

STEP 1—APPLY FOR ADMISSION

www.pcc.edu/admissions

Apply online or in-person at one of our Admission Offices. For campus locations refer to the website. If you're participating in one of our innovative dual enrollment programs, you'll use a different application. For more information, visit a PCC Admissions Office or go to www.pcc.edu/dual/.

ADMISSION CRITERIA

RESIDENCY

A residence is a place in which a person resides—a dwelling place or abode—essentially a house or apartment. Residence is not established by attendance at a college.

- In-state student: a United States citizen, immigrant or permanent resident who has established and maintains residency in Oregon, Washington, Idaho, Nevada or California.
- Out-of-state student: a United States citizen, immigrant or permanent resident who has not established or does not maintain residency in Oregon, Washington, Idaho, Nevada or California.
- International student: citizen of another country.

NEW STUDENTS

Portland community college has an open admissions policy, meaning that anyone may enroll at the college. Previous college experience or a high school diploma is not necessary for entry. However, certain programs or courses may require prerequisite course work, department approval or an instructor's signature for enrollment.

- Students performing below requisite skill level will be required to enroll in courses to upgrade their skills.
- Several programs at PCC require students to complete practical experience or field training at a medical or other facility. Students will NOT be allowed into these facilities unless they have passed a Criminal History Check (CHC). Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams, or be hired for some professional positions. If you believe that your past history may interfere with your ability to complete the program of study or to obtain licensure or certification in your chosen field, you should contact the appropriate state board or the program director.

LIMITED ENTRY PROGRAMS

INTERNATIONAL STUDENTS

www.pcc.edu/about/international/admissions

International student applicants must complete all correspondence and forms in English. To be considered for admission to PCC, please submit the following to the Office of International Education. Forms are available online at www.pcc.edu/about/international/admissions.

1. International Student Application for Admission form
2. \$50 application fee, which is non-refundable and nontransferable (cashier's check, money order or debit or credit card. Personal checks will be accepted in US dollars. Cash is not accepted.
3. Complete statement of Financial Responsibility
4. Proof of finances (bank letter, financial guarantee)
5. Official transcripts from high schools, other colleges or universities or language program
6. Proof of finances (bank letter, financial guarantee)
7. For transfer students and students requesting change of status:
 - a. Copy of I-94, SEVIS I-20, ID page of passport and U.S. Visa page
 - b. SEVIS Transfer Form

When all of the above has been received, the applicant will be considered for admission. (A SEVIS I-20 form will not be issued to any individual until all the required information has been received and approved.)

All students must enroll by the last scheduled day of registration each term. International students must pursue a full course of study (12 credit hours or more per term) to maintain F-1 visa status.

International students must pay all tuition and fees by the correspondent deadlines outlined in the schedule of classes. Payment of out-of-country drafts must clear the Business Office approval procedure before registration is final. Students requesting this billing service must file authorization forms with the Business Office prior to registration. Deferred tuition is not available for international students.

It is the responsibility of each student with transcripts (credits) from schools outside of the United States to have them translated and evaluated course by course for acceptance toward a Portland Community College certificate or degree, by a service that is a member of the National Association of Credential Evaluation Services.

UNDERAGE STUDENTS

Students ages 16 and 17 who do not have a high school diploma or GED, must complete some additional steps before they are eligible to register for classes. A letter of permission from your high school or verification from your ESD (if you are home schooled) is required prior to registration. Students seeking a GED or diploma from PCC should contact those departments for appropriate steps toward admission and registration.

STUDENTS UNDER 16 YEARS OF AGE

www.pcc.edu/admissions/under-16.html

Students are strongly encouraged to complete all the possible course work within their school district before pursuing classes at PCC. College level course work may not be appropriate for non-college aged students.

The admissions policy of Portland Community College is to admit students who are 18 years of age or older. Applicants under the age of 16 will need to submit a request for exception to the admissions policy to the contacts listed below at the campus they wish to attend. There is no guarantee that requests will be approved. It is the ultimate decision of the Dean of Students' Office to approve exception requests.

Requests for exception to the admission policy should include:

- A student letter stating reason for requesting exception.
- Letter(s) of recommendation from your school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment.
- If you wish to be admitted to PCC in lieu of high school you must also provide a copy of Exemption from Compulsory Attendance from your high school or ESD.

If you are home schooled you are required to submit:

- A student letter stating reason for requesting exception.
- A letter of recommendation from your educator or tutor which addresses academic preparedness.
- A letter from someone other than your parent or guardian that addresses behavioral preparedness for an adult learning environment.
- A copy of Exemption from Compulsory Attendance from your high school or ESD.
- Once you have all the materials gathered, call the high school contact at the campus you wish to attend to schedule an appointment. Refer to the campus contact information provided to the left.

Both you and your parent/guardian are required to attend.

Based on this initial meeting a decision will be made as to whether or not you can continue in the admissions process. If approved to move forward you will be asked to follow these steps in this order:

1. Apply for admission.
2. Take a college placement exam. Regardless of what type of classes you intend to take at PCC, you must place at the minimum levels of Writing 115, Reading 115, and Math 60. Desired classes may require additional prerequisites."
3. Meet with your campus contact to review test scores and complete the Consent to Release, Underage Enrollment forms.
4. Complete a New Student Orientation.
5. Submit desired course(s) to campus contact who will seek required instructor approval for enrollment. Please do not approach instructor directly.
6. Campus contact will inform you if instructor permission was received.

7. Obtain and complete Underage Registration form from your campus contact. Registration for course(s) will not be permitted until one week prior to start of term. Enrollment is based on space available in course(s) at that time.

Please note: All above steps must be completed one week prior to the end of the current term for the following terms' enrollment.

HIGH SCHOOL PARTNERSHIPS

PAVTEC AND DUAL CREDIT

www.pcc.edu/pavtec/dual

The PCC Dual Credit is a program whereby high school students may earn PCC credits for advanced level courses that are taught at their local high schools by PCC qualified teachers. These classes are equivalent to courses offered on a PCC campus. High school students may obtain PCC in these "articulated" (dual credit) courses, at no cost saving both time and money in their post secondary educational pursuits.

About 45 high school sites (some outside of the PCC district) participate in this dual credit program. Some high schools offer Career and Technical Education (CTE) articulated (dual credit) courses connected to more than 25 PCC CTE programs Examples include Drafting, Office Systems, Health Services, Early Childhood Education, Auto Service Technology, Building Construction Engineering, Machine Manufacturing, Fire Protection and Welding.

Some of the high schools also offer courses connected to one or more 16 PCC Lower Division Transfer subject areas. Examples include American Sign Language, Biology, Computer Science, Dance, English Mathematics, writing and History.

EXPANDED OPTIONS PROGRAM (EOP)

PCC partners with local high schools to provide opportunities for high school students to take regular PCC courses through the Expanded Options Program (EOP). The EOP was established by the Oregon Legislature in 2005 with the enactment of Senate Bill 300 and modified by the Legislature in 2007 with Senate Bill 23.

The EOP provides the opportunity for high school juniors and seniors who are at least 16 years of age and currently enrolled in high school to take regular PCC classes that relate to the career and educational plan of the student at the expense of his/her local school district.

To take advantage of the EOP a student must first consult with his/her high school counselor and meet the high school's criteria for EOP participation. After approval and referral by the authorized high school contact, the student applies to PCC through the PCC Admissions Office and eventually enrolls in regular PCC courses.

EOP is one of several opportunities for high school students to earn PCC credit. Others include the PCC Dual Credit program through the PAVTEC Education Consortium and the PCC High School Completion program.

OTHER PROGRAMS

For a complete list of high school programs please visit www.pcc.edu/pavtec/options/default.htm to learn about high school completion options and getting a head start on college.

DEGREE PARTNERSHIP PROGRAMS

PCC OFFERS DUAL ADMISSION OR CO-ENROLLMENT PROGRAMS WITH:

Portland State University
 Oregon State University
 Oregon Institute of Technology
 Western Governors University
 Concordia University
 Marylhurst University
 Pacific University
 Linfield College - Degree Completion,
 Portland Campus

The benefits of these programs include:

- One application process for both Portland Community College and partner schools
- Advising available at either institution
- Flexible scheduling with access to classes at both institutions
- Opportunity to access services and participate in college life on both campuses
- Coordinated financial aid and scholarships for qualified students
- Access to library and computer lab resources on both campuses
- Skill-building through preparatory courses at Portland Community College and lower division courses at either Portland Community College or the four-year institution
- Easier transition from community college to university
- More affordable route to a degree

STEP 2—MAKE PAYMENT ARRANGEMENTS

www.pcc.edu/tuition

College is expensive, but tuition help is available. It is never too early to prepare a budget and seek financial assistance.

TUITION & FEES

Resident Tuition: To qualify for resident tuition, students must be an American citizen, immigrant or permanent resident who has established and maintains residency in Oregon, or the bordering states of California, Nevada, Idaho or Washington.

OTHER COMMON FEES

<http://www.pcc.edu/resources/tuition-fees/other-fees.html>

There are other fees that may apply during your time as a student, please view the website for details about these fees.

Tuition – Other: Tuition and fees for non-credit and CEU courses are listed in the course description in the schedule of classes.

FINANCIAL AID

www.pcc.edu/fa

There's a good chance you qualify for financial assistance. Visit www.fafsa.gov to complete a federal aid application

Remember, you must submit a new financial aid application for each academic year (fall through summer). Don't forget to sign up for FA direct deposit!

VETERANS BENEFITS

www.pcc.edu/vets

SCHOLARSHIPS

www.pcc.edu/scholarships

AGENCY OR COMPANY SPONSORSHIP

www.pcc.edu/resources/tuition-fees/payment-info/tpbilling.html

Many employers and social service agencies sponsor students to attend PCC. Third party billing arrangements may already be in place with your financial sponsor. Arrangements must be finalized before the start of term and your billing authorization must be received by the payment due date.

OLDER ADULT DISCOUNT

If you are 62 or older when classes begin, you are eligible to receive a 50% tuition discount on credit and non-credit classes. The discount does not apply to course fees, CEU tuition or non-resident tuition. To set up your discount, bring a valid photo ID showing proof of age to any PCC business office.

PAYING IN INSTALLMENTS—THE 50/50 PLAN

www.pcc.edu/resources/tuition-fees/payment-info/installments.html

The 50/50 plan is free and it allows students to pay half of their balance on the term due date and defer the balance for an additional 4 weeks. Submit your completed application to any campus business office prior to the start of term.

STEP 3—TAKE THE PLACEMENT TEST

www.pcc.edu/testing

All students attending college for the first time who plan to earn a certificate, associate degree, or transfer to another college must complete placement testing before registering for class. Testing is free. If you have prior college credits, see an advisor first for course placement.

COLLEGE PLACEMENT

COMPASS, a basic skills placement test, is used to determine the appropriate classes for students in English and math. If you are enrolling for a certificate, degree or diploma, placement testing is required. For specific testing hours and locations please visit our website. Preparing for and taking the placement test is a very important part of beginning your college career. Your scores determine which classes you'll be able to take.

For more information on standard prerequisites, please visit www.pcc.edu/registration/prereq.

COURSE CHALLENGE

Some courses offered at Portland Community College may be challenged. This allows a student to receive credit by taking a special examination. Students who wish to challenge a course must accept the following conditions:

1. Designated credit courses may be challenged by special examination at a time set by the appropriate department chair or instructional administrator. Check with the department to see which courses can be challenged.
2. Students currently enrolled in such a course must request a challenge prior to the third week of classes or in a proportionate period of time for courses less than one term. Students must have formally withdrawn from class prior to submitting the challenge form and taking the exam.
3. Students must be currently registered in credit classes or have previously completed credit classes at PCC. Students must have an established PCC transcript before challenge credits will be recorded.
4. Challenge credit may not be used to meet the 30 quarter hour residency requirement.
5. If the student successfully challenges the course, the student will pay the course tuition rate in effect at the time of testing, in order to receive credit.
6. The department may issue a letter grade or "Pass" for successful completion of a challenge. The grade will be added to the student's academic record using a Grade Review Request Form submitted by the department chair. All challenge courses will appear on the transcript as "Credit by Examination". Students must assume the responsibility for determining if the challenge credit earned at PCC is transferable to other institutions.
7. Students may take the challenge exam for a specific course only once.
8. Students may not challenge a course in which they have previously enrolled or audited and received either a letter grade (A, B, C, D, F) or a mark (W, CIP, CIPR, I, NP, P, AUD, or X.).
9. Test scores may be required before a student may take a challenge exam for a specific course.

STEP 4—ATTEND A NEW STUDENT ORIENTATION

<http://www.pcc.edu/orientation>

The orientation will give you tips about making the most of your college experience. Orientation is required for all first-time college students, and is optional for those with prior college credits. You can attend an in-person orientation or do it online.

STEP 5—MEET WITH AN ADVISOR OR COUNSELOR

www.pcc.edu/advising

An advisor or counselor can help you plan a course of study to achieve your goals at PCC. You can meet with an advisor in person at orientation. If you have credits from other colleges, bring copies of your grades or unofficial transcripts to your advising session.

STEP 6—REGISTER FOR CLASSES

www.pcc.edu/registration/

Once you have met with an advisor to develop your schedule, you are ready to register for classes.

The college offers several registration service options. Students are encouraged to use the web site <https://my.pcc.edu>. Other options include fax, in-person, and mail-in processes. Specific registration information and procedures are in the quarterly schedule of classes available at any PCC facility, plus many other public sites around the community as well as online. Those living outside the PCC district may call the PCC Admissions Office to request a schedule to be sent to them. Students are not allowed to attend classes unless they are registered.

MYPCC ACCOUNT

A MyPCC account is automatically set up for all PCC students. This account provides online access to records and information a student will need to attend PCC. MyPCC allows you to register online, check your class schedule or the status of your financial aid, as well as view and pay your account balance and more. MyPCC email is an official form of communication and the college will use it to send important announcements and information. It is your responsibility as a student to regularly access and read your MyPCC email and review your account records for accuracy.

REGISTRATION TIPS

The choices of classes available to you may include all campuses and centers of PCC. Check the name to the right of the CRN to be sure you have selected the correct class at the right location. You are personally responsible for dropping or withdrawing any class for which you are registered. Even if you do not attend class, you are responsible for dropping or withdrawing. If you fail to drop within the refund period, you will be responsible for the charges. Check class information carefully, and take care of any mistakes as soon as possible.

STEP 7—MANAGE YOUR REGISTRATION

PAY CLOSE ATTENTION TO DROP AND WITHDRAWAL DEADLINE

DROP DEADLINE FOR REMOVAL OF TUITION & FEES

Length of Class	Deadline
Less than 2 weeks	Prior to first day class meets
2–7 week classes	By the end of first day of classes (For night and weekend classes, through the next business day)
8–10 week classes	By the end of first week of classes
11–12 week classes	By the second Friday of the term

WITHDRAWAL DEADLINE

Length of Class	Deadline
Short classes	Through the first day
3–7 week classes	Through the first week
8–10 week classes	Through the third week
11–12 week classes	Through the fourth week

Effective Winter Term 2010, a new grading policy will be implemented. For more information see: www.pcc.edu/resources/academic/standards-practices/AcademicStandardsandPractices-gradingGuidelines.html

LATE REGISTRATION

Written approval of the instructor is required to add a class once it has started. The form must be submitted in person to the Registration Office within one week of approval. After that date, your enrollment cannot be guaranteed. A late registration fee may be charged if you enroll after the class begins.

CANCELED CLASSES

The college reserves the right to cancel a class that does not meet the minimum enrollment established by the college. Charges for canceled classes will be automatically reversed.

ADDING OR DROPPING A CLASS

Written instructor approval is required to add a class after the first class session. Approval forms are available at any Registration or department office.

The deadline to drop and have charges removed varies by class length and type. The drop deadline for credit classes is published in the quarterly schedule of classes. Instructor drops do not remove charges.

WITHDRAWING FROM COLLEGE

You may formally withdraw from class by filing a form with the campus Registration Office or via my.pcc.edu. If you have applied for financial aid or Veterans' benefits, you must also notify the appropriate office of your intention to withdraw.

Students who stop attending without formally withdrawing will receive the grades assigned by instructors and will be responsible for payment of tuition and fees.

CONTINUING EDUCATION CLASSES

Course numbers beginning with "CEU" are classes that award Continuing Education Units (CEUs) rather than college credits. CEUs are not equivalent to credit hours and therefore may not be used toward PCC certificates or degrees. Some programs offering CEU classes offer recertification or CEU certificates. One CEU is awarded for each 10 hours or their equivalent. PCC transcript records are available for CEU hours.

Tuition for CEU courses is charged regardless of the number of credit hours for which the student enrolls. CEU classes do not meet the federal requirements for financial aid or most Veterans' benefits.

STEP 8—ARRANGE TRANSPORTATION

www.pcc.edu/parking

On-Campus Parking: Vehicles parked on any PCC campus and roadway between 7 am -10 pm Monday through Friday must display a current PCC parking permit. PCC also requires visitors to display a parking permit. For a current fee schedule visit the website.

Shuttle Services: Go to www.pcc.edu/resources/parking/shuttle to view the shuttle schedule for transportation between campuses.

Tri-Met Student Select Passes: A limited number of full-term passes are available to students enrolled in a minimum of 6 credit hours. Passes are available through the campus Business Office. Students must have a valid PCC picture ID and provide proof of enrollment. Student Select bus passes are sold on a first-come first-served basis only. Passes are non-refundable and non-transferable.

STEP 9—PAY YOUR BILL

www.pcc.edu/resources/tuition-fees/

STUDENT FINANCIAL RESPONSIBILITIES

When you register for a class, you are giving your consent to pay all of the charges associated with the class, whether or not you attend. You are responsible to pay all charges on your account by the payment due date, even if you do not receive a bill or your account is being paid by another party. You are responsible for keeping PCC informed of any address or telephone changes. If you are under 18 years of age, you are liable for any charges incurred in accordance with ORS 348.105. If your account is referred for collection you agree to pay all reasonable collection fees and related costs. If you are unable to attend, remember to drop the class, even if you are only on the wait list. Once you are enrolled in a class, tuition charges will be removed only if your drop is received by the student-initiated drop deadline published in the class schedule.

All term charges must be paid in full before a student will be allowed to register for the next term.

BILLING INFORMATION

Bills are issued the Wednesday before term begins. If you register using MyPCC you will be expected to access your schedule and bill online. If you register using other methods, a bill will be mailed to you. You are expected to pay on time even if you do not receive a bill.

To receive a paper schedule or bill, contact any Student Services Office and a copy will be provided.

LATE PAYMENT

Past due accounts are subject to late payment penalties and financial holds which restrict future registration, transcripts and other college services.

Accounts referred for collection are subject to collection costs and attorney fees. Students with past due accounts may also be institutionally withdrawn from courses or required to pay upon registration.

REMOVING TUITION CHARGES

Classes must be officially dropped online using MyPCC or by submitting an Add/Drop form with the Registration Office. It is the responsibility of the student to confirm the dropped status. If the student does not receive written confirmation of the drop, the student may be charged all applicable tuition and fees and may receive a grade for the course. However, 100 percent of the charges associated with a class will be removed if the official drop was received by the deadline published online and in the schedule of classes. No charges will be removed if the drop was received after the deadline for the class.

TUITION FORGIVENESS

Students who were unable to complete course(s) due to circumstances beyond their ability to control, may formally petition to receive a tuition credit. Petitions are reviewed by the college appeal committee after all petition requirements have been met. If approved, a tuition credit will be issued to help offset the cost of future enrollment.

The Student Account Petition form and additional information is available online via MyPCC or at any campus Business Office.

REFUNDS

Refunds resulting from an overpayment or reversal of paid charges are first applied to other outstanding charges on your account, even if payment is not yet due. Remaining credit balances in excess of \$15 will be refunded within 30 days. A check will be issued directly to the student for any refunds resulting from payment by cash or check. Credit card refunds will be credited back to the card originally used in payment. Refunds resulting from payments made by third party sponsors, financial aid or scholarships will be returned to the originator.

TAX CREDITS FOR EDUCATION (1098-T)

The Taxpayer Relief Act of 1997 (TRA) created the Hope Scholarship tax credit and the Lifetime Learning tax credit to help families meet the cost of a college education. To determine your eligibility please consult your tax advisor. PCC staff cannot help with tax related questions.

If you plan to claim an educational tax credit, your social security number (SSN) is required for tax reporting. To update your SSN go to the My Records link on MyPCC. A form 1098-T is available January 31 each year to students who were enrolled in credit and CEU courses.

Limited grants are also available to Oregon residents unable to afford the reduced tuition rates. Grants do not cover lab or other fees, and are not available if you are enrolled in a degree or certification program. To apply, call 503-977-4122. Submit your approved grant authorization to any campus Business Office prior to the payment due date for the term.

STEP 10-GRADUATION

All students graduating from Portland Community College must complete a graduation application, preferably one term in advance of the student's final term. Graduation applications may be obtained from the Graduation Office or downloaded and printed from www.pcc.edu/graduate. A separate application is required for each degree or certificate.

A formal commencement ceremony is held at the end of spring term. All students graduating in the current academic year (fall, winter, spring and summer) are eligible to participate if they have applied by the deadline and the application has not been denied. Information regarding cap and gown purchases is emailed to students who have applied and is also available at www.pcc.edu/graduate.

Graduating students will receive diplomas by mail eight to ten weeks after the degree or certificate has been awarded. The diploma will be mailed to the address of record for the student. Please contact the Student Records Office if there is an address change. Students must clear all debts to the college before their degree or certificate will be awarded.

TRANSCRIPTS

Official transcripts include the college seal and the signature of the Registrar. To be considered official, most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope.

There are several ways to obtain an official transcript of classes completed at PCC. Electronic requests for transcripts can be completed in MyPCC on the College Business tab by clicking on "Order My Official Transcript." This is the fastest way to request a transcript. Official transcript requests can also be faxed to the Student Records Office by downloading the request form and faxing it to 503-645-0894. Completed request forms can also be submitted to the Student Records Office. Mailed requests should be sent to:

Student Records

Portland Community College
P.O. Box 19000
Portland, Oregon 97280

ADDITIONAL STUDENT RESOURCES

ATHLETICS

www.pcc.edu/about/athletics

The college athletic program includes both men's and women's basketball. The programs are part of the Northwest Athletic Association of Community Colleges representing the community colleges of Oregon and Washington. The teams are based at the Cascade campus. All home games will be played at Cascade. Official practice begins in October.

Students may be enrolled at any PCC campus and must carry a minimum of 12 credit hours and meet all other eligibility requirements set by the NWAACC.

BOOKSTORES

www.pcc.edu/resources/bookstore

Full-time bookstores are located at the Sylvania, Rock Creek and Cascade campuses, while a part-time bookstore serves Southeast Center.

Hours vary, so check the website, schedule of classes or call for hours at 503-977-4910.

Tri-Met bus tickets and bus passes may be purchased at any bookstore. Select student passes available at the Business Office.

The bookstore accepts VISA and MasterCard. Checks are accepted for the amount of purchase only, and checks must be drawn on a local bank and imprinted with current information. When paying by check, you must show one of the following: two pieces of identification: your current PCC ID card, check guarantee card, Oregon Drivers License or Oregon I.D. There is a service charge for all returned checks.

Textbooks will be available and may be purchased one week before each term. You should be familiar with the bookstore refund policy at time of purchase. It is posted at all bookstores and on the website. A refund may be mailed when circumstances warrant, but allow at least four weeks for processing. Book buy-back times will be posted at each store.

BUSINESS OFFICE

www.pcc.edu/resources/business

PCC Business Offices accept payments for tuition, PE and library fines, and miscellaneous charges. Checks, MasterCard and VISA are accepted. Current PCC students may cash checks up to a \$10 maximum per day.

CAREER RESOURCE CENTERS

www.pcc.edu/resource/careers

The Career Resource Centers provide services to students and the community. Resource materials provide current career and job market information to those making initial career decisions or looking for a career change. Computer-assisted programs in career assessment and exploration, personality assessment and resume preparation are available. The centers also offer Internet access with web pages and bookmarks on career exploration and college choices. College catalogs, local career trend newspapers and videos are available to help with the college, career and job research process.

CHILD CARE

www.pcc.edu/resources/child-care

Child care is often a major concern to students, and PCC can help in a variety of ways. Limited on-campus child care is available. Child care services offer resources and referrals which help you find and evaluate the quality of care, arranges financial assistance if you meet specific qualifications, and provides information about selecting care. Child care resource and referral provides information for both on-campus and off campus child care. Referrals include child care centers, family child care providers, school-age programs, Head Starts, and pre-schools located within the Tri-County area.

SYLVANIA CHILD DEVELOPMENT CENTER

The Child Development Center on the Sylvania Campus is operated by the Early Education and Family Studies Department. The center has a dual focus: to provide a laboratory educational experience for students in the Early Education and Family Studies Program, and child care in a licensed and accredited program for the children of PCC students and staff. Available programs include a morning program for infants 3-14 months and half-day sessions for 14-36 month old children. Half day and full day programs are available for ages 3-6 years old. The evening program is available to children 14 months to 8 years old.

ROCK CREEK

www.pcc.edu/resources/child-care

The Center offers parents childcare options. Daytime care is available for half-day and full day, children must be between the ages of 3 and 5 and completely toilet trained. Priority is given to adult students/caregivers who are Pell-eligible and enrolled full-time at PCC Rock Creek. For questions and application contact 503-614-7511. Evening childcare is available Monday through Thursday for Children ages 4-12. Activities include arts and crafts, playtime, reading and quiet time. The Center is located in building 3, room 101.

COMPUTER RESOURCE CENTERS

www.pcc.edu/resources/computer-labs

The most comprehensive facilities open to all currently registered PCC students are the Computer Resource Centers located on the Southeast Center, Cascade, Rock Creek and Sylvania campuses. While all currently enrolled PCC students are welcome, an orientation is required before using the centers.

If you need help while using a CRC, lab assistants are available to assist you.

COOPERATIVE EDUCATION

www.pcc.edu/resources/careers/Cooperative

Cooperative Education is a partnership between student, college and employers that gives students college credit while they gain valuable on-the-job experience. Cooperative Education (sometimes called Cooperative, internship or practicum) helps students practice and build skills, make informed career decisions, gain a job-market advantage and bonafide work experience to be included on a resume. Cooperative Specialists will help the student identify eligible worksites, apply for positions, and support students as they complete their work experience.

COUNSELING SERVICES

www.pcc.edu/resources/counseling/

Portland Community College provides a comprehensive program of counseling services designed to assist students in solving problems and in developing academic and personal potential. Professional counselors are available at the Cascade, Rock Creek and Sylvania campuses and the Southeast Center. They help in matters such as career development and exploration, learning problems and study skills, and assessment of abilities, interests and values. Counselors can also help with family, personal and social concerns.

DISABILITY SERVICES (THE OFFICE FOR STUDENTS WITH DISABILITIES)

www.pcc.edu/resources/disability

Disability Services provides a wide range of in-class and campus access services to students who experience documented disabilities. These services are designed to promote student independence and equal access to classroom and college-related activities for those students demonstrating an ability to benefit from the college experience. Services include sign language interpreters, transcription services, note taking options, in-class aides, test accommodation services, alternate media formats for printed materials, and campus-based adaptive equipment and training.

Students wishing to request services from Disability Services must meet with a Disability Services counselor (available at Cascade, Rock Creek, Southeast Center, and Sylvania) for an intake appointment. Provide documentation from a certifying professional that establishes the existence of a current disability and supports the need for accommodations requested. Documentation is required to be on file with Disability Services prior to receiving services. Request for accommodations must be submitted through a Disabilities Services counselor each term.

Follow the timelines and procedures for receiving each service as outlined in Disability Services Student Handbook available at campus offices and online.

Vocational Training: Although the college does not provide special education or specialized (individualized) instruction, individualized vocational training is available for qualified students with disabilities through the Culinary Assistant Training Program (see Programs and Disciplines in this catalog).

Corrective Physical Education: Specialized courses instructed and supervised by a physical therapist are available through the colleges Physical Education Department.

Accessible Parking: Disabled parking is available at each campus for drivers with valid permits obtained through the Oregon State Department of Motor Vehicles. Drivers must still have valid PCC parking permits to use these areas. Students needing temporary disabled parking (two weeks or less) may make arrangements through Disability Services. A letter from a physician supporting the need for this temporary service is required.

Accessible Pay Phones: Pay phones equipped with TTY (for hearing/speech impairments) are available at most campus locations. A list of TTY locations is available in the Disability Services Student Handbook available at campus offices and online.

FITNESS AND RECREATION

www.pcc.edu/programs/pe

All campuses provide recreational opportunities in their gymnasiums, weight rooms and walking/jogging routes. For specific procedures, contact the Physical Education Department on these campuses.

FOOD SERVICES

www.pcc.edu/resources/dining

The college offers weekday food services at Sylvania, Southeast, Cascade and Rock Creek. Saturday service is available at Rock Creek, Southeast and Sylvania.

GALLERIES

www.pcc.edu/about/galleries

There are art galleries located at Cascade, Rock Creek and Sylvania campuses. Shows are continually changing, featuring guest artists, students and faculty.

GRANT PROGRAMS

COLLEGE ASSISTANCE MIGRANT PROGRAM – CAMP

www.pcc.edu/camp

The College Assistance Migrant Program, referred to as CAMP, is a federally-funded program designed to support documented students from migrant and seasonal farm worker backgrounds during their first year in college. The program provides students with both financial assistance and support services, with the goal of preparing them to continue their education at a four-year college or university. Students who get accepted into the program receive services such as: Tuition assistance, CAMP courses, transportation assistance, tutoring and mentoring, academic advising, personal and career advising, book assistance, health resources and monthly stipends. For more information please visit our website: www.pcc.edu/camp, or if you want to contact our (CAMP/Recruiter) at 503-614-7445.

ILLUMINATION PROJECT

www.pcc.edu/resources/illumination

The Illumination Project (IP) is Portland Community College's innovative student leadership and education program designed to foster a climate of equality, compassion, justice, and respect for all people in the PCC academic community and the community at large.

The Illumination Project uses interactive social justice theater as a venue for Student Educators and audience members to join together to rehearse ways of solving problems. Interactive theater, with its capacity to engage diverse learning styles and members of a community, is an ideal way to challenge racism, sexism, heterosexism and other forms of oppression.

SYLVANIA ROOTS

www.pcc.edu/pcc/resources/roots/

The Sylvania ROOTS Program is a federally-funded TRIO program dedicated to helping students achieve their educational goals. The programs help low income, first generation students and students with disabilities stay in school, transfer to other colleges or universities and/or graduate from PCC.

The program provides individualized academic advising; personal financial aid assistance; career planning; free admission and transportation to cultural events; and referrals to various tutoring centers.

UPWARD BOUND

www.pcc.edu/prepare/head-start/upward-bound.html

The Upward Bound program prepares students for college during their high school years by providing tutoring, advising and mentoring services, as well as opportunities to explore various careers.

Exposure to the college environment is important, and Upward Bound representatives visit local colleges and universities throughout the year. During the summer Upward Bound participants attend classes at PCC's Sylvania campus for five weeks and experience college life during a residential stay at Oregon State University.

Upward Bound offers a comprehensive set of services to help students succeed in high school and enter and complete college in order to obtain rewarding and satisfying careers.

EDUCATIONAL TALENT SEARCH

ETS is an outreach program designed to help students who have the potential to be successful in college, to aspire, prepare for, and enroll in the college of their choice. ETS students generally come from families in which neither parent had the opportunity to attend college or receive a four-year college degree. The goal of ETS is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in college. Talent Search also serves students who dropped out of high school by encouraging them to re-enter the educational system and complete their education. For more information contact: 503-614-7572

HEALTH SERVICES AND INSURANCE

Portland Community College provides no health services on its campuses. Emergency medical treatment while on campus is available by calling 503-977-4444.

PCC students of any age are not insured by the college for health and accident. However, students who are registered for nine or more credit hours may purchase student health insurance on a voluntary basis. The application form and brochure detailing the coverage and its cost are available on campus in the information center.

HOUSING

Portland Community College does not provide housing for students attending the college.

LIBRARY AND MEDIA CENTERS

www.pcc.edu/library

Portland Community College libraries provide many services for students, faculty and the community. The college has libraries at the Cascade, Rock Creek and Sylvania campuses, as well as a limited-service library at Southeast Center. The library's website provides detailed information about library hours and services.

Faculty librarians are available to help students and instructors with research, homework and information needs. The library provides reference services in person, over the phone and via the library website. Faculty bring classes into the library for customized instruction by faculty librarians. Librarians also visit classrooms and teach a class that helps students with writing assignments.

The library's diverse collection includes electronic and print books, magazines, CDs, DVDs, streaming video and more. The library can also provide materials from other libraries through its membership in Summit, a consortium of regional academic libraries and interlibrary loan. Students can also check out digital cameras and computers from the library.

PCC libraries have many quiet study spaces and rooms for group work. Students may bring their own laptop or use a library computer. All libraries have wireless Internet access. Visit a library in person or on the web to find out more.

MULTICULTURAL CENTER AND PROGRAMS

www.pcc.edu/resources/culture

The Multicultural Centers located at Sylvania and Rock Creek supports the efforts of multi-racial students in achieving academic and personal success. The centers are central places that nurture learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, advising and mentorship. They offer one-on-one tutoring, information and referral services, sponsors educational and cultural workshops, events and activities. The centers are dedicated to developing multicultural student leaders and raising awareness of issues related to race and culture on campus. It is open Monday through Friday with varying hours each term based on student availability. Faculty, staff and students are encouraged to use the center for peer tutoring, study groups, and cultural resources.

OREGON LEADERSHIP INSTITUTE

www.pcc.edu/services/index.cfm/145.html

Portland Community College offers the Oregon Leadership Institute (OLI) at the Rock Creek Campus as a cooperative program between PCC and the Oregon Council for Hispanic Advancement (OCHA). OLI was created in 1986 to help Latino High School students develop leadership skills, learn about opportunities for post-secondary education, and explore career options. The program consists of nine full-day seminars, held one Saturday a month from October to June. The PCC-OLI program recruits high school Latino students who are sophomores, juniors, and seniors attending schools in Washington County. The students are willing to make a commitment to attend all nine Saturday sessions.

OFFICE OF INTERNATIONAL EDUCATION (OIE)

www.pcc.edu/about/international

The Office of International Education (OIE) offers academic and immigration advising and a comprehensive student activities program to introduce students to Oregon and cultures of the United States.

STUDENT EXCHANGE

www.pcc.edu/studyabroad

Portland Community College in cooperation with the American Institute for Foreign Studies and Oregon International Consortium offers study abroad opportunities. Courses offered in these programs are in the areas of arts and letters, as well as social sciences. In addition, PCC has an academic term exchange program. To be considered for the program, students must be currently attending PCC.

PUBLIC SAFETY

www.pcc.edu/about/public-safety

The Department of Public Safety promotes a safe and secure campus community through the delivery of quality public safety, fire, medical and public assistance services. The department provides personal and facility security, crime prevention services, public safety communication, a disaster preparedness program, emergency medical assistance, response to calls for service, assistance with parking and traffic management, and preliminary investigative services. Services the officers provide include: battery jumps, vehicle lock outs, room unlocks and escorts to parking lots or buildings upon request.

STUDENT EMPLOYMENT

www.pcc.edu/resources/careers/students-grads

The Office of Student Employment is a job referral service for Portland Community College students and graduates at all campuses. It is designed to provide equal opportunity to job leads at any time during college and upon graduation. Services include employer contact to develop job openings, campus recruiting for employers, direct assistance to students through workshops and seminars and personal help for resume writing, interviewing techniques and job search development.

If you are currently enrolled and need a job to help pay for school, check the part-time job listings posted at each college campus and online. All campuses receive identical job listings daily.

Employment Specialist representatives are available during scheduled hours at each campus. They will help you develop a competitive resume and assist you in finding a full-time position.

Portland Community College provides equal opportunity in education and employment. The college is committed to a policy of non-discrimination based on sex, age, handicap, color, religion or national origin. Equal employment opportunity guidelines are followed and students are referred on a non-discriminatory basis.

STUDENT GOVERNMENT (ASPCC)

www.pcc.edu/resources/aspcc

The college encourages activities that complement the instructional program by providing opportunities for leadership and representation in college decision making and by offering social, cultural and recreational activities. Student activities, organizations and programs are open to all students. Information is available at Associated Students of Portland Community College (ASPCC) Offices.

The Associated Students of Portland Community College (ASPCC) at Cascade, Rock Creek, Southeast and Sylvania invite students to become involved with activities, research, committees, clubs and organizations. Student council members are hired rather than

elected and are paid for their services. Other paid positions include secretary, activities assistant and sign maker. Volunteers are also encouraged to be active in clubs and committees. ASPCC provides housing referrals, car pool opportunities and book buy-back exchanges.

INTRAMURALS

The Intramural Office organizes a variety of events, activities and tournaments open to all PCC students enrolled in at least one credit, and to all PCC faculty and staff during the academic year. To participate present a valid PCC ID card. Activities are offered at little or no cost to students and may include racquetball, golf, soccer, volleyball, basketball, pool, table tennis, bowling and video game tournaments. Contact your campus ASPCC for more information.

THEATRE

www.pcc.edu/about/theatre

The drama program offers students a chance to perform and to assist in the production of plays featured each term. Plays are produced and performed at the Rock Creek and Sylvania campuses.

TUTORING

www.pcc.edu/resources/tutoring

Free learning assistance for PCC students is available day and night hours at Learning Centers at each campus. Tutoring, self-help materials, videos, computer-aided instruction, word processing and individualized credit options provide alternative learning opportunities in math, English and other courses.

WOMEN'S RESOURCE CENTERS

www.pcc.edu/resources/women

CASCADE CAMPUS

The Women's Resource Center on the Cascade Campus is dedicated to providing a supportive, comfortable and safe environment to all PCC students. The Center offers programs to support the personal and academic growth of students. It is a place to gain information and encouragement and provides a connection to both campus and community resources.

Project Independence is a re-entry program for single parents and displaced homemakers. This tuition free program is offered fall, winter and spring terms. Students in the program receive personalized assistance in building self confidence, clarifying values, exploring careers and setting goals. The program is offered at both Cascade Campus and Southeast Center.

The Women's Resource Center offers workshops, seminars, lecture, and scholarship workshops to students and community members. The Women's Resource Center Student Advisory Board plans the program and serves as peer support for students. Staff members are available to assist students in accessing campus and community resources.

ROCK CREEK CAMPUS

The Women's Resource Center on the Rock Creek campus offers information and support services to students for campus and community services. Although the emphasis is on meeting the special needs of women and single parents, the center is open to all students. Services include child-care and scholarship information, as well as a lending library. The center sponsors workshops on financial aid planning, scholarship search, women's health and safety issues, and other family and school related issues. Please call for more information.

New Directions and Trancisiones Oeste, a tuition free program for women in transition, is offered every term at Rock Creek. This is a career planning, personal development and job search skills course designed to assist women in becoming self-sufficient. The goal is to assist students in making a career choice and developing life-skills that will lead to financial independence.

SOUTHEAST CENTER

The Southeast Center is currently developing a Women's Resource Center. A listing of available resources and a well as posting of pertinent events is located next to the ASPCC office in Tabor Hall. All students are encouraged to stop by and access available information. Additional referral information for campus and community resources is available through the Counseling Office in Tabor 152.

Life Tracks is a tuition free program for women and single parents in transition. This cohort class emphasizes career development and values clarification. The goal is to assist students as they transition into or return to college and to encourage students to continue in their training and education to reach their personal goal.

SYLVANIA CAMPUS

The Women's Resource Center on the Sylvania Campus supports the efforts of women as they strive to achieve academic, personal and economic success. It offers personalized assistance entering college, advocacy, support, and friendship in a caring environment and is a bridge for women returning to school after an absence, as well as for those first entering college. The Sylvania Women's Resource Center assists students with information and referral services, scholarship information, sponsors educational workshops and symposiums. All students are encouraged to drop in for information, check the activities and events board and use the free resource library.

The Sylvania Women's Resource Center sponsors three important programs; the Transitions Program, the Illumination Project and Women's Leadership Program.

THE TRANSITIONS PROGRAM

The Transitions Program is a free first term college success program for single parents, displaced homemakers, and other students in transition. The Transitions Program is a strength-based supportive learning community dedicated to easing the transitions to college, career, and life changing possibilities. Our purpose at the Transitions Program is to help remove any obstacles that could get in the way of your progress to college success. The program is geared to the needs of students with families, jobs, and other responsibilities who wish to prepare for the future. This program empowers students to think assertively and to become independent in their thoughts and actions.

WOMEN'S LEADERSHIP PROGRAM

The Sylvania Women's Resource Center is built on a feminist philosophy of shared leadership and decision-making which promotes the empowerment and skill development of all women. The WRC sponsors a Women's Leadership Training program for the Student Advocates who work in the Center. Student Advocates develop skills in advocacy, problem solving, crisis intervention, resource research, public speaking, community organizing, coalition building, program design and implementation. If you are interested in a position in the WRC come by and find out more about applying to the Women's Leadership Program.