

2020-21 Advanced College Credit Registration Instructions

Before you register... All students **MUST** have a CCC account before registration. It is recommended that new students apply online at www.clackamas.edu/acc/register at least one week before registration closes.

Be sure to know what classes you need to register for. To view the ACC courses available at your high school, visit www.clackamas.edu/highschoolconnections and select your high school.

All ACC students are expected to read the ACC Student handbook at www.clackamas.edu/acc/register to learn more about the ACC program and to understand the expectations of an ACC student before registering for their ACC class(es).

STEP 1: Go to ACC Registration System

Visit www.clackamas.edu/acc/register. Click **ACC REGISTRATION SYSTEM** to go to ACC registration system.

STEP 2: Log in to ACC Registration System

Click 'LOG IN' in bottom right of the screen. Enter your CCC user ID (the first part of your CCC email, usually lastname.firstname) and password. Click Submit. If you need help logging in, contact accinfo@clackamas.edu.

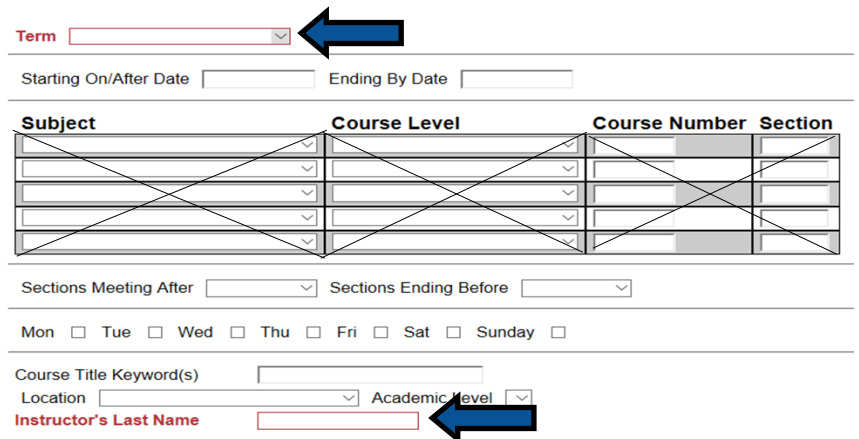


STEP 3: Find your ACC Classes

Click [Search/Register for Sections](#) at the bottom of the screen.

To find your classes, enter **ONLY** the term in the top box and your high school instructor's last name in the bottom box.

Click Submit and a list of your instructor's classes will appear.



Form fields include: Term (dropdown), Starting On/After Date, Ending By Date, Subject, Course Level, Course Number, Section, Sections Meeting After, Sections Ending Before, Mon-Tue-Wed-Thu-Fri-Sat-Sunday checkboxes, Course Title Keyword(s), Location, Academic Level, and Instructor's Last Name.

STEP 4: Register for your ACC Classes

Select your ACC class(es) from the list, Click Submit. The class(es) will come up again. On the left of each class, drop down the action bar to "RG Register". Click Submit. Repeat steps 3-4 for additional classes if needed.

Action	Term	Section Name and Title	Location	Meeting Info
RG - Register	Summer Term 2019	MFG-102-01 (299209) Mkspc: Intro to Digital Manu	Oregon City Campus	06/17/2019-06/25/2019 Friday 09:00AM Comments: Reg

Be sure to verify all your registrations were processed by checking that all your ACC courses are listed under 'Here are all the sections for which you are currently registered:' before proceeding to step 5.

STEP 5: Pay for your ACC Classes*

A confirmation of your registration and a payment link should appear. Click [Click here to pay now.](#) and log in using your CCC username and password. Click **Make Payment** and follow the payment prompts.

*If you are on free/reduced lunch, have your ACC fees waived. Ask your high school counselor to add you to the fee waiver list.