

# Late Registration Process

## Registering after a class has started

To register on or after the first day of class, you need to get instructor consent (student petition). Register for your class before the late add fee.

## Late add fee

The late add fee will be applied on the 4th business day following the first official day of class.

- So if your class starts on a Monday, you must be registered by the end of the business day on Thursday or you will be charged the late fee of \$50.
- The \$50 fee is applied to each class

To avoid this fee, make sure you are registered for all of your courses in a timely manner.

## How to Get Instructor Consent (Student Petition)

1. Contact the instructor by email and include:
  - Your full name
  - CCC student ID #
  - Course number and section (eg: WR-121-01)
  - Reason for making your request to add the class after it started
2. If the instructor gives you permission to add the course, you can **forward their email consent to [registration@clackamas.edu](mailto:registration@clackamas.edu)** and they will register you for the course and send you a registration confirmation email.

## How to Find Your Instructor's Email

1. Go to [my.clackamas.edu](http://my.clackamas.edu).
2. Log-in using your CCC user log-in name and password.
  - \*If you do not know this, please contact [Registration@clackamas.edu](mailto:Registration@clackamas.edu) or call 503-594-6074.
3. On the left hand side, select "Self Service" and then "Self Service: Student."



STUDENTS STAFF LOG OUT

myClackamas > Students Log in to your student email. Hello Joann Zhang

**CougarTrax**

- Navigate **new**
- Self Service**
- Self Service: Student
- Quick Start Guide
- Video Guide

**moodle login**

To access your Moodle courses, click the above link and login with your same myClackamas email and password.

**COVID-19 Updates:** To see how CCC is responding to COVID-19 and state mandates, please visit [www.clackamas.edu/coronavirus](http://www.clackamas.edu/coronavirus) for information and resources.

For students attempting to register for a workshop using our

**myWeek myToDo Finals**

Today's Date: Tuesday, May 05, 2020

May 2020						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

4. Log-in again using your CCC user log-in name (do not include "@student.clackamas.edu") and your password.
5. Select "Student Planning."
6. Select "Go to Plan & Schedule" (typically on the right hand side).
7. Depending on the term you're hoping to register for, you may need to select the right arrow to toggle over to the appropriate term you are hoping to register for.



Schedule Timeline Advising Petitions & Waivers

< > Spring Term 2020 - +

Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							

- Once you have found the term you are registering for, scroll down on the far left side to see all your planned classes and click on the course title.

Schedule Timeline Advising Petitions & Waivers

< > Summer Term 2020 - +

Your registration period for Summer Term 2020 begins on 5/14/2020 at 12:00 PM

Filter Sections

Save to iCal

Print

WR-121-01: English Composition

Planned

Credits: 4 Credits  
Grading: Graded  
Instructor: Robinson, M  
6/22/2020 to 8/13/2020  
Seats Available: 23

Meeting Information

View other sections

	Sun	Mon	Tue
8am			
9am			
10am			
11am			
12pm			
1pm			

- A dialog box will pop up and the instructor's email will be at the top. If the instructor is not listed or it says "staff", you will need to contact the department that offers that course.

Section Details

WR-121-01 English Composition  
Summer Term 2020

Instructors Robinson, M (matthew.robinson@clackamas.edu)

Meeting Information 6/22/2020 - 8/13/2020  
Oregon City Campus, (Online/Lecture)

Dates 6/22/2020 - 8/13/2020

Seats Available 23 of 23 Total

Credits 4

Grading Graded

Requisites **WRD-098 or placement in WR-121 - Must be completed prior to taking this course.**

Course Description Introduces the academic essay. Students learn to use a writing process, from brainstorming to polishing, as they develop original responses to challenging articles and academic essays. The class emphasizes information literacy: how to find and evaluate source material, as well as integrate and cite it.

Additional Information Meets: 6/22-8/13.

Additional Course Fees Fees listed here are in addition to general tuition and fees charged at registration.

Close Add Section