

2017 - 2018 Advanced College Credit Registration Information

Fall Trimester & First Semester Registration:

Monday, October 2nd 2017 – Friday, November 3rd 2017

Winter Trimester Registration:

Monday, January 8th 2018 – Friday, February 9th 2018

Spring Trimester & Second Semester Registration:

Monday, April 9th 2018 – Friday, May 11th 2018

What to Know Before You Register:

Know your ACC classes & registration dates

View your high school's ACC course list online at www.clackamas.edu/ACC/HighSchools/ to see what high school classes are eligible for college credit and when to register. If you miss the registration deadline in a given term, it is too late to earn the credit. **There will be no extension of the registration deadlines.**

Know your CCC student account information

If you have registered for a course through CCC, or previously filled out an application you will already have a CCC account. If you do not know your myClackamas log in information, click on 'Forgot email address' or 'Forgot password' at my.clackamas.edu or contact the ACC office.

New students should fill out the ACC application online at www.clackamas.edu/acc/register at least one week before the registration deadline to ensure account creation and allow enough time for registration to occur. Once you fill out the application, you will receive an email with your username and password you will use to log in and register for your ACC class(es). The online application requires a Social Security Number (SSN). If you do not have a SSN, contact the ACC office to request a paper application.

Questions about ACC Registration?
503-594-3499 | accinfo@clackamas.edu



How to Register

Students Please Note: CCC staff cannot release student information to your parents or guardians without signed permission from you. You may release your student information by submitting a FERPA form online at www.clackamas.edu/acc/register.

STEP 1: Log In to your MyClackamas account.

Go to my.clackamas.edu to login using your CCC email and password.

STEP 2: Complete Student Survey (If Prompted)

In the student survey, select 'Finish High School' as your educational Goal and identify your program as 'High School Student – Pre College'.
(Note: not all students will be prompted with this survey)

STEP 3: Find your ACC Classes

On the left of the student portal screen, under CougarTrax, click on '**Registration**' and select '**Register for Sections**' from the drop down menu. To find your ACC classes, enter ONLY the term in the first box and the HS instructor last name in the last box.

STEP 4: Register

Select the appropriate classes, click submit. The classes you selected will come up once more. On the left of each class, drop down the action bar to **RG Register** and click submit.

STEP 5: Payment

If the registration was successful, a notice will appear that payment is due at the time of registration. Click the button to be directed to the payment screen. If you have an ACC fee waiver, your ACC waiver will not be applied until after the registration window has ended.

STEP 6: Verify Registration

View your class schedule by clicking 'Account Information' and 'My Class Schedule' on the left bar to verify you have registered correctly for your ACC classes.

The online myClackamas system limits the number of credits a student can register for each term. If you are trying to register for more than 18 credits, please contact your HS counselor to fill out an 18+ Credit form.

For Registration Videos and Tutorials Visit
www.clackamas.edu/acc/register