

# TEN STEPS TO ACHIEVING YOUR DREAM

## STEP 1—APPLY FOR ADMISSION

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[www.pcc.edu/admissions](http://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](http://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.

### SPECIAL ADMISSIONS PROGRAMS

#### INTERNATIONAL STUDENTS

[www.pcc.edu/about/international/admissions](http://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 the website.

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. 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](http://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 coursework 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 high school admissions policy to 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. 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 and 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 term's enrollment.

## HIGH SCHOOL PARTNERSHIPS

### PCC DUAL CREDIT

971-722-7737

[www.pcc.edu/pavtec/dual](http://www.pcc.edu/pavtec/dual)

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 instructors. These classes are equivalent to courses offered on a PCC campus. High

school students may obtain PCC credits in these "articulated" (dual credit) courses, at no cost, saving both time and money in their post secondary educational pursuits.

About 50 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 20 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.

## OTHER PROGRAMS

For a complete list of high school programs please visit [www.pcc.edu/pavtec/options/default.htm](http://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 schools when attending classes at that institution.
- 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

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[www.pcc.edu/tuition](http://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. You must be able to provide proof of residency.

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

### 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.

### FINANCIAL AID

[www.pcc.edu/fa](http://www.pcc.edu/fa)

There's a good chance you qualify for financial assistance. Visit [www.fafsa.gov](http://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).

You must use MyPCC to select your refund option. For more information, visit [www.pcc.edu/FAmoney](http://www.pcc.edu/FAmoney).

### VETERANS' BENEFITS

[www.pcc.edu/vets](http://www.pcc.edu/vets)

### SCHOLARSHIPS

[www.pcc.edu/scholarships](http://www.pcc.edu/scholarships)

### AGENCY OR COMPANY SPONSORSHIP

[www.pcc.edu/resources/tuition-fees/payment-info/tpbilling.html](http://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.

## SENIOR OPTION

If you are an Oregon resident who is 62 or older, you may be eligible for free or discounted tuition rates with PCC's Senior Options. For complete details, please visit: <http://www.pcc.edu/resources/senior>

## PAYMENT PLAN OPTIONS

For available payment plan options visit: [www.pcc.edu/payplan](http://www.pcc.edu/payplan)

## STEP 3—TAKE THE PLACEMENT TEST

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[www.pcc.edu/testing](http://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](http://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 with such indication. 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 or a mark (A, B, C, D, F, 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

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<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

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[www.pcc.edu/advising](http://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](http://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. The schedule of classes can always be found on the PCC website. Students are not allowed to attend classes unless they are registered. Students in good academic standing are allowed to register for a maximum of 19 credits per term. Students wishing to enroll in more than 19 credits per term must receive permission from an academic advisor, counselor or department chair. At their discretion, an excess of 19 credits may be allowed. Advisors, counselors and department chairs will take into consideration a student’s academic history, current GPA, work/home/school balance and the rigors of the program or classes in which they are enrolled.

## 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 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 MyPCC and read your announcements, as well as review your account records for accuracy.

## REGISTRATION TIPS

Class choices available to you may include all campuses and centers of PCC. Check 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 no longer wish to be 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. If you fail to withdraw within the withdrawal period, you will receive a grade for the course.

## STEP 7—MANAGE YOUR REGISTRATION

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### PAY CLOSE ATTENTION TO DROP AND WITHDRAWAL DEADLINES

Drop deadlines can be found at the website: [www.pcc.edu/reg/drop](http://www.pcc.edu/reg/drop)

#### What’s the difference between dropping and withdrawing from classes?

##### Drop

You will not be charged

You will not have a mark on your transcript

##### Withdraw

You will be charged

You will have a W on your transcript

For more information see the website: [www.pcc.edu/reg/drop](http://www.pcc.edu/reg/drop)

## 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. Late registration cannot occur after the term is complete.

## 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 Office or online.

The deadline to drop and have charges removed varies by class length and type. The drop deadline for credit classes is located on-line.

## WITHDRAWING FROM COLLEGE

You may formally withdraw from class by filing a form with the campus Registration Office or via [my.pcc.edu](http://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

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[www.pcc.edu/parking](http://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](http://www.pcc.edu/resources/parking/shuttle) to view the shuttle schedule for transportation between campuses.

**Tri-Met Student Select Passes:** A limited number of subsidized full-term passes are available to students enrolled in a minimum of 3 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

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[www.pcc.edu/resources/tuition-fees](http://www.pcc.edu/resources/tuition-fees)

### STUDENT FINANCIAL RESPONSIBILITIES

You are expected to attend all classes in which you are enrolled. If you do not attend or stop attending classes and fail to personally drop by the drop deadline you will be responsible for all tuition and fees. 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. Unless you pay immediately at the time of registration, you are entering into a student loan with the college, which is non-dischargeable under USC § 523 (a). 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 and attorney fees, including those incurred at trial and on appeal.

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

### BILLING INFORMATION

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.

### 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 denied credit and/or institutionally withdrawn from courses.

### REMOVING TUITION CHARGES

To avoid being charged, you must drop your classes by the published deadline using MyPCC or by submitting an Add/Drop form at the Registration Office. You must confirm the drop was successfully completed; otherwise you 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

If you were unable to complete course(s) due to circumstances beyond your ability to control, you 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. For more information please visit: [www.pcc.edu/tuition/petition](http://www.pcc.edu/tuition/petition).

### 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. 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 American Opportunity (Hope Credit extended) and the Lifetime Learning Credit are education credits that can help offset the costs of 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 courses.

## STEP 10—GRADUATION

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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](http://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](http://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 any Enrollment Services Office by downloading the request form and faxing it. Completed request forms can also be submitted to the any Enrollment Services Office. Mailed requests should be sent to:

#### **Enrollment Services**

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

## CALENDAR OF INSTRUCTION

### **SUMMER 2011**

Term Begins: June 20  
Final Exams: Varies\*\*

### **FALL 2011**

Term Begins: September 26  
Final Exams: December 12-18  
End of Term: December 18

### **WINTER 2012**

Term Begins: January 9  
Final Exams: March 19-25  
End of Term: March 25

### **SPRING TERM 2012**

Term Begins: April 2  
Final Exams: June 11-17  
Graduation: June 15  
End of Term: June 17

### **SUMMER 2012**

Term Begins: June 25  
Final Exams: varies\*  
End of Term: September 17

To view a calendar of instruction please visit: [www.pcc.edu/registration/academic-calendar.html](http://www.pcc.edu/registration/academic-calendar.html)

\*Summer Finals schedules vary. Consult instructor  
\*\* 11 week classes. PCC operates on the quarter system.  
For registration calendar details see the appropriate term's schedule of classes at [www.pcc.edu/schedule/](http://www.pcc.edu/schedule/)