

Student Handbook

PCC Dual Credit



**Portland
Community
College**



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Contact Information & Student Resources

PCC Dual Credit Program

(971) 722-7737

dualcredit@pcc.edu

www.pcc.edu/dual-credit



Always contact the Dual Credit office first!

Dual Credit Participating High Schools

A comprehensive list of PCC Dual Credit classes for the current academic year, including the registration windows and course registration numbers (CRNs)!

www.pcc.edu/dual-credit/schools

Other important departments at the college

Advising

Advising, prerequisites, Grad Plan, placement testing, etc.

pcc.edu/advising

Enrollment Services

Credit admission registration holds and other registration errors

pcc.edu/enroll/registration/contacts.html

IT Service Desk

MyPCC and general computer support

pcc.edu/technology/support/servicedesk

Student Help Desk

Zoom, Google services support, and D2L Brightspace

pcc.edu/help-desk/

Student Records

Transcripts and student record questions

pcc.edu/student-records

Student Resources

Computer Labs

When campuses reopen for in-person instruction

pcc.edu/computer-labs

Counseling

pcc.edu/counseling

GRAD Plan

pcc.edu/advising/grad-plan

Library

Including online research databases and guides

pcc.edu/library

Panther Hub

Student organizations and events

hub.pcc.edu

Tutoring

pcc.edu/tutoring

MyPCC my.pcc.edu



COVID-19 information for Dual Credit students, parents, and faculty

Welcome to PCC Dual Credit

The PCC Dual Credit program offers local high school students the opportunity to earn college and high school credit simultaneously while still in high school. Dual credit classes are regular PCC classes but taught at a high school by an approved high school instructor.

Along with the high school credits you already need, with Dual Credit you can earn college credit that counts toward a degree or certificate.

- Lower Division Collegiate (**LDC**) courses that count toward a bachelor's degree
- Career and Technical Education (**CTE**) courses that lead to an associate's degree or certificate

Benefits of the program are:

- *There are **no tuition or fees** associated with the Dual Credit program. This means you get a huge savings on your college credit, saving you both money and time*
- *Enhance your ability to do college-level work and gain confidence for college success*
- *You can earn enough credit to enter college at a higher level and can register for classes earlier (how priority registration works)*
- *PCC credits are transferable to all public colleges and universities within the Oregon university system and most other institutions outside the state. It's always important to check with the college or university you plan on attending to know how these credits will be applied (how does credit transfer)*
- *Get a PCC student ID card, use of PCC's library, and online tutoring services (see all student resources)*
- *Research shows dual credit students are more likely to finish college and advance more quickly.*

Credits with a Purpose

Credits with a Purpose

PCC Dual Credit is committed to providing high school students with college experiences at their high schools. In order to best support their post-secondary education PCC offers classes that will prepare students for their future career and education goals. Part of this commitment is based on only offering courses required for a degree or certificate and avoiding classes that would be considered as an elective and not help students meet their personal goals.

Wondering about using the college credits after you graduate from high school?

- What are college “Credits with a Purpose”?
- Why should I take Accelerated Credit (aka Dual Credit)?



Goals of Accelerated Credit at PCC

- One of our primary goals is helping students become successful college students and bridge the gap between high school and college.
- Developing College Going Behaviors is frequently more important than earning credit.
- Contrasts between college and high school can be identified in these areas:

| College Practices | High School Practices |
|---|---|
| Students must register themselves by hard deadlines | Registration is assisted and can be adjusted at later dates |
| Students are responsible for their own learning | Student learning is guided by teachers/parents |
| Students own their academic info and must sign a release to share with any one else including parents | Parents and students own the academic information |
| Deadlines are final | Deadlines can be adjusted |
| Assistance must be initiated by student | Parent/teacher/counselor may initiate support |

Steps to Dual Credit

Admissions

- **Complete Dual Credit admissions with PCC**
 - There are three application types with PCC: Credit, Dual Credit, and Non Credit.
 - You must be active Dual Credit admission type to register for Dual Credit classes.
 - Sometimes you may need to complete admissions multiple times, but you will only have one PCC account (one official college transcript from PCC).

MyPCC

- **Set up your MyPCC**
 - You will need to set up your MyPCC password, using the username provided to you in your admission acceptance email (you will only need to complete this step once).
 - Familiarize yourself with the MyPCC portal; it is where you add/drop classes, request your official transcript, access your PCC email, and more!
 - MyPCC is where your PCC email account is housed. You should use this email to communicate with PCC.

Registration

- **Register for classes**
 - Register for classes during the specified registration window.
 - You can find out Dual Credit course information (courses offered, course registration numbers, and registration windows) by visiting our Participating High School section.
 - Review the information in this Student Handbook so that you are aware of your rights and responsibilities.

Admissions

Go to: pcc.edu/dual-credit/students/apply



- Select **Apply to PCC >**
- Select **Apply as a Dual Credit student**
- Select the admission term
- Enter your legal first and last name
- Areas with a red asterisk (*) are required fields

Select an Application Type

1 Read this first:

By submitting the application, you certify that all addresses on this application are complete and true. You also agree to all fees, policies and procedures, including those associated with this application.

Select the application type you want to complete:

| | | |
|--|--|---|
| <p>Credit</p> <p>Students with a degree or certificate or prior college credit may be eligible to apply for dual credit.</p> <p>View a credit request</p> | <p>Non-credit</p> <p>Students who do not possess a degree or certificate or prior college credit may be eligible to apply for dual credit.</p> <p>View a non-credit request</p> | <p>High School Dual Credit</p> <p>Students who are currently attending a high school and have completed a high school course may be eligible to apply for dual credit.</p> <p>View a high school dual credit request</p> |
|--|--|---|

Apply for Admissions

2 Select an admission term and enter your name:

Non-Credit applicants should select the earliest term available. When entering your information, please enter proper upper and lower case letters.

* indicates a required field.

Application Type: PCC High School Dual Credit

Admission Term:

First Name:

Middle Name:

Last Name:



Complete each section of the **5 dd`jWUjcb` 7\ YW`jgh**

Name

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- Ú\|&Y^•ÁÁ[~ q^Áá^ Áá^ Áá áÁ -Áá•Á æÁÚÓÓ

First Address and Phone

- Enter your complete address. If you don't have an address or phone, you may use your high school's address and/or phone number.
- Enter your phone number. Use the format: [503] [555-1234] [**leave 3rd box blank**]
- The address entered will be checked against a current USPS database for accuracy. Verify the address you entered is correct and click **Check This Address**.

Application Checklist

3 Once you begin this application, please DO NOT click your browser back button. Begin by selecting the Name link below. You will be guided through each section and then returned to this screen.

When each section is complete, a will appear next to that section. When all sections have been completed, select the "Submit Application" button to submit your application. Your application will not be processed unless you click the Submit Application button located below.

| | |
|--|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Planned Course of Study |
| <input type="checkbox"/> First Address and Phone | <input type="checkbox"/> High School |
| <input type="checkbox"/> Personal Information | <input type="checkbox"/> Attending Reason |
| <input type="checkbox"/> Current Student Type | <input type="checkbox"/> Transfer Status |

[Submit Application](#)

Important:

Do not use your browser's forward and back buttons while completing this application!

Personal Information

- Enter your information. Make sure the email address you enter is one that you use regularly. Your admission acceptance email will be sent to this address, as well as your account setup code (later).
- If you wish to withhold your name from military recruiters, please make the appropriate selection on this page.

Current Student Type

- Answer this as it applies to you. If you've earned PCC credit in previous years (including through Dual Credit), type the number "2" in the text box.

Planned Course of Study

- *Select:* Dual Credit High School Program – Not Financial Aid Eligible

High School

- Use the **Lookup** tool to look for high school
- Enter your graduation date (approximation, the year is what is important)

Attending Reason

- Enter the number corresponding to the reason you wish to take Dual Credit.

Transfer Status

- Enter the number corresponding to what you want to do in the future.

Portland Community College

HELP | PRINT | EXIT

Application Checklist

† Once you begin this application, please DO NOT click your browser back button. Begin by selecting the Name link below. You will be guided through each section and then returned to this screen.

When each section is complete, a will appear next to that section. When all sections have been completed, select the "Submit Application" button to submit your application. Your application will not be processed unless you click the Submit Application button located below.

| | |
|---|---|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Planned Course of Study |
| <input checked="" type="checkbox"/> First Address and Phone | <input checked="" type="checkbox"/> High School |
| <input checked="" type="checkbox"/> Personal Information | <input checked="" type="checkbox"/> Attending Reason |
| <input checked="" type="checkbox"/> Current Student Type | <input checked="" type="checkbox"/> Transfer Status |

Once all of the checklist items are completed you are ready to select the **Submit Application** button.

*Do not close out of the application!
You are not done yet ...*

... on the next page click on the link to **Agree to the Terms**

This is required to process the application

The last page of the application is a submission confirmation page

- It generally takes 1-3 business days (so weekends and holidays do not count) to process your application.

Contact the Dual Credit office (971-722-7737 or dualcredit@pcc.edu) if you have not received your admission acceptance email after 3 business days. There is no need to apply multiple times, unless instructed to do so.

What is MyPCC?

MyPCC is an online community for the students, faculty and staff of Portland Community College. MyPCC is a secure site that allows you to check email, register for courses, order your official transcript, communicate with the college, and check your academic progress.



Setting up your MyPCC

After you apply to PCC you are issued a username to access your MyPCC portal.

1. Go to MyPCC and click on **First Time User?**
2. Enter your username and click Next
3. PCC will send you a Setup Access Code to your email that your provided on your admission application.
4. After entering the Setup Access Code onto the 'step 2 of 3' page you will be prompted to set up your MyPCC password and self-help reset options.



MyPCC Password Help

If you have forgot your MyPCC password, try these steps:

1. Go to MyPCC and click on **Forgot your Password?**
2. Enter your username and click Next
3. There should be 2-3 reset options that you had set up when you set up your MyPCC password. Choose an option and follow the steps to reset your password.

Don't remember your MyPCC username?

Call the Dual Credit office at (971) 722-7737

MyPCC Email

You are issued a PCC email account when you complete admissions with PCC. This email will remain active as long as you are an active student with the college (accounts go inactive after 1 year of no registrations for Dual Credit students, and two terms for Credit students).

Your PCC email is secure and should be the method you use to contact the college. PCC cannot disclose any information related to your educational record unless we are able to verify your identity (FERPA). When communicating over email, the college is able to verify your identity when you email from your PCC email account.

When you are logged into MyPCC there is a header bar at the top with these icons on right ~>



To access your PCC email account, select the **Envelope icon**.

Alternatively, you can select the **Google Drive icon** (to the left of the envelope) or the **calendar icon** (to the right of the envelope icon).

Note: Your Google Drive and calendar access will remain active as long as you are an active student with the college.



GRAD Plan

As an active student with PCC you have access to a great tool called 'GRAD Plan', which can be accessed from your MyPCC, *My Courses* tab.

GRAD Plan

Graduation
Requirements &
Academic
Decisions
Plan

- Track progress towards completing degree requirements and to plan future coursework
- Complete "What If" scenarios for different degrees and certificates
- Reduce paperwork and manual degree checklists by using the online environment
- Calculate grade point averages

Registration

Register for a class

1. Log in to MyPCC
2. On the MyPCC Home tab, click **Register for classes** in the Term-to-Term Checklist
3. Select the **Add or Drop Classes** link
4. Choose the appropriate PCC term
 - a. Hint: If your CRN starts with a 4 select Fall, a 1 select Winter, a 2 select Spring
5. Enter the 5-digit CRN into one white box (if you are registering for more than one class at a time you can enter them each into a white box).
 - a. If you do not have white boxes available, contact the Dual Credit office.
6. Select the **Submit Changes** button
7. Verify your registration went through successfully! You should see ****Web Registered**** next to the class and if you click on the (view your class) **Detail Schedule** link on that page you can see more information about your registration, including the instructors name.
 - a. If you see an error message after attempting to register contact the Dual Credit office.



Add or Drop Classes

- The "Submit Changes" button below is used to register, drop/with
- When you register, you consent to all policies and procedures. Inc
- For payment requirements go to pcc.edu/buy
- Payment for non-credit classes is due at the time of registration. I
- Visit the [bookstore](#) to find the required and recommended textbo
- Before registering for your first online class at PCC, you must com
- Problems registering, dropping/withdrawing or changing your gra

View your class [Detail Schedule](#)

Add Classes Worksheet

| CRNs |
|----------------------|
| <input type="text"/> |

Drop/ Withdraw from a class

1. Log in to MyPCC
2. Click **Register for classes** in the Term-to-Term Checklist
3. Select the **Add or Drop Classes** link
4. Choose the appropriate PCC term
5. Choose **Drop** or **Withdraw** from the drop-down menu
6. Select the **Submit Changes** button

If you leave the high school class mid-term you must also drop/withdraw from the class with PCC!



Student Responsibilities

As a student taking a dual credit course, you are expected to meet the same requirements as our college students that are taking classes on a PCC campus or online.



As a college student, it is your responsibility to:

- Review the information provided in this handbook and on the Dual Credit website
- Be prepared for a college-level class.
 - Self-assessment. What it means to be college-ready.
 - Do you meet the prerequisites? Your high school classes can often count as college-level prerequisites. If you're not sure, ask your teacher.
- Complete the PCC Dual Credit admission application and keep your account information (your MyPCC username, password, and G number) in a safe place.
- College deadlines are more stringent than high school deadlines. Know the registration, drop, and withdraw deadlines for the Dual Credit classes you are taking. Register by the deadline!
- Verify your registration by logging into MyPCC, going to the My Courses tab, then viewing your Class Schedule.
- Drop or withdraw from your Dual Credit course if you drop or transfer out of the high school class and/or school.
- Send your official PCC transcript to all the colleges and universities that you apply to.
- Update your address with PCC if you move. This can be done by logging into MyPCC and clicking on Profile, or by calling Enrollment Services at 971-722-8888, option 2.

Grading Guidelines

PCC Grading System

All courses at PCC have a default grade option, which has been determined by the Subject Area Committee. In most cases this is a Letter Grade Option (standard A-F system). For each letter grade you will be earn quality points for that credit (see below).

| Letter Grade | Description | Quality Points for Credit |
|--------------|-------------------------------------|---------------------------|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Satisfactory | 2.0 |
| D | Unsatisfactory but receiving credit | 1.0 |
| F | Fail | 0.0 |

Though some courses have the option for you to change your grade option, it is best to use the standard A-F grading system (pass/no pass is not always accepted by another institution the same as a letter grade).

Satisfactory Academic Progress

There is both an academic and financial aid impact on students that do not achieve Satisfactory Academic Progress.

Drop vs Withdrawal

A course is **dropped** from a student's registration when the request to un-enroll from the course is received before the published drop deadline for the course. Dropping a course removes the course from the student's PCC transcript and also any related tuition/fees for the course. The drop deadline is different for each term and is dependent on the length of the class. For specific information about the drop deadlines in current and future terms, please refer to the Dual Credit Academic Calendar.

A course is recorded as **withdrawn** with a 'W' mark on the transcript when a student request to un-enroll from the course is received after the drop deadline but before the withdrawal deadline. The withdrawal deadline is different for each term and is dependent on the length of the class. For specific information about the withdrawal deadlines in current and future terms, please refer to the Dual Credit Academic Calendar.



[Complete
PCC
Grading
Guidelines](#)

Credit Transfers & Transcripts

Transferring Credits

It is your responsibility to send your official PCC transcript to all colleges/universities that you plan on attending (including PCC).

The credits earned through the Dual Credit program can be transferred to other colleges/universities and applied toward degree requirements or counted as electives.

For more information about how transfer credits may meet degree requirements, please check with the admissions office of the college or university offering the degree you are pursuing.

How does my credit transfer? 

What is a Transcript?

An official transcript is a complete, chronological representation of a student's academic record. It includes all courses attempted at Portland Community College, including those withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by PCC.

How to Order you Official Transcript

Due to campus closures, official transcripts are available in electronic PDF format only. This is an automated process, with most orders generally being filled within an hour.

- There is a **\$3 service fee** to cover the cost of our vendor to provide this secure service.
- You will need the email address for your recipient.
- Don't email official transcripts to yourself – this makes them unofficial. If you need a copy of your unofficial transcript, see instructions below.
- **You will need a valid Visa or MasterCard (if necessary, ask your parent/ guardian for assistance)**
- Holds on your record can prevent your official transcript from being issued. If this occurs, you will be notified.

Academic Records Appeal

All appeals are processed according to PCC's guidelines as noted on the Appeals, Complaints and Feedback website.

If you have experienced a sudden and unexpected circumstances that prevented you from meeting drop, withdrawal, or grading option deadlines, you may appeal for an exception to the deadline or to have your transcript updated. **Your appeal must be received by the college within 90 days from the end of the term.**

How to file an Academic Records Appeal

Email your appeal to the PCC Registrar at pccregistrar@pcc.edu

- This email **MUST** come from your PCC email account in order to be considered! To access your PCC email account log into your MyPCC and click on the envelope icon in the upper right corner.

Include the following information in your email:

1. First and Last Name
2. PCC Term
3. CRN
4. PCC course number and title
5. Explanation of the justification for the appeal
6. Requested action of PCC registrar
7. Supportive documentation, if any (i.e. doctor's note, letter from high school administration on high school letter head) that supports the reason for the request, along with any information that you believe would be helpful in making a decision.

Notification of the outcome of your appeal will be sent to your MyPCC email address within 30 days of receipt

If you do not know any of the information needed please feel free to contact the Dual Credit program at (971) 722-7737 or dualcredit@pcc.edu

PCC Policies

Consent to Release Records

PCC must follow all applicable state and federal laws, such as the Family Educational Rights and Privacy Act (**FERPA**), in addition to all other rules and regulations that apply to student records. Parents will be unable to obtain student information without a Consent to Release form submitted by the student.

If a student wants to share their educational record, a Consent to Release must be on file. To give PCC permission to release any part of your student records, click on **Consent to Release** from the MyPCC home tab or use the pdf Consent to Release form. Questions or concerns about FERPA should be directed to the registrar at: pccregistrar@pcc.edu.

U.S. Dept. of Education - FERPA Guidance for Students

Confidentiality

The student record belongs to the student regardless of age and have certain rights with respect to student records under Public Law 93-380.

These include:

- The right to inspect the educational records of the student.
- The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.
- Except as provided by the law, the right to prevent the release of any or all information from records to any other party. The college will not send transcript or copies or other educational records to any other school, prospective employer or other person without written request of the student.

PCC Board Policy

The PCC district shall follow all applicable state and federal laws, rules and regulations that apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official “need to know” basis. (Policy B 407).

Academic Integrity Policy

Students of Portland Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. PCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one’s research; to present the words, ideas, data, or work of another as one’s own; or to cheat on an examination corrupts the essential process of higher education.

Find out more about PCC’s Academic Integrity Policy.

Office of Equity and Inclusion

The Office of Equity and Inclusion is a key collaborator in PCC’s commitment to civil rights, diversity, equity and inclusion. OEI uses the theory of social justice as our foundational framework for operation. We recognize the intersectionality of diversity, equity and inclusion and compliance. We are advocates for an inclusive college climate, regardless of individual differences, beliefs or identities. Find out more about PCC’s Office of Equity and Inclusion.



Nondiscrimination

The college prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran’s status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375. Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act (“USERRA”), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College’s programs, services, and all activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other college efforts designed for that purpose.

Find out more about PCC’s Nondiscrimination and Non-harrasment policy.

Instructional ADA Statement

Federal law requires that high schools provide disability services for students with a documented disability (through either an IEP for 504 accommodation plan), including those students who are taking Dual Credit classes at their high school location.

PCC Dual Credit

