Clackamas Community College
Steps to Getting Started

Follow these steps to get started as a Summit Learning Charter, Early College student attending Clackamas Community College. It is important to follow each step in the order presented to ensure your enrollment in Early College.

1. **If you have not already done so, apply to Summit Learning Charter through the Summit Charters website.**
   Please visit http://summitlearningcharter.org/early-college/ to complete the online application. Click on "Apply Now" and submit the completed application. Make sure to check the box for the "Early College" program and Clackamas Community College.

2. **Apply to Clackamas Community College**
   Go to http://www.clackamas.edu/Apply/ and complete the Application for Admission. You will receive a college ID number via email from the college within 24 - 48 hours.

3. **Complete permission forms and return to Cindy Kavanagh at Summit LC**
   - FERPA Release Form

4. **Review the placement testing information available on the Early College webpage under "Student Resources / Placement Test practice Prep" on http://summitlearningcharter.org/early-college/student-corner/ website.**
   It is encouraged that you take advantage of these practice tests to prepare you for the college placement exams and ensure an accurate placement; especially in math. Practice test questions are also available at (http://www.clackamas.edu/testing/).

5. **Take the CPT (College Placement Assessments) in reading, writing and math at the college**
   Visit www.clackamas.edu/testing to see their locations and times for drop-in testing or call (503) 594-3283. Bring your *photo ID, student ID number and high school transcript to the test*. Placement testing may not be necessary if you have taken the SBAC or SATs. Students are required to take all three exams - Reading, Writing and Math and forward the results to Cindy Kavanagh. ==*All students must place at college level Reading 115, Writing 101 or WRD 098, and Math 60 for full-time Early College. *==

6. **Create your myClackamas student account and log on to myCougarTrax**
   You will receive an email from the college with instructions on how to set up your account. It is important to go through the myAccount process to ensure you have set up your account fully. Please familiarize yourself with your online account as this is where you will register for classes, track your grades, access financial account information, and receive updates from the college.

7. **Attend a MANDATORY Summit Learning Charter New Student Orientation – check (http://summitlearningcharter.org/early-college/) for locations, dates and times.**
   Students should already provide a copy of placement test scores, CCC student ID number and a copy of any previous high school transcripts to Cindy Kavanagh for evaluation.

8. **Register for courses at the college based to the education plan prepared by your EC Advisor**
   Students can register through their student account online. Students under 16 will need to complete an enrollment consent form for each term they are enrolled while under 16 years of age. Form requires parent, CCC advisor, student, and instructor signatures. http://www.clackamas.edu/documents/consent16.pdf

9. **Contact Ashlee Tolleson at CCC, (503) 594-3499 or ashleet@clackamas.edu to review your college paperwork and education plan**

10. **Once registered for courses, forward a copy of your course schedule to Cindy Kavanagh.**
    Your early college advisor must have your current course schedule on file *at all times*.

11. **Purchase textbooks.**
    Once your schedule is approved a pre paid Visa will be issued to assist with the cost of your books.