Late Registration Process

To register on or after the first day of class, you need to obtain instructor consent.

Obtaining Instructor Consent

- 1. Contact the instructor via email including:
 - Full Name
 - CCC Student ID #
 - Course Number, including Section (ex: WR-121-01)
 - Reason for requesting after class start date
- 2. If the instructor gives you permission to add the course, **you must forward their email consent to** <u>registration@clackamas.edu</u>. Registration will register you for the course and send a registration confirmation email to your student email account.

Locating an Instructor's Email

- 1. Log into my.clackamas.edu with your CCC username and password
- 2. Select Self Service in the Start Here menu on the left-hand side
- 3. Select Student Planning
- 4. Select **Go to Plan & Schedule** Depending on the term you're registering for, you may need to click the right arrow to view the appropriate term.

to view the instructor's email address.

5. Click the course title to open the Section Details

Plan yo	ur Degree and Schedule your courses	
Schedule	Timeline Petitions & Walvers	
×	Fall Term 2022 +	
\square	♥ Filter Sections □ Save to iCal)





BA-125-01: Adv Project Manage					
✓ Registered, but not started					
Credits: 5 Credits Grading: Graded Instructor: Cole Chatterton 9/26/2022 to 12/10/2022 V Meeting Information	Section Details BA-125-01 Adv Project Management Tools Fall Term 2022				
	Instructors	Cole Chatterton	(<u>colec@clackamas.edu</u>)		
	Meeting Information	9/26/2022 - 12/10/2022 Oregon City Campus, (Online Lecture)			

Instructor Email in Section Details

