

# IF YOU HAVE BEEN TO COLLEGE BEFORE...

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/](http://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](http://www.fafsa.ed.gov). Allow about 3 months for processing.
3. **OBTAIN A TRANSCRIPT OR GRADE REPORT FROM EACH COLLEGE YOU HAVE ATTENDED** – These may be unofficial for initial advising purposes. We need to verify that you have met prerequisites for PCC courses.
4. **TAKE READING, WRITING, AND MATH PLACEMENT TESTS IF NECESSARY** – Students who have not successfully completed college math and/or English composition classes must take 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](http://www.pcc.edu/resources/testing) . Bring scores with you to New Student Orientation.
5. **ACADEMIC ADVISING/CLASS SCHEDULING** – 503-977-4531 (Sylvania), 503-614-7297 (Rock Creek), 503-978-5271 (Cascade), 503-788-6240 (Southeast Center), or 503-615-6801 (Hillsboro Center). Bring a copy of your transcript or grade report, including course descriptions and your test scores to this meeting.
6. **EVALUATION OF CREDITS** – In order for credits from previous colleges to be included on your PCC transcript, you must request all official transcripts and have them mailed to PCC. You must also submit a Transfer Credit Evaluation form to the Student Records Office. The form is online at: [www.pcc.edu/records](http://www.pcc.edu/records)
7. **REGISTER FOR CLASSES** – You may register for classes by Internet at [www.pcc.edu](http://www.pcc.edu). Detailed information about how to register is available on-line or in the Class Schedule. For more assistance, call the registration office at 503-977-8888.
8. **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.

- 9. **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 I.D. 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.
  
- 10. **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!
  
- 11. **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](http://www.pcc.edu/resources/bookstore) to order. You may purchase books anytime after you register for your courses.