318</td>
</tr>
<tr>
<td>W Wilsonville Registration/Info</td>
<td>503-594-0940</td>
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<tr>
<td>W Forcework Development Services</td>
<td>503-594-6246</td>
</tr>
<tr>
<td>M World Languages (formerly Foreign Languages)</td>
<td>503-594-3403</td>
</tr>
<tr>
<td>D Writing Center</td>
<td>503-594-6275</td>
</tr>
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</table>

www.clackamas.edu
The Student Life & Leadership Office, 503-594-3040, is located in the Bill Brod Community Center, room CC 152. It houses the offices for Associated Student Government and maintains information about club activities, lost and found, lockers, housing, calculator loans, shuttle information, lending library, and grants for child care, fees, textbooks, transportation and veterans. The department also oversees the Multicultural Center, support for international students, Service Learning and the Peer Assistant program.

Identity Based Clubs
Chi Alpha (Bible Study)
CRU (Campus Crusade)
Gender & Sexuality Alliance (GSA)
NW Collegiate Ministries
Unidos
Veterans Club

Academic Clubs
French Club
STEM (Science, Technology, Engineering and Math)
Phi Theta Kappa (Honor Society)
Student Nurses Association

Social Clubs/Recreational Clubs
Animé Club
Theatre Arts Club

CLUBS

CCC has a variety of student clubs. For more information about these clubs or for information on how to start a new club, contact the Office of Student Life & Leadership at 503-594-3040, stop by the office in the Community Center, or visit www.clackamas.edu/campus-life/student-involvement/join-a-club-at-clackamas
STUDENT ACTIVITIES

Activities are additional opportunities for students to get involved at CCC.

Music:

The Music Department has both instrumental and vocal performance groups and encourages participation in both for music and non-music majors. Styles include classical, jazz, and contemporary music, so we have good fits for any young performer. Students have opportunities to perform and tour locally as well as internationally. Call 503-594-3337 for more information.

Student Publications:

- **The Clackamas Print** is the CCC weekly paper written, edited and produced entirely by students. Students involved in *The Print* can receive transferable credit for their work. Editors receive tuition waivers. Call 503-594-3261 or visit [www.theclackamasprint.com](http://www.theclackamasprint.com) for more information.

- **Clackamas News Online** is student produced through the Broadcast Journalism courses. Access at [www.theclackamasprint.net](http://www.theclackamasprint.net).

- **Clackamas Literary Review** is comprised of emerging and established writers of fiction, poetry and nonfiction. The **CLR** is distributed nationally. Call 503-594-6199 for more information.

Theatre:

The Theatre Department produces one full-length play and several student theater projects each term. Workshop-type courses focus on the production of live theater for public performance and everyone in the community is welcome to participate. College credit is available for each production and students in need of financial assistance may qualify for tuition waivers or work-study. Call 503-594-3153 for more information or visit our website at [www.clackamas.edu/theatre](http://www.clackamas.edu/theatre).

Clackamas Repertory Theatre

Clackamas Repertory Theatre ([www.clackamasrep.org](http://www.clackamasrep.org)) is a professional Equity theatre company in Oregon City, Ore. Founded in 2004, CRT offers high-quality, financially-accessible productions for the citizens of Clackamas County and beyond, and provides summer internships to help prepare current and former Clackamas Community College students for a career in theatre.

Are you ready for a Professional Career in Theater? Clackamas Repertory Theatre is offering PAID part-time internships for CCC theatre arts students.

Do you enjoy or want to learn more about building sets, running follow spots, light and sound board operation and working backstage as a crew member? Then this internship is for you!

Applicants must be willing to work for the summer season, which runs June to October. For more details or to apply, please email: jayne@clackamasrep.org

Special Events:

CCC sponsors and hosts special events throughout the school year, promoting cultural enrichment on campus. Programs include films, lectures, performing artists, music, art exhibits, dances and craft fairs. Information can be found online by accessing the CCC website: [www.clackamas.edu](http://www.clackamas.edu).
LEADERSHIP OPPORTUNITIES FOR STUDENTS

There are several ways for students to strengthen their leadership skills and get involved more deeply in the life of the college. Many student leadership positions offer tuition waivers.

Associated Student Government:

The Associated Students of Clackamas Community College (ASG) is the student governance organization for the college. The ASG president and vice-president are elected by the student body; senators and other officers are determined by a selection process. (Tuition waivers available.) Meetings are open to all students. Call 503-594-3040 or see www.clackamas.edu/asg for more information.

College Council and College Committees:

College Council addresses operational issues across the college, hears committee reports, provides updates from other college-wide meetings, and serves as a forum for discussion of major college issues as they arise. Students are represented on College Council by ASG, but any student is welcome to attend.

College Committees address college-wide issues and report to the College Council. ASG holds membership on many College Committees to represent student concerns. For a complete list and description of College Council and College Committees, please see the “College Committees” link on the “Bookmarks” tab of the MyClackamas portal.

Peer Program:

Students in the Peer Program work in either an administrative or academic area to serve students and gain valuable leadership and job skills. Peer Assistants perform administrative tasks, serve as a campus resource, and are enrolled in the Leadership Class for their first three terms. Peer Mentors help students in a classroom or tutoring setting, and have the option of taking the Leadership Class. Both Peer Assistants and Peer Mentors receive tuition waivers for their work. For more information, see www.clackamas.edu/peer-program or email peerprogram@clackamas.edu.

Phi Theta Kappa:

Phi Theta Kappa is the official community college honor society recognized by the American Association of Community Colleges. Its purpose is to recognize and promote scholarship, leadership, service and fellowship among students. Call 503-594-3041 for more information.

Service Learning Volunteers:

Service Learning at CCC provides volunteer/community service opportunities for students wanting to assist in local non-profit agencies. A list of such organizations is available from the Student Life and Leadership Office. Students wishing to combine classroom learning with volunteer field experience may earn College credit for their work, and tuition is free. Call 503-594-1652 for more information.
ATHLETICS AND INTRAMURALS:

CCC participates in the Northwest Athletics Association of Community Colleges (NWAACC). Our inter-collegiate sports include:

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In addition, CCC offers student intramurals in a variety of sports, which may include tennis, basketball tournaments, fun runs, flag football and soccer. For more information on athletics, call 503-594-3043, for intramurals, call Student Government at 503-594-3040.

FITNESS CENTER AND RECREATIONAL FACILITIES:

For recreation, the college has a track, two softball fields and a soccer field. Indoors, CCC has a gym, locker rooms and a weight room. The Fitness Center is available for CCC student and staff use when it is not scheduled for a class. Contact the Health and Physical Education Department at 503-594-3043 for information on open hours.
PAYING YOUR BILL

Once you register for classes, it’s time to pay tuition and fee charges. You may pay online with Visa, MasterCard, Discover or American Express.

CCC provides full refunds for classes dropped by the posted deadline. CCC does not provide partial refunds. To receive a refund, classes must be dropped by the posted deadline. Classes may be dropped in person with the Enrollment Services Department or online through your myClackamas account.

Questions regarding billing or charges for classes should be directed to the Accounts Receivable Office. For more information about ways to pay, due dates, refunds and more, visit www.clackamas.edu/tuition.

GETTING STARTED WITH FINANCIAL AID

www.clackamas.edu/financial-aid

CCC Oregon City Campus, Roger Rook Hall
503-594-6082

The Office of Financial Aid and Scholarships provides students with information, resources, applications and other required forms necessary to apply for various types of aid offered through the federal government, state and Clackamas Community College (CCC). Here are the steps to applying for financial aid at CCC.

Step by Step Process

STEP 1 APPLY TO CCC

Go to: www.clackamas.edu/apply

If you are applying for federal aid, you will need to include your Social Security number on the CCC Application.

STEP 2 APPLY FOR FINANCIAL AID

U.S. Citizens and Permanent Residents:

Apply at www.fafsa.gov every year as soon after Oct. 1 as possible.

This one application provides consideration for federal and state grants, federal student loans and work-study opportunities.

CCC’s School Code: 004878

Undocumented Oregon Residents:

Complete the Oregon Student Aid Application (ORSAA) at www.getcollegefunds.org to determine eligibility for some state-based financial aid programs. The ORSAA is for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status.

Note: Do NOT complete the ORSAA if you are a U.S. citizen or a legal permanent resident with an Alien Registration number, as you will already be considered for Oregon-based financial aid through FAFSA.
STEP 3  CHECK YOUR EMAIL IN MYCLACKAMAS

Go to:  https://my.clackamas.edu

• Indicates the college has received your FAFSA or ORSAA.
• We communicate all instructions for your next steps via email

STEP 4  CHECK YOUR MYCLACKAMAS ACCOUNT – WEEKLY

Click on: My Documents

• Complete all documents requested.
• Once documents are submitted, it may take a few weeks to review your file.
• Additional information may be required.
• You will be notified of the result in your award letter.

You will receive an email once your file is reviewed.
• Accept or reject your award letter online.
• To receive loans, go to: http://studentloans.gov.

Complete: Entrance Counseling for CCC and a Master Promissory Note (MPN). Select Subsidized/Unsubsidized.

NEED HELP?

• Drop-in hours are Monday, Tuesday, Thursday and Friday from 9 a.m. to 4 p.m. and Wednesday from 10 a.m. to 4:00 p.m.
• FAFSA Lab is open Monday-Thursday 10 a.m. to 1 p.m. & 1:30 to 3 p.m.

The FAFSA Lab is open to the public to assist with completing the FAFSA, FSA ID, ORSAA, Scholarship Applications, Entrance Counseling, Master Promissory Note and more.

• During summer term the college is closed on Fridays.
• Email: finaid@clackamas.edu

Follow the CCC financial aid recommended deadlines to ensure you receive financial aid funds in a timely manner.

2018-2019 FINANCIAL AID RECOMMENDED DEADLINES

Summer Term 2018: April 16, 2018
Fall Term 2018: June 25, 2018
Winter Term 2019: Sept. 24, 2018
Spring Term 2019: Jan. 7, 2019
Do you need money to help pay for school?

The CCC scholarship application is used to award more than $500,000 annually to CCC students. Scholarships are awarded based on many different criteria, including program of study, academic merit and financial need. All students are encouraged to visit www.clackamas.edu/scholarships for information about the application process and deadlines.

SAVE MONEY ON YOUR CCC COMMUTE!

NEAR CLACKAMAS TOWN CENTER?
Ride the free CCC Xpress Shuttle.

DRIVE?
Carpool for the chance to win weekly gift cards.

RIDE THE BUS?
Save $100 on TriMet bus passes.

Learn more at www.clackamas.edu/transportation
Scholarships and Grants

There are hundreds of scholarship opportunities available for students through private organizations and other resources. The CCC Foundation provides more than $500,000 in grants and scholarships to current and incoming students. Some are program specific, some are based on academic merit and others are need-based. For more information about our scholarship application process, check the Scholarship page on the CCC website or email scholarships@clackamas.edu.

Veterans Educational Benefits

Veterans, active service members, and their families may be eligible for VA educational benefits and other veteran-specific assistance. Contact us for more info: Community Center 100; 503-594-3438; vetinfo@clackamas.edu.

We are here to serve those who served:
• Provide information about the College and VA educational programs
• Assist you with maximizing any and all benefits
• Create an education plan based on your career goals
• Assist with getting started and being successful at the College
• Certify your enrollment with the VA and ensure timely payments

Visit www.clackamas.edu/veterans for helpful reminders, tips and/or to get involved.

Other Aid

Emergency grants....................... Financial Aid Office, email finaid@clackamas.edu
Short term book loan ............... Accounts Receivable Office, email staccounts@clackamas.edu

Associated Student Government grants for child care, fees, textbooks, transportation and Veterans .... www.clackamas.edu/ASG/grants
EDUCATIONAL PLANNING

Why?
• So you know what you need to do to graduate.
• Don’t miss out on specific courses needed for your degree or certificate.
• Be prepared for registration.

How?
• Review your program requirements in the annual catalog.
• Schedule an appointment with an academic and career coach or faculty advisor.

When?
• Now! Really, why wait?
• Between weeks 2-6 of the term are great times to schedule an appointment.
• You should meet with your advisor at least twice per year to ensure you are on track to graduate.

Contact
www.clackamas.edu/advising
advising@clackamas.edu

LOCATION: PHONE:
Oregon City ......................... 503-594-3475
Harmony ................................. 503-594-0623 / 503-594-0625
Wilsonville .............................. 503-594-0959
Faculty Advisors ................. See the Schedule of Classes

COUGARCONNECT IS A ONE-STOP RESOURCE FOR STUDENTS.
CCC WANTS YOU TO REACH YOUR GOALS AND GRADUATE.
FOR RESOURCES FOR STUDENTS, VISIT
WWW.CLACKAMAS.EDU/COUGARCONNECT
OR STOP BY THE COUGARCONNECT INFORMATION DESK
IN THE DYE LEARNING CENTER ON THE OREGON CITY CAMPUS.

Help is here
REGISTRATION ESSENTIALS:

- **Catalog:** Each academic year has a new catalog. The catalog describes all the courses offered at CCC and what programs are available.

- **The Class Schedule:** Each term, a new **Class Schedule** is produced. It lists the times of all courses offered for the term, including credit and community education classes. The **Schedule** is available on all CCC campuses as well as on the college’s website: [www.clackamas.edu/schedule](http://www.clackamas.edu/schedule)

- **Your Advisor:** All CCC students have access to an academic or faculty advisor. A list of faculty advisors can be found in the registration information section of the quarterly **Class Schedule**. If you do not have an advisor, you can come to the Community Center on the main campus. Advising is also available at Harmony (ext. 0623) and Wilsonville (ext. 0944) campuses. Students can schedule an appointment to meet with an advisor or just drop in. Call 503-594-3475 for more information.
YOUR REGISTRATION CHECKLIST:

- Meet with your faculty or academic advisor to review your educational plan. Your faculty or academic advisor can also help you choose your next course.

- Know where you stand with your grades. All students who register for six or more credits in a term with a degree or certificate intent are subject to Academic Standing Requirements. This requires that a minimum GPA of 2.0 be maintained each term and completion of at least 50% of attempted credits. See the “Policies” section of this handbook for more information. Grades will not be mailed, students can view grades on myClackamas.

- Pay off any balance you might have from a prior term. You will not be able to register for the next term until your balance is paid. Call 503-594-6100 if you have any questions.

- Apply for financial aid early. Meet the Financial Aid Recommended Deadlines. Submit all the required documentation to the Office of Financial Aid and Scholarships immediately. Check your myClackamas Account periodically.

- Register for classes. Options for registration include myClackamas, fax, mail and in person.

- Pay for your classes, or make arrangement for payment at the time of registration. Notify Accounts Receivable if you are receiving financial aid, a scholarship or tuition waiver, or if you will be using another form of payment. Call 503-594-6100 for more information.

- Avoid the late add fee of $50. If you add a course after it has started you will be charged a late registration of $50. The fee will be applied on the fourth business day following the first official day of class.

- To get a refund, you must officially drop your classes within the refund period. The refund policy is printed in the Class Schedule each quarter.

GET SOCIAL

Follow Clackamas Community College on Facebook (@clackamascommcollege), Twitter (@clackcollege), Instagram (@clackamascommunitycollege) and Snapchat (@Clackamas_CCC) to learn about CCC news and events.
TRANSFER DEGREES:

Clackamas Community College offers two degrees that are designed to transfer to four-year public universities in Oregon as a package and makes students eligible for junior level standing. The **Associate of Arts Oregon Transfer (AAOT)** is a flexible option that can be tailored to a variety of majors. The **Associate of Science Oregon Transfer – Business (ASOT-Business)** is designed for students planning to apply to the school of business at universities. These degrees may transfer to other colleges and universities as well. It is important for students to work closely with academic advisors to select courses and create an educational plan. Call 503-594-3475 to schedule an appointment with an advisor, or drop by for quick questions. Advisors are available at Oregon City, Harmony and Wilsonville. The **Associate of Science (AS)** degree is designed for students who wish to take the first two years of their coursework at Clackamas Community College, then transfer to a particular four year institution to complete a degree in the designated discipline. The Associate of Science degree has both general education and discipline specific requirements. In addition, this degree is institution specific, and the courses listed have been agreed on by the receiving institution as acceptable toward the four-year degree. Completing the Associate of Science degree does not guarantee acceptance into schools or departments that have special admissions requirements. It is important for students to meet with advisors to ensure that they fully understand the degree requirements.

CAREER/TECHNICAL DEGREES AND CERTIFICATES:

CCC offers both one-year certificates and two-year degrees designed for employment. These programs provide the skills and work experience you’ll need to qualify for a job upon graduation. To learn more, meet with an advisor.

SPECIAL ADMISSIONS PROGRAMS AT CCC:

Some programs at CCC require a special admissions process. Information about these programs is available from Enrollment Services, the Admissions, Registration and Records Office, or Student Services.

- **Degree Partnership Program:** Through our Degree Partnership Program students can be jointly admitted and eligible to enroll concurrently at CCC and our university partners: OIT, OSU, PSU, WOU and Marylhurst University. For more information about these programs, visit [www.clackamas.edu/degree-partnerships](http://www.clackamas.edu/degree-partnerships).

- **International Students:** Special requirements exist for international students who wish to study at CCC. Contact 503-594-3377 or 503-594-3425 for more information.

- **Nursing, Medical Assistant, Dental Assistant & Clinical Lab Assistant Programs:** Contact 503-594-0650 (Nursing) or 503-594-0690 (Allied Health) for more information on these Health Science programs.
ADDITIONAL WAYS TO EARN CREDIT AT CCC:

As you choose your program and develop your educational plan, remember that CCC offers several ways to earn credit. More detailed information on these options can be found in your CCC Catalog. Some of these include:

- **Credit for Prior Learning:** You may receive credit for knowledge and skills you have acquired outside the classroom. Call 503-594-3475 for more information.

- **Credit by Examination** ("Challenge Exam"): You may challenge a course by obtaining a Petition to Earn Credit by Examination form and department authorization. Certain courses may not be challenged and special requirements exist. Call 503-594-3475 for more information.

- **Advanced Placement:** If you took college-level courses in high school, you may be eligible for college credit. Take the AP examination at your high school and have your test results sent to CCC Graduation Services. If you are seeking a degree at CCC, AP credits may be noted on your CCC transcript and may be applied toward course equivalencies, program requirements and degree completion. Go to [www.clackamas.edu/advanced-placement-grid](http://www.clackamas.edu/advanced-placement-grid) to see which exams CCC accepts.

- **Cooperative Work Experience:** Earn college credit by working in a job directly related to your major area of study. CWE is available to all qualified CCC students. Visit the CWE website at [www.clackamas.edu/cwe](http://www.clackamas.edu/cwe).

- **Advanced Standing:** Grants credits to students for specific job-related training or certification. Call 503-594-3475 for more information.

- **College Level Examination Program (CLEP):** If you took a CLEP exam, you may be eligible for college credit. Submit your CLEP scores to Graduation Services. If you are seeking a degree at CCC, CLEP credits may be noted on your CCC transcript and may be applied toward courses equivalencies, program requirements and degree completion.

- **International Baccalaureate (IB):** If you completed an IB certificate or diploma in high school, you may be eligible for college credit. Submit your certificate or diploma scores to Graduation Services for evaluation. If you are seeking a degree at CCC, IB credits may be noted on your CCC transcript and may be applied toward course equivalencies, program requirements and degree completion.

- **Military Credit:** Clackamas Community College accepts credit for military training transferred in through the American Council on Education (ACE). Transfer of credits into specific degree programs are done in coordination with individual departments. Submit your military transcripts to Graduation Services. Military credits may be noted on your CCC transcript and may be applied toward course equivalences, program requirements and degree completion.
GETTING READY TO GRADUATE:

Students are encouraged to submit a petition TWO TERMS prior to their anticipated term of completion. You can submit your Petition for Graduation via Self-Service. For any questions regarding petitioning for graduation please contact gradservices@clackamas.edu.

Commencement

There are two graduation ceremonies at the end of spring term. One ceremony celebrates those who have completed CCC degrees and certificates and the other ceremony honors those who have completed their GED or Adult High School Diploma programs. Students may graduate at the completion of any term.

Information about the graduation ceremony is available at the start of Spring Term of each year at www.clackamas.edu/graduation. For any questions regarding participating in the graduation ceremonies, please contactgradceremony@clackamas.edu.
BOOKSTORE
There are two bookstore locations where students may purchase required textbooks (selected titles available to rent), reference books, school and office supplies, art supplies, backpacks, gifts, greeting cards, CCC imprinted gifts and clothing, candy, snacks, quick meals, cold drinks and much more.

The bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you or reserved for store pickup.

The Oregon City campus bookstore is located at the north end of McLoughlin Hall on the ground floor. For more information, call 503-594-6500. Hours of operation are posted on the front door and on the bookstore website, https://clackamas.bncollege.com.

The Harmony Bookstore is on the ground floor of the Harmony West building. For more information, call 503-594-0647. Hours of operation are posted on the door and on the bookstore website, https://clackamas.bncollege.com.

If you are attending classes at the Wilsonville campus, your books can be delivered to the Wilsonville campus when ordering online.

Refunds
- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of class.
- No refunds on unwrapped loose leaf books or shrunk wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

End of Term Book Buyback Program
Students may sell their unwanted new and used books for cash at the Bookstore. Receipts are not needed for textbook buyback, but CCC Student ID is required. Specific buyback dates and hours are available on the Bookstore website, https://clackamas.bncollege.com

We Price Match:
- Amazon, bn.com & local competitors
- The exact textbook – same edition, format & rental term, with all accompanying materials
- One copy, per title, per customer
- In stock titles on competitor’s website or in store
- New, used & used rentals

Some exclusions do apply. Contact the Bookstore for more details.
CAREER CENTER

Located in the Community Center, career services are accessible to all current and potential students, as well as alumni and community members. Information and services include:

- Career exploration
- Career assessments
- Job and internship opportunities
- Community resources
- Job search strategies, techniques and tools
- Interview guidance
- Career events (career fairs, on campus recruitment)
- Career coaching
- Referrals to job search workshops
- Referrals to career counseling or workforce services

To learn more about CCC’s Career Center, call 503-594-6001, email careercenter@clackamas.edu or visit www.clackamas.edu/career-center.
CHILD CARE/YMCA

YMCA Child Development Center provides child care at the Elizabeth McClung Brod Family Resource Center for students, employees and community families. The center is open year-round, Monday through Friday, from 6:30am to 6:30pm. Care is available for children ages 6 weeks through 12 years. During the summer, day camp is also available for children. The center is supervised by specialists trained in early childhood care and education and all staff have background checks through the state of Oregon. The curriculum is based on the social and developmental needs of young children. Nutritious snacks and meals are provided through our USDA Food Program. Clackamas YMCA is nationally accredited with NAEYC (National Association for the Education of Young Children).

Pre-registration is required. No drop-in care. Scholarships are available on a limited basis. For more information or to register, call 503-657-9795.

Clackamas County Children’s Commission (CCCC)

www.cccchs.org
503-675-4565

CCCC provides free preschool and child care services on campus.

Head Start Preschool

Preschool services through Head Start gives children ages 3 to 5 years old 3 ½ hours per day, four days per week of classroom time in addition to regular home visits September - May. State certified teachers and aides provide an excellent learning experience in a safe and encouraging environment. Two nutritious meals are prepared and served during class time. No summer services offered at this time. Limited space available.

Early Head Start

Early childhood education services through Early Head Start provide 6.5 hours a day, four days a week for children 6 weeks to 3 years old. Parents must be enrolled in job training or school and have no other sources for child care during the day. Quality care and nutritious meals are provided and served during class time. During the summer, the program is home based with regular educational home visits. Limited space available.

Children do not need to be potty trained and we provide all the diapers during class time. CCCC also provides home based support services to pregnant mothers and children 0-3 years of age throughout Clackamas County. Call the CCCC enrollment office today for more information about registration, participation requirements and availability. No transportation available through us for this center.

Child Care Grants

The Associated Student Government (ASG) offers some child care grants for those student parents using a licensed child care provider. For application and more information, see www.clackamas.edu/asg/grants.
COUNSELING DEPARTMENT
Support for College Success

Counselors are available to provide retention and support services that help students benefit from their experience at Clackamas Community College. Counselors at CCC help students develop career goals and design a path of education or training that will help them reach those goals. Short-term personal counseling and referrals to community resources are provided to students to help identify and overcome barriers that are interfering with success. Counselors also teach courses related to academic strategies and applied life skills. These classes are designed to improve career, personal and academic achievement.

How We Can Help

A counselor can meet with you in a confidential setting to discuss personal issues that are a barrier to your success in college, to explore career options, or to make referrals to community resources. Some of the topics that a counselor may be able to help with include:

- Career exploration
- Choosing a major
- Time and stress management
- Personal issues impacting success
- Accessing campus resources
- Overcoming barriers to learning

DISABILITY RESOURCE CENTER AND ACCOMMODATIONS

The Disability Resource Center (DRC) provides services that are designed to support student success by creating a welcoming, inclusive and accessible environment. All students who use the Disability Resource Center must register with the DRC and provide documentation to support their request. To make an appointment with the DRC, contact 503-594-6357 or DRC@clackamas.edu

FOOD SERVICES

Cougar Café, located in the Community Center on the Oregon City campus, is open Monday-Thursday 7 a.m.-4 p.m. and Friday 7 a.m.-2 p.m. In addition to beverages and snacks, a grab & go case is available with a wide variety of house-made salads, sandwiches, pastries, and snack packs. We offer a full assortment of specialty coffee beverages featuring locally roasted beans from Caffe Vita Coffee Roasters. Hot breakfast is available each day until 10 a.m. Fruit smoothies, milkshakes and blended drinks are also available. Hot lunch offerings are available 10 a.m. until closing and include burgers, fries/tots, wraps and rice bowls, two scratch-made soups, and sandwiches built-to-order. Additional information and menus are available online at www.triohosp.com/ccc/cougar_cafe.

Other places to find food on campus: Student Government Office in CC 152 has snack and drink items; the Bookstore in McLoughlin has a wide variety of food choices; vending machines in various locations around campus. Microwaves are available in the cafeteria, Randall Hall, and the vending areas in upper Barlow and the Community Center.
GRADUATION SERVICES

Graduation Services provides information regarding what is still needed for program completion, understanding your academic evaluation, transferring in credits from other institutions, and your Petition for Graduation. We are located in the Community Center and our hours are Monday-Friday 9am-4pm. You can email us at gradservices@clackamas.edu or call 503-594-6651.

TUTORING SERVICES AT CCC

www.clackamas.edu/tutoring
Oregon City Campus, Dye Learning Center
Harmony Campus, Harmony West third floor
503-594-6191 or tutoring@clackamas.edu

Clackamas Community College offers a welcoming environment for students to get the academic support they need through tutoring, academic services and access to a variety of computer labs. We have several open and friendly spaces that inspire people to engage in lifelong learning.

CougarConnect Information Desk

The CougarConnect Information Desk’s friendly staff can answer general CCC questions, assist with finding subject tutoring, help with technical issues such as accessing student email, Moodle, myclackamas accounts, and supporting students by connecting them with the resources they need. The CougarConnect Information Desk is located in the Dye Learning Center just beyond the double doors. Have a question? Help is here.

CougarConnect, www.clackamas.edu/CougarConnect, 503-594-6632

Math Lab

Drop-in math tutoring is available in the Learning Center on the Oregon City campus and at the Harmony campus — no appointment necessary! Help is available for most math classes taught at CCC. Students enrolled in a pre-100 level math class can also schedule appointments to work one-on-one with a tutor for up to an hour per week. For drop-in hours or to schedule an appointment, visit www.clackamas.edu/tutoring.

Writing Center

writing@clackamas.edu or 503-594-6275

The Writing Center offers tutoring services to students at all stages of the writing process. Students may bring in assignments from any college class, professional writing tasks, creative writing, resumes, cover letters and scholarship applications.

Both appointment and drop-in times are available. The Writing Center is located in the Dye Learning Center.

Writing Center tutoring is also offered at the Harmony Campus on the third floor of the new Harmony West building. To schedule an appointment or for more information visit www.clackamas.edu/tutoring
Subject-area Tutoring
tutoring@clackamas.edu or 503-594-6191

The Learning Center provides additional subjects by request. Students may also access Smarthinking by logging on to their Moodle account and clicking on the link on the right hand side of their Moodle home page. Smarthinking is a supplementary tutoring resource for subjects not currently offered in the Dye Learning Center. For more information please visit www.clackamas.edu/tutoring.

Science Tutoring
naomis@clackamas.edu or 503-594-3345

Drop-in science tutoring is available in the Dye Learning Center on the Oregon City campus and at the Harmony campus on the third floor in the new Harmony West building. In the labs, students can obtain one-on-one help for their science homework and preparation for exams. Help is available for most science classes taught on campus. For more information, visit our website at www.clackamas.edu/tutoring.

The Science Department also offers tutoring in the Chemistry Help Center in Pauling 165 and in the Learning Center (near the Math Lab). The Science Department provides an Anatomy & Physiology Study Room in Pauling 145. Many students also use the first floor in DeJardin as a place to study in groups.

Library
library.clackamas.edu or 503-594-6323 (circulation) or 503-594-6042 (reference)

CCC Library offers hundreds of thousands of print books, eBooks, journals, magazines, newspapers, streaming videos, and CDs – both in the library and online from anywhere. Access our electronic resources from off-campus by visiting our website and logging in using your myClackamas username and password. Get help 24/7 from a librarian using the chat service available on our website, or by email, by phone, or by stopping by the library during open hours. Librarians teach and assist students with all research-related tasks, including using the library, developing research topics, and finding, evaluating, and citing sources. Librarians also provide course-integrated instruction, online instructional content, and LIB101, a credit-bearing library research class. Other services include Summit, interlibrary loan, Course Reserves, holds, calculator and headphone rental, printing, copying, and scanning. CCC Library is available for use by students, faculty, staff, and the general public.

Academic Computing Lab
www.clackamas.edu/tutoring or 503-594-6632

The Academic Computing Lab in the Dye Learning Center has Windows-based computers available for student use and offers drop-in tutoring for a variety of computing issues, such as accessing information on Moodle, using all Microsoft Office applications, or printing. Business and computer science tutors are available during all open lab hours.

Many academic departments manage their own computer labs for students taking related classes and specialized software for these programs may be available in these labs only. The department labs are open limited hours. Check with your specific department to see if it offers such a lab.
**Streeter Hall Open Computing Lab**
The Streeter Hall Computing Lab is an additional student computer lab that provides Internet access, general-purpose software such as Microsoft Office and a printer. A project room is available for student groups to work together.

**Accounting Tutoring**
[www.clackamas.edu/tutoring](http://www.clackamas.edu/tutoring) or 503-594-6632
Drop-in (no appointment) accounting tutoring is available in the Academic Computing Lab in the Learning Center. Students can get help with their homework, prepare for exams, or get assistance navigating MyAccountingLab. Tutoring is available for BA 111, 211, 212 & 213. Check the tutoring website for our current schedule.

Additional services are offered in these locations:
- Chemistry Help Center: Pauling 165
- Anatomy and Physiology Study Room: Pauling 145
- Harmony Campus: Math Lab and Writing Center

To request subject area tutoring call 503-594-3070, email tutoring@clackamas.edu or contact your instructor for additional resources specific to your field of study.

See also “Policies” section for college policies regarding computer and Internet usage.

**LOCKERS**
Lockers are available in various places on campus. Check with Student Life & Leadership or your academic department to utilize this service. (Note: lockers are college property and may be searched upon reasonable suspicion of harm to students or college property.)

**PARKING**
Students are allowed to park at no cost in any lot other than Visitors Parking. Students parking in disabled parking spaces must display a valid DMV-issued disabled parking placard, or risk being issued a citation of up to $100.

Call Campus Safety, located in McLoughlin 114, at 503-594-6650 for more information.

### SEVEN BASIC RULES FOR PARKING AND SAFETY
*Non-compliance may result in fine assessment*

1. Observe and obey all posted parking control signs.
2. Park only in designated parking areas and marked spaces. Fine $15.
3. Park only one vehicle per marked space. Fine $15.
4. Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes. Fine $25 and/or towing.
5. Park in the 2 hour Visitors lot by Rook and the Brod Community Center for no more than the allotted 2 hour maximum. Tires are marked and timed. Fine $15.
6. Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs and books.
7. Be responsible and respect the rights of others.
PHONES
Inter-campus telephones are available in most buildings for calling internal extensions, the Campus Safety Department and 911. A TTY/TTD and video relay phones are available on all campuses. These phones are located on the Oregon city campus in the DRC and Dye Learning Center, Harmony East building and at Wilsonville. Local phone service is provided by the Associated Student Government. This phone is located on the north wall of the Community Center.

PLACEMENT AND OTHER TESTING
The Testing/Assessment Center provides a variety of testing services for the college. The office is open Monday-Friday (Monday-Thursday during summer term). There are, however, specific times for taking certain tests. Call for more information: Oregon City Campus Testing, 503-594-3283 Harmony Campus Testing: 503-594-0636 and Wilsonville Campus Testing: 503-594-0940.

VETERANS EDUCATION AND TRAINING (VET) CENTER
Clackamas Community College supports our military family with a dedicated staff devoted to ensuring each student-veteran gets the resources needed to be successful in college and beyond. Chosen as the #2 “Best for Vets” 2-year college in America, CCC is committed to helping every veteran make the transition from military service to academic and career success. We offer assistance and information about benefits, education and career options, enrollment, College resources, and community-based assistance of all types. For more information, please stop by the Community Center (Suite 100), call 503-594-3438, send us a message at vetinfo@clackamas.edu, or visit www.clackamas.edu/veterans.

WORKFORCE SERVICES
Skill up for jobs of the future! WorkSource Clackamas is preparing Oregonians for jobs in healthcare, manufacturing, high tech, and more!

Are you looking for a job?

Do you need to upgrade your skills to get a better job?

Interested in working and learning on the job (OJT)?

WorkSource Clackamas has no-cost career advancement services which can:
• Help you update your skills;
• Sharpen your job search expertise; and
• Access jobs in high-growth careers.

Take the next step! Contact our Career Specialists to learn more about our incredible career workshops and services. Contact us at 503-594-6246.

Sponsored by Clackamas Workforce Partnership www.clackamasworkforce.org

WorkSource Oregon is an equal opportunity employer/program.
Create an Effective Study Environment

- Avoid persistent loud noise.
- Avoid environments that are too hot or too cold.

Make it easy to concentrate

- Do one thing at a time.
- Arrange your workspace so your eyes are not drawn to other jobs that need to be done.
- Study for shorter periods of time and take short breaks.
- Reduce your emotional distress because it reduces your ability to concentrate.
- Understand that drugs (alcohol, caffeine, nicotine, sleeping or diet pills) alter your ability to concentrate.
NOTE TAKING

REASONS FOR TAKING NOTES

- The act of writing while you are listening to information gives more chance for it to attach itself to your memory.
- Writing notes helps keep you focused on the lecture.
- Notes are available for review.

METHODS FOR TAKING NOTES

1. Find a method that works for you and it will remain effective. The following ideas are things that have worked for some people. Maybe you can find an idea that will work for you. You may need to use different methods for different subjects.

2. Do the reading before the lecture so you are familiar with the vocabulary and the organization of ideas.

3. A loose leaf notebook with an index for each subject gives an organized method for keeping notes from several classes.

4. When taking notes, draw a vertical line down the center of the page. Write notes on the right side of the paper. On the left side, write key vocabulary or a summary of ideas. Use these notes to study for quizzes and tests.

5. Find the organization of the lecture. Ask yourself, “What is the lecturer talking about?” This is the main idea. What does he say about the main idea? This is the support for the main ideas. Next ask, “What explanation or examples are given?”

6. Be able to identify the times that a lecturer is off the subject. Try not to include these interludes in your notes.

7. Watch for clues to important points the lecturer is making. “The main point is...,” “Pay special attention to this point.” Any idea that has been repeated several times gives a clue to importance. Put a star or other symbol in your notes beside this information.

8. Condense ideas into simple phrases using your own words if possible. For most people writing too many notes is not effective.

9. Take technical definitions down verbatim or copy them from the textbook.

10. Review notes one hour after lecture. To help your memory, review your notes every week, too.

11. Reflect on your notes. How do they apply to the ideas presented in the text? How do they apply to what you already know? Reflection will aid insight, organization and memory.
HOW TO USE SOME FACTS ABOUT YOUR BRAIN TO STUDY BETTER

PRINCIPLE: If you read a new bit of information, your brain will remember it almost perfectly for about 15 seconds. Then you will forget it fairly rapidly.

PRINCIPLE: If you say a fact to yourself over and over again, you will put it into your memory very firmly. (This is not the same as re-reading it; this is saying it or writing it.)

PRINCIPLE: If you ask yourself a question to which the new bit of information is the right answer and then say the new fact to yourself as the answer, you will remember well. This works better than merely repeating the answer without repeating the question, too.

HOW TO USE THESE PRINCIPLES WHEN YOU STUDY

1. You should deliberately look for things you want to remember for an exam or for personal use.
2. When you find such a fact or idea, read it carefully so you understand it.
3. Then stop reading and before 15 seconds has passed, do the next four steps, (numbers 4, 5, 6 and 7).
4. Look away from your book.
5. Ask yourself the logical question to which the fact or idea is the right answer.
6. Say the answer to yourself (or write it down).
7. Look back to the book to check if you got the idea or fact correct.
8. Repeat steps 4 through 7 until you get the fact right two or three times in a row.
9. When you have to learn several facts in a row or a list of things, you should only learn one or two at a time. Don’t overload!
10. Finally, mark your book so that later you can find the same place fast.
11. Review the new fact later. About 24 hours later is a good time. Also review before exams.

It will seem so easy to recite the answers to your questions that you will falsely think you are not learning anything. You will think you do not need to recite. But it works!

*If you like this method, why not use the method right now in order to remember the important steps. Do one at a time.*
TIME MANAGEMENT

Use travel time. When you are in your car, on a bus or in an airplane, use the time to plan a big project. You may want to spend your drive to work or school to develop your “To Do” list for the day.

Handle items at once. Most matters can be dealt with as they arise. Don’t reshuffle paper needlessly. You have heard this before, “Don’t put off until tomorrow, what you can do today.”

Accomplish it in one session. To accomplish a major item (or even small ones), assemble your material so you can attack the project in one session. This saves time in reassembling your thoughts and materials.

Make decisions. You may be afraid to make a decision if you fear that your decision may be wrong. If you make an early decision, you have time to review reactions to the decision. Then, if the decision was wrong you have time to make necessary changes.

Tackle big problems. Don’t put off important projects because they seem too big to handle. Break the big project into several smaller ones. Keep breaking the tasks into smaller parts until you have something you can do right now.

Beware of meetings. Call a meeting only when you need one. Avoid regularly scheduled meetings that are routine rather than necessary. If a meeting needs to be held, it should start on time and end at a predetermined time.

Structure a daily “To Do” list. There are many ways to develop a list of items you need to do. Establish a priority system (such as ABC, * highlights) that works for you. Keep your list on index cards, legal pads, in a notebook, on your calendar, an electronic file—whatever keeps it handy for you to see and use. Develop a “To Do” list that includes items important to you.

Make schedules Keep track of important dates (due dates, registration dates, etc.) Use your schedule; make it a habit to look at your schedule every day.
TEST ANXIETY

KEEPING CALM

• Prepare well in advance. Keep up day to day, if you can, but don’t judge yourself harshly if you don’t. Avoid last-minute cramming. Don’t go without sleep the night before (though four or five hours may be enough). Stop studying an hour or so before the test and relax and compose yourself.

• Know time and place of the test and what you need to bring. Be on time, neither too early nor too late, with blue books or supplies. Don’t rush.

• Don’t talk about the test with classmates right beforehand if you know it raises your anxiety level. To do so may nourish group paranoia.

• Read over the test and plan your approach. Ascertain point values per part, time limits for each section, which question you’ll start with, etc.

• Don’t hesitate to ask for clarification from the instructor or proctor if you have questions about directions, procedure, etc., rather than letting anxiety build up because you aren’t sure what you are expected to do.

• Develop an aggressive, yet realistic attitude. Approach the test vigorously determined that you will do your best, but also accept the limits of what you know at the moment. Use everything you know to do well, but don’t blame yourself for what you don’t know.

• Activity reduces anxiety. If you go blank and can’t think of anything to write, go on to another question or another part of the test. On an essay, jot down anything you can recall on scratch paper to stimulate your memory and get your mind working.

• Relax yourself physically during the test. If you notice that you are not thinking well or are tight, pause, lay your test aside and take several slow, deep breaths. Concentrate on your breathing. Do this if you notice that you are worrying excessively about one problem, not reading carefully, or forgetting information you know.

• Pay attention to the test, not to yourself or others. Don’t waste time worrying, doubting yourself, wondering how other people are doing, blaming yourself, etc. Don’t worry about what you should have done, pay attention to what you can do now.
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<td>Monday</td>
<td><strong>Campus Closed - Labor Day</strong></td>
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“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.”

Ralph Waldo Emerson
“Hard work beats talent when talent doesn’t work hard.”

Tim Notke
17 Monday

18 Tuesday  Campus Closed until 1 p.m. - All Staff Inservice

19 Wednesday  Campus Closed until 1 p.m. - All Staff Inservice
20 Thursday
Cougar Kick Off!

21 Friday

22 Saturday

23 Sunday

September 2018

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24 Monday Fall Term Begins
Financial Aid: All required CCC financial aid
documentation due to ensure funding for Winter 2019.

CCC Xpress Shuttle Starts
Welcome Week!

25 Tuesday Welcome Week!

26 Wednesday Welcome Week!
“Opportunity follows struggle. It follows effort. It follows hard work. It doesn’t come before.”

Shelby Steele
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4 Thursday

5 Friday Last day to pay tuition before $30 fee assessed.

Last day to drop a class with a refund.

6 Saturday

7 Sunday

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October 2018

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“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

Thomas A. Edison
“Opportunities multiply as they are seized.”

Sun Tzu
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NOVEMBER 2018

1 Thursday

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2 Friday

Last day to drop a class and not receive a grade.

Last day to submit petition for graduation.

Account balance due. $75 non-payment fee applied if not paid.

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3 Saturday

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4 Sunday

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<th>Date</th>
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<td>Monday</td>
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<td>6</td>
<td>Tuesday</td>
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<td>7</td>
<td>Wednesday</td>
<td>ASG Blood Drive, 10-4 in Gregory Forum</td>
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</tbody>
</table>
“Some people walk in the rain, others just get wet.”

Roger Miller
12 Monday
Campus closed – Veterans Day
No CCC Xpress Shuttle

13 Tuesday
Registration begins for Winter Term

14 Wednesday
“I have never let my schooling interfere with my education.”

Mark Twain
Wednesday

Classes beginning after 4 pm cancelled

Limited CCC Xpress shuttle
22 Thursday
Campus Closed - Thanksgiving Holiday
No CCC Xpress shuttle

23 Friday
Campus Closed - Thanksgiving Holiday
No CCC Xpress shuttle

24 Saturday

25 Sunday

November 2018

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“The past has no power over the present moment.”

Eckhart Tolle
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<td>3</td>
<td>Monday</td>
<td>Finals Week</td>
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<td>4</td>
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<td>Finals Week</td>
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<td>5</td>
<td>Wednesday</td>
<td>Finals Week</td>
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<td>Last day CCC Xpress Shuttle</td>
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<td>Shuttle resumes Jan. 7</td>
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DECEMBER 2018

6 Thursday
Finals Week

7 Friday
Finals Week

8 Saturday
Fall Term Ends

9 Sunday

December 2018

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“You educate a man; you educate a man. You educate a woman; you educate a generation.”

Brigham Young
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<tr>
<td>24</td>
<td>Monday</td>
<td>Campus Closed - Winter Break</td>
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<td>25</td>
<td>Tuesday</td>
<td>Campus Closed - Winter Break</td>
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“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela
31 Monday

1 Tuesday Campus Closed - New Year’s Holiday

2 Wednesday
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<tr>
<td>7</td>
<td>Monday</td>
<td>Winter term begins</td>
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<td>Financial Aid: All required CCC financial aid documentation due to ensure funding for Spring 2019.</td>
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<tr>
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<td>CCC Xpress shuttle starts</td>
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<td>Welcome Week!</td>
</tr>
<tr>
<td>8</td>
<td>Tuesday</td>
<td>Welcome Week!</td>
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<tr>
<td>9</td>
<td>Wednesday</td>
<td>Welcome Week!</td>
</tr>
</tbody>
</table>
“Education is the ability to listen to almost anything without losing your temper or your self-confidence.”

Robert Frost

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“When you know better you do better.”

Maya Angelou

www.clackamas.edu
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<td>21</td>
<td>Monday</td>
<td>Campus Closed - Martin Luther King Jr. Holiday</td>
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<td>No CCC Xpress Shuttle</td>
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“Intelligence plus character—
that is the goal of true education.”

Martin Luther King Jr.
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“Throughout life people will make you mad, disrespect you and treat you bad. Let God deal with the things they do, because hate in your heart will consume you too.”

Will Smith
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<td>Last day to drop classes and not receive a grade. Last day to submit a petition for graduation. Account balance due. $75 non-payment fee applied if not paid.</td>
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“A life spent making mistakes is not only more honorable, but more useful than a life spent doing nothing.”

George Bernard Shaw
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<td>18</td>
<td>Monday</td>
<td>Campus Closed - Presidents Day</td>
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<td>No CCC Xpress Shuttle</td>
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<td>19</td>
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“Don’t go around saying the world owes you a living. The world owes you nothing. It was here first.”

Mark Twain
25 Monday

26 Tuesday  Registration begins for Spring Term

27 Wednesday
Skills Contest

(Dean classes cancelled at the Oregon City and Harmony campuses.
Evening classes, beginning at 4 p.m. or later, held as scheduled.)

Limited CCC Xpress Shuttle

ASG Spring Term Grants Due
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</table>
“You will never be happy if you continue to search for what happiness consists of. You will never live if you are looking for the meaning of life.”

Albert Camus
“Change is the law of life. And those who look only to the past or present are certain to miss the future.”

John F. Kennedy
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<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>Monday</td>
<td>Finals Week</td>
</tr>
<tr>
<td>19</td>
<td>Tuesday</td>
<td>Last day for CCC Xpress Shuttle. Shuttle resumes April 1.</td>
</tr>
</tbody>
</table>
| 20   | Wednesday | Last day for CCC Xpress Shuttle. Shuttl
MARCH 2019

21 Thursday

22 Friday

23 Saturday

24 Sunday

“Life is what happens while you are busy making other plans.”

John Lennon

www.clackamas.edu
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<tr>
<th>25</th>
<th>Monday</th>
<th>Spring Break March 25-29</th>
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<td>26</td>
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<td>27</td>
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“The image is more than an idea. It is a vortex or cluster of fused ideas and is endowed with energy.”

Ezra Pound

www.clackamas.edu
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<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Monday</td>
<td>Spring Term Begins</td>
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<tr>
<td></td>
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<td>CCC Xpress Shuttle Starts</td>
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<tr>
<td></td>
<td></td>
<td>Welcome Week!</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday</td>
<td>Welcome Week!</td>
</tr>
<tr>
<td>3</td>
<td>Wednesday</td>
<td>Welcome Week!</td>
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“Some people look for a beautiful place, others make a place beautiful.”

Hazrat Inayat Khan
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</table>
“Be silly. Be honest. Be kind.”
Ralph Waldo Emerson
“When you learn something from people, or from a culture, you accept it as a gift, and it is your lifelong commitment to preserve it and build on it.”

Yo-Yo Ma
25 | Thursday
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26 | Friday
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27 | Saturday
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28 | Sunday
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“Be kind whenever possible. It is always possible.”

Dalai Lama
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<th>APRIL / MAY 2019</th>
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“Eighty percent of success is showing up.”

Woody Allen
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“In order to go on living one must try to escape the death involved in perfectionism.”

Hannah Arendt
“I don’t understand a way to work other than boldly running towards failure.”

Cate Blanchett
“You pray for rain, you gotta deal with the mud too. That’s a part of it.”

Denzel Washington

May 2019
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<tr>
<th>Date</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>27</td>
<td>Monday</td>
<td>Campus Closed - Memorial Day</td>
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<tr>
<td></td>
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<td>No CCC Xpress shuttle</td>
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“It’s not what you look at that matters, it’s what you see.”

Henry David Thoreau
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<td>4</td>
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“Often the hands will solve a mystery that the intellect has struggled with in vain.”

Carl Jung
JUNE 2019

Monday

Tuesday

Wednesday

Last day for CCC Xpress Shuttle

Shuttle resumes Sept. 23
“It does not require many words to speak the truth.”

Chief Joseph
“I feel that luck is preparation meeting opportunity.”

Oprah Winfrey
Summer Term Begins
### June 2019

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<td>29</td>
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<td>30</td>
<td>Sunday</td>
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“*There are many in the world dying for a piece of bread, but there are many more dying for a little love.*”

Mother Theresa

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<th>JULY 2019</th>
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### JULY 2019

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<thead>
<tr>
<th>4</th>
<th>Thursday</th>
<th>Campus Closed - Independence Day Holiday</th>
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<tbody>
<tr>
<td>5</td>
<td>Friday</td>
<td>Campus Closed Fridays through Summer Term</td>
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<tr>
<td>6</td>
<td>Saturday</td>
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<td>7</td>
<td>Sunday</td>
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“To create a little flower is the labor of ages.”

William Blake

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125

July 2019

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“If the people lead, the leaders will follow.”

anonymous

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“I would not know what the spirit of a philosopher might wish more than be a good dancer.”

Friedrich Nietzsche

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“Dance is the hidden language of the soul.”

Martha Graham
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“To live a creative life, we must lose our fear of being wrong.”

Joseph Chilton Pearce
**AUGUST 2019**

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**“Last year I went fishing with Salvador Dali. He was using a dotted line. He caught every other fish.”**  
Steven Wright

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**August 2019**

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</table>
“AUGUST 2019

15 Thursday

16 Friday  Campus Closed Fridays through Summer Term

17 Saturday

18 Sunday

“You can’t build a reputation on what you are going to do.”

Henry Ford

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August 2019

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“A good reputation is more valuable than money.”

Publilius Syrus
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AUGUST 2019
**Campus Closed** Fridays through Summer Term

“Mistakes are the portal of discovery.”
James Joyce

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“For most of history, Anonymous was a woman.”

Virginia Woolf
“I have always found that mercy bears richer fruits than strict justice.”

Abraham Lincoln
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SEPTEMBER 2019

16 | Monday

17 | Tuesday

18 | Wednesday
“Between Individuals, as between nations, peace means respect for the rights of others.”

Benito Juarez
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<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>23</td>
<td>Monday</td>
<td>Fall Term Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCC Xpress Shuttle Starts</td>
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<td>24</td>
<td>Tuesday</td>
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<td>25</td>
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“The highest result of education is tolerance.”

Helen Keller

www.clackamas.edu
POLICIES AND SAFETY

ABSENCES/ATTENDANCE
• You must be officially registered to attend class.
• Be sure to notify your instructor if you can’t make it to your first day of class. If you don’t, you may lose your seat to a student on the wait list, or be dropped due to the administrative withdraw process.
• If you stop going to class and you don’t officially drop the classes from your schedule, you will be held academically and financially responsible.
• If the college is open on a religious holiday, you may be excused through prior arrangement with your instructors.
• If you attend a college-sponsored field trip, intercollegiate function or other event, you may be excused through prior arrangement with your instructors.
• Financial aid programs have specific attendance requirements. Contact the Financial Aid Office at finaid@clackamas.edu or click on www.clackamas.edu for more information.

ACTIVE MILITARY DUTY
If you are called up for active military duty, and wish to withdraw from classes, you will be held harmless with regard to financial and academic responsibility.
• You will be asked to officially withdraw from classes by web, fax, mail, or in person.
• Students who have already shipped out or are unable to drop classes should contact Enrollment Services directly: 503-594-6100 or registration@clackamas.edu.
• You will be asked to submit a copy of your orders along with a request for a refund/credit to Enrollment Services.
• Requests to be held harmless financially and academically for a prior term enrollment must be submitted directly to the Registrar/Enrollment Services Operations Manager at 503-594-3370 or registration@clackamas.edu.

ACADEMIC STANDING
All degree- or certificate-seeking students enrolled in six credits or more will be required to maintain a minimum GPA of 2.0 and complete at least 50% of their attempted credits each term. (Credits attempted does not include credit hours dropped prior to the sixth week of the term or credit hours changed to audit.)

Students will be evaluated for academic standing by the Registration and Records Office at the end of each term. Notification will be sent to students who have not met satisfactory academic standing as follows:
• The first term that a student does not meet one or more of the academic standing requirements will result in an Academic Alert status. Students in this
status will be encouraged to take advantage of academic support resources to assist them with areas of concern.

- If there is a second consecutive term of enrollment that a student does not meet academic standing requirements, the student will be placed in an Academic Probation status. Students in this status will be required to meet with an academic advisor during the academic probation term in order to determine a course of action and the resources needed to support student success. Students who do not meet with an academic advisor may be restricted from enrolling in future terms.

- If there is a third consecutive term of enrollment that a student does not meet one or more of the academic standing requirements, he/she will be placed in an Academic Suspension status. Students in this status will be required to petition to the Dean, Academic Foundations & Connections for reinstatement to CCC. Once you’ve petitioned, you will be required to meet with an academic advisor and will be restricted from enrolling at CCC until intervention strategies have been developed.

Students receiving Financial Aid or who are enrolled in programs with additional academic performance requirements (e.g., Nursing, Allied Health, and International/PIE) will be subject to higher academic standing criteria.

CAMPUS SMOKING POLICY

Use of tobacco on college premises is restricted to designated outdoor areas ONLY. Those areas are located in the McLoughlin parking lot, Community Center parking lot, the FRC parking lot, behind Gregory Forum and Niemeyer Center, behind Barlow Hall, and near the bus turn around by the Community Center. For the purposes of this policy, “tobacco” is defined to include any lit cigarette, cigar, pipe, bidi, clove, cigarette, electronic cigarette and any other lit smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form or personal vaporizer.

C.A.R.E TEAM (Coordinates, Assesses, Responds, and Engages):

The CARE team is a multidisciplinary group of faculty, staff, and administrators that work with students who may be experiencing difficulty or distress or who are disruptive to the educational environment of CCC. The CARE team coordinates the appropriate response and resources necessary to support referred students including counseling services, behavior and safety interventions, food, and housing support, etc. as needed. The CARE Team meets weekly and works to proactively resolve any issues, barriers, or concerns regarding students that are identified by faculty, staff, and administrators. The Associate Dean of Enrollment and Student Services is the Chairperson for the CARE Team. Questions about the team can be submitted to Jennifer Anderson, jennifer.anderson@clackamas.edu.

COLLEGE CLOSURE PROCEDURE

If a closure or late start is declared due to an emergency or inclement weather, here is how the college will communicate with students, staff and faculty:

- News media
- Email
- Text message
• Telephone
• Social media - Facebook and Twitter
• Website

If the college is closed, all campuses are closed, all athletics are canceled and shuttle service is stopped. Child care services may also close.

Late start
If the college issues a late start, all classes, events and activities on all CCC campuses are canceled until 10 a.m. If a class is scheduled to be in progress at 10 a.m., those classes will begin at 10 a.m. and run until their scheduled end time. Shuttle services will begin at 8:45 a.m.

Evening class closure
Should inclement weather hit in the afternoon or evening, a closure will be determined by 3 p.m. when possible. In the event of evening closure, the college will close at 5 p.m., but all classes beginning on or after 4 p.m. will be canceled.

COLLEGE SAFETY CRIME STATISTICS
For the most current crime statistics, refer to our website at www.clackamas.edu/college-safety.

COLLEGE SAFETY SERVICES AND RESPONSIBILITIES
The mission of the Department of College Safety is this: to create a safe and quality learning environment through educational outreach and proactive enforcement to ensure a positive experience on campus for all students, staff, faculty, and visitors.

Your Clackamas Community College Department of College Safety Office that perform law enforcement and crime prevention work including: Patrolling of the CCC campuses (Oregon City, Harmony, and Wilsonville), responding to emergencies, as well as performing a variety of campus services such as conducting courtesy walk-outs, providing directions and information to campus users, instructing safety classes, and aiding with vehicle assistance.

The Department of College Safety consists of a Director, Manager Campus Safety Officers, and student College Safety Cadets that work year round to maintain the safety and security of the CCC campuses for its’ students, staff, and visitors.

While the Department of College Safety plays an integral role in helping to protect the college, all members of the college community have an important role to play in helping make Clackamas Community College a safe and inviting place to further education. If you are a witness to a crime, suspicious activity, or have observed a crime after the fact, we ask that you contact the on-duty officer at 503-594-6650 or 6650 from any campus phone. If the crime or other life threatening emergency is in progress, please call 9-1-1 right away. We would ask all of you to put these numbers in your contacts in your phone, so you have these numbers readily accessible.

While we are proud that Clackamas Community College has a relatively low crime rate, we know that property theft and damage is the most common crime
on campus. To help you reduce your chances of your property being stolen or vandalized, we encourage you to follow these simple rules.

1. Never leave your vehicle unlocked, leave your windows down, or leave the keys in the ignition.
2. Never leave spare keys in your vehicle or in known “hiding” spots. Store your spare keys in your wallet or purse.
3. Never leave your vehicle running unattended.
4. Keep valuables out of sight. Lock them in the trunk or store them under your seats.
5. At your house, keep a list of:
   a. All model numbers/serial numbers of electronics you may bring on campus
   b. All credit /debit card numbers and company phone numbers in your wallet/purse
   c. Vehicle registration information
6. Always keep your back pack and books in your possession. Don’t leave them unattended.

Personal safety is an important skill, anywhere you go. Knowledge and awareness is power. Criminals look for the easiest of opportunities. To prevent crime from happening to you, look for and remove any opportunities before criminals spot them. Bottom line is that you don’t necessarily need strength, agility, speed, or expensive security products to stop crime from happening to you; you just need to be ALERT, CAUTIOUS, and SELF-CONFIDENT.

Being alert to your surrounding is a very valuable characteristic. Nothing is fool proof, but being alert, cautious, and self-confident will greatly add to your chances of not becoming a victim. Some tips that we would encourage you to practice are:

1. Keep your head up. Walk confidently and at a steady pace. Make eye contact with people when walking.
2. Avoid dark, vacant areas. Use well-lit and well-traveled areas.
3. Don’t be predictable: change your walking patterns when possible.
4. Walk in pairs at night. If you notice a suspicious person, find a common area with other individuals or re-enter a campus building and call campus safety for a walk-out.
5. If you have a purse, carry it as close to your person as possible or loop it around your body.
6. Consider carrying a whistle. Loud noises attract attention AND help, plus it frightens attackers away.
7. Avoid people and situations that make you nervous.
8. Report suspicious individuals on campus to campus safety by calling 503-594-6650.
9. TRUST YOUR INSTINCTS! If it doesn’t seem right, it isn’t.
Alcohol, drugs, and weapons:
The College Board of Education, state, and federal law mandate NO illegal drugs are allowed on college properties. Alcoholic beverages, marijuana and weapons are prohibited from college properties except by permit.

Trespass/Exclusions of non-students:
The Department of Campus Safety (DCS) has the authority to exclude or trespass non-students/visitors due to concerning incidents and/or crimes committed on campus. This exclusion/trespass authority is enforced through ORS 164.245 (Criminal Trespass in the Second Degree) if a person is excluded, a DCS “Notice of Exclusion” form will be issued to the individual, which includes the person’s rights of appeal.

Exclusion Appeals of non-students:
Appeals must be in writing and submitted to the DCS Director within 10 days of the date of issuance of the exclusion. The appeal must explain why the exclusion should be voided or why the length of the exclusion reduced.

The DCS Director will respond to the written appeal within 10 days of the receipt of the appeal. If the appeal is upheld, the appellant will be notified of the outcome and the Notice of Exclusion will be removed from the Department of Campus Safety’s files. If the appeal is denied, the reason(s) for the denial will be given and the appellant will be notified that they may make a formal written request for review if it is submitted within 10 days of the date of the denial of the appeal by the director of campus safety. The request for review must be submitted to the Vice President of College Services who will have final review authority on any appeals.

Suspensions and expulsions of students, as well as related conduct sanction appeals are handled as outlined in the Student Handbook’s Student Rights section.

CONDUCT TEAM
Student conduct is monitored and maintained at CCC by a Conduct Team. The Conduct Team is composed of the Associate Dean of Enrollment and Student Services of AFaC, the Associate Dean of Arts and Sciences, and the Associate Dean of Technology, Applied Sciences and Public Service. This team is responsible for managing and responding to violations of the Student Code of Conduct. This group typically meets every week to review and adjudicate potential code of conduct violations. Questions about the Conduct Team can be submitted to the Associate Dean of Enrollment and Student Services, Jennifer Anderson, at jennifer.anderson@clackamas.edu.

EMAIL COMMUNICATION
Email is the official method of communication between you and Clackamas Community College, including your instructors. While you are enrolled at CCC, the College will only send official communication to your College-issued email account which may include information such as, but not limited to: course registration; required financial aid documentation; important deadline and event reminders; tuition and billing information, etc.

The College expects you to check your CCC email account at least weekly to stay current with information sent by the College. “I didn’t check my email”, an
error in forwarding email to a personal account or email returned to the College with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official College communications via email.

**EMERGENCY NOTIFICATION**

Rave Alert is Clackamas Community College’s phone, text message and email emergency notification system. It allows you to quickly receive emergency communications and other important information via phone, text message and email. Notifications may be about inclement weather alerts or other emergency communications. Rave Alert system will NOT charge you in any way. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details.

To manage your account, go to www.getrave.com/login/clackamas. Your CCC email username (e.g., John.Smith) and password is your login and password for Rave Alert.

**EMERGENCY CRIME REPORTING**

In a life-threatening situation or if you are observing an in-progress crime, call 9-1-1 immediately. If you are a witness to a crime, suspicious activity, or have observed a crime after the fact, contact the on-duty officer at 503-594-6650 or ext. 6650 from any campus phone.

**EMERGENCIES – MEDICAL**

For a medical emergency, call 9-1-1 immediately. Campus Safety will automatically be contacted through the 9-1-1 call center. Once emergency personnel arrive, they will assess the medical condition and determine if medical transport is required. Adults have the right to refuse medical transport. Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a private vehicle driven by a family member or friend. Campus Safety and college personnel are not authorized to transport individuals.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

Clackamas Community College complies with Title VI and VII of the Civil Rights Act of 1964, Equal Employment Act of 1965, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, the Family Medical Leave Act of 1993, among other state and federal laws related to employment. Review and affirmation of college compliance will be held periodically. The college Title IX Coordinator is Patricia Anderson Wieck, Dean of Human Resources, Barlow Hall, ext. 3300. The Section 504 Disability Coordinator designee is Christina Bruck ext. 3181.

It is the policy of Clackamas Community College and its board that there will be no discrimination or harassment in any education programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any information or any other status protected under applicable federal state or local laws. The college’s commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the college.
EXPRESSIVE CONDUCT POLICY (ARC POLICY 601) – SPEECH ACTIVITIES

Speech activities include petitioning, leafletting, speech-making, demonstrating, picketing, and rallying. Other types of activities may also be included under the umbrella of speech activities. For posting on campus bulletin boards, see CCC signage guidelines and procedures.

The College outlines policies regarding speech activities on campus as follows:

1. **(Time):** Speech activities are limited to times when classes are in session (which may include day, evening, and weekend times during the academic year). When classes are not in session, then speech activities are limited to regular business hours of the College (typically Monday-Friday, 8a-5p).

2. **(Place):** Speech activities may take place on any College grounds outside of campus buildings, as long as such areas are not designated for authorized or limited access only. However, organized speech activities may not occur in areas dedicated to a specific purpose that would be disrupted thereby, such as parking lots, athletic areas, or walking trails.

3. **(Place):** Interior locations may not be used for petitioning, leafletting, demonstrating, picketing, or rallying. Interior locations may be used for invited speaker events, as defined below.

4. **(Manner):** No speech activities may impede pedestrian and vehicular traffic or unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories and other College facilities or grounds. Such activities must take place at least 25 feet from all building entrances.

5. **(Manner):** No speech activities may be conducted at a sound volume or otherwise in a manner which disrupts the normal use of classrooms, offices, laboratories, and other College facilities.

6. **(Manner):** No speech activities shall be conducted in a manner that is unlawful, that endangers the safety of the College community or public, that causes damage to College facilities and property, violates CCC policy or procedures or misrepresents/implies that the College sponsors, supports, or endorses any view, belief, or statement being expressed.

Special Guidelines for Rallies and Demonstrations

1. Recognized College student organizations who wish to schedule a demonstration, rally, or equivalent activity must request space through the regular reservation procedure with the Student Life and Leadership Office and submission of the Rallies and Demonstration Space Request Form.

2. Students, staff, faculty, campus departments, or members of the public who wish to schedule a demonstration, rally, or equivalent activity must request exterior space through the regular reservation procedure with the Facilities Reservations Office and submission of the Rallies and Demonstration Space Request Form. Contact information for the organizer must be provided, as well as the nature of the activity.

3. Rallies and demonstrations are restricted to occur in exterior locations only and must follow all other general guidelines above.

4. Persons desiring to conduct a rally or demonstration must notify the applicable office at least one full (24 hour) business day prior to the rally or demonstration in order to ensure public safety and appropriate staffing. Groups wanting to use
tables or chairs must provide three full (72 hour) business days’ notice for the activity. Rental rates apply for off-campus groups.

5. Rallies or demonstrations may not take place in any location where another organization has previously reserved the space.

6. Organizers for rallies and demonstrations must check in with the Student Life and Leadership office or the Facilities Reservations Office (or with Campus Safety if during a time these offices are closed) upon arrival to campus.

7. Length of Rallies and Demonstrations. Rallies and demonstrations are limited to take place during the same calendar day for a maximum of 12 hours.

8. Black-out dates. Rallies and demonstrations shall not occur on the dates of the following occasions: All-Staff Kickoff of In-Service, Fall Student Kickoff, and Graduation.

Special Guidelines for Invited Speakers

1. Student organizations and campus departments shall have the right to invite speakers to address audiences on campus, and should follow the normal reservations process, either through the Student Life and Leadership Office or the Facilities Reservations Office.

2. Invited speaker events may take place within designated spaces that are typically used for such purposes, including classrooms and auditoriums. Regardless of location, the event may not interfere with the College’s mission of instruction and related services and business operations.

3. The right of speakers to speak and audiences to hear free from undue disruption and interference shall be protected. Members of the community who wish to conduct expressive conduct related to an invited speaker must follow all guidelines above.

4. Sponsoring groups must not imply the College’s endorsement of the invited speaker or the speaker’s views, unless so indicated by a staff member authorized to represent the College.

5. Materials given or advertisements for event may not insinuate in any way the College is sharing views, content or responsibility for those leading and/or participating in events unless the College’s Public Information Officer has given written consent to use the College logo(s), or permission to advertise on behalf of the College.

For more information, contact the Student Life and Leadership Office, in CC 152.
STUDENT FREEDOM, RIGHTS & RESPONSIBILITIES
AT CCC

PREAMBLE

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Clackamas Community College shall be open to all applicants who are qualified according to current admission requirements. This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable laws and regulations, does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, national origin, mental or physical disabilities in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid and educational services, programs and activities.

II. ON-CAMPUS RIGHTS OF STUDENTS

A. Student Right to Learn

At Clackamas Community College, we believe EVERY student has the right to a high-quality education. We also believe everyone has the right to feel safe on campus and at our off-site classrooms. To reflect our dedication to you, the CCC Board of Education adopted the Right to Learn resolution at its December 2016 meeting. This resolution reconfirms our historical practice of keeping the information in your student record confidential and reaffirms our Code of Ethics, which “recognizes the inherent goodness of all people, respects diversity, and shows concern for the needs and feelings of others.”

Here is what you should know:

As required by the Family Education Rights and Privacy Act (FERPA), representatives of CCC (including employees, work-study students, volunteers, etc.) will NOT provide student record information without consent of the student.

In fact, we will never ask about your immigration status or that of your family.

Our campus safety officers are not a law enforcement agency at the college. These officers have no authority to enforce immigration code, nor do we wish them to do so. They are here to help you and keep you safe.

If law enforcement or representatives of the federal government come to the college with a subpoena or a warrant (for any reason):

We will request they submit a notice of intent to the college president, through one of the president’s designees. We will validate the officer’s credentials and the legal validity of the request. As required by law, we will provide information requested by valid warrants and subpoenas or as required to support our international students.

Our hope is that our campuses remain a safe, inclusive and welcoming environment for everyone. At Clackamas Community College, you and your education come first.

B. Rights Related to the Classroom

The instructor, in the classroom and in conference, must include opportunity for free discussion, inquiry and expression within the content of the course. Instructors will be expected to state course content, objectives and criteria for student attendance.
1. Protection of Freedom of Expression
   Students will be free to state reasonable exceptions to material or views offered in any course of study and to reserve judgment concerning matters of opinion; however, they are responsible for learning the content of any course for which they are enrolled. Instructors will provide ample opportunity for the student to accomplish this goal.

2. Protection Against Improper Academic Evaluation
   Academic evaluation of student performance by instructors shall be based upon academic achievements. Academic evaluation shall, under no circumstances, be prejudicial or capricious.

C. RIGHTS RELATED TO FREEDOM TO PARTICIPATE IN INSTITUTIONAL GOVERNANCE
   Students may identify and address issues that relate to institutional policy and other matters that relate to the student body. The CCC Association of Student Government represents the students in governance. Students are invited to talk to their ASG leaders about their ideas regarding campus decision making and policies as they affect their general educational endeavors.

D. RIGHTS RELATED TO FREEDOM OF ASSOCIATION
   Students may join approved associations and clubs that promote common interests. Students are subject to the rules outlined by the CCC Associated Student Government regarding clubs and organizations procedures.

III. OFF CAMPUS RIGHTS OF STUDENTS
   A. Off Campus Representation of the College
   Student organizations officially representing Clackamas Community College may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission. Permission must be secured from the appropriate faculty advisor. Each Clackamas Community College student shall be held responsible to the college for his/her actions and the implications of his/her action in his/her particular representation of the college, whether it be social, athletic or academic.

   B. Off Campus Non-Representation of the College
   Students not representing Clackamas Community College are, of course, free to exercise their own judgment as to what they do. However, those who participate in off-campus activities are reminded that they are still subject to city and county ordinances and state laws.

IV. STUDENT CONDUCT AND DISCIPLINARY POLICY
   All students are expected to comply with the following conduct guidelines. These rules support the college’s mission and help achieve its educational purpose.

   (1) The provisions of this Code applies to all students.

   (2) Students participating in co-enrolled, dual enrolled, or partner programs between Clackamas Community College and other institutions are expected to comply with the CCC Code of Conduct regardless of the standards in place at other institutions.

   (3) Adjudication of allegations of misconduct by students will occur expediently. Generally, code violations may be evaluated up to six months from the date of discovery of the alleged violation regardless of the student’s current enrollment status.

Grounds for Disciplinary Action shall include, but not be limited to, the following:

   A. Academic Misconduct (See ISP 190): Actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all
submissions, whether in draft or final form, must either be the student’s own work, or must clearly acknowledge the source(s). In cases of academic misconduct, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may: (a) require the assignment be redone; (b) issue a failing grade for the assignment on which the academic misconduct occurred; (c) issue the student a failing grade for the class; and/or (d) initiate the student conduct and disciplinary process. Academic Misconduct includes, but is not limited to:

1) Cheating, which occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students’ examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, their academic capabilities;
2) plagiarism, such as word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer’s ideas;
3) buying or selling of all or any portion of course assignments and research papers, knowingly providing material to another student for the purpose of committing, or assisting other students to commit an offense of academic dishonesty or performing academic assignments (including tests and examinations) in another person’s stead;
4) unauthorized disclosure or receipt of academic information;
5) falsification of research data;
6) unauthorized collaboration (e.g. working together on an individual assignment);
7) using the same paper or data for several assignments or courses without proper documentation or authorization (e.g. using the same paper in different classes);
8) unauthorized alteration of student materials;
9) academic sabotage, including destroying or obstructing another student’s work.

B. Behaviors or actions that are disruptive, distracting, or disorderly including but not limited to:

1) Obstruction or disruption of teaching, classroom, research, administration, disciplinary procedures or other authorized college activities including obstruction or disruption interfering with freedom of movement. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI);
2) Violation of college policies or campus regulations including, but not limited to, student organizations, the use of college facilities, the campus tobacco use policy (see Board Policy GBK/JFCG/KGC), use of student records, or campus speech activities policy (ARC 601);
3) Furnishing false or misleading information to the college, including but not limited to knowingly failing to provide requested or required information (e.g. reporting sex offender status) to the college; falsifying a person’s identity to a course instructor or other college official; forgery, alteration or unauthorized use of college documents, records, identification or resources;
4) Physical abuse or detention of any person, or conduct which intentionally or negligently causes harm, or is intended to threaten imminent danger to the health of any person;
5) Use, possession, or distribution of prohibited substances like alcohol, marijuana, and illegal drugs on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college;
6) Malicious damage, misuse, vandalism or theft of college property, or the property of any other person where such property is located on college owned or controlled property, or is in the care, custody or control of the college;

7) Hazing or any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school;

8) Intimidation or any threat or act intended to tamper, substantially damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity or sexual orientation;

9) Cyberbullying, including use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity;

10) Menacing or any act intended to place a college employee, student, or other third party in fear of imminent serious physical injury;

11) Failure to comply with directions of college officials acting in the performance of their duties; inciting others to engage in any of the conduct, or to perform any of the acts, prohibited in this Code;

12) Retaliation or Abuse of the college conduct process, including but not limited to:
   i. menacing, intimidation, or other adverse actions toward another individual(s) for making a report;
   ii. attempting to deter participation in the conduct process;
   iii. falsifying, distorting or misrepresenting information before any conduct body;
   iv. knowingly initiating any conduct proceedings without cause

13) Unauthorized entry to or use of College facilities, including buildings and grounds, college supplies, equipment, and funds;

14) Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials (e.g. driving of college vehicles with any percentage of alcohol in the blood or while impaired);

15) Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions;

16) Possession or use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization;

17) Stalking, which includes repeatedly contacting another person without a legitimate purpose when: (a) the contacting person knows or should know that the contact is unwanted by the other person; and (b) it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this section, “contacting” includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party;
18) Harassment, which is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on protected class that violates the CCC Board policy GBN/JBA.

C. Sexual Harassment and Gender-based or Sexual Misconduct (See also: CCC Board of Education policy GBN/JBA; Administrative Regulation AC-AR (2)): Sexual misconduct encompasses a range of behaviors, including sexual assault, gender-based harassment, domestic violence, dating violence, and any other conduct of a sexual nature that is nonconsensual or has the effect of threatening, intimidating or coercing a person at whom such conduct is directed.

1) Sexual assault means unwanted or unwelcome touching of a sexual nature, including fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid consent;

2) Sexual harassment or gender-based harassment includes but is not limited to any of the following behaviors: physical touching, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually in the presence of another, unwanted or unwelcomed discussion or statements about topics of a sexual nature in front of others, or spreading rumors about or rating others (such as appearance, sexual activity, sexual orientation, or performance);

i. Hostile Environment – Unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature when the conduct is sufficiently severe or pervasive to deny or limit the victim's ability to participate in or benefit from CCC’s educational programs or benefits by creating an intimidating or hostile environment;

ii. Quid Pro Quo – Unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, living environment, employment or participation in a college-related activity or program;

iii. Threats/Intimidation of a Sexual Nature – Conduct of a sexual nature, which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed.

3) Dating or Domestic Violence includes any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the individual shares a child in common; by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner; by a person similarly situated to a spouse of the harmed individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.

4) Sexual Exploitation, which occurs when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit or to benefit another person. Examples of sexual exploitation include but are not limited to: invasion of sexual privacy, engaging in voyeurism, exposing one's genitals in non-consensual circumstances, prostituting another person, or inducing incapacitation with the intent to commit other acts of sexual misconduct;
5) Consent means clear and unambiguous agreement, expressed in mutually understandable words or action, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid
   i. If obtained by physical force, coercion or threat;
   ii. When a person is Incapacitated; or
   iii. When an intellectual or other disability prevents a person from having the capacity to give consent.

6) Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point.

7) Incapacitation means that a person lacks the capacity to give consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability, awareness of consequences, ability to make informed, rational judgments, capacity to appreciate the nature and quality of the act, or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

8) Intentional incapacitation means providing alcohol or other drugs to a person with the intent to render the person incapacitated.

Disciplinary Procedures:
Any student or staff member who is concerned about a student's behavior that appears to violate the student Code of Conduct should complete the Student of Concern form (located on the CCC portal under the “forms” section). When submitted, this form will automatically be directed to the CARE Team for follow up. Student of Concern forms should be submitted as soon as possible after the event or behavior is discovered.

Initial Assessment
The CARE Team refers disciplinary cases to the appropriate Associate Dean who serves as the Conduct Officer for informal and formal disciplinary action. The Associate Dean or designee will follow up with the student(s) involved and other sources if needed to gather more information about the concern. The Associate Dean consults with the Conduct Team to determine additional next steps, which may include initiating the informal or formal disciplinary process depending upon the severity of the situation.

Informal Disciplinary Process
The Associate Dean will invite the student via verbal or written notification to discuss the concern. The Associate Dean will have an informal conversation with the student to put the student “on notice” that a conduct issue has been identified and consequences may result if the student is found responsible for violating the code of conduct. The conversation could include a review of the code of conduct, ways that such incidents can be avoided in the future, referrals to appropriate campus resources, educational sanctions, a written behavioral contract or censure notification that both parties review and sign. Educational sanctions, behavior contracts, and notes of censure are recorded in the student's disciplinary file for internal purposes only. They may be considered in further conduct cases, but are not considered part of the student's permanent disciplinary record once the student leaves CCC.

The Associate Dean will notify the student during an informal disciplinary meeting that continuation of the identified behavior or new information regarding the incident may result in formal disciplinary procedures as outlined below.
Formal Process

The Associate Dean will invite the student(s) involved via written notification to discuss the possible code of conduct violations and disciplinary action(s). Notice of this meeting should, whenever possible, be given at least two working days prior to the scheduled appointment. During the meeting the participants may present any evidence, explanations and/or defenses regarding the events that occurred. If the student(s) fails to appear for their scheduled appointment or refuses to present any explanations and/or evidence, they lose any rights to further meetings or to appeal any resulting disciplinary decision.

After the meeting, the Associate Dean will consult with the Conduct Team to determine whether the student is responsible for violating the Code of Conduct and if so, which disciplinary sanctions will be imposed. The following disciplinary sanctions may be applied:

a) Disciplinary Probation: Disciplinary Probation may be applied for repeated minor misconduct, single incidents which contain multiple minor violations of misconduct, or for more serious misconduct that falls short of suspension-level misconduct. A student who is placed on disciplinary probation may also be required to sign a behavior contract and/or complete educational sanctions such as reflective exercises, research and civic education, community education, community involvement, academic success, restorative education and/or referral sanctions. The student will receive a sanction letter outlining probationary conditions which spell out prohibited conduct and/or activities. The sanctioned student is conditionally allowed to continue attending classes and/or participate in student activities. Sanctions of disciplinary probation are recorded in the student's permanent disciplinary record and may be considered in further conduct cases.

b) Suspension: Suspended students are forbidden to enroll in or attend classes, or may not be allowed on campus for a specified period of time, up to two academic years (eight terms). The student will receive a suspension letter which specifies conditions for possible re-enrollment after the suspension period. Suspensions are recorded in the student’s permanent disciplinary record and may be considered in further conduct cases.

c) Expulsion: Expelled students are forbidden to enroll in or attend classes, or are not allowed on campus for an indefinite period of time. The student will receive an expulsion letter. Expulsions are recorded in the student’s permanent disciplinary record and may be considered in further conduct cases.

d) No-Trespass Order: A suspended or expelled student may also be excluded from all Clackamas Community College campuses or issued a no-trespass order, particularly if the individual re-enters campus after the suspension or expulsion takes place. The student will be identified in campus systems as prohibited from being on campus without prior arrangement with the Associate Dean.

Conduct Decision Appeal Process

Student(s) involved in a case may appeal the Associate Dean’s disciplinary decision on the basis of alleged violation of the procedures identified above. The appeal should be submitted via the appeal form (located in the CCC portal under the “forms” section) to the Dean of AFAC within five working days of receipt of the conduct decision. If an appeal request is not filed within the time specified, the opportunity for appeal shall be deemed waived. Upon receipt of the appeal request form, the Dean of AFAC shall review the request and either uphold or revise the conduct decision within ten working days of receipt of the appeal form. This date may be extended by mutual agreement. The Dean of AFAC’s decision is final, except in cases where a sanction of expulsion from the college has been applied to a student. In those instances, the expelled student may appeal the decision of the Dean of AFAC to the Expulsion Review Committee.

Expulsion Appeal Hearing

Student(s) that have received a conduct decision of “expulsion” which has already been reviewed and upheld by the Dean of AFAC will have five days to request an Expulsion
Appeal Hearing for that decision from the Expulsion Review Committee. The hearing request should be submitted via the hearing request form (located in the CCC portal under the “forms” section) to the Dean of AFaC within five working days of receipt of the Dean's expulsion decision. If a hearing request is not filed within the time specified, the opportunity for a hearing shall be deemed waived. The Expulsion Review Committee shall be convened within fifteen working days after receipt of the expelled student's request for a hearing. The hearing date may be extended by mutual agreement.

1) The Expulsion Review Committee shall be composed of the following:
   a) A chairperson to be appointed by the president of the college.
   b) Three students appointed by the president of the Associated Student Government.
   c) One faculty member appointed by the president of the full-time faculty association.
   d) One administrator appointed by the president of the exempt group.
   e) One classified staff member appointed by the president of the classified association.
   f) One part time faculty member appointed by the president of the part-time faculty association.

If any of the persons listed above is a party, a witness or has a conflict of interest with this case, they will be recused from participating as a member of the Expulsion Review Committee and the next appropriate person will be selected. The committee shall receive and review evidence and make a recommendation about the final determination of the case to the Vice President of Instruction and Student Services.

2) Expulsion Review Committee Rules:
   a) The student and the college have the right to seek legal advice (counsel). The cost of such advice is to be borne by the respective parties. The proceedings outlined in this section in no way represent a court of criminal or civil law. The conduct process, review process, and appeal process are all rights associated within the educational environment for CCC students.
   b) Counsel may be present during the hearing. However, neither the college nor the student will be represented by counsel during this process.
   c) A record of the proceedings before the committee shall be kept.
   d) Written statements may be used in evidence, provided they are signed and disclosed to the other party in sufficient time for such party to question the witness prior to hearing. If the other party interrogates the witness, the witness' statement shall be reduced to writing, signed and provided to the opposing party. The original statement and the reply shall be submitted together as evidence. If the witness was not questioned, only the original statement shall be submitted as evidence.

3) Hearing Procedure:
   a) The hearing shall be private unless the student requests a public hearing.
   b) Written and oral evidence may be received.
   c) The hearing shall proceed in the following order:
      i. Opening statements
      ii. Presentation of evidence in support of the charges
      iii. The student's evidence in opposition to the charges
      iv. Rebuttal evidence
      v. Closing arguments
d) After hearing the evidence, the committee will retire to executive session for deliberation. After a recommendation has been reached, the committee shall respond within 7 days and announce its decision in writing giving its findings of fact, conclusions and recommendations. These will be forwarded to the Vice President of Instruction and Student Services.

e) The record of the hearing, findings and recommendation of the Expulsion Review Committee shall be reviewed by the Vice President of Instruction and Student Services. If the Vice President of Instruction and Student Services concludes additional evidence should be taken, they may remand the matter back to the Expulsion Review Committee for further proceedings. If the Vice President of Instruction and Student Services is satisfied the record is complete, they may affirm or reduce the Expulsion Reviews Committee’s recommendation and will inform the student of that decision.

f) A record of the hearing, findings and recommendations of the Expulsion Review Committee and the action taken by the Vice President of Instruction and Student Services shall be housed in the Associate Dean of Academic Foundations and Connection’s office.

V. IMMEDIATE SUSPENSIONS AND INTERIM MEASURES
A. Temporary Suspension (up to 24 hours duration)
Any college staff member, upon determining that a student is acting inappropriately or in violation of the student code of conduct, may temporarily remove a student from a class, activity/event, or campus for no more than one day (24 hours). If necessary, campus safety can assist with removal of the student. Any temporary suspension must be summarized and reported to the Associate Dean of Academic Foundations and Connections within 24 hours for review and consideration of summary suspension or other disciplinary proceedings. Please use the appropriate form for submitting these requests found within the office of the Associate Dean of Academic Foundations and Connections.

B. Summary Suspension (variable duration)
Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of students or staff. An associate dean, dean, or vice president may summarily suspend a student or students. A summarily suspended student should not occupy any portion of the campus and is generally denied all college privileges including class attendance. Summary suspension will automatically last until the immediate possibility of disorder or threat to safety of students or staff no longer exists. Summary suspension will also include a hold on any future registration activity for a student until such time as the case has been completed. Summary suspension shall be for the purpose of investigation of the event or events in which the student or students were allegedly involved. It may be continued pending final disposition of the case through the formal process (see below) if it is determined that it is necessary for the safety of the students or the staff or the welfare of the college.

1. The reason(s) for summary suspension shall be personally delivered to the student or mailed to his/her latest known address used for registration within 72 hours of the suspension. This notice shall include an invitation to the student to give an explanation as to why the summary suspension should not be continued.

2. If formal charges are warranted, the formal disciplinary process outlined in VII B and subsequent sections shall be followed from this point forward. If no grounds for formal charges can be identified, the summary suspension ends.
C. Interim Measures for Remediation

Interim measures may be used to protect students, complainants, respondents, and others during or after an investigation of alleged misconduct. An associate dean, dean, or vice president may initiate such measures as appropriate.

In general, interim measures:

1. May include non-contact directives on both complainant and respondents, and others as appropriate;
2. Will be applied equitably, however in cases where a preference must be made between complainant and respondent (e.g. in moving one person away from another), the respondent is usually asked to move;
3. Last until final judgments (including appeal) are determined;
4. Will be communicated in the same manner as summary suspension;
5. Can be appealed to the Dean of AFAC in the same manner as a conduct sanction;
6. Are “directions” under Section VI.B.13 of Student Conduct and Disciplinary Policy. Failure to follow these restrictions can result in sanctions.

VI. BOARD OF EDUCATION POLICIES

The Board of Education for the College also has established policies and procedures for the regulation of the institution. A complete list of Board policies is located here: http://policy.osba.org/clackcc/. Students are encouraged to review these policies to become familiar with them. They include policies on such topics as:

- Admissions
- Children on Campus
- Electronic Information Resources
- Hazing/Harassment/Intimidation/Bullying/Menacing
- Sexual Harassment
- Student Records
- Student Residency Requirements for Tuition Purposes
- Substance Abuse
- Tobacco Use on College Premises

Most policies impacting students are in Section J, but other sections do also contain some policies directed at students as well.

VII. PROBLEM RESOLUTION PROCEDURE (PROBLEMS WITH COLLEGE POLICIES OR STAFF MEMBERS)

The Problem Resolution Procedure is designed to assist students in addressing problems that involve the application of a college policy by a CCC staff member or the conduct of a CCC staff. Any other staff member approached by a student with such a complaint should assist him or her in finding and following this procedure. It is designed to solve problems informally if possible, but provides for a second, more formal option if needed. Whether formal or informal, all parties are urged to respect the confidential nature of these discussions. Note that this procedure is not appropriate for pursuing a sexual harassment or discrimination complaint (there are separate procedures in Section VIII for those purposes). Also, in the event of a conflict between this procedure and the negotiated agreements between CCC and the Full-time and Part-time Faculty and Classified employees, the negotiated agreements shall prevail.

A. Informal Procedure

Step 1. The student is strongly encouraged to see the staff member involved and discuss the matter directly and respectfully. (Note that if a student has a conflict with a staff member that escalates inappropriately, the student can be charged under the Student Conduct and Disciplinary Policy in Section VI below.)
Step 2. If the student is dissatisfied with the outcome of the direct meeting outlined in Step 1, the student should schedule a meeting with the staff member’s immediate supervisor (for teaching staff, this would be the department chair or director). This meeting should be held within five working days of the student’s request. The goal of the meeting is for the supervisor/chair to learn more about the situation from the student, and then explain the student’s options or the college’s expectations of conduct clearly, hopefully leading to an informal resolution of the problem. Depending on circumstances the supervisor/chair may arrange a meeting between the student and a staff member, or mediate between them. Students may also be informed of alternate formal appeal processes that apply in some situations. If no resolution comes from step 2 and the student wishes to pursue a matter further, the student is advised to go to section IV. B and proceed with a formal complaint.

B. Formal Procedure
After the informal procedure, if the student is not satisfied with the outcome, he or she may consider pursuing the formal procedure outlined here.

Step 1. The student should obtain a copy of the Problem Resolution Form, found at the end of this section or from the office of the Associate Dean of Academic Foundations and Connections. The student should fill out the form and submit it to the appropriate supervisor or dean within 30 working days of the end of the term in which the problem occurred. As an alternative to filling out the form, a student may provide the following in writing:
- the student’s name, address, phone and student identification number or social security number (SSN);
- a reasonably detailed description of the problem that led to the complaint;
- where appropriate, the date, time, location and/or class where the problem took place;
- the name(s) of the staff member(s) involved; and
- the desired corrective action, Common examples are:
  a) None: I just wanted to make sure the college had this in writing and on record;
  b) I want a better/full explanation of College policy and how it led to this decision;
  c) I disagree with the outcome of a policy and would like to appeal or change that outcome.
  d) I want to know whether there is any other policy that can help address my concerns;
  e) I want my complaint about a staff member’s conduct to be taken to the next level: formally addressed between the staff member and his/her supervisor in a review or similar context; (Combinations of the above or other desired outcomes are also possible.)

Step 2. The supervisor or Dean will investigate the situation fully and gather necessary evidence for a decision. The supervisor or dean may ask the student and staff member to meet together or separately as appropriate. If conciliation is attained during this step, the staff member with whom the student has a problem and student will sign a statement to that effect. If conciliation is not attained, the supervisor or dean will decide the outcome of the process and provide a written explanation of that decision to the student within ten (10) working days of receiving notice of the student’s request.

Step 3. The student can appeal the decision from Step 2 to the next administrative level (generally a Dean or a Vice President), by forwarding the decision letter from Step 2 along with a statement explaining why the student believes that decision was incorrect. This statement should be sent within 10 working days of the decision from Step 2. If that appeal administrator concludes further evidence should have been gathered or considered, he/she may send the matter back to the supervisor or a Dean with those instructions. If the appeal administrator is satisfied that enough evidence has been gathered, he/she may affirm or modify the supervisor or Dean’s decision and will inform the student of that decision. The decision from this step is final and may not be appealed.
C. Disposition of Records

Unless the problem resolution process involves student resolution of issues related to student conduct or behavior, no records of the problem resolution process will be entered into the student’s record.

Deadlines

Both the college and the student have an obligation to meet the deadlines specified in this procedure. Where meetings must be held within a specified period, the deadline may be extended by mutual consent of the student, the staff member and the appropriate administrator. Otherwise, any failure by the student either to meet a deadline or to make a reasonable attempt to be available for meetings is grounds for denial of complaint. Failure by the responsible college official to meet a deadline does not prejudice the complaint but is grounds for a complaint against that official.

VIII. DISCRIMINATION CONCERNS

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities and its programs. It is the policy of the College and its Board that there will be no discrimination or harassment in any education programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, genetic information or any information or any other status protected under applicable federal state or local laws. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Dean of Human Resources in Barlow Hall at the Oregon City campus, 503-594-3300.

Any student who feels that he or she has been subject to discrimination or harassment based on any of the grounds above should contact the Dean of Human Resources and complete the discrimination complaint form at the end of this section. All complaints will be appropriately investigated. Links to detailed procedures for specific types of discrimination or harassment are presented below. The Dean of Human Resources will identify which process applies to the student’s concern and direct them to the compliance officer responsible for investigating the student’s case.

A. ADA Grievance Procedure (for concerns regarding discrimination against disabled students based on their disability)


Christina Bruck
Disability Coordinator
Section 504 Disability Coordinator
503-594-3181
christina.bruck@clackamas.edu

B. Gender or Sexual-Based Misconduct Reporting (for allegations of sexual harassment and/or assault)

Please refer to administrative regulation for Gender or Sexual-Based Misconduct Complaint Procedure: www.clackamas.edu/sexual-respect

Also http://policy.osba.org/clackcc/J/JBA_GBN%20R%20G1.PDF

C. Other Discrimination Complaint Procedure (discrimination or harassment on other grounds listed above)

Please refer to administrative regulation for Discrimination Complaint Procedure: http://policy.osba.org/clackcc/AB/AC%20R%20G1.PDF

Harassment Form and Discrimination Complaint Form on pg 170-171.
D. Other Contacts and Resources
Any of the following people can help assist students with questions or concerns related to discrimination or harassment.

Patricia Anderson Wieck
Dean of Human Resources
Title IX Coordinator
titleix@clackamas.edu
Title VI Compliance Officer
503-594-3300
patricia.anderson@clackamas.edu

John Ginsburg
Director, Student Life
Title IX Coordinator for Students
503-594-3030
john.ginsburg@clackamas.edu

Chris Smith
HR Compliance Specialist
Title IX Deputy Coordinator
503-594-3302
chris.smith@clackamas.edu

IX. STUDENT RECORDS AUTHORITY

Federal Law – On August 21, 1974, federal legislation known as the “Education Amendments” of 1974 was enacted to become effective on November 20, 1974. Section 513, (a) Part C of the General Education provisions Act was further amended by adding at the end thereof a new section: “Protection of the Rights and Privacy of Parents and Students,” which was further amended by S.J. Res. 40 and Federal Regulations authorized in PL 93-380.

Oregon Law – ORS 326, 336, 192 and Oregon Administrative Rules (OAR) 589- 004-0100 through 589-004-0750 established a definition of student records, rules of inspection or release of student records, that student records are not public records for the purpose of ORS 192.001 and provisions for transfer of student records.

ORS 44.040 – Covers confidential communications of certified staff members.

Which Law applies – Where a direct conflict exists between Oregon Law and Federal Law, a district receiving federal funds must follow federal laws relating to education rights and privacy or face the loss of federal funds.

The law which gives the greatest protection to the rights and privacy of parents and students shall take precedence in other cases.

A. Purpose
Student Records are maintained for the benefit of the student. They should be used to promote the instruction, career development, guidance and educational progress of the student.

B. Defined
Information which evolves from the student and the student’s participation in education on and off campus, shall be dealt with and considered in the following four categories:

1. Student Progress Records
   a) Transcript of grades and courses taken
   b) Attendance
   c) Health Records
   d) Achievement test scores
   e) Class schedule
2. Student Behavioral Records
   a) Family background
   b) Psychological test information
   c) Personality evaluation
   d) Anecdotal records
   e) Written transcripts of incidents relating to student behavior
   f) Records of conversation

3. Directory Information
   “Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Clackamas Community College has established an institutional policy to release limited directory information as defined in the Family Educational Rights and Privacy Act (FERPA). The following information can be released upon verbal request to anyone:
   a) Full name
   b) Enrollment status
   c) Verification of certificate, degree or honors and awards
   d) Residency status
   e) Major
   f) Athletic participation – height and weight of team members
   g) The following information may be released by the Dean of Academic Foundations and Connections or Registrar:
      1. Address and Telephone Number
      2. Class location to Public Safety in case of health or safety emergencies.
   Exceptions to the above may include but are not limited to:
   a) Release of alumni names and addresses to CCC Foundation office for communication with graduates;
   b) Student athletes may sign a release of information form through the Athletic Department for the release of information regarding registration activity, grades and access to records by their coach or the athletic director. Other student groups may also sign similar releases through their department/group.

Students employed with the college who have access to student records receive FERPA training and are asked to read and sign an institutional confidentiality statement of understanding. Directory information for use within the college is permitted in accordance with FERPA guidelines. Disclosure within the college does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party.

4. Memory Aids
   Personal working notes of individual staff members are considered personal property and are not to be interpreted as school records unless they are formalized for use as progress or behavioral records, providing they are in the sole possession of the maker thereof and are not accessible or revealed to any other person except a substitute.

C. Conditions for Use of Student Records
   1. School certified staff shall have access to student “progress records” when there is a demonstrated educational interest in the student.
   2. School certified staff shall have access to student “behavioral records” only in the presence of a person qualified to interpret the record and when there is a demonstrated interest in the student. The person qualified to interpret the record is the Registrar, Chair of Counseling, staff, or other designated person with equivalent
background to interpret psychological test information, psychological reports or other similar information.

3. Student teachers and practicum students are subject to the same restrictions as members of the certified staff and any release of information must be made by their certified supervisor.

4. Designated paraprofessional financial aid and clerical staff may have access to student records for purposes of making entries or maintenance of the records but they do so under the supervision of a certified staff member qualified to interpret the records.

5. Guidelines for determining certified staff members with a demonstrated interest in the student are as follows:
   a) Instructor has the student in class or student activity
   b) Counselor is working with student
   c) Certified staff member is participating in a staffing or case review for a particular student

6. Student records may be released with the student’s written permission for such purposes as are set out in the written release.

D. Conditions for Release of Records

1. All student records maintained by the school shall be made available for inspection by the student, except that behavioral records shall be released only in the presence of a person qualified to interpret the records. Review requests may be made to the Registrar or the Dean of Academic Foundations and Connections.

2. Progress records may be released to other persons, agencies or institutions with a demonstrated interest in the student only if a written release has been signed by the student. Behavioral records may be released to other persons, agencies, or institutions only if there is written consent from the student specifying the records to be released and with a copy of the records released to the student if desired. Certain other select individuals and agencies may have access to student records without prior written consent of the student. These include the Comptroller General of the United States, State Department of Education, the U.S. Department of Education, the Northwest Commission on Colleges and Universities, the Oregon State System of Higher Education, the Offices of Oregon Community Colleges and those in conjunction with a student’s application for or receipt of financial aid. The student shall not have access to the financial records of the parents.

3. All persons, agencies or organizations desiring access to the records of a student shall sign a written form kept in the file of the student. A written statement shall indicate specifically the legitimate interest of the person, agency or organization seeking this information. This form shall be available to the student and the school official responsible for maintenance of the record.

4. Progress and behavioral records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to the records without written consent of the student. When records are transferred to a third party, the following written statement shall accompany the transfer: “Federal and state statutes prohibit sharing the contents of this record with any other party without the written consent of the student.”

5. Release of student records may be made by the Registrar, Dean of Academic Foundations and Connections, or the Vice President of Instruction and Student Services or used in any proceedings in compliance with judicial order or lawfully issued subpoena upon the condition that the student is notified of all such order or subpoenas in advance of the compliance by the educational institution or agency. When appropriate, personal delivery of the records will be made by the Registrar or an appropriate administrator qualified to explain or interpret the records.
6. Information gained as a result of conversations, conferences or staff meetings regarding student problems must be kept confidential. Release of student record information by telephone is prohibited except as required in meeting health or safety emergencies.

7. Information gathered for research purposes shall not be released in any manner which would allow personal identification of students.

E. Provision to Challenge Content of Student Record
1. Upon reviewing the student records, if the student believes that such records are inaccurate, inappropriate or misleading, the student shall have the right to challenge the contents of the record. If the Registrar agrees that the record is inaccurate, inappropriate or misleading, steps shall be taken to correct the record. Should the Registrar decide not to amend the record in accordance with the student's request, the student will be notified in writing and given an opportunity to appeal. All student record appeals will be administered by the Dean of Academic Foundations and Connections.

F. Gathering and Recording Student Record Information
1. The Registrar shall be designated the primary custodian of the student records and shall have responsibility for supervising, collecting, recording and releasing student record information other than the information listed below.
   a) Financial Aid records fall under the jurisdiction of the Director of Financial Aid and Scholarships.
   b) Behavioral records, discipline records, and achievement test scores fall under the jurisdiction of the Associate Dean of Academic Foundations and Connections.
   c) Security records fall under the jurisdiction of the Director of Campus Services.
2. All student records shall be periodically reviewed and irrelevant materials discarded and records updated. Permanent records are kept in a safe, vault or file having a minimum one hour fire-safe rating.
3. The college shall designate categories of public information to be known as directory information. These categories are stated in the college catalog.
4. At the point of admission, registration, and upon extension of credit, students will be asked to provide their social security number and advised of their rights concerning the gathering and use of student information, including social security number.

G. Limitations on Access
The following records will not be available for student review:
1. Financial records of the parents of students.
2. Confidential letters or statements or recommendations which were placed in educational records prior to January 1, 1975.
3. Any records for which the student has signed a waiver of student's right to access (e.g. regarding confidential recommendations to any educational agency or institution, application for employment and receipt of honor recognition).
4. Campus security records if used for law enforcement purposes.
5. Medical records maintained with regard to treatment but allowing for the student to have a professional of his/her choice examine such records.
PROBLEM RESOLUTION FORM INSTRUCTIONS

Use this form if you have a problem with a member of the college staff that you would like help in resolving. This procedure is not appropriate to address a grade dispute (the instructor maintains authority over a grade) or to pursue a sexual harassment complaint or discrimination due to disability (separate procedures through the HR office are available for these). To resolve a problem with a member of staff, follow these steps:

The college encourages you to meet with the staff member involved and discuss the situation. Staff members are eager to listen and, if appropriate, accommodate the concerns of students. If you are uncomfortable doing this or if you are not satisfied with the outcome of your discussion and want to pursue this matter further, use this form as outlined in the remaining steps.

Fill out this form and give it to the staff member’s immediate supervisor or to the appropriate department chair. You must do this within 30 days of the end of the quarter (term) in which the incident occurred.

Within five working days of receipt of this form, staff will attempt to resolve the situation by discussing it with the staff member and the student. Working days are days that classes are in session.

If you are dissatisfied with the supervisor / department chair’s efforts on your behalf and want to pursue the “Formal Procedure,” follow the steps as outlined in the Student Handbook.

All parties are urged to respect the confidential nature of these discussions.
PROBLEM RESOLUTION FORM

This form is used to aid in resolving a problem. Please read the instructions provided in the CCC Student Handbook for details of the process. Students should submit this form to the director of the area of concern (registration, enrollment, student services or department chair). If a resolution is not reached, this form will be given to the Associate Dean of AFAC, Darlene Geiger, Dye 142.

Please reference the college rule, policy or procedure allegedly violated as described in Student Rights, Freedom & Responsibilities [www.clackamas.edu/student-rights](http://www.clackamas.edu/student-rights)

Name: ___________________________ Date: ________________

CCC Email: ___________________________

Student ID: ___________________________

Telephone: ___________________________

Mailing Address

__________________________________________

City __________________________ State ___________ ZIP ___________

Date the problem occurred: _______________________

Location of incident: _________________________

On a separate piece of paper re-type or clearly print each question prior to each of your answers:

• Have you spoken with the staff member involved (circle one):
  yes    no
  If yes, please provide name(s) and describe the discussion, including outcome.

• Please describe the issue, giving rise to your problem/concern, in as much detail as possible. Include any places, dates and/or times you can recall. Also reference campus policy and/or procedures as they may apply.

• Please describe—as clearly as you can—what would resolve this issue for you.

FOR OFFICE USE ONLY: Date Stamp Received: ________________________________

By: ___________________________ (initials)

See the following page for Problem Resolution Form Instructions.
Please type or print.

Name: ________________________________ Date: ____________________

You are: (please check one) ☐ Student ☐ Employee ☐ Campus Visitor

Student/Employee I.D. number: ________________________________

Please describe the alleged misconduct. Include name(s), dates(s) of occurrence(s) and place(s) of occurrence(s):

If more room is needed, attach additional pages.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Attach any material you feel will assist the College in reviewing your allegations.

Signature of person filing this complaint ________________________________ Date __________

Area code and telephone number ________________________________

Please return this form to any of the following:

Dean of Human Resources, B204
Director of Human Resources, B204
Vice President of College Services, B218

FOR HR OFFICE USE ONLY: Date Stamp: Complaint Received _________________

By: ____________________________ (initials)

☐ Investigation ☐ Resolved Informally ☐ Harassment
☐ Sexual Harassment ☐ Discrimination ☐ Other
DISCRIMINATION COMPLAINT FORM

Please type or print.

Name: ____________________________ Date: ______________

Activity: __________________________

You are: (please check one) □ Student □ Employee □ Non employee
(job applicant)

Type of discrimination:

□ Race □ Color □ National Origin
□ Religion □ Gender □ Age
□ Disability □ Gender Identity □ Veterans’ Status
□ Marital Status □ Sexual Orientation

Specific complaint: Please provide detailed information including names, dates, places, activities, and results of informal discussion.

If more room is needed, attach additional pages.

____________________________________________________________________________________

Remedy requested:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

This complaint form should be mailed or taken to the compliance officer. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Approved by President’s Council 12/06/2011
Academic Evaluation The Academic Evaluation is an assessment of a student’s progress in satisfying the requirements of a certificate or degree. Students can access an Academic Evaluation through myClackamas, which should be used in consultation with an Academic Advisor.

Administrative Withdrawal If you do not attend your class, instructors MAY drop you from the course, but are not required to do so. Instructors may do this at any time during the first two weeks of the class. This is called Administrative Withdrawal. An instructor or registration office may also administratively withdraw you from a class if you are unable to demonstrate fulfillment of the stated class prerequisite or co-requisite requirement. The Registration and Records Office will notify you if you have been withdrawn from a class.

Associate of Arts, Oregon Transfer (AAOT) The Associate of Arts Oregon Transfer Degree is a standardized, two-year curriculum that makes students eligible for junior standing at a four-year, Oregon public university.

Associate of General Studies (AGS) The Associate of General Studies is a two year degree designed to provide flexibility and uses a variety of college level course work to meet degree requirements.

Associate of Science Degree (AS) The Associate of Science Degree is designed for students who wish to take the first two years of their coursework at Clackamas Community College, then transfer to a particular four year institution to complete a degree in the designated discipline.

Associate of Science, Oregon Transfer – Business (ASOT) The Associate of Science Oregon Transfer Degree - Business is a two-year program designed for students intending to transfer to an Oregon public university majoring in business.

Associated Student Government (ASG) Refers to the Associated Student Government of Clackamas Community College. It is the governing body of CCC students. The president and vice-president are elected by the student body; senators and other officers are determined by a selection process. ASG operates under a constitution designed to promote student activities that stimulate social, physical, moral and intellectual life on campus.

Audit An audit allows you to attend class without responsibility for a grade. Audit carries no credit and does not contribute toward full-time student status. Audited courses do not meet full-time status required for veterans or Social Security benefits, financial aid and athletic eligibility. Registration, tuition, fees and attendance standards for audited courses are the same as for credit courses.

Catalog Each academic year has a new catalog. The catalog describes all the courses offered at CCC and what programs are available.

Challenge Exam See “Credit by Examination.”
Cooperative Work Experience  The CWE program offers students the opportunity to earn college credit by working in a job directly related to their program of study. CWE offers expanded learning experiences through exposure to actual work situations, organizational relationships, equipment and techniques that cannot be duplicated in the classroom. For more information, visit the CWE website at [www.clackamas.edu/cwe](http://www.clackamas.edu/cwe).

Co-Requisite  A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

Course Registration Number/Synonym  A six-digit course registration number is needed for each registered course. It may change from term-to-term whereas the course number remains the same.

Credit by Examination  Credit by Examination allows a student to earn credit for most courses by passing an examination ("challenge exam") prepared by the department that offers the course. Please see an Academic Advisor for eligible courses and additional information.

Direct Transfer  If you have selected a transfer school or program, you can select CCC courses that meet specific requirements at your school of choice and transfer credits directly to that school. Students should work closely with their advisor at the school they intend to transfer to as well as a CCC advisor.

Enrollment Levels
Full-time: Enrolled for 12 credits or more during a term.
Three-quarter time: Enrolled for 9-11 credits during a term.
Part-time: Enrolled for 6-8 credits during a term.

Faculty Consent required for a student that would like to enroll in a course after it has started.

Financial Aid  Completing the Free Application for Federal Student Aid (FAFSA) or ORSAA is the first step to receiving financial aid. There are different types of financial aid, and they include grants, loans, work study, tuition waiver, WIA funding, etc. Financial aid money is to assist with educational costs such as tuition, books and fees.

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**DO YOUR PART!**

HELP INCREASE RECYCLING.

Please find the recycling receptacles located in most campus buildings for:

- WHITE PAPER • SCRAP PAPER • NEWSPAPER
- CANS AND BOTTLES

Please **do not** mix the different recyclable materials.

Please **do not** mix garbage with the recyclable materials.

YOU CAN HELP—FOR MORE INFORMATION, CONTACT ASG IN CC152 OR CALL 503-594-3040.
GPA Grade Point Average is based on the number of credits attempted, the grades received and grade points assigned.

Grading Option Grading options may include letter grade (A-F), Pass/No Pass (P/NP), and Audit (X).

Graduation Students may graduate at the end of any term (fall, winter, spring, or summer), indicating that they have completed the program requirements. Students must petition to graduate by deadlines published in the Class Schedule.

Honor Roll Students achieving a term GPA of 3.5-3.749 based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

Incomplete An incomplete may be given by an instructor when a student’s work has been satisfactory but the student has a small amount of work to make up.

Instructor Consent Written permission from the course instructor, granted prior to enrollment.

Low-Cost Texts (LCT) Textbook prices can be astronomical! That’s why CCC offers classes that use low-cost materials, meaning the total cost of textbooks and/or materials will be less than $40. myClackamas - my.clackamas.edu A website that allows you to access your email, registration and more with one username and password.

Pass/No Pass (P/NP) A grading option that does not affect a student’s GPA but credits count toward part or full-time status if a passing grade is earned. See the catalog for additional information.

Petition to Graduate Submission of this form notifies the college that a student intends to graduate. This form should be turned in at least two terms prior to graduation. Graduation Services will then complete and send an academic evaluation, identifying the courses that have been completed and the courses that are still required for the degree or certificate.
Placement Tests A basic assessment that is used to determine your skills in writing, reading and math. It is designed to ensure your success by helping us to place you at the appropriate course levels. Students may also take the Computer Placement Assessment for placement into computer science courses as well as determine computer competency.

Prerequisite A requirement that must be satisfied before a student may enroll in a particular course. The Class Schedule indicates whether a course has a prerequisite under each course title.

President’s List Students achieving a term GPA of 3.75 or better based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

Class Schedule A publication created each term that tells which courses are being offered, where they meet, what time they meet and who teaches them. The Class Schedule is available in print version, electronic version through the college homepage and through myClackamas.

Requisite Waiver is required for a student that would like to enroll in a course without officially meeting a course prerequisite.

Satisfactory Academic Progress (SAP) for Financial Aid You are required to complete and pass all classes paid for by financial aid. Be aware that financial aid funds do not pay for audit classes. You may be required to pay back financial aid funds if you drop all your classes. You must maintain a term and a cumulative GPA of at least 2.0. See the Catalog for further information.

Scholarships A financial aid award that does not have to be repaid. Scholarships are generally made based on an applicant meeting certain eligibility criteria.

Student Petition is required for a student that would like to enroll in a course with a special requirement. For instance, “A camera is required for this class.”

Transcript A copy of a student’s permanent record that lists the courses and grades received by the student taken at a particular institution.

Tutor A tutor is a student who has the necessary skills or understanding of a subject that gives additional needed assistance to another student outside of the formal classroom environment. Tutoring is free to CCC students.

Withdrawal (W) A registered student may withdraw (drop) from a course during the term without responsibility for a grade by the end of the sixth week of the term. After the sixth week of the term, the instructor determines whether the student may receive a withdrawal (W) or be held responsible for a grade. For classes lasting less than a full-term, 70 percent completion of contact hours is the equivalent of the sixth week. W’s have no credit and no grade points. It may have an impact on Financial Aid eligibility.

Work Study Program A financial aid program that is based on need, providing for part-time on-campus employment during the school terms, not to exceed 19 hours per week. Completing the FAFSA is the first step to getting Federal Work Study.

Y Grade Instructors have the option of providing a Y (never attended) grade. Y’s have no credit and no grade point.