

**Clackamas Community College**  
Advanced College Credit

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# **PROGRAM MANUAL**

## **2011-2012**

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# Clackamas Community College

## Advanced College Credit

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### INTRODUCTION

High school students in the Clackamas County area are receiving college credits for some of their high school courses through a dual credit program at Clackamas Community College called Advanced College Credit. By the time these students graduate from high school they already have a head start on college credits at a cost far below regular college tuition prices, saving both time and money when they started their next steps after graduation.

Two courses are said to be "articulated" when the high school college-level course has the same student learning outcomes, curriculum content and rigor of assessment as the college course. Course titles may differ between the high school college-level course and the articulated college course, but the course materials, content and instructional quality are consistent with (or "articulated" with) courses offered by the community college. Because of this articulation, a student should be able to transition smoothly to the next level of college courses. For further information on students receiving dual credit in Oregon and their performance after high school, view the state-wide study conducted on Oregon students who participate in dual credit while in high school at: <http://www.ode.state.or.us/teachlearn/subjects/postsecondary/techprep/pdfs/2010-dual-credit-study-6.pdf>

Since Advanced College Credit courses are the result of an alignment between high school college-level courses and college courses at Clackamas Community College, not all high school courses are eligible for ACC articulation. Visit the ACC website at <http://depts.clackamas.edu/acc> and click on the HS Course Lists tab to see the lists of currently articulated courses at each high school we work with.

ACC Instructors are high school instructors who have met the college's qualifying criteria and agree to continued meetings and discussions to maintain course alignment and instruction quality.

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### PURPOSE

The purpose of the Advanced College Credit program is to provide eligible high school students the opportunity to experience more challenging coursework and to begin earning college credit while still enrolled in high school. The advanced college credits earned in high school can apply toward certificate or associate degree programs at Clackamas Community College, or they may be transferrable directly to other colleges and universities. With credit earned through the ACC program it may be possible to complete a certificate or degree in less time!

This Handbook and other information regarding the Advanced College Credit Program at Clackamas Community College is available at the ACC Website

# Clackamas Community College

## Advanced College Credit

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<http://depts.clackamas.edu/acc>

The Advanced College Credit Program at Clackamas Community College operates under the Oregon State Standards for Dual Credit Programs, adopted in October 2010. Under these standards each Dual Credit Program in Oregon must comply with the State Standards by July 2013.

### **OREGON STATE DUAL CREDIT STANDARDS**

The Dual Credit Standards focus on:

- Strengthening faculty connections
  - Regular, collegial interactions between high school faculty and their counterparts at sponsoring colleges and universities are key to the success of these programs. Such interactions characterize some programs already, but they need to be developed and maintained throughout the state.
  - The pool of high school teachers qualified to participate in dual credit programs should be expanded.
- Adopting systematic application and review processes for Dual Credit programs
  - A standardized application process for new programs is needed
  - Individual programs should take advantage of system-level (CCWD and OUS) studies of the subsequent academic performance of Dual Credit students. These biennial studies, which were piloted in AY2007-08, will be supplemented on the “off year” by more focused analysis of questions or trends that emerge from the data (for example: persistence of dual credit students in math or writing).
  - A sustainable means for verifying program quality is needed.
- Enhancing public understanding of Dual Credit programs
  - Dual Credit programs should be continued and effectively publicized. They should be recognized as one of the key paths for academic acceleration.
  - Evidence of best practices and student success should be gathered systematically and shared regularly – both with faculty in the programs and with the public.

This information is extracted from the Oregon Dual Credit Program Application Planning Guide and Procedures, CCWD-ODE.

# Clackamas Community College

## Advanced College Credit

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### OREGON DUAL CREDIT PROGRAM STANDARDS

The Oregon Dual Credit Standards closely align with, and are indebted to the National Alliance of Concurrent Enrollment Partnerships' standards.

<b>Curriculum 1 (C1)</b>	College or university courses administered through a dual credit program are catalogued courses and approved through the regular course approval process of the sponsoring college or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions.
<b>Curriculum 2 (C2)</b>	College or university courses administered through a dual credit program are recorded on the official academic record for students at the sponsoring college or university.
<b>Curriculum 3 (C3)</b>	College or university courses administered through dual credit programs reflect the pedagogical, theoretical and philosophical orientation of the colleges' or universities' sponsoring academic departments.
<b>Faculty 1 (F1)</b>	Instructors teaching college or university courses through dual credit meet the academic requirements for faculty and instructors teaching in post-secondary institutions as stipulated by the respective academic departments.
<b>Faculty 2 (F2)</b>	The post-secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.
<b>Faculty (F3)</b>	Instructors teaching dual credit sections are part of a continuing collegial interaction, through professional development, seminars, site visits, and ongoing communication with the post-secondary institutions' faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.
<b>Students 1 (S1)</b>	High school students enrolled in courses administered through dual credit programs are officially registered or admitted as degree-seeking, non-degree or non-matriculated students of the sponsoring post-secondary institution.
<b>Students 2 (S2)</b>	Post-secondary institutions outline specific course requirements and prerequisites.
<b>Students 3 (S3)</b>	High school students are provided with a student guide that outlines their responsibilities as well as guidelines for the transfer of credit.
<b>Assessment 1 (A1)</b>	Dual credit students are held to the same standards of achievement as those expected of students in on-campus sections.
<b>Assessment 2 (A2)</b>	Every section of a course offered through dual credit is regularly reviewed by faculty from that discipline and dual credit staff to assure that grading standards meet or exceed those in on-campus sections.
<b>Assessment 3 (A3)</b>	Dual credit students are assessed using similar methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts.

# Clackamas Community College

## Advanced College Credit

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### Establishing New ACC Articulations:

High schools and the College will follow these steps for ACC articulation review:

1. High schools communicate to the ACC Coordinator the desire to qualify a course and instructor for Advanced College Credit.
2. The ACC Coordinator will contact the instructor and supply the appropriate ACC Articulation Checklist, specific college course outlines and the ACC Syllabus Checklist to assist the instructor in preparing the materials for an articulation review. The following items should be sent to the ACC Coordinator:
  - ACC Checklist/Cover Sheet w/required signatures
  - Academic transcript(s) (copies of the official transcripts are fine, if legible)
  - Resume
  - Detailed course syllabus, including items on the ACC Syllabus Checklist, such as
    - Criteria for student placement
    - Course objectives and student learning outcomes
    - Text information
    - Instruction/Assignment/Exam Schedule
  - Sample exams and a sample final examination or final project requirements
3. The college department will conduct a two-phase review using the attached form – ACC Departmental Review Form – Phase I and Phase II.

**Phase I - Instructor Credentials** – ACC instructors will be reviewed according to the same guidelines as departmental adjunct faculty. In cases where a high school instructor is lacking the required qualifications, departments have the option of using an alternative approval option as listed below under Alternative Approval Options. When alternative approval options are implemented, the instructor must agree to work toward obtaining the necessary graduate level credits to obtain standard approval within an agreed upon timeframe. (See instructor credential requirements below)

**Phase II - Curriculum Review** – Alignment is determined based upon the student learning outcomes and course objectives listed on the college course outline. Does the high school course address the student learning outcomes and the course objectives within their course content and/or delivery? How is mastery of the student learning outcomes assessed? College courses taught in the high school for credit shall be of the same academic quality as courses taught on the college campus.
4. The high school and instructor will be notified by e-mail of the articulation review outcome. Upon approval, the ACC office will create an articulation agreement for signature by the high school instructor and high school administrator, the CCC Department Chair and the College Dean. A copy will be given to the high school. The ACC office will retain all documentation used in the approval process.
5. An ACC orientation will be conducted with the newly approved ACC Instructor to go over ACC Instructor responsibilities, the program processes/procedures, and set-up the instructor's myClackamas account for roster access and grading.

# Clackamas Community College

## Advanced College Credit

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### Instructor Approval Criteria

ACC Instructor credential requirements differ between Career and Technical Education (CTE) courses and Lower Division Collegiate (LDC) courses.

#### **Lower Division Collegiate Instructors -**

Masters Degree in the proposed subject area or a Masters Degree plus 30 graduate-level quarter credits in the subject area, or ACTFL certification for language teachers.

#### **Career-Technical Education Instructors -**

Bachelor's degree in the subject being taught plus three (3) years practical experience in the field of specialization or three (3) years experience in the field beyond the normal training or preparation time.

#### **Alternative Approval Options**

When a school or instructor applies for ACC articulation, but does not meet the above credential requirements, alternative approval options have been approved by the administration at CCC to explore ways of improving our high school partnerships. The use of these options may vary from department to department.

#### **1. Provisional Approval –**

A high school instructor, who is within 6 graduate credits of the master's degree in the subject or the required 30 credits in the subject area, may be approved on a provisional agreement with a detailed education plan to document when the coursework would be completed.

#### **2. Instructor of Record –**

- a) If there is an approved instructor at the high school who has met the credential requirements of the college within the same department, this instructor may be designated as an Instructor of Record/Mentor for the new instructor.
- b) If there is no approved ACC instructor at the high school within the same department, the college may be able to assign a college instructor to act as the instructor of record.

#### **3. Articulation Supported by CCC Exam or Exit Requirement –**

A high school instructor may be eligible to articulate their course by offering a college designed final or agreed upon exit requirement that would satisfy the college exit requirements for students to earn college credit. For example, a final exam for FR 103 was offered to students at Oregon City HS. Students were required to earn 80% or better on the exam to be eligible for college credit. Those that did not earn the required score were not eligible for the college credit.

#### **4. Professional or Life Experience to Support Competency or Distinction in Subject –**

Under certain circumstances the College recognizes that there are areas where individuals have demonstrated their competencies and served in professional fields with distinction, yet do not possess the master's degree. Such areas might include performing arts, foreign languages, government services, and recreational sports, etc. Under such circumstances the appropriate Vice President will provide the President with the

# Clackamas Community College

## Advanced College Credit

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necessary documentation to support that the individual has demonstrated the proficiencies which would reflect a high level of competency in the field.

### 5. **Other Education –**

The instructor shall be qualified when the appropriate Instructional Vice President, Dean, or other authorized staff members, after consulting with the affected department, ascertain that the instructor has demonstrated the competencies and excellence in the subject matter to be taught.

Please Note: All of the above options require the high school instructor requesting articulation to have an education plan on file with their district to document they are working toward the necessary Master's degree or the 30 graduate credits for standard articulation approval in the future.

## **PROCESS FOR RENEWAL OF EXISTING AGREEMENTS**

Each May-September the ACC Instructors will submit a current course Syllabus for the upcoming year to be reviewed by the college department and approved for articulation continuation. As of 2011-12 all newly submitted course syllabi will need to include the items listed on the ACC Syllabus Checklist. The new syllabus will reflect the current year's college course outline with the Student Learning Outcomes and assessment rigor for the course. Current college course outlines can be found on the ACC website under the HS Course List Tab. Choose the appropriate high school and click on the college course number. These outlines will be updated each September. See attachments for the ACC Syllabus Checklist and example syllabi with the checklist items included.

The ACC instructors and college chairs and/or faculty will attend annual articulation meetings for program or subject areas to review student learning outcomes, course curriculum, assessments and to share best practices among the group.

Any changes in course content, title, textbook, etc. of an articulated course will require notification to the ACC office and the college department for updates to the articulation agreement. New approval may be necessary depending on the extent of the change. Change of instructors will always require new approval if the new instructor is not already approved for the specific course being articulated.

## **Annual Cycle of ACC Program and Registration**

- Course Agreements Finalized & Renewed for following year (May– September)
- Students register for ACC each trimester or semester (October - May)
- ACC Teachers preview enrollment rosters via myClackamas (Each Trimester or Semester)
- Grades submitted on-line by HS teachers at the end of each grading period (December, March, June)

# Clackamas Community College

## Advanced College Credit

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### ROLES & RESPONSIBILITIES

#### The High School and ACC Instructors will:

1. Provide the College with the course and instructor information needed to assist in establishing and maintaining ACC articulation agreements and on-line registration processes.
2. Assist the college in marketing the ACC program to students and parents. Make all necessary information and handouts available to students as supplied by the College. Direct students and parents to the ACC website for information: <http://depts.clackamas.edu/acc>
3. Provide any required special education and related services to students participating in the ACC program. Please note; however, that accommodations can only be made for content delivery, learning environment and manner of assessments. Student learning outcomes, course content and demonstrated mastery cannot be modified for a student to receive college credit.
4. Attend the annual regional teachers meeting with college department administration and/or faculty in each program area they articulate. These meetings are to discuss curriculum alignment, student learning outcomes, course assessments and ACC program administration. **Failure to attend will result in a cancellation of future articulation.** (ACC Instructor attendance required; HS administrator attendance optional, but welcome.)
5. Submit by e-mail course syllabi with college required elements for all articulated courses each spring/summer for the following year.
6. Monitor student registration in articulated college courses to assure accuracy of student registrations and compliance with prerequisite requirements; notify ACC Office if an error is found.
7. Complete student grade reports on-line and within timeline required by the College.
8. ACC instructors approved under an alternative option must complete graduate level course work as agreed upon between the instructor and department for approval. Transcripts should be submitted as coursework is completed. Failure to complete courses as agreed, without prior communication with the department, may result in cancellation of ACC Articulation.

#### The College will:

1. Partner with the high school to make students and parents aware of the ACC opportunity.
2. Maintain an informational website for ACC and provide registration instruction flyers to the students to assist with on-line registration.
3. Provide the high school teacher with training and access to the college on-line grading system.
4. Maintain student transcripts and provide on-line access for all ACC students.
5. Provide information for students to obtain official student transcripts on-line and how to print unofficial transcripts from their myClackamas account. Fee for official transcripts is \$10.00 per request.
6. Facilitate annual meetings between high school teachers and college departments.
7. Inform ACC Instructors of faculty professional development opportunities available at CCC.
8. Create, maintain and make available copies of articulation agreements between the high schools and the College.

# Clackamas Community College

## Advanced College Credit

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### The Student will:

1. Read and seek to understand the information provided in the ACC Student Handbook prior to ACC registration. Contact your ACC Instructor, the HS ACC Site Coordinator or the ACC Office if there are any questions.
2. Meet registration, drop and payment deadlines. It is the student's responsibility to know the registration dates and deadlines for payment and for dropping ACC courses.
3. Apply for CCC Student ID and maintain CCC student account with accurate contact information.
4. Keep track of CCC student account log-in information for access to student records and registration system.
5. Meet course prerequisite requirements for the ACC courses as established at the high school. College courses must be registered for in sequence for courses that have prerequisite requirements. See the college catalog to verify. <http://www.clackamas.edu/documents/catalog.pdf>
6. Complete the curriculum and assessments for ACC courses as approved by the college. If special services are needed, the student will work with the high school for these services. Reasonable adjustments in teaching methods and/or assessments that do not alter the essential content of a course or program, may be possible, but all students must meet the student learning outcomes of the course in order to be eligible for college credit.
7. Register for college credit accurately and according to timelines posted at the ACC website – <http://depts.clackams.edu/acc>
8. Pay the \$10 per credit fee for ACC credits upon registration or by the payment deadline posted on the HS Course Lists. Holds will be placed on student accounts for unpaid balances.
9. Drop college course(s) by the drop deadline should the student decide the class grade is not a grade they wish to have posted to their college transcript. Students must meet the college term deadlines for dropping a class as posted on the ACC website, or the grade earned will be posted to the transcript.
10. Check college transcript for grades and accuracy at the end of each term registered for college credit.
11. Order official transcripts when ready to transfer credit to another college or university.

### ACC Course Syllabi

All courses approved for ACC articulation must have a detailed syllabus including the items listed on the ACC Syllabus Checklist. All revised and updated syllabi will be due annually at the Regional Teachers meeting for each program area. If your 2011-12 syllabus is revised sooner, feel free to e-mail a copy to the ACC Office. The ACC Instructor may include additional information in the course syllabus as needed to meet high school requirements, but must also include the college information. The format of the syllabus is up to the instructor. The ACC Syllabus Checklist and some sample syllabi with the required information are provided in the attachments to assist you with developing your 2011-12 syllabus.

**G101, 102 - Hedeem**

**SPN101, 102, 103 - Ferko & McLean**

**EET254 – Sellevaag**

# Clackamas Community College

## Advanced College Credit

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### Instructor Access to On-line Course Rosters and Grade Sheets

All approved ACC Instructors will be assigned a CCC ID Number and provided assistance to activate their CCC non-faculty account. This will provide access to real-time class rosters, the on-line grading system, the on-line change of grade submission and on-going information regarding staff development opportunities for staff and faculty at CCC.

Active ACC Instructors are expected to work with the ACC Office to monitor class rosters for accurate student registration. The instructor is the “gatekeeper” for checking that students register for the correct college credit and that they register for all the credit available and in the appropriate sequence. In some cases an articulated high school course may receive credit for multiple college courses—i.e. Spanish III receives college credit for SPN101, SPN102, SPN103 and students at a semester school must register for credit in the winter term (SPN101) and in the spring term (SPN102, SPN103).

Timelines for roster checks and grade posting will be posted under the ACC Instructor Tab on the ACC website. Reminder e-mails to check rosters, or post grades will also be sent each term to all ACC Instructors with active courses in the current term.

### ACC Grading Policies

Standard college grades apply to Advanced College Credit courses. Students will be awarded grades A-F based on performance in the course and on assessments as described in the course syllabus. Some articulated courses may require a college final exam to be administered for the college credit. For courses requiring a college final exam, the grade earned on the exam is the grade that will be posted to the college transcript, unless otherwise specified in the course syllabus.

Students are responsible for dropping ACC courses by the posted drop deadlines listed on the HS Course List grid if they decide they do not want to class or grade on their transcript. If a course is not dropped by the ACC drop deadline, a student has until the 8<sup>th</sup> week of the college term to request a withdraw from the ACC instructor. After the 8<sup>th</sup> week, the student is responsible for the grade earned in the class. Once a grade has been posted, a course cannot be removed from a student transcript. Please help remind students of the drop deadlines.

LETTER GRADE	CLARIFICATION
A	excellent
B	good
C	average
D	below average
F	failure
P	pass
N	no pass
I	incomplete
W	withdrawal
UG	unreported
	Not recommended for ACC classes because of limit to transferability
	Not recommended for ACC classes because of limit to transferability
	Only use for ACC if 80% or more of curriculum is completed
	Student may request up to the end of the 8th week of the college term
	Filled in if instructor does not supply a grade by deadline. No credit awarded

# Clackamas Community College

## Advanced College Credit

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### CHANGE OF GRADE

The college now has an on-line process for submitting change of grades. Simply log into your myClackamas Account as an ACC Instructor and click on Faculty Information and Change of Grade. Complete the short on-line form and submit the change of grade. You will receive an immediate e-mail response that the change has been received and a confirmation once the change has been made. Please forward either e-mail to the ACC Office ([cherylt@clackamas.edu](mailto:cherylt@clackamas.edu)) so we have record of the grade changes you make, so our records are accurate and up-to-date.

Remember, the only reason for a grade change is due to clerical error or updating an Incomplete.

### STUDENT INFORMATION

To earn college credit through the ACC program, students must complete the full course and meet the student learning outcomes and assessment rigor as approved by the college. Completing an ACC class at the high school, does not automatically grant students college credit--they must register and pay the \$10 per credit fee to receive the college credit.

Students will be notified of the opportunity to earn college credit through the Advanced College Credit program in several ways:

- Postcards distributed at the beginning of the year to direct students/parents to the ACC website.
- Presentations by ACC staff at high school student/parent events, as invited by the high school
- Step-by-step registration flyers handed out by ACC Instructors on how to apply for a college ID number, how to register for the college credit and how to pay. This information is also available at the ACC website.

### Student Registration Process

Students who choose to participate in the Advanced College Credit program must register for the college credit through the on-line student system.

Detailed instructions for registration are provided under the Register Tab on the ACC website. Here is a list of the general steps in the process

1. Apply for a CCC Student ID Number – This will be your permanent CCC student number for ACC and for all future registration and business with CCC. Only apply for an ID # if you do not already have one.
2. Activate your student account when ID Number is received.
3. Write down and keep track of CCC ID Number, Username/CCC email and Password.
4. Register on-line for ACC credits within registration timelines for each term.
5. Pay for college credits at the time of registration or by the payment deadline for each term.
6. Drop ACC courses by the drop deadline if grades are lower than you want to post to your college transcript.
7. Check your transcript at the end of each term to view grades and verify accuracy.

# Clackamas Community College

## Advanced College Credit

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### Registration Timelines

Students must register for the college credit within the timelines for each college term. The dates are posted on the college website under the HS Course Lists Tab and within the Student Handbook. No late registrations will be allowed.

### Cost and Payment for ACC

The cost for credit earned through ACC is \$10 per credit, a significantly reduced rate to the standard tuition/fees for regular CCC students. This fee should be paid at the time of registration, but students do have a payment deadline to meet each term. The payment deadlines are posted at the ACC website, and any students with an outstanding balance beyond the deadline, will have a hold place on their account that will prevent further registration and access to official transcripts until the balance has been paid in full.

**Please Note:** Students who are on free/reduced lunch at their high school can request a waiver of the ACC fees by contacting the high school ACC site-coordinator or their high school counselor to complete an ACC Fee Wavier Request Form. This form must be completed with the site coordinator or high school counselor and faxed from the high school with all required signatures. This form should be faxed 1-2 days after the student registers for the college credit so their account can be coded correctly. This waiver form is only valid for one school year; a new form should be submitted each year a student is eligible.

### Drop/Withdraw Policy

Students are responsible to meet the posted drop deadlines if they decide not to have a class or grade post to their college transcript. If a course is dropped by the deadline posted on the HS Course Lists, it will not show on the transcript at all.

If a class is not dropped by the drop deadline, a student may request a withdraw from the instructor, but the course will post to the transcript with a W (withdraw) for the grade. Students have until the end of the 8<sup>th</sup> week of the college term to request a withdraw. After the 8<sup>th</sup> week the student is responsible for the grade earned in the class posting to the college transcript.

### Transcripts

Students have 24/7 access to their unofficial transcript and on-line ordering of official transcripts through their myClackamas student account. Official transcripts cost \$10 each and are sent electronically to the college or university requested by the student.

Students are strongly advised in the student handbook and in the year-end letter to review their unofficial transcript after each term of ACC registration to verify grades and courses are posted accurately. Courses do not post to a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade posting, we can contact the instructor for a correction.

### Student Conduct and Cheating/Plagiarism Policies

# Clackamas Community College

## Advanced College Credit

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Because ACC students are earning both high school and college credit for the ACC classes offered at the high school, students are expected to follow student conduct policies of both the high school and the college. Student conduct policies are found in the college student handbook at:

<http://www.clackamas.edu/documents/handbook.pdf>

In cases of cheating or plagiarism, the ACC instructor is solely responsible for resolving the Situation; however advice and support may be requested from the college department chair. For the college credit, the ACC instructor may: (1) require the assignment be redone; or (2) issue a failing grade for the assignment on which the cheating or plagiarism occurred; or (3) issue the student a failing grade for the class. The ACC instructor may choose to apply a different option for the high school credit and the college credit.

### Financial Aid Implications

The college credits earned through the advanced college credit program may be considered within future financial aid awards. This is a good reason to be very intentional about the courses and grades allowed to post to the college transcript. We recommend only having grades of A, B and possibly C post to a transcript when a student is still in high school. Please refer to drop policies above.

### FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of educational records for students.

Under FERPA, Clackamas Community College cannot release, without student permission:

- Financial records (accounts, financial aid, etc)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as ID numbers, SSN, and birth dates

Students will provide a release of information to the high school and to parents as part of the ACC registration steps found under the Register Tab at the ACC website. This will allow the college to share appropriate information with high school staff as needed for educational purposes and with parents as necessary.

### Students with Disabilities

High schools and colleges operate under different guidelines for students with disabilities. All eligible students are allowed to participate in Advanced College Credit courses, but they must meet the college requirements to be eligible for the college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program, may be possible, but all students must meet the student learning outcomes and the assessment rigor of the course in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services.

For a description of the differences between high school services and college services please see the following website: <http://www.austincc.edu/support/osd/differences.php>

# Clackamas Community College

## Advanced College Credit

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### ACC Site Coordinators

Each High School has designated an ACC Site Coordinator to be a resource and support for ACC Instructors and students. This person is listed at the top of the HS Course List for each school. Be sure to refer students to the site coordinator if you are unable to help or don't have the information the student needs. A list of the main contacts we work with at each high school is included in the attachments.

### THE ACC TEAM:

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