

## ACC Class Rosters in myClackamas for Non-CCC Faculty

- Class rosters are available in myClackamas
- 1) Access myClackamas through [www.clackamas.edu](http://www.clackamas.edu) (Go button, top right hand corner)
  - 2) Log in using your user name (i.e. jane.smith) and password created when you activated your non-CCC Faculty Account. Contact the ACC Office if you need assistance 503-594-3208.
    - **NOTE:** You do not need to enter an email address. Only enter the username you created. For example: jane.smith. Do not add the e-mail address info. as the example shows.
  - 3) Quickly check enrollment information through Course Seat Load section in myClackamas:

### Important Dates for Roster Checks

#### Trimester Schools

Fall Term	Nov. 15 <sup>th</sup> – Dec. 3 <sup>rd</sup>
Winter Term	Feb. 21 <sup>st</sup> – Mar. 4 <sup>th</sup>
Spring Term	May 9 <sup>th</sup> – May 27 <sup>th</sup>

#### Semester Schools

1 <sup>st</sup> Semester	Jan. 10 <sup>th</sup> – Jan 28 <sup>th</sup>
2 <sup>nd</sup> Semester	May 9 <sup>th</sup> – May 27 <sup>th</sup>

- 4) For class roster information, click on the colored bar. Information includes:
  - student name
  - CCC student ID
  - email address
  - phone number
  - whether student is underage (adult is “Y” if student is 18 years of age or older)
  - pass/audit status
  - course status (new or dropped)
  - whether the student is on the waitlist or not
- 5) You can also check class rosters by clicking on Faculty Information and then Class Roster

*Only courses in which you are assigned as the instructor of record will appear.  
Please contact the ACC Office (503-594-3208 or [cherylt@clackams.edu](mailto:cherylt@clackams.edu)) if a course does not appear.*