

ARC # 404

Activating and Deactivating Student Accounts

Purpose	Establishes the policy and expectations for activating and deactivating student accounts and providing access to Clackamas Community College (CCC) systems and databases.
Summary	<p>CCC maintains student accounts for all currently enrolled and active students. Accounts for students who are no longer enrolled will be deactivated, after eight consecutive terms of inactivity.</p> <ul style="list-style-type: none">• Active Accounts: A student account is automatically created for all admitted students. This account allows students to register for courses and provides access to CCC systems and databases necessary for students while they are enrolled.• Inactive Accounts: Student accounts will be deactivated after eight consecutive terms during which a student has not registered for a course. Once deactivated, the academic record is maintained, but the former student will not have access to CCC systems and databases.<ul style="list-style-type: none">◦ Students with deactivated accounts will still be able to request and receive official CCC transcripts.• Reactivating accounts: Former students can re-apply to CCC in order to reactivate their student record and access student systems and databases.
Related	See the online application at www.clackamas.edu and related admission standards in the CCC catalog. Questions can be directed to the CCC Registrar at registrar@clackamas.edu .
Effective Date	This policy goes into effect immediately upon approval.

END OF POLICY

APPROVALS

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

DRAFT

ARC - 404P

Activating and Deactivating Student Accounts Procedure

1. A student account is automatically created in Colleague when a student is admitted to CCC, which provides access to all systems and databases (E.g. myclackamas, student email, Library, Moodle).
2. The Registrar will oversee the process whereby student accounts will be deactivated after the 8th consecutive term that the former student has not registered for any course.
3. Once an account is deactivated, the academic record for the student will be maintained but former students will no longer have access to CCC systems and databases.
4. Students will be sent a notification by the Registrar that their CCC student account has been deactivated with information about how to reactivate their account to their secondary email address.
5. Students can re-apply to CCC via the online application at www.clackamas.edu in order to reactivate their student record and access these systems.

Questions about this process can be directed to the CCC Registrar at registrar@clackamas.edu.

END OF PROCESS