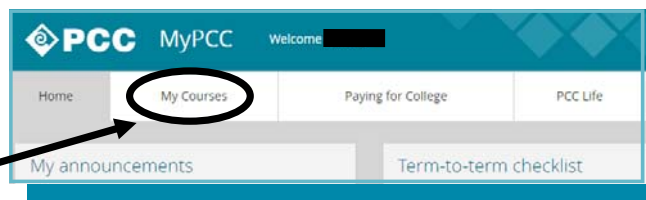


Step 3 – Registering for Dual Credit Classes

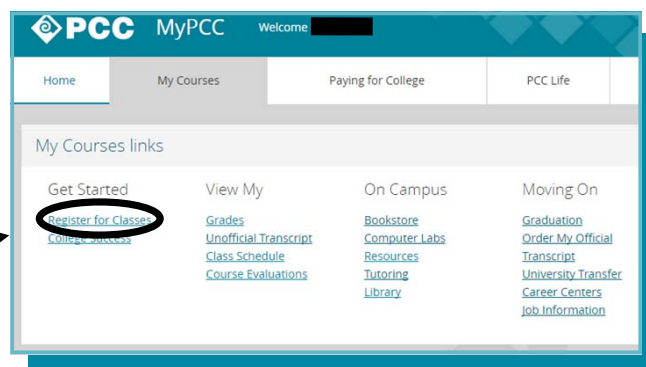
Registration is **required** in order to earn credits for taking a PCC Dual Credit class at your high school. Before you can register you need to know the five-digit course reference number (CRN) for that class. CRNs are sent to the High School Dual Credit Faculty prior to registration opening. This information is also available on our website at pcc.edu/dualcredit, by clicking on the CRNs .pdf under the “Dual Credit Home” sidebar on the right.

1.) Log into MyPCC by going to <https://my.pcc.edu/> and entering your PCC username and password.

2.) Once logged in, click on the “My Courses” tab located in the upper left of the screen.



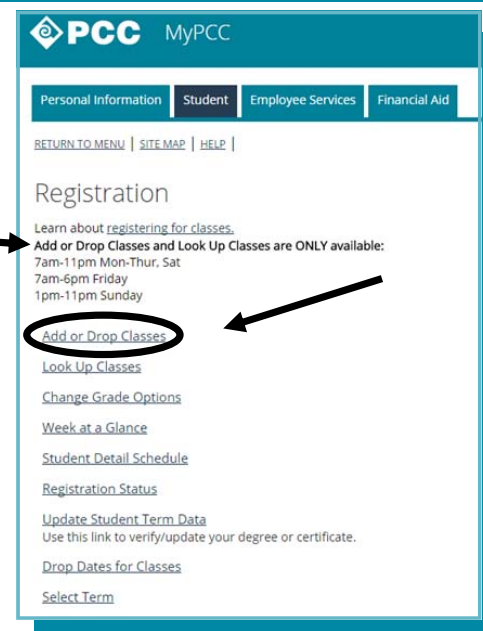
3.) Click on the “Register for Classes” link, located under the Get Started heading.



4.) Click on the “Add or Drop Classes” link.

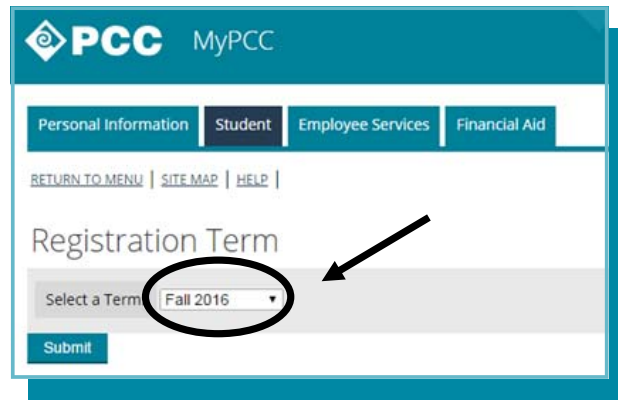
Please note that registration will only be available during the specified times on this page.

Did you know? You may **only** register for a Dual Credit CRN during the specified time frame for that applicable term. Please see the PCC Dual Credit Academic Calendars on pages 14-15 for specific registration windows.



4.) Select the appropriate PCC term from the drop-down box and click on “Submit”.

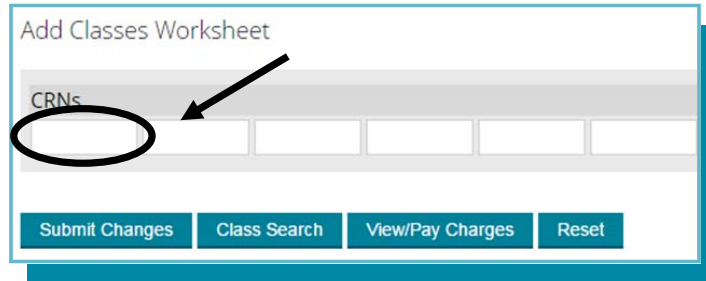
See the *PCC Dual Credit Academic Calendars* on pages 14-15 for how your high school schedule translates to a PCC term.



The screenshot shows the PCC MyPCC interface. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Employee Services', and 'Financial Aid'. Below these are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Registration Term'. A drop-down menu labeled 'Select a Term' is set to 'Fall 2016' and is circled in black. An arrow points to this menu. A 'Submit' button is located below the menu.

5.) Enter the five-digit CRN assigned to the PCC Dual Credit course you want to register for into the first blank box. If you have more than one class

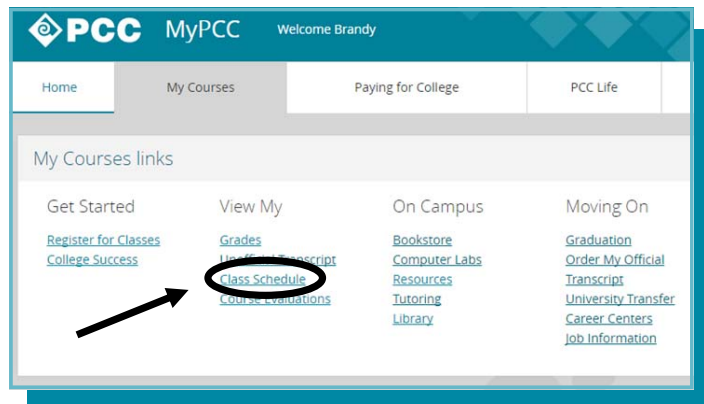
to register for, you may enter them into the subsequent blank boxes. Click on “Submit Changes” once done.



The screenshot shows the 'Add Classes Worksheet' form. It has a header 'Add Classes Worksheet' and a section labeled 'CRNs' with five input boxes. The first box is circled in black, and an arrow points to it. At the bottom, there are four buttons: 'Submit Changes', 'Class Search', 'View/Pay Charges', and 'Reset'.

6.) Now you **must** verify your class schedule to verify that the registration went through successfully, and that you are registered into the correct course.

Go back to the “My Courses” tab and click on “Class Schedule”, under the View My heading.



The screenshot shows the PCC MyPCC interface with the 'My Courses' tab selected. The page is titled 'Welcome Brandy'. There are navigation tabs for 'Home', 'My Courses', 'Paying for College', and 'PCC Life'. Under the 'My Courses links' section, there are four columns of links. The 'View My' column contains links for 'Grades', 'View My Class Schedule', and 'Course Evaluations'. The 'Class Schedule' link is circled in black, and an arrow points to it. Other columns include 'Get Started', 'On Campus', and 'Moving On' with various resource links.

7.) Select the appropriate PCC term from the drop-down box and click on “Submit”.

8.) Verify the information is correct (CRN, course name, instructor, etc.).

- ◆ **You will be held financially responsible for the tuition and fees associated with registering for the incorrect CRN!**
- ◆ **If you have registered for the incorrect CRN, you will need to drop the class and register for the correct CRN. The Dual Credit office cannot make this action on your behalf.**