



## High School Connections Late Registration Appeal Form

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 (attaching an email from the instructor approving the student's registration and forwarding that email, will work as well). 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. **Appeals may only be submitted for courses the student is currently enrolled in at the high school within the term's appeal deadline.**

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.

If the appeal is approved, students are responsible for paying the \$10 per credit ACC fee for each ACC course they are registered for unless they are on Free/Reduced Lunch. Students on Free/Reduced Lunch must email their counselor to request an ACC fee waiver. If students do not pay for their courses or request a waiver, a hold will be placed on their CCC account preventing further registration and access to transcripts.

**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. Answering the following questions:
  1. Please explain your reason(s) for late registration.
  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

Submit complete forms by email to [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu)  
If you have any questions, contact [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) or 503-594-3499