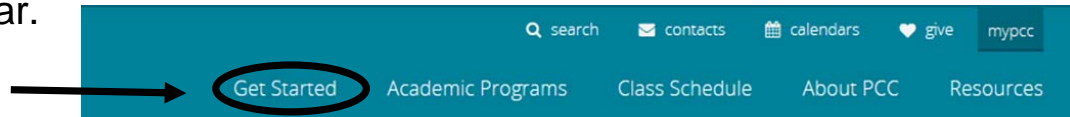


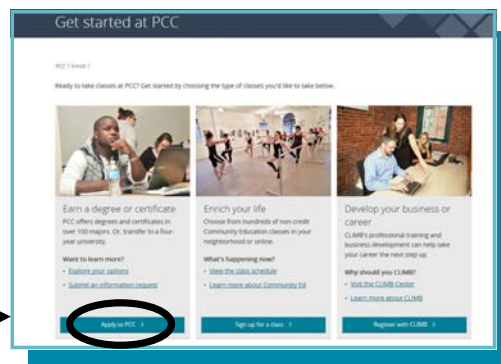
# Step 1 – Apply for Admissions

Before you begin, you **must have a working personal email address to apply** online. If you do not have one you can create a free email address by selecting a provider such as Google, Hotmail, or Yahoo. Fill out their online application form to obtain a free email address.

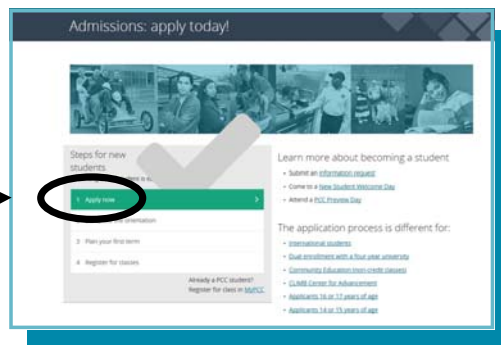
- 1.) Go to [www.pcc.edu](http://www.pcc.edu) and click on “Get Started” in the menu bar.



- 2.) Click on “Apply to PCC” under the *Earn a degree or certificate* heading.



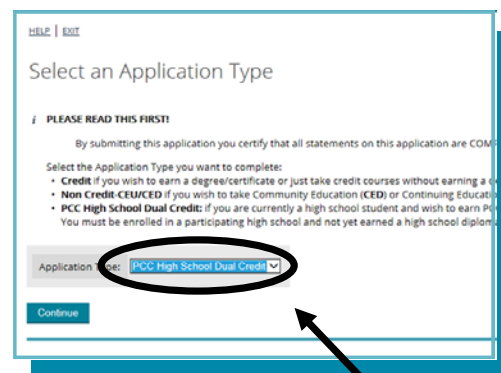
- 3.) Click on “Apply Now” under the *Steps for new students* heading.



- 4.) You MUST select ***PCC High School Dual Credit***

from the drop-down box for admission type (it is defaulted to Credit).

This step is very important!



5.) Select the appropriate start term from the drop-down box. Fill in your first and last name (legal name). Click on “Fill Out Application” once done.

Apply for Admissions

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: **Fall 2016**

First Name:

Middle Name:

Last Name:

Fill Out Application

6.) On the *Application Checklist*, click on “Name” and complete the requested information. Click on “Continue” to go to the next of the application.

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 located below.

Name  Planned Course of Study

First Address and Phone  High School

Personal Information  Attending Reason

Current Student Type  Transfer Status

Submit Application

**Important!** Checklist item 6 of 8

*Make sure that you click on “Look up High School Code” to properly select your high school. If you plan to bus to another school/ campus to take your Dual Credit class, please select you home school on the application.*

High School (Checklist item 6 of 8)

The State of Oregon requires us to provide high school information about our students who graduate from or attend Oregon high schools. School code. If you do not know the code or you attended a high school in a state other than Oregon, select the Lookup High School Code link. High Schools outside of Oregon have a generic code for each of the states. Follow the prompts and select the entries for your state. If you graduated from a foreign high school please enter 999999. If you cannot find your high school through the lookup page enter the name to enter your graduation date. Select Enter or View another High School to enter information about additional high schools you attended.

- Indicates a required field.

High School Code:

If School not found:

High School Name:

High School Street:

High School City:

High School Zip Code:

High School State:

Anticipated Graduation Date: Month  Day  Year (\*\*\*\*)

Continue

8.) After you have completed all items on the *Application Checklist*, the boxes next to the items will have a

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 located below.

Name  Planned Course of Study

First Address and Phone  High School

Personal Information  Attending Reason

Current Student Type  Transfer Status

Submit Application

Then click “Submit Application”

9.) You must certify that the information you provided on your PCC application is complete and true by clicking on “I agree to the terms” link.

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact the Admissions & Registration office at 971-722-8888 (and choose option 2).

As a Dual Credit student submitting this application, I understand that my academic records may be shared with the high school that I attend for reporting and tracking purposes.

By Submitting this application you certify that all statements on this application are complete and true. You also agree to all PCC policies and procedures, including Financial Aid. PCC does not process incomplete or inaccurate applications.

Have you read and do you agree to the above statement?

I agree to the terms