

# ARC 403

## Registration/Late Registration Policy

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<b>Purpose</b>	This policy establishes a deadline for registration and defines late registration.
<b>Summary</b>	<p>All courses have a registration deadline. The deadline is the day before the course begins, with two exceptions: Open-Access and High School Connections courses. After the registration deadline it may still be possible to add a course through the “late registration” process. Students seeking to register after the deadline will need written consent from their instructor. Late fees may apply to courses added after the deadline.</p> <p>Open-Access courses are exempt from this policy.</p> <p>High School Connections courses including Advanced College Credit (ACC) have annually established registration deadlines posted on the college website.</p>
<b>Related</b>	Policy is maintained and enforced by the Clackamas Community College Registrar.
<b>Effective Date</b>	Questions about this policy may be directed to the Clackamas Community College Registrar at registrar@clackamas.edu.

END OF POLICY

### APPROVALS

Maintained By	ARC: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President’s Council – if appropriate	Date:
Final Approved Document Posted to Web	Date:

# ARC 403P

## Late Registration Procedure

For all courses with the exception of Open-Access and High School Connections courses, the following methods may be used by students needing to register during the late registration period.

1. Submit "Add/Drop" form with instructor signature
2. Forward email from instructor with consent to [registration@clackamas.edu](mailto:registration@clackamas.edu) and include name, student ID number, and course/section information
3. Request that instructor provide "Faculty Consent" in faculty self-service. This option can only be used if the course still has open seats.

### APPROVALS

Maintained By	ARC: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President's Council – if appropriate	Date:
Final Approved Document Posted to Web	Date:

# ARC-P 403

## High School Connections Late Registration Procedure

Students are expected to register for High School Connections classes, including Advanced College Credit (ACC) by the established deadlines as annually established by the Office of Education Partnerships and posted on the college website, [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections). After the registration deadline it may still be possible for students to add a course. During this time, registration is considered “Late Registration” and requires instructor consent.

If students are attempting to register late, they must complete a Late Registration Appeal Form with the instructor’s consent. The Late Registration Appeal Form must be completed in its entirety, including a statement regarding the request for an exception to the registration deadline. “I forgot” or “I didn’t know about it” are not valid reasons for appeal.

Students may only appeal for college-credit during the term in which they are currently enrolled in at the high school. For example, students may only appeal for a fall term course in 2018 during fall term 2018. Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted. Students will be notified by email within approximately 10 business days.

High School Connections Late Registration Appeals will not be granted after the posted course drop deadline. The Director of the Office of Education Partnerships or designee will review appeals on a case-by-case basis.

If the appeal is approved, the Office of Education Partnerships staff will manually register students and email students and instructors once registration is complete.

Students whose names do not appear on the instructor's class list are not officially registered and will not receive college credit or grades.

### APPROVALS

Maintained By	ARC: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President’s Council – if appropriate	Date:
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## High School Connections Late Registration Appeal Form

(2018-2019 School Year)

Student Last Name	Student First Name	M.I.	Date of Birth
Mailing Address (Apt #)	City/State	Zip	Phone
CCC Student ID#	CCC Student Email <span style="float: right;"><i>@student.clackamas.edu</i></span>		
High School Course Title(s):	High School (ACC) Instructor Name(s):		
Clackamas Community College (CCC) Course Title(s):	CCC Course Number(s):		
CCC Section Number(s):	Term (Fall, Winter, or Spring):		

Students are responsible for completion of the form, required typed statement, and obtaining the instructor’s signature. **Appeals may only be submitted for courses the student is currently enrolled in at the high school.**

If students are submitting an appeal for multiple classes, a form must be submitted for each class, but the same typed statement can be used for all classes.

Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted. Students will be notified by email within approximately 10 business days of the decision. Students must check their myClackamas email for the appeal decision.

**APPEAL GUIDELINES:**

- Complete the High School Connections Late Registration Appeal Form(s)
- Attach a typed statement (totaling 250-500 words) identifying your need for late registration. Answer the following questions:
  1. Please explain your reason for late registration. “I forgot” or “I didn’t know about it” are not valid reasons for appeal.
  2. How does the college credit you are appealing to register for apply to your college and career goals?
  3. What are you going to do differently in the future to ensure on time registration?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

Submission of documents can be completed in person, by mail, email, or fax:  
Office of Education Partnerships · Community Center, Room 111 · 19600 Molalla Avenue Oregon City  
OR 97045

Phone: 503-594-3220 Fax: 503-650-6670 · e-mail: [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu)