

Registration Instructions for Teen Classes

Students need to create a PCC account and are strongly encouraged to fill out the Consent to Release form before registering for classes. Instructions for each of these steps are below. Program staff are unable to speak to anyone, including parents, about a student or their registration status unless there is a Consent to Release form on file.

Please note that Intent to Register forms are processed on a first-come/first-served basis and are not complete until the parent/guardian has also signed the Liability Waiver. These can take up to two business days to process; to help ensure a spot in your requested classes, please send in your form no later than two business days before the start of the class.

How to create an account

1. Visit the [application page](#).
2. Follow the prompts to create the account.

Consent to Release form instructions

1. Log in to [MyPCC](#). (teen's account)
2. From your MyPCC Home tab, scroll down to the "Quick Links" menu (bottom left of the page).
3. Select "Consent to Release" and fill in all the required information.
4. Select the types of records you would like shared. The most common selections for teen students are course schedules, student finances, enrollment status, attendance, and grades.
5. When you have filled out all required information, click "Add this Name".
6. If you would like to add multiple people, click "return" and repeat the steps.

Confidential code: The confidential code is a password or code that the student creates and provides to us. It is used to verify the identity of authorized individuals when they call to discuss student information. We will ask for this code each time student information is discussed.

Intent to Register form

After your teen has created a MyPCC account, use that MyPCC account credentials to log in and complete the Intent to Register form.

The Intent to Register form is a request to Community Ed to register for a class. The student is not automatically registered into the class upon submission of this form. The student and parent/guardian receive a confirmation email from Community Ed once they are registered into the class, generally within 1-2 business days.

Registration instructions

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We do not offer waitlists for classes that are full.

- + [How to create an account](#)
- + [Consent to Release form instructions](#)
- + [Intent to Register form](#)
- + [How to Drop a Teen Class](#)

Submit the intent to register form >

You cannot register through the normal PCC registration system, and registration must be received before the first day of class. On-site registrations will not be accepted.

Once you click on the “Submit the intent to register form” it will take you to the form below. It will prefill the Teen’s name, G number and PCC email. You will need to enter the other required information. If a class is marked FULL, you will not be able to select that class. Once you have filled in the required information and selected your classes, hit the Next button.

Summer Teen Program Intent to Register Form

Please complete this form to let us know which classes you would like to be registered into. This is a two-part process and your form is not complete until your parent/guardian signs the Liability Waiver. The Liability Waiver will be emailed to them automatically after you submit this form.

Please note that, once you complete the Intent to Register process, we will register you into the class, provided space allows. You must contact us before the drop deadline if you wish to drop your classes. Not completing the payment in advance or not attending the class does not relieve you of the obligation to pay for the class. Most Teen classes must be dropped by the last business day prior to the class beginning.

Student information

Name	<input type="text"/>
Phone number	<input type="text"/>
PCC ID number	<input type="text"/>
PCC email	<input type="text"/>
Age	<input type="text"/>

Parent/Guardian contact information

First name	<input type="text"/>	Last name	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Relationship	<input type="text"/>		

Additional emergency contact information

First name	<input type="text"/>	Last name	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Relationship	<input type="text"/>		

Writing

- Teen Fan Fiction Writing - 33047
- Teen Fan Fiction Writing - 33048
- Teen Poetry Lab - 32810

How did you learn about us?

How did you learn about the Summer Teen program?

- Community Ed print schedule
- Summer Teen website
- Public school newsletter
- PCC employee
- Past program participant
- Friend
- Internet search
- PCC internal mail

Next

This will take you to a page where the student will accept the policies and sign the form. Click the box at the bottom of the form, click on the signature box, sign the form and hit Submit form at the bottom of the page.

Summer Teen Program Intent to Register Form

Program information

Age policy

The student's age must fit within the age range listed in the class description for the full duration of the course.

Supervision and safety

Students will be supervised during class, but PCC will not provide supervision for students before, after, or between classes. We highly recommend that parents/guardians escort students to and from classes. Instructors will follow department protocol for dealing with any emergencies that may arise. PCC Public Safety will assist with any medical issues or physical threats to students' safety while at a PCC campus or center. The PCC Community Education Department will keep parent/guardian emergency contact information on file. This information will be shared with instructors. Please make sure to have your student complete the Consent to Release Information form linked on the Teen webpage.

It is important that parents/guardians remain available by phone during class, in case we need to contact you.

Behavioral standards

We want everyone to have fun and stay safe. Because college is an adult environment, all participants must follow the guidelines outlined in the [PCC Student Rights and Responsibilities](#). Students in the Teen Program are expected to be able to work independently and in groups with minimal support from the instructor. Students who fail to follow classroom rules may be asked to leave the class. Refunds will not be given for students who are asked to leave class due to conduct violations.

Payment information

Payment is due upon receipt of registration confirmation. Students will not be dropped for non-payment.

To pay, call 971-722-8288 (option 3). The Student Account Services Office accepts Visa or MasterCard (debit or credit). You may also provide a check number. Payment can also be made online in [MyPCC](#). If this is your first time logging in, click the First Time User link for assistance. Be sure to provide the student's information (PCC ID number), not the parent or guardian's.

Class cancellation and drop information

If it is necessary to cancel your teen's registration (drop from a class), please submit a drop request to ceteens@pcc.edu by the [published drop deadline](#). Please note that drops cannot be processed over the phone and must be received in writing in accordance to the drop policy.

If your teen registers for a class and does not attend, stops attending, or fails to drop within the refund period, your teen will be responsible for all tuition and fees. Accounts are subject to late fees if not paid on time. Students will not be dropped for non-payment.

Note: some classes have specific registration/drop dates listed in the course footnote. Those dates supersede the drop deadlines above.

Registration consent and acceptance

My child's enrollment with Portland Community College will signify my consent to and acceptance of all policies and procedures governing enrollment, including financial liability (see pcc.edu/pay). If I fail to remit payment when due, I will promise to pay to PCC all reasonable costs for collection, including collection agency fees. I understand that students under 18 years of age are liable for registration fees incurred in accordance with ORS 348.105.

Student signature

By signing this form you are certifying that all the information reported is complete and correct.

I agree with the statements above.

^
(click to sign)

Signature: _____

Date: _____

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Submit Form

You will then be taken to the next page which confirms that the form has been submitted.

Thank you for submitting the PCC Teen Intent to Register form. You have completed part one of a two part process. You will receive an email confirming your request and instructions for the next step in the process.

PDF is intended for printing a physical copy only. Please use the HTML version for accessibility purposes.

[View Form Html](#)

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

You have no forms that need action right now

Other Forms you might be interested in.

[Forms I am Copied on](#)

[Forms Awaiting Other Signatures](#)

[My Forms History](#)

Your teen will also receive a confirmation email that the intent to register form has been submitted.



Step One of Your Teen Intent to Register Form is Complete!

1 message

communityed@pcc.edu <communityed@pcc.edu>

Thu, May 28, 2026 at 8:16 AM

To: [redacted]

Thank you for your interest in the PCC Summer Teen Program. We have sent the Liability Waiver to the email you provided for your parent/guardian. Once the Liability Waiver is signed, we will register you into the class(es) you selected on the form provided there are enrollment spots still available. We will send a confirmation email to your PCC email. If you do not receive an email from us in two business days, please contact us at ceteens@pcc.edu or call us at 971-722-6606.

By completing this form you are confirming you wish to be registered into the class(es) selected. Not attending the class or not paying for the class does not relieve you of the obligation to pay. If you wish to be dropped from the class(es), you must contact us via email before the stated class drop deadline.

Next, an email will be automatically sent to the parent/guardian that was listed on your Intent to Register form. This email will include a link at the bottom of the email to **create their own separate account through Dynamic Forms.**

Please Note: this is a separate system from your MyPCC account. You cannot login to this system with your PCC username and password, you will need to create a new account through Dynamic Forms.

Subject: PCC Teen Program Registration Instructions

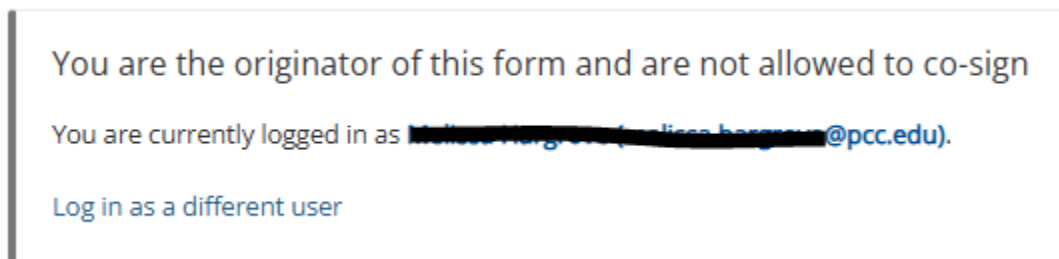
Hello,

You are receiving this email because your teen has listed you as the parent/guardian to receive their participant Liability Waiver. Your teen's Intent to Register form cannot be processed until you have signed the waiver in the link below. Please note that if this is your first time using the system, you will be asked to set up an account in order to complete the form. This is not your PCC account and you will need to create your own account in this system and not sign in using your teen's user name/password.

If you have any questions, please contact us at ceteens@pcc.edu or 971-722-6606

[Click here to complete your section of the form.](#)

If you are logged into your Teen's PCC account, you may get this error.



Just click the "Log in as a different user" button.

Please note, when it takes you to the login page, this IS NOT your PCC login. This is a login for Dynamic Forms. You will need to create a new account with a separate login.

If you completed this process last year, you will use that login and password. If you have forgotten your login, click the forgot password button. If you have never completed this process, then you will need to create a new account.

Log In

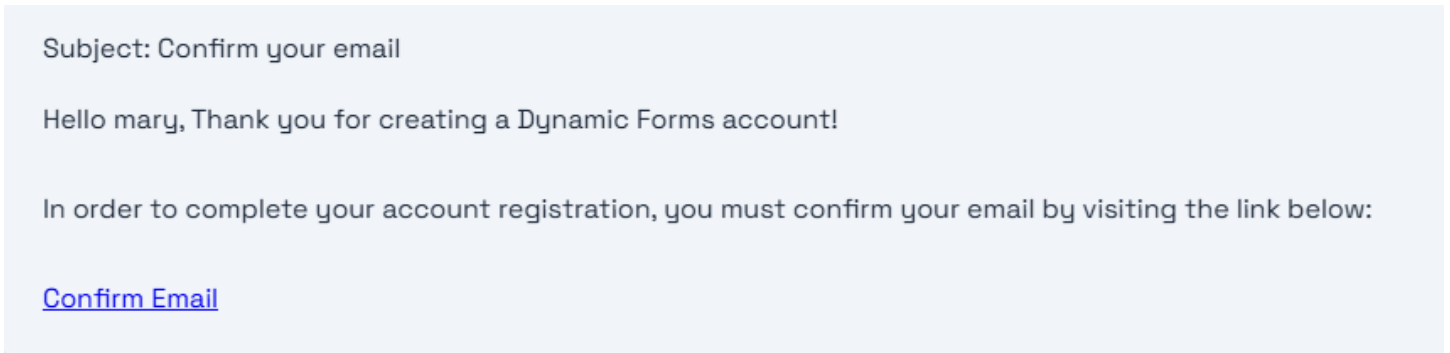
Sign in to complete the **Summer Teen registration 2026** form as requested by **Portland Community College**.

User Name or Email Address

Password

[Create New Account](#) [Forgot Your Password?](#)

After you create your new account, you will be asked to verify it. Please check your email for an email asking you to confirm your email.



Once you click that link, it will take you back to dynamic forms to login.

Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

[Log in to Dynamic Forms](#)

Once you login to dynamic forms, it will take you to the Intent to register form your teen filled out.

Scroll all the way to the bottom and hit next.

Then it will take you to the teen's signature page. Scroll to the bottom and hit next.

This will take you to the spot on the form that you as the parent need to sign.

Scroll to the bottom, click the check box and the signature box. This will bring up a pop up box where you will enter your typed signature.

Agreements

Agreement acknowledging a parent/legal guardian's consent, participant responsibility, express assumption of risk, and release of liability for minor (under age 18)

By my signature below, I give permission to my son/daughter/ward to participate in the below named Portland Community College (PCC) ACTIVITY/CLASS/EVENT (hereinafter referred to "Activity"). I understand that during this Activity my son/daughter/ward may be exposed to a variety of hazards and risks of injury, foreseen or unforeseen, which cannot be eliminated due to the nature of the Activity. These inherent risks include, but are not limited to: death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the musculoskeletal system and serious injury or impairment to other aspects of the body, health and well-being. I also understand that the dangers and risks of engaging in this Activity may result not only in serious injury, but in a serious impairment of my son/daughter/ward's future abilities to earn a living, and/or to engage in business, social and recreational activities and generally to enjoy life.

PCC has not tried to contradict or minimize my understanding of these risks. I understand that risks of such Injuries and Damages are involved in this Activity. I acknowledge that my son/daughter/ward must exercise extra care for their person and for others around them in the face of such hazards. I further understand that during this Activity there may not be immediate rescue or medical facilities or the expertise necessary to deal with the Injuries and Damages to which my son/daughter/ward may be exposed.

In consideration for my son/daughter/ward's acceptance as a participant in this Activity, I confirm my Agreement and Understanding that:

- I have read the rules and conditions applicable to the Activity made available to my son/daughter/ward; I will pay any required costs and fees for the Activity; and I acknowledge that my son/daughter/ward's participation is at the discretion of the Instructor.
- The Activity officially begins and ends at the Instructor's designated location(s), and may or may not include travel by department-arranged transportation by air and/or public, private, college, or rental vehicle, student-arranged carpool, or public transit to and from the location(s). My son/daughter/ward may be exposed to a variety of hazards and risks of injury, foreseen or unforeseen, which cannot be eliminated due to the nature of this travel/transportation. I AGREE and understand that the risks are the same as those recited in the previous paragraphs above, including injury to property and person up to and including serious impairment and death.
- My son/daughter/ward is personally responsible for their conduct and behavior during this Activity.
- If my son/daughter/ward decides to leave early and not complete the Activity as planned, I assume all risks inherent in their decision to leave and I waive all liability against PCC arising from that decision. Likewise, if the Activity is cancelled, and my son/daughter/ward decides to go forward without the Instructor, I assume all risks inherent in their decision to go forward and I waive all liability against PCC arising from that decision.
- This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- To the fullest extent allowed by law, I voluntarily agree to Waive and Discharge All Claims of Whatever Nature, and Release from Liability, fully and finally, now and forever, for my son/daughter/ward, myself, my estate, my heirs, my administrators, my executors, my assignees, my successors, and for all members of my family, and to release, exonerate, discharge and Hold Harmless Portland Community College, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from any and all liability, claims, causes of action or demands arising out of any injuries to me or to my property, or losses of any kind which may result from or in connection with my son/daughter/ward's participation in the below named Activity.
- I have read this Agreement in its entirety and I freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks, I agree to have my son/daughter/ward participate in this Activity.
- Parent/Legal Guardian must sign this Agreement on behalf of Minor.

Medical treatment authorization

In the event of illness and/or injury, I (parent/legal guardian named below) do hereby consent to whatever medical or dental diagnosis and/or examination, emergency care and/or transportation to hospital or clinic, treatment, x-rays, anesthetic, or surgical care is considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services for my son/daughter/ward.

Parent signature

I hereby agree and consent to the foregoing Agreement on behalf of the student.

^
(click to sign)

Signature: _____

Date: _____

Previous

Submit Form


After signing, make sure to Click on Submit Form at the bottom of the page.

This will take you to a screen that confirms the submission of the liability form.

Thank you for submitting the PCC Teen Program Liability Waiver. We have sent you an email with next steps.

PDF is intended for printing a physical copy only. Please use the HTML version for accessibility purposes.

 [View Form Html](#)

 [View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

You have no forms that need action right now

Other Forms you might be interested in.

[Forms I am Copied on](#)

[Forms Awaiting Other Signatures](#)

[My Forms History](#)

Both the parent and the teen should also receive a confirmation email that the liability waiver was signed.