

MyCCC Student Quick Reference Guide

A visual guide to common student tasks

BEFORE YOU BEGIN: In Self-Service, click the Home (house) icon at any time to return to the Self-Service main menu.

In This Guide

- Find, register for, and drop classes
- Student Finance: payments, payment plans, and direct deposit
- Financial Aid
- Canvas
- College Email
- Order Your Textbooks

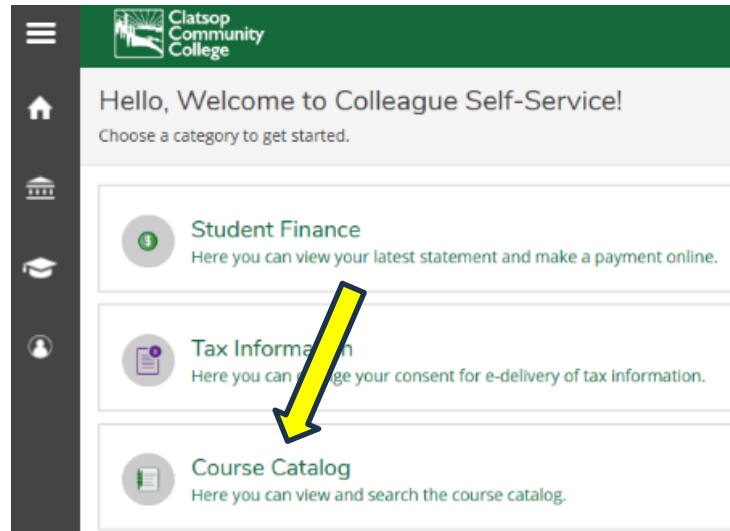
Find, Register, & Drop Classes

Use Course Catalog and Student Planning to search for classes, add sections to your Course Plan, register, or drop a class.

Search for Classes

Step 1 — Open the Course Catalog

Log in to MyCCC Self-Service and select Course Catalog.



Step 2 — Select a Term

Select the term you want to view. If you know the course, you can also enter course information to narrow your search.

Catalog Advanced Search

Term

Select Term ▼

Courses And Sections

Subject ▼

Step 3 — Search

Scroll to the bottom of the page and click SEARCH.

Time Starts by	Time Ends
hh:mm AM/PM	hh:mm

Course Type

Select Course Type

Clear Search

Step 4 — View Available Subjects

Under Filter Subjects, click Show All Subjects. Select a subject to narrow your results or scroll through all available subjects.

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects

☐ Art (8)
☐ Business (2)
☐ Economics (1)
☐ General Science (1)
☐ History (2)
[Show All Subjects](#)

Locations

Terms

☒ Summer 2025 (41)

Days of Week

Filters Applied: Summer 2025 x

ART-161 Intro to Photography I (3 Credits)

Students learn the fundamentals of operating cameras and producing and expressive use of studio and natural lighting. They study the bread critiquing. Students produce a photo essay on a coherent theme. This c recommended.

Requisites:
None

View Available Sections for ART-161

ART-162 Intro to Photography II (3 Credits)

Building from the fundamentals of ART 161, students learn to do effect black-and-white or color, or traditional darkroom prints. They learn sta role in our society. Students cultivate creative processes and study criti 161.

Requisites:
None

View Available Sections for ART-162

Step 5 — View Available Sections

Click the gray course bar to view available sections. Review days, times, location, instructor, and available seats.

Fall 2025

BA-211Z-HD1 Principles of Fin. Acct.				Add Section to Schedule
Seats	Times	Locations	Instructors	
20 / 15 / 35 / 0	T 12:30 PM - 2:20 PM 9/22/2025 - 12/12/2025	Towler Hall 207 Hybrid	Carla Moha (Lecture)	

BA-211Z-OL1 Principles of Fin. Acct.				Add Section to Schedule
Seats	Times	Locations	Instructors	
20 / 15 / 35 / 0	9/22/2025 - 12/12/2025	Online	Carla Moha (Lecture)	

Step 6 — Add the Section

Click Add Section to add the class to your Course Plan.

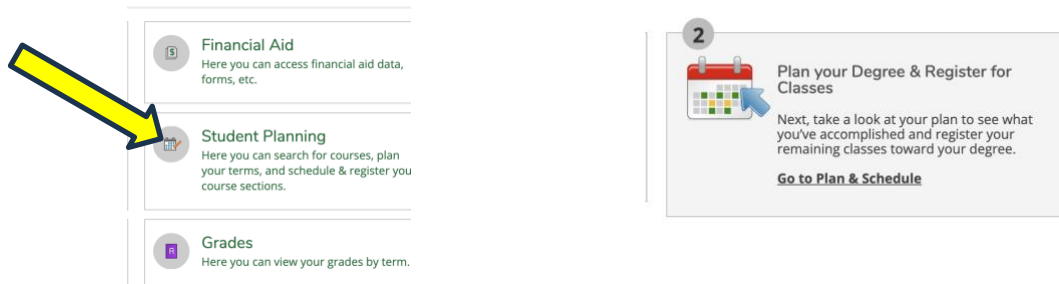
IMPORTANT: You are not registered yet. Adding a class to your Course Plan only saves it to your plan.

Register for Classes

Start from the Self-Service Home page.

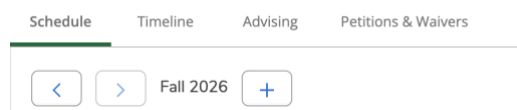
Step 1 — Open Student Planning

Click Student Planning, then select Plan your Degree & Register for Classes.



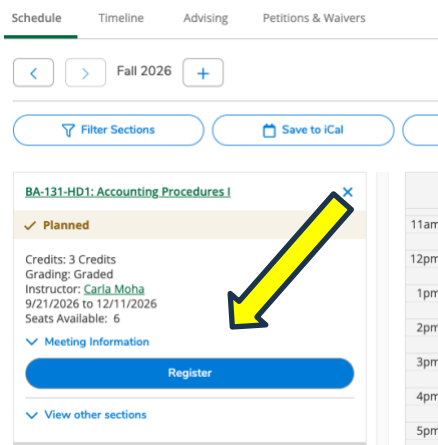
Step 2 — Select the Correct Term

Use the arrow to move to the term you want. Double-check that you are viewing the correct term.



Step 3 — Register

Review your planned classes and click Register for each class you want to take.

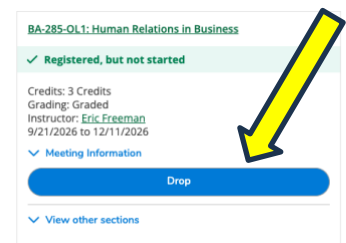


CHECK YOUR REGISTRATION: Make sure each class shows REGISTERED before leaving this page.

Drop a Class

From Student Planning → Plan & Schedule:

- Make sure you are viewing the correct term.
- Find the class you want to drop and click Drop.
- Follow any prompts to complete the drop.



IMPORTANT: Confirm that the course shows you are no longer registered after completing the drop.

Student Finance

Use Student Finance to view your account balance, make a payment, set up a payment plan, or set up direct deposit for eligible student refunds.

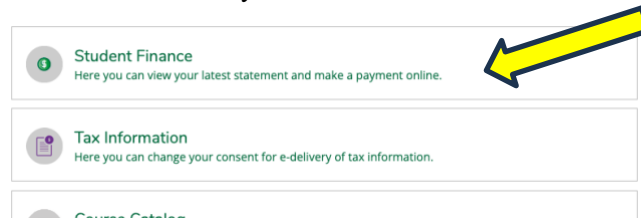
Start from the Self-Service Home page.

PLEASE NOTE: The balance shown in Student Finance is the amount owed before financial aid has been applied.

Access the Payment Center

Step 1 — Open Student Finance

Click Student Finance to open your Account Summary.



Step 2 — View Your Account Summary

Review your current account balance. To continue, click Make a Payment, then Continue to Payment Center. This opens the Billing Center.

Account Summary
View a summary of your account

Account Overview

Amount Overdue	\$65.00	
= Total Amount Due	\$65.00	Make a Payment
Total Account Balance	\$65.00	Account Activity
Fall 2026	\$65.00	
Summer 2026	\$0.00	

Home

My Account

My Profile

Make Payment

Payment Plans

Refunds

Help

Announcement

Welcome to your Student Payment Center!

Please take a minute to setup authorized users, saved payment methods, and notification options. These options are all available in the "My Profile Setup" menu located on the right.

Office of Student Accounts
Clatsop Community College
(503) 338-2330

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Multi-factor authentication is required for account security, complete your setup in the [Security Settings](#) page.

Student Account

ID:

Balance \$65.00

View Activity

Enroll in Payment Plan

Make Payment

Statements

Click the button to view your current account balance and details.

View Statement

My Profile Setup

Authorized Users

Personal Profile

Payment Profile

Security Settings

Consents and Agreements

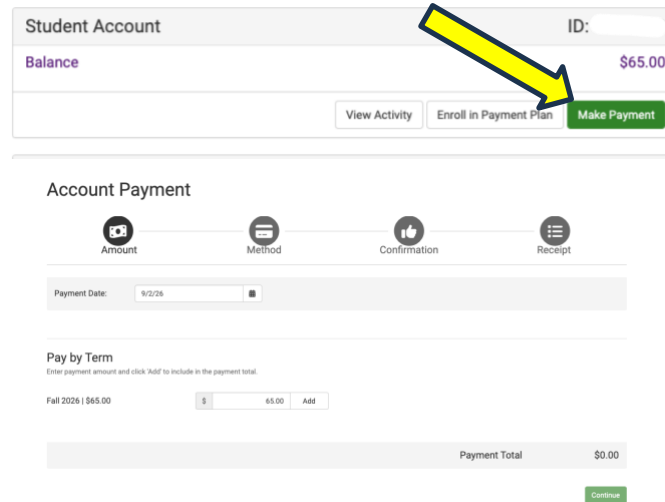
Electronic Refunds

Term Balances

Fall 2026	\$65.00
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Pay Your Bill

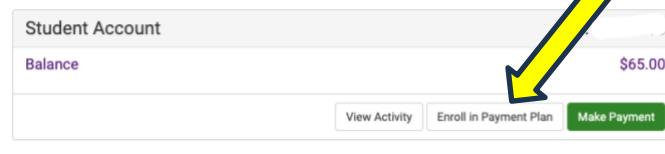
From the Billing Center, click Make a Payment and follow the prompts to submit your payment.



The screenshot shows the 'Student Account' section with a balance of \$65.00. A yellow arrow points to the 'Make Payment' button. Below this is the 'Account Payment' section with a progress bar showing four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is currently active. Below the progress bar, there is a 'Payment Date' field set to 9/2/26. Under the 'Pay by Term' section, it says 'Enter payment amount and click Add to include in the payment total.' Below this, there is a table with one row: 'Fall 2026 | \$65.00'. To the right of this row is a text input field containing '65.00' and an 'Add' button. At the bottom, there is a 'Payment Total' of '\$0.00' and a 'Continue' button.

Set Up a Payment Plan

From the Billing Center, click Enroll in a Payment Plan and follow the prompts to choose an available plan.



The screenshot shows the 'Student Account' section with a balance of \$65.00. A yellow arrow points to the 'Enroll in Payment Plan' button. Below this are buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.

Set Up Direct Deposit

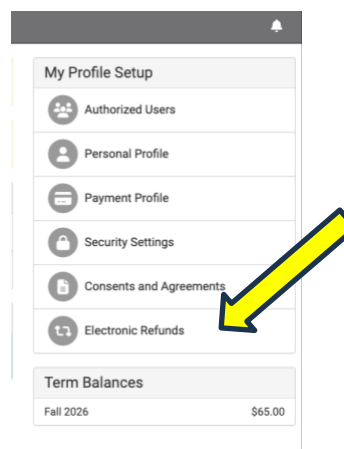
Financial aid is first applied to eligible charges on your student account. If funds remain, you may receive a financial aid refund.

Before you begin, have your:

- Bank routing number
- Checking or savings account number

Step 1

Click Electronic Refunds.



The screenshot shows a 'My Profile Setup' menu with several options: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. A yellow arrow points to the 'Electronic Refunds' option. Below the menu is a 'Term Balances' section with a table showing 'Fall 2026' with a balance of '\$65.00'.

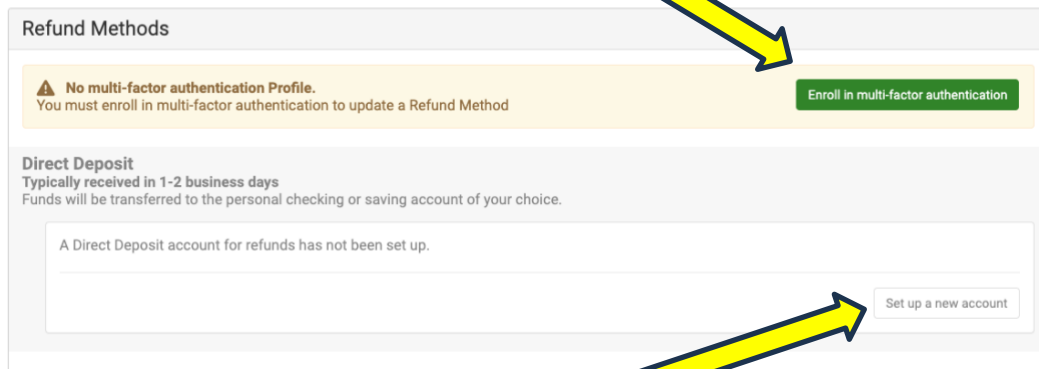
Step 2

Complete Multi-Factor Authentication.

eRefunds

eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.



Refund Methods

No multi-factor authentication Profile.
You must enroll in multi-factor authentication to update a Refund Method

Enroll in multi-factor authentication

Direct Deposit
Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account

Step 3

Click Set Up a New Account.

Step 4

Enter your banking information and follow the prompts to complete setup.

TIP: Double-check your routing and account numbers before submitting your banking information.

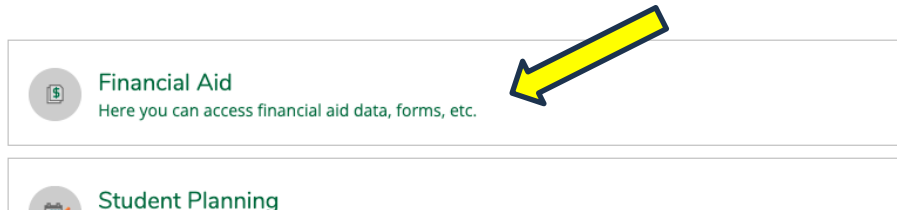
Financial Aid

Use **Financial Aid** to check your status, complete required items, and review your financial aid award.

Start from the Self-Service Home page.

Step 1 — Open Financial Aid

Click Financial Aid.



Step 2 — Check the Award Year

Make sure the correct Award Year is selected at the top of your Financial Aid dashboard.

Welcome to Financial Aid!
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2026-27 Academic Year [Contact Financial Aid Office](#)

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

Select your intended housing option
Please indicate your intended housing option from the checklist below

Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$65.00
Total Amount Due	\$65.00

[Go to Account Summary](#)

Checklist	
Action Needed	Select your intended housing option
Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
In-Progress	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package

Resources	
Helpful Links	
FAFSA	
Oregon Student Aid (OSAC)	
Loan Info & Entrance Counseling	
Master Promissory Note (MPN)	
Foundation Scholarships	

What Can I Find Here?

Financial Aid Checklist

Use the Checklist to see where you are in the financial aid process and whether you need to take action.

- Action Needed — You have something to complete.
- Completed — The requirement has been completed.
- In Progress — Your information is being processed or reviewed.
- Not Available — The step is not currently available.

Click a Checklist item for more information or to complete the required action.

Financial Aid Award

When available, click Review and accept your Financial Aid Award Package to review your award information.

Need Help?

Click Contact Financial Aid Office at the top of the page if you have questions about your financial aid.

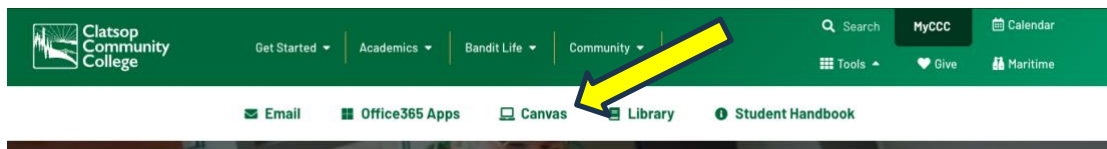
Canvas

Use Canvas to access course materials, assignments, announcements, grades, and messages from your instructors.

Access Canvas

Step 1 — Open Canvas

Go to the Clatsop Community College website. Click Tools, then select Canvas.



Step 2 — Log In

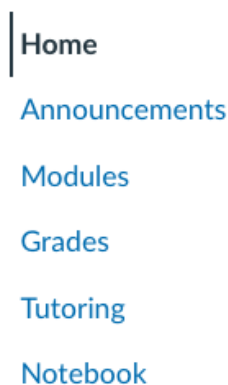
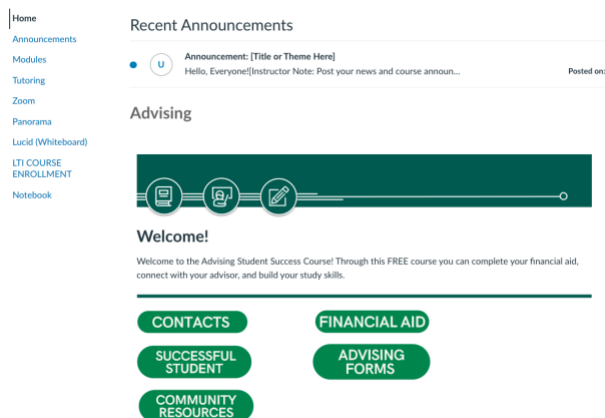
Log in using your CCC credentials. Your Canvas Dashboard will open.

Step 3 — Open a Course

From your Dashboard, click the course card for the class you want to open.

Using Your Canvas Course

Once you open a course, use the course navigation menu to find information and materials provided by your instructor.



Announcements

Read important messages and updates from your instructor.

Modules

Access course content such as readings, videos, assignments, quizzes, discussions, and other materials.

Assignments

View assignment instructions and due dates, and submit work when applicable.

Grades

View grades and feedback your instructor has posted for the course.

Inbox

Send and receive Canvas messages.

TIP: If you are not sure where to begin in a Canvas course, Modules is usually a good place to start.

REMEMBER: Canvas Inbox is different from your CCC email. Check both regularly.

College Email

Use your CCC email for important college communication. The steps below show how to change your CCC password or forward messages to a personal email.

Access Your College Email

Open your college email through the Clatsop Community College website. You can also access your account through Office.com, then select Outlook.

Change Your College Email Password

Step 1 — Open Your Account Settings

In Outlook, click the circle with your initials in the upper-right corner, then select View Account.

Step 2 — Change Your Password

Click Change Password.

Step 3 — Create Your New Password

Enter your current password and your new password. Confirm the new password if prompted, then click Submit.

REMEMBER: Use your new password the next time you sign in to your CCC account.

Forward Your College Email

Step 1 — Open Settings

In Outlook, click the Settings (⚙) icon.

Step 2 — Find Forwarding

Select Mail, then Forwarding.

Step 3 — Turn On Forwarding

Select Enable forwarding and enter the personal email address where you want your CCC messages sent. Save your changes if prompted.

RECOMMENDED: If available, select Keep a copy of forwarded messages so messages also remain in your CCC Outlook account.

IMPORTANT: Even with forwarding turned on, make sure you are regularly receiving and reading your CCC messages.

Quick Resource: Order Your Textbooks

Use the college bookstore to find and order required textbooks and course materials for your classes.

Find Your Textbooks

Step 1 — Open the Bookstore

Scan the QR code below to access the bookstore.



Step 2 — Find Your Course Materials

Follow the bookstore prompts to find the textbooks and materials required for your classes.

TIP: Have your class schedule available so you can select materials for the correct course and section.

Paying for Textbooks

You may have the option to charge eligible bookstore purchases to your student account. Check your CCC student email for current instructions, eligibility information, and purchasing limits.

If you use financial aid or scholarships, eligible bookstore charges may be paid from those funds along with your tuition and fees.

IMPORTANT: Charging textbooks to your student account does not make them free. You are responsible for any balance not covered by financial aid, scholarships, or other funding.