

## **New Change of Grade Submission Process – Effective April 20, 2011**

Greetings ACC Instructors,

With the help of ITS (Dean Walch), we have moved the Change of Grade process online! The new process is far more secure, protecting both students and faculty, and in an effort to be more green, there will be no paper at any step in the process.

Beginning Wednesday, April 20, submit change of grades by doing the following:

Log into your myClackamas account

Click on Faculty Information

Click on Change of Grade

Complete all applicable fields (Information is on your CCC class roster)

Submit

Forward e-mail from registrar notifying you the grade has been changed to [cheryl@clackams.edu](mailto:cheryl@clackams.edu)

You will have the option to review your request before submitting the form. An email is sent to a Registrar's Office departmental email address that is checked daily and you will immediately receive an email confirming your submission. The Registrar's Office will notify both you and the student when the grade has been changed.

Every attempt is made to process these requests the same day in which they are received.

Cheryl Tallman  
ACC Coordinator  
Clackamas Community College  
503-594-3208

Tara Sprehe  
Registrar  
Clackamas Community College  
503-594-3370