



CHECKLIST FOR NEW STUDENTS

- 1. **APPLY FOR ADMISSION** – Complete a PCC Admission Form and return it to the Admissions/Registration Office at any PCC campus, or apply for admission online: www.pcc.edu/admissions/
 - If you have earned **prior college** credit at another college, see reverse side of this sheet.
 - If you are **under the age of 18** and do not have a High School Diploma or a GED you need to complete some additional steps before you can register. Please call 503-977-8888 and select option 2 for more information.
- 2. **FINANCIAL AID APPLICATION** – If you want to apply for grants, loans, or work-study, complete a financial aid form online at www.fafsa.ed.gov. Allow about 3 months for processing.
- 3. **TAKE READING, WRITING, AND MATH PLACEMENT TESTS** – All new students planning to earn a certificate, Associate degree, or transfer to another college must complete placement testing prior to class registration. Testing schedules are available in the Admissions office, online, or on a recording at 503-977-4533 (Sylvania), 503-614-7533 (Rock Creek), 503-978-5234 (Cascade), or 503-788-6277 (Southeast Center). Preparing for and taking the placement tests seriously could save you time and money. Your scores determine which classes you'll be able to take. Sample tests, testing locations and information are available online at www.pcc.edu/resources/testing. Bring scores with you to New Student Orientation.
- 4. **NEW STUDENT ORIENTATION** – All new students planning to earn a certificate, Associate degree, or transfer to another college **MUST** complete an Orientation prior to registration. The Orientation schedule is available in the Admissions, Counseling, and Testing offices or online. If you want to complete online orientation, go to this web location: www.pcc.edu/about/orientation
- 5. **CLASS SCHEDULE PLANNING** – Following the in-person Orientation you'll have a chance to meet with an advisor to help plan your class schedule. If you complete orientation online, meet with an advisor before your register for classes. 503-977-4531 (Sylvania Advising & Counseling), 503-614-7297 (Rock Creek Advising), 503-614-7300 (Rock Creek Counseling), 503-978-5271 (Cascade Advising & Counseling), 503-788-6256 (Southeast Center Advising), 503-788-6256 (Southeast Center Counseling), 503-615-6801 (Hillsboro Center Advising).
- 6. **REGISTER FOR CLASSES** – You may register for classes online through My PCC at www.pcc.edu. Detailed information about how to register is available online or in the Class Schedule. You'll need to set up your MyPCC account before signing up for classes. For registration problems, call 503-977-8888.
- 7. **PARKING PERMIT** – If you plan to drive to campus, purchase a parking permit online through MyPCC or at the Business Office on any PCC campus. On MyPCC, click on the College Business Tab; under the Parking and Transportation area click on Parking Permits/Fees and follow the instructions.
- 8. **STUDENT I.D. CARD** – Many PCC services such as the shuttle bus, computer labs, libraries and testing centers require a student I.D. Go to your campus Admission/Registration Office after registering for credit classes. You'll need a valid current photo ID. The college will accept a passport, driver's license, military identification card, alien registration receipt card (with photo) and photo identification cards issued by state/government agencies.
- 9. **ATTEND THE FIRST SESSION OF EACH OF YOUR CLASSES** – Your seat in the class may be given away to another student if you don't attend the first class session!
- 10. **PURCHASE BOOKS AT THE BOOKSTORE** – With your schedule in hand, go to the Bookstore on the campus you will attend and purchase your books or go to www.pcc.edu/resources/bookstore to order. You may purchase books anytime after you register for your courses.

